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This Public Office envisions free legal services which promote clean government in this Local Government Unit.



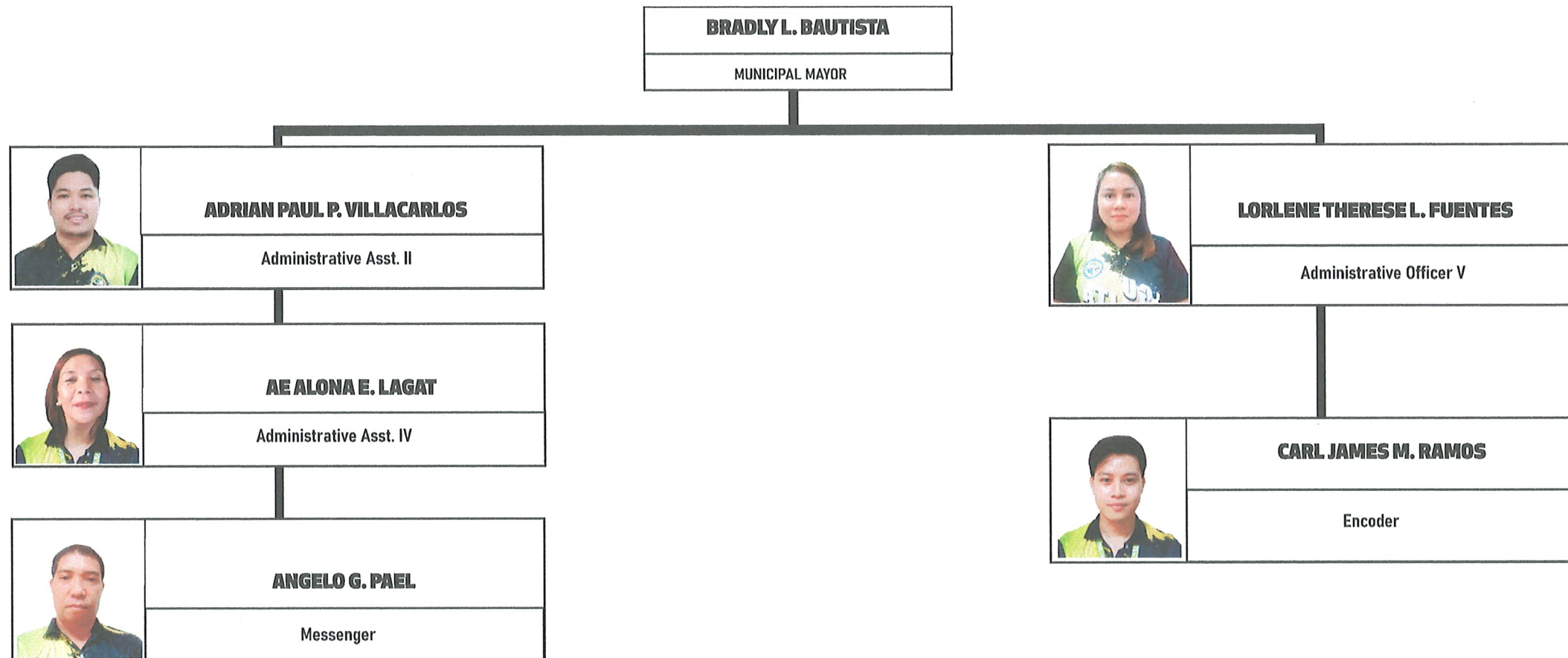
M I S S I O N



Towards this end, the Municipal Legal Office (MLO) shall fully cooperate and contribute to the establishment of a bureaucracy that is committed to public interest, professionalism, justness and sincerity, neutrality, responsive to the general public, nationalistic and patriotic, committed to democracy, and leading modest lives. The MLO shall promote accountability, transparency and openness in all its official undertakings.



