



63. METER REPLACEMENT

Replacement of water meter.

Office or Division:	Construction and Maintenance Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G - Government to Government			
Who may avail:	Construction and Maintenance Division			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Maintenance Order (1pc, Original)			Customer Service Officer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Maintenance Order.	1. The customer service officer forward Maintenance Order to the Maintenance Division Head	None	5 minutes	Customer Service Officer
2. None	2. The Construction and Maintenance Division Head forward the Maintenance Order to Storekeeper for issuance of meter and returned the said maintenance order to the Maintenance Division Head.	None	5 minutes	Maintenance Division Head / Storekeeper
3. None	3. The Construction and Maintenance Division Head forwards maintenance order to the Water Maintenance Personnel to conduct change meter.	None	5 minutes	Maintenance Division Head/ Water Maintenance Personnel
4. None	4. After changing the meter, the Water Maintenance Personnel returned the accomplished maintenance order to the Construction and Maintenance Division Head	None	4 hours	Maintenance Division Head / Water Maintenance Personnel
5. None	5. The Construction and Maintenance Division Head log the accomplished maintenance order to the computer.	None	5 minutes	Maintenance Division Head
Total:		None	4 hour and 20 minutes	