



SERVICE STANDARD
MARKET ADMINISTRATION OFFICE



VISION: To maintain a public center of staple foods and basic necessities for the rich, middle class and poor people of society where at the equilibrium of prices and commodities is maintained at all times.

MISSION: Render public service by serving the primary and daily needs of people through a buying center, centrally located, safe, orderly, clean, beautiful and cheaper commodities; see to it that all stalls are conducting in accordance with the Market Code and the necessary permit.

Type of Front-line Service	Documentary Requirements	Client/Requesting Party	Office/Person Responsible	Steps/Procedure	Form to Fill-up	Fee	Processing Time
1. Application for Lease Stall.	1. Barangay Clearance 2. Community Tax Certificate 3. 2pcs. 2x2 pictures	1. Secure Application Form from Market Administration Office. 2. Submit to the Market Supervisor III for evaluation of the duly notarized application form.	Market Supervisor III	1. Issue Application Form;	Application Form to Lease Stall	None	5 mins.
			Market Supervisor III	2. Receive and evaluate the application form;			30 mins.
			Market Supervisor III	3. Prepare indorsement to Market Administration Office;			1 day
			Market Operation Division	4. Re-evaluate and include in the data bank;			1 day
			Market Administrator	5. Prepare Indorsement letter to the City Market Committee for inclusion of stalls in the adjudication procedure.			1 day
2. Application for Market Clearance (Renewal of Mayor's Permit and Licenses)	Licenses/Mayor's Permit	1. Secure Application Form for Renewal; 2. Submit filled-up application to the concerned Market Supervisor III together	Station Market Supervisor III	1. Issue Application Form;	Application for Renewal	None	5 mins.
			Station Market Supervisor III	2. Receive, verify and evaluate the application form;			10 mins.



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		with the previous year's licenses/permits/receipts	Station Market Supervisor III	3. Prepare the renewal data sheet;			10 mins.																					
			Station Market Supervisor III	4. Transmit duly accomplished renewal data sheet to the Bureau of Permits for appropriate action, adjudication procedure.			1 day																					
3. Renewal/registration of weighing scales and issuance/recording of order of payments.	1. Current receipt 2. Old license	1. For new applicants, present the receipt of the new weighing scale for registration; 2. For old applicants, present the previous receipt for the renewal license; 3. Present the weighing scales to the Weights and Measures Section.	Weights and Measures Section Weights and Measures Section Weights and Measures Section Chief of Section	1. Receive documents for registration/renewal of licenses; 2. Receive documents for registration/renewal of licenses; 3. Calibrate the weighing scale and if found in order, it will be sealed; 4. Issue Order of Payment.	None	<p><u>For sealing metrics Instruments of Weights</u></p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th><u>Fee</u></th> <th><u>Penalty</u></th> </tr> </thead> <tbody> <tr> <td>1-30kg.</td> <td>30</td> <td>150</td> </tr> <tr> <td>31-150kg</td> <td>40</td> <td>200</td> </tr> <tr> <td>151-300kg</td> <td>50</td> <td>250</td> </tr> <tr> <td>301-500kg</td> <td>75</td> <td>375</td> </tr> <tr> <td>501-3000kg</td> <td>150</td> <td>750</td> </tr> <tr> <td>3001kg above</td> <td>150</td> <td>750</td> </tr> </tbody> </table> <p><u>For sealing apothecary balance of other balance of precision</u></p>		<u>Fee</u>	<u>Penalty</u>	1-30kg.	30	150	31-150kg	40	200	151-300kg	50	250	301-500kg	75	375	501-3000kg	150	750	3001kg above	150	750	5 mins. 10 mins. 20 mins. 10 mins.
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		4. Receive Order of Payment;	CTO Cashier	5. Issue official receipt by the City Treasurer's Office		<table border="0"> <tr> <td></td> <td><u>Fee</u></td> <td><u>Penalty</u></td> </tr> <tr> <td>3001kg.</td> <td>100</td> <td>500</td> </tr> <tr> <td>300-3000kg</td> <td>75</td> <td>375</td> </tr> <tr> <td>30-30kg</td> <td>50</td> <td>250</td> </tr> <tr> <td>30kg or less</td> <td>20</td> <td>100</td> </tr> </table>		<u>Fee</u>	<u>Penalty</u>	3001kg.	100	500	300-3000kg	75	375	30-30kg	50	250	30kg or less	20	100	30 mins.
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		5. Proceed to Taxpayer's Lounge and pay the corresponding fees;	Chief of Section	6. Sign and record the official receipt which will serve as the taxpayer's license;		<p style="text-align: center;"><u>For sealing gasoline pumps</u></p> <table border="0"> <tr> <td></td> <td><u>Fee</u></td> <td><u>Penalty</u></td> </tr> <tr> <td>per pump</td> <td>200</td> <td>1000</td> </tr> <tr> <td>per pump</td> <td>200</td> <td>500</td> </tr> </table> <p>(oil dispenses)</p>		<u>Fee</u>	<u>Penalty</u>	per pump	200	1000	per pump	200	500	5 mins.						
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per pump	200	1000																				
per pump	200	500																				
		6. Present the Official Receipt to the Weights and Measures Section.	Chief of Section	7. Release of License.		<p>Calibration Fee - 50.00</p> <p>Penalties - 500% of reg. fee</p>	5 mins.															

For inquiries, suggestion, comment and recommendation, please call at telephone no. (02) 310-5773 and/or send it to our e-mail address: mlamarkets@yahoo.com

ANNIE A. BALBOA
City Government Office Head