

REQUEST FOR SENIOR CITIZEN'S DISCOUNT

To avail five percent (5%) senior citizen discount, the Senior Citizen must be a resident of the household. Consumption should not exceed 30 cubic meters. This is granted by the household regardless of the number of Senior Citizens living therein. Meter registration must be in the name of the senior citizen for a period of one (1) year.

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| Office/Division: | Alicia Water District |
| Classification: | Simple |
| Type of Transaction: | Gov. to Citizen (G2C): Gov to Business (G2B) and Gov to Gov (G2G) |
| Who may avail: | All concessionaires of Alicia Water District and member of senior citizen |

| Checklist of Requirements | | Where to Secure | | |
|--|--|------------------------------|-----------------|---------------------------------------|
| Principal: Application Form Proof of residence / barangay Clearance Photo copy of Senior Citizen ID Thru Representative: All requirement of principal applicant | | ALICIA Local Government Unit | | |
| Client Steps | Agency Action | Fees to be Paid | Processing Time | Person Responsible |
| 1. Proceed to Alicia Water District Front Desk and Request for senior citizen discount | Accomplish Application for senior citizen discount availment and assess the requirements Conduct orientation on availment of citizen discount | None | 10 minutes | Front Desk Personnel |
| End Of Transaction | Encode to billing and Collection System and implement the discount | None | 5 minutes | Utilities/Customer Services Assistant |
| | TOTAL: | None | 15 minutes | |