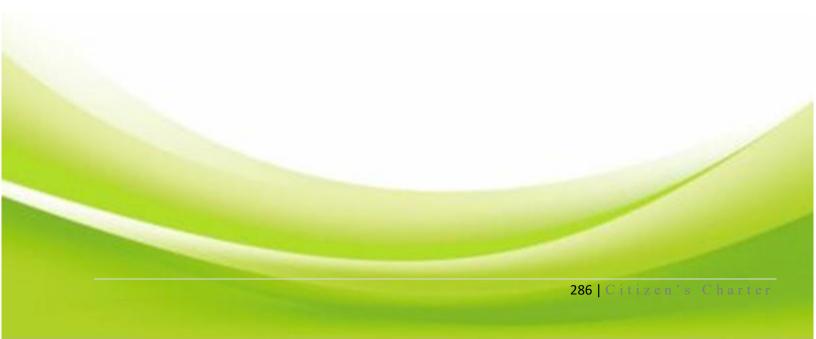


Public Market and Slaughterhouse Department





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.

	End of Tra	otal	None	16 minutes		
Head for final action.					Head	
4. Approaches PMSD City Government Department	Approves or disapproves	•	none	2 minutes	Department	
	disapproval of renewal application.					
client belongs.	then recommends final action for approval or		None	2 minutes	Supervisors	
the section where the	market laws and rules,				Market	
Supervisor assigned to	compliance of public					
3. Approaches market	Evaluates client to					
	of the head of the divisio					
	e.) Final recommendation	n		1 minute		
	d.) unpaid water fees			2 minutes	Collectors	
financial obligations.	c.) unpaid electrical fees	-	Hone	2 minutes	and Designated	
Division for status of	b.) Unpaid extension fee	s	None	2 minutes	Bill Collectors	
Cash & Collection	a.) unpaid rental fees			2 minutes		
2. Approaches PMSD-	Indicates on the form:					
	for concerned section	u	none	5 minutes		
of lease contract renewal	numbers and the authorized good to be so	JA	None	3 minutes	Bookbinder III	
1. Request for evaluation	Fills up the name, stall, fi	le			Deelshinder	
CLIENT STEPS	AGENCY ACTIONS		BE PAID	TIME	RESPONSIBLE	
			FEES TO	PROCESSING	PERSON	
Residence Certificate			asurer's Of			
Government Issued ID				e, DFA, PSA, SSS,	GSIS PAG-IBIG	
Sanitary Permit	City Health Office					
CHECKLIST OF F	• •			WHERE TO SECU	IRF	
Who may Avail:	previous year.	laor	with lease	contract as of De	ecember 31 of the	
Type of Transaction:	Government to Citizen	Existing public market vendor with lease contract as of December 31 of t				
Classification:	Simple					
Office or Division:	Public Market and Slaught		Juse Depui	unent		



Processing of Lease Contract

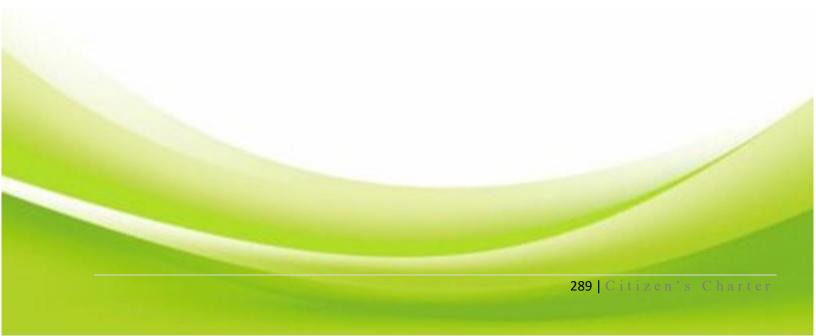
All vendors whether new or existing at the Public Market are required to have a lease contract in order for them to be able to occupy their stalls/blocks.

Office or Division:	Public Market and Slaugh	terhouse Department				
Classification:	Simple	Simple				
Type of Transaction:	Government to Citizen					
Who may Avail:	For renewal public marke	t vendor with approved evaluation and applicant				
	with approved market spa	ace application for newly approved applicant.				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE				
For Renewal:						
a. Approved evaluation f	or renewal	Public Market Office				
b. Sanitary permit for the current year		City Health Office				
c. Residence certificate fo	or the current year	Treasurer's Office				
d. Government Issued ID		BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG				
For Newly-Approved App	licant:					
a. Award Letter						
b. Sanitary permit for the current year		City Health Office				
c. Residence certificate fo	or 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. Certif number,place and date issued d. Stall/block/tile number e. e. Area size Rate/sq,m/day	None	5 minutes	Bookbinder III
2. Signs the lease contract forms on each and every page.	Guides the market vendor as to where to sign.	None	2 minutes	Bookbinder III
3. Leaves the signed LC forms with the employee in- charge	Forwards the fully-filled up LC forms to concerned market supervisor for signature as one of the LC witnesses. Then forwards	None	1 minute	Market Supervisors Department Head



	the forms to the dept. Head for final signature.					
	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.

