



## 1. Calibration of Weighing Scale

Calibration of weighing scales of every stall to protect buyer's right and to assure that every weighing scale has been correctly calibrated.

<b>Office/Division:</b>	Market Operation Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business			
<b>Who may avail:</b>	Stall Owners in the public market of Tanza			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (1 Original)		Stall owner		
Official Receipt (1 Original)		Municipal Treasury Office		
Fees for different kind of weighing scale: Ordinary and 10 kgs. = Php 50.00 10 kgs above = Php 100.00 Digital = Php 150.00				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the calibration of weighing scale	1. Accept the request letter 1.1. Assess the kind of weighing scale for calibration. 1.2. Give the Order of Payment	None	3 Minutes	<i>Market Operation Staff</i> Market
2. Proceed to the treasurer's Office, pay the required fee and secure Official Receipt and Sticker	2. Get the Order of Payment and Cash. Give the Official Receipt and Sticker	PHP50 or PHP100 or PHP150  PHP15	5 Minutes	<i>Collection Clerk</i> Window 1, 2, 3, 4, or 5 Municipal Treasury Office
3. Go back to the Market Operation Office, present official receipt and sticker, submit weighing scale for calibration.	3. Get the official receipt, sticker and the weighing scale. Test and sealed the weighing scale	None	5 Minutes	<i>Market Operation Staff</i> Market
<b>TOTAL:</b>		<b>PHP165 (for Digital)</b>	<b>13 Minutes</b>	