



# **Municipal Economic Enterprise and Development Office**

External Services



# **Water System Division**

## External Services



## 1. WATER APPLICATION/ REGISTRATION AND INSTALLATION

Service provided for households, commercial and industrial buildings who want to apply for Alamada Water System services

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>○ Duly accomplished application form</li> <li>○ Payment receipt for water registration from MTO</li> <li>○ Complete materials</li> </ul>			From clients	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure an application form from MEED Office and fill out completely.	<ul style="list-style-type: none"> <li>○ Check the application form</li> </ul>	None	2 minutes	MEEDO Staff
2. Pay the registration fee at Municipal Treasury's Office.	<ul style="list-style-type: none"> <li>○ Recommend client to pay the fee at MTO</li> </ul>	P2,100.00	3 minutes	MTO Staff
3. Present the official receipt at MEED office. Client will be advised to buy the materials for water connection and have them checked by plumbers for completeness.	<ul style="list-style-type: none"> <li>○ Check the official receipt and give the client the complete list of materials needed for the connection and check the completeness of materials purchased by the client.</li> </ul>	None	3 minutes	MEEDO Staff
4. Client will be scheduled for water connection.	<ul style="list-style-type: none"> <li>○ Ask the exact location of client's place and schedule the date of connection.</li> </ul>	None	3 minutes	MEEDO Staff
5. Installation of water meter	<ul style="list-style-type: none"> <li>○ Water meter will be installed at the clients' place</li> </ul>	None	2 hours per water meter if all material requirements are complied.	MEEDO Staff
<b>TOTAL</b>		<b>P 2,100.00</b>	<b>2 hours &amp; 11 minutes</b>	



## 2. WATER METER READING AND DELIVERY OF WATERBILLS

Monthly meter reading and delivery of water bills to Alamada Water System concessionaires.

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>Alamada Water System Concessionaires</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Meter reading</li> <li>○ Water bill</li> </ul>		Water Meters at Households MEEDO Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients receives monthly bill	<ul style="list-style-type: none"> <li>○ Meter reading and water bill distribution to households</li> </ul>	None	3 days in every zone	Meter Reader I  MEEDO Staff
<b>TOTAL</b>		<b>None</b>	<b>3 days</b>	

## 3. REPAIR OF LEAKAGES/ DAMAGES OF WATER PIPELINE

Repair of leakages and damages of water pipelines caused by accidents and fortuitous events

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>Alamada Water System Concessionaires</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Incident report through phone call or direct office visit</li> </ul>		From Clients		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Report leakages and damages to MEED Office	<ul style="list-style-type: none"> <li>○ Respond to the report made and conduct the necessary repairs</li> </ul>	None	Minimum of 1 hour and maximum of 2 days depending on the degree of difficulty of repair.	Waterworks Supervisor  MEEDO Staff
<b>TOTAL</b>		<b>None</b>	<b>1 to 2 hours</b>	



#### 4. DISCONNECTION/ RECONNECTION OF WATER METER

Disconnection of water meters for delinquent clients and reconnection of water services for clients who settle their accounts.

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>Alamada Water System Concessionaires</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Disconnection: Clients failed to pay waterbill for 3 months</li> <li>○ Reconnection: Settlement of water bill</li> </ul>		MEEDO  MTO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Notice for disconnection will be sent to the client, no settlement of payment before the disconnection date will be subjected to disconnection of water services.	<ul style="list-style-type: none"> <li>○ Deliver disconnection notice, upon no payment, disconnect water services.</li> </ul>	None	1 hour and maximum of 1 day per Water Meter.	Waterworks Supervisor  MEEDO Staff
2. For reconnection, client will present official receipt of water bill settlement.	<ul style="list-style-type: none"> <li>○ Reconnect water services upon settlement of water bill.</li> </ul>	100.00	1 hour and maximum of 1 day per water meter.	Waterworks Supervisor  MEEDO Staff
	<b>TOTAL</b>	<b>None</b>	<b>1 hour to 1 day</b>	



# **Water System Division**

## Internal Services



## 5. WATER METER READING AND PRINTING OF WATER BILL

Water meter reading and encoding of water consumption of households and printing of water bills.

