



9. Payment of Electric, Water and Internet Bill of City Owned Facilities

The General Services Office is in charge in processing the payment of electric, water and internet bill.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Various Entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Billing Statement				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Furnish a copy of the Billing Statement	1. Receive the copy of the billing statement	None	10 minutes	<i>Administrative Aide IV</i> Or <i>Administrative Aide VI</i> GSO
	1.1 Prepare voucher of based on the billing statement	None	2 days	
TOTAL:		NONE	2 days & 10 minutes	