



APPLICATION FOR SENIOR CITIZEN DISCOUNT (5%)

This service grants Senior Citizen a 5% discount from their monthly water consumption. Provided, that it does not exceed 30 cubic meters and It should be in the name of the Senior Citizen for a period of One (1) year.

Section/Unit:	COMMERCIAL SECTION			
Classification:	Simple			
Type of Transaction:	(G2C) Government to Citizen			
Who may avail the service:	RWD Concessionaire; Senior Citizen			
Checklist of Requirements:			Where to Secure:	
1. 1 pc 2x2 Picture)			Client	
2. Proof of Residency/ Barangay Certificate			Bgy. Where he/she resides	
3. Photocopy of Senior Citizen Identification Card Back to back (Exhibit the Original)				
4. Photocopy of two (2) Valid government issued ID, (GSIS, SSS, Postal, BIR, Passport, Voters ID & Drivers License)				
Clients Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Proceed to PACD/ Officer of the Day about the availment of Senior Citizen Discount	Provide the client an application form and list of requirements	None	2 minutes	Officer of the Day
Present the requirements and Accomplished Application Form For Availment of Senior Citizen Discount and requirements.	<ul style="list-style-type: none"> Review the accomplished application form and requirements submitted. Advice the client that once the application is approved the 5% discount for Senior Citizen will be applied in the next billing statement 	None	3 minutes	Apple Hazzle E. Abin – U/CSA-C or Lyza Q. Pascual- U/CSA-D
	Total	None	5 minutes	