

6. REQUEST FOR TRANSFER OF LOCATION OF WATER CONNECTION

Who May Avail of the Service?

1. PWD Registered Concessionaires

Schedule of Availability of Service

- Monday - Friday (Excluding Holidays)
8:00 AM - 5:00 PM (NO NOONBREAK)

What are the requirements?

1. Payment of P150.00 Transfer fee
2. Duly accomplished Request Form

HOW TO AVAIL OF THE SERVICE

STEP	CLIENT	SERVICE PROVIDER	FEES	DURATION	PERSON RESPONSIBLE
1.	Approach the Customer Service Assistant for the services needed.	Request client to accomplish the Request Form. Require client to submit a Valid ID for identification purposes.		2 Minutes	GENEBEB P. SARCOL
2.	Fill-out Request form completely and return the duly accomplished document to the Customer Service Assistant.	Review Request Form for completeness, verify identity of the applicant and exact details of the new location. Forward the request to the billing in-charge for updating in the system the new location of the water connection. Instruct client to pay to the Cashier the required transfer fee.		10 Minutes	GENEBEB P. SARCOL
3.	Pay to Cashier	The Cashier accepts payment and issue Official Receipt.	P150.00	2 Minutes	RORIC JUDE P. ENRIQUEZ
4.	Return to the Customer Service Assistant and present the Official Receipt as evidence of payment.	Record the Official Receipt No. on the Request Form. Issue Work Order for the transfer of location requested by client.		1 Minute	GENEBEB P. SARCOL
5.		Perform the services requested.		1-3 days from date of filing the request form.	TEAM ASSIGNED IN THE AREA
END OF TRANSACTION					