

**SERVICE REQUESTS**

**(h.) SERVICE REQUEST FOR THE CHANGE OF CONCESSIONAIRES REGISTERED NAME**

Step	Applicant/Client	Frontline Services	Fee	Form/s to Fill-up	Processing Time	Office/Person Responsible
1	Letter request for the change of registered concessionaires name	Receive request for possible immediate action		Sign new Contract for Water Service Connection	10 mins	Accounting Processor B
2		Forward the request to GM for approval			3 mins	Accounting Processor B
3		Approved request forwarded to Accounting Processor B			3 mins	General Manager
4	Ledger Card	Enclode new data to master list		Ledger Card	5 mins	AccountingProcessor B

TRANSACTION COMPLETED