

TYPE OF FRONTLINE SERVICES:		WATER BILL DISTRIBUTION				
On-Field Services						
Schedule of Activity of Service : Monday to Sunday 8:00 am to 5:00 pm						
Who May Avail of the Services : SKWD Concessionaires						
What are the Requirements : none						
Duration : 5 minutes per client						
Step	Customer	Service Provider	Duration of Activity (Under Normal Circumstances)	Person Incharge	Fees	Form
1	Receives the water bills and signs the Water Bill Receiving Form.	Hand-in water bill to concessionaires	within 5 mins.	Meter Reader	none	Water Bill Water Bill Receiving Form
END OF TRANSACTION						