

3. Issuance of Certification of Award for New Applicant

Regulate the management and operation of the market stall holders in the public market.

Office or Division:	Municipal Economic Enterprise Development Office –Public Market			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All interested local citizen of legal age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished Application Form (1 Original) Barangay Clearance (1 Photocopy, 1 Original) Police Clearance (1 Photocopy, 1 Original) 		<ul style="list-style-type: none"> Public Market - Office Barangay Hall Municipal Police Station 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit Application to Lease Market Stall with complete requirements	1.Receive application for Market Committee's evaluation and approval		5 minutes	<i>Municipal Government Department Head 1 / Admin Aide III Municipal Economic Enterprise & Development Office</i>
3. Pay the required fees to the field collector	2.Issue official receipt	Application fee - ₱ 250.00	5 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Proceed to Municipal Economic Enterprise & Development Office and receive certificate of Award	3.Release the Certificate of Award	None	20 minutes	<i>Admin Aide III Municipal Economic Enterprise & Development Office</i>
Accomplish the Client Satisfaction Survey form and drop it to the feedback box	Request client to accomplish Client Satisfaction Survey form		15 minutes	<i>Admin Aide III Municipal Economic Enterprise & Development Office</i>
TOTAL:		P 250.00	45. Minutes	