

COLLECTION OF PAYMENT

Step	Applicant/Client	Frontline Service	Fee	Form/s to Fill-up	Processing Time	Office/Person Responsible
1	Present Water Bill	Receive and verify the Billing	Depending on water consumption	Water Bill Receipt	5 mins	Accounting Processor B
2	Receives Official Receipt	Issue Official Receipt and note down the remaining balance if ever		Official Receipt	5 mins	Accounting Processor B

TRANSACTION COMPLETED