MUNICIPAL LEGAL OFFICE ORGANIZATIONAL STRUCTURE





MUNICIPAL LEGAL OFFICE FUNCTIONAL CHART

MUNICIPAL MAYOR

(Direct Supervisor/Oversight)

ADMIN

- Records released documents
- Purchases in-charge
- Other office processing in-charge

- Book binding

- Office maintenance/utility
- Log-in of clients in-charge
- Assists in office processing

LEGAL SERVICES IN-CHARGE

- Drafting of Legal documents
(Affidavit, contract, MOA etc.)
- Drafting of communication letter/s
- Review of legal documents
- Giving of legal documents

- Assists in the finalization of legal
Documents
- Encoder/IT



MUNICIPAL LEGAL OFFICE CITIZEN'S CHARTER

Services offered: Consultation/legal opinion, Review of contracts/MOA, Documentation, mediation

Schedule of Availability of Service: Monday to Friday 8:00 am to 5:00 pm

Who May Avail of the Service: LGU-Malita Offices and Residents of Malita, Davao Occidental

What are the Requirements: VALID ID (UMID, Driver's License, Passport, PhilHealth ID, Postal ID, Voter's ID, PRC, National ID, any government issued ID etc.)

Total Fees/Charges: Free

S T E P S	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under normal circumstance)	PERSON INCHARGE	FEE	FORMS



1	Comes in at the office	<ul style="list-style-type: none"> Log-in Assisted by Admin personnel Initial interview/ recording by the Administrative Assistant 	5-10 minutes	Admin personnel	0	<p>Logbook for incoming Clients</p> <p>Docket logbook</p>
2	Proceed to the Administrative Officer	<ul style="list-style-type: none"> Preparation by the Administrative Officer <ul style="list-style-type: none"> a. Affidavit drafting Final Printing b. Contracts drafting 	<p>10-30 minutes</p> <p>5-10 minutes</p> <p>Variable</p>	<p>Administrative Officer</p> <p>MLO personnel</p> <p>Administrative Officer</p>		<p>Draft copy</p> <p>Printed documents</p> <p>Draft copy</p>



		Final Printing	5-10 minutes	MLO personnel	Printed documents
		c. Other legal document/s and communication letter/s	10-30 minutes	Administrative Officer	Draft copy
		Final Printing	5-10 minutes	MLO personnel	Printed documents
		<ul style="list-style-type: none"> Review of Contracts and/or MOA 	Variable	Administrative Officer	Reviewed/Corrected Contracts/MOA
		<ul style="list-style-type: none"> Legal Opinion 	Variable	Administrative Officer	
			<p>NOTE: Duration will not take more than:</p> <p>3 days - regular documents</p>		



			7 days - technical 20 days - highly technical			
3	Receipt of requested documents	Record and Release as MLO outgoing/served documents by the Administrative Assistant	5-10 minutes	MLO personnel	0	Final Printed Copy of Document/s



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Province of Davao Occidental
Municipality of Malita**