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>Alamada Water System Concessionaires</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Previous and present water meter reading</li> </ul>		Households; MEEDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESONSIBLE</b>
1. Meter reading from different households	<ul style="list-style-type: none"> <li>Reading of water meters</li> </ul>	None	3 days in every zone	Meter Reader I MEEDO Staff
2. Encoding of present water consumption and printing of water bill	<ul style="list-style-type: none"> <li>Encoding and printing of present water consumption and billing</li> </ul>	None	3 days in every zone	Admin Aide III (Clerk I)  MEEDO Staff
<b>TOTAL</b>		<b>None</b>	<b>6 days</b>	

## 6. POSTING OF OFFICIAL RECEIPTS

Payments made by clients are posted in the water system records to avoid double counting.

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>Alamada Water System Concessionaires</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Official Receipt of payment of waterbill</li> </ul>		Municipal Treasure's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESONSIBLE</b>
1. Encode the amount paid, official receipt number and date of payment into the water system records	<ul style="list-style-type: none"> <li>Encode the amount paid, official receipt number and date of payment into the water system records</li> </ul>	None	30 seconds per consumer	Admin Aide III (Clerk I)  MEEDO Staff
<b>TOTAL</b>		<b>None</b>	<b>30 seconds per consumer</b>	



## 7. MONITOR OF CHLORINE RESIDUE

Payments made by clients are posted in the water system records to avoid double counting.

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Water Sample</li> <li>○ Chlorine testing kit</li> </ul>		Alamada Water System MEEDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Conduct random chlorine residual by using chlorine testing kit	<ul style="list-style-type: none"> <li>○ Get water sample then conduct chlorine testing</li> </ul>	None	Twice Daily	Waterworks Supervisor  Admin Aide III (Clerk I)
	<b>TOTAL</b>	<b>None</b>	<b>Twice Daily</b>	

## 8. SUPERVISE AND MONITOR THE CLEANLINESS OF THE WATER SOURCE

Monitoring of water source premises to ensure cleanliness of Alamada water system.

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Chlorinator</li> </ul>		Bay-ang water source		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Conduct monitoring of water source	<ul style="list-style-type: none"> <li>○ Cleaning of water source premises, water chlorination</li> </ul>	None	Daily	Waterworks Supervisor  MEEDO Staff
	<b>TOTAL</b>	<b>None</b>	<b>Daily</b>	





# **Market Operations Division**

## External Services



## 9. ISSUANCE OF CONTRACT OF LEASE

Contract between the Local Government Unit of Alamada and Vendors in the Public Market.

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>Public Market Vendors</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ For new applicants, clients' name should have been chosen via raffle draw lots</li> </ul>		MEEDO Hometeam		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESONSIBLE</b>
1. Raffle drawlots for vacant stalls	<ul style="list-style-type: none"> <li>○ Schedule date of raffle drawlots</li> </ul>	100.00	14 days	MEEDO Hometeam
2. Lessee signs the contract of lease	<ul style="list-style-type: none"> <li>○ Explain contents of the contract</li> </ul>	None	1 day	Lessee
3. Contract of lease will be signed by MEED Officer, Municipal Treasurer and Municipal Mayor	<ul style="list-style-type: none"> <li>○ Signatures of the MEED Officer, Municipal Treasurer and Municipal Mayor on the Contract of Lease</li> </ul>	None	3 days	Waterworks Supervisor Municipal Treasurer Municipal Mayor
4. Notarization of the contract of lease	<ul style="list-style-type: none"> <li>○ Notarization of the contract of lease</li> </ul>	150.00	1 day	Waterworks Supervisor Clerk I MEEDO Staff
<b>TOTAL</b>		<b>P 250.00</b>	<b>19 days</b>	



# **Market Operations Division**

## Internal Services



## 10. PUBLIC MARKET MANAGEMENT

Monitoring of market operation, supervising cleanliness and order especially during market day.

