**II. METER READING**

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| **Consumer** | **Service Provider** | **Duration of the Activity** | **Person/s In-Charge** | **Fees** | **Form** |
| 1.Meter Reading: Zone 1 to 15 | Reads water consumption per zone on the scheduled reading dates | 3-5 mins./ Consumer | Meter Readers:  S. Canceran  M. Baquiran  A. Baquiran  A. Ramos  J. Tumaliuan  R. Malenab |  | Meter reading sheet |
| 2.Issuance of notice of account of consumers per zone | Print water bills | 3 mins. / Consumer | Meter Readers:  S. Canceran  M. Baquiran  A. Baquiran  A. Ramos  J. Tumaliuan  R. Malenab | Depends on the water consumption per consumer | Notice of payment or account |
| END OF TRANSACTION | | | | | |