

#### 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

CLIENT STEPS	MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
1. Secure Application Form	- Issue Application Form	MEEO STAFF		5-10 minutes	NONE
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	* Fully accomplished &	Variable	NONE
4. Pay the bidding amount, 2 months	- issue order of payment	MEEO STAFF	notarized application form	5-10 minutes	Certification Fee
advance rental, certification fee and claim	- issuance of official receipt	RCC II	* Most recent ID pic. (2x2)	5-10 minutes	150.00
official Receipt (OR).	- released of official receipt	RCC II	* Certificate of Attendance	5-10 minutes	rental:
	- issuance of notice of award	MEEO STAFF	in Orientation Seminar	5-10 minutes	per square meter
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 ordinancies and policies.	MEEO STAFF		2 hours	NONE
6 Fill up and submit Lease of Contract	- verify and submt 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
B. 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
<ol> <li>Present the previous/current year's Market Stall Lease of Contract</li> </ol>	- Receive and verify Previous Market Stall Lease of contract	MEEO STAFF	Copy of preceding year's	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)	Market Stall Space Lease contract	5-10 minutes	150.00
3. Pay for outstanding balances and claim the	- issue order of payment	RCC II	Certificate of Attendance in	5-10 minutes	for Electricity: per kilowatt
the Official Reciept ( O.R. ). ( IF ANY)	- issuance of official receipt - released of official receipt	RCC II RCC II	Orientation Seminar	5-10 minutes	for rental: per square meter for water: per cubic meter
<ol> <li>Attend the scheduled orientation seminar on market ordinances and policies</li> <li>No representative is allowed.</li> </ol>	- conduct orientation seminar about market ordinancies and policies.	MEEO STAFF	Certificate of Non - Deliquency	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
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# 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/	eceive the requirements from the client	MEEO STAFF	If in Favor of Spouse:	5 10 44	N/ONIE
current year's Market Stall Lease of contract.			1. Fully accomplished and	5-10 minutes	NONE
2. Claim an application	1	MEEO STAFF	notarized applicant Form	F 40 i	NONE.
Form.	issue application form		2. Most recent ID pic. (2x2)	5-10 minutes	NONE

3.Secure Certification of Non - Deliquency	- verify recordand issue Certificate of non - deliquency	MEEO STAFF	3. Surrender Letter or Death	5-10 minutes	150.00
4. Pay for outstanding balances and claim the the Official Reciept ( 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	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 ordinancies and policies.	MEEO STAFF	and one (1) photocopy)  5. Copy of current/preceding years Market Stall Space	2 hours	NONE
6. Submit Business Permit for current year for approval	- verify submitted Business Permit	Admin Assistant IV	lease contract.	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	6. Certificate of Non- deliquency	5-10 minutes	NONE
			7. Certificate of Attendance in Orientation Seminar IF in Favor of Child:		
			Fully accomplished and notarized applicant Form		
			2. Most recent ID pic. (2x2) 3. Surrender Letter or Death  Continue of the present.		
			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-Deliquency 7. Certicate of Attendance in		
			Orientation Seminar		

# 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 Ow	ners				and the second s
STEF	S	MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
1. Present Billing Notice		verify record and issue order of payment	RCC II		1 5-10 minutes	for Electricity: per kilowatt
2. Pay the required Fees	**************************************	- issuance of official receipt	RCC II	Billing Notice	5-10 minutes	for rental: per square meter
3. Claim for Official Reciept ( O.f	l.)	- released of official receipt	RCCII		l 5-10 minutes	for water: per cubic meter

Office / Division	<u> </u>	Municipal Economic Enter	prises Office			and the second s	
Classification	:	SIMPLE					
Type of Transaction	:	Government to Citizen					
Who may avail	:	North Bound Van and Buse	es ( Davao Metro Shuttle, ACF Bus I	ines, Nor Bell Jun, ABBES Van, UV Exp	ress, ABBES Mini Bus)	and Delivery Trucks En	tering Public
Topod Survey and the		Market Premises					
	STEPS		MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
	s ramere a la company de l				<u> </u>		VAN:
							75.00
					NONE	5-10 minutes	CARGO TRUCKS
2. Pay the required Sees		1	issuance of official receipt	Tribally hebrail ill ebit asmb&	MUMME	1 5-10 minuses	
2. Pay the required Fees			- issuance of official receipt	Admin Aide III (Bonded Collector	NONE	5-10 minutes	100.00

