



2.2 Payment Centers

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

Office or Division:	Cashier/Administrative Services Division			
Classification:	Simple			
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		
Water bill		Given to Concessionaires on reading date		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID***	PROCESSING TIME*	PERSON RESPONSIBLE
1. Accomplished the payment slip and pay at the counter/teller.	1. Process the payment upon receipt of the 3 rd party report on the next working day,	as stated in the water bill	40 seconds	Cashier/ Administrative Services Division
TOTAL:		as stated in the water bill	40 seconds	
END OF TRANSACTION				