

CITIZEN'S CHARTER:

In Compliance with Republic Act 9485 on the Anti-Red Tape Act of 2007

COLLECTION OF WATER BILL PAYMENTS			
Requirement: Water Bill			
How to Avail of the Service	Fees	Duration	Person/s In-charge
1. Proceed to the Cashier and present water bill/s.	-	2mins.	Pewee
2. If client does not have the copy of water bill, proceed to the Customer Service Staff and request for another copy.	No fee	2mins.	Julius/Edgar
3. Pay the amount of billing and receive the Official Receipt (OR)	-	2mins.	Pewee
End of Transaction			

