



## 2. Payment of Water Bill

### Cases:

Case A. If payment is being made on or before due date, pay the amount as stated in the water bill

Case B. If payment is being made after due date, pay the amount stated in the water bill + 5% penalty

Case C. If the water services have been temporarily disconnected due to unpaid water bill, pay the amount stated in the water bill + 5%\*\*\* penalty + reopening fee of P150.00\*\*\*

<b>Office or Division:</b>	Commercial			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2B- Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All concessionaires			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Water bill		Given to Concessionaires on reading date		
Old Receipt in absence of water bill				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID***</b>	<b>PROCESSING TIME*</b>	<b>PERSON RESPONSIBLE</b>
1. Pay the amount as stated in the water bill.	1. Process payment, and issue Collector's/Official Receipt.	as stated in the waterbill	4 minutes	Cashier/ Administrative Division
<b>TOTAL:</b>		<b>as stated in the water bill</b>	<b>4 minutes</b>	
<b>END OF TRANSACTION</b>				

- 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.