

Central / Head Office

External Service

1. Collection/Walk-In Payment for Daily Remittance

The Muntinlupa City Public Market stallholders/tenants pay their daily dues (market fee, electrical fee, water fee and garbage fee) to the collector/cashier.

Office or Division:	Muntinlupa City Public Market			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business entity			
Who may avail:	Muntinlupa City Public Market stall holder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Muntinlupa City Public Market Office Collector/Cashier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Stall holder/payor pay their daily dues (market fee, electrical fee, water fee and garbage fee) to the collector. Walk-In payor who are paying on a monthly basis pays directly to the cashier	1. Collector/Cashier issued corresponding official receipt 1.1 Collector/Cashier submit the Official Receipt triplicate copies of Official Receipt to encoder for encoding and record keeping	Daily dues	1 Day	<i>Collector/Cashier</i> MCPM Office <i>Encoder</i> MCPM Office
1.1 Collector remit their collections to the cashier together with corresponding cash breakdown and O.R. duplicate copies to the head-accounting for checking, verification and preparation of report of collection and deposit	1.2 Collector remit their collections to the cashier with duplicate copies of Official Receipt together with corresponding cash breakdown 1.3 Remittance of collections to the City Treasurer's Office and submission of official receipt duplicate copies & collection abstract to the City Accounting Office			<i>Collector/Cashier</i> MCPM Office <i>Local Treasury Operations Officer I</i> MCPM Office
Total:		Daily Dues	1 Day	



2. Issuance of Market Certification

The Muntinlupa City Public Market issued Certification to Stallholders/Tenants for securing Business Permit.

Office or Division:	Muntinlupa City Public Market			
Classification:	Simple			
Type of Transaction:	G2B - Government to business entity			
Who may avail:	Muntinlupa City Public Market stall owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance for Certification (1)		MCPM /Administrative Division/Front Desk		
Photocopy of previous Business Permit (1)		Business Permits and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Filled-up Clearance Form/ Verification of Account	1.Give Clearance Form to client 1.1 Receive the required documents and check for completeness 1.2 Issue the order of payment if applicable 1.3 Accept the payment based on the Order of Payment 1.4 Issue the Official Receipt	Based on accounts outstanding balance as of end of the year	5 minutes	<i>Admin. Assistant I</i> MCPM Office <i>Admin. Officer I</i> MCPM Office <i>Cashier/Collector</i> MCPM Office <i>Cashier/Collector</i> MCPM Office <i>Cashier/Collector</i> MCPM Office
2.Check if no violation on Market Code (Ord. No.07-132)	2. Review previous records	None	5 minutes	<i>Admin. Officer I</i> MCPM Office <i>Local Treasury</i> <i>Operation Officer I</i> MCPM Office
3.Printing, Signing, Recording and Releasing of Market Certificate	3. Print the Market Certification 3.1 Sign the Market Certification 3.2 Give the Log Book to the client for receiving the Market Certification	None	5 minutes	<i>Admin. Assistant III</i> MCPM Office <i>Department Head</i> MCPM Office <i>Admin. Assistant I</i> MCPM Office
Total:		None	15 minutes	