16. Market Operations

16.1. AVAILMENT OF LEASE OF A STALL AT THE SORSOGON AND BACON PUBLIC MARKET

ABOUT THE SERVICE:

The office of the City Mayor, through the Market Operation Division, operates and supervises the Sorsogon and Bacon Public Market. If there is vacant stall/s or foreclosed stall/s, Market Operations accepts the applications from interested vendors/businessmen.

CLIENT GROUPS:

Businessmen, market vendors

REQUIREMENTS:

- Applicant must be a resident of Sorsogon City
- Residence Certificate
- Business License
- Mayor's Permit

If the stall to be leased has arrearages, new applicant must settle previous lessee's outstanding balance

SERVICE SCHEDULES:

Monday to Friday, 8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

Computation: previous balance + current balance (c/o Office of the City Treasurer)

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Market Administrator	Transaction Time	Responsible Person
4. Proceed to the	Answers queries on	5	CHRISTIAN D.
Office of the	the availability of	minutes	SANCHEZ
Market Supervisor	stalls.		Market Supervisor
and inquire if			
there are vacant			DANILO B. BRIOSO
stalls at the			Market Inspector II
Sorsogon Public			
Market /Bacon	If available, briefs		ROMMEL J.
District Public	client on the		JAMISOLA
Market.	requirements as well		Market Inspector I

	as the terms and	<u> </u>	
	as the terms and		
contract. Proceed to the Mayor's Office submit le contract for City May signature.	and cure ease City and ease the yor's Ined and to a for Pay ding ecce If U		CHRISTIAN D. SANCHEZ Market Supervisor DANILO B. BRIOSO Market Inspector II ROMMEL J. JAMISOLA Market Inspector I
6. Present the Off Receipt to the Market Administrator of receive copy of lease contract.	nd f	5 minutes	CHRISTIAN D. SANCHEZ Market Supervisor DANILO B. BRIOSO Market Inspector II ROMMEL J. JAMISOLA Market Inspector I

16.2. AVAILMENT OF RENEWAL OF LEASE CONTRACT

ABOUT HE SERVICE:

Lease Contract covering Market stalls at the Sorsogon and Bacon Public Market expires on December 31 of every year. Renewal of Lease Contract is a mandatory to stall holder in order to continue the operation of their business.

CLIENT GROUPS:

Businessmen, market vendors

REQUIREMENTS:

- Business License
- Mayor's Permit
- If the stall to be leased has arrearages, new applicant must settle previous lessee's outstanding balance

SERVICE SCHEDULES:

Monday to Friday, 8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

15 minutes

TOTAL FEES/CHARGES:

Computation: previous balance + current balance (c/o Treasurer Office)

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Market Administrator	Transaction Time	Responsible Person
Secure location clearance from the Market Supervisor.	Issue's location clearance and contract of lease	10 minutes	CHRISTIAN D. SANCHEZ Market Supervisor
Proceed to the City hall and present business license and mayor's permit to the Permit &License Section.			DANILO B. BRIOSO Market Inspector II
Proceed to the Office of the Treasurer. Secure Lease Contract agreement form and sign the renewal of lease contract.			ROMMEL J. JAMISOLA Market Inspector I

	Proceed to the City Mayor's Office and submit lease contract for the City Mayor's signature.			
	Secure signed lease contract and bring the same to a notary public for notarization. Pay the corresponding notary fees.			
	Proceed to the Treasurer's Office and pay stall rental for the current month. If the stall has arrearages, you will have to settle first the outstanding balance.			
2.	Receive copy of lease contract. You may now occupy the stall.	Releases copy of lease contract	5 minutes	CHRISTIAN D. SANCHEZ Market Supervisor
				Treasurer's Office
				Licensing Officer

16.3. AVAILMENT OF TESTING AND CALIBRATION OF WEIGHING SCALE

ABOUT THE SERVICE:

To protect the welfare of the consumers, The Department of Trade & Industry and other regulatory agencies require that commercial weighing scales are calibrated. The Market Operation Section calibrates weighing scales and after due notice and ample warning, confiscates those found to be defective and in violation of applicable laws.

CLIENT GROUP:

General Public

REQUIREMENTS:

Weighing Scale for calibration

SERVICE SCHEDULE:

Monday to Friday 8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

• Registration Fee ₱ 70.00

• Service Fee ₱ 50.00

PROCESS OF AVAILING THE SERVICE:

	Steps Involved	Action of the Market Administrator	Transaction Time	Responsible Person
1.	Proceed to the Office of the Market Supervisor, request for calibration of weighing scale and submit weighing scale for testing.	Receives request for calibration of weighing scale.	5 minutes	JUNNEL D. CASTILLO Designated Weighing Calibrator
2.	Wait as the market supervisor test the weighing scale using 1,2 and 5 kilogram test weights. Proceed to the Office of the City Treasurer and pay the calibration and Testing Fee.	Test and calibrates weighing scales a. If the weighing scale is found to be in order, the license inspector/calibrator places the tag seal to ensure that it will not be tampered. b. If the weighing scale is not properly calibrated, the Market Supervisor makes the necessary adjustment/s. A tag seal will be attached.	10 minutes	JUNNEL D. CASTILLO Designated Weighing Calibrator DURAMOS EVASCO Designated Weighing Calibrator
3	. Present the OR to the Market Administrator and receive the calibrated weighing scale	Release the calibrated weighing scale	5 minutes	CHRISTIAN D. SANCHEZ Market Supervisor