

## 2. Calibration of Weights and Measures

All scales, weights, balance and measures used for commercial purposes shall be calibrated and sealed. The Municipal Treasurer and the Head of the Economic Enterprise who is performing as the market supervisor have been tasked to oversee the calibration activity.

<b>Office or Division:</b>	Municipal Economic Enterprise Development Office - Tagoloan Public Market			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Market stallholders only			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present weighing scale for testing or you may visit or contact Municipal Economic Enterprise & Development Office for schedule of calibration	1. Calibrate the weighing scale	None	15 minutes	<i>Revenue Collector</i> Municipal Treasurer's Office
2. Pay the required fee	a. Receive payment & issue official receipt.	Type of Weighing Scale: Digital – 150.00 Manual – 100.00	2 minutes	<i>Revenue Collector</i> Municipal Treasurer's Office
	b. Record, seal and give certificate as per logbook number.	None	5 minutes	<i>Revenue Collector</i> Municipal Treasurer's Office

3.Accomplish the Client Satisfaction Survey form and drop it in the feedback box	Request the client to accomplish the Client Satisfaction Survey form		10 minutes	<i>Admin Aide I</i> Municipal Economic Enterprise & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>32 minutes</b>	