

8. Issuance of Order of Payment for Market Rental Fees

Order of Payment for market rental fees is issued to Stallholders in the eight (8) city markets.

Office:	Market Development and Administration Department			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business			
Who may avail:	Stallholders in the eight (8) city markets			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Official Receipt for market fee Payment (1 original copy)		1. Stallholder		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for assessment and Order of Payment for market rental fee, presenting Official Receipt (OR) for last payment made.	1. Verifies presented Official receipt (OR) against records and prepares Order of Payment for market rental fees due.	None	5 mins.	Market Supervisor, City Markets
2. Submits Official Receipt for payment made.	2. Validates Original Receipt (OR) and updates stallholder's record of payment.	None	5 mins.	Market Supervisor, City Markets
	TOTAL	None	10 mins.	