



## 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.

<b>Office/Division:</b>		Market Operation Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2B – Government to Business		
<b>Who may avail:</b>		All Stallholder/Owners in the public market of Tanza		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (1 Original)		Stall owner		
<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 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 Market</i>
2. Proceed to the Business Permit and Licensing Office to submit the certification	2. Accept the Market Certification	None	3 Minutes	<i>BPLO Staff at Business One Stop Shop</i>
<b>TOTAL:</b>		<b>None</b>	<b>6 Minutes</b>	