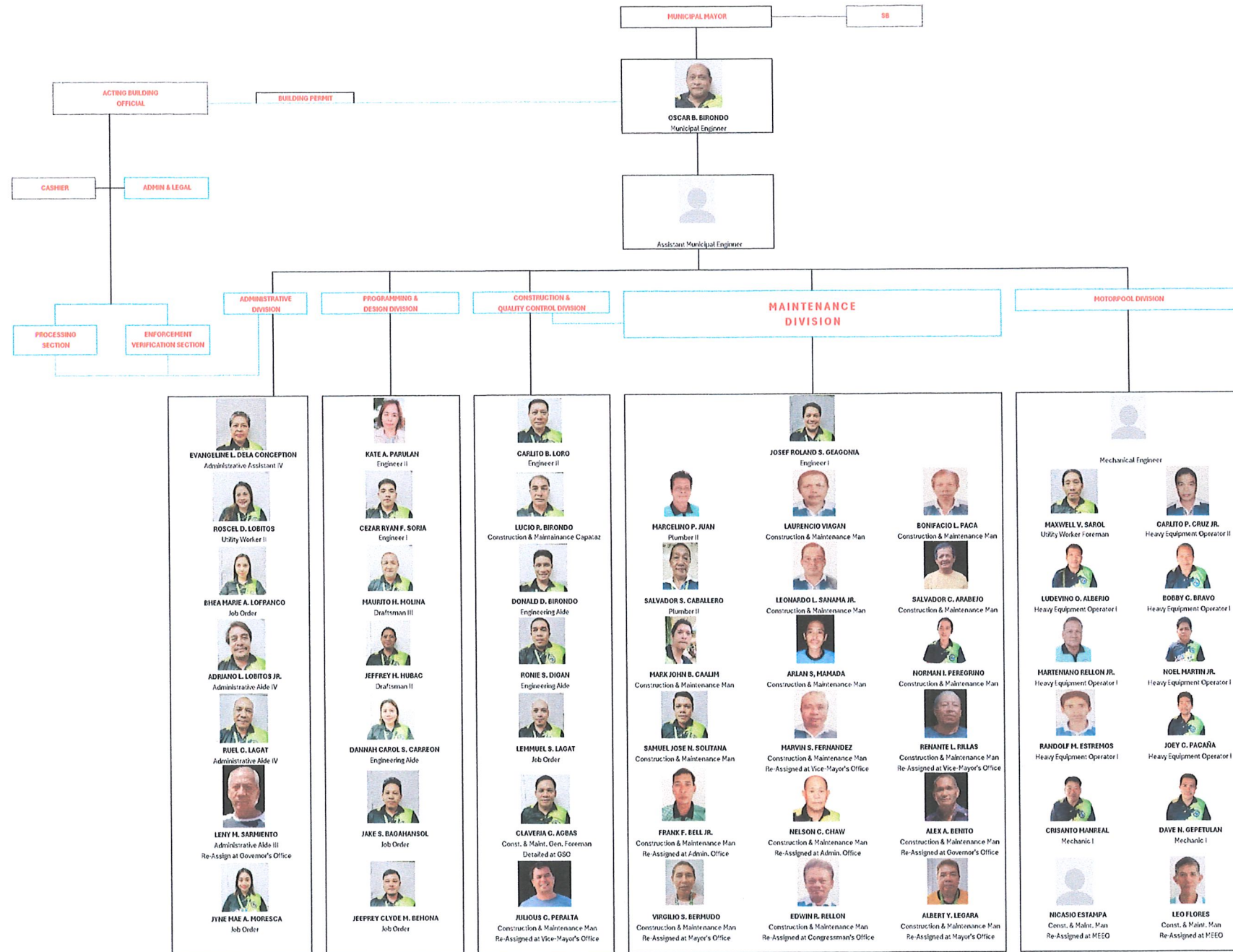
OFFICE OF THE MUNICIPAL ENGINEER

MISSION:

AIMS TO ADAPT MEASURES EFFICIENTLY AND EFFECTIVELY TO PROVIDE COURTEOUSLY THE MAXIMUM STANDARD OF SERVICES TO THE CONSUMING PUBLIC.

VISION:

THE IMPLEMENTING ARM OF INFRASTRUCTURE PROJECTS OF THE LOCAL GOVERNMENT UNIT OF MALITA, MANNED BY TECHNICALLY COMPETENT, PROGRESSIVE AND RESPONSIBLE PERSONNEL, MOTIVATED BY A CULTURE OF EXCELLENCE IN PUBLIC SERVICE AND MANDATED TO ADMINISTER, COORDINATE, SUPERVISE AND CONTROL CONSTRUCTION, MAINTENANCE, IMPROVEMENT AND REPAIR OF PUBLIC WORKS PROJECTS GUIDED BY THE HIGHEST STANDARDS IN THE USE OF MODERN TECHNOLOGY AND INNOVATIVE PROJECT MANAGEMENT AND ENGINEERING STRATEGIES FOR THE TOTAL DEVELOPMENT OF THE MUNICIPALITY.



FUNCTIONAL CHART

MUNICIPAL MAYOR

MUNICIPAL ENGINEER

ASSISTANT MUNICIPAL ENGINEER

ADMINISTRATIVE DIVISION

Is in charge of planning and implementing a wide range of administrative services to support office operations. It maintains and organizes engineering documents involving technical drawings, specifications, and project plans. Oversees the day-to-day operations of the office, including managing office supplies, maintaining office equipment, as well as keeping the office clean and organized.

PROGRAMMING & DESIGN DIVISION

It has created plans, specifications, and work programs, as well as precise estimates for various infrastructure projects, for implementation. It also conducts surveys, prepares work plans and schedules, and encodes, records, and classifies documents. It executed initial site investigations and visual inspections of various infrastructure projects in order to plan, design, and estimate costs.

