



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. Secure Clearance Form & Checklist			1 minute	MA. ADELAIDA R. BEA Records Clerk (Job Order)
STALL CONDITION			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) REINHARD JOSEPH F. ESTRELLA Administrative Aide I (Casual) RENE F. ZUÑIGA Administrative Aide IV (Electrician I)
To check general condition of stall to include physical improvements, registration of weighing scales, pushcarts, compliance to 5S and availability of trash bins.				



				GAVINA C. ROSALES Administrative Assistant V (Casual) 5S Coordinator
2. Verification Secure clearance from the following: UPDATED PAYMENT ✓ Market Rental & Goodwill Fee ✓ Utilities Fee			5 minutes	1 st Level ROMMEL P. ROMERO Local Revenue Collection Clerk II 2 nd Level JUDE JOHN MARTIN P. REY Local Revenue Collection Clerk II 3 rd Level RODEL T. BUENA Local Revenue Collection Clerk I RENE F. ZUNIEGA Administrative Aide IV (Electrician I) Records Clerk On Duty
	3. Approval		1 minutes	RAMON J. FLORENDO CGDH I Market Enterprise & Promotions Officer I
	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:

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