

5. Processing of New Stall Award

New Market Stall award is issued to qualified leaseholders in city markets as prescribed by the QC Revised Market Code.

Office:	Market Development and Administration Department			
Classification:	Complex			
Type of Transaction:	G2B- Government to Business			
Who may avail:	Persons interested to lease stall in the Quezon City Public Markets who possesses the qualifications and not otherwise disqualified as prescribed by the Quezon City Revised Market Code			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Application Form(1 copy) 2. Proof of Residency (any of the following: (Barangay Certificate of Residency or Voter's ID, Proof of Billing and Government Issued IDs, such as SSS, GSIS, Driver's License, Passport, Pag-ibig,etc) (1 photocopy) 3. Copy of Birth Certificate (1 photocopy) 4. 2X2 ID picture (2 pcs)		1. Market Supervisor, City Markets 2. Barangay Hall / Appropriate Government Agency 3. Local Civil Registrar / Philippine Statistics Authority 4. Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Notarized Application Form, together with the basic requirements	1.1 Evaluates application as to completeness of information and submitted requirements	None	15 mins.	Market Supervisor, City Markets / Clerk, Public Market Division
NONE	1.2 Issues Order of Payment for application fee and instructs to pay to the City Treasurer's Office	Php150	5 mins.	Market Supervisor, City Markets / W-3 &W-4, Business Permits & Licensing Unit
2. Submits Official Receipt for Application Fee	2.1 Attaches Official Receipt (OR) to the application	None	1 min.	Clerk, Public Market Division
NONE	2.2 Evaluates documents and schedules interviews of applicant	None	2-3 days	Head, Public Market Division
3. Personal interview of the applicant	3.1 Interviews and screens applicant	None	30 mins.	City Market Administrator & Head, Public Market Division
NONE	3.2 Encodes and prints Stall Award	None	5 mins.	Clerk, Public Market Division
NONE	3.3 Approves Stall Award	None	5 mins.	City Market Administrator
4. Receives approved Stall Award	4.1 Release Stall Award	None	2 mins.	Clerk, Public Market Division
	TOTAL	Php 150.00	3 days, 1 hr. & 3 mins.	