

How to avail of the service in **Transfer/Relocation of service connection**

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	To request for transfer/relocation of service connection.	Acknowledges and receives client's request and forward client's name to Finance & Commercial Division for assessment and evaluation.	3 minutes	Maria Ana M. Toribio Catherine U. Uechi Adelina T. Maluyo		Record Book
		Evaluate/assess location for transfer/relocation and prepares cost estimates and forward to Engineering & Construction Division.	3 minutes	Maria Ana M. Toribio Norma O. Garrido		Cost Estimates (Bill of Materials)
		Investigate and conduct materials estimation then hands it back to Finance & Commercial Division for verification & computation.	3 hours	Oscar Wesley G. Rivero		Cost estimate materials
		Verifies and recompute estimated materials & the availability of stocks and forward it to he cashier.	3 minutes	Norma O. Garrido Mario Beltran		Cost estimate materials
2	To pay cost of materials	Issues official receipts & forward to Finance & Commercial Division the paid cost of estimated materials.	2 minutes	Ronaldo N. Laccay Mario Beltran		Official receipt

		Receives/record & prepares service requests & forward it to Engineering & Construction Division.	2 minutes	Maria Ana M. Toribio		Service request
3		Receives & make schedule of transfer/relocation.	1 minute	Oscar Wesley G. Rivero		Signed Service request
4	Acknowledge schedule of transfer/relocation & signs service request.	Implement the transfer/relocation.	3-8 hrs.	Romy Aguilar Noel Alvarez Reynie Abad(Job Order) Ferdinand Adorio(Job Order) Wilson Aguto(Job Order) Recto Lasaran(Job Order)		Accomplished and signed service request
<i>End of Transaction</i>						