

### 1. Issuance of Market Certificate

Certification is being issued to all registered stall holders and vendors operating in San Juan Agora Market.

<b>Office or Division:</b>	Market Administration Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Stall holders and vendors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Previous Business Permit				
Last OR from Bellagio Holdings, Inc.				
Lease Agreement- (if new)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request certificate	1.1 Verify stallholders name and number with records		5 minutes	Administrative Staff
	1.2 Verification of requirements		5 minutes	
	1.3 Preparation of certificate		15 minutes	
	1.4 Issue payment order		2 minutes	
2. Payment of fees	2. Receive payment and issue receipt	P100 – under revenue code	10	Cashier – Treasury Office
3. Present receipt and receive the of certificate	3. Issuance of certificate	None	1 minute	Administrative Staff

**End of transaction; Transaction Time: 37 Minutes**