

4) SERVICE INFORMATION PER GOVERNMENT SERVICE⁵

GOVERNMENT SERVICE: Payment of Water Bills					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
		Get your priority number from the security guard who is located near the teller and wait until your number is called. (Kumuha ng numero mula sa security guard na malapit sa teller at hintayin na tawagin ang iyong numero.)		Less than a minute	
1. Water Bill		Give your number and your water bill to the teller (Ibigay ang iyong numero at ang iyong water bill sa teller)		2 minutes	
2. Payment: Cash or Check	PD 198: Chapter IX- Revenues; Sec. 37- Rates and Charges	Give the payment and wait for the receipt from the teller as proof of payment (Ibigay ang bayad at hintayin ang iyong resibo bilang patunay na ikaw ay nakabayad)		3 minutes	Total amount due
TOTAL				5 minutes	Total amount due