

6. KYUSI NIGHTS: COMMUNITY NIGHT MARKET

The Kyusi Nights: Community Night Market initiative aims to showcase and discover promising micro and small enterprises, and cooperatives in each barangay or community in Quezon City by providing them with a market access platform. Through Kyusi Nights, interested barangays will be capacitated on how to conduct and operate their own weekend trade event featuring the various high-quality products made by local community artisans and entrepreneurs.

Ang Kyusi Nights: Community Night Market ay naglalayong ibida at matuklasan ang mga natatanging micro and small enterprises at kooperatiba sa bawat barangay at komunidad sa Quezon City sa pamamagitan ng paghahandog ng market access platform. Sa pamamagitan ng programang ito, ang mga barangay na nais lumahok ay gagabayan kung paano isagawa at patakbuhan ang kanilang sariling weekend trade event kung saan tampok ang iba't-ibang dekalidad na produktong gawa ng mga artisano at entrepreneur mula sa kanilang lugar.

6.1 REQUEST FOR CONDUCT OF KYUSI NIGHTS IN BARANGAY OR COMMUNITY

Office or Division:	Business Resource Division (BRD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Barangay, Civil Society Organizations, Associations, and other communities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent to Conduct Kyusi Nights: Community Night Market <i>Letter of Intent para sa pagsasagawa ng Kyusi Nights: Community Night Market</i>		% Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of intent to conduct Kyusi Nights: Community Night Market via email (sbcdpo@quezoncity.gov.ph) or in person at QC-SBCDPO <i>Magpasa ng Letter of Intent para sa pagsasagawa ng Kyusi Nights: Community Night Market sa pamamagitan ng email o pumunta sa mismong opisina.</i>	1. Acknowledge receipt of letter of intent <i>Tanggapin ang letter of intent.</i>	None	5 minutes	Janice Mejica Justine Angela Valdez
2. Await response on the available schedule of program orientation <i>Maghintay ng tugon sa maaaring maging schedule ng program orientation.</i>	2. Determine the schedule of program orientation. <i>Tukuyin ang schedule ng</i>	None	2 Days	Business Resource Division

	<i>program orientation.</i>			
3. Attend the program orientation and align with SBCDPO the logistical needs of the barangay <i>Dumalo ng program orientation at makipagtulungan sa SBCPDO para sa logistical needs ng barangay.</i>	3. Conduct Kyusi Nights: Community Night Market program orientation <i>Isagawa ang Kyusi Nights: Community Night Market program orientation.</i>	None	6 Hours	Business Resource Division
4. Disseminate information about the upcoming community night market in the barangay once logistics are confirmed. <i>Ipamahagi ang impormasyon tungkol sa gaganapin na community night market sa barangay kapag nakumpirma na ang logistics..</i>	4. Assist in the processing of logistical needs and necessary permits for the conduct of the event. <i>Magbigay ng tulong sa pagproseso ng logistical needs at kinakailangang permits sa pagsasagawa ng event.</i>	None	2 Days	Business Resource Division
5. Distribute the pre-registration form to business owners who may be interested in participating. <i>Ipamahagi ang pre-registration form sa mga business owners na interesado na makilahok.</i>	5. Send pre-registration form <i>Ipadala ang pre-registration form</i>	None	1 Day	Daniela Carla Mondia
6. Screen and finalize the list of merchants. <i>Suriin at isapinal ang listahan ng mga kasapi.</i>	6. Barangay and QC-SBCDPO will finalize the list of merchants. Susuriin at isapinal ng barangay at ng QC-SBCDPO ang listahan ng mga kalahok na merchants.		2 Weeks	Business Resource Division and participating barangay
7. Organize and invite all confirmed merchants to attend the mandatory merchants' orientation <i>I-organisa at imbitahan ang lahat ng kumpirmadong kalahok para dumalo sa merchants' orientation.</i>	7. Conduct merchants' orientation and provide event guidelines <i>Isagawa ang merchants'</i>	None	6 Hours	Business Resource Division

	<i>orientation at magbigay ng event guidelines.</i>			
8. Setup Kyusi Night Market booths <i>Itayo ang booths para sa Kyusi Night Market.</i>	8. Coordinate with the barangay regarding the delivery of tents and other materials, in preparation for the setup of the Night Market. <i>Makipagtulungan sa barangay tungkol sa pagpapadala ng tents at iba pang kagamitan tungo sa paghahanda para sa Night Market.</i>	None	2 Hours	Business Resource Division
9. Regular conduct of night market on the designated location on an agreed schedule <i>Magsagawa nang regular na night market sa itinakdang lokasyon ayon sa napag-usapang schedule.</i>	9. Regular monitoring and promotion of night market <i>Regular na pagmomonitor at pag-promote ng night market.</i>	None	8 Hours	Business Resource Division
10. Report weekly sales to QC-SBCDPO <i>I-sumite ang sales report sa kinatawan ng QC SBCDPO</i>	10. Gather sales report <i>Ikalap ang sales report</i>	None	10 Minutes	Marivic Semilla