



PUBLIC MARKET OFFICE
EXTERNAL SERVICES



1. Submission of Comments on Proposed Major Regulations

Clients may provide their comments and suggestions on major regulatory proposals being assessed by the Public Market Office as provided by Section 5 and 17 of R.A. No. 11032. To submit their comments, clients must log their comments on the Public Market Logbook.

Office or Division:	Public Market Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Logbook Comment and Feedback		Public Market Office		
2. Full Name with Signature of the submitting person/representative				
3. Contact Number and E-mail Address of the said person/representative				
4. Identified Proposed Regulation				
5. Comments on Said Proposed Regulation				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Comments and Feedback through Public Market Logbook	Receive comment from the client and forward the concern to the in-charge	None	1 day	Public Market Office
Total		None	1 day	



2. Application for Vacant Stalls

Clients may rent vacant stalls which expire at the end of the year to be used for business and will not be subleased. The rental fee shall be in the amount of Php150.00 /sq. m. as provided by Section 1 of Tax Ordinance No. 2006-001.

Office or Division:	Public Market Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Stall Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Form - (1 original copy)			Public Market Office	
2. Residence Certificate - (1 original copy)			City Treasurer's Office	
3. 2 Valid ID's - (1 photocopy each)				
4. Birth Certificate - (1 photocopy)				
5. Barangay Clearance - (1 original copy)				
6. Police Clearance or NBI Clearance - (original copy)				
7. 2x2 colored ID pictures - (2 pieces)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/Fill-up Application Form	1. Accept application form from client	None	5 minutes	<i>Admin Aide I</i> Public Market Office
2. Discuss to applicants the agreements and conditions in the application form	2. Public Market Office will discuss the condition on leasing the stall with client.	None	5 minutes	<i>Admin Aide I</i> Public Market Office
3. Notarize application form	3. The application will shall be Notarized.	None	None	<i>Notary Public</i>
4. Pay to treasurer's office the application fee	4. Application fee shall be paid by the client at the City Treasurers Office	500	5 minutes	<i>Cashier</i> City Treasurers Office
5. Submit all application documents to the market office	5. All documents shall be submitted with the application receipt issued by the City Treasurers Office.	None	3 minutes	<i>Admin Aide I</i> Public Market Office



6. Pay to treasurer's office advance rental and security deposit	6. The client shall make a payment of security deposit equivalent to 2 months rental and 1-month advance rental which will be paid at City Treasurers Office	None	5 minutes	Cashier City Treasurers Office
7. Sign contract of lease	7. The Contract of Lease shall be signed by the client and the City Mayor	None	2 minutes	Admin Aide I Public Market Office
8. Notarize contact of lease	8. The Contract of Lease shall be notarized.	None	None	Notary Public
9. Submit contract of lease to market office	9. The office shall request for original copy of the Notarize Contract of Lease	None	2 minutes	Admin Aide I Public Market Office
Total		P500.00	27 minutes	

3. Renewal of Lease

Clients may renew their contract at the beginning of the year.

Office or Division:	Public Market Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Stall Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayors Permit - (1 original copy)		Business Permit and Licensing Office		
2. Previous Contract of Lease - (1 original copy)		Public Market Office		
3. Residence Certificate - (1 original copy)				
4. 2 Valid ID's - (1 photocopy each)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Mayors Permit	1. Check the Mayors Permit if it is updated	None	5 minutes	Permits Officer Business Permit and Licensing Office
2. Present previous year's documents	2. Check previous year's documents	None	5 minutes	Admin Aide I Public Market Office



3. Sign contract of lease	3. Stall Owners	None	2 minutes	<i>Admin Aide I</i> Public Market Office
4. Notarize contact of lease	4. The Contract of Lease shall be notarized.	None	None	<i>Notary Public</i>
5. Submit contract of lease to market office	5. The office shall request for original copy of the Notarize Contract of Lease	None	2 minutes	<i>Admin Aide I</i> Public Market Office
Total		None	14 minutes	

4. Waive/Transfer of Stall Rights

Clients may Waive/Transfer Stall Right as provided by Tax Ordinance No. 2007-001 Section 2 par 16.

