

**OFFICE OF THE CITY  
TREASURER (CITY MARKET)  
External Services**

## 1. Collection of Market and Miscellaneous Fees

As per new Market Code, Stall Holders are required to pay monthly rental fees, goodwill/Transfer Fee and payments for their electrical consumption. In order to provide good and sanitary selling area at the market, the city is collecting fees from the market vendors and stallholders.

|                                                                                         |                                                                                                               |                                                                             |                        |                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                              | Office of the City Treasurer - City Public Market                                                             |                                                                             |                        |                                                                                                                                                                                                                                                                               |
| <b>Classification:</b>                                                                  | Simple                                                                                                        |                                                                             |                        |                                                                                                                                                                                                                                                                               |
| <b>Type of Transaction:</b>                                                             | G2C – Government to Citizens<br>G2B – Government to Businesses                                                |                                                                             |                        |                                                                                                                                                                                                                                                                               |
| <b>Who may avail:</b>                                                                   | Citizen<br>Business clients                                                                                   |                                                                             |                        |                                                                                                                                                                                                                                                                               |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                        |                                                                                                               | <b>WHERE TO SECURE</b>                                                      |                        |                                                                                                                                                                                                                                                                               |
| Monthly Stall Fee Billing<br>Transfer/goodwill Bill<br><br>Electrical Billing statement |                                                                                                               | City Public Market<br>City Public Market<br><br>Office of the City Engineer |                        |                                                                                                                                                                                                                                                                               |
| <b>CLIENTS STEPS</b>                                                                    | <b>AGENCY ACTION</b>                                                                                          | <b>FEES TO BE PAID</b>                                                      | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                                                                                                                                                                                                                                     |
| 1. Payment of Electrical Fee<br><br>Present the Electrical Bill                         | 1. Accept the Electrical for verification<br><br>2. Accept the payment<br><br>3. Issuance of Official Receipt | As Stated                                                                   | 5 minutes              | Divinia S. Mendoza<br>- Market Supervisor IV<br><br>Desiree Montemayor<br>-Administrative Aide VI (Clerk III)<br><br>Mary Ann A. Bilang<br>-Metro Aide II<br><br>Ronald M. Santos<br>-Casual Utility Worker<br><br>Ramon R. Santos<br>-Casual Clerk<br><br>City Public Market |

|                                                                              |                                                    |                                    |                  |                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Payment of Market Stall Fees<br><br>Present the previous Official Receipt | 2. Accept payment<br><br>3. Issue official receipt | See table below                    | 5 minutes        | <div>Divinia S. Mendoza<br/>- Market Supervisor IV</div> <div>Desiree Montemayor<br/>-Administrative Aide VI (Clerk III)</div> <div>Mary Ann A. Bilang<br/>-Metro Aide II</div> <div>Ronald M. Santos<br/>-Casual Utility Worker</div> <div>Ramon R. Santos<br/>-Casual Clerk</div> <div>City Public Market</div> |
| <b>TOTAL:</b>                                                                |                                                    | <b>Fixed under the market code</b> | <b>10minutes</b> |                                                                                                                                                                                                                                                                                                                   |

| Section            | Amount   |
|--------------------|----------|
| FISH SECTION       |          |
| Outer Corner       | 220.00   |
| Outer Middle       | 180.00   |
| Inner Corner       | 200.00   |
| Outer Middle       | 150.00   |
| MEAT SECTION       |          |
| Outer Corner       | 440.00   |
| Outer Middle       | 360.00   |
| Inner Corner       | 400.00   |
| Inner Middle       | 300.00   |
| CARINDERIA SECTION |          |
| Outer Corner       | 5,280.00 |
| Outer Middle       | 4,320.00 |
| Inner Corner       | 4,800.00 |
| Inner Middle       | 3,600.00 |
| COLD STORE         |          |
| Outer Corner       | 1,320.00 |
| Outer Middle       | 1,080.00 |
| Inner Middle       | 900.00   |
| Inner Corner       | 1,200.00 |

| Section                    | Amount   |
|----------------------------|----------|
| GROCERY SARI SARI          |          |
| Outer Corner               | 880.00   |
| Outer Middle               | 720.00   |
| Inner Middle               | 300.00   |
| FRUITS & VEGETABLE SECTION |          |
| Outer Corner               | 800.00   |
| Outer Middle               | 720.00   |
| Inner Middle               | 600.00   |
| RICE SECTION               |          |
| Outer Corner               | 1,320.00 |
| Outer Middle               | 1,080.00 |
| Inner Middle               | 900.00   |
| Inner Corner               | 1,200.00 |
| DRY GOOD SECTION           |          |
| Outer Corner               | 1,320.00 |
| Outer Middle               | 1,080.00 |
| Inner Middle               | 900.00   |
| Inner Corner               | 1,200.00 |

