



## L. OFFICE OF THE LOCAL ECONOMIC ENTERPRISE

### 1. ISSUANCE OF CASH TICKETS (LOCAL & TRANSIENT VENDORS)

Cash tickets issued to local and transient vendors corresponds to the payment of space occupied and volume of goods/items being sold.

<b>Office/Division:</b>	Office of the Local Economic Enterprise			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Local& transient vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivery of goods/items and allocate space	1. 1. Assess or evaluate goods/items and space occupied and issue corresponding cash tickets		2 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
2. Receive cash tickets issued and pay corresponding cash value	2.1. Receives payment for cash tickets issued	Php10.00 per sq.m per day for space provided plus assessment of goods/items	3 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	<b>TOTAL:</b>			



## 2. ISSUANCE OF CASH TICKETS (TERMINAL FEE- PUBLIC UTILITY & DELIVERY VEHICLE)

Cash tickets are issued to public utility and delivery vehicle is part of the terminal fee for a space provided within the premises of the market. The fee corresponds to the type of public utility or delivery vehicle being collected.

<b>Office/Division:</b>	Office of the Local Economic Enterprise			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Public Utility & Delivery Vehicle			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Public utility/delivery vehicle park at the parking area	<b>1. 1.</b> Assess/evaluate classification or type of public utility/delivery vehicle park <b>1.2.</b> Issue cash tickets according to type of public utility/delivery vehicle park		2 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
2. Receive cash tickets issued and pay corresponding cash value	<b>2.1.</b> Receive payment for cash tickets issued	Php 15.00/trip – Passenger Buses or Cargo Trucks Php 10.00/trip – Mini-Buses, Jeepneys, Cargo Vans, Cars and Jeep Php 10.00/daily – Tricycle, Motorcycles and Pedicabs	1 minute	Dindo G. Asumbra <i>Administrative Aide III</i>
	<b>TOTAL:</b>			



<b>3. ISSUANCE OF OFFICIAL RECEIPT (ACCOUNTABLE FORM NO. 51) - MARKET STALL RENTAL</b>				
This serve as Official Receipt or proof of payment to stall rental among the market stall holders.				
<b>Office/Division:</b>	Office of the Local Economic Enterprise			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B Government to Business			
<b>Who may avail:</b>	Market Stall Holder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Occupancy of market stall	1. 1. Collect monthly stall rental payment to market stall holders		2 minutes	Jerky T. Pentoque <i>Administrative Aide III</i>
2. Pay monthly stall rental payment	2.1. Receive monthly rental payment and issue Official Receipt or Accountable Form No. 51	Php 1,200/month x no. of stall occupied	3 minutes	Jerky T. Pentoque <i>Administrative Aide III</i>
3. Receives Official Receipt as proof of payment	3.1. Record payment to Abstract of Daily Collections		5 minutes	Jerky T. Pentoque <i>