	icu.			
Office or Division:	Public Market and Slaug	nterhouse [Department	
Classification:	Simple, Complex			
Type of Transaction:	Government to Citizen			
Who may Avail:	Buying public or anybody	y who has c	oncerns regarding t	he public market
CHECKLIST OF R	WHERE TO SE	CURE		
None			1	1
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 		none	5 minutes for very simple concerns 15 minutes for complex	Market Supervisor I Public Market Market Supervisor IV Farmers' Market
 f.) f.) Subleasing g.) g.) Security and peace and order concernsing h.) h.) Defective wight and measures i.) Other violations of market laws and rules 			problems	
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			5 minutes for	
slaughterhouse fees and	Listens,		very simple	Bill Collectors and
other related fees	evaluates, and	none.	concerns	Designated
d.) Payments of parking	acts on the	none.	15 minutes for	Collectors
fees	complaint.		complex	concetors
e.) Payments of Electric bills			problems	
f.) Water Fees				
g.) Open Space rental				
h.) Fresh Fish Fees				
i.) Other complaints relative				
to cash and collections				
j.) CR fees				
2. If the complaint needs	L'atoma		5 minutes for	
further action, then it will	Listens,		very simple	
be referred to the dept. Head of the Public Market	evaluates, and acts on the	none.	concerns 15 minutes for	Department Head
& Slaughterhouse	complaint.		complex	
Department	complaint.		problems	
	Total	None	1 hr. 20 mins	
		Transaction	1 111 . 20 111113	l
	EIIQ OI	ansaction		



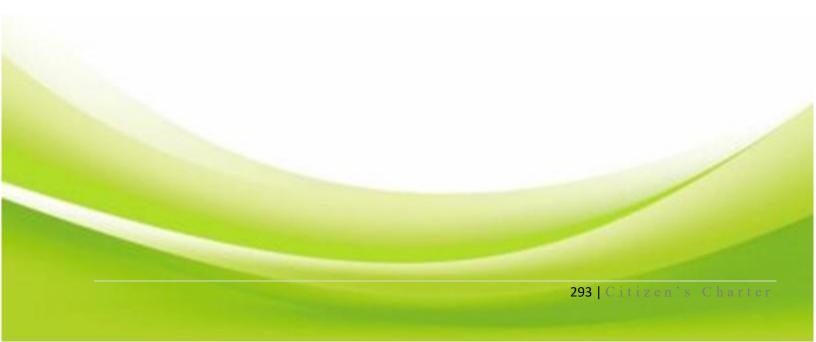
Payment of Public Market Block/Stall Rental & Its Extension Fees

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

Office or Division:	Office or Division: Public Market and Slaughterhouse Department					
Classification: Simple						
Type of Transaction: Government to Citizen						
Who may Avail:		Existing	public market ver	dor who occ	upies a public m	arket block/stall,
-		and with	n lease contract.			
CHECKL	IST OF	REQUIRE	MENTS		WHERE TO S	ECURE
None			-			-
CLIENT STEPS		ENCY FIONS	FEES TO BE	PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.For monthly	Issue	s official	Fronting city	streets:		
basis:	recei	pt	on ground floo	r: at corner		
			- 4. /Sq.m./day	in between		
public market			- 3.50/sq.r	n./day		
vendor goes up						
to PMSD office			Not fronting city streets: at			
and pays			corner - 3.50/	sq.m./day		
			in betwo	een -		
			3.00/sq.m./day			
			Food co	urt.		Bill Collectors and Designated
			3.00/sq.m		1 minute	Collectors
			Landing	•		concetors
			3.50/sq.m			
			2nd Floor for	•		
			3.00/sq.m./day	for private		
			offices 1.00s	q.m./day		
			First square me	eters, or a		
			fraction th	ereof		
			2x the rate Next succeeding square meters,			
	-		or a fraction thereof			
	lasur	e efficiel	3x the rate			
2.For daily basis		s official	Same			Bill Collectors and
public market vendor goes up	recei	μι			1 minute	Designated Collectors
venuor goes up						Conectors



