7. Approval of Stall Transfer

Processing of application to transfer stall in the public market. The stall/s shall only be transferred in case of death or incapacity of the lessee and is limited only to immediate family (surviving spouse, or any of his/her dependents who are not disqualified under the General Santos City Revenue Code of 1996.)

Office or Division:	City Administrator's Office - Operation of City Public Market
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Immediate family members of Leaseholder of City Public Market

CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
1. Notarized Application Form	1. City Public Market Office
2. Current Cedula	2. Barangay Hall, City Treasurer's Office (Window 2 & 3), City Investment Center, City Hall
3. Birth Certificate (for single)/ Marriage Contract (for married women)	3. Local Civil Registrar; Philippine Statistics Agency
4. Voter's Certification	4. Commission on Election
5. Passport-size Colored Picture with full name tag (white background)	5. Any studio of your choice
6. Affidavit of Transfer/Waiver of Rights (if applicable)	6. Law Firm/Law Office
7. Affidavit of No Objection (from siblings, husband/wife, mother/father)	7. Law Firm/Law Office
8. Death Certificate (for stallholder), if applicable	8. 10. Local Civil Registrar; Philippine Statistics Agency
9. Residential Sketch	9. Stallholder's file
10. Official Receipt for Application Fee	10. City Treasurer's Office, City Public Market

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents requirements	1. Check as to completeness & accuracy of the requirements (if not complied return the documents to client)	None	1 minute	*Administrative Officer IV* (City Public Market Office)
2. Wait and Attend for the pre-interview	2. Conduct pre-interview	None	5 minutes	Market Inspector II (City Public Market Office)
3. Be present during stall inspection	3.1 Inspect the stall (if market rules and regulations are observed)	None	10 minutes	Market Inspector II (City Public Market Office)
	3.2. Verify Stall Inspection Report	None	3 minutes	Market Supervisor III (City Public Market Office)
4. Proceed to CTO for the payment of application fee	4. Sign Stall Inspection Report	P2,000.00/ stall	5 minutes	Market Inspector II (City Public Market Office)

5. Wait for the Market Committee Meeting	5. Inform applicant that notice for the market committee meeting will be relayed via public address system or text messages or phone call	None	15 working days	*Administrative Officer IV (City Public Market Office*
6. Attend Market Committee meeting	6. Conduct Market Committee meeting; approve/disapprove/differ application to transfer stall	None	10 minutes	Market Committee, CADMINO, G/F City Hall Building
7. Wait for the Notice of Award via public address system or text messages or phone call	7. Issue Notice of Award	None	5 minutes	Administrative Officer IV (City Public Market Office)
8. Wait for the release of approved Notice of Award/ via public address system or text messages	8. Approved Notice of Award	None	10 minutes	City Administrator; Asst. City Administrator, CADMINO, G/F City Hall Building
9. Proceed to CTO for the Cash Deposit, Cash Advance & other financial obligations	9. Check details of payment	A. Stall Rentals: Phase A* 1. Front corner (F.C.) per sq. m./day - P1.69 2. Front interior (F.I.) per sq. m/day - 1.56 3. Back corner (B.C.) per sq. m/day - 1.43 4. Back interior (B.I.) per sq. m/day - 1.30 5. Fowl and meat stalls per stall/pay - 9.10	3 minutes	Administrative Officer IV (City Public Market Office)

		6. Fish and crustaceans' stalls, per stall per day 9.75 7. Cold storage, per sq. m./day - 3.90 B. Stall Rentals: Phase B* 1. Front corner Stalls (F.C.) - P2.925 per sq. m./day 2. Front Interior Stalls (F.I.) - 2.60 per sq. m./day 3. Back Corner Stalls (B.C.) - 2.60 per sq. m./day 4. Back Interior Stalls (B.I.) - 2.275 per sq. m./day ***C. All stalls facing the main alleys are classified as front stall. The charges shall be P2.60 per sq. meter/day*** ***D. All other Stalls shall be charged P 2.275 per sq. meter/ day.*** *1. Foodstuff tables – P5.20 per day*		

		2. Dry Goods Booth – P5.20 per day *3. Miscellaneous Tables (green tables) – P 5.20 per day*		
10. Wait for the approved Certificate of Award via public address system or text messages or phone call	10. Prepare and forward Certificate of Award City Administrator's Office for approval	None	5 minutes	Administrative Officer IV (City Public Market Office) City Administrator; Asst. City Administrator, CADMINO, G/F City Hall Building
11. Wait for the release of approved Certificate of Award via public address system or text messages or phone call	11. Release approved Certificate of Award	None	1 minute	Administrative Officer IV (City Public Market Office)
	Total	₱ 2,000.00+*	15 days and 58 minutes	
END OF TRANSACTION				

**Rental and Occupancy Fees to be paid depends on the location of stall/s applied for. Fees are based on the GSC Revenue Code of 1996.*