

How to avail of the service in **Reconnection of Service Connection**

<b>STEP</b>	<b>APPLICANT/ CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF THE ACTIVITY (Under Normal Circumstances)</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>FORM</b>
1	To request for reconnection.	Acknowledges and records client's request for reconnection and forward client's name to Cashier for verification.	2 minutes	Catherine Uechi Maria Ana M. Toribio		Record Book
2		Verifies records of client in the computer billing system whether it is with or without arrears	1 minute	Maria Ana M. Toribio		
3	To pay reconnection fee and arrearages	Issues on line official receipts	2 minutes	Ronaldo N. Laccay	Reconnection fee: Residential- 600 Commercial/ Government- 720	Official receipts
		Prepares/issues service request for reconnection to Finance & Commercial Division.	1 minute	Maria Ana M. Toribio		Service request
4		Acknowledges & record service request for reconnection and make schedule for reconnection.	2 minutes	Oscar Wesley G. Rivero		Service request
5	Signs service request	Implement reconnection	1 hr – 8hrs	Romeo Aguilar Noel Alvarez Reynie Abad(Job Order) Ferdinand Adorio(Job Order) Wilson Aguto(Job Order) Recto Lasaran(Job Order)		Accomplished Service request

*End of Transaction*