

5. PAYMENT OF MONTHLY RENTAL

Order of Payment for market rental fees is issued to 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	FEE 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. Pay for the Market Rental Fee online or manually.				
If paying online:	Reviews accuracy of online payment, and approves payment	Market Rental Fee/s	10mins	City Treasurer's Office
	Receives payment for Monthly Rental and issues electronic OR.		Refer to the process of the City Treasurer's Office	
If paying manually:	Print Order of Payment from the Statement of Account tab.	Market Rental Fee	10mins	Stallholder / Admin Clerk / Market Clerk
Go to the City Treasurer's Office and pay the Market Rental Fee	None		Subject to manual payment process of City Treasurer's Office	Stallholder
None	Receives Monthly Rental payment, approves payment, and issues OR.			City Treasurer's Office
Upload or Present OR for scanning and uploading	Uploads OR number and OR proof to site	None	10 mins	Stallholder/ Admin Clerk/ Market Clerk
None	Close the application	None	5 mins	Market Clerk/ Admin Clerk
TOTAL	(FOR ONLINE PAYMENT)		29 mins	
	(FOR MANUAL PAYMENT)		35 mins	