



Republic of the Philippines
Province of Davao Occidental
MUNICIPALITY OF MALITA

MUNICIPAL ECONOMIC ENTERPRISE

VISION

- **To establish the most efficient, effective and financially viable Local Economic Enterprises able to deliver quality services and contribute significantly to the revenue generation of the local Government Unit of Malita.**

MISSION

- **To operate, manage and maintain Local Economic Enterprises with the highest standard of proficiency and ensure the highest quality standard and timely delivery of Public Services.**



Republic of the Philippines
PROVINCE OF DAVAO OCCIDENTAL
MUNICIPALITY OF MALITA

MUNICIPAL ECONOMIC ENTERPRISES OFFICE

A.1 APPLYING FOR LEASE/ RENTAL OF PUBLIC MARKET STALL SPACE

Office / Division : Municipal Economic Enterprises Office
 Classification : COMPLEX
 Type of Transaction : Government to Citizen
 Who may avail : ALL

CLIENT STEPS	MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEEs
1. Secure Application Form	- Issue Application Form	MEEO STAFF	* Fully accomplished & notarized application form * Most recent ID pic. (2x2) * Certificate of Attendance in Orientation Seminar	5-10 minutes	NONE
2. Submit the fully accomplished application form and wait for the notice of the bidding schedule	- receive and verify Application form	MEEO STAFF		Variable	NONE
3. Attend bidding and formal awarding of stall space.	- conduct bidding	MEEO STAFF, MARKET COMMITTEE		Variable	NONE
4. Pay the bidding amount, 2 months advance rental, certification fee and claim official Receipt (OR).	- issue order of payment	MEEO STAFF		5-10 minutes	Certification Fee 150.00 rental: per square meter
	- issuance of official receipt	RCC II		5-10 minutes	
	- released of official receipt	RCC II		5-10 minutes	
	- issuance of notice of award	MEEO STAFF		5-10 minutes	
5. Attend the scheduled orientation seminar on market ordinances and policies. All documents presented will be signed after the seminar.	- conduct orientation seminar about market ordinances and policies.	MEEO STAFF		2 hours	NONE
6 Fill up and submit Lease of Contract	- verify and submit Lease of Contract to the Mayor's office for approval.	MEEO STAFF/MAYOR's OFFICE STAFF	variable	NONE	
7. Submit Business Permit for current year for approval	- verify submitted Business Permit	Admin Assistant IV	5-10 minutes	NONE	
8. Claim the approved Market Stall Lease of Contract Agreement and Business Permit.	- signing and releasing of documents	MGDH 1 - MEEO	5-10 minutes	NONE	

A.2 RENEWING OF MARKET STALL SPACE LEASE CONTRACT

Office / Division : Municipal Economic Enterprises Office
 Classification : SIMPLE
 Type of Transaction : Government to Citizen
 Who may avail : Public Market Clients

CLIENT STEPS	MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
1. Present the previous/current year's Market Stall Lease of Contract	- Receive and verify Previous Market Stall Lease of contract	MEEO STAFF	Copy of preceding year's Market Stall Space Lease contract	5-10 minutes	NONE
2. Secure Market Clearance on Certification of non - delinquency	- Verify record and issue Certification of Non - delinquency.	Admin Assistant IV (Bonded Collector)		5-10 minutes	150.00
3. Pay for outstanding balances and claim the the Official Receipt (O.R.). (IF ANY)	- issue order of payment - issuance of official receipt - released of official receipt	RCC II	Certificate of Attendance in Orientation Seminar	5-10 minutes	for Electricity: per kilowatt for rental: per square meter for water: per cubic meter
		RCC II RCC II		5-10 minutes	
4. Attend the scheduled orientation seminar on market ordinances and policies No representative is allowed.	- conduct orientation seminar about market ordinances and policies.	MEEO STAFF	Certificate of Non - Delinquency	2 hours	NONE
5. Submit Business Permit for current year for approval	- verify submitted Business Permit	Admin Assistant IV	Business Permit	5-10 minutes	NONE
7. Claim a copy of the approved Market stall lease of Contract Agreement.	- signing and releasing of documents	MGDH 1 - MEEO		5-10 minutes	NONE

A.3 TRANSFERRING THE RIGHT TO LEASE TO A NEW MARKET STALL LEASE HOLDER

Office / Division : Municipal Economic Enterprises Office
 Classification : SIMPLE
 Type of Transaction : Government to Citizen
 Who may avail : Public Market Clients

