

10. Request for Transfer of Location

Concessionaires who would like to transfer their water meters to other location. And incases wherein change of Ownership is needed.

Office or Division:	Municipal Economic Enterprise Development Office – Tagoloan Water & Sanitation System			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Citizen of Barangay Sta. Ana & Barangay Casinglot			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill-up request form for transfer of location	1.1 Contact technical team and advise on-site inspection 1.2 Notify client for approval & disapproval (call or text message)	None	1 day	<i>Process Server</i> Municipal Economic Enterprise & Development Office
2. Pay transfer fee at Tagoloan Negosyo Center	2.1 Receive payment & issue official receipt. 2.2 Transfer of connection to new location	Transfer fee – 100.00 Inspection fee – 50.00	5 minutes	<i>Computer Operator IV (Cashier)</i> Municipal Economic Enterprise & Development Office <i>Engineering Aide 1</i> Municipal Engineering Office
Accomplish the Client Satisfaction Survey form and drop it in the feedback box	Request the client to accomplish the Client Satisfaction Survey form	None	10 minutes	<i>Process Server</i> Municipal Economic Enterprise & Development Office
TOTAL:		₱ 150.00	1 day & 15 minutes	