



12. Approval of Surrendered Stall

All stallholders who are not anymore interested to continue doing business in the public market are allowed to surrender the stall/s awarded to them. It shall be adjudicated by the members of the market committee during its committee meeting.

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. Affidavit of Surrender		1. Law Firm/Law Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document	1.0 Receive, check as to correctness of the content of the document, encode in the document tracking system	None	5 minutes	<i>Administrative Officer IV (City Public Market Office)</i>
	1.1. Verify the applicant in the database	None	1 minute	<i>Administrative Officer IV (City Public Market Office)</i>
	1.2. Conduct inspection of the surrendered Stall	None	5 minutes	<i>Market Inspector II (City Public Market Office)</i>
	1.3. Verify the inspection of the market inspector	None	5 minutes	<i>Market Supervisor II (City Public Market Office)</i>
	1.4. Conduct Market Committee meeting; Accept and declare stall as vacant	None	4 hours	Market Committee
	1.5. Issue and post Notice of Vacancy	None	30 minutes	Market Inspector II Metro Aide I; Administrative Aide I (City Public Market Office)
	Total	₱ 36.00	4 hrs and 46 minutes	
END OF TRANSACTION				