CONSTRUCTION AND QUALITY CONTROL DIVISION

It is the procedure for assigning inspection responsibilities to the architect. Ensuring that everything is done in accordance with the plans, specifications, and permits. It ensures that the product's quality is maintained or improved. It creates quality standards, implements quality control systems, inspects materials, processes equipment and products, and determines corrective actions. It also serves as a management system to guarantee that deliverables adhere to the requirements and specifications that the client established at the start of the construction process.

MAINTENANCE DIVISION

It provides regular servicing of plant equipment, reducing the risk of the equipment failing before its life expectancy. It entails the coordination and supervision of plant and facility maintenance. It minimizes equipment downtime, extends asset life, enhances safety, and improves equipment performance. It also prevents equipment failures and unplanned downtime by ensuring that the equipment is utilized and

MOTORPOL DIVISION

It administered and supervised the motorpol's regular operations, such as vehicle maintenance, repairs, and service schedules. It is responsible for developing and implementing maintenance schedules to ensure that vehicles are in good condition for operation and that downtime is minimized. It maintains all heavy equipment, light equipment, and light



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OFFICE OF THE MUNICIPAL ENGINEER

CITIZEN'S CHARTER

SERVICES	CLIENTS	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE
A. BUILDING PERMIT				
STEP 1. APPLICANT SECURES PERMIT FORM & CHECKLIST REQUIREMENTS FOR BUILDING PERMIT FROM THE OFFICE OF MUNICIPAL ENGINEER	APPLICANT	ISSUED BUILDING PERMIT FORMS & CHECKLIST REQUIREMENTS	5-10 MINUTES	ADMIN. DIVISION STAFF
STEP 2. APPLICANT SUBMITS ACCOMPLISHED PERMIT FORM AND OTHER DOCUMENTS FOR EVALUATION AND ASSESSMENT OF CORRESPONDING FEES	APPLICANT	CHECKED AND REVIEWED ACCOMPLISHED PERMIT FORMS & OTHER DOCUMENTS SUBMITTED	10-30 MINUTES	ENGINEER 1
STEP 3. ASSESSMENT OF FEES	APPLICANT	ASSESSED CORRESPONDING FEES BASED ON THE BUILDING PLAN & ESTIMATES SUBMITTED	VARIABLE	ENGINEERING ASSISTANT
STEP 4. PAYMENT OF FEES	APPLICANT	OFFICIAL RECEIPT	VARIABLE	MTO PERSONNEL
STEP 5. INDORSEMENT LETTER TO CHIEF OF LOCAL FIRE SERVICE W/ RESPECT TO FIRESAFETY. THE CHIEF OF LOCAL FIRE SERVICE IS GIVEN 5 DAYS TO SUBMIT HIS REPORT TO THE BUILDING OFFICIAL	APPLICANT	INDORSEMENT LETTER TO CHIEF OF LOCAL FIRE SERVICE	VARIABLE	FIRE PERSONNEL IN-CHARGE
STEP 6. RECEIVE OF BUILDING PERMIT	APPLICANT	ISSUANCE OF APPROVED BUILDING PERMIT	5-15 MINUTES	ADMIN. DIVISION STAFF



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SERVICES	CLIENTS	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE
B. ELECTRICAL PERMIT				
STEP 1. APPLICANT SECURES ELECTRICAL PERMIT FORM FROM THE OFFICE OF THE MUNICIPAL ENGINEER	APPLICANT	ISSUED ELECTRICAL PERMIT FORMS	5-10 MINUTES	ADMIN. DIVISION STAFF
STEP 2. CLIENT SUBMITS ELECTRICAL PERMIT TOGETHER W/ THE ELECTRICAL PLAN DULY SIGNED AND SEALED BY THE PROFESSIONAL ELECTRICAL ENGINEER	APPLICANT	CHECKED AND REVIEWED THE APPLICATION FOR ELECTRICAL PERMIT SUBMITTED	10-30 MINUTES	ELECTRICAL ENGINEER
STEP 3. ASSESSMENT OF FEES	APPLICANT	ASSESSED CORRESPONDING FEES BASE ON THE ELECTRICAL PLAN SUBMITTED	VARIABLE	ELECTRICAL ENGINEER
STEP 4. PAYMENT OF FEES	APPLICANT	OFFICIAL RECEIPT	VARIABLE	MTO PERSONNEL
STEP 5. CONDUCT SITE INSPECTION	APPLICANT	INSPECTION REPORT	VARIABLE	ELECTRICAL ENGINEER
STEP 6. RECEIVED ELECTRICAL PERMIT	APPLICANT	ISSUANCE OF APPROVED ELECTRICAL PERMIT	5-15 MINUTES	ADMIN. DIVISION STAFF



