



CITY MAYOR'S OFFICE
ECONOMIC ENTERPRISE MANAGEMENT DIVISION
(Legazpi Public Market)



APPLICATION FOR LEASE MARKET STALL				
This service is for business investor or applicant who wants to be a market stall holder in Legazpi City Public Market				
Office or Division		EEMD Legazpi City Public Market		
Classification		Simple Transaction		
Type of Transactions		G2C - Government to Citizens		
Who may Avail		Any individuals		
Checklist of Requirements		Where To Secure		
		EEMD Legazpi City Public Market Office		
Valid Id		Applicant		
Barangay Clearance		Barangay Official		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Inquire at Legazpi City Market Office if there vacant and Surrendered Stalls	Orient and Provide Checklist of Requirements	None	3 minutes	Market OIC/Supervisor
2. Submit Requirements	1. Receive and check the application form 2. Inform the Client of the Schedule of the awarding of the vacant stall.	None	5 minutes	LCPM Office Personnel



	Discuss all the policies of the Public Market and mode of schedule of payment		10 minutes	Legazpi City Market Officer In charge
3. Pay Goodwill (amount may vary upon the collection of the Stall)	Receive Payment. Release Official Receipt	Goodwill/Occupancy Cereals - P 25,000 Carenderia - P25,000 Dried Fish- P25,000 Vegetables - P25,000 Fish - P25,000 Meat - 40,000 Personal Effects - P40,000		City Treasure's Office

PROCESSING OF STALL AWARD FOR TRANSFER AND SUCCESSION

Office or Division	EEMD Legazpi City Public Market
Classification	Simple Transaction/ Complex Transactions
Type of Transactions	G2B - Government to Business
Who may Avail	Legitimate adjudicated market stallholders in the city public market who want to transfer their lease awards to their successors due to reasons of death or incapacity of an adjudicated stall holders.
Checklist of Requirements	Where To Secure
1. Transferor/Succession (due to death and incapacity)	Applicant/ Client
1.a Deed of Transfer (- Notarized (for Transfer only)	Applicant/ Client
1.b Death Certificate or affidavit of incapacitated adjudicated stallholders (for Succession only)	Applicant/ Client



1. c Original/Certified True copy of Stall award		Applicant- Client / Record Section		
1.d Proof of payment of Business taxes and fees and Business permit		Applicant- Client/ City Treasurer's Office		
1. e Proof of Payments of rental fees (last 3 months)		Applicant-Client /Record Section		
1.f Waiver of rights of legal spouse or legitimate son/s or daughter/s		Applicant-Client		
2. Transferee/Successor		Applicant-Client /Record Section		
2.a Notarized Application Forms		Market Administrator/Supervisor, City Public Market		
2.b Proof of Residency (any of the following -Barangay Certificate of Residency, Voter's ID, SSS Driver's Licence		Barangay Hall/ Appropriate Government Agency		
2.c Copy of Birth Certificate		City Civil Registrar/Philippine Statistics Office		
2.d 2 x2 ID picture		Applicant/Client		
2. e Personal Appearance for Interview		Applicant/Client		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Get and Accomplish application forms to least market stall	Receive, Review endorses	None	5 min	Clerk, Public Market Office
2. Submit Accomplish application form	Signed application form and endorse	None	2 min	Clerk, Public Market Office



NONE	Evaluates documents and record of payment and violations. Submit to Market Committee for approval	None	10 min	Market Administrator, Market Committee
3. Wait for approval of the application (you will be notified by the market Administrator or his duly authorized representative	Screenings of applicants	None		Market Administrator, Market Committee
Receives approved Stall Award and pay corresponding fees of market stall and contract of Lease.	Releases Stall Award. Issue order of payment and Official Receipt	GoodWill/Occupancy 1 Cereals - P 25,000 2. Carenderia - P25,000 3. Dried Fish- P25,000 4. Vegetables - P25,000 5. Fish - P25,000 6. Meat - 40,000 7. Personal Effects - P40,000	5 minutes	Clerk , Public Market Office

APPLICATION TO MARKET STALL RENEWAL OF LEASE

This service is for Stallholders who request for the renewal of Lease for their cease operation.

Office or Division	EEMD Legazpi City Public Market
Classification	Simple Transaction
Type of Transactions	G2C - Government to Citizens
Who may Avail	Stall Holders
Checklist of Requirements	Where To Secure



		EEMD Legazpi City Public Market Office		
Valid Id		Stall Holders		
Barangay Clearance		Barangay Official		
Client Steps	Agency Action	Fees to be Collected	Processing Time	Person Responsible
Provide & submit duly notarized application form with 2x2 pictures	Check and verify the mrket stall record and compute the outstanding balance if there is any	None	3 minutes	Legazpi City Public Market Personnel
Secure market clearance	Verification of market record and Business Permit	None	5 minutes	Legazpi City Public Market Personnel
	Instruct the Client to pay at the City Treasurer's Office for the certification and the outstanding balance if thereis any		3 minutes	Legazpi City Public Maarket OIC /Supervisor
payment of market Clearance	Issue official receipt	P50,00	3 minutes	CTO
Present Official Receipt and receive certification	Contract of Lease Approval & Signature of the Chief of office	None		Legazpi City Public Market Personnel



	Submit contract of Lease to City Treasurer's Office and City Mayor for Signature	None		City Treasurer's Office/Mayor's Office
Receive Approve and Singned Lease of Contract.	Release Lease of Contract	None	3 minute	Legazpi City Public Market Personnel

COMPLAINTS MAY FILED IN WRITING ADDRESS TO : Hon. Atty. Alfredo A. Garbin, Jr. City Mayor/Mr. Ronald H. Pasano , LOIII/OIC Legazpi City Public Market , LCPM Office Legazpi City

Clients with pending documents are advised to follow-up the next working day, pending ocuments due tounsual circumstances beyond the control of this office.

SERVICE PLEDGE: We are committed to serve with efficiency , accountability, sencerity, honesty and transparency at all times

For inquiries, feedbacks, suggestions, Recommendations as well as Complaints, you may send to: **Mr. RONALD H. PASANO, OIC Legazpi City Public Market , LCPM Office Legazpi City/CP no: 09192729466**