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>LGU Alamada</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Daily operation	○ Supervising daily operation, cleanliness and order of Public Market	None	Daily	Waterworks Supervisor MEEDO Staff
2. Market day operation	○ Clean market area and ensure orderliness of Market Day operation	None	Every Market day	Waterworks Supervisor MEEDO Staff
<b>TOTAL</b>		<b>None</b>	<b>Daily</b>	

## 11. ENCODING OF PUBLIC MARKET RECORDS

Listing of Lessee's information to MEEDO's official record book of Market vendors.

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>MEEDO</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Notarized Contract of Lease		MEEDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Encoding of Public Market Records	○ Encoding of Lessee's names, lot area, and fees	None	3 minutes per Lessee	Admin Aide III (Clerk I) MEEDO Staff
<b>TOTAL</b>		<b>None</b>	<b>3 minutes per Lessee</b>	



# **Cemetery Operations Division**

## External Services



**12. BURIAL TRANSFER CLEARANCE PAYMENT SLIP**

Listing of Lessee's information to MEEDO's official record book of Market vendors.

<b>Office or Division:</b>	<b>Municipal Economic Enterprise and Development Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizen</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ None</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESONSIBLE</b>
1. Get burial transfer clearance payment slip at MEEDO	<ul style="list-style-type: none"> <li>○ Interview client and print and issue payment slip</li> </ul>	None	3 minutes	Admin Aide III (Clerk I)  MEEDO Staff
	<b>TOTAL</b>	<b>None</b>	<b>3 minutes</b>	



# **Cemetery Operations Division**

## Internal Services



### 13. SUPERVISE OPERATION AND CLEANLINESS OF PUBLIC CEMETERY

Monitoring of Public Cemetery operation and supervising cleanliness

<b>Office or Division:</b>		<b>Municipal Economic Enterprise and Development Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2C-Government to Government</b>		
<b>Who may avail:</b>		<b>LGU Alamada</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Daily Operation	○ Supervising cleanliness of Public Cemetery Area	None	3 minutes	MEEDO Designate Cemetery Caretaker MEEDO Staff
2. Burial Operation	○ Assistance during burial	None	None	MEEDO Designate Cemetery Caretaker MEEDO Staff
<b>TOTAL</b>		<b>None</b>	<b>3 minutes</b>	

### 14. ENCODING OF PUBLIC CEMETERY RECORDS

Listing of Cadavers information to MEEDO's official record book

<b>Office or Division:</b>		<b>Municipal Economic Enterprise and Development Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2C-Government to Government</b>		
<b>Who may avail:</b>		<b>LGU Alamada</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Burial Transfer Clearance Payment Slip		MEEDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Encoding cadavers' information to MEEDO's official record book	○ Encoding of Cadavers' name, date of death, gender	None	2 minutes	Admin Aide III (Clerk I) MEEDO Staff
<b>TOTAL</b>		<b>None</b>	<b>2 minutes</b>	





# **Slaughterhouse Operations Division**

## Internal Services



## 15. SUPERVISE OPERATION, ORDER AND CLEANLINESS OF SLAUGHTER HOUSE

Monitoring of Slaughter operation and supervising cleanliness.

<b>Office or Division:</b>		<b>Municipal Economic Enterprise and Development Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2C-Government to Government</b>		
<b>Who may avail:</b>		<b>LGU Alamada</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Daily slaughter house operation	○ Maintain cleanliness of slaughter house and supervise slaughter house operation	None	Daily	MEEDO Designate Administrative Aide III (Utility Worker II) Administrative Aide I (Utility Worker I)
	<b>TOTAL</b>	<b>None</b>	<b>Daily</b>	