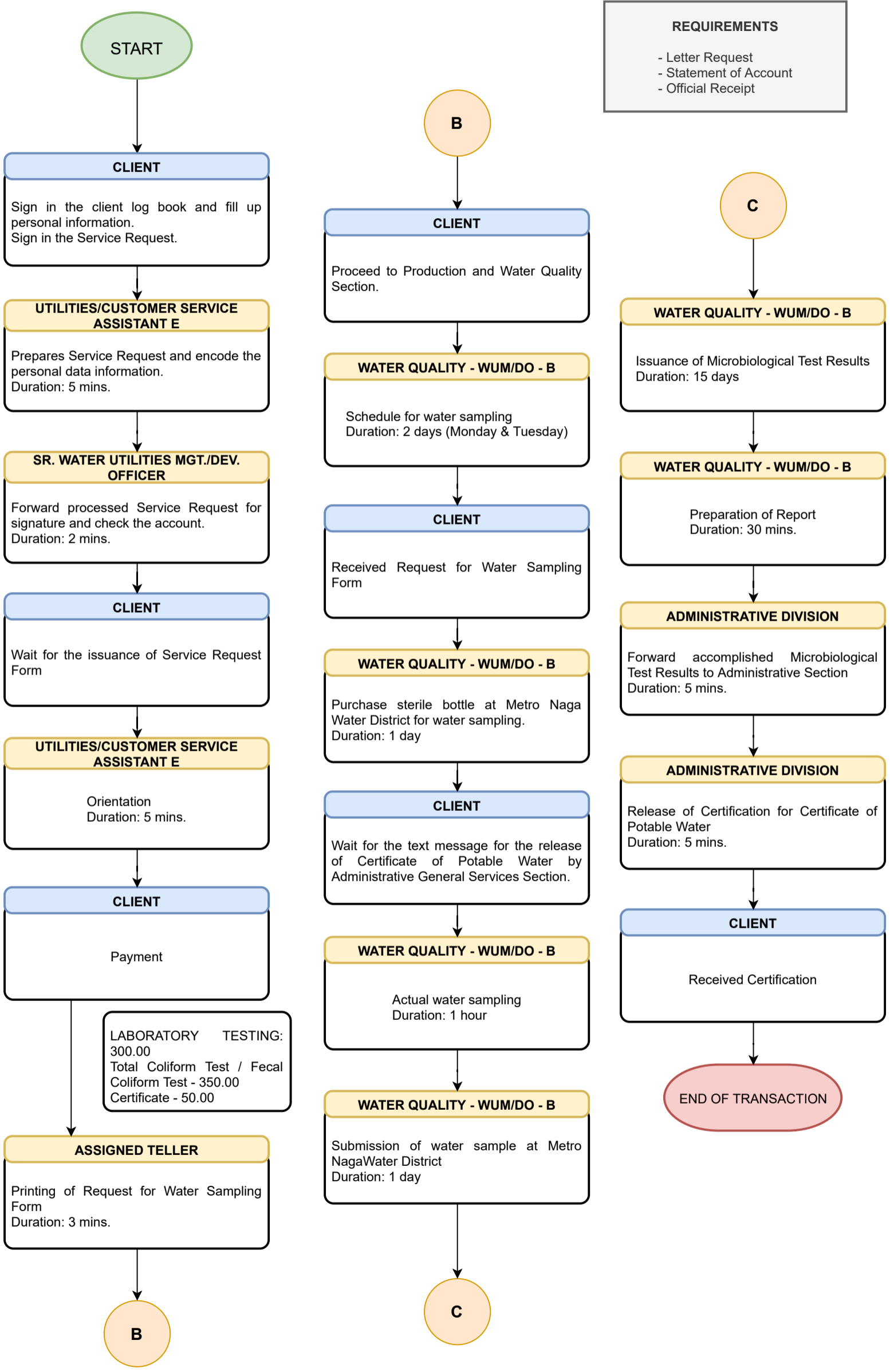


REQUEST FOR WATER SAMPLING FOR THE ISSUANCE OF CERTIFICATE OF POTABLE WATER



- REQUIREMENTS**

 - Letter Request
 - Statement of Account
 - Official Receipt

START

CLIENT

Sign in the client log book and fill up personal information.
Sign in the Service Request.

UTILITIES/CUSTOMER SERVICE ASSISTANT E

Prepares Service Request and encode the personal data information.
Duration: 5 mins.

SR. WATER UTILITIES MGT./DEV. OFFICER

Forward processed Service Request for signature and check the account.
Duration: 2 mins.

CLIENT

Wait for the issuance of Service Request Form

UTILITIES/CUSTOMER SERVICE ASSISTANT E

Orientation
Duration: 5 mins.

CLIENT

Payment

LABORATORY TESTING:
300.00
Total Coliform Test / Fecal Coliform Test - 350.00
Certificate - 50.00

ASSIGNED TELLER

Printing of Request for Water Sampling Form
Duration: 3 mins.

B

B

CLIENT

Proceed to Production and Water Quality Section.

WATER QUALITY - WUM/DO - B

Schedule for water sampling
Duration: 2 days (Monday & Tuesday)

CLIENT

Received Request for Water Sampling Form

WATER QUALITY - WUM/DO - B

Purchase sterile bottle at Metro Naga Water District for water sampling.
Duration: 1 day

CLIENT

Wait for the text message for the release of Certificate of Potable Water by Administrative General Services Section.

WATER QUALITY - WUM/DO - B

Actual water sampling
Duration: 1 hour

WATER QUALITY - WUM/DO - B

Submission of water sample at Metro Naga Water District
Duration: 1 day

C

C

WATER QUALITY - WUM/DO - B

Issuance of Microbiological Test Results
Duration: 15 days

WATER QUALITY - WUM/DO - B

Preparation of Report
Duration: 30 mins.

ADMINISTRATIVE DIVISION

Forward accomplished Microbiological Test Results to Administrative Section
Duration: 5 mins.

ADMINISTRATIVE DIVISION

Release of Certification for Certificate of Potable Water
Duration: 5 mins.

CLIENT

Received Certification

END OF TRANSACTION