

Payment for waterworks bill

Steps	Response Time	Documents Required	Accountable Person	Fees	Office Location
1. Secure application form and fill up required data	15 mins.	Water bill	Chris Briones	None	Treasurer's Office
2. Issue official receipts	10 min.	Official receipt	Lea Mae M. Katipunan Erwin S. Saburnido	Depends upon the water bill	Treasurer's Office

Payment for all regulatory fees & charges  
(Certification , clearance ,permit ,etc.)

Steps	Response Time	Documents Required	Accountable Person	Fees	Office Location
1.Secure application form and fill up required data	15 mins.	Application form/payment slip	Lea Mae M. Katipunan Eleanor Jabla	None	Treasurer's Office
2.Issue official receipt	15 mins.	Official receipt	Lea Mae M. Katipunan Erwin S. Saburnido		Treasurer's Office

Installation of Waterwork ( New , Reconnection)

Steps	Response Time	Documents Required	Accountable Person	Fees	Office Location
1.Secure and fill-up application form	15 mins.	Application form	Chris Briones	None	Treasurer's Office
2.Application for approval from Mun.Mayor		Application form	Applicant		Mayor's Office
3.Issuance of official receipt for installation fee	2 mins.	Official Receipt	Lea Mae M. Katipunan Erwin S. Saburnido	P 200.00	Treasurer's Office