



Application for Leasehold Tenancy

ABOUT THE SERVICE

All vacant stalls at the Bicol Central Station are offered for leasehold tenancy. All applicants can file their written application on their desire to occupy said vacant stalls addressed City Administrator and Chairman, Market Awards Committee.

Department / Office:		BICOL CENTRAL STATION		
Classification:		Complex		
Type of Transaction:		G2B - Government to Businesses		
Who may avail		Any businessman		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
APPLICANT				
<ul style="list-style-type: none"> Letter of Intent 				
WINNING APPLICANT				
<ul style="list-style-type: none"> Photocopy of Mayor's Permit 				
<ul style="list-style-type: none"> Photocopy of DTI Business Name or SEC Registration 				
<ul style="list-style-type: none"> Original Copy of Board Resolution authorizing the representative (if applicant is a corporate entity) 				
<ul style="list-style-type: none"> Picture of the front of the commercial stall showing its entire height and width with applicant/ helpers 				
<ul style="list-style-type: none"> Drug test result of applicant and employees/helpers or Affidavit of undertaking by the applicant. 		<ul style="list-style-type: none"> Naga City Hospital 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Letter of Intent			2 minutes	City Administrator and Chairman, Market Awards Committee
	2. Raffle of Applicants Wait for the announcement of the Winning Applicant			City Administrator and Chairman, Market Awards Committee
3. Preparation of Contract Submit requirements to the Admin Division	4. Contract of Lease is prepared after the award is given		5 minutes	NARCISO H. MORALDE III Administrative Aide III (Casual)
5. Contract Signing The Contract will be signed by the Applicant	6. Mayor signs the contract and witnessed by the City Administrator & Chairman Market Awards Committee and the City Treasurer		3 days	City Mayor, City Administration & Chairman, Market Awards Committee, City Treasurer
	7. Issuance of Contract		1 minute	NARCISO H. MORALDE III Administrative Aide



	The Contract will be issued for Notarization			III (Casual)
	8. Filing of Contract After Notarization of Contract the same will be filed and submitted to the Admin Division		1 minute	JHONA M. LANDICHO Administrative Aide I (Casual)
TOTAL			3 days and 9 minutes	

BICOL CENTRAL STATION

Ninoy-Cory Aquino Ave., Barangay Triangulo, Naga City

For more information, please contact:

Roderick D. Reforsado, Supervising Administrative Officer / Terminal Manager

Tel. No. 871-5543

Mobile No. 0916-223-2300

Email: