

Meter Transfer

The process of transferring water meter to another located as requested by the client

Office or Division	Division A & B
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	BWD Concessionaires/ Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Fill-out Meter Transfer Form	Billing - BWD Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Public Assistance and Complaints Desk (PACD) to Fill out Request for Meter Transfer	1. PACD In-charge issued SR for inspection.	None	2-3 mins	Storekeeper – Stockroom
2. Wait at home for inspection of new location	2. Maintenance conducts inspection of new location	None	Within the day	
* If fittings are needed, Go to Stockroom to purchase material (Refer to service #5)				
3. Go back to Cashier to pay Meter transfer fee	3. Teller issued Official Receipt	Same barangay Php 100.00 – Other barangay Php 300.00 –	3-5 mins	Teller/ Cashier
4. Go back to PACD to fill-out Meter Transfer Form	4. PACD In-charge issues Meter Transfer Form; Billing Clerk will issue the Maintenance Order (MO)	None	3-5 mins	Billing Clerk – Billing Section
5. Wait at home for plumber to transfer the water meter	5. Maintenance execute MO	None	Within the day	Plumber – Engineering Section
Total		Same barangay Php 100.00 – Other barangay Php 300.00	2 days, 13 minutes	