



## 2. Payment of Water Bill

### 2.1 SRWD Office

#### 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>	Cashier/Administrative Services Division			
<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 water bill	40 seconds	Cashier/ Administrative Services Division
<b>TOTAL:</b>		<b>as stated in the water bill</b>	<b>40 seconds</b>	
<b>END OF TRANSACTION</b>				