

Republic of the Philippines
Province of Bulacan
MUNICIPALITY OF PAOMBONG

CITIZEN'S CHARTER
R.A 9485 ANTI-RED TAPE ACT OF 2007

MISSION

To be an ideal and best managed Public Market that provides a convenient and accessible public space for vendors and consumers through organized market operations that emphasize cleanliness, orderliness, and efficient administration.

VISSION

A clean, safe, organized and a well-managed Public Market that promotes economic growth.

FRONTLINE SERVICE I: COLLECTION OF MARKET RENTALS

- A. SCHEDULE OF SERVICE
8:00 am – 5:00 pm (Monday to Sunday)
- B. WHO MAY AVAIL OF THE SERVICE?
Market Tenants
- C. REQUIREMENTS
NONE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TIME TO COMPLETE (UNDER NORMAL CIRCUMSTANCES)	PERSON IN-CHARGE	AMOUNT OF FEES
1	Check their latest OR	Check for balance (if any) at database	1-2 mins	Market Collecting Officer	None
2	Payment of fees	Receive payment and Issues OR for market stall rentals	2-4 mins	Market Collecting Officer	Monthly stall fee based on the amount stated in Market Code

FRONTLINE SERVICE II: ISSUANCE OF CASH TICKETS

A. SCHEDULE OF SERVICE

6:00 am- 5:00 pm (Monday to Sunday)

B. WHO MAY AVAIL

Ambulant Vendors

C. NONE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TIME TO COMPLETE (UNDER NORMAL CIRCUMSTANCES)	PERSON IN-CHARGE	AMOUNT OF FEES
1	Pays and get the equivalent amount of cash tickets	Receives payment and Issues cash tickets	2-3 mins	Market Collecting Officer	Corresponding rates based on the amount stated in Market Code

FRONTLINE SERVICE III: ISSUANCE OF MARKET CLEARANCE/CERTIFICATES

A. SCHEDULE OF SERVICE

8:00 am – 5:00 pm

B. WHO MAY AVAIL OF THE SERVICE

Market Tenants

C. REQUIREMENTS

DTI

Brgy. Business Permits

Updated Mayor's Business Permit

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TIME TO COMPLETE (UNDER NORMAL CIRCUMSTANCES)	PERSON IN-CHARGE	AMOUNT OF FEES
1	Present the required documents	Check the completeness and the validity of the documents	3-5 mins	Market Secretary	None

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TIME TO COMPLETE (UNDER NORMAL CIRCUMSTANCES)	PERSON IN-CHARGE	AMOUNT OF FEES
		Verifies the updated payment record	3-5 mins	Market Secretary	None
		If the clients have maintaining balance it must be settled first before the issuance of clearance/ certificate	3-5 mins	Market Collecting Officer	Depends on the amount of their balance
2	Waits for the issuance of Market Clearance/ Certificates	Prepares and Issuance of Market Clearance/ Certification	3-5 mins	Market Secretary Market Master	None

FRONTLINE SERVICES IV: ISSUANCE OF MARKET CONTRACTS (NEW/RENEWAL)

A. SCHEDULE OF SERVICE

8:00am – 5:00pm

B: WHO MAY AVAIL OF THE SERVICE

Market Tenants

C: REQUIREMENTS

DTI

Brgy. Business Permit

Updated Mayor's Business Permit

OR (Payment for advance and deposit)

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TIME TO COMPLETE (UNDER NORMAL CIRCUMSTANCES)	PERSON IN-CHARGE	AMOUNT OF FEES
1	Present the required documents	Check the completeness and the validity of the documents(for new)	3-5 mins	Market Secretary	None
2	Payment of advance and deposit (for new tenants)	Receive payment and issuance of OR for advance and deposit	3-5 mins	Market Collecting Officer	P6000.00

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TIME TO COMPLETE (UNDER NORMAL CIRCUMSTANCES)	PERSON IN-CHARGE	AMOUNT OF FEES
		Verifies the updated record of payment and updated documents (for renewal)	3-5 mins	Market Secretary	None
	Payment of fees (for tenants who has maintaining balance)	Recieve payment and Issues OR for market stall rentals	3-5 mins	Market Collecting Officer	Depends on how much their balance
3	Waits for the issuance of Market Contracts	Prepares and Issuance Market Contracts	8-10 mins	Market Secretary Market Master	None