

REQUEST FOR STATEMENT OF ACCOUNT

All registered concessionaires whose requesting for a statement indicating the unpaid water bills and other surcharges can avail of this service.

Schedule of Availability of Service: Mondays to Fridays; 8:00 am to 12:00 nn & 1:00 pm to 5:00 pm

Requirements:

- ✚ Letter of Request

Forms:

- ✚ Statement of Account

STEP	APPLICANT	PROVIDER	DURATION	PERSON RESPONSIBLE	FEES
1	Inquiry	receives letter requesting for statement of account	5 min	Customer Service Assistant	None
2		rechecks and confirm records	10 min	Customer Service Assistant	None
3		prepares the statement of account to be signed by the Gen. Manager	30 min	Customer Service Assistant	None
4	Receive	assists the concessionaire in receiving the statement of account requested	5 min	Customer Service Assistant	None