

#### 4. TRANSFER AND SUCCESSION BY DEATH OF STALLHOLDER

Stall Award is processed and issued to legitimate successor of the deceased stallholder in the eight (8) city markets who want to transfer the lease award/s.

<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>	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.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled out Online Application		1) Applicant/Client		
A. Transferor/Succession				
1. Death Certificate of the Awardee		2) Applicant/Client		
2. Marriage Contract (PSA copy)		3) Applicant/Client		
3. Birth Certificate (PSA Copy)		4) Applicant/Client		
4. Waiver of Rights of Other Successor		5) Barangay Hall / Appropriate Government Agency		
B. Transferee/Successor		6) Applicant/Client		
5. QC ID				
6. Current ID picture				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inform the market supervisor for the transfer of stall.	None	None	10 mins.	Applicant
None	Log-in to the eServices site and access the Market One-Stop Shop.	None	10 min.	Market Supervisor
None	Click "Submit The Stall Application".	None	2 min.	
None	Click "Transfer Stall Application".	None	2 min.	
None	Enter the transferee's email address and reason for transfer, click "apply"	None	5 mins	
None	Click "susunod" in attestation window	None	5 mins	
2. Fill out the online application and uploads all the required documents.	None	None	10 mins	Applicant

None	Review the completeness and accuracy of the application, information and requirements submitted.	None	1 Hour	Market Supervisor
3. Sets a schedule for an interview		None	10 mins	Applicant
4. Personal interview of the applicant	Interviews and screens applicant (Transferee)  Recommends application for approval	None	1 hour	Head, Public Market Division
None	Recommends application for final approval	None	5 mins	Action Officer for Administration
5. Pay for the Application Fee and Transfer Fee online or manually				
<b>If paying online:</b>	Reviews accuracy of online payment, and approves payment.	Application Fee Php 150	10 mins	Applicant
	Receives payment for Application Fee and Transfer Fee, and issues electronic OR.	Transfer Fee Php 1000	Refer to the process of City Treasurer's Office	City Treasurer's Office
<b>If paying manually:</b>	Print Order of Payment for Application Fee and Transfer Fee		10 mins	Applicant/ Market Clerk
Go to the City Treasurer's Office and pay Application Form Fee	None	Application Fee Php 150	Refer to the process of City Treasurer's Office	Applicant
None	Receives payment for Application Fee and Transfer Fee and issues OR.	Transfer fee Php 1000		City Treasurer's Office
Upload or Present OR for scanning and uploading	Uploads OR		10 mins	Applicant/ Admin Clerk
6. Signs the contract of Lease	Prints Contract of Lease.		10 mins.	Admin Clerk
	Signs the contract and to make notarize the same	None	1 hour	Applicant

	Uploads the notarized Contract	None	10 mins.	Admin Clerk
	Approves stall application	None	1 hour	City Market Administrator
7. Receives 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 the 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>	<b>Php 1,150</b>	<b>6 hours 54 mins</b>	
	<b>(FOR MANUAL PAYMENT)</b>	<b>Php 1,150</b>	<b>7 hours 4 mins</b>	