



14. Issuance of Gate Pass

Processing of issuance of gate pass (as per request by stallholder for carpentry works, pipe installation, electric meter, etc.)

Office or Division:	City Administrator's Office - Operation of City Public Market			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Stallholders of City Public Market			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Letter Request	1. Stallholder's copy			
2. Current Business Permit/ Current Lease Contract	2. Stallholder's copy			
3. Official Receipt	3. City Treasurer's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter with attached requirements	1.0 Check letter request and documents	None	1 minute	<i>Administrative Aide III</i> (City Public Market Office)
	1.2 Forward Request Letter to responsible maintenance staff	None	1 minute	<i>Administrative Aide I</i> (City Public Market Office)
	1.3 Maintenance staff to conduct inspection	None	5 minutes	<i>Administrative Aide I</i> (City Public Market Office)
	1.4 Maintenance staff to instruct client to secure Official Receipt	None	1 minute	<i>Administrative Aide I</i> (City Public Market Office)
	1.5 Client to secure Official Receipt	36.00	2 minutes	<i>Revenue Collection Clerk</i> (CTO-City Public Market Office)
	1.6 Maintenance staff to sign and submit Inspection Report	None	1 minute	<i>Administrative Aide I</i> (City Public Market Office)
	1.7 Issue gate pass	None	2 minutes	<i>Administrative Officer IV</i> (City Public Market Office)
3. Wait for the approval of the request	3.0 Approve gate pass	None	2 minutes	<i>Market Supervisor III; Administrative Officer IV</i> (City Public Market Office)
	Total	₱ 36.00	15 minutes	
END OF TRANSACTION				