



14. Water Meter Calibration

Digos Water District grants water meter calibration requests of meters not registered with DWD. This service entails a fee.

Office or Division:	Customer Services Division			
Classification:	Highly Technical Transactions			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Water Meter for calibration		Owner		
Official Receipt (1 original)		DWD - Cash Section, Finance Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Customer Service Division and request for water meter calibration	1. Provide the client order of payment form.	None	2 minutes	<i>Customer Service Assistant</i> Customer Services Division
2. Proceed to the teller in the Cash Section for the payment of fees	2. The teller receives payment and issue an Official Receipt.	Service Fee – PHP 253	3 minutes	<i>Teller (Cashiering Assistant or Cashier D)</i> Cash Section, Finance Division
3. Present Official Receipt to the Customer Services Division	3.1 Prepare service request 3.2 Endorse to Administrative & General Services Division	None	3 minutes	<i>Customer Service Assistant</i> Customer Services Division
4. Wait for the testing result	4.1 Conduct water meter testing 4.2 Prepare the testing result		2 days	<i>Sr. Instrument Technician</i> Administrative & General Services Division



TOTAL:	Fixed Total Fee: ○ PHP 253	2 days, 8 minutes	
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