to PMSD office and pays						
	Total	None	2 mins			
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	Simple					
Type of Transaction:	Government to Citizen	Government to Citizen					
Who may Avail:	Existing public market vend	dor who occi	upies a public ma	arket block/stall,			
	and with lease contract.						
CHECKLIST	OF REQUIREMENTS		WHERE TO SE	CURE			
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	Streets: At corner – 4.50/sq.m/day In between 3.50/sq.m./day Not Fronting City streets At corner - 3.50/sq.m/day In between3./sq,m/day	lssues official receipt	1 minute	Bill Collectors and Designated Collectors			
2.For daily basis - public market vendor goes up to PMSD office and pays	Same		1 minute	Bill Collectors and Designated Collectors			
	Total	None	2 mins				
	End of Tran	saction	-				



Payment of Parking Fee

Parking Fees are collected to motorcycle operators.

Office or Division:	Public Market and	Slaught	terhouse Depart	ment					
Classification:	Simple								
Type of Transaction:	Government to Cit	izen							
Who may Avail:	•		of motor cab wit		•				
	Delivery truck/ va	n/ 10-v	vheeler truck dri	ver who parks a	nywhere within				
	public market premises.								
CHECKLIST OF F	REQUIREMENTS		۱	WHERE TO SECU	RE				
None	,			Γ	ſ				
CLIENT STEPS	AGENCY ACTIONS	FEE	S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE				
1.For Motorcab-for-hire	Collects yearly	1	.00/day or						
Driver/ Operator:	or quarterly	PB	365.00/year						
	payment and								
-comes to PMSD office	issues official								
and pays. (Payment of	receipt for			1 minute	Parking Aide III				
parking fee is a	same.			Immate					
requirement for the									
release of the yearly									
franchise renewal or									
application.)									
2.For Delivery Truck or	Approaches the		0-wheelers:						
Delivery Van / 10-	driver and	1	.00/parking						
wheeler truck driver and	collects the		han daliyan i						
other vehicles	parking fee and issues official		ther delivery						
parks on a nublic		truc	ks:50/parking:						
 parks on a public market designated 	receipt or cash ticket of the	D	rivate cars &						
parking space and pays.	same		vice vehicles:	1 minute	Parking Aide I				
parking space and pays.	Sume		5./parking	Innucc					
			le motorcycles:						
		-	5. /parking						
			0						
		Ot	her vehicles						
			specified: 5.						
			/parking						
	Total		None	2 mins					
	Enc	l of Tra	nsaction						

295 | Citizen & Charter



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 Mark	Public Market and Slaughterhouse Department				
Classification:	Simple	Simple				
Type of Transactio	n: Governmen	t to Citizen				
Who may Avail:	1. Anybody	who delivers	fresh fish and /	or other marir	ne products, usually	
		he public mar				
			vith lease contra	ct who sells fi	sh and other	
	marine prod				_	
	ST OF REQUIREMEN	ITS	\\	WHERE TO SE	CURE	
None						
CLIENT STEPS	AGENCY ACTIONS	FEES TO	D BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE	
1.Delivers/ brings fish and other	Inspects the delivered marine	n	one			
marine products	products.			2 minutes	Utility Worker I	
to / inside the	products.			2		
public market						
2.Pays the	Weights or	1st class fis	h: P1.00 / kilo			
required	estimates the					
entrance fee	delivered fish	2nd class fi	sh: P 0.75/ kilo			
	and other					
	marine products.	3rd class fis	sh P0.50/ kilo		Parking Aide IV	
	Then issues	Casakalla	Q. Coordina day	3 minutes	Utility Worker I	
	official receipt.		& Seaweeds: 25/ kilo			
		ΡΟ.	257 KIIU			
		Others no	ot specified:			
			0.50			
	Total			5 mins		
		End of Tra	nsaction			



Payment of Slaughter & Other Related Fees

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

Office or Division	or Division: Public Market and Slaughterhouse Department					
Classification:		Simple				
Type of Transaction	on:	Governme	nt to Citizen			
Who may Avail:		•		-	g/ cow/ goat slau	ightered in the
		•	ughterhouse.] \			
	2. Public market vendor, with lease contract who sells fresh meat.					
CHECKL	IST OF I	REQUIREME	NTS		WHERE TO SEC	CURE
None						
CLIENT STEPS		GENCY CTIONS	FEES TO	BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Bring his / her hog / cow/ goat to the public slaughterhouse for slaughtering	Does t require morte inspec	ed ante- m			2 minutes	Meat Inspector II
2.Pays the required slaughter fee and other related fees.	require and iss official for the Gives t	l receipt same. the official t to assist- or for	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 Tra	nsaction		