



Public Market and Slaughterhouse Department



Processing of Evaluation for the Renewal of Lease Contract

The Lease Contract is issued to Public Market Vendors that expires every 31st of December each year. Before it is renewed an evaluation is conducted if the specific vendor is still deserving to be issued a new lease contract.

Office or Division:	Public Market and Slaughterhouse Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	Existing public market vendor with lease contract as of December 31 of the previous year.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sanitary Permit		City Health Office		
Government Issued ID		BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG		
Residence Certificate		Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for evaluation of lease contract renewal	Fills up the name, stall, file numbers and the authorized good to be sold for concerned section	None	3 minutes	Administrative Assistant I
2. Approaches PMSD-Cash & Collection Division for status of financial obligations.	Indicates on the form: a.) unpaid rental fees b.) Unpaid extension fees c.) unpaid electrical fees d.) unpaid water fees e.) Final recommendation of the head of the division	None	2 minutes 2 minutes 2 minutes 2 minutes 1 minute	Bill Collectors and Designated Collectors
3. Approaches market Supervisor assigned to the section where the client belongs.	Evaluates client to compliance of public market laws and rules, then recommends final action for approval or disapproval of renewal application.	None	2 minutes	Market Supervisors
4. Approaches PMSD City Government Department Head for final action.	Approves or disapproves.	None	2 minutes	Department Head
Total		None	16 minutes	
End of Transaction				



Processing of Lease Contract

All vendors whether new or existing at the Public Market are required to have a lease contract in order for them to be able to occupy their stalls/blocks.

Office or Division:	Public Market and Slaughterhouse Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	For renewal public market vendor with approved evaluation and applicant with approved market space application for newly approved applicant.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Renewal:				
a. Approved evaluation for renewal		Public Market Office		
b. Sanitary permit for the current year		City Health Office		
c. Residence certificate for the current year		Treasurer's Office		
d. Government Issued ID		BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG		
For Newly-Approved Applicant:				
a. Award Letter				
b. Sanitary permit for the current year		City Health Office		
c. Residence certificate for the current year		Treasurer's Office		
d. Government Issued ID		BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Renewal: 1. After approval of evaluation, concerned public market vendor goes back to PMSD employee in-charge For New Vendors: After approval of business space application, new market vendor then processes his/her lease contract	Fills-up date: a. Name of vendor b. Address c. Res. Certify number, place and date issued d. Stall/block/tile number e. Area size Rate/sq, m/day	None	5 minutes	Administrative Assistant I
2. Signs the lease contract forms on each and every page.	Guides the market vendor as to where to sign.	None	2 minutes	Administrative Assistant I
3. Leaves the signed LC forms with the employee in-charge	Forwards the fully-filled up LC forms to concerned market supervisor for	None	1 minute	Market Supervisors



	signature as one of the LC witnesses. Then forwards the forms to the dept. Head for final signature.			Department Head
		Total	None	8 minutes
End of Transaction				



Acting on Various Complaints

Anybody who have complaints be it on the goods sold, services rendered by both the employees and vendors or anything that they needed to be addressed are entertained and given action or solved.

Office or Division:	Public Market and Slaughterhouse Department			
Classification:	Simple, Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	Buying public or anybody who has concerns regarding the public market			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approaches and expresses his/her complaint. On Public Market Operations: a.) Bldg. Maintenance b.) b.) Cleanliness and sanitation c.) c.) Electrical Concerns d.) d.) Illegal vending e.) e.) Unsafe merchandise f.) f.) Subleasing g.) g.) Security and peace and order concerns h.) h.) Defective wights and measures i.) Other violations of market laws and rules	Listens, evaluates, and acts on the complaint.	none	5 minutes for very simple concerns 15 minutes for complex problems	Market Supervisor I <i>Public Market</i> Market Supervisor IV <i>Farmers' Market</i>
On Slaughterhouse Operations: a.) Bldg. Maintenance b.) Cleanliness and sanitation c.) Electrical concerns d.) Unsafe meat e.) Defective weights and measures	Listens, evaluates, and acts on the complaint.	none.	5 minutes for very simple concerns 15 minutes for complex problems	Meat Inspector III



f.) Security and peace and order concerns g.) Illegal vending of meat h.) Subleasing Other violations of				
On Cash and Collections concerns: Payment of blocks, tiles and extensions b.) Payment of entrance fees c.) Payment of slaughterhouse fees and other related fees d.) Payments of parking fees e.) Payments of Electric bills f.) Water Fees g.) Open Space rental h.) Fresh Fish Fees i.) Other complaints relative to cash and collections j.) CR fees	Listens, evaluates, and acts on the complaint.	none.	5 minutes for very simple concerns 15 minutes for complex problems	Bill Collectors and Designated Collectors
2. If the complaint needs further action, then it will be referred to the dept. Head of the Public Market & Slaughterhouse Department	Listens, evaluates, and acts on the complaint.	none.	5 minutes for very simple concerns 15 minutes for complex problems	Department Head
	Total	None	1 hr. 20 mins	
End of Transaction				



Payment of Public Market Block/Stall Rental & Its Extension Fees

Public Market Fees are collected from the vendors who are occupying stalls and blocks inside the public market premises.

