



II. HAWKERS DIVISION

1. APPLICATION FOR A TEMPORARY VENDING SITE

Temporary Vending Sites are areas designated by the City Mayor that are suitable for vending activities providing livelihood to QCitizens.

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|--|---|------------------------|--|---|-------------|
| Office: | Market Development and Administration Department | | | | |
| Classification: | Simple | | | | |
| Type of Transaction: | Government to Citizen | | | | |
| Who may avail: | Street vendors within Quezon City | | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | | |
| 1) Letter addressed to City Mayor thru the CMA requesting for an area to be declared a TVS. | | | | | |
| 2) Sketch/mapping of the proposed TVS. | | | | | |
| 3) Filled-up Online Application | | | QC E-services website | | |
| 4) Barangay endorsement allowing the area to be a TVS. | | | Barangay where the proposed TVS is situated. | | |
| 5) Written consent/Certificate of no objection from the nearby establishment of the proposed TVS. | | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | FORM |
| 1. Submit manually letter-request applying for a TVS with the following attachments: a. Sketch/mapping of the proposed TVS. b. Barangay endorsement allowing the area to be a TVS. c. Written consent from the nearby establishment | None | None | 10 mins. | Applicant | |
| None | Review the completeness and accuracy of the application form information, requirements submitted, and permissibility of vending site. | None | 1 hour | Verifier – Market Admin Clerk of Hawkers Division | |
| 2. Log-in to QC E-Services site and click Market One-Stop Shop | None | None | 5 mins. | Market Admin Clerk of Hawkers Division | |
| 3. Click Register New Vending Site | None | None | 5 mins. | Market Admin Clerk of Hawkers Division | |



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|----------------------------------|--|------|---------------------------|--|--|
| 4. Upload the required documents | None | None | 20 mins. | Market Admin Clerk of Hawkers Division | |
| None | Inspect and report the proposed vending site whether it satisfy the requirements to be designated a TVS. | None | 1 day | Hawkers Division Field Team | |
| None | Recommends application for approval | None | 1 day | Evaluation – Head of Hawkers Division | |
| None | Recommends application for approval | None | 1 hour | Action Officer for Operations, MDAD | |
| None | Recommends application for approval | None | 1 hour | City Market Administrator | |
| None | Upload digital mapping in MOSS | None | 1 hour | Technical Services Division | |
| None | Review uploaded digital mapping. | None | 1 hour | Market Admin Clerk – Hawkers Division | |
| TOTAL: | | | 2 days 5 hours | | |