

Payment of Stall Rentals

Stall Rental Fees are paid on the following schedule. Failure of payment on schedule would incur a surcharge of 25% of the total rent due.

Farmer's Trading- 5th day of the month

Livelihood Center//Market Loop Bldg/Burgos Commercial Bldg.. – 7th day of the month

| | |
|--|-----------------------------------|
| Office or Division: | Treasury Office |
| Classification: | Simple |
| Type of Transaction: | G2B-Government to Business Entity |
| Who may avail: | Stall Holders |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| None | None |
| <p>Farmer’s Trading – P750.00/month (increase of 10% every 3 years) Livelihood Center - P 1,362.94/month (increase of P 50.00 every 3 years) Burgos Commercial Building- P 125 per sq.m (increase of P 100.00 yearly from the effectivity of the ammendment of Market code of 2022 by the year 2025) Market Loop Commercial Building – P 75.00 per square meter (increase of P 50.00 yearly after 5 years of effectivity (2012)</p> <p>Note: Garbage fee = amount depends on the area and kind of business</p> <ol style="list-style-type: none"> 1. Not More than 10 sq. m. <ul style="list-style-type: none"> • P 40.00 – Sari-Sari Store, Groceries & Lumber • P 50.00 – Restaurant, Eateries, Cafe, Clinic & other business not mentioned herein 2. More than 10 sq. m. <ul style="list-style-type: none"> • P 80.00 - Sari-Sari Store, Groceries & Lumber • P 100.00 - Restaurant, Eateries, Cafe, Clinic & other business not mentioned herein | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------------------|------------------------|---|
| 1. Approach any staff and state purpose of visit | 1. Check Logbook of stall holders and compute rental fees due. | None | 5 minutes | Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LTOO I</i> |
| 2. Pay the required fee and receive | 2. Receive payment & | Refer to List of Fees above | 5 minutes | Edison B. Quezada |
| official receipt | issue official receipt | | | Rev. Collection Clerk II Leonora S. Lubid Ticket Checker Ailyn P. Cabinto LTOO I |
| | TOTAL | | 10 minutes | |