



## 7. Re-reading of Water

Re-reading of Water meter is done to double check the reading registered in the concessionaire's water meter.

<b>Office or Division:</b>	Commercial			
<b>Classification:</b>	Complex			
<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>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID***</b>	<b>PROCESSING TIME*</b>	<b>PERSON RESPONSIBLE</b>
1. Request re-reading of water meter at the Customer Service Desk.	1. Check/verify the status of concessionaire's account  1.1 Prepare Construction Order for re-reading of water meter  1.2 Advise concessionaire for re-reading 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 Meter Reader.	2. Re-reading of Water Meter	None	5 minutes	<i>Meter Reader/ 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>Meter Reader/ Finance and Commercial Division</i>
<b>TOTAL:</b>		<b>None</b>	<b>3 days, 18 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.