Walk-in Schedule of Activity of Service : Monday to Friday 8:00 am to 5:00 pm without noon break Residents of Tacurong, Isulan and Esperanza or any transacting public Xerox copy of any Proof of Ownership, Proof of Billing, or any valid ID 4 days 7	Type of Frontline Services :	Type of Frontline Services : NEW SERVICE CONNECTION					
Residents of Tacurong, Isulan and Esperanza or any transacting public Service Se	Walk-in						
Who May Avail of the Services : Residents of Tacurong, Isulan and Esperanza or any transacting public What are the Requirements : Xerox copy of any Proof of Ownership, Proof of Billing, or any valid ID 4 days	Schedule of Activity of Service :	Schedule of Activity of Service : Monday to Friday					
What are the Requirements :	8:00 am to 5:00 pm without noon break						
Duration : 4 days							
Duration :	What are the Requirements : Xerox copy of any Proof of Ownership, Proof of Billing, or any valid ID						
Present requirements and fill-up New Service Connection Data Form (NSCDF)							
Present requirements and fill-up New Service Connection Data Form (NSCDF)	TEI CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM	
New Service Connection Data Form (NSCDF) and pay Inspection Fee 2 Present NSCDF and pay Inspection Fee 3 Present NSCDF and OR to the Commercial Office for estimate 5 mins Customer Service Assistant none Maintenance Order/Request For Inspection For Inspection For Inspection For Inspection Maintenance Order (MO) 1 day area Inspector Secure copy of BOM and other necessary documents for payment Prepares Bill of Materials (BOM) 15 mins CSA-A/New Connection Services Service Contract (SC) Labor Contract Agreement (LCA) Receipt of Water Meter (RWM) Receives payment and issues OR 10 mins Cashier Service Assistant none Inspection Form Bill of Materials Services Service Contract (SC) Labor Contract Agreement (LCA) Receipt of Water Meter (RWM) Receives payment and issues OR 10 mins Cashier Service Assistant Signed NSCDF Service Contract (SC)	(Under Normal Circumstances)						
(NSCDF) 2 Present NSCDF and pay Inspection Receives payment and issues 5 mins Cashier P15.00 Official Receipt O			5 mins	Customer Service Assistant	none	New Service Data Form	
2 Present NSCDF and pay Inspection Fee Present NSCDF and OR to the Commercial Official Receipt (OR) Present NSCDF and OR to the Commercial Office for estimate Encodes data and prepares Maintenance Order (MO) Maintenance Order (MO) Prepares Bill of Materials (BOM) 15 mins Engineering & Commercial Assist. None Inspection Form Bill of Materials Prepares Bervice Contract (SC) Labor Contract Agreement (LCA) Receipt of Water Meter (RWM) Prepares Based on Official Receipt Prepares Bill of Materials Prepares Bill of Materia	New Service Connection Data Form						
Fee Official Receipt (OR) 3 Present NSCDF and OR to the Commercial Office for estimate Commercial Office for estimate Commercial Office for estimate Awaintenance Order (MO) 4 Wait for actual inspection in the area Prepares Bill of Materials (BOM) 5 Secure copy of BOM and other necessary documents for payment Contract Agreement (LCA) Receipt of Water Meter (RWM) 6 Presents and pays BOM 7 Submits documents and attends orientation scheduled every 1:00pm 8 Wait for actual installation 8 Wait for actual inspection in the conducts actual inspection 9 Conforms the installed service Inspects the installed service connection 9 Conforms the installed service Inspects the installed service connection 1 day Inspector none Inspection For Inspection Inspect of Ins	(NSCDF)						
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necessary documents for payment Prepares: Service Contract (SC) Labor Contract Agreement (LCA) Receipt of Water Meter (RWM) 6 Presents and pays BOM Receives payment and issues OR 7 Submits documents and attends orientation scheduled every 1:00pm 8 Wait for actual installation Schedules and conducts installation Schedules and conducts installation Prepares: Service S 15 mins Cashier Based on Official Receipt Estimated BOM 1 - 2 hrs Customer Service Assistant none Signed NSCDF orientation scheduled every 1:00pm Schedules and conducts installation Schedules and conducts installation Prepares: Service S Customer Service Assistant none Signed NSCDF orientation scheduled by the installation of inspection fee 9 Conforms the installed service connection Inspects the installed service connection Inspects mins list mins Services None Service Contract (SC) Labor Contract (Prepares Bill of Materials (BOM)					
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9 Conforms the installed service connection connection connection supon payment of inspection fee connection supon payment of inspection fee supon payment	orientation scheduled every 1:00pm	conducts orientation					
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9 Conforms the installed service Inspects the installed service 25 mins Inspector none Inspection Report connection			upon payment	Sub-contractor			
connection connection			of inspection fee				
	9 Conforms the installed service	Inspects the installed service	25 mins	Inspector	none	Inspection Report	
END OF TRANSACTION	connection						