



VISION: *A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance*
MISSION: *To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth*

CITIZEN'S CHARTER

ECONOMIC ENTERPRISES: MARKET OPERATION

GENERAL FEES COLLECTION (billings)

How to avail the service?

STEP	ACTIVITIES/ PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	Client	MDL					
1	Client presents bill for inspection		10 sec.	Log Book	Depends on bill amount	Susan Sagetarios	MERCADO DE LOON / CATAGBACAN SATELLITE MARKET
2	Client pays the amount		1 min	None		Rodrigo Pamplona	

1 min 10 sec

DAILY MARKET COLLECTION (stall rental)

How to avail the service?

STEP	ACTIVITIES/ PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	Client	MDL					
1	Pay market fee		1-2 mins.	Log Book	Daily rates per stall per area @ P10.00 per sq.m.	Ma. Editha Santillana	MERCADO DE LOON / CATAGBACAN SATELLITE MARKET

1-2 mins.

DAILY MARKET COLLECTION (vendor entrance of goods)

How to avail the service?

STEP	ACTIVITIES/ PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	Client	MDL					
1	Pay market fee		1 -2 mins	Log Book	Rate depends on type of goods and amount/weight of goods	Susan Sagetarios	MERCADO DE LOON / CATAGBACAN SATELLITE MARKET

1-2 mins

DAILY MARKET COLLECTION (delivery vehicles parking)

How to avail the service?

STEP	ACTIVITIES/ PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	Client	MDL					
1	Pay market fee		1-2 mins.	Cash Ticket	Daily rates according to wheelers 10 wheelers - ₱ 50.00 6 wheelers - 30.00 4 wheelers - 20.00.	Romeo Planos Teofredo Lampios Crisalde Salavedra Arthur Matutes Apoliyo Libadisos Danilo Miranda	MERCADO DE LOON / CATAGBACAN SATELLITE MARKET

1-2 mins.

For complaints, comments and suggestions please contact:

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