

ECONOMIC ENTERPRISE MANAGEMENT OFFICE EXTERNAL SERVICES

1. RENEWAL OF CONTRACT OF LEASE

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market and Bahayang Pag-asa 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	Romel F. Lazo (Imus Public Market) Nestor Dr. Camantigue Herbert L. Sapida (Bahayang Pag-asa Public Market)
2. Receive Order of Payment	2. Issue Order of Payment	None	1 minute	Romel F. Lazo Loralie Lizel S. Garde (Imus Public Market) Nestor Dr. Camantigue Herbert L. Sapida (Bahayang Pag-asa Public Market)
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	City Treasurer’s Office (Imus Public Market) Richard R. Velasco (Bahayang Pag-asa Public Market)
	3.2 Process the Request	None	5 minutes	EEMO Staff (Imus Public Market) Herbert L. Sapida (Bahayang Pag-asa Public Market)

	3.3. Sign the document			Romel F. Lazo (Imus Public Market)
	3.4 Deliver the document to the city hall for signature of the BPLO head and City Mayor			Evelyn R. Lara
	3.5 Notarize the Document	None	5 days	City Legal Office
4. Get the Document	4. Release the document signed and notarized.	None	1 minute	EEMO Staff (Imus Public Market) (Bahayang Pag-asa Public Market)
Fill-out Client Satisfaction Rating Form				
TOTAL		None	5 days and 11 minutes	

2. MARKET CLEARANCE AND CERTIFICATION

Review and evaluation of stallholders based on accounts.

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market and Bahayang Pag-asa 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 Stallholders (for Certification)			Client	
Official Receipt (OR) of Stall Fee Electricity Fee and Sublease Fee			Client	
Previous Business Permit			Business Permits and Licensing Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit the request.	1. Verify the status of payment of the stallholder and issue order of payment	None	3 minutes	Loralie Lazel S. Garde (Imus Public Market) Herbert Sapida (Bahayang Pag-asa Public Market)
1.2 Receive Order of Payment				City Treasurer's Office
2. Pay the required fees and get the Official Receipt (OR)	2. Receive the payment and issue Official Receipt	Php 100.00	2 minutes	Rhodora U. Papa Jefferson M. Sayas Annegelica C. Pascual (Imus Public Market) Richard R. Velasco (Bahayang Pag-asa Public Market)
3. Get the Document	3.1. Sign the document.	None	2 minutes	Romel F. Lazo (Imus Public Market) Nestor Dr. Camantigue (Bahayang Pag-asa Public Market)
	3.2 Release the document	None	2 minutes	EEMO Staff (Imus Public Market)

				Herbert L. Sapida (Bahayang Pag-asa Public Market)
Fill-out Client Satisfaction Rating Form				
	TOTAL	None	9 minutes	

NOTE: Inform the client to proceed to barangay hall for Market Clearance/Barangay Endorsement for the Renewal of Business.

3. MARKET STALL RENOVATION PERMIT

This covers the minor repair of electrical and plumbing.

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market and Bahayang Pag-asa 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	Php 50.00	3 minutes	Rizzalyn M.Valenzuela Evelyn R. Lara (Imus Public Market) Herbert L. Sapida (Bahayang Pag-asa Public Market)
	1.2 Inspect the stall for renovation (electrical and plumbing for repair)	None	15 minutes	

	1.3 Approve the request	None	2 minutes	Herbert L. Sapida Market Inspector (Bahayang Pag-asa Public Market) Romel F. Lazo (Imus Public Market) Nestor Dr. Camantigue (Bahayang Pag-asa Public Market)
2. Claim the Document	2. Process and release the document	None	3 minutes	Loralie Lizel S. Garde (Imus Public Market) Herbert L. Sapida Judilyn N. Olavario (Bahayang Pag-asa Public Market)
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 50.00	23 minutes	

4. TRANSFER OF RIGHTS

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market and Bahayang Pag-asa 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	2 minutes	Romel F. Lazo
2. Receive Order of Payment	2. Issue Order of Payment	None	1 minute	Romel F. Lazo
3. Pay the required fees and get the Official Receipt (OR)	3.1 Receive the payment and issue Official Receipt	Good Will Fee Wet Section – Php 100,000.00; Dry Section – Php 120,000.00; Miscellaneous fee (Renewal Fee) Php 200.00	2 minutes	City Treasurer's Office
	3.2 Process the Request	None	5 minutes	EEMO Staff
	3.3. Sign the document	None	1 minute	Romel F. Lazo EEMO
	3.4 Deliver the document to the city hall for signature of the BPLO head and City Mayor	None		EEMO Staff
	3.5 Notarize the Document	None	3 days	City Legal Office
4. Get the Document	4. Released the signed documents to the Stallholders	None	3 minutes	EEMO Staff
Fill-out Client Satisfaction Rating Form				
TOTAL		None	3 days and 14 min.	

5. PAYMENT OF SLAUGHTERHOUSE FEES

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus City 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
1.1 Present the shipping permit.	1.1 Check permit and count the hogs, cattle, and goats	None	10 minutes	Melvin Romilla; Magfelio Lopez Jr.;
	1.2 Ante-mortem inspection and animal observation	None	10 minutes	Melvin Romilla; Magfelio Lopez Jr.;
	1.3 Slaughter the animals	None	30 minutes (per animal)	Butcher
	1.4 Post-mortem inspection and branding	None	5 minutes	Melvin Romilla; Magfelio Lopez Jr.;
	1.5 Weigh the animal and record the weight	None	5 minutes	Miralfez Santos; Alrex Legion
1.2. Receive Order of Payment	1.6 Assess the amount to be paid and issue Order of Payment	None	2 minutes	Jerry Jarin; Danielyn Barbon
2. Pay the slaughter fees and get the Official Receipt (O.R.)	2. Receive payment and release the Official Receipt (O.R.)	See below	2 minutes	Jerry Jarin; Danielyn Barbon
3. Receive the slaughtered animals.	3. Deliver the slaughtered animals	None	15 minutes	Adonis Irenea; Roger Desamparado
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	1 hour, 19 minutes	

Slaughter Fees

Fees	Hog	Cattle	Goat
Slaughter Fees	Php 100.00 / head	Php 200.00/ head	Php 20.00 / head
Permit to Slaughter	Php 20.00 / head	Php 30.00 / head	Php 20.00 / head
Corral Fee	Php 5.00 / head	Php 7.00 / head	Php 5.00 / head
Ante Mortem Fee	Php 5.00 / head	Php 7.00 / head	Php 3.00 / head
Post Mortem Fee	Weight X 0.35 / kilo	Weight X 0.35 / kilo	Weight X 5.95 / kilo
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
Boarding Fee	Php 150 / head	Php 200.00 / head	Php 50.00 / head

Note: Butcher's Fee will be paid by the dealers/vendors to the butcher

Receiving Time: 10:00 PM

Schedule of Slaughtering:

DAYS	HOG	CATTLE	GOAT
Sunday – Thursday	11:00 PM – 3:00 AM	7:00 PM – 11:00 PM	6:00 PM – 7:00 PM
	7:00 AM – 9:00 AM		
Friday - Saturday	9:00 PM – 3:00 AM	5:00 PM – 11:00 PM	
	7:00 AM – 9:00 AM		

6. COMPLAINT/MEDIATION

OFFICE OR DIVISION	Economic Enterprise Management Office – Imus Public Market, Bahayang Pag-Asa Public Market and Imus City Slaughterhouse			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C - Government to Citizens			
WHO MAY AVAIL THE SERVICE	Imus public market stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Appearance of Complainants		Imus City Public Market-Security Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report of Complaints	1.1 Record and verify the complaint report	None	3 minutes	Security Staff
2. Go to scheduled date	2.1 Invite the appearance of concern parties	None	3 minutes	Security Staff
	2.2 Mediate the report complaints	None	5 minutes	Christian Chester Sauler Imus Public Market
	2.3 Record/blotter of report	None	1 minute	Ryan Limpot Bahayang Pag-asa Public Market Leopoldo Del Rosario Jr. Imus Slaughterhouse
3. Get the copy of report	3. Release the copy of blotter for both parties	None	1 minute	Security Staff
TOTAL		None	13 minutes	