

## I. PUBLIC MARKET DIVISION

### 1. NEW STALL APPLICATION

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

<b>Office:</b>	Market Development and Administration Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Persons interested to lease stall in the Quezon City Public Markets who possess the qualifications and not otherwise disqualified as prescribed by the Quezon City Revised Market Code			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1) Filled-up Online Application		1) eServices Site		
2) QC ID		2) Barangay Hall / Appropriate Government Agency		
3) Current ID picture		3) Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to the eServices site and access the Market One-Stop Shop	None	None	10mins	Applicant
2. Click "submit stall application"	None	None	2min	
3. Click "Select new stall application"	None	None	2min	
4. Select the Market and the vacant stall to be applied	None	None	5mins	
5. Fill out the online application.	None	None	20mins	
6. Upload the required documents.	None	None	10 mins	
None	Review the completeness and accuracy of the application, information and requirements submitted.	None	1 hour	Market Supervisor
7. Sets a schedule for a face to face interview	None	None	10 mins	Applicant

8. Interview of the applicant.	Interviews and screens applicant  Recommends application for approval	None	1 hour	Head, Public Market Division
None	Recommends application for final approval	None	5 mins	Action Officer for Administration
9. Pay the Application Fee, Stall Rights and Security Bond				
<b>Online Payment:</b>	Reviews accuracy of online payment, and approves payment	Application Fee Php 150  Stall Rights: Class A: Php15,000	10mins	Applicant
	Receives payment for Application Fee, Stall Rights and Security Bond, and issues electronicOR	Class B: Php10,000  Class C: Php5,000  Security Bond: Php10,000 or 3 months of rental fee, whichever is higher	Refer to the process of the City Treasurer's Office	City Treasurer's Office
<b>Manual Payment:</b>	Print Order of Payment	Application Fee Php 150  Stall Rights:	10 mins	Applicant/ Admin Clerk
Go to the City Treasurer's Office, pay the Application Fee, Stall Rights and Security Bond	None	Class A: Php15,000  Class B: Php10,000	Refer to the process of City Treasurer's Office	Applicant
	Receives payment for Application Fee, Stall Rights and Security Bond, and issues OR	Class C: Php5,000  Security Bond: Php10,000 or 3 months of rental fee, whichever is higher		City Treasurer's Office
Upload or Present OR for scanning and uploading	Uploads OR	None	10mins	Applicant/ Admin Clerk

10. Sign the Contract of Lease	Prints Contract of Lease	None	10 mins	Applicant / Admin Clerk
	Signs the contract and to make notarize the same	None	1 hour	Applicant
	Uploads the notarized Contract	None	10 Mins	Admin Clerk
None	Approves Stall Application	None	30 mins	City Market Administrator
11. Receive approved Stall Award Certificate	Printing of Stall Award Certificate	None	10 mins	Admin Clerk
	Signs the Stall Award Certificate	None	Refer to the process of Office of the City Mayor	Hon. City Mayor
	Releases Award to the Applicant	None	10 mins	Admin Clerk / Applicant
None	Close the application	None	5 mins	Admin Clerk
<b>TOTAL:</b>	<b>(FOR ONLINE PAYMENT)</b>	Php 25,150 (Class A) Php 20,150 (Class B) Php 15,150 (Class C)	5 hours 59 mins	
	<b>(FOR MANUAL PAYMENT)</b>	Php 25,150 (Class A) Php 20,150 (Class B) Php 15,150 (Class C)	6 hours 9 mins	