

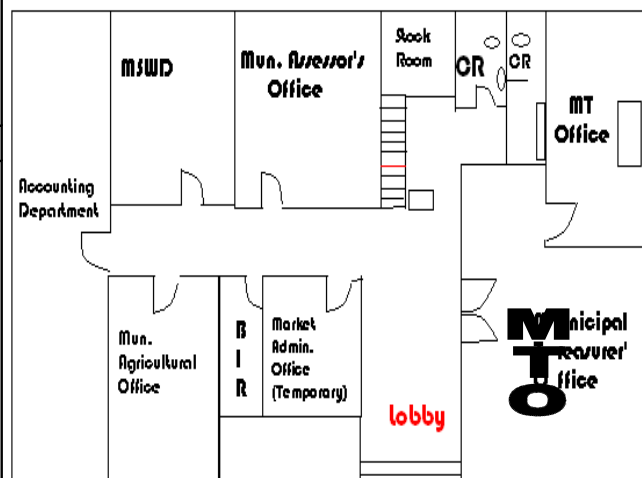
## PUBLIC MARKET OFFICE

### Calibration of Weighing Scale

#### ABOUT THE SERVICE

All market stallholders and transient vendors who uses weighing scales for their commodities are required to have their weighing scales tested and calibrated before actual use to protect the rights of consumers. Testing and calibration of weighing scales shall be made annually.

Calibrated scales are sealed by the authorized representative of the municipal Treasurer's Office and the latter shall regularly checks vendors' weighing scale.



### OFFICE OF THE MUNICIPAL TREASURER

For more details, please contact Mrs. Merlinda M. Sargento,  
Municipal Treasurer. Tel. No. (054) 201-3052

#### REQUIREMENTS

- **Weights & Measures Instrument**

#### FEE(S)

- |  |          |
|--|----------|
| A. For sealing metric measure not over one(1) meter                  | -P 15.00 |
| Measures over one(1) meter   | -P 30.00 |
| b. For sealing metric measures of capacity                           |          |
| 1. Measures not over ten (10) liters                                 | -P 15.00 |
| 2. Measures over ten (10) liters                                     | -P 30.00 |
| c. For sealing metric instruments weights                            |          |
| 1. Capacity of not more than thirty(30) kgs.                         | -P 75.00 |
| 2. Capacity of more than thirty (30) kgs. but not more than 300 kgs. | -P100.00 |
| 3. Capacity of more than three hundred (300) kgs.                    | -P150.00 |
| D. For an apothecary balance or other balance precision              | -P200.00 |
| e. A complete set of weights for each scale or balance shall be      |          |
| Sealed free of charge. For each extra weight,                        | -P 15.00 |

#### HOW TO AVAIL OF THE SERVICE

| FOLLOW THESE STEPS                       |  | IT WILL TAKE YOU | PLEASE APPROACH   |
|--|--|------------------|-------------------|
| CLIENT                                   | PROVIDER   |                  |                   |
| Presents your weighing scale for testing | Receives the weighing scale, tests and calibrates using 1, 2, 5 and 10 kilogram weights.<br>Seals the weighing scale to ensure that it will not be tampered. | 3 minutes        | Roberto B. Valera |
| Pays the corresponding fee               | Receives payment and issues Official Receipt for corresponding fee.  | 2 minutes        | Roberto B. Valera |
|  |  | 3 minutes        | Roberto B. Valera |

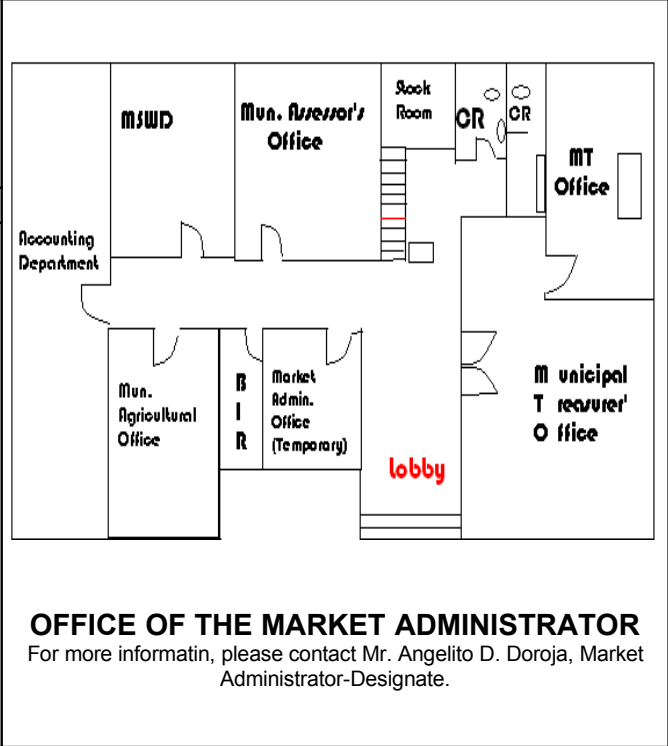
# PUBLIC MARKET OFFICE

## Issuance of Certificate as Registered Stallholder

|  |
|--|
|  |
|--|

## ABOUT THE SERVICE

Market stallholder may request for certification that they are registered stallholders at the public market.