## 2. Collection of Miscellaneous Fees

(Fiscal Clearance, Violation on Trawing / Illegal Fishing, Illegal Gambling)

|                                                                                                                                                                                                |                                                                |                        |                        |                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                     | Office of the City Treasurer - City Public Market              |                        |                        |                                                                                                                                                                                                                             |
| <b>Classification:</b>                                                                                                                                                                         | Simple                                                         |                        |                        |                                                                                                                                                                                                                             |
| <b>Type of Transaction:</b>                                                                                                                                                                    | G2C – Government to Citizens<br>G2B – Government to Government |                        |                        |                                                                                                                                                                                                                             |
| <b>Who may avail:</b>                                                                                                                                                                          | Employees<br>Citizen                                           |                        |                        |                                                                                                                                                                                                                             |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                               |                                                                | <b>WHERE TO SECURE</b> |                        |                                                                                                                                                                                                                             |
| <b>TOP of Fiscal Clearance</b><br><b>TOP of Violation on Trawing / Illegal Fishing</b><br><b>TOP of Illegal Gambling</b><br><b>TOP of Fiscal Clearance</b><br><br><i>*TOP-Tax Order of pay</i> |                                                                | Fiscal Office          |                        |                                                                                                                                                                                                                             |
| <b>CLIENTS STEPS</b>                                                                                                                                                                           | <b>AGENCY ACTION</b>                                           | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                                                                                                                                                                                   |
| 1. Secure Tax Order of Payment                                                                                                                                                                 | 1. Accept Tax Order of Payment                                 | None                   | 5 minutes              | Divinia S. Mendoza<br>- Market Supervisor IV<br><br>Desiree Montemayor<br>-Administrative Aide VI (Clerk III)<br><br>Mary Ann A. Bilang<br>-Metro Aide II<br><br>Ramon R. Santos<br>-Casual Clerk<br><br>City Public Market |
| 2. Payment of miscellaneous fees                                                                                                                                                               | 2. Accept payment                                              | 130                    | 5 minutes              | Divinia S. Mendoza<br>- Market Supervisor IV                                                                                                                                                                                |

|                                   |                                 |              |                   |                                                                                                                                                                                                                                            |
|-----------------------------------|---------------------------------|--------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   |                                 |              |                   | <p>Desiree Montemayor<br/>-Administrative Aide VI (Clerk III)</p> <p>Mary Ann A. Bilang<br/>-Metro Aide II</p> <p>Ramon R. Santos<br/>-Casual Plantilla</p> <p>City Public Market</p>                                                      |
| 3. Acceptance of Official Receipt | 3. Issuance of Official Receipt | None         | 5 minutes         | <p>Divinia S. Mendoza<br/>- Market Supervisor IV</p> <p>Desiree Montemayor<br/>-Administrative Aide VI (Clerk III)</p> <p>Mary Ann A. Bilang<br/>-Metro Aide II</p> <p>Ramon R. Santos<br/>-Casual Plantilla</p> <p>City Public Market</p> |
| <b>TOTAL:</b>                     |                                 | <b>P 130</b> | <b>15 minutes</b> |                                                                                                                                                                                                                                            |

### 3. Collection of Terminal Fee

The revenue code of the City provides that all baby buses which lines are within the City must pay the corresponding terminal fee per day of operation. Cash tickets are issued to all drivers of baby buses plying the route of Cavite City to Tanza, Naic, Rosario, General Trias, Noveleta and vice versa

