



ECONOMIC ENTERPRISE MANAGEMENT UNIT (EEMU/MARKET)

Gen. Luna St., Tabaco City

SERVICE	STEPS	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
REVENUE COLLECTION (Satellite Collection of the City Treasurer)							
A. Market rentals for space/stall occupants	1 Accept payment of market rentals for space/ stall occupants	5 minutes	Previous receipt	Revenue Collection Clerk/ Authorized Collector	Per square meter	G2C	Simple
B. Parking space/ lot	1 Accept payment of occupants of parking space/lot	3 hours for utility vehicles		Parking Attendant/ Authorized Collector	<ul style="list-style-type: none"> • Single Motorcycle (per day) - P5.00 • Motorized Tricycle (per day) - P7.00 • 4wheeler (per day) - P20.00 • Panels and cargo truck (per day) - P50.00 	G2C G2G G2B	Simple
C. Public comfort rooms	1 Accept payments from individuals using the public comfort rooms <i>Note: Public comfort rooms are open from 3am to 7pm everyday</i>			Authorized Collector	P2.00 per person for every use P5.00 per person exceeding 3minutes	G2C	Simple



D. Contract of Lease of Stall • New Applicants	1	Client submits an application to lease a stall or letter of intent to the EEMU		<ul style="list-style-type: none"> Application to lease a stall/ Letter of Intent 	Market Administrator	P100/stall	G2C G2B	Simple
	2	Notice of approval or award of the stall shall be given to the client			Market Committee Revenue Collection Clerk			
	3	Client will pay the prescribe amount/fees to the City Treasurer Office			City Mayor or Legal Officer			
	4	Signing of Contract of Lease of Public Market Stall			City Mayor or Legal Officer			
• Renewal	1	Client secures Certificate of No Obligation	10 minutes	<ul style="list-style-type: none"> Certificate of No Obligation Contract of Lease 	Revenue Collection Clerk/ CTO/ Legal Office	P200/stall		
	2	Client proceeds to EEMU Office for the Renewal of Contract of Lease						
E. Promotional and other amusement activities	1	Client will submit Special Permit to the BPLO	5 minutes	<ul style="list-style-type: none"> Letter Request Special Permit 	Revenue Collection Clerk Market Administrator/ Authorized Representative Authorized Collector	P500.00/ Special Permit	G2C G2B G2G	Simple
	2	Client will submit a letter request indicating the purpose and duration of the activity to the EEMU						



	3	Once approved, client will pay the required fees				P300 per day		
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