

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

	as the terms and conditions of lease		
<p>5. If the clients agree to the terms and conditions, secure and sign lease contract.</p> <p>Proceed to the City Mayor's Office and submit lease contract for the City Mayor's signature.</p> <p>Secure signed lease contract and bring the same to a notary public for notarization. Pay the corresponding notary fees.</p> <p>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.</p>	Issues Lease Contract	10 minutes	<p>CHRISTIAN D. SANCHEZ Market Supervisor</p> <p>DANILO B. BRIOSO Market Inspector II</p> <p>ROMMEL J. JAMISOLA Market Inspector I</p>
<p>6. Present the Official Receipt to the Market Administrator and receive copy of lease contract.</p>		5 minutes	<p>CHRISTIAN D. SANCHEZ Market Supervisor</p> <p>DANILO B. BRIOSO Market Inspector II</p> <p>ROMMEL J. JAMISOLA Market Inspector I</p>

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

<p>Proceed to the City Mayor's Office and submit lease contract for the City Mayor's signature.</p> <p>Secure signed lease contract and bring the same to a notary public for notarization. Pay the corresponding notary fees.</p> <p>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.</p>			
2. Receive copy of lease contract. You may now occupy the stall.	Releases copy of lease contract	5 minutes	<p>CHRISTIAN D. SANCHEZ Market Supervisor</p> <p>Treasurer's Office</p> <p>Licensing Officer</p>

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

20 minutes

- Registration Fee ₱ 70.00
- Service Fee ₱ 50.00

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