

#### 4. Issuance of Market Clearance / Certification

Regulate the management and operation of the public market.

<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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request market stall certification at the public market administration office	1.Release market stall certification	None	5 minutes	<i>Municipal Government Department Head 1 / Admin Aide I</i> Municipal Economic Enterprise & Development Office
Accomplish Client Satisfaction Survey form and drop it in the feedback box	Request client to accomplish the Client Satisfaction Survey form	None	10 minutes	<i>Admin Aide I</i> Municipal Economic Enterprise & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes</b>	