

PROCEDURES ON HOW TO REQUEST FOR AN ACCOUNT NUMBER (REG. CUSTOMER WHO DOES NOT HAVE WATER BILL)

Step 1 . Approach guard for an assistance, get priority number and proceed to the desk of an Officer-of-the-Day. 1 minute



Step 2. Officer-of the-Day will print the water bill, instructs the customer to proceed to the waiting area until his/her priority number in the queueing machine is reflected. 3 minutes excluding waiting period.



Step 3. Customer pays the water bill and the teller will issue the corresponding Official Receipt. 1 minute.



End of Transaction