|                                         |                                                   |                        |                        |                                            |
|-----------------------------------------|---------------------------------------------------|------------------------|------------------------|--------------------------------------------|
| <b>Office or Division:</b>              | Office of the City Treasurer - City Public Market |                        |                        |                                            |
| <b>Classification:</b>                  | Simple                                            |                        |                        |                                            |
| <b>Type of Transaction:</b>             | G2C – Government to Citizens                      |                        |                        |                                            |
| <b>Who may avail:</b>                   | Citizen                                           |                        |                        |                                            |
| <b>CHECKLIST OF REQUIREMENTS</b>        |                                                   |                        | <b>WHERE TO SECURE</b> |                                            |
| <b>Baby Bus</b>                         |                                                   |                        | Personal               |                                            |
| <b>CLIENT'S STEP<br/>(TERMINAL FEE)</b> | <b>AGENCY ACTION</b>                              | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                  |
| 1. Pay of Cash Tickets                  | 1. Accept payment                                 | Php 5.00               | 3 minutes              | Ronald M. Santos<br>-Casual Utility Worker |
| 2. Accept Official Receipt              | 2. Issue official receipt                         |                        | 3 minutes              | City Public Market                         |
| <b>TOTAL:</b>                           |                                                   | <b>Php 5.00</b>        | <b>6 minutes</b>       |                                            |

- As per Ordinance No. 2431

#### 4. Issuance of Cash Tickets to Coconut Vendors

|                                                         |                                                                |                         |                        |                                             |
|---------------------------------------------------------|----------------------------------------------------------------|-------------------------|------------------------|---------------------------------------------|
| <b>Office or Division:</b>                              | Office of the City Treasurer - City Public Market              |                         |                        |                                             |
| <b>Classification:</b>                                  | Simple                                                         |                         |                        |                                             |
| <b>Type of Transaction:</b>                             | G2C – Government to Citizens<br>G2B – Government to Businesses |                         |                        |                                             |
| <b>Who may avail:</b>                                   | Market hawkers (Coconut Vendors)                               |                         |                        |                                             |
| <b>CHECKLIST OF REQUIREMENTS</b>                        |                                                                |                         | <b>WHERE TO SECURE</b> |                                             |
| Space/stall occupied                                    |                                                                |                         | Personal               |                                             |
| <b>CLIENTS STEPS</b>                                    | <b>AGENCY ACTION</b>                                           | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                   |
| 1. Pay cash ticket to collector at Public Market Office | 1. Accept payment                                              | P15.00/<br>SACK         | 5 Minutes              | Ronald M. Santos<br>--Casual Utility Worker |
| 2. Accept cash ticket                                   | 2. Issue of Cash ticket                                        |                         |                        | City Public Market                          |
| <b>TOTAL:</b>                                           |                                                                | <b>P15.00/<br/>SACK</b> | <b>5 minutes</b>       |                                             |

## 5. Issuance of Cash Tickets to Hawkers

|                                                         |                         |                                                                |                        |                                                                                                                                                                                             |
|---------------------------------------------------------|-------------------------|----------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                              |                         | Office of the City Treasurer - City Public Market              |                        |                                                                                                                                                                                             |
| <b>Classification:</b>                                  |                         | Simple                                                         |                        |                                                                                                                                                                                             |
| <b>Type of Transaction:</b>                             |                         | G2C – Government to Citizens<br>G2B – Government to Businesses |                        |                                                                                                                                                                                             |
| <b>Who may avail:</b>                                   |                         | Market hawkers                                                 |                        |                                                                                                                                                                                             |
| <b>CHECKLIST OF REQUIREMENTS</b>                        |                         | <b>WHERE TO SECURE</b>                                         |                        |                                                                                                                                                                                             |
| Space/stall occupied                                    |                         | Personal                                                       |                        |                                                                                                                                                                                             |
| <b>CLIENTS STEPS</b>                                    | <b>AGENCY ACTION</b>    | <b>FEES TO BE PAID</b>                                         | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                                                                                                                                                   |
| 1. Pay cash ticket to collector at Public Market Office | 1. Accept payment       | P30.00/<br>SQUAR<br>E<br>METER                                 | 5 Minutes              | Wilfredo G. Lallana<br>-Metro Aide II                                                                                                                                                       |
| 2. Accept cash ticket                                   | 2. Issue of Cash ticket |                                                                |                        | Ronald M. Santos<br>--Casual Utility Worker<br><br>Eric G. Isla<br>-Casual Utility Worker<br><br>Henry Alfaro<br>-Casual Clerk<br><br>Rodolfo Ramos<br>-Job Order<br><br>City Public Market |
| <b>TOTAL:</b>                                           |                         | <b>P30.00/<br/>SQUAR<br/>E<br/>METER</b>                       | <b>5 minutes</b>       |                                                                                                                                                                                             |

