



## Manolo Fortich Water District

A. Ditona St., Tankulan, Manolo Fortich, Bukidnon

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Hotline: 0917-718-1311

## Frontline Services

### Payment of Water Bill and Other Accounts

Transaction involves customers paying their monthly water bill and other accounts with MFWD official to avoid penalty and/or disconnection of water service connection. Upon receipt of payment, a corresponding Official Receipt will be issued to the paying customer.

Office or Division:	Commercial Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who May Avail:	Customer/Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
		Commercial Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1.Customers get priority number from the security guard and waits for his/her number to be called by the teller	1.The teller/Cashier issues Official Receipt for the payment received	Depends on the customer’s water bill/ Statement of Account	2 Mins	Security Guard on Duty
2.Customer presents his priority number with his/her water bill/Statement of Account when his/her number is called			2 Mins	Customer Service Assistant/ Teller
	TOTAL		3 Mins	