

ECONOMIC ENTERPRISE MANAGEMENT OFFICE

EXTERNAL SERVICES



1. RENEWAL OF CONTRACT OF LEASE

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	Imus Public Market Stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Present Business Permit		Business Permits and Licensing Office		
Previous Contract of Lease		Imus Public Market – Admin Office		
Community Tax Certificate (Cedula)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request.	1. Verify and evaluate the requirements	None	3 minutes	Medardo A. Abad; Angeliza Paredes
2. Receive Order of Payment	2. Issue Order of Payment	None	1 minute	Angeliza Paredes
3. Pay the required fees and get the Official Receipt (OR)	3.1 Receive the payment and issue Official Receipt	Php 200.00	2 minutes	Angeliza Paredes; Rhodora U. Papa; Rupert Campaña; Liwang Barbon; Richard Velasco; Jefferson Sayas; Reymon Pasao; Annelisa Pascual
	3.2 Process the Request	None	5 minutes	Armira Reyes; Rhodora Leus; Evelyn Lara; Celerina Dizon
	3.3. Sign the document	None	1 minute	Medardo Abad Head – EEMO
	3.4 Deliver the document to the city hall for signature of the BPLO head and City	None	3 days	Evelyn Lara; Armira Reyes

	Mayor			
	3.5 Notarize the Document	None		City Legal Office
4. Get the Document	4. Release the signed document and refer to BPLO for securing Business Permit	None	3 minutes	Rhodora Leus; Celerina Dizon
Fill-out Client Satisfaction Rating Form				
TOTAL		None	3 days, 15 minutes	



2. TRANSFER OF RIGHTS

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	Imus Public Market Stallholders and qualified Residents of City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Appearance of Previous and New Stallholder		Client		
Updated Contract of Lease of Previous Stallholder		Client/Imus Public Market – Admin Office		
Latest Business Permit of Previous Stallholder		Business Permits and Licensing Office		
Community Tax Certificate (CTC) of Previous and New Stallholder		City Treasurer's Office		
Valid ID of Previous and New Stallholder (1 Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request.	1. Verify and evaluate the requirements	None	3 minutes	Medardo A. Abad; Angeliza Paredes
2. Receive Order of Payment	2. Issue Order of Payment	None	1 minute	Angeliza Paredes
3. Pay the required fees and get the Official Receipt (OR)	3.1 Receive the payment and issue Official Receipt	Transfer Fee Wet Section – Php 40,000.00; Dry Section – Php 50,000.00; 3rd Bldg. – Php 25,000.00 Guarantee Deposit 1st & 2nd Bldg. (Dry Section) – Php 1,771.54; 2nd Bldg. (Fish & Meat Section) – Php 805.24; 3rd Bldg. (Dry & Wet Section) – Php 547.58;	2 minutes	Angeliza Paredes; Rhodora U. Papa; Rupert Campaña; Liwana Barbon; Richard Velasco; Jefferson Sayas; Reymon Pasao; Annelisa Pascual

		Fruit Stand – Php 837.32; Ornamentals Section (front) – Php 692.12; Annex Bldg. – Php 242.00			
	3.2 Process the Request	Miscellaneous fee Php 200.00	None	5 minutes	Armira Reyes; Rhodora Leus; Evelyn Lara; Celerina Dizon
	3.3. Sign the document	None	None	1 minute	Medardo Abad Head – EEMO
	3.4 Deliver the document to the city hall for signature of the BPLO head and City Mayor	None	None	3 days	Evelyn Lara; Armira Reyes
	3.5 Notarize the Document	None	None		City Legal Office
4. Get the Document	4. Release the signed document and refer to BPLO for securing Business Permit	None	None	3 minutes	Annegelioa Pascual; Celerina Dizon
Fill-out Client Satisfaction Rating Form					
TOTAL			None	3 days, 15 minutes	

3. MARKET CLEARANCE AND CERTIFICATION

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	Imus Public Market Stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Appearance of Previous and New Stallholder		Client		
Updated Contract of Lease of Previous Stallholder		Client/Imus Public Market – Admin Office		
Latest Business Permit of Previous Stallholder		Business Permits and Licensing Office		
Community Tax Certificate (CTC) of Previous and New Stallholder		City Treasurer's Office		
Valid ID of Previous and New Stallholder (1 Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request.	1. Verify the status of payment of the stallholder and issue order of payment	None	3 minutes	Annegelica Pascual; Loralie Lizel Garde
2. Receive Order of Payment	2. Issue Order of Payment	None	1 minute	Angeliza Paredes
3. Pay the required fees and get the Official Receipt (OR)	3.1 Receive the payment and issue Official Receipt	Php 100.00	2 minutes	Rhodora Papa; Rupert Campaña; Liwana Barbon; Richard Velasco; Jefferson Sayas; Reymon Pasao
4. Get the Document	4. Release the signed document and refer to BPLO for securing Business Permit	None	2 minutes	Annegelica Pascual; Loralie Lizel Garde
Fill-out Client Satisfaction Rating Form				
TOTAL		None	8 minutes	

