

6. Issuance of New or Renewal of Contract of Lease

All registered stallholders are required to sign and renew their contract of lease annually stating there at the guidelines And conditions of their occupancy at the Tagoloan Public Market.

Office or Division:	Municipal Economic Enterprise Development Office - Tagoloan Public Market			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Market stallholders only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished Application Form Business Permit Certificate from Market Administrator Certificate of Award 		<ul style="list-style-type: none"> Public Market - Office Business Permit and Licensing Office Public Market - Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application to Lease Market Stall with complete requirements	1. Receive application for Market Committee's evaluation and approval	None	1 hour	<i>Municipal Government Department Head 1 / Admin Aide III Municipal Economic Enterprise & Development Office</i>
2. Pay the require fees to the field collector	2. Issue official receipt	Application fee – ₱ 250.00	3 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
3. Proceed to Municipal Economic Enterprise Development Office and receive certificate of award	3. Release the Certificate of Award	None	3 minutes	<i>Admin Aide III Municipal Economic Enterprise & Development Office</i>
Accomplish Client Satisfaction Survey form and drop it in the feedback box	Request client to accomplish the Client Satisfaction Survey form		15 minutes	<i>Admin Aide III Municipal Economic Enterprise & Development Office</i>

TOTAL:	P 250.00	1 hour & 21 minutes	
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