



## 6. Renewal of Market Lease Contract

Processing of issuance of market clearance, market lease contract and affidavit of undertaking

<b>Office or Division:</b>	City Administrator's Office - Operation of City Public Market			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Stallholders of City Public Market			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Prior year Lease Contract		1. Stallholder's file		
2. Prior year Business Permit		2. Stallholder's file		
3. Current Cedula		3. Barangay Hall, City Treasurer's Office (Window 2 & 3), City Investment Center, City Hall		
4. CTO Clearance/Certification		4. City Treasurer's Office, City Public Market		
5. Federation Receipt		5. Federation's Office, City Public Market		
6. Public Market Leaseholder Data Sheet		6. City Public Market Office or Facebook Page		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents requirements	1. Check as to completeness of the requirements	P36.00* (single stall)  P 72.00** (adjacent stalls)	1 minute	Administrative Aide III (City Public Market Office)
2. Wait for the documents via public address system or text messages	2. Check the database, encode data with corresponding clearance number and print the market clearance	None	5 minutes	Administrative Aide III (City Public Market Office)
3. Tag along with the market inspector during the inspection of the stall via public address system or text messages	3. Inspect the stall (if market rules and regulations are observed/abide), sign the market clearance	None	45 minutes	Market Inspector II Metro Aide I; Administrative Aide I (City Public Market Office)
4. Proceed to CTO for the payment of violation committed	4. Issue citation ticket/order of payment (if there is a violation committed)	Depends on the violation committed	5 minutes	Market Inspector II, Metro Aide I, Market Implementer (City Public Market Office)
5. Wait for the lease contract	5. Encode and Issue Lease Contract	None	10 minutes	Administrative Aide I (City Public Market Office)
6. Notarized Lease Contract and forward to the City Administrator's Office for approval	6.1 Countersign the market clearance/Lease Contract	None	2 minutes	Market Supervisor III (City Public Market Office)



	6.2 Approve the market clearance/Lease Contract	None	5 minutes	City Administrator; Asst. City Administrator, Supervising Administrative Officer, Administrative Officer IV CADMINO, G/F City Hall Building
7. Wait for the release of approved Lease Contract via public address system or text messages	7. Approved market clearance/Lease Contract	None	10 minutes	Administrative Aide, Administrative Officer CADMINO, G/F City Hall Building
	Total	₱ 36.00	1 hour & 23 minutes	
<b>END OF TRANSACTION</b>				

\* Single stall

\*\* Adjacent stalls