4. MARKET STALL RENOVATION PERMIT

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	Imus Public Market Stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Accomplished Renovation Form (3 copies)		Imus Public Market – Admin Office		
Sketch plan (if applicable)		Client		
Authorization from Stallholder (if sublessee)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request.	1.1 Record the request and the date of renovation	None	3 minutes	Rhodora Leus
	1.2 Inspect the stall for renovation	None	30 minutes	Renato Malicsi; Engineering Staff
	1.3 Approve the request	None	2 minutes	Medardo Abad Head - EEMO
2. Claim the Document	2. Process and release the document	None	5 minutes	Rhodora Leus
Fill-out Client Satisfaction Rating Form				
TOTAL		None	40 minutes	

5. PAYMENT OF CASH TICKETS FOR COVEYANCE/PARKING FEE FOR DELIVERY VEHICLES AND AMBULANT VENDORS

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business, G2C - Government to Citizen			
WHO MAY AVAIL THE SERVICE	Ambulant Vendors in Imus Public Market and Delivery Vehicle Drivers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the required fee.	1. Receive payment and issue Cash Tickets	8-10-Wheeler trailer truck - Php 250.00; 6-Wheeler – Php 120.00; 4-Wheeler Close Van - Php 80.00; Passenger Jeepneys – Php 50.00; Tricycles - Php 5.00; Ambulant Vendor - Php 30.00	3 minutes	Louie Melo; Henry Reyes; Noel Topacio; Edwin Ilano; Enrique Romero
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	3 minutes	

6. PAYMENT OF CASH TICKETS FOR COVEYANCE/PARKING FEE FOR DELIVERY VEHICLES AND AMBULANT VENDORS

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All business establishments with weighing scales (including gasoline stations)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Weighing scale		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the weighing scale for calibration and sealing.	1. Inspect and test/calibrate the weighing scale.	None	7 minutes	Richard Velasco; Reymon Pasao
2. Pay the calibration fee and claim the Official Receipt.	2.1 Receive payment and issue Official Receipt	See below	2 minutes	Rhodora Papa; Rupert Campaña; Liwang Barbon; Richard Velasco; Jefferson Sayas;
	2.2 Seal with sticker the weighing scale	None	1 minute	Norman Angeles; Reymon Pasao
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	3 minutes	

Calibration of Weighing Scale Fees

For sealing linear metric measures	
• Not over one (1) meter	Php 100.00
• Measure over one (1) meter	Php 200.00
For sealing metric measures of capacity	
• Not over ten (10) liters	Php 200.00
• Over ten (10) liters	Php 300.00
For sealing metric instruments for weights	
• With capacity of not more than 30 kg	Php 100.00
• With capacity of more than 30 kg but not more than 300kg	Php 200.00
• With capacity of more than 300 kg but not more than 3000kg	Php 300.00
• With capacity of more than 3000 kg	Php 800.00

For sealing apothecary balances of precision	Php 300.00
For sealing scale or balance with complete set of weights	
For each scale or balances or other balances with complete set of weights for use therewith	Php 500.00
For each extra weight	Php 100.00
For each and every re-testing and re-sealing of weights and measures instruments including gasoline pumps outside the office upon request of the owner or operator, additional service charge for each instrument shall be collected.	Php 100.00



7. PAYMENT OF SLAUGHTERHOUSE FEES

OFFICE OR DIVISION	Economic Enterprise Management Office – Slaughterhouse			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B, Government to Business; G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All hog, cattle, and goat dealers and vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Shipping Permit		Client		
Hog, cattle and goat		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the shipping permit.	1.1 Check permit and count the hogs, cattle, and goats	None	10 minutes	Ronnie Sapin City Veterinarian Office
	1.2 Ante-mortem inspection and animal observation	None	10 minutes	
	1.3 Slaughter the animals	None	30 minutes (per animal)	Butcher
	1.4 Post-mortem inspection and branding	None	5 minutes	Elmer Olaes; Magfelio Lopez
	1.5 Weigh the animal and record the weight	None	5 minutes	Miralfez Santos; Alrex Legion
	1.6 Assess the amount to be paid	None	2 minutes	Jerry Jarin; Rupert Campaña
2. Receive Order of Payment	2. Issue Order of Payment	None	1 minute	Jerry Jarin; Rupert Campaña
3. Pay the slaughter fees and get the Official Receipt (O.R.)	3. Receive payment and release the Official Receipt (O.R.)	See below	2 minutes	Jerry Jarin; Rupert Campaña
4. Receive the slaughtered animals.	4. Deliver the slaughtered animals	None	15 minutes	Ebert De Guzman; Jimmy Javier; Butcher

Fill-out Client Satisfaction Rating Form

TOTAL **Based on assessment** **3 minutes**

Slaughter Fees

Fees	Hog	Cattle	Goat
Slaughter Fees	Php 40.00	Php 55.00	Php 20.00
Permit to Slaughter	Php 220.00	Php 350.00	Php 130.00
Corral Fee	Php 20.00	Php 20.00	Php 20.00
Ante Mortem Fee	Php 5.00	Php 7.00	Php 3.00
Post Mortem Fee	Weight X 0.35	Weight X 0.35	Weight X 0.35
Waste Disposal	Php 1.00	Php 1.50	Php 0.50
Delivery Charge			
• From Imus	Php 15.00	Php 20.00	Php 10.00
• From another city/municipality	Php 40.00	Php 50.00	Php 35.00
Scalding Fee	Php 15.00	Php 20.00	Php 10.00