



Market Operations

External/Internal Services



1. APPLYING / RENEWAL OF BUSINESS PERMIT

All enterprises are required to secure a Business Licenses and Mayor's Permit and Pay Business Taxes before the start of commercial operations. Payment of business taxes may be made annually, semi-annually or quarterly. Due date of 1st quarter is every 20th of January, 2nd quarter is every 20th of April and 3rd quarter is every 20th of July and 4th quarter is every 20th of October. Penalties are imposed after said due dates.

Office or Division:	Economic Enterprise Management			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, Government to Private Individuals			
Who may avail:	Private Individuals / Market Stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.0 Barangay Clearance		Office of the Barangay Captain (where the business is located)		
1.1.Community Tax Certificate		Office of the Municipal Treasurer		
1.2.SSS Clearance		SSS Office		
1.3.BIR Clearance		BIR Office		
1.4.DTI Registration		DTI Office		
1.5.Sanitary Inspection		Municipal Health Office		
1.6.Health Certificate (food handler)		Municipal Health Office		
1.7.Fire Inspection Certificate		Office of the Bureau of Fire Protection		
1.8.RPT Clearance		Office of the Municipal Treasurer		
1.9.Market Clearance		Office of the Market Operation		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0.Secures Application Form	1.0. Provides Application Form	None	5 minutes	LCRO II <i>Mun. Treasurer's Office</i>
2.0.Secures checklist of requirements and the computation of the taxes and charges	2.0.Provides checklist of requirements 2.1.Computes taxes, fees and charges	None	5 minutes	Market Inspector II <i>Market Operation Office</i>
3.0 Submits the accomplished Application Form attached with complete requirements	3.0 Receives and evaluates documents/requirements as to correctness and completeness	None	10 minutes	Market Inspector II <i>Market Operation Office</i>
	3.1.Signs the Application Form as to the completeness of requirements	None		
	3.2.Reviews and approves assessment and signs the Application Form and secure Market Clearance	PHP 130.00	10 minutes	



				Market Supervisor I <i>Market Operation Office</i>
4.0 Pay taxes and fees appearing in the Assessment Order of Payment	4.0.Receives payment and issues official receipt 4.1.Prepare and forwards Mayor's Permit to Office of the Mayor for signature 4.2.Signs Mayor's Permit	Based on the asset size of business	10 minutes 10 minutes 5 minutes	LCRO II <i>Mun. Treasurer's Office</i> LCRO II <i>Mun. Treasurer's Office</i> Municipal Mayor <i>Mayor's Office</i>
5.0 Receive copy of Mayor's Permit	5.0.Released Mayor's Permit and record entry to record book	None	2 minutes	LCRO II <i>Mun. Treasurer's Office</i>
TOTAL:			1 minutes	

1. APPLYING / RENEWAL OF LEASE CONTRACT

All enterprises are required to apply for Lease Contract before the start of commercial operation.

Office or Division:	Economic Enterprise Management			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, Government to Private Individuals			
Who may avail:	Private Individuals / Market Stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.0 Community Tax Certificate		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 .0 Secures Application for Lease Contract	1.Provides Application for Lease Contract	None	5 minutes	Market Inspector II <i>Market Operation Office</i>
2.0. Submits the accomplished Application for Lease Contract with signature	1. Receives and reviews Application Form 2. Signs the Lease Contract	None	2 minutes	Market Supervisor I
			2 minutes	<i>Market Operation Office</i> Municipal Mayor <i>Mayor's Office</i>



3.0. Returns Application for Lease Contract after duly Notarized	1. Accepts duly Notarized copy of Application for Lease Contract for filing at Stallholders Folder	None	2 minutes	Market Inspector II <i>Market Operation Office</i>
TOTAL:			11 minutes	

2. PAYING OF MONTHLY RENTAL

All enterprises are required to pay Monthly Rental until 10th day of the following month. Penalties are imposed after the said due dates.

Office or Division:	Economic Enterprise Management			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, Government to Private Individuals			
Who may avail:	Market Stallholders			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0.Pays monthly rental based on the rate of the stall	1. Receives payment issues Official Receipt 2. Posts payment to ledger	Based on the rate of the stall	10 minutes 2 minutes	LCRO II <i>Mun. Treasurer's Office</i> Market Staff <i>Market Operation Office</i>
TOTAL:			12 minutes	

3. COLLECTING OF DAILY CASH TICKETS

All occupants and transient vendors are required to pay cash ticket for the space of the market premises to which he is assigned.

Office or Division:	Economic Enterprise Management			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, Government to Private Individuals			
Who may avail:	Transient Vendors			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Pays Cash Ticket for the space occupy	1.0.Receives payment and issues Cash Ticket	PHP 10.00 per day based on the transient vendors	10 minutes	Market Staff <i>Market Operation Office</i>
TOTAL:			10 minutes	