For more informatin, please contact Mr. Angelito D. Doroja, Market Administrator-Designate.

|                               |
|-------------------------------|
| <b>REQUIREMENTS</b><br>➤ NONE |
|-------------------------------|

➤ **NONE**

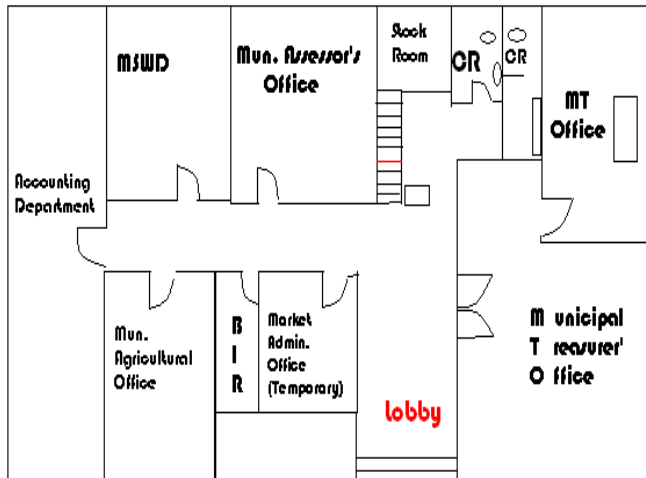
|                   |        |
|-------------------|--------|
| <b>FEE(S)</b>     |        |
| Certification fee | P26.00 |

Certification fee

P26.00

## HOW TO AVAIL OF THE SERVICE

| FOLLOW THESE STEPS   |   | IT WILL TAKE YOU | PLEASE APPROACH  |
|--|---|------------------|--|
| CLIENT   | PROVIDER  |                  |  |
| Requests for certification from the record section and pays the certification fee. | Issues Official receipt and issues certification. | <b>5 minutes</b> | <b>Jojit L. Manimtim<br/>Medelyn P. Cadag<br/>Angelito D. Doroja<br/>(RCC II)<br/>Emma M. Mascarina<br/>Evelyn D. Bombales<br/>(Clerk)</b> |
|  | Reviews and signs the certificate.                | <b>2 minutes</b> | <b>Angelito D. Doroja</b>  |
| Receives the certificate   | Releases the certificate                          | <b>1 minute</b>  | <b>Angelito D. Doroja</b>  |

| PUBLIC MARKET OFFICE   |   |  |                             |
|--|---|--|-----------------------------|
| <b>Issuance of Market Clearance for Renewal of Business License</b>  |   |  |                             |
|  |   |  |                             |
| <b>ABOUT THE SERVICE</b> <p>All enterprises have to secure/renew their business license annually (on or before January 20 each year).</p> <p>Market stallholders have to get a clearance from the public market before their applications for business license can be processed by the Municipal Treasurer's Office. However, each enterprise should secure market clearance from the market administration as requirement for business license renewal.</p> |   |  |                             |
|  |   |  |                             |
| <b>OFFICE OF THE MARKET ADMINISTRATOR</b> <p>For more information, please contact Mr. Angelito D. Doroja, Market Administrator designate Tel. No. (054) 201-3052</p>   |   |  |                             |
| <b>REQUIREMENTS</b> <p>➤ <b>Official Receipt</b></p>   |   |  |                             |
| <b>FEE(S)</b> <p>Clearance fee P30.00</p>  |   |  |                             |
| <b>HOW TO AVAIL OF THE SERVICE</b>   |   |  |                             |
| <b>FOLLOW THESE STEPS</b>  |   | <b>IT WILL TAKE YOU</b>  | <b>PLEASE APPROACH</b>      |
| <b>CLIENT</b>  | <b>PROVIDER</b>   |  |                             |
| Approaches the record section at the MTO   | Verifies the record section and computes the market rental dues.          | 3 minutes  | Jojit L. Manimtim<br>RCC II |
| Pays the computed market rental dues   | Issues official receipt and posts the payment on the stall rental record. | 3 minutes  | Jojit L. Manimtim<br>RCC II |
| Proceeds to the office of Market Administrator   | Prepares the market clearance   | 3 minutes  | <b>Angelito D. Doroja</b>   |
|  | Reviews and signs the clearance   | 1 minute   | <b>Angelito D. Doroja</b>   |
| Receives the clearance.  | Releases the clearance  | 1 minute   | <b>Angelito D. Doroja</b>   |

