

PUBLIC MARKET

LOCATION : 2nd Level Public Market Bldg. No.2, Burgos Street, Silay City
TEL. NO. : (034) 4954854/4953475/4354631
HEAD OF OFFICE : Rossano J. dela Pena

Under the City Mayor's Office, the Silay City Market administers and maintains the operation of the City Public Market through its authorized Market Supervisor and personnel. This serves and gives convenience to its constituents. It has its own ordinances to follow for regulation, establishment, administration and control. The Market Supervisor, who is under the direction of the City Mayor, is in charge of the administrative direction of all public markets in the City of Silay, including all personnel that may be assigned or detailed in its office. The Market Supervisor has the power to enforce the provisions of the ordinances, rules and regulations governing the operation of the public market. It is composed of eight (8) sections.

LEASE OF PUBLIC MARKET SPACES

ABOUT THE SERVICE

The personnel of the Public Market is responsible for preparing the lease application of the occupants for the smooth flow of securing their business permit.

REQUIREMENTS

- Application to Lease approved by the Committee on Market
- Duly accomplished Lease Application Form
- Previous Year Business Permit (for old applicants)

FEES

Please refer to the New Market Code available at the Office of the Market Supervisor

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Secure, Fill Up Lease Application Form and Submit Lease Application for Signature of the Market Supervisor	15 minutes/client	Administrative Section Personnel
2. Inquire Outstanding Rental Account (if any) from the Collection Section	15 minutes/client	In-Charge, Collection Section
3. Proceed to City Treasurer's Office for Business Permit Application to Determine Fees for the Said Transaction		City Treasurer's Office / Other Concerned Offices
4. Preparation of Lease Contract / Agreement	30 minutes/client	In-Charge, Administrative Division
5. Submit Photocopy of Approved Business Permit to the Office of Market Supervisor	5 minutes	In-Charge, Administrative Division

Note : Occupants of the areas specified in the approved Business Permit should pay their daily rentals depending on the area occupied, based on the New Revenue Code of 2008.

HOW TO AVAIL OF THE PUBLIC MARKET SPACES, BLOCKS & STALLS

REQUIREMENTS

- Applicant must be at least 21 years of age, legally and physically fit to engage into contract and in any business transactions
- Applicant must not be an existing block and stall, open space and table awardee or occupant

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Secure the availability of vacant spaces, blocks and stalls	15 minutes	Market Supervisor
2. Submit Application Letter stating the vacant spaces, blocks and stalls addressed to the City Mayor	10 minutes	Office of the City Mayor
3. Follow-Up Application through the Market Supervisor if application was endorsed and approved by the City Mayor	10 minutes	Market Supervisor
4. Secure Lease Application, if vacant space applied was awarded	10 minutes	In-Charge, Administrative Division
5. Follow the steps in Lease Application to secure business permit		