



10. Water Meter Relocation

Water meter relocation can be requested if the concessionaire is planning to move the location of the water meter due to renovations.

Office or Division:	Commercial/ Engineering and Maintenance			
Classification:	Complex			
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		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID***	PROCESSING TIME*	PERSON RESPONSIBLE
1. Request relocation or transfer of water meter 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>
	1.1 Prepare Construction Order for inspection of old and new location of water meter 1.2 Advise concessionaire for inspection within 3 working days	None	3 days, 3 minutes	
2. Coordinate with the Senior Water maintenance Man.	2. Inspect old and new location of water meter. Identify materials to be used	None	30 minutes	<i>Senior Water Maintenance Man/ Finance and Commercial Division</i>
3. Pay labor fee and cost of materials.	3. Process payment and issue Official Receipt	P700.00+ cost of materials	40 seconds	<i>Cashier/ Administrative Division</i>
	3.1 Prepare Construction Order for relocation or transfer of water meter 3.2 Advise concessionaire to wait for water meter relocation within 3 working days.	None	3 days and 3 minutes	<i>Customer Services Assistant/ Finance and Commercial Division</i>



4. Coordinate with Water Maintenance Man.	4. Relocate or transfer water meter	None	3 hours	<i>Water Maintenance Man/ Engineering and Maintenance 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>Water Maintenance Man/ Engineering and Maintenance Division</i>
6. Coordinate with Senior Water Maintenance Man.	6. Inspection of the relocated water meter.	None	30 minutes	<i>Senior Water Maintenance Man/ Finance and Commercial Division</i>
7. Sign Construction Order form.	7. Receive signed Construction Order Form (The signed Construction Order should be returned to Customer Services Assistant for encoding and filing)	None	3 minutes	<i>Senior Water Maintenance Man/ Finance and Commercial Division</i>
TOTAL:		P700.00 + cost of materials	6 days, 4 hours, 17 minutes, and 40 seconds	
END OF TRANSACTION				

- 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.