



Payment of Stall Rentals

ABOUT THE SERVICE

All registered stallholders are required to pay their rental at the Bicol Central Station on or before the 15th day of every month as stated in their Contract of Lease. Failure or non-payment after due date forestalls a surcharge of 25% of the total rent due plus interest upon the unpaid amount at the rate of 2% per month from the date until the charge is fully paid.

Department / Office:		BICOL CENTRAL STATION		
Classification:		Simple		
Type of Transaction:		G2B - Government to Businesses		
Who may avail		BCS Stallholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Current bill or, in its absence, the Official Receipt of the latest payment 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verification & Update of Monthly Rental. Approach Administrative Division for their Stall Rental Record for verification & update of monthly rental payment.				
	2. Cashier / Cash Division compute for the amount due		1 minute	NARCISO H. MORALDE III Administrative Aide III (Casual)
3. Stallholder pays the rental due	4. Issuance of Official Receipt		1 minute	BCS Collector
TOTAL			2 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

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