

**I SERVICE NAME APPLICATION FOR VACANT STALL**

**Service Information**

**Provide affordable and convenient commercial stalls to everyone who is qualified to apply.**

OFFICE	CITY ECONOMIC ENTERPRISE DEVELOPMENT & MANAGEMENT
CLASSIFICATION	Simple
TYPE OF TRANSACTION	Government to Citizen
WHO MAY AVAIL	Any individual who is qualified to apply for commercial stall as per existing

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1 Valid Identification Card	From Issuing Government agencies
2 Brgy. Clearance for Local Residents/ NBI Clearance for Residents outside Candon City	From Brgy. Captains / National Bureau of Investigation

CLIENT STEPS	AGENCY ACTIONS	FEES TO PAY	PROCESSING TIME	PERSON RESPONSIBLE
1 Register in the Applicants' Logbook	Provide the Logbook	Free	30 seconds	Any CEEDMO Staff
2 Review and Sign the Application Form to Lease	Print the Application form and give to the stall applicant for review and signature	Free	5 minutes	Ana Marie Martinez, Gener Ramos, Loida Gacusana, Annabelle Gacusan
3 Review and sign the contract of lease if there is no other applicant	Provide the Contract of Lease for signature	Free	5 minutes	Ana Marie Martinez, Gener Ramos, Loida Gacusana, Annabelle Gacusan
4 Attend draw lots if there are two or more applicants	Manage the drawing of Lots together with the Market Committee	Free	5 minutes	Market Committee
5 Claim copy of contract	Release the original contract of lease	50.00	30 seconds	Any CEEDMO Staff

**II SERVICE NAME SECURING CEEDMO CLEARANCE**

**Service Information**

**Approval of business adherence to market and business-related ordinances**

OFFICE	CITY ECONOMIC ENTERPRISE DEVELOPMENT & MANAGEMENT OFFICE
CLASSIFICATION	Simple
TYPE OF TRANSACTION	Government to business business owners or authorized representatives
WHO MAY AVAIL	Business Owners or their authorized representatives

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1 Previous approved business permit for businesses whose shop is located outside CEEDMO Bldgs.	Existing copy of the business establishment
2 New contract of lease for businesses located within the CEEDMO Bldgs.	CEEDMO Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO PAY	PROCESSING TIME	PERSON RESPONSIBLE
1 Fill up the CEEDMO Clearance form	Verification of records and approval of Clearance	Free	3 minutes	Ana Marie Martinez, Gener Ramos, Area Ticketers, Elmo Acance
2 Receive the approved CEEDMO Clearance	Release the Approved CEEDMO Clearance	Free	30 seconds	Any CEEDMO Staff

**III SERVICE NAME RENTAL COLLECTION**

**Service Information**

**Provide a convenient way of collection of stall rental payments**

OFFICE	CITY ECONOMIC ENTERPRISE DEVELOPMENT & MANAGEMENT OFFICE
CLASSIFICATION	Simple
TYPE OF TRANSACTION	Government to business business owners or authorized representatives
WHO MAY AVAIL	Business establishments located within the area of CEEDMO Buildings

CHECKLIST REQUIREMENTS		WHERE TO SECURE
1	Cash Payment	To be provided by the business owner

	CLIENT STEPS	AGENCY ACTIONS	FEES TO PAY	PROCESSING TIME	PERSON RESPONSIBLE
1	Pay rental amount	Accepts the payment and print receipt	Rent fee	30 seconds	Ana Marie Martinez, Gener Ramos, Annabelle Gacusan, Area
2	Receive the receipt of payment	Issue printed receipt	Free	30 seconds	Ana Marie Martinez, Gener Ramos, Annabelle Gacusan, Area