



Payment of Utilities

ABOUT THE SERVICE

Stallholders with electrical and/or water connection are required to pay their utility fees at the Market Enterprise and Promotions Office located at the 2nd floor of the Naga City People's Mall on or before the 10th day of the month as reflected in the billing statement. Failure or non-payment on or before the due date, the tenant will incur a surcharge of 10% of the total amount.

TAXES AND FEES:

Based on the monthly consumption and the CASURECO II multiplier

Department / Office:		MARKET ENTERPRISE AND PROMOTIONS OFFICE		
Classification:		Simple		
Type of Transaction:		G2B - Government to Businesses		
Who may avail		Business Owner		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE :		
<ul style="list-style-type: none"> Billing Statement 		<ul style="list-style-type: none"> Electrical Unit/ Collection Section 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Collection Section and present billing statement				
2. Payment of Utilities	3. Payment and issuance of official receipt	Amount based on the billing statement Issued.	2 - 3 minutes	1 st Level ROMEL P. ROMERO Local Revenue Collection Clerk II 2 nd Level JUDE JOHN MARTIN P. REY Local Revenue Collection Clerk II 3 rd Level RODEL T. BUENA Local Revenue Collection Clerk I
TOTAL		P	3 minutes	

MARKET ENTERPRISE AND PROMOTIONS OFFICE

2/F, Naga City People's Mall, Gen. Luna St., Naga City

For more information, please contact:

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