CLIENT STEPS	MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
1. Present all the requirements and the previous/current year's Market Stall Lease of contract.	receive the requirements from the client	MEEO STAFF	If in Favor of Spouse: 1. Fully accomplished and notarized applicant Form 2. Most recent ID pic. (2x2)	5-10 minutes	NONE
2. Claim an application Form.	issue application form	MEEO STAFF		5-10 minutes	NONE

3. Secure Certification of Non - Delinquency	- verify record and issue Certificate of non - delinquency	MEE0 STAFF	3. Surrender Letter or Death	5-10 minutes	150.00
4. Pay for outstanding balances and claim the the Official Receipt (O.R.), (IF ANY)	- issue order of payment - issuance of official receipt - released of official receipt	RCC II RCC II RCC II	Certificate of the current market stall leaseholder 4. Marriage Contract (original and one (1) photocopy)	5-10 minutes	for Electricity: per kilowatt for rental: per square meter for water: per cubic meter
5. Attend the scheduled orientation seminar on market ordinances and policies. No representative is allowed.	- conduct orientation seminar about market ordinances and policies.	MEE0 STAFF	5. Copy of current/preceding years Market Stall Space lease contract.	2 hours	NONE
6. Submit Business Permit for current year for approval	- verify submitted Business Permit	Admin Assistant IV	6. Certificate of Non-delinquency	5-10 minutes	NONE
7. Claim a copy of the approved Market stall lease of Contract Agreement.	- signing and releasing of documents	MGDH 1 - MEE0	7. Certificate of Attendance in Orientation Seminar IF In Favor of Child: 1. Fully accomplished and notarized applicant Form 2. Most recent ID pic. (2x2) 3. Surrender Letter or Death Certificate of the current market stall leaseholder 4. Waiver from other Heirs/ children Spouse 5. Copy of current/preceding years Market Stall Space Lease contract. 6. Certificate of Non-Delinquency 7. Certificate of Attendance in Orientation Seminar	5-10 minutes	NONE

A.4 PAYMENT FOR RENTAL, ELECTRIC and WATER BILL

Office / Division : Municipal Economic Enterprises Office
Classification : SIMPLE

Type of Transaction	:	Government to Citizen			
Who may avail	:	Public Market Stall Owners			
STEPS	MEEQ Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
1. Present Billing Notice	verify record and issue order of payment	RCC II	Billing Notice	5-10 minutes	for Electricity: per kilowatt
2. Pay the required Fees	- issuance of official receipt	RCC II		5-10 minutes	for rental: per square meter
3. Claim for Official Receipt (O.R.)	- released of official receipt	RCC II		5-10 minutes	for water: per cubic meter

A.4 PAYMENT FOR BUS, VAN and CARGO TRUCKS TRANSPORTATION SYSTEM FEE					
Office / Division	:	Municipal Economic Enterprises Office			
Classification	:	SIMPLE			
Type of Transaction	:	Government to Citizen			
Who may avail	:	North Bound Van and Buses (Davao Metro Shuttle, ACF Bus Lines, Nor Beli Jun, ABBES Van, UV Express, ABBES Mini Bus) and Delivery Trucks Entering Public Market Premises			
STEPS	MEEQ Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
2. Pay the required Fees	- issuance of official receipt	Admin Aide III (Bonded Collector)	NONE	5-10 minutes	VAN: 75.00
3. Claim for Official Receipt (O.R.)	- released of official receipt	Admin Aide III (Bonded Collector)			CARGO TRUCKS: 100.00
					BUS: 200.00

A.4 SLAUGHTER FEE (HOG, CATTLE, GOAT)					
Office / Division	:	Municipal Economic Enterprises Office			
Classification	:	SIMPLE			
Type of Transaction	:	Government to Citizen			
Who may avail	:	ALL			
STEPS	MEEQ Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
1. Prepare the live cattle/hog/goat for Anti - Morteem Inspection	- conduct Anti-morteem Inspection	Meat Inspector	Animal Health Certificate	5-10 minutes	

2. Prepare the slaughtered cattle/hog/goat for Post - Morteem Inspection	- conduct Post morteem Inspection	Meat Inspector	for cattle: Shipping Permlt Certification of Ownership of large cattle	5-10 minutes	CATTLE 3.00 per kilo
3. Pay the required Fees	- issue order of payment - issuance of official receipt	Admin Aide II (Bonded Collector)	- transfer of ownership of large cattle	5-10 minutes	HOG 1.50 per kilo GOAT 1.50 per kilo
4. Claim for Official Reciept (O.R.)	- release of official receipt	Admin Aide II (Bonded Collector)		5-10 minutes	