Office or Division:	Public Market Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Stall Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form - (1 original copy)		Public Market Office		
2. Notarize Affidavit of Waiver - (1 original copy)				
3. Residence Certificate - (1 original copy)				
4. 2 Valid ID's - (1 photocopy each)				
5. Birth Certificate - (1 photocopy)				
6. Barangay Clearance - (1 original copy)				
7. Police Clearance or NBI Clearance - (1 original copy)				
8. 2x2 colored ID pictures- (2 pieces)				
CLIENT STEPS	AGENCY ACTIONS			
1. Old tenant to present notarized affidavit	1. The office will ask for notarized affidavit stating the reason for transfer.	None	5 minutes	<i>Admin Aide I /</i> <i>Public Market Office</i>



2. Secure/fill-up application form	2. Accept application form from client	None	5 minutes	<i>Admin Aide I / Public Market Office</i>
3. Notarize application form	3. The application shall be Notarized	None	None	<i>Notary Public</i>
4. Present notarized application form and supporting documents for checking	4. The new client shall present application form and documents.	None	5 minutes	<i>Notary Public</i>
5. Pay to treasurer's office the application and transfer fee	5. Application and transfer fee shall be paid by the client at the City Treasurers Office	P3,500.00	5 minutes	<i>Cashier City Treasurers Office</i>
6. Submit all application documents to the market office	6. All documents shall be submitted with the application receipt issued by the City Treasurers Office.	None	3 minutes	<i>Admin Aide I Public Market Office</i>
7. Pay to treasurer's office advance rental and security deposit	7. The client shall make a security deposit equivalent to 2 months rental and 1-month advance rental which will be paid at City Treasurers Office	None	5 minutes	<i>Cashier City Treasurers Office</i>
8. Sign contract of lease	8. The Contract of Lease shall be signed by the client and the City Mayor	None	2 minutes	<i>Admin Aide I Public Market Office</i>
9. Notarize contract of lease	9. The Contract of Lease shall be notarized.	None		<i>Notary Public</i>
10. Submit contract of lease to market office	10. The office shall request for original copy of the Notarize Contract of Lease	None	2 minutes	<i>Admin Aide I Public Market Office</i>
Total		P3,500.00	32 minutes	



5. Surrender of Stall Rights

The client has the right to discontinue for whatever reason as provided by Tax Ordinance No. 2007-001 Section 2 par 20.

Office or Division:	Public Market Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Stall Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarize Affidavit - (1 original copy)	Public Market Office			
2. Statement of Account - (1 original copy)				
3. Receipt of Payment - (1 original copy)				
4. Certification Fee Receipt - (1 original copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tenant to present notarized affidavit stating reason for surrender stall	1. Accept notarized affidavit submitted by the tenant	None	5 minutes	<i>Admin Aide I</i> Public Market Office
2. Secure statement of account at treasurer's office	2. Review the statement of account if the tenant has unpaid dues or penalties.	None	5 minutes	<i>Admin Aide I</i> Public Market Office
3. Pay to treasurer's office any unpaid dues and penalties	3. Provide receipt if the tenant has unpaid due or penalties	None	None	<i>Cashier</i> City Treasurers Office
4. Pay certification fee at treasurer's office	4. Certification receipt provided by City Treasurers Office	P 50.00	5 minutes	<i>Cashier</i> City Treasurers Office
5. Submit all documents to the market office	5. Document are archive at the Public Market Office	None	5 minutes	<i>Admin Aide I</i> Public Market Office
6. Issue market certificate	6. Market Office will issue Certification that the Tenant is cleared	None	5 minutes	<i>Admin Aide I</i> Public Market Office
Total		P50.00	25 minutes	



6. Issuance of Market Certification

Clients may request for market certification to be used for their business.

Office or Division:	Public Market Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Stall Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certification Fee Receipt - (1 original copy)		PUBLIC MARKET OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay certification fee at treasurer's office	1. certification fee must be paid at the City Treasurers Office	P 50.00	5 minutes	Cashier / City Treasurers Office
2. Submit receipt to market office	2. The office will ask for Certificate fee receipt for the issuance of the certification	None	3 minutes	Admin Aide I Public Market Office
3. Issue market certification	3. The office will issue market certificate to the client.	None	5 minutes	Admin Aide I Public Market Office
Total		P50.00	13 minutes	



PUBLIC MARKET OFFICE

INTERNAL SERVICES



1. Processing Of Payrolls

For the processing of bi-monthly salary of Public Market Office employees

Office or Division:	Human Resources Management Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily Time Record (DTR) for bi-month - (1 original copy)		Public Market Office		
2. Tardiness/Undertime Form and Leave Form (if necessary)		Human Resources Management Office		
3. Trip Ticket (if there are Official Travels) - (1 original copy)		Administrators Office		
4. Office Order and Travel Order (if on out-of-town Official Travels) - (1 original copy)		Budget Office		
		Accounting Office		
		City Treasurers Office		
		Land Bank		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete and signed requirements after the releasing of Daily Time Record	1.Computation of payroll and preparation of payroll summary	None	1 day	Human Resources Management Office
	1.1 Receive complete requirements from employees	None	1 hour	Administrators Office
	1.2 Evaluate the submitted documents	None	5 minutes	Administrators Office
	1.3 Funding's	None	1 hour	Budget Office
	1.4 Auditing	None	1 day	Accounting Office
	1.5 Disbursement	None	2 hours	City Treasurers Office
	1.6 Forward to Landbank of the Philippines for processing and credited to bank account claimant	None	2 hours	Land Bank
Total		None	2 days 6 hours 5 minutes	



