



Issuance of Market Clearance

ABOUT THE SERVICE

Issuance of Market Clearance is required for all stallholders within the Naga City People's Mall during the yearly Business One Stop Shop (January 1-20) as pre-requisite for renewal of business license and Lease Contract (every three years).

Department / Office:		MARKET ENTERPRISE AND PROMOTIONS OFFICE		
Classification:		Simple		
Type of Transaction:		G2B - Government to Businesses		
Who may avail		Stallholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Association/Federation Clearance • Updated Market Rental, Goodwill Fee, Electrical & Water Bill Payments • Official Receipts from unpaid Citation Tickets (if applicable) • Community Tax Certificate • Barangay Business Clearance 		<ul style="list-style-type: none"> • Records Section 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inspection Secure Clearance Form & Checklist			1 minute	MA. VICTORIA N. ENRIQUEZ Administrative Aide I (Casual) (Records Clerk)
STALL CONDITION To check general condition of stall to include physical improvements, registration of weighing scales, pushcarts, compliance to 5S and availability of trash bins.			5 - 10 minutes	MARKET INSPECTORS: DOMINGO B. DIAZ JR. Administrative Aide I (Casual) LEOPOLDO E. BOLOFER Administrative Aide I (Casual) RIVERO P. SERGIO Administrative Aide I (Casual) RENE F. ZUÑIGA Administrative Aide IV (Electrician I) GAVINA C. ROSALES Administrative Assistant V (Casual) 5S Coordinator



<p>2. Verification</p> <p>Secure clearance from the following:</p> <p>UPDATED PAYMENT</p> <ul style="list-style-type: none"> ✓ Market Rental & Goodwill Fee ✓ Utilities Fee 			5 minutes	<p><u>1st Level</u> ROMMEL P. ROMERO Local Revenue Collection Clerk II</p> <p><u>2nd Level</u> JUDE JOHN MARTIN P. REY Local Revenue Collection Clerk II</p> <p><u>3rd Level</u> RODEL T. BUENA Local Revenue Collection Clerk I</p> <p>RENE F. ZUNIEGA Administrative Aide IV (Electrician I)</p> <p>Records Clerk On Duty</p>
	3. Approval		1 minutes	<p>RAMON J. FLORENDO CGDH I Market Enterprise & Promotions Officer I</p>
	4. Issuance of Mayor's permit			
TOTAL			P	22 minutes

MARKET ENTERPRISE AND PROMOTIONS OFFICE

2/F, Naga City People's Mall, Gen. Luna St., Naga City

For more information, please contact:

Ramon J. Florendo, City Government Department Head I / Market Enterprise & Promotions Officer I

Tel. No. 8817906

E-mail: ncpm@naga.gov.ph