

**GOVERNMENT SERVICE: Request for Change of Name/ Ownership and Change of Classification**

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		
		State your concern to the Public Assistance and Complaints Desk Officer (Sabihin sa PACD ang sadya)		1 minute	
1. Photocopy of Valid ID 2. Barangay Clearance 3. Proof of Ownership 4. Attended the Orientation (Every Tuesday: 9am- 9:30 am) 5. Letter of Authorization 6. Service Connection Application Form	This is done to ensure the validity/ security of contract between the concessionaire & the district.	FOR CHANGE OF NAME/ OWNERSHIP: Fill-out the application form and affix your signature. Submit accomplished form with all the necessary requirements (PARA MAGPAPALIT NG PANGALAN/PAGMAMAY-ARI: I fill-out ang application form at lagdaan, ibigay kasama ang mga kailangang dokumento.)		3 minutes	
7. Payment: Cash or Check	PD 198: Chapter IX- Revenues; Sec. 37- Rates and Charges	Pay to the cashier (Magbayad sa kahera)		5 minutes	P 50.00
8. Inspection Report	For recording and monitoring purposes of the district staff..	FOR CHANGE OF CLASSIFICATION: State your concern (PARA MAGPALIPAT NG KLASIPIKASYON: Sabihin ang sadya)		1 minute	

		Verify the result of your request on the next day. (Alamin ang resulta ng hiling kinabukasan)		2 minutes	
TOTAL				9 minutes (for change of name)  4 minutes (for change of classification including inspection to area)	P 50.00