

**OFFICE OF THE MARKET
SUPERVISOR**

1. APPLICATION TO LEASE MARKET STALL

A pro forma application template provided to clients indicating therein certain conditions to comply in accordance with the market rules & regulations.

Office of Division:	Daraga Public Market			
Classification:	Simple			
Type of Transaction	G2C (Government to Citizen)			
Who may Avail	Applicants who intends business in Daraga Market			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled out and duly notarized application form		Daraga Public Market Office		
1 pc 2x2 pictures				
Up to date Cedula				
Barangay Clearance				
Police Clearance				
Xerox Copy of valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Acquire a copy of Application Form and list of requirements	Provide necessary forms	none	15 mins	Market Office Staff
Submit accomplished and notarized application	Receives and evaluates completeness of requirements	none	15 mins	Market Office Staff
Wait for endorsement by the Market Administrator	Provide copy of endorsement	Clearance fee (P100.00)	15 mins	Market Office Staff
Acquire order of payment.	Provide order of payment	none	15 mins	Market Office Staff
Settle payment for Lease Right.	Accepts payment and provide official receipts	P 30,000.00 (LEASE RIGHT)	15 mins	Market Office Staff/Treasurer's Office
Final approval and release of the Certificate of award of Market Stall	Provides approved documents and certificate of award	none	15 mins	Mayor's Office/Market Office
	Total			

End of transaction			
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2. GRANTING OF TRANSFER OF RIGHTS

An inherent privilege by the tenant to transfer rights to immediate family member

Office of Division:	Daraga Public Market
Classification:	Simple
Type of Transaction	G2C (Government to Citizen)
Who may Avail	Tenant of the Daraga Public Market

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Affidavit of Transfer Form	Daraga Public Market Office
Birth Certificate and/or marriage Contract or any proof of relation to the tenant	
Notarized affidavit of transfer	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Acquire a copy of Transfer form and list of requirements	Provide necessary forms	none	10 mins	Market Office Staff
Submit accomplished and notarized documents.	Receives and evaluates completeness of requirements	none	10 mins	Market Office Staff
Acquire order of payment	Provide order of payment	none	10 mins	Market Office Staff
Settle payment for Transfer of Right.	Accepts payment of transfer	P 25,000.00	10 mins	Market Office Staff or Treasurer's Office
Final approval and release of the Certificate of Award of Market Stall	Provide approved request and certificate of award	none	10 mins	Mayor's Office/Market Office
	Total			
End of transaction				

3. PROMOTIONAL AND MARKETING ACTIVITIES

An avenue for product sampling, product give-away and samples, point of sale promotion and end-cap marketing and after-sale customer survey

Office of Division:	Daraga Public Market			
Classification:	Simple			
Type of Transaction	G2C (Government to Citizen)			
Who may Avail	Entities/Companies of Food, Beverages and other types of business.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Intent			Daraga Public Market Office	
Business Permit				
Company Profile				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit a letter of intent	Provide necessary forms	none	10 mins	Market Office Staff/Officer of the Day
Submit approved request to Bus. Permits & Licensing Office	Receives and evaluates completeness of requirements		10 mins	Market Office Staff/BPLO
Acquire order of payment at the Market Office	Provide order of payment	Payment depends on the assessment by the BPLO	10 mins	Market Office Staff/Officer of the Day
Settle payment at the Treasurer's Office	Accept payment by the Cashier			Treasure's Office
	Total			
End of transaction				

4. MARKET CLEARANCE AND OTHER CERTIFICATIONS

Provision of necessary documents to comply with other regulatory requirements

Office of Division:	Daraga Public Market			
Classification:	Simple			
Type of Transaction	G2C (Government to Citizen)			
Who may Avail	Tenants/Entities/Companies of Food, Beverages and other types of business			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished Request Form			Daraga Public Market Office	
Bussines Permit				
Company Profile				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Fill up request form.	Provide necessary forms		10 mins	Market Office Staff/Officer of the Day
Submit accomplished form and other requirements.	Receives and evaluates completeness of requirements		10 mins	Market Office Staff
Secure order of payment	Provide order of payment		10 mins	Market Office Staff
Settle payment at the treasurer's Office.	Accept payment by the Cashier	P100.00	10 mins	Treasure's Office
	Total			
End of transaction				

5. REGISTRATION OF STREET VENDORS

Office of Division:	Daraga Public Market			
Classification:	Simple			
Type of Transaction	G2C (Government to Citizen)			
Who may Avail	All street vendors vending and residing within the Province of Albay.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application Form/Registration Form			Daraga Public Market Office	
Barangay Certification specifying the vending site or location where the street vendors operate.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Acquire Application/Registration form	Provide necessary forms	none	10 mins	Market Office Staff/Officer of the Day
Submit duly accomplished form and other requirements.	Receives and evaluates completeness of requirements	none	10 mins	Market Office Staff
Wait for approval by the Market Administrator	Provide approved application	none	10 mins	Market Administrator

Acquire Application/Registration form	Provide necessary forms	none	10 mins	Market Office Staff/Officer of the Day
	Total			
End of transaction				