



6. Meter Calibration

Calibration ensures that the water meter records accurate consumption.

Case A: If meter found not defective, calibration fee of Php 200.00 *** will be charged to requesting concessionaire.

Case B: If meter found defective, calibration fee will be waived and meter will be replaced.

Office or Division:	Commercial			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen G2B- Government to Business Entity G2G - Government to Government			
Who may avail:	All concessionaires			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID***	PROCESSING TIME*	PERSON RESPONSIBLE
1. Request meter calibration at the Customer Service Desk.	1. Check/verify the status of concessionaire's account 1.1. Prepare Construction Order for meter calibration 1.2. Advise concessionaire for calibration of water meter within 3 working days	None None	5 minutes 3 days, 5 minutes	<i>Customer Services Assistant/ Finance and Commercial Division</i>
2. Coordinate with the Water Maintenance Man.	2. Calibrate water meter	None	1 Hour	<i>Water Maintenance Man/ Finance and Commercial Division</i>
3. Sign Construction Order form.	3. Receive signed Construction Order form (The signed Construction Order should be returned to Customer Services Assistant for encoding and filing)	None	3 minutes	<i>Water Maintenance Man/ Finance and Commercial Division</i>
TOTAL:		depending on the result of calibration	3 days, 1 hour, 13 minutes	
END OF TRANSACTION				



- Note: * Processing Time under normal condition.
** Application Form is available free of charge.
*** Fees to be paid are subject to change without prior notice.
**** Senior Citizens need not pass Residence Certificate (Cedula)
***** Renewable every year.