



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





WATERWORKS OFFICE

ADMINISTRATIVE SERVICES





4. COLLECTION OF MONTHLY WATER BILL

To provide access to potable water supply and dedicated service of safe and adequate water within the area of operation for the benefit of its constituents as its primary concern.

Office or Division:	WATERWORKS OFFICE		
Classification:	SIMPLE		
Type of Transaction:	G2C-Government to Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) Billing statement		Waterworks Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1. Present billing statement or state your account name/ account number	Search stated account name/number from the database		1 minute
1. Proceed to payment	Accept and Issue OR	Based on the issued billing statement	
TOTAL:		None	1 minute