



### 13. Issuance of Certification

Processing of issuance of certification for previous and current leaseholder in the public market.

<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			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Submit official receipt (certification fee)		1. City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit official receipt (certification fee)	1.0 Check official receipt	P36/ request	1 minute	<i>Administrative Officer IV (City Public Market Office)</i>
	1.1 Check the database and prepare certification	None	2 minutes	<i>Administrative Officer IV (City Public Market Office)</i>
2. Tag along with the market inspector during inspection	2.0 Conduct inspection of stall	None	10 minutes	<i>Market Inspector II Metro Aide I; Administrative Aide I (City Public Market Office)</i>
	2.1 Approved Certification	None	2 minutes	City Administrator; Asst. City Administrator, CADMINO, G/F City Hall Building
	Total	₱ 36.00	15 minutes	
<b>END OF TRANSACTION</b>				