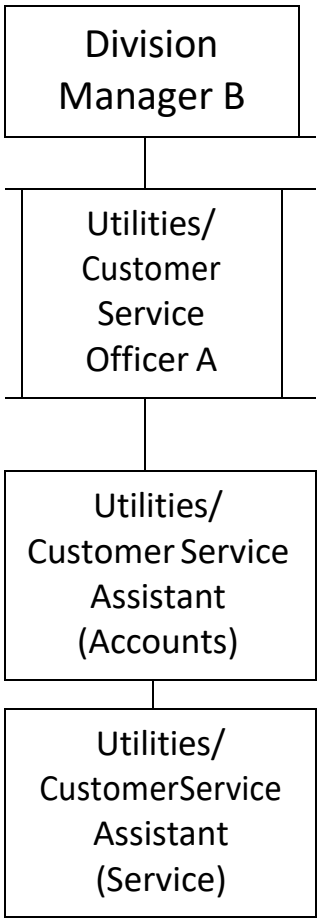
COMMERCIAL DIVISION

Mrs. Violeta O. Garcia
Division Manager B



Responsible for the directions, supervisions and control of the division personnel in billing, collection, meter reading, investigation and other various customer service. Pursues delinquent accounts and recommends write-off as required.

Provides assistance to the Commercial Division Manager. Analyze water consumption data against billing statements and provides statistical reports in regards to the fluctuations in revenues collections.

Prepares and issues utility receipts. Receives and responds to consumers' complaints

Reads and records consumers' consumptions. Delivers and collects utility receipts.