

OPERATION OF THE MARKET

SERVICE RENDERED: *Collection of Market Stall Rentals*

Schedule of Availability of Service:

7:30 AM – 3:00 PM with no noon break

Monday – Friday

8:00 AM – 12:00 NN

Saturday - Sunday

Who May Avail of the Service:

All Market Stall Owners and Ambulant Vendors

What are the Requirements:

- 1) Previous Official Receipt

Duration: 7 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Stall Owners	Collecting Payment & Issue Official Receipt	3-5 minutes	Jacquelyn Pasetes Norvelyn Ordonez Gina Labiste Nova Jean Bustillos Leticia Organo Catherine Nebres Joselito Lopez	Previous Official Receipt
	Ambulant Vendors	Issue Cash Tickets	2 minutes	Susana Pimentel Pilar Dela Rosa Renato Abrenica Imelda Cargo Allan Alegria	
			Total : 7 minutes		

---- End of transaction ----