## 6. Issuance of Community Tax Certificate

|                                        |                                          |                                                                |                        |                                                                                                                                                            |
|----------------------------------------|------------------------------------------|----------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>             |                                          | Office of the City Treasurer - City Public Market              |                        |                                                                                                                                                            |
| <b>Classification:</b>                 |                                          | Simple                                                         |                        |                                                                                                                                                            |
| <b>Type of Transaction:</b>            |                                          | G2C – Government to Citizens<br>G2B – Government to Government |                        |                                                                                                                                                            |
| <b>Who may avail:</b>                  |                                          | All                                                            |                        |                                                                                                                                                            |
| <b>CHECKLIST OF REQUIREMENTS</b>       |                                          | <b>WHERE TO SECURE</b>                                         |                        |                                                                                                                                                            |
| Application Form                       |                                          | City Public Market                                             |                        |                                                                                                                                                            |
| <b>CLIENTS STEPS</b>                   | <b>AGENCY ACTION</b>                     | <b>FEES TO BE PAID</b>                                         | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                                                                                                                  |
| 1. Fill up form                        | 1. Issuance of application form          | None                                                           | 5 Minutes              | Divinia S. Mendoza<br>- Market Supervisor IV<br><br>Mary Ann A. Bilang<br>-Metro Aide II<br><br>Ramon R. Santos<br>-Casual Clerk<br><br>City Public Market |
| 2. Payment of CTC<br><br>3. Accept CTC | 2. Accept of payment<br><br>3. Issue CTC | Php 20.00                                                      | 5 Minutes              | Divinia S. Mendoza<br>- Market Supervisor IV<br><br>Mary Ann A. Bilang<br>-Metro Aide II<br><br>Ramon R. Santos<br>-Casual Clerk<br><br>City Public Market |
| <b>TOTAL:</b>                          |                                          | <b>Php 20.00</b>                                               | <b>10 minutes</b>      |                                                                                                                                                            |

## 7. Legalization (Market)

### Legalization of Rights/Ownership of Market Stalls

|                                                                                  |                                  |                                                                |                        |                                                                                                                    |
|----------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                       |                                  | Office of the City Treasurer - City Public Market              |                        |                                                                                                                    |
| <b>Classification:</b>                                                           |                                  | Simple                                                         |                        |                                                                                                                    |
| <b>Type of Transaction:</b>                                                      |                                  | G2C – Government to Citizens<br>G2B – Government to Businesses |                        |                                                                                                                    |
| <b>Who may avail:</b>                                                            |                                  | Citizen<br>Business Clients                                    |                        |                                                                                                                    |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                 |                                  | <b>WHERE TO SECURE</b>                                         |                        |                                                                                                                    |
| Approved letter of intent<br>Personal Information sheet with 2 ID pictures (2x2) |                                  | Office of the City Mayor<br>Personal                           |                        |                                                                                                                    |
| Awards/Lease Contract of previous stall holder                                   |                                  | Personal                                                       |                        |                                                                                                                    |
| Deed of conveyance or any other legal documents                                  |                                  | Personal                                                       |                        |                                                                                                                    |
| Business permit/License of the previous stall holder                             |                                  | Personal                                                       |                        |                                                                                                                    |
| Certification                                                                    |                                  | Market Supervisor II                                           |                        |                                                                                                                    |
| <b>CLIENTS STEPS</b>                                                             | <b>AGENCY ACTION</b>             | <b>FEES TO BE PAID</b>                                         | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                                                                          |
| 1. Submit letter of intent for approval of Local Chief Executive                 | 1.1 Accept letter of intent      | None                                                           | 1 day                  | Computer Operator III, CMO                                                                                         |
|                                                                                  | 1.2. Approve letter of intent    |                                                                |                        | Hon. Denver R. Chua<br>-Local Chief Executive<br><br>Office of the City Mayor                                      |
| 2. Fill up application form                                                      | 2. Received the application form | NONE                                                           | 10 minutes             | Divinia S. Mendoza<br>- Market Supervisor IV<br><br>Mary Ann A. Bilang<br>-Metro Aide II<br><br>City Public Market |
| 3. Submit complete legal documents to Market Supervisor II                       | 3.1 Accept documents             | None                                                           | 20 minutes             | Divinia S. Mendoza<br>- Market Supervisor IV                                                                       |
|                                                                                  |                                  | None                                                           |                        |                                                                                                                    |