OFFICE OF THE MUNICIPAL ENGINEER

CITIZEN'S CHARTER

SERVICES	CLIENTS	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE
C. OCCUPANCY PERMIT				
STEP 1. APPLICANT SECURES OCCUPANCY PERMIT FORM FROM THE OFFICE OF THE MUNICIPAL ENGINEER	APPLICANT	ISSUED OCCUPANCY PERMIT FORMS AND CHECKLIST REQUIREMENTS	5-10 MINUTES	ADMIN. DIVISION STAFF
STEP 2. CLIENT SUBMITS ACCOMPLISHED COMPLETION FORMS FOR EVALUATION AND ASSESSMENT OF CORRESPONDING FEES	APPLICANT	CHECKED AND REVIEWED THE APPLICATION FOR OCCUPANCY PERMIT BASED ON THE REQUIREMENTS SUBMITTED	10-30 MINUTES	ENGINEERING ASSISTANT
STEP 3. ASSESSMENT OF FEES	APPLICANT	ASSESSED CORRESPONDING FEES BASED ON THE OCCUPANCY PERMIT APPLIED FOR	VARIABLE	ENGINEER 1
STEP 4. PAYMENT OF FEES	APPLICANT	OFFICIAL RECEIPT	VARIABLE	MTO PERSONNEL
STEP 5. INDORSEMENT TO CHIEF OF LOCAL FIRE SERVICE W/RESPECT TO FIRE SAFETY. THE CHIEF OF LOCAL FIRE SERVICE IS GIVEN 5 DAYS TO SUBMIT HIS REPORT TO THE BUILDING OFFICIAL	OFFICE OF THE BUILDING OFFICIAL	INDORSEMENT LETTER SUBMITTED TO CHIEF OF LOCAL FIRE SERVICE FOR EVALUATION & INSPECTION W/RESPECT TO FIRE SAFETY	VARIABLE	FIRE PERSONNEL IN-CHARGE
STEP 6. RECEIVE OF OCCUPANCY PERMIT	APPLICANT	ISSUANCE OF APPROVED CEERTIFICATE OF OCCUPANCY	5-10 MINUTES	ADMIN. DIVISION STAFF



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OFFICE OF THE MUNICIPAL ENGINEER

CITIZEN'S CHARTER

SERVICES	CLIENTS	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE
D. ISSUANCE OF CERTIFICATION				
STEP 1. APPLICANT SECURES CERTIFICATION FORM FROM THE OFFICE OF THE MUNICIPAL ENGINEER	APPLICANT	CERTIFICATION	5-10 MINUTES	ADMIN DIVISION STAFF
STEP 2. PAYMENT OF FEES	APPLICANT	OFFICIAL RECEIPT	VARIABLE	MTO PERSONNEL
STEP 3. CLAIM THE CERTIFICATE	APPLICANT	ISSUANCE OF CERTIFICATION	5-10 MINUTES	ADMIN DIVISION STAFF



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CITIZEN'S CHARTER

SERVICES	CLIENTS	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE
E.PROGRAM OF WORKS FOR BARANGAY DEVELOPMENT FUNDED PROJECTS				
STEP 1. CLIENT SHOULD SUBMIT THREE (3) COPIES OF LETTER OF REQUEST TO THE RECEIVING SECTION OF THE MUNICIPAL ENGINEER'S OFFICE TOGETHER WITH THREE (3) COPIES OF BARANGAY COUNCIL RESOLUTION OR BARANGAY DEVELOPMENT COUNCIL RESOLUTION	BARANGAY TREASURER	LETTER REQUEST AND BARANGAY RESOLUTION RECEIVED	5-10 MINUTES	DRAFTSMAN II
STEP 2. AN OCULAR INSPECTION OF THE AREA WILL BE	BARANGAY TREASURER	OCULAR INSPECTION CONDUCTED CONDUCTED BY THE REPRESENTATIVE FROM THE PROGRAMMING DIVISION OF THE MUNICIPAL ENGINEER'S OFFICE	VARIABLE	ENGINEERING AIDE
STEP 3. PREPARATION OF PLAN AND PROGRAM OF WORKS	BARANGAY TREASURER	PROGRAM OF WORKS & DETAILED ESTIMATES PREPARED PROGRAM OF WORK FOR SUBMISSION TO THE MUNICIPAL ENGINEER FOR SIGNATURE AND APPROVAL	VARIABLE	ENGINEER I
STEP 4. CLIENT RECEIVE THE APPROVED PLAN AND PROGRAM OF WORK	BARANGAY TREASURER	ISSUANCE OF APPROVED PLAN AND PROGRAM OF WORK	5-15 MINUTES	ADMIN DIVISION STAFF



