

**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.

Office or Division:	Office of the City Treasurer - City Public Market			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses			
Who may avail:	Citizen Business clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monthly Stall Fee Billing Transfer/goodwill Bill Electrical Billing statement		City Public Market City Public Market Office of the City Engineer		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of Electrical Fee Present the Electrical Bill	1. Accept the Electrical for verification 2. Accept the payment 3. Issuance of Official Receipt	As Stated	5 minutes	Market Supervisor IV, RC - Designate (Administrative Aide VI (Clerk III)), RC - Designate (Metro Aide II), RC - Designate (Casual Utility Worker) and RC - Designate (Casual Clerk) City Public Market
2. Payment of Market Stall Fees Present the previous Official Receipt	2. Accept payment 3. Issue official receipt	See table below	5 minutes	Market Supervisor IV, RC - Designate (Administrative Aide VI (Clerk III)), RC - Designate (Metro Aide II), RC - Designate (Casual Utility Worker) and RC - Designate (Casual Clerk)

				City Public Market
TOTAL:		Fixed under the market code	10 minutes	

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)

Office or Division:	Office of the City Treasurer - City Public Market
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Government
Who may avail:	Employees Citizen
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
TOP of Fiscal Clearance	Fiscal Office

TOP of Violation on Trawing / Illegal Fishing TOP of Illegal Gambling TOP of Fiscal Clearance <i>*TOP-Tax Order of pay</i>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Tax Order of Payment	1. Accept Tax Order of Payment	None	5 minutes	Market Supervisor IV, RC - Designate (Administrative Aide VI (Clerk III)), RC - Designate (Metro Aide II) and RC - Designate (Casual Clerk) City Public Market
2. Payment of miscellaneous fees	2. Accept payment	130	5 minutes	Market Supervisor IV, RC - Designate (Administrative Aide VI (Clerk III)), RC - Designate (Metro Aide II) and RC - Designate (Casual Clerk) City Public Market
3. Acceptance of Official Receipt	3. Issuance of Official Receipt	None	5 minutes	Market Supervisor IV, RC - Designate (Administrative Aide VI (Clerk III)), RC - Designate (Metro Aide II) and RC - Designate (Casual Clerk) City Public Market
TOTAL:		P 130	15 minutes	

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

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

- As per Ordinance No. 2431

4. Issuance of Cash Tickets to Coconut Vendors

Office or Division:	Office of the City Treasurer - City Public Market	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses	
Who may avail:	Market hawkers (Coconut Vendors)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Space/stall occupied	Personal	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay cash ticket to collector at Public Market Office 2. Accept cash ticket	1. Accept payment 2. Issue of Cash ticket	P15.00/ SACK	5 Minutes	RC - Designate (Casual Utility Worker) City Public Market
TOTAL:		P15.00/ SACK	5 minutes	

5. Issuance of Cash Tickets to Hawkers

Office or Division:	Office of the City Treasurer - City Public Market			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses			
Who may avail:	Market hawkers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Space/stall occupied		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay cash ticket to collector at Public Market Office 2. Accept cash ticket	1. Accept payment 2. Issue of Cash ticket	P30.00/ SQUARE METER	5 Minutes	RC - Designate (Casual Utility Worker) and RC - Designate (Casual Clerk) City Public Market
TOTAL:		P30.00/ SQUARE METER	5 minutes	

6. Issuance of Community Tax Certificate

Office or Division:	Office of the City Treasurer - City Public Market
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form		City Public Market		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up form	1. Issuance of application form	None	5 Minutes	Market Supervisor IV RC - Designate (Administrative Aide VI (Clerk III)), - RC - Designate (Metro Aide II) and RC - Designate (Casual Clerk) City Public Market
2. Payment of CTC 3. Accept CTC	2. Accept of payment 3. Issue CTC	Php 20.00	5 Minutes	Market Supervisor IV RC - Designate (Administrative Aide VI (Clerk III)), - RC - Designate (Metro Aide II) and RC - Designate (Casual Clerk) City Public Market
TOTAL:		Php 20.00	10 minutes	

7. Legalization (Market)

Legalization of Rights/Ownership of Market Stalls

Office or Division:	Office of the City Treasurer - City Public Market
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses
Who may avail:	Citizen Business Clients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved letter of intent Personal Information sheet with 2 ID pictures (2x2) Awards/Lease Contract of previous stall holder Deed of conveyance or any other legal documents Business permit/License of the previous stall holder Certification		Office of the City Mayor Personal Personal Personal Market Supervisor II		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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			Local Chief Executive Office of the City Mayor
2. Fill up application form	2. Received the application form	NONE	10 minutes	Market Supervisor IV, RC - Designate (Administrative Aide VI (Clerk III)) and RC - Designate (Metro Aide II) City Public Market
3. Submit complete legal documents to Market Supervisor II	3.1 Accept documents	None	20 minutes	Market Supervisor IV
	3.2 Issue Application to Lease Market Stall and Oath	None		City Public Market
4. Payment of Legalization	4. Acceptance of payment	Dry Goods; Grocery/Sari Sari; Meat Store Php14,000 Fruits/Veg Php 9,000	20 minutes	Cashier IV <i>Cash Division</i> -Office of the City Treasurer

		Fish Php 9,000 Carinderia Php14,000		
5. Present the Official Receipt for Legalization and Transfer Fee to the Market Supervisor IV or representative	5. Process legal documents	None	10 minutes	Market Supervisor IV Metro Aide II City Public Market
6. Present the Award & Lease of contract	6.1 Process all legal documents	NONE	15 minutes	Market Supervisor IV, RC - Designate (Administrative Aide VI (Clerk III)) and RC - Designate (Metro Aide II) City Public Market
	6.2 Review and sign all documents	None		City Treasurer Office of the City Treasurer
7. Submit documents for letter of endorsement	7.1. Review the documents	None	20 minutes	City Administrator Office of the City Administrator
	7.2. Sign the documents	None		
8. Accept the document	8. Issue the document	None	5 minutes	Market Supervisor IV City Public Market
TOTAL:		Dry Goods; Grocery/Sari Sari; Meat Store Php14,000 Fruits/Veg	1 day & 1 hr and 40 minutes	

		Php 9,000		
		Fish Php 9,000		
		Carinderia Php14,000		

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

8. Promotional Services (Market)

Office or Division:	Office of the City Treasurer - City Public Market			
Classification:	Simple			
Type of Transaction:	G2B – Government to Businesses			
Who may avail:	Business Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter for date of promotion	1.1 Received request letter	None	5 minutes	Market Supervisor IV and RC - Designate (Casual Utility Worker) City Public Market
	1.2 Verify the availability date	None	15 minutes	
2. Pay the cash ticket	2. Accept payment	Php 30.00 /SQUARE METER	10 minutes	Market Supervisor IV and RC - Designate (Casual Utility Worker) City Public Market
3. Accept cash ticket	3. Issue Cash ticket	None	10 minutes	
TOTAL:		Php30.00/ SQUARE METER	40 minutes	

*Additional Php150 for usage of electricity