

# HOW TO AVAIL THE SERVICES OF

## COMMERCIAL SECTION SERVICES

### VII. PROCESSING OF RECONNECTION OF DISCONNECTED SERVICE CONNECTION

Schedule of Availability of Service:

- 8:00 A.M. to 5:00 P.M. without noon break, Mondays to Fridays (except on Holidays)

Who May Avail of the Services:

- All disconnected concessionaires of MMWD (Midsayap & Libungan)

What are the Requirements:

- Official Receipt

**Duration: 5 Minutes**

No	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (Under normal circumstances per transaction	PERSON IN- CHARGE	FEES	FORMS
1.	Get Priority Service Number (PSN) from the Guard-On-Duty	Gives Client PSN	30 Seconds	Guard-On-Duty	None	PSN
2.	Goes to the Accounts clerk for checking of account and other payables	Checks & verifies accounts payable from the database.	3 Minutes	Darwin A. Dispo / Jesiebelle D. Taroy / Federico B. Fentanilla	None	Computer Database Record
3.	Waits for the priority number to be called by the Cashier	Accepts payment and issues receipt to concessionaire	4 Minutes	Glean Jeen S. Cuadrasal / Nico A. Canini / Cristine A. Dela Peña	Reconnection Fee: Php 250.00. Amount of Unpaid Bill/Statement of Account	PSN and Official Receipt
4.	Proceeds to the Commercial Section and presents the Official Receipt to the Person-In-Charge	Logs the account no. and account name of the concessionaire for reconnection.	5 minutes	Darwin A. Dispo / Jesiebelle D. Taroy / Federico B. Fentanilla	None	Logbook
		If the reconstructor is already on the field, the person-in-charge informs the reconstructor by texting the name and zone no. of the client for reconnection.	3 Minutes	Darwin A. Dispo / Jesiebelle D. Taroy / Federico B. Fentanilla	None	None

- END OF TRANSACTION -