Office or Division:	Public Market and Slaughterhouse Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	Existing public market vendor who occupies a public market block/stall, and with lease contract.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.For monthly basis: public market vendor goes up to PMSD office and pays	Issues official receipt	Fronting city streets: on ground floor: at corner - 6. /Sq.m./day in between - 5.50/sq.m./day Not fronting city streets: at corner - 5.50/sq.m./day in between - 5.00/sq.m./day Food court: 5.00/sq.m./day Landing Area: 5.50/sq.m./day 2nd Floor for office use: 5.00/sq.m./day for private offices 3.00sq.m./day First square meters, or a fraction thereof 2x the rate Next succeeding square meters, or a fraction thereof 3x the rate	1 minute	Bill Collectors and Designated Collectors
2.For daily basis public market vendor goes up to PMSD office and pays	Issues official receipt	Same	1 minute	Bill Collectors and Designated Collectors
	Total	None	2 minutes	
End of Transaction				



Payment of Public Market Tile Rental & Its Extension Fees

Tile Rental Fees are fees collected to fish vendors and vegetables inside the public market.

Office or Division:	Public Market and Slaughterhouse Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	Existing public market vendor who occupies a public market block/stall, and with lease contract.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.For monthly basis: - public market vendor goes up to PMSD office and pays	Issues official receipt	Streets: At corner – 6.50/sq.m/day In between 5.50/sq.m./day Not Fronting City streets At corner - 5.50/sq.m/day In between--5. /Sq, m/day	1 minute	Bill Collectors and Designated Collectors
2.For daily basis - public market vendor goes up to PMSD office and pays	Issues official receipt	Same	1 minute	Bill Collectors and Designated Collectors
		Total	None	2 mins
End of Transaction				



Payment of Parking Fee

Parking Fees are collected to motorcycle operators.

Office or Division:	Public Market and Slaughterhouse Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	Operator / Driver of motor cab with franchise in the city Delivery truck/ van/ 10-wheeler truck driver who parks anywhere within public market premises.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.For Motorcab-for-hire Driver/ Operator: -comes to PMSD office and pays. (Payment of parking fee is a requirement for the release of the yearly franchise renewal or application.)	Collects yearly and issues official receipt for same.	1.00/day or P365.00/year	1 minute	Parking Aide III
2.For Delivery Truck or Delivery Van / 10-wheeler truck driver and other vehicles - parks on a public market designated parking space and pays.	Approaches the driver and collects the parking fee and issues official receipt or cash ticket of the same	10-wheelers: 200/hour Other delivery trucks:100/hour Private cars & service vehicles: 15/hour Single motorcycles: 5. /hour Motorcabs: 8. /hour	1 minute	Parking Aide I
	Total	None	2 mins	
End of Transaction				



Payment of Public Market Entrance Fees on Fresh Fish & Other Marine Products

Fresh fish and other marine products delivered at the public market are collected entrance fees.

Office or Division:	Public Market and Slaughterhouse Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	1.Anybody who delivers fresh fish and/or other marine products, usually in bulk, to the public market. 2.Public market vendor, with lease contract who sells fish and other marine products.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Delivers/ brings fish and other marine products to / inside the public market	Inspects the delivered marine products.	none	2 minutes	Parking Aide IV Admin Aide I
2.Pays the required entrance fee	Weights or estimates the delivered fish and other marine products. Then issues official receipt.	1st class fish: P2.00 / kilo 2nd class fish: P 1.50/ kilo 3rd class fish P1.00/ kilo Seashells & Seaweeds: P 0.50/ kilo	3 minutes	Parking Aide IV Admin Aide I
	Total		5 mins	
End of Transaction				



Payment of Slaughter & Other Related Fees

Slaughter fees are collected to cows, hogs, goats slaughtered at the slaughterhouse.

Office or Division:	Public Market and Slaughterhouse Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may Avail:	1.Anybody who wishes to have his hog/cow/goat slaughtered in the public slaughterhouse.] 2.Public market vendor, with lease contract who sells fresh meat.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Bring his / her hog / cow/ goat to the public slaughterhouse for slaughtering	Does the required ante-mortem inspections.		2 minutes	Meat Inspector III
2.Pays the required slaughter fee and other related fees.	Computes the required fees and issues official receipt for the same. Gives the official receipt to assist-collector for collection.	Slaughter fee on Large Animals: P 3.00/kilo Hogs P 2.00/kilo Goats - 3.00/kilo Corral Fee: Large Animals - P 15.00/ head/ day Hogs P10.00/head/day Goats P5.00/head/day Permit to Slaughter Fee Large Animals P50.00/head Hogs-P 25.00/head Goats -P15.00 /head Ante-mortem: Large Animals - P 12.00/ head HogsP6.00/head Goats P12.00/head/day Post-mortem for all Animals: P0.40/kilo or a fraction thereof	3 minutes	Parking Aide I
	Total		5 mins	
End of Transaction				