

# Issuance of Market Clearance

## ABOUT THE SERVICE

This document is issued as a proof that the business owner is cleared from any obligations in the Jagna Public Market. This document is presented upon the renewal of the business permit.

## DOCUMENTARY REQUIREMENT(S)

- Contract of lease for permanent occupants
- Community Tax Certificate
- Barangay Clearance

## FEES

None

## HOW TO AVAIL OF THE SERVICE

|    | Activities/Process                                       |                                  | Duration  | Person Responsible  |
|----|--|----------------------------------|-----------|---|
|    | Service Providers  | Clients                          |           |   |
| 1. | Entertain the client<br>Ask for documentary requirements | Present documentary requirements | 2 minutes | Odelia Madriñan   |
| 2. | Verification of records                                  |                                  | 3 minutes | Mario Cagampang-wet market occupants<br>Marilou Naldoza-main building occupants |
| 3. | Preparation of clearance & Affixing of signature         |                                  | 2 minutes | Engr. Peter Jamero<br>Market Supervisor   |
| 4. | Release of Clearance                                     | Sign logbook                     | 1 minute  | Odelia Madriñan   |

**Total**

**8 minutes**