



## Issuance of Certification as Registered Stallholder / Vendor

### ABOUT THE SERVICES

Certification is commonly issued by the MEPO to its stallholders and registered vendors. Said certification is a requirement in applying for water connection from MNWD, telephone (landline), cable TV and internet connections. For loan applications, a certification is also a basic requirement.

| <b>Department / Office:</b>   |   | <b>MARKET ENTERPRISE AND PROMOTIONS OFFICE</b> |                 |  |
|---|---|--|-----------------|--|
| <b>Classification:</b>  |   | Simple   |                 |  |
| <b>Type of Transaction:</b>   |   | G2C - Government to Citizens                   |                 |  |
| <b>Who may avail</b>  |   | Business Entrepreneurs                         |                 |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE :</b>                       |                 |  |
| none  |   |  |                 |  |
| CLIENT STEPS  | AGENCY ACTION                                 | FEES TO BE PAID                                | PROCESSING TIME | PERSON RESPONSIBLE   |
| 1. Approach the Record Section for verification<br><br>Must have no arrears in rental fees and plasada.                           |   |  | 2 – 3 minutes   | <i>For stallholders:</i><br><br>MARIA ADELAIDA R. BEA<br>Records Clerk (Job Order)<br><br><i>For accredited vendors:</i><br>ROSALIO A. SANTOS<br>Administrative Aide I (Casual)    |
| 2. Payment and issuance of official receipt<br><br>Proceed to the Collection Section for payment and issuance of official receipt |   | P 125.00 (Research and Certificate Fee)        | 2 - 3 minutes   | ROMEL P. ROMERO<br>Local Revenue Collection Clerk II<br><br>JUDE JOHN MARTIN P. REY<br>Local Revenue Collection Clerk II<br><br>RODEL T. BUENA<br>Local Revenue Collection Clerk I |
| 3. Present the official receipt to the Administrative Section   | 4. Certification will be prepared and printed |  | 2-3 minutes     | JESSIE B. ROBLES<br>Administrative Officer IV  |
|   | 5. Signing / Approval of Certification        |  | 1 minutes       | RAMON J. FLORENDO<br>CGDH I<br>Market Enterprise & Promotions Officer I  |



|  |              |          |            |  |
|--|--------------|----------|------------|--|
|  | <b>TOTAL</b> | P 125.00 | 10 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: [mepo.naga@gmail.com](mailto:mepo.naga@gmail.com)