

3. VOLUNTARY TRANSFER AND SUCCESSION OF STALL AWARD

Stall Award is processed and issued to legitimate adjudicated market stallholders in the eight (8) city markets who want to transfer their lease award/s to their successor, **due to physical incapacity or disability except for the reason by death of the stallholder.**

Office:	Market Development and Administration Department			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Legitimate adjudicated market stallholders in the eight (8) city markets who want to transfer their lease awards to their successors due to reasons of incapacity to maintain the continuation of operation/usage of the stall.			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Filled out Online Application	1) Applicant/Client			
A. Transferor/Succession				
1) Deed of Transfer (Notarized & For Transfer Only)				
2) Affidavit of Incapacitated adjudicated stallholder (for Succession only)	2) Applicant/Client			
B. Transferee/Successor	3) Barangay Hall / Appropriate Government Agency			
1) QC ID				
2) Current ID picture	4) 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	10 min	Stallholder (Transferor)
2. Click "Submit the Stall Application"	None	None	2 min	
3. Click "Transfer Stall Application"	None	None	2 min	
4. Click "Transfer" (If two stalls click the stall to be transferred)	None	None	2 min	
5. Enter the transferee's email address and reason for transfer, click "apply"	None	None	5 mins	
6. Click "susunod" in attestation window	None	None	5 mins	
7. Fill out the online application and uploads the required documents	None	None	10 mins	Applicant (Transferee)
None	Review the completeness and accuracy of the application, information and requirements	None	1 Hour	Market Supervisor

	submitted			
8. Sets a schedule for an interview	None	None	10 mins	Applicant
9. 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
10. Pay for the Application Fee and Transfer Fee online or manually.				
If paying online:	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
If paying manually:	Print Order of Payment for Application Fee	Application Fee Php 150	10 mins	Applicant / Admin Clerk
Go to the City Treasurer's Office and pay the Application Fee.	None	Transfer fee Php 1000	Refer to the process of City Treasurer's Office	Applicant
	Receives Application Fee and Transfer Fee and issues OR.			City Treasurer's Office
Upload or Present OR for scanning and uploading	Uploads OR		10 mins	Applicant / Admin Clerk
11. 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
	Approves Stall Transfer Application	None	1 hour	City Market Administrator
12. 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
	Release the Award to Applicant	None	10 mins.	Admin Clerk / Applicant
None	Close the application	None	5 mins	Admin Clerk
TOTAL	(FOR ONLINE PAYMENT)	Php 1,150	6 hours 46 mins	
	(FOR MANUAL PAYMENT)	Php 1,150	6 hours 56 mins	