

Payment of Water bill

Office or Division:	Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment		Waterworks System Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff and present order of payment	1.1. receive and review the document	None	5 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid
				Ticket Checker Ailyn P. Cabinto LTOO I
2. Pay the computed amount	2. Compute amount to be paid and receive payment	Refer to order of payment	5 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid Ticket Checker Ailyn P. Cabinto LTOO I

3. Receive Official receipt	3. Release Official receipt.	None	3 minutes	Edison B. Quezada Rev. Collection Clerk II Leonora S. Lubid Ticket Checker Ailyn P. Cabinto LTOO I
	TOTAL	Refer to fees above	13 minutes	