



16. Approval to Conduct Promotional Activities

Process of assisting clients on request to conduct promotional activities

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. Endorsement Letter		1. City Administrator's Office		
2. Mayor's Permit		2. City Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit endorsement letter for verification and approval	1.0. Check the requirements and the availability of possible area for the activities	None	1 minute	<i>Administrative Aide I</i> (City Public Market Office)
	1.1 Prepare letter of rules and regulation during the conduct of activities to abide	None	5 minutes	<i>Administrative Officer IV</i> (City Public Market Office)
	1.2 Sign letter and forward to City Administrator for the processing of permit	None	2 minutes	<i>Market Supervisor III, Administrative Officer IV</i> (City Public Market Office)
	Total	None	8 minutes	
END OF TRANSACTION				