



# Public Market External



### I. Ariada Fee

<b>Office or Division:</b>	Public Market			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Transient Sellers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents Items for sale	1. Checks and counts the items	None	Five (5) Minutes	Collection Clerk
2. Pays the corresponding fees	2. Issues cash tickets	Depends on the volume of the items per city's Revenue Code	Ten (10) Minutes	Collection Clerk
	<b>TOTAL</b>	None	Fifteen (15) Minutes	

### II. Issuance of Cash Ticket / Arkabala

<b>Office or Division:</b>	Public Market			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Regular Bonafide Tenants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents the items for sale	1. Checks and counts the items	None	Five (5) Minutes	Collection Clerk
2. Pays the corresponding fees	2. Issues cash tickets	Depends on the volume of items per city's Revenue Code	Ten (10) Minutes	Collection Clerk
	<b>TOTAL</b>	None	Fifteen (15) Minutes	

### III. Parking / Delivery Fee

<b>Office or Division:</b>	Public Market			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Transient delivery vehicles			



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Checks the size and delivery merchandise of vehicle	None	Five (5) Minutes	Collection Clerk
2. Pays the corresponding fees	2. Issues cash tickets	Depends on the size of the vehicle per city's Revenue Code	Ten (10) Minutes	Collection Clerk
	<b>TOTAL</b>	None	Fifteen (15) Minutes	

#### IV. Renewal of Occupancy

Lease of market blocks, stalls and tables are renewed every year.

As a safety precaution, table and chairs are provided for the clients outside the office. Clients shall transact only through an office clerk outside the office who shall forward the documents to the office staff concerned.

Collection clerks shall strictly wear their respective PPEs to protect themselves from possible exposure to the coronavirus.

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<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Regular Bonafide Tenants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 copy, original)		Barangay II Hall		
2. Previous Year's Permit (1 copy, original)		Business Permits and Licensing Office		
3. Clearance Form (2 copies, original)		Public Market Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Clearance Form	1. Release Clearance Form	None	Five (5) Minutes	Clerk
2. Have the Clearance Form signed by various sections	2. None	None	Dependent on the client	Client
3. Submit signed Clearance Form and	3. Receive Clearance and	None	Three (3) Minutes	Clerk



secure Lease Contract	give Lease Contract form			
4. Fill up and sign Lease Contract	4. Have the contract signed by client	None	Three (3) Minutes	Clerk
5. Submit duly accomplished Lease Contract	5. Receive Lease Contract and have Head of Market Division sign	None	Three (3) Minutes	Clerk Market Head
6. Receive signed Lease Contract	6. Release signed Lease Contract	None	Three (3) Minutes	Clerk
	<b>TOTAL</b>	None	Seventeen (17) minutes	

#### V. Rentals of Tables

<b>Office or Division:</b>	Public Market			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Regular Bonafide Tenants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Previous Year's Occupancy Permit		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents Occupancy Permit	1. Checks Occupancy Permit	None	Three (3) Minutes	Collection Clerk
2. Pays the corresponding fees	2. Issues cash tickets	Depends on the rate of table per city's Revenue Code	Ten (10) Minutes	Collection Clerk
	<b>TOTAL</b>	None	Thirteen (13) Minutes	