



Payment of Market Rental

ABOUT THE SERVICE

All registered stallholders are required to pay their rental fees at the Market Enterprise and Promotions Office located at the 2nd floor of the Naga City People's Mall on or before the 25th day of the month as reflected in their Lease Contract. Lessees opting to pay on or before the due date are given a prompt discount of 25%. Failure or non-payment on or before the due date, the lessee incurs a surcharge of 25% of the total amount plus interest upon the unpaid amount at the rate of 14% per annum from the date until the arrearage is fully paid.

TAXES AND FEES

- As stated in the latest Lease Contract

Department / Office:		MARKET ENTERPRISE AND PROMOTIONS OFFICE		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government		
Who may avail		Business Owner		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE :		
<ul style="list-style-type: none"> • Official Receipt from previous month's payment or Occupant's Rental Record Card or Billing Statement 		<ul style="list-style-type: none"> • Collection Section/ Records Section 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment and issuance of Official Receipt Proceed to the Collection Section for computation, payment and issuance of Official Receipt		P	2 minutes	1 st Level ROMEL 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
	2. If account needs verification, approach records section for their Rental Record to check the status if rental payments		1 minute	SHIELA B. MANCERA Administrative Aide I (Casual) CLARK O. BELANO Administrative Aide I (Casual) MA. ADELAIDA R. BEA Records Clerk



				(Job Order)
	TOTAL	P	3 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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