



# **OFFICE OF THE CITY MARKET SUPERINTENDENT**

## **EXTERNAL SERVICES**



## 1. PAYMENT OF STALL/SPACE RENTAL

A basic requirement for tax payers to continuously operate their respective business within the city.

<b>Office or Division:</b>	Office of the Market Superintendent			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Stall or space Occupants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Copy of Official Receipt of the previous payments				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the logbook to the client	None	1 minute	<i>Administrative Aide I</i> (Office of the Market Superintendent)
2. Consult the Revenue Collection Personnel to verify your record of payments	2. Check the Tax Payer's Record in the ledger 2.1 Accept payment 2.2 Issue Official Receipt	Amount of fees depend on the computed due on the record	5 minutes	<i>Revenue Collection Clerk II</i> (Office of the Market Superintendent)
<b>TOTAL</b>			6 minutes	



## 2. SECURING BUSINESS PERMIT FOR TRANSIENT VENDOR AND PADYAK FOR HIRE/SERVICE

This permit is issued to Transient Vendor and Padyak for Hire/Service Owner operating their business and plying/routing within the market circumferential area and at the interior area of San Miguel, this city, respectively.

<b>Office or Division:</b>	Office of the Market Superintendent			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Transient Vendor and Padyak for Hire/Service Owner			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Recent Community Tax Certificate with 1 xerox copy.		Respective barangay / City Treasurer's Office		
2. Original Copy of Barangay Business Clearance w/ 1 xerox copy		In the barangay where business is located/operated		
3. One (1) piece 1x1 picture with white background				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the logbook to the client	None	1 minute	<i>Administrative Aide I</i> (Office of the Market Superintendent)
2. Submit the required documents for initial verification	2. Received the required documents and check for completeness	None	2 minutes	<i>Administrative Aide I</i> (Office of the Market Superintendent)
3. Secure Application Form for Business Permit and filled-up the form	3. Provide the client with the application form and assist to filled-up the form	None	3 minutes	<i>Administrative Aide I</i> (Office of the Market Superintendent)



<p>4. Pay the required Business Permit Fee</p>	<p>4. Accept the payment 4.1. Issue Official Receipt</p>	<p>Transient Vendor: (Amount of fees depend on the volume of goods sell &amp; area of space occupied.)  Padyak for Hire / Service: PHP 375.00</p>	<p>3 minutes</p>	<p><i>Revenue Collection Clerk II</i> (Office of the Market Superintendent)</p>
<p>5. Present the required documents for final verification and the Official Receipt for the issuance of Business Permit</p>	<p>5. Check the documents and the Official Receipt 5.1. Prepare the Business Permit 5.2. Issue the Business Permits</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Administrative Aide III</i> (Office of the Market Superintendent)</p>
<p><b>TOTAL</b></p>			<p>12 minutes</p>	



### 3. SECURING MARKET CLEARANCE

Required to tax payers seeking business permit to ensure their updated rental payment.

<b>Office or Division:</b>	Office of the Market Superintendent			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Business Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>RENEWAL:</b>				
1. Recent Community Tax Certificate with 1 xerox copy		Respective barangay / City Treasurer's Office		
2. Original Copy of Barangay Business Clearance w/ 1 xerox copy		In the barangay where business is located		
3. Original Copy of Sector President Certification with 1 xerox copy (If applicable)		Sector President		
<b>NEW:</b>				
1. Recent Community Tax Certificate with 1 xerox copy		Respective barangay / City Treasurer's Office		
2. Original Copy of Barangay Business Clearance w/ 1 xerox copy		In the barangay where business is located		
3. Two (2) pieces 2x2 pictures with white background				
4. Long-sized brown envelop				
5. Original Copy of Notice of Award/Lease Contract with 1 xerox copy		City Treasurer's Office		
6. Original Copy of Sector President Certification with 1 xerox copy (If applicable)		Sector President		
7. Pre-qualification fee of ₱500.00				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>RENEWAL:</b>				
1. Sign in the Client Log Book	1. Give the logbook to the client	None	1 minute	<i>Administrative Aide I</i> (Office of the Market Superintendent)
2. Submit the required documents for initial verification	2. Received the required documents and check for completeness	None	2 minutes	<i>Administrative Aide I</i>



