



9. Payment of refund of water bill/materials below P1,000 to concessionaires

Filing of payment of refund of water bill / materials below P1,000 to concessionaires.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Concessionaires of Balanga Water District with refund of water bill/materials below P1,000			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Collection Adjustment (applicable for water bill) (1pc., Original)		Utilities Customer Service Assistant		
2. Return Slip (applicable for materials) (1pc., Original)		BLWD - Administrative Division		
3. Official Receipt (1pc., Original)		Concessionaire		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Accepts complete attachments and prepare the Petty Cash Fund Voucher	None	5 minutes	Sheila C. Baluyot (Sr Fin. Planning Specialist)
2. None	2. Review and approves the Petty Cash Fund Voucher.	None	3 minutes	Editha J. Gozon (Commercial Department Manager)
3. Claims the refund to the Senior Accounting Processor A	3. Releases the cash to concessionaire.	None	3 minutes	Sheila C. Baluyot (Sr Fin. Planning Specialist)
Total:		None	11 minutes	