

11. MARKET OFFICE

EXTERNAL SERVICE



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 OF REQUIREMENTS		WHERE TO SECURE		
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	6 Minutes	Clerk I
2. Pay amount due.	2. Receive payment and issue official receipts	none	3 minutes	Market Supervisor, Market Inspector, RRC I and Clerk I
	TOTAL:	none	9 minutes	