A.4 SLAUGHTER PERMIT (HOG, CATTLE, GOAT)	
Office / Division	: Municipal Economic Enterprises Office
Classification	: SIMPLE
Type of Transaction	: Government to Citizen
Who may avail	: ALL

CLIENT STEPS	MEEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEEES
1. Prepare the live cattle/hog/goat for Anti - Morteem Inspection	- conduct Anti-morteem Inspection	Meat Inspector	Animal Health Certificate	5-10 minutes	CATTLE
2. Prepare the slaughtered cattle/hog/goat for Post - Morteem Inspection	- conduct Post morteem Inspection	Meat Inspector	for cattle: Shipping Permit Certification of Ownership of large cattle	5-10 minutes	300.00 per head HOG
3. Pay the required Fees	- issue order of payment - issuance of official receipt	Admin Aide II (Bonded Collector)	- transfer of ownership of large cattle	5-10 minutes	150.00 per head GOAT
4. Claim for Official Reciept (O.R.)	- release of official receipt	Admin Aide II (Bonded Collector)		5-10 minutes	150.00 per head

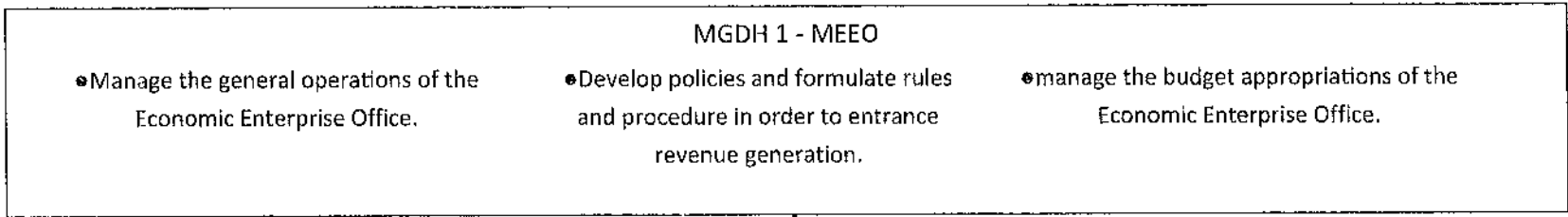
A.4 CORAL FEE (HOG, CATTLE, GOAT)	
Office / Division	: Municipal Economic Enterprises Office
Classification	: SIMPLE
Type of Transaction	: Government to Citizen
Who may avail	: ALL

CLIENT STEPS	MEEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEEES
1. Prepare the live cattle/hog/goat for	- conduct Anti-morteem Inspection	Meat Inspector	Animal Health Certificate	5-10 minutes	

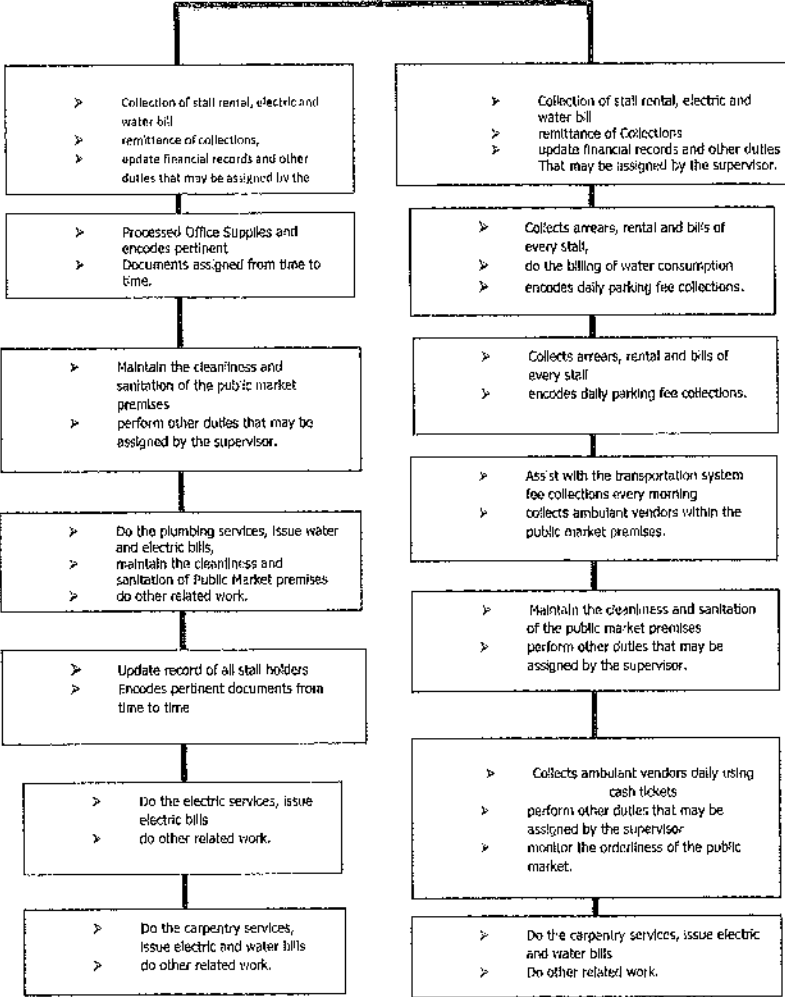
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Anti - Morteem Inspection		Meat Inspector	for cattle: Shipping Permit	5-10 minutes	
2. Prepare the slaughtered cattle/hog/goat for Post - Morteem Inspection	- conduct Post morteem Inspection	Meat Inspector	Certification of Ownership of large cattle	5-10 minutes	CATTLE 3.00 per kilo
3. Pay the required Fees	- issue order of payment - issuance of official receipt	Admin Aide II (Bonded Collector)	- transfer of ownership of large cattle	5-10 minutes	HOG 1.50 per kilo GOAT 1.50 per kilo
4. Claim for Official Receipt (O.R.)	- release of official receipt	Admin Aide II (Bonded Collector)		5-10 minutes	

