



## 4. METER REPLACEMENT

This procedure is to establish various inquiries regarding meter replacement and to ensure a consistent regulatory approach for installation and maintenance of water meter.

<b>Office or Division:</b>	Construction and Maintenance Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G - Government to Government			
<b>Who may avail:</b>	Construction and Maintenance Division			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Maintenance Order (1pc, Original)			Customer Service Officer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Maintenance Order.	1. The customer service officer forwards the Maintenance Order to the Maintenance Division Head	None	5 minutes	<b>Maricel L. De Asis</b> (Customer Service Asst. A)  <b>Marklie M. Paguio</b> (Water Maintenance General Foreman)
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	<b>Marklie M. Paguio</b> (Water Maintenance General Foreman)  <b>Louie S. Sevilla</b> (Water Maintenance Man A)
3. None	3. The Construction and Maintenance Division Head forwards maintenance order to the Water Maintenance Personnel to conduct change meter.	None	5 minutes	<b>Marklie M. Paguio</b> (Water Maintenance General Foreman)
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	<b>Rolando L. Niepes</b> (Water Maintenance General Foreman) <b>Noel D.</b>



				<p><b>Evangelista</b> (Water Maintenance Head)</p> <p><b>Fernando D. Javier</b> (Senior Water Maintenance Man A)</p> <p><b>Earl Chester D. Ramos</b> (Senior Water Maintenance Man B)</p> <p><b>Genarro G. Mendoza, Bienvenido A. Morfe Jr., Jayson M. Diuco, Danilo A. De Mesa Jr., Reynaldo L. Niepes</b> (Water Maintenance Man A)</p> <p><b>Froilan D. Javier, Hernan A. Lopez, Edson P. Velasco, Lee S. Sevilla, Wilfredo A. Mendoza</b> (Water Maintenance Man B)</p> <p><b>Albert S. Tuazon, Clifford S. Santiago</b> (Water Maintenance Man C)</p> <p><b>Luisito G. Sioson, Marcelo R. Rojero, Juanito S. Bernardo</b> (Utility Worker II)</p>
5. None	5. The Maintenance Division Head receives the Accomplished Maintenance Order from Water Maintenance Staff, then file	None	5 minutes	<b>Marklie M. Paguio</b> (Water Maintenance General)



	for recording.			Foreman)
	<b>Total:</b>	None	<i>4 hour and 20 minutes</i>	