



#### 4. Water Meter Pull Out

Water Meter Pull Out refers to the removing of water meter from the standpipe as requested by the concessionaire.

<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>		
Request Form		PACD and Customer Service Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID***</b>	<b>PROCESSING TIME*</b>	<b>PERSON RESPONSIBLE</b>
1. Request water meter pull out at the Customer Service Desk.	1. Check/verify the status of concessionaire's account	None	5 minutes	<i>Customer Services Assistant Finance and Commercial Division</i>
2. Pay the amount as stated in the account.	2. Process payment and issue Collector's Receipt	as stated in the account	40 seconds	<i>Cashier/ Administrative Services Division</i>
3. Present the Collector's Receipt to Customer Services Assistant.	3. Prepare Construction Order for disconnection  3.1. Advise concessionaire for meter pull out within 3 working days.	None	3 days, 3 minutes	<i>Customer Services Assistant/ Finance and Commercial Division</i>
4. Coordinate with the Customer Service Assistant (Meter Reader).	4. Pull out water meter	None	1 hour	<i>Customer Service Assistant (Meter Reader)/ Finance and Commercial Division</i>
5. Sign Construction Order Form.	5. Receive signed Construction Order Form  (The signed Construction Order should be returned to Customer Services Assistant for encoding and filing)	None	3 minutes	<i>Customer Service Assistant (Meter Reader)/ Finance and Commercial Division</i>
<b>TOTAL:</b>		<b>as stated in the account</b>	<b>3 days, 1 hour, 11 minutes and 40 seconds</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.