

CITY MARKET OFFICE

3rd Floor Drygoods Building of Marikina Public Market, Sta. Elena, Marikina City
DEPARTMENT HEAD: RAMONITO D. VILIRAN MD., MPH, Market Administrator
Tel. No.: 646-1996



SERVICES OFFERED:

Market ID, Mobile Vendor Registration, Market Clearance /Certification, Vacant Stall Application Transfer of Rights, Application for stall repair / renovation permit and Consumer Complaints Assistance

MARKET ID

CLIENT STEP	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
Fill out application form for Market ID	Market Vendor and Helper	Market office	3 minutes
Submission of requirements	Market Office Staff	Market office	2 minutes
Verify Office Records	Market Office Staff	Market office	5 minutes
Release of Market ID	Market Office Staff	Market office	5 minutes

REQUIREMENTS:

- Filled out application form
- Up to date Cedula,
- O.R. payment of Market ID from Treasury Office
- O.R. payment of latest Bus. License Permit

MARKET CLEARANCE / CERTIFICATION

CLIENT STEP	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	
Fill out Request Form	Market Vendor/ Stallholder	Market Office	3 minutes
Present O.R. payment from City Treasury Office for Market Clearance/ Certification	Market Office Staff	Market Office	2 minutes
Verify Office records	Market Office Staff	Market Office	5 minutes
Release of market clearance/ certification	Market Office Staff	Market Office	5 minutes

REQUIREMENTS:

- Filled out request form
- O.R. payment of Market Clearance/ Certification from Treasury Office

MOBILE VENDOR REGISTRATION

CLIENT STEP	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
Fill out application form for Mobile vendor registration	Mobile Vendor applicant	Market Office	5 minutes
Submission of requirements	Market Office Staff	Market Office	5 minutes
Verify office records	Market Office Staff	Market Office	5 minutes
Release of mobile vendor ID and registration permit	Market Office Staff	Market Office	5 minutes

REQUIREMENTS:

- Filled out application form
- Up to date Cedula
- O.R. payment of Mobile Registration and ID from Treasury Office
- Barangay Clearance
- Police Clearance
- Xerox copy of voter's ID of affidavit

MARKET VACANT STALL APPLICATION

CLIENT STEP	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
Fill out application form for Vacant Stall Application	Stall Applicant	Market Office	5 minutes
Submission of requirements	Market Staff-Mary Grace Caguiguin	Market Office	5 minutes
Verify Office records and application process thru Stall Award Committee Members	Market Staff- Mary Grace Caguiguin thru Dr. Ramonito D. Viliran Market Administrator and Signatory of Stall Award Committee Members	Market Office Mayor's Office Vice Mayor's Office Council, Legal Treasury Office	1-2 days upon approval of Stall Award Committee Members
Inform and issue order of payment of goodwill money to newly awarded applicant to be paid at City Treasurers Office	Market Staff – Mary Grace Caguiguin Treasury Office Teller	Market Office Treasury Office	10 minutes
Sign contract of lease upon payment of goodwill money	Market Office Staff Mayor's Office	Market Office Mayor's Office	10 minutes

REQUIREMENTS:

- Filled out application form
- 1 pc. 2x2 pictures
- Up to date Cedula
- Barangay Clearance
- Police Clearance
- Xerox copy of voter's ID of affidavit

MARKET STALL TRANSFER OF RIGHTS

CLIENT STEP	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
Fill out application form for Transfer of rights	Current stallholder and new owner	Market Office	5 minutes
Submission of requirements	Market Office Staff - Mary Grace Caguinguin	Market Office	5 minutes
Verify Office records and application process thru Market Administrator for approval	Market Staff- Mary Grace Caguinguin and thru Dr. Ramonito D. Viliran Market Administrator	Market Office	20 minutes
For third party transfer of rights: issue order of payment of goodwill money to newly transfer stallholder to be paid at City Treasurer's Office	Market Office Staff Treasury Office Teller	Market Office Treasury Office	5 minutes
Sign contract of lease upon payment of goodwill money	Market Office Staff Mayor's Office	Market Office Mayor's Office	10 minutes

REQUIREMENTS:

For immediate family

- Filled out Stallholders data
- 1 pc. 2x2 pictures
- Up to date Cedula
- Copy of Deed of assignment
- Birth Cert / Marriage Contact

For third party transfer of rights

- Filled out Stallholders data
- 1 pc. 2x2 pictures
- Up to date Cedula
- Copy of Deed of assignment

CONSUMER COMPLAINT ASSISTANCE

CLIENT STEP	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
Fill out complaint form	Consumer and Market goers	Market Office	2 minutes
Call attention of consumer Welfare Desk Officer for assistance	Market Office Staff	Market Office	3 minutes
Investigate and analyzing the complaint process	Market Enforcer	Market Office	20 minutes
Filing and recording of action taken for case settlement and / or agreement	Market Enforcer	Market Office	5 minutes

APPLICATION FOR STALL RENOVATION / REPAIR PERMIT & OVERTIME

PERMIT

CLIENT STEP	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	
Fill out request permit form	Market vendors / stallholder	Market Office	2 minutes
Submit request permit for approval	Market Office Staff	Market Office	3 minutes
Filing and recording of approved permit	Market Office Staff	Market Office	2 minutes

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.