Office / Division

Municipal Economic Enterprises Office

Classification

SIMPLE

Type of Transaction

Government to Citizen

Who may avail

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STEPS	MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
1. Prepare the live cattle/hog/goat for	- conduct Anti-morteem Inspection	Meat Inspector		5-10 minutes	
Anti - Morteem Inspection	- conduct Artishorteem hispection	Meat Inspector	Animal Health Certificate	3-10 minutes	

Prepare the slaughtered cattle/hog/goat for     Post - Morteem Inspection	- conduct Post morteem Inspection	Meat Inspector	for catlle: Shipping Permlt Certification of Ownership of	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)	large cattle - transfer of ownership of large cattle	5-10 minutes	HOG 1.50 per kilo GOAT
4. Claim for Official Reciept ( O.R. )	- release of official receipt	Admin Aide II (Bonded Collector)	į	5-10 minutes	1.50 per kilo

#### A.4 SLAUGHTER PERMIT (HOG, CATTLE, GOAT)

Office / Division

Municipal Economic Enterprises Office

Classification

SIMPLE

Type of Transaction

Government to Citizen

Who may avail

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CLIENT STEPS	MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
<ol> <li>Prepare the live cattle/hog/goat for Antl - Morteem Inspection</li> </ol>	- 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 catlle: Shipping Permit Certification of Ownership of	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)	large cattle - transfer of ownership of large cattle	5-10 minutes	150.00 per head GOAT 150.00 per head
4. Claim for Official Reciept ( O.R. )	- release of official receipt	Admin Aide II (Bonded Collector)		5-10 minutes	

#### A.4 CORAL FEE ( HOG, CATTLE, GOAT )

Office / Division

Municipal Economic Enterprises Office

Classification

SIMPLE

Type of Transaction

Government to Citizen

Who may avail

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ŀ	CLIENT STEPS	MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
	1. Prepare the live cattle/hog/goat for	- conduct Anti-morteem Inspection	Most Incoactor	Animal Health Certificate	5-10 minutes	

Anti - Morteem Inspection		wiedt hispector	for catlle: Shipping Permit	o-go minaces	
Prepare the slaughtered cattle/hog/goat for     Post - Morteem Inspection	- conduct Post morteem Inspection	Meat Inspector	Certification of Ownership of large cattle	l 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
4. Claim for Official Reciept ( O.R. )	- release of official receipt	Admin Aide II (Bonded Collector		5-10 minutes	1.50 per kilo

