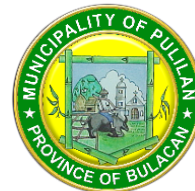


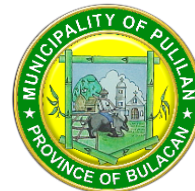
PUBLIC MARKET OFFICE
EXTERNAL SERVICES



A. COLLECTION OF MARKET FEES (REGULAR STALL OWNERS)

The official receipts are issued to the fixed stall owners for their monthly rental.

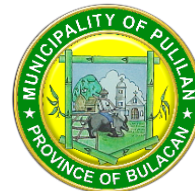
Office or Division:	MARKET OFFICE			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business			
Who may avail:	Stall owners			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Statement of Account (SOA) (1 original copy)		Market Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive the monthly Statement of Account (SOA) for stall owners	1. Issue the monthly SOA to the stall owners	None	5 Minutes	<i>Administrative Aide I</i> (Public Market Office)
2. Pay amount due.	2. Receive payment and issue official receipts.	Based on the amount stated in the Market Code	3 Minutes	<i>Clerk I</i> (Public Market Office)
	TOTAL	Based on the amount stated in the Market Code	8 Minutes	



B. MARKET CLEARANCE CERTIFICATE

Every stall holder is required to secure Market Clearance annually as a pre-requisite to securing Mayor's/Business Permit certifying that all market fees and rentals for the preceding year is fully paid.

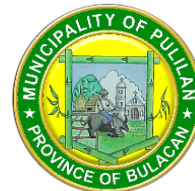
Office or Division:	MARKET OFFICE			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Stallholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Official Receipt (OR) for market rental fee payment		Market Office		
2. Previous Business Permit (1 photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Market Clearance presenting latest Official Receipt (OR)	1. Verify records of accounts	P100.00	5 Minutes	<i>Clerk I</i> (Public Market Office)
2. Pay the corresponding fees	2.1 Accept payment and issued Official Receipt	Based on the amount stated in the Market Code	2 Minutes	<i>Clerk I</i> (Public Market Office)
	2.2 Prepare and print market clearance	None	2 Minutes	<i>Clerk I</i> (Public Market Office)
3. Present Market Clearance for signature	3. Sign and release the clearance certificate.	None	1 Minute	<i>Market Supervisor</i> <i>Market Supervisor III</i> (Public Market Office)
	TOTAL		10 Minutes	



C. RENEWAL OF MAYOR'S PERMIT FOR AMBULANT VENDORS (TIANGGE AND NIGHT MARKET)

Process for ambulant vendors (*tiangge* and night market) seeking to renew permits issued by the Municipal Mayor.

Office or Division:	MARKET OFFICE			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Ambulant Vendors			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
1. Application Form (1 copy) 2. Barangay Clearance (1 copy original) 3. Community Tax Certificate 4. Present Original and submit (1) Photocopy of valid Identification Card 5. Previous Permit (for old Ambulant Vendors)			Market Office Barangay Hall Municipal Treasurer's Office Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filled-out application form (If vacancy exists)	1.1 Evaluate application if all the information and necessary requirements are completed.	None	5 Minutes	<i>Market Inspector</i> (Public Market Office)
	1.2 Approval of Application	None	5 Minutes	<i>Market Supervisor III</i> (Public Market Office)
	1.3 Issue the order of payment when all the required documents were submitted.	None	2 Minutes	<i>Market Supervisor III</i> (Public Market Office)



<p>2. Pay the required taxes and fees.</p>	<p>2. Receive payment as per order of payment and issue Official Receipt.</p>	<p>Tiangge (Market Day) Thursday & Saturday 3,000.00/year (10% increase every year Based on Market Code</p> <p>Night Market 3,500.00/year (10% increase every year) Based on Market Code</p>	<p>3 Minutes</p>	<p><i>Clerk I</i> (Public Market Office)</p>
	<p>TOTAL:</p>		<p>15 Minutes</p>	