

7. Processing of Stall Award for Transfer and Succession

Stall Award is processed and issued to legitimate adjudicated market stallholders in the eight (8) city markets who want to transfer their lease award/s to their successor/s due to death or incapacity of the adjudicated stallholder.

Office:	Market Development and Administration Department
Classification:	Complex
Type of Transaction:	G2B Government to Business
Who may avail:	Legitimate adjudicated market stallholders in the eight (8) city markets who want to transfer their lease awards to their successors due to reasons of death or incapacity of an adjudicated stallholder.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>A. Transferor/Succession (due to death and incapacity)</p> <p>1. Deed of Transfer (Notarized & For Transfer Only) (1 copy)</p> <p>2. Death Certificate or Affidavit of Incapacitated adjudicated stallholder (for Succession only) (1 copy)</p> <p>3. Original/Certified True Copy of Stall Award (1 copy)</p> <p>4. Proof of payment of rental fees (last 3 months) (1 copy)</p> <p>5. Proof of payment of business taxes and fees and business permit (1 copy)</p> <p>6. Waiver of rights of legal spouse or legitimate son/s or daughter/s (1 copy)</p> <p>B. Transferee/Successor</p> <p>1. Notarized Application Form (1 copy)</p> <p>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)</p> <p>3. Copy of Birth Certificate (1 photocopy)</p> <p>4. 2X2 ID picture (2 pcs)</p> <p>5. Personal Appearance for Interview</p>		<p>1. Applicant / Client</p> <p>2. Applicant / Client</p> <p>3. Applicant-Client / Records management Section</p> <p>4. Applicant – Client / Market Field Office</p> <p>5. Applicant – Client / Market Field Office</p> <p>6. Applicant / Client</p> <p>1. Market Supervisor , City Markets</p> <p>2. Barangay Hall / Appropriate Government Agency</p> <p>3. Local Civil Registrar / Philippine Statistics Office</p> <p>4 Applicant / Client</p> <p>5 Applicant / Client</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits filled-up and notarized Application Form and Information Sheet together	1.1 Evaluates application as to completeness of information, submitted requirements	None	30 mins	Market Supervisor, City Markets/ Clerk, Public Markets Division

requirements.				
NONE	1.2 Issues Order of Payment for application fee and instructs applicant to pay to City Treasurer's Office.	₱150.00	5 mins	Market Supervisor, City Markets/ W-3 & W-4, Business Permits & Licensing Unit
2. Submits Official Receipt for application fee.	2.1 Attaches Original Receipt (OR) to the application.	None	1 min	Clerk, Public Markets Division
NONE	2.2 Evaluates documents and records of payment and violations (if any) and schedules interview of applicant.	None	2-3 days	Head, Public Markets Division
3. Attends personal Interview of the Applicant.	3.1. Interviews and screens Applicant.	None	30 mins	City Market Administrator & Head, Public Markets Division
NONE	3.2 Issues Order of Payment for application fee and instructs applicant to pay to City Treasurer's Office.	Php1,000.00	5 mins	W-3, W-4 & Head, Business Permits & Licensing Unit
4. Submits Official Receipt for transfer fee.	4.1. Attaches OR to application; Encodes and prints Stall Award.	None	5 mins.	Clerk/Encoder, Public Market Division
	4.2 Approves Stall Award.	None	2 mins.	City Market Administrator
5. Receives approved Stall Award.	5.1 Releases Stall Award.	None	2 mins.	Clerk, Public Market Division
	TOTAL	₱ 1,150.00	3Days& 1 hr. & 20 mins	