

4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>5</sup>

GOVERNMENT SERVICE: Request for Temporary/ Voluntary Disconnection of Water Service Connection					
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		
		Ask the Public Assistance and Complaints Desk officer your concern (Sabihin sa PACD ang sadya)		1 minute	
		Fill-out the request form for temporary/voluntary disconnection of your service connection (Mag fill-out ng request form para sa kusang loob na pagpapaputol ng linya ng tubig)		1 minute	
1. Full payment of outstanding Water Bill and/or Installation/Registration Balance	PD 198: Chapter IX- Revenues; Sec. 37- Rates and Charges	Pay your outstanding account to the teller and wait for your receipt as proof of payment (Bayaran ang natitirang bayarin sa teller at hintayin ang resibo bilang patunay na ikaw ay nagbayad)		5 minutes	Total Amount Due
		Show your receipt to the in-charge (Ipakita ang resibo sa in-charge)		1 minute	
<b>TOTAL</b>				8 minutes	Total Amount Due