

2. Issuance of Market Certification

Service provided to existing and new stalls owners before securing their business permit and license for the following purposes:

- To conduct inspection of existing/new stalls in the Public Market.
- To verify if stallholders are registered in the record book.
- To make a verification that the said stall owner has no pending case or complaints.

Office/Division:	Market Operation Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All Stallholder/Owners in the public market of Tanza			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 Original)		Stall owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Request for the certification of the stallholders/owners	1. Accept the request and verify the status of the stall and the owner/holder	None	3 Minutes	<i>Market Operation Staff</i> Market
2. Proceed to the Business Permit and Licensing Office to submit the certification	2. Accept the Market Certification	None	3 Minutes	<i>BPLO Staff</i> at Business One Stop Shop
TOTAL:		None	6 Minutes	