

PROCESS FLOW CHART VOLUNTARY DISCONNECTION (Padlock or Permanent? Or Removed Meter?)

START
(SIMULA)

CLIENT'S ACTION

PRESENT SELF FOR SECURITY CHECK
(Magpasiyasat sa guwardiya para sa kaligtasan ng lahat)

PROCEED TO THE CUSTOMER CARE REPRESENTATIVE AND PRESENT TO THE CUSTOMER SERVICE ASSISTANT THE WATER BILL RECEIPT OF THE ACCOUNT BEING REQUESTED FOR DISCONNECTION AND STATE THE REASON FOR THE REQUEST
(Pumunta sa Customer Care Representative at ipakita ang water bill o resibo ng account na nais ipaputol at ilahad ang dahilan kung bakit nais ipaputol)

ACCOMPLISH THE FORM. SUBMIT TO THE CUSTOMER CARE REPRESENTATIVE
(Sagutan ang pormularyo at pirmahan din. Isumite sa Customer Care Representative)

PAY YOUR LAST WATER BILL AT THE CASHIER 1 OR 2.
(Bayaran ang huling bill ng tubig sa Cashier 1 o 2.)

LEWAD AND PRIMEWATER'S ACTION

GIVE THE FORMS REQUESTED TO THE PROSPECTIVE CONSUMER. ASSIST HIM IN THE ACCOMPLISHMENT OF THE FORMS.
(Bigyan ng mga pormularyo ang kliyente. Tulungan sa pagsasagot ng mga nito.)

ADVISE THE CLIENT TO PAY THE ASSESSMENT TO THE CASHIER.
(Payuhan ang kliyente na bayadan and kaukulang halaga sa Cashier 1 o 2)

The Cashier shall process payment. Receive payment and issue an official receipt.
(Tanggapin ang bayad at bigyan ng resibo)

RETURN TO CUSTOMER SERVICE DIVISION AND PRESENT THE WATER BILL RECEIPT.
(Bumalik sa Customer Service Division at ipakita ang resibo ng pinagbayaran sa tubig at disconnection fee)

SIGN THE MAINTENANCE ORDER FOR DISCONNECTION.
(Pirmahan ang Maintenance Order para sa kusang loob na pagpapaputol)

WAIT FOR ONE (1) DAY FOR THE DISCONNECTION OF SERVICE
(Maghintay ng isang araw para maputol ang linya ng tubig)

SIGN THE SERVICE REQUEST TO ACKNOWLEDGE THE SERVICE RENDERED
(Pirmahan nang Service Request bilang patunay na naging maganda ang serbisyong ibinigay)

THE CUSTOMER CARE REPRESENTATIVE SHALL ACCOMPLISH SERVICE REQUEST FOR DISCONNECTION.
(Ang Customer Care Representative ay gagawa ng service request ng boluntaryong pagpapaputol ng linya ng tubig)

THE CONNECTOR SHALL REQUEST ALL REQUIRED MATERIALS AND BRING WITH THEM THE REQUIRED EQUIPMENT. PROCEED TO INSTALLATION PROPER. REQUEST CLIENT TO ACKNOWLEDGE THE SERVICE RENDERED BY SIGNING THE SERVICE REQUEST. THEY SHALL SUBMIT THE SERVICE REQUEST TO THE LEMEMRY WATER DISTRICT.

(Hilingin sa Bodegero ang mga materyales. Dalhin ang mga gagamiting kagamitan. Putulin ang linya ng tubig. Hilingin sa kliyente na lagdaan ang service request. Isusumite ng mga magkakabit sa Lemery Water District ang Service Request na may lagda ng kliyente kasama ang inalis na water meter.)

**END
(WAKAS)**