

GOVERNMENT SERVICE: Request for Water Meter Transfer

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 to the Public Assistance and Complaints Desk Officer (PACD) your concern. (Sabihin sa PACD ang sadya)		1 minute	
1. Service Request Form	For recording and monitoring purposes of the district staff.	Wait until inspection is done (Hintayin ang resulta ng inspection)		20 minutes	
2. Payment: Cash or Check	PD 198: Chapter IX- Revenues; Sec. 37- Rates and Charges	Pay the meter transfer fee to the cashier (Magbayad ng meter transfer fee sa kahera)		5 minutes	P 100.00 (excluded of fittings needed)
TOTAL				26 minutes	P 100.00 (excluded of fittings needed)