



Registration of Pushcarts and *Karil*

ABOUT THE SERVICE

All business enterprises at the Naga City People's Mall and legitimate porters must register their pushcarts and *karil* to ensure its proper regulation.

Renewal: yearly on the month of July

Department / Office:		MARKET ENTERPRISE AND PROMOTIONS OFFICE		
Classification:		Simple		
Type of Transaction:		G2B - Government to Businesses		
Who may avail		Business Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE :		
none				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present pushcart / <i>karil</i> for registration and inspection Fill-out and present owner's data form			2 – 3 minutes	MAMERTO S. PUNZALAN, JR. Watchman I (Casual) HENRY M. ALANO, JR. Administrative Aide I (Casual) SALVADOR A. BALANLAYOS, JR. Watchman I (Casual)
	2. Payment and issuance of Official Receipt	P105.00 per pushcart / <i>karil</i>	2 – 3 minutes	JUDE JOHN MARTIN P. REY Local Revenue Collection Clerk II ROMEL P. ROMERO Local Revenue Collection Clerk II RODEL T. BUENA Revenue Collection Clerk I
	3. Issuance of steel plates plus sticker (for renewal, only sticker will be issued)		2 – 3 minutes	MAMERTO S. PUNZALAN, JR. Watchman I (Casual) HENRY M. ALANO, JR. Watchman I (Casual)



				SALVADOR A. BALANLAYOS, JR. Watchman I (Casual)
	TOTAL	P105.00 per pushcart / karil	9 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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