**III. PAYMENT OF WATER BILLS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consumer** | **Service Provider** | **Duration of the Activity** | **Person/s In-Charge** | **Fees** | **Form** |
| 1.Bring Notice of account | Verify notice of account | 2 min. | A. Castañeda /  J. Malabad |  |  |
| 2. Pay to the office collector/ field collectors | Accept payment | 2 min. | A. Castañeda  J. Malabad  Field Collectors | As stated in the notice of payment | Official receipt |
| 3.Receives official receipt | Issues official receipt duly signed | 2 min. | A. Castañeda  J. Malabad  Field Collectors |  | Customer’s copy |
| END OF TRANSACTION | | | | | |