

2. Provide assistance to Market Vendors and Consumers

Service Information: Assist Market vendors and consumers

Office or Division:	Market Administration Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Market vendors and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter		Provided by the complainant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complainant proceeds to the Market Administration Office to report their complaint.	1. Interview complainant and verify complaint		20 minutes	Administrative Staff
2. Complainant accompanies admin staff to the person subject of complaint.	2. Inspection and Assess the complaint.		20 minutes	Administrative Staff
3. Signs agreement (if any)	3. Record agreement or refer to Legal Department for Resolution should there be no compromise		20 minutes	Administrative Staff

End of transaction; Transaction Time: 1 Hour