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SERVICES	CLIENTS	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE
F..PROGRAM OF WORKS FOR MUNICIPAL DEVELOPMENT FUNDED PROJECTS				
STEP 1. ACQUISITION OF LISTS OF VARIOUS MUNICIPAL FUNDED PROJECTS		IDENTIFY THE PROJECTS TO BE IMPLEMENTED AS PER PRIORITY	VARIABLE	MUNICIPAL ENGINEER
STEP 2. AN OCULAR INSPECTION OF THE propose project site		OCULAR INSPECTION CONDUCTED BY THE REPRESENTATIVE FROM THE PROGRAMMING DIVISION OF THE MUNICIPAL ENGINEER'S OFFICE	VARIABLE	programming and design division
STEP 3. PREPARATION OF PLAN AND PROGRAM OF WORKS AND DETAILED ESTIMATES		PROGRAM OF WORKS & DETAILED ESTIMATES PREPARED BY THE PROGRAMMING DIVISION	VARIABLE	ENGINEER I
STEP 4. SUBMISSION OF PROGRAM OF WORKS & DETAILED ESTIMATES TO THE MUNICIPAL MAYOR FOR SIGNATURE AND APPROVAL		SUBMITTED	VARIABLE	ADMIN DIVISION STAFF
STEP 5. PROJECT IMPLEMENTATION		PROJECT IMPLEMENTED	VARIABLE	MUNICIPAL ENGINEER



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OFFICE OF THE MUNICIPAL ENGINEER

CITIZEN'S CHARTER

SERVICES	CLIENTS	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE
G.REQUEST FOR THE REPAIR OF DAMAGE ROADS (MUNICIPAL ROADS ONLY)				
STEP 1. CLIENT SUBMITS THREE (3) COPIES OF LETTER REQUEST TOGETHER WITH THREE (3) COPIES OF SKETCH OF THE AREA OF COMPLAINT TO TO THE RECEIVING SECTION OF THE MUNICIPAL ENGINEER'S OFFICE	CLIENT	RECEIVED THE LETTER OF REQUEST TOGETHER WITH THE SKETCH OF THE AREA OF COMPLAINT	5-10 MINS	ADMIN DIVISION STAFF
STEP 2. OCCULAR INSPECTION OF COMPLAINT AREA	CLIENT	OCCULAR INSPECTION CONDUCTED	VARIABLE	ENGINEER 1
STEP 3. SUBMIT REPORT BASED ON INSPECTION CONDUCTED	CLIENT	INSPECTION REPORT SUBMITTED	10-20 MINS	ENGINEER 1
STEP 4. IMPLEMENTATION OF NECESSARY ACTION BASED ON THE REPORT SUBMITTED BY THE MAINTENANCE DIVISION	CLIENT	ACTION TAKEN	VARIABLE	ENGINEER II



Republic of the Philippines
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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
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 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	MEEO 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	MEEO 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	MEEO 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 Permit Certification of Ownership of large cattle - transfer of ownership of large cattle	5-10 minutes	CATTLE 3.00 per kilo HOG 1.50 per kilo GOAT 1.50 per kilo
3. Pay the required Fees	- issue order of payment - issuance of official receipt	Admin Aide II (Bonded Collector)		5-10 minutes	
4. Claim for Official Receipt (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	MEEO 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 for cattle: Shipping Permit Certification of Ownership of large cattle - transfer of ownership of large cattle	5-10 minutes	CATTLE 300.00 per head HOG 150.00 per head GOAT 150.00 per head
2. Prepare the slaughtered cattle/hog/goat for Post - Morteem Inspection	- conduct Post morteem Inspection	Meat Inspector		5-10 minutes	
3. Pay the required Fees	- issue order of payment - issuance of official receipt	Admin Aide II (Bonded Collector)		5-10 minutes	
4. Claim for Official Receipt (O.R.)	- release of official receipt	Admin Aide II (Bonded Collector)		5-10 minutes	