2. Petty Cash Fund

The Petty Cash Fund can be availed by Market employees and staff as cash advance for emergency purchase of supplies and materials, meals for meetings, transportation expenses incurred in attending official meetings, courier services

Office or Division:	General Services Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Market Staff			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Purchase Request - (1 original copy)			Public Market Office	
2. Official Receipt under Public Market Office - (1 original copy)			General Services Division	
3. Photos of supplies/materials bought - (1 printed copy)			Budget Office	
4. Inspection and Acceptance Report - (1 original copy)			City Treasurers Office	
5. Petty Cash Voucher - (1 original copy)			Accounting Office	
6. Obligation Request - (1 original copy)			Administrators Office	
7. Summary List - (1 original copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Inspection and acceptance report Photo of Supplies and Official Receipt under Public Market Office at General Services Division	1. Validate/review submitted documents	None	5 minutes	General Services Division
	1.1 Signatory of Inspection Officer	None		General Services Division
2. Submit complete and signed requirements for Petty cash	2. Approval City Administrator	None	5 minutes	Administrators Office
	2.1 Check for Funding's	None		Budget Office
	2.2 Auditing	None		Accounting Office
	2.3 Signature of the City Treasurer	None		City Treasurers Office
	2.4 Approval of the City Administrator	None		Administrators Office
	2.5 Issuance of Cheque	None		City Treasurers Office
	Total	None	10 minutes	



3. Purchase Request

Procurement Request of Goods - Items, Supplies and Materials received by the Procurement Officer of Public Market from its Employee. All Procurement shall be done through competitive bidding.

Office or Division:	General Services Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Market Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Bills (Telephone, Water & Electric) - (1 original copy)		Public Market Office		
2. Voucher - (1 original copy)		Budget Office		
3. Obligation Request - (1 original copy)		General Services Division		
		Bids and Award Committee Office		
		Administrators Office		
		General Services Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creation of Purchase Request	1. Prepare Purchase Request counter sign by the Office in-charge	None	5 minutes	Public Market Office
2. Submit Documents	2. Signed by the City Administrator	None	5 minutes	Administrators Office
	2.1 Check Funding and signature of the Budget Officer	None		Budget Office
	2.2 Check Attachments	None		Bids and Award Committee Office
	2.3 Open <i>Request for Quotation</i> for awarding	None		Bids and Award Committee Office
	2.4 Creation of Purchase Order	None		Bids and Award Committee Office
	2.5 Signature of the Mayor	None		Administrators Office
	2.6 Creation of Notice of Awarding and Notice to Proceed	None		Bids and Award Committee Office
	Inspection and creation of Purchase Request Voucher for payment	None		General Services Division
Total		None	10 minutes	



4. Disbursement

Settlement of government payables/obligations.

Office or Division:	General Services Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Market Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request Form - (1 original copy)	Public Market Office			
2. Route Slip - (1 original copy)	Budget Office			
3. Project Procurement Management Plan - (1 original copy)	General Services Division			
4. Undertaking - (1 original copy)	Bids And Award Committee Office			
5. Request for Quotation (RFQ) - (1 original copy)	Administrators Office			
6. Notice of Award - (1 original copy)	General Services Division			
7. Notice to Proceed - (1 original copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creation of Purchase Request	1. Prepare Purchase Request counter sign by the Office in-charge	None	5 minutes	Public Market Office
2. Submit Documents	2. Signed by the City Administrator	None		Administrators Office
	2.1 Check Funding and signature of the Budget Officer	None		Budget Office
	2.2 Check Attachments	None		Bids And Award Committee Office
	2.3 Open Request Form Quotation for awarding	None		Bids And Award Committee Office
	2.4 Creation of Purchase Order	None		City Treasurers Office
	2.5 Signature of the Mayor	None		Administrators Office
	2.6 Creation of Notice of Awarding and Notice to Proceed	None		Bids And Award Committee Office
	2.7 Inspection and creation of Purchase Request Voucher for payment	None		General Services Division
Total		None	5 minutes	