**VII. RECONNECTION OF WATER SERVICE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consumer** | **Service Provider** | **Duration of the Activity** | **Persons In-Charge** | **Fees** | **Form** |
| 1. Request for the reconnection of water service line | Verification of unpaid water bills if there are any | 2 mins. | A. Castañeda  J. Malabad |  | Customer Ledger Card |
| 2. Pay outstanding balance if there is any and P 300.00 Reconnection Fee | Accepts payment | 2 mins. | D. Malayao  A. Castaneda  J. Malabad | Depends on the arrears or outstanding balance plus three hundred pesos (300.00) reconnection fee. | Official Receipt |
| 3. Receives Official Receipt | Prepares job order | 2 mins. | A. Castañeda/  Joeffrey Malabad |  | Job Order Form |
| 4. Receives Job Order Personal File | Reconnect service line | 1 hr. | Pedro Allam, Ricky Gatan  Paul Paraggua |  | Job Order Form |
| END OF TRANSACTION | | | | | |