



Renewal of Lease Contract

ABOUT THE SERVICE

All registered stallholders are required to renew their Contract of Lease every three (3) years starting January 2017 stating thereat the guidelines and conditions of their occupancy at the Naga City People's Mall.

Department / Office:		MARKET ENTERPRISE AND PROMOTIONS OFFICE		
Classification:		Simple		
Type of Transaction:		G2B - Government to Businesses		
Who may avail		Business Owner		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE :		
• Market Clearance		• Records Section		
• Association / Federation Clearance		• NAMASFED Office		
• Community Tax Certificate		• Ciyt Hall ./ Market Office		
• Barangay Business Clearance		• Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documents mentioned above Preparation of the Lease Contract			5 minutes	SHIELA B. MANCERA Administrative Aide I (Casual) CLARK O. BELANO Administrative Aide I (Casual) MA. ADELAIDA R. BEA Records Clerk (Job Order)
2. Contract Signing The stallholder is first to sign the Lease of Contract. After the Market Superintendent signs the contract, the stallholder will then proceed to the City Hall for the signature of the City Mayor.	3. The Market Superintendent signs the Lease of Contract.		1 day	RAMON J. FLORENDO CGDH I Market Enterprise & Promotions Officer I MARIA SOCORRO R. GAYANILO Acting City Treasurer NELSON S. LEGACION City Mayor
4. Lease Contract notarized			30 minutes	NOTARY PUBLIC
5. Submit notarized copy of Lease				SHIELA B. MANCERA



Contract together with a photocopy of the Mayor's Permit			2 minutes	Administrative Aide I (Casual) MA. ADELAI DA R. BEA Records Clerk (Job Order)
TOTAL		P	1 day and 37 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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