

How to avail of the service in **Paying your Water Bills**

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	To pay water bills with billing notice	Verify account in the computer billing system then issue official receipt.	1 minute	Ronaldo N. Laccay Maria Josefina B. Gonzalvo (no noon break policy)	Amount of water bills	On line official receipt
	To pay water bills w/o billing notice	Verify account in the computer billing system then issue official receipt.	2 minutes	Ronaldo N. Laccay Maria Josefina B. Gonzalvo (NO NOON BREAK Policy)	Amount of water bills	On line official receipt
	To pay water bills with adjustments due to franchise tax & other adjustments.	Verify account in the computer billing system. Make the necessary adjustments and issue official receipt.	10 minutes	Maria Ana M. Toribio Ronaldo N. Laccay	Amount of water bills	On line official receipt
<i>End of Transaction</i>						