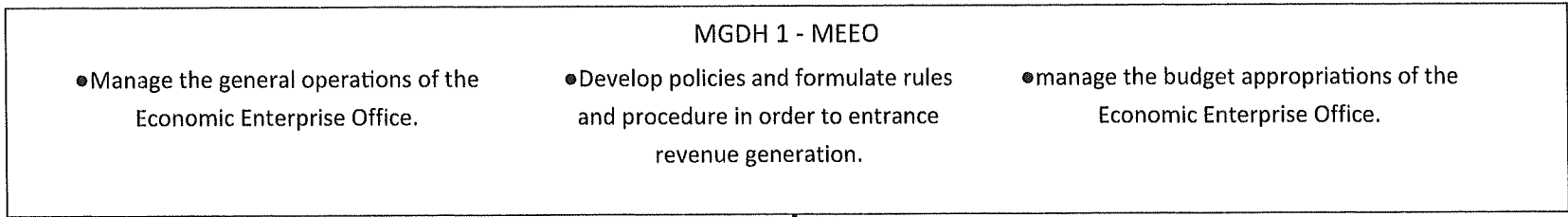
A.4 CORAL FEE (HOG, CATTLE, GOAT)	
Office / Division	: Municipal Economic Enterprises Office
Classification	: SIMPLE
Type of Transaction	: Government to Citizen
Who may avail	: ALL

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

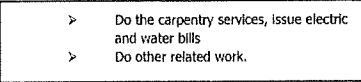
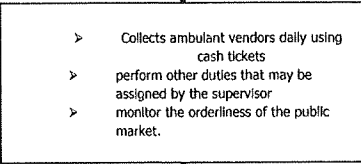
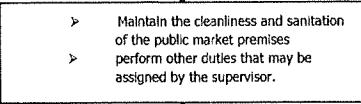
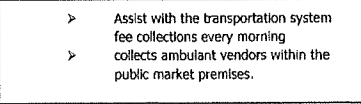
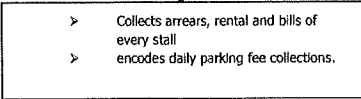
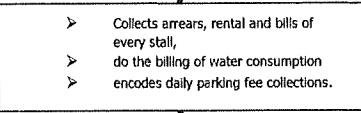
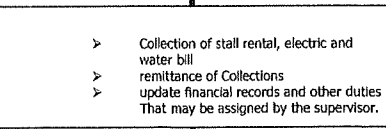
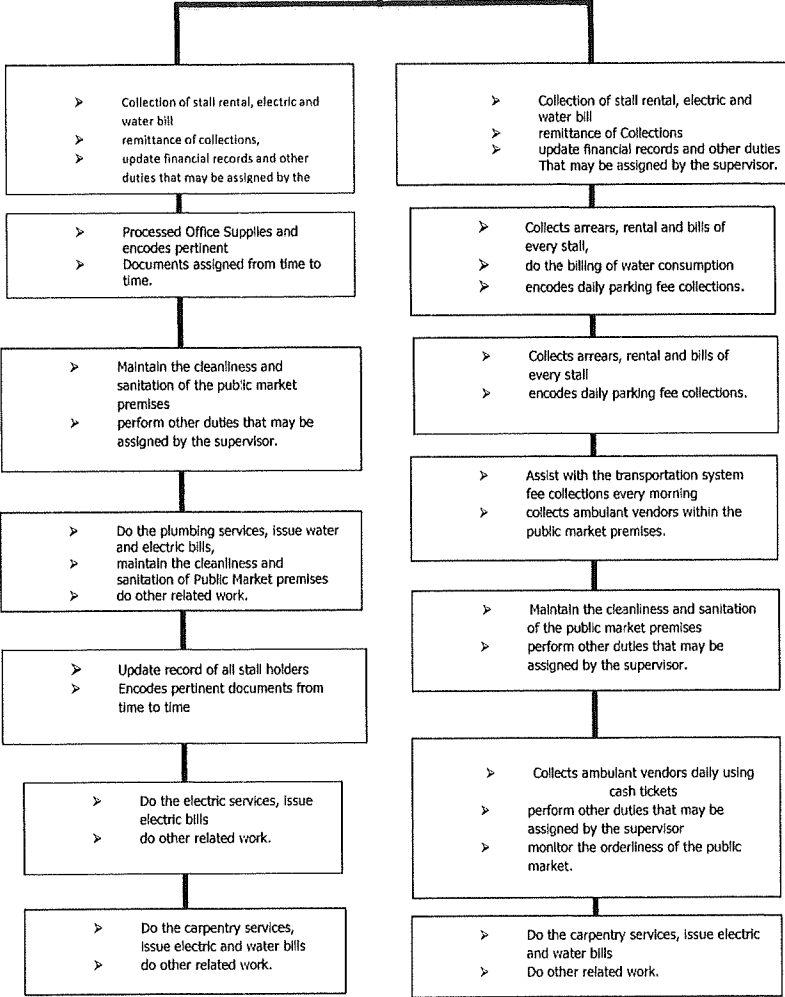
CHUCK PATAPI

