

2. COLLECTIONS

Who May Avail of the Service?

1. PWD Registered Concessionaires

Schedule of Availability of Service

- Monday - Friday (Excluding Holidays)
8:00 AM - 4:30PM (NO NOONBREAK)

What are the requirements?

1. Recent Water Bill
2. Cash/Check

HOW TO AVAIL OF THE SERVICE

STEP	CLIENT	SERVICE PROVIDER	FEES	DURATION	PERSON RESPONSIBLE
1.	Get priority number. Wait for number to be called.	Available at client's service area.			
2.	When number is called, proceed to the Cashier's window and present water bill and cash.	1. Check account no. based on the recent bill against data in the collection system. 2. Encode payment received, save data and print OR. 3. Give the client's copy of the Official Receipt.		2 minutes	RORIC JUDE P. ENRIQUEZ
3.	Receive Official Receipt/review correctness of data printed. Count change if there's any before leaving the counter.				
END OF TRANSACTION					