



9. Application for Realignment/Relocation of Water Meter

Realignment/relocation of water meter request is granted to concessionaires who intend to have their water meter re-adjusted due to external occurrence such as road widening, construction etc. Inspection from DWD personnel is primarily conducted before execution of request.

Office or Division:	Customer Services Division			
Classification:	Highly Technical Transactions			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	Concessionaires who have existing account with DWD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not Applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Customer Service Division and request for realignment of service line	1.1 Note customer’s request including exact location, contact number and other details 1.2 Forward service request to the concerned division	None	10 minutes	<i>Customer Service Assistant</i> Customer Services Division
2. Wait for DWD personnel at the area	2.1 Investigate location of after meter and estimate materials needed. 2.2 Realign water meter	None	1 day	<i>Maintenance Personnel</i> Construction & Maintenance Division
TOTAL:		None	1 day, 10 minutes	