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	

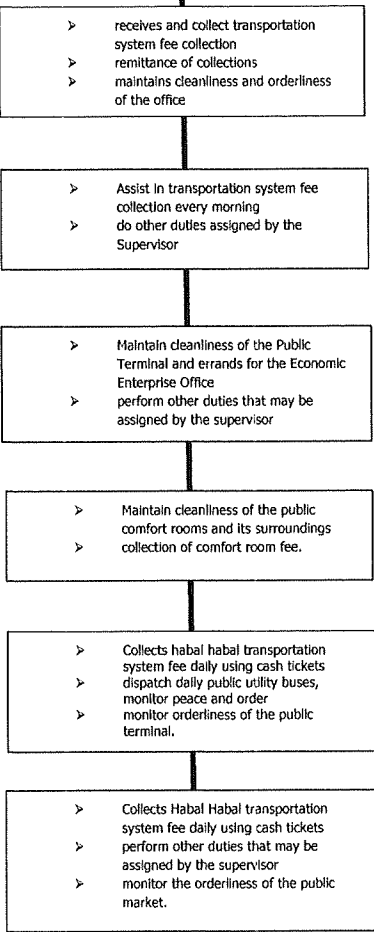
A.4 CEMETERY FEE					
Office / Division	:	Municipal Economic Enterprises Office			
Classification	:	SIMPLE			
Type of Transaction	:	Government to Citizen			
Who may avail	:	ALL			
STEPS	MEEO Actions	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEEs
1. submit cemetery permit and Official receipt	- 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



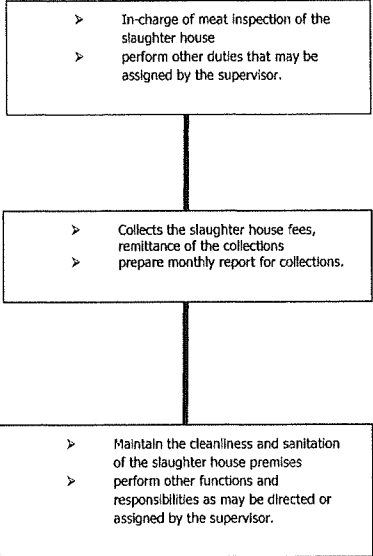
MARKET OFFICE DIVISION



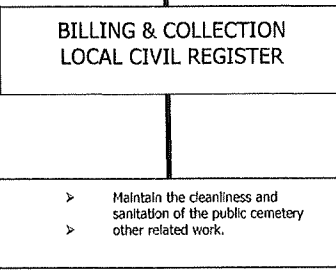
TERMINAL DIVISION



SLAUGHTER HOUSE DIVISION



CEMETERY DIVISION



ECONOMIC ENTERPRISES OFFICE ORGANIZATIONAL CHART

ELMIER D. CAALIM
MGDH 1 - MEE0



MONITORING / INSPECTION