# A.4 CEMETERY FEE

Office / Division

Municipal Economic Enterprises Office

Classification

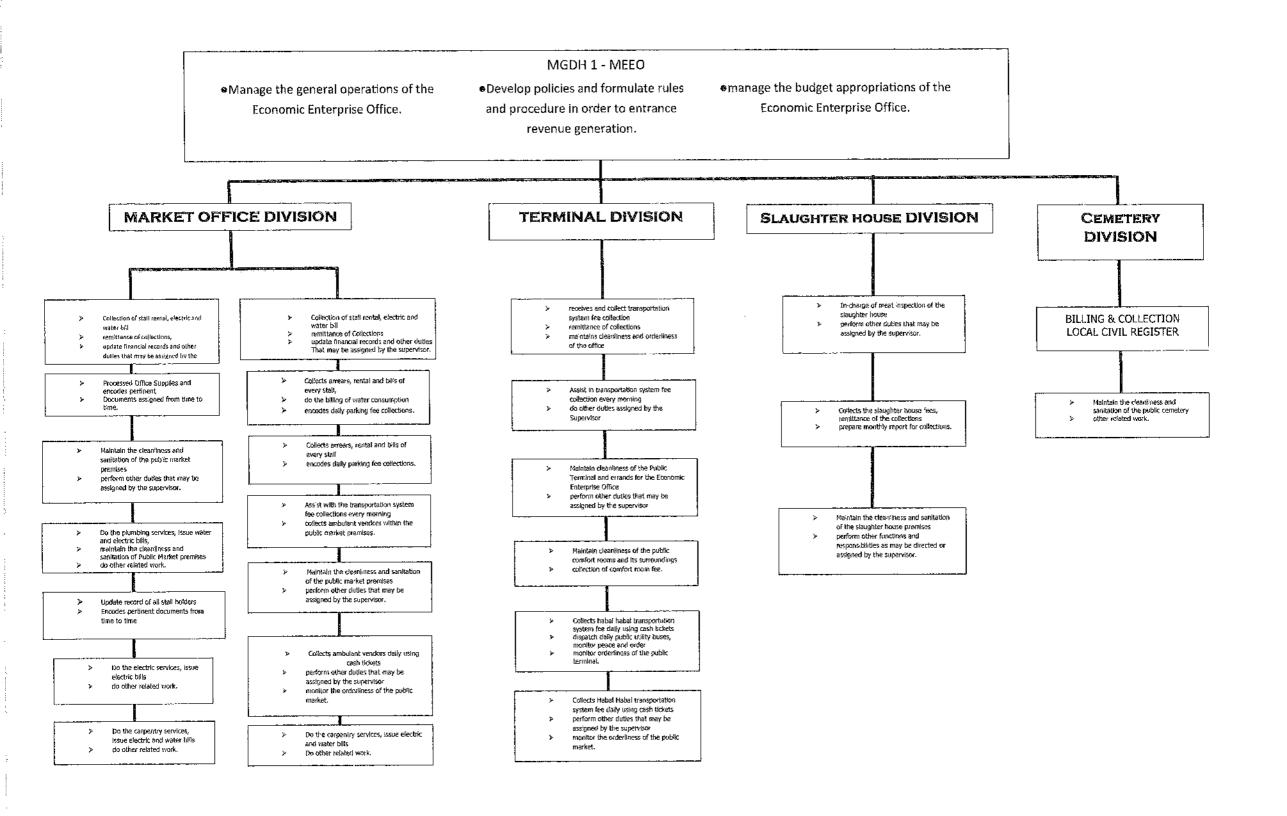
SIMPLE

Type of Transaction

Government to Citizen

Who may avail

STEPS	MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES
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



#### ECONOMIC ENTERPRISES OFFICE ORGANIZATIONAL CHART **ELMIER D. CAALIM** MGDH 1 - MEEO MONITORING / INSPECTION **SLAUGHTERHOUSE CEMETERY DIVISION** MARKET DIVISION **TERMINAL DIVISION** DIVISION PARKING FEE COLLECTOR MEAT INSPECTOR **BILLING & COLLECTION** MARY ROSE N. RICABORDA LOCAL CIVIL REGISTER HELEN MAGALIG LEMUEL RAYMOND T. LLOREN ADMIN ASSISTANT IV BOOKBINDER IV REVENUE COLLECTION CLERK II ADMIN AIDE III UTILITY WORKER II POWELL D. JASO - REGULAR MARKET INSPECTOR II JULIUS LAROBIS - JOB ORDER BRIGELYN E. PALER LILIBETH DONAIRE-REGULAR MAINTENANCE ADMIN AIDE III / UTILITY WORKER II ADMIN AIDE III / DETAILED COLLECTOR **EDMUND DAGOHOY** UTILITY **CEMETERY CARETAKER** FEBBIE DINNISA VILLANUEVA ADMIN AIDE III / UTILITY WORKER II WILMA RODRIGUEZ JOHNNY C. SARDA - REGULAR ADMIN AIDE II / MESSENGER AVELINA ESTENZO - JOB ORDER ADMIN AIDE II / MESSENGER FLORIDA CASTILLON - JOB ORDER HERNAN AGBAS - REGULAR ROSIL P. ABALLE ADMIN AIDE III / UTILITY WORKER II ADMIN AIDE II / MESSENGER LEO R. FLORES CONSTRUCTION MAINTENANCE MAN DETAILED NICASIO S. ESTAMPA ROBERTO ESTENZO - JOB ORDER CONSTRUCTION MAINTENANCE MAN FE JESSIELE H. CRUZ UTILITY JOB ORDER CASH TICKET COLLECTOR RICARDO MARQUEZ - REGULAR **ELECTRICIAN** LINA MAE F. TABERNERO - JOB ORDER CASH TICKET COLLECTOR LOWEEN MOSQUEDA RAFAEL NUMANAP - JOB ORDER JOB O RDER ROLLY M. LABADAN - JOB ORDER JAYTEHUY - JOB ORDER -ANGELITO BANATAN UTILITY RAZUL CEDEÑO - JOB ORDER UTILITY ALVIN ROBLE JOSEPH CAALIM JR. OTTO CALIM JR. ROBERT CAMPOS - JOB ORDER JOB ORDER JOB ORDER