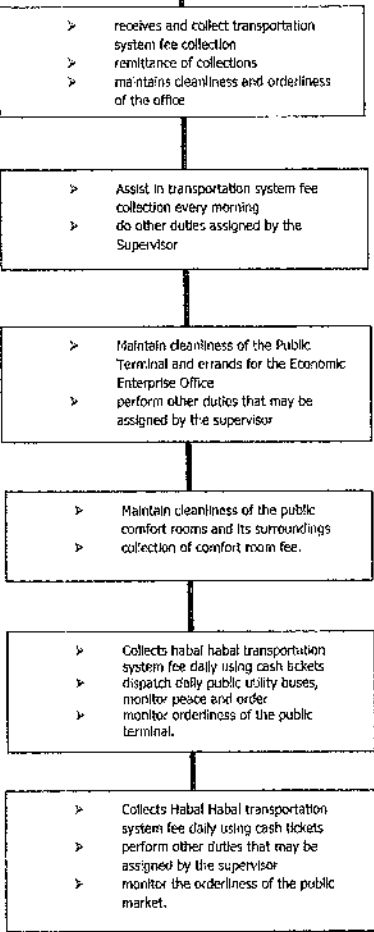
A.4 CEMETERY FEE						
Office / Division	:	Municipal Economic Enterprises Office				
Classification	:	SIMPLE				
Type of Transaction	:	Government to Citizen				
Who may avail	:	ALL				
STEPS		MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEEES
1. submit cemetery permit and Official receipt		- Received Official receipt	Cemetery Caretaker	Official receipt and cemetery permit	5-10 minutes	NONE
2. Wait for the assigned lot		- locate and provide for assigned lot	Cemetery Caretaker		5-10 minutes	NONE



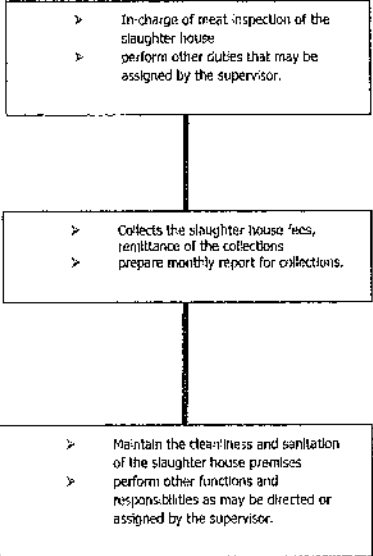
MARKET OFFICE DIVISION



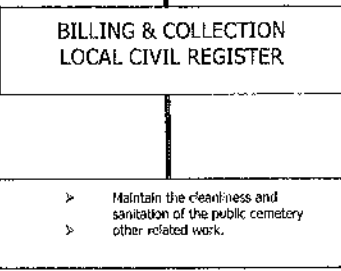
TERMINAL DIVISION



SLAUGHTER HOUSE DIVISION



CEMETERY DIVISION



ECONOMIC ENTERPRISES OFFICE ORGANIZATIONAL CHART

ELMIER D. CAALIM
MGDH 1 - MEE0



MONITORING / INSPECTION

