

10. REGISTRATION OF HELPER

Stallholders are required to register their helper as provided in Chapter 6, Section 2 of the Quezon City Market Code.

Office:	Market Development and Administration Department			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Stallholders/vendors in city markets who would like to add stall helper/s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. QC ID			Helper (applicant)	
2. Health Certificate			QC Health Department	
3. Current ID picture			Helper (applicant)	
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	5 mins	Stallholder
2. Go to Manage Market Lease. Click the stall where the helper will be registered. Then click the Helper Management tab.	None	None	5 mins	
3. Fill out information in the Helper Management tab.	None	None	10 mins	
4. Uploads all the requirements of the helper: QC ID, Health Certificate, Current picture	None	None	10 mins	
None	Reviews submitted documents and recommends for the approval of the application for helper	None	5 mins	Market Supervisor
	Approves the Application	None	5 mins	Head, Public Market Division
5. Receives the ID	Prints ID and release ID to stallholder	None	23 mins	Stallholder/ Admin Clerk
None	Close the application	None	2 mins	Admin Clerk
	TOTAL:		1 hour	