				(Office of the Market Superintendent)
3. Verification of Tax Payer's Record	3. Check the Tax Payer's Record in the ledger	None	3 minutes	<i>Revenue Collection Clerk II</i> (Office of the Market Superintendent)
4. Pay the required Market Clearance Fee	4. Accept the payment 4.1 Issue Official Receipt	PHP 150.00	3 minutes	<i>Revenue Collection Clerk II</i> (Office of the Market Superintendent)
5. Present the required documents for final verification and the Official Receipt for the issuance of Market Clearance	5. Check the documents and the Official Receipt 5.1 Prepare the Market Clearance 5.2 Sign the prepared Market Clearance 5.3 Issue the Market Clearance to the Client	None	3 minutes	<i>Administrative Aide III</i> (Office of the Market Superintendent)  <i>OIC-Market Supervisor</i> (Office of the market Superintendent)  <i>Administrative Aide III</i> (Office of the Market Superintendent)
<b>TOTAL</b>			12 minutes	
NEW: 1. Sign in the Client Log Book	1. Give the logbook to the client	None	1 minute	<i>Administrative Aide I</i> (Office of the Market Superintendent)
2. Submit the required documents for initial verification	2. Received the required documents and check for completeness	None	2 minutes	<i>Administrative Aide I</i> (Office of the market Superintendent)



3. Pay the required Pre-qualification Fee and Market Clearance Fee	3. Accept the payment 3.1 Issue Official Receipt	PHP 650.00	3 minutes	<i>Revenue Collection Clerk II (Office of the Market Superintendent)</i>
4. Present the required documents for final verification and the Official Receipt for the issuance of Market Clearance	4. Check the documents and the Official Receipt 4.1 Prepare the Market Clearance  4.2 Sign the prepared Market Clearance  4.3 Issue the Market Clearance to the Client	None	3 minutes	<i>Administrative Aide III (Office of the Market Superintendent)</i>  <i>OIC-Market Supervisor (Office of the Market Superintendent)</i>  <i>Administrative Aide III (Office of the Market Superintendent)</i>
<b>TOTAL</b>		Renewal: PHP150 New: PHP650	9 minutes	



#### 4. SECURING SAMPLING PERMIT

Required to companies applying an area for a certain activity (products to introduce).

<b>Office or Division:</b>	Office of the Market Superintendent			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Companies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the logbook to the client	None	1 minute	<i>Administrative Aide I</i> (Office of the Market Superintendent)
2. Present the Letter of Intent	2. Received the required documents	None	2 minutes	<i>Administrative Aide I</i> (Office of the Market Superintendent)
3. Secure and filled-up the Activity Form	3. Provide the client with the Activity Form 3.1 Present the required documents to the head of office  3.2 Issue the approved area of the activity	None	5 minutes	<i>Administrative Aide I</i> (Office of the Market Superintendent)  <i>OIC-Market Supervisor</i> (Office of the Market Superintendent)
4. Pay the corresponding fees	4. Accept the payment 4.1. Issue Official Receipt	Fees depend on the duration of the activity	3 minutes	<i>Cash Receipt Division</i> (City Treasurer's Office)





5. Present the required documents and Official Receipt for the issuance of Mayor's Permit	5. Received and check the documents and the Official Receipt 5.1. Prepare the Mayor's Permit 5.2. Issue the Mayor's Permits	None	3 minutes	City Mayor's Office
6. Provide/furnish the Office of the Market Superintendent with the Copy of the Mayor's Permit (1 piece xerox copy)	6. Received the Xerox copy of the documents	None	1 minute	<i>Administrative Aide I</i> (Office of the Market Superintendent)
<b>TOTAL</b>			15 minutes	