

REQUEST FOR SERVICE TRANSFER METER/RELOCATION

Transfer Meter fee and cost of materials must be paid before the transfer of service connection to another place by the water district

Office/Division:	Alcia Water District
Classification:	Simple
Type of Transaction:	Gov. to Citizen (G2C): Gov to Business (G2B) and Gov to Gov (G2G)
Who may avail:	All concessionaires of Alicia Water District

Checklist of Requirements		Where to Secure		
Billing Notice		Serve by ALWAD during time of reading.		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person responsible
1.) Proceed to Front desk and request for Transfer Meter	Scheduling for Transfer Meter Inspect site & Calculate the necessary cost of materials, fees & charges.	None	1 Minutes 20 minutes	Front Desk Personnel Maintenance Crew
2.) Proceed to cashier & Pay the amount for Transfer Meter fee Plus material if there's any	Accept payment and issue Official Receipts (OR) Inform Water Maintenance for implementation.	Transfer Meter Fee- Php 300.00 Plus, cost of materials (if there is any)	3 minutes	Acting Cashier Utilities/Customer Service Assistant
End Of Transaction	Process request and implement Reconnection	none	4 Hours	Maintenance Crew
	TOTAL:	Php 300.00 Plus, Cost of materials if there's any plus	4 Hours, 24 minutes	