

6. ISSUANCE OF MARKET CERTIFICATION

Market Certification to be issued to requesting 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		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to the eServices site and then to the Market One-Stop Shop to access market lease. Go to the Statement of Account.	None	None	10 mins	Stallholder
2. Click "Submit The Stall Application"	None	None	2 mins	
3. Click "Market Certification"	None	None	2 mins	
4. Pay for the Market Certification Fee online or manually				
IF PAYING ONLINE:	Reviews accuracy of online payment, and approves payment	Market Certification Fee Php 50	10 mins	City Treasurer's Office
	Receives payment for Market Certificate Fee and issues electronic OR		Refer to the process of City Treasurer's Office	
IF PAYING MANUALLY:	Print Order of Payment from the Statement of Account tab	Market Certification Fee Php 50	10 mins	Stallholder / Admin Clerk / Market Clerk
Go to the City Treasurer's Office and pay the Market Certification Fee	None		Refer to the process of City Treasurer's Office	Stallholder
None	Receives Market Certification Fee payment, approves payment, and issues OR.			
Upload or Present OR for scanning and uploading	Uploads OR	None	10 mins	Stallholder / Admin Clerk / Market Clerk
5. Receives the Approved Market Certification	Prints the Market Certification	None	10 mins	

None	Close the application	None	5 mins	Admin Clerk/ Market Clerk
TOTAL	(FOR ONLINE PAYMENT)	Php 50	26mins	
	(FOR MANUAL PAYMENT)	Php 50	36mins	