## PUBLIC MARKET OFFICE

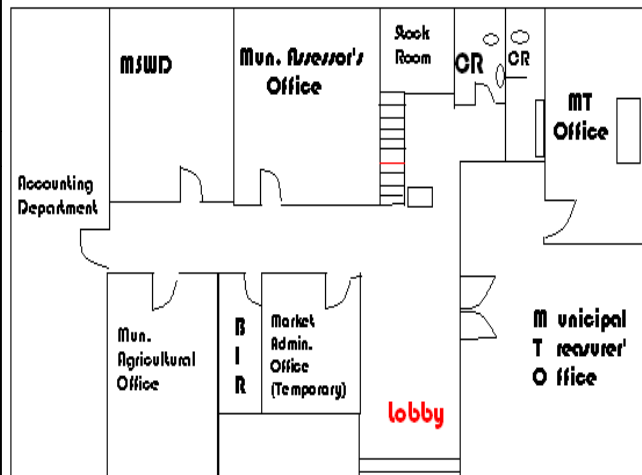
### Awarding of Stall to qualified Applicants per category

(in progress)

### ABOUT THE SERVICE

New public market is open to all qualified applicants categorized as Priority A, B & C.

Upon compliance of the necessary requirements of the qualified applicants per category, market committee will award/assign stalls to applicants by drawing of lots.



### OFFICE OF THE MARKET ADMINISTRATOR

For more information, please contact Mr. Angelito D. Doraja, Market Administrator designate Tel. No. (054) 201-3052

### REQUIREMENTS

#### Priority A

- a. Certification from the MTO as bonafide stallholder in the existing public market
- b. Certification of RPT payment and/or clearance from MTO for arrears, fees & charges from the municipal government of Sta. Elena
- c. Certification from the Market Administrator as to the kind of business they are engaged in.
- d. Copy of business permit and/or Mayor's Permit for at least 2 years except for wet market applications (Fresh and dried fish, vegetable, and meat stallholders)

#### Priority B

- a. Bonafide resident of Sta. Elena
- b. Barangay Clearance
- c. Police Clearance
- d. MTC/RTC Clearance
- e. Community Tax Certificate
- f. Certification from MTO of updated RPT Payment
- g. Voter's ID

#### Priority C

- a. Brgy. Clearance from place of applicants residency
- b. Police clearance from place of applicants residency
- c. MTC/RTC Clearance from place of applicants residency
- d. Community Tax Certificate
- e. Certification from MTO of RPT Payment
- f. Latest Income Tax Return
- g. Affidavit that applicant is without tax liabilities issued by the MTO of their respective LGU.

Add: P10,000.00 reservation fee  
2 pcs. 2 x 2 picture  
30% of the total amount of occupancy fee

### FEE(S)

|                     |                                      |
|---------------------|--------------------------------------|
| Certification fee   | P26.00                               |
| Clearance fee       | 30.00                                |
| Police Clearance    | 30.00                                |
| Application fee     | 200.00                               |
| Reservation fee     | 10,000.00                            |
| 30% initial payment | 30% of total amount of occupancy fee |

| <b>HOW TO AVAIL OF THE SERVICE</b>  |   |                                   |   |
|---|---|-----------------------------------|---|
| <b>FOLLOW THESE STEPS</b>   |   | <b>IT WILL TAKE YOU</b>           | <b>PLEASE APPROACH</b>  |
| <b>CLIENT</b>   | <b>PROVIDER</b>   |                                   |   |
| Approaches the market administrator or its staff for securing checklist of requirements.      | Issues checklist of requirements  | 1 minute                          | Angelito D. Doroja  |
| Prepares the necessary requirements and submit the same to the market administrator's office. | Verifies as to completeness of requirements.  | 5 minutes                         | Angelito D. Doroja  |
|   | Recommends for payment of 30% initial payment(as stated)                                    |                                   | <b>-do-</b>   |
| Proceeds to the MTO for payment of 30%(as stated)   | Receives payment & issues Official Receipt & Posts the details of payment                   | 5 minutes                         | <b>Margarita E. Estanislao<br/>RCC II<br/>Merlinda M. Sargento<br/>Mun. Treasurer</b> |
| Wait for Notice of Award  | Prepares notice of award and issues the same to the qualified applicants(on scheduled time) | Depends on the number of awardees | <b>Market Committee</b>   |