



RECLASSIFICATION OF BILLING CATEGORY

➤ Who may avail of the service:

The concessionaires of Bulan Water District with existing service connection.

➤ What are the requirements

1. Request to reclassify billing category from commercial to residential



How to Avail of the Services:



FROM COMMERCIAL TO RESIDENTIAL

Step	Applicant/Client	Service Provider	Duration	Person	Fees	Form
1	Receive/Approach the CSA/PACD and request for reclassification for billing category	Receive/Assist concessionaires and verify/check the requirements.	3 mins.	CSA- Noel Delmonte		
2		Inspection of the Service Connection as to the reclassification of the billing category	1 hour	CSA- Noel Delmonte		
3		Process the reclassification and inform the concessionaire as to the approval of the reclassification.	2 mins.	CSA- Shiela Marie Luzuriaga		



Duration: *1 HOUR AND 5 MINUTES*