|                                                                                                                 |                                                                          |                                                                                                                                                 |            |                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                 | 3.2. Issue Application to Lease Market Stall and Oath                    |                                                                                                                                                 |            | City Public Market                                                                                                                                                                                             |
| 4. Payment of Legalization                                                                                      | 4. Acceptance of payment                                                 | Dry Goods;<br>Grocery/Sari Sari; Meat Store<br>Php14,000<br><br>Fruits/Veg<br>Php 9,000<br><br>Fish<br>Php 9,000<br><br>Carinderia<br>Php14,000 | 20 minutes | Rosanna S. Almazan<br>-Cashier IV<br><br>Cash Division<br>-Office of the City Treasurer                                                                                                                        |
| 5. Present the Official Receipt for Legalization and Transfer Fee to the Market Supervisor IV or representative | 5. Process legal documents                                               | None                                                                                                                                            | 10 minutes | Divinia S. Mendoza<br>- Market Supervisor IV<br><br>Mary Ann A. Bilang<br>-Metro Aide II<br><br>City Public Market                                                                                             |
| 6. Present the Award & Lease of contract                                                                        | 6.1 Process all legal documents<br><br>6.2 Review and sign all documents | NONE<br><br>None                                                                                                                                | 15 minutes | Divinia S. Mendoza<br>- Market Supervisor IV<br><br>Mary Ann A. Bilang<br>-Metro Aide II<br><br>City Public Market<br><br>Lallaine G. Lasprillas<br>-Acting City Treasurer<br><br>Office of the City Treasurer |

|                                               |                           |                                                                                                                                                                                                      |                                        |                                                                                        |
|-----------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------|
| 7. Submit documents for letter of endorsement | 7.1. Review the documents | None                                                                                                                                                                                                 | 20 minutes                             | Atty. Dennis V. Antonio<br>-City Administrator<br><br>Office of the City Administrator |
|                                               | 7.2. Sign the documents   | None                                                                                                                                                                                                 |                                        |                                                                                        |
| 8. Accept the document                        | 8. Issue the document     | None                                                                                                                                                                                                 | 5 minutes                              | Divinia S. Mendoza<br>- Market Supervisor IV<br><br>City Public Market                 |
| <b>TOTAL:</b>                                 |                           | <b>Dry Goods; Grocery/Sari Sari; Meat Store</b><br><b>Php14,000</b><br><br><b>Fruits/Veg</b><br><b>Php 9,000</b><br><br><b>Fish</b><br><b>Php 9,000</b><br><br><b>Carinderia</b><br><b>Php14,000</b> | <b>1 day &amp; 1 hr and 40 minutes</b> |                                                                                        |

**\*Payment of legalization fee as per Res. Ord. 01-033 Ord. 01-2835**

## **8. Promotional Services (Market)**

|                                                |                                  |                                                   |                        |                                              |
|------------------------------------------------|----------------------------------|---------------------------------------------------|------------------------|----------------------------------------------|
| <b>Office or Division:</b>                     |                                  | Office of the City Treasurer - City Public Market |                        |                                              |
| <b>Classification:</b>                         |                                  | Simple                                            |                        |                                              |
| <b>Type of Transaction:</b>                    |                                  | G2B – Government to Businesses                    |                        |                                              |
| <b>Who may avail:</b>                          |                                  | Business Clients                                  |                        |                                              |
| <b>CHECKLIST OF REQUIREMENTS</b>               |                                  | <b>WHERE TO SECURE</b>                            |                        |                                              |
| Letter request                                 |                                  | Personal                                          |                        |                                              |
| <b>CLIENTS STEPS</b>                           | <b>AGENCY ACTION</b>             | <b>FEES TO BE PAID</b>                            | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                    |
| 1. Submit request letter for date of promotion | 1.1 Received request letter      | None                                              | 5 minutes              | Divinia S. Mendoza<br>- Market Supervisor IV |
|                                                | 1.2 Verify the availability date | None                                              | 15 minutes             |                                              |

|                        |                      |                               |                   |                                                                      |
|------------------------|----------------------|-------------------------------|-------------------|----------------------------------------------------------------------|
|                        |                      |                               |                   | Ronald M. Santos<br>-Casual Utility Worker<br><br>City Public Market |
| 2. Pay the cash ticket | 2. Accept payment    | Php 30.00 /SQUARE METER       | 10 minutes        | Divinia S. Mendoza<br>- Market Supervisor IV                         |
| 3. Accept cash ticket  | 3. Issue Cash ticket | None                          | 10 minutes        | Ronald M. Santos<br>-Casual Utility Worker<br><br>City Public Market |
| <b>TOTAL:</b>          |                      | <b>Php30.00/ SQUARE METER</b> | <b>40 minutes</b> |                                                                      |

\*Additional Php150 for usage of electricity