

# **OFFICE OF THE MUNICIPAL ECONOMIC ENTERPRISE OFFICER**

*The Economic Enterprise Management Office pledges to the public that they are assured of quality market products at reasonable prices. In the course of its service to the constituents, the office shall see to it that the welfare of the consumers is protected and the cleanliness at the Public Market is well-maintained.*

**MS. VIOLETA ABENOJA**

*Municipal Treasurer / Economic Enterprise Officer*

**Service Schedule**

**MONDAY-FRIDAY 8:00 AM - 5:00 PM**  
**SATURDAY & SUNDAY 8:00 AM - 12:00NN**

# Frontline Services

1. Issuance of Lease Contract for Market Stall
2. Issuance of Market Clearance/Certification
3. Calibration of Weights and Measures
4. Responding to complaints against violators of consumers Right/Welfare

## 1. ISSUANCE OF LEASE CONTRACT FOR MARKET STALL

### Requirements:

- Letter of Intent

### FEES:

- a. Rights - Php 30,000.00
- b. Advance Rental
- c. Maintenance Fee - Php 1,000.00
- d. Notarial Fee - Php 500.00
- e. Processing - Fee Php 500.00

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Submit letter of intent	Discuss requirements and amount of fees/rights Shows vacant/available stalls	45 minutes	Violeta Abenoja
Pay the required fees at the Municipal Treasury Office	Issue official receipt	30 minutes	Treasury Staff
Return to the Office and submit official receipt	Prepare Contract of Lease and process application	2days	Ariel F. Laigo Roel S. Ordoño Violeta Abenoja
	Notify the client that his application has been processed	10 minutes	Ariel F. Laigo Roel S. Ordoño Violeta Abenoja
Return after 2 days or upon receipt of notice and get copy of contract	Issue client's copy of contract	10 minutes	Any available Staff

## 2. ISSUANCE OF LEASE CONTRACT FOR MARKET STALL

### Requirements:

- *Application for Business Permit*

**FEES: Php 50.00**

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Submit Application for Business Permit	Verify the documents	10 minutes	Ariel F. Laigo Roel S. Ordoño
Pay the required fee	Issue receipt / Prepare the requested document	10 minutes	Ariel F. Laigo Roel S. Ordoño
	Sign and issue certification to the client	10 minutes	Ariel F. Laigo Roel S. Ordoño

## 3. CALIBRATION OF WEIGHTS AND MEASURES

All scales, weights, balance and measured used for commercial purposes shall be calibrated and sealed. The Head of the Economic Enterprises who is performing as the Market Supervisor had been tasked to oversee the calibration activity.

### Requirements:

- *Weighing Scale*

**FEES: Php 300.00**

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Bring weighing scale	Calibrate the weighing scale	10 minutes	Andy Floresca
Pay the required fee	Issue official receipt	10 minutes	
Get calibrated Weighing scale	Record seal and certificate number in the logbook	5 minutes	Ariel F. Laigo Roel S. Ordoño

#### 4. RESPONDING TO COMPLAINTS AGAINST VIOLATORS OF CONSUMERS RIGHT/WELFARE

*This service shall address complaints against violation of rights of consumers.*

**Requirements:** none

**FEES:** none

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Bring complaint/s to the Office of the Market Supervisor	Interview the client and record his/her complaint in the logbook	5 minutes	Ariel F. Laigo Roel S. Ordoño
	Market Supervisor will summon the concerned parties to a dialogue If the case is settled, the parties will sign an agreement If not settled, the Market Supervisor will endorse the complaint to the Bauang Police Office	2 hours	Violeta Abenoja