



Internal/External

1. SERVICENAME: MARKET CLEARANCE FOR BUSINESS

Description of the Service: Issuance of Market Clearance for renewal of Business Permit

Office or Division:	New Ilagan Public Market Economic Management Enterprise and Slaughterhouse			
Classification:	Simple			
Type of Transaction:	Government to client			
Who may avail:	Market Business Proprietors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Old Business Permit		New Ilagan Public Market Economic Management Enterprise and Slaughterhouse Office.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Market Clearance	Check for old Business Permit as part of the requirements.	None	1 minute	<u>ANALIZA L. AGGABAO</u> REVENUE COLLECTION CLERK II
2. Secure Market Clearance	Issuance of Market Clearance.	None	2 minutes	<u>RACHELLE ANN M. AZURIN</u> ADMIN. ASSISTANT II



3. Market Clearance for approval to Market Supervisor.	Interview the client and sign the Market Clearance.	None	3-5 minutes	<u>GERARDO L. MANGUIRA</u> CITY GOVERNMENT DEPARTMENT HEAD I
4. Submit Market Clearance for recording and releasing.	Record and release client's copy	None	1 minute	<u>ROSEFE S. MARIANO</u> ADMINISTRATIVE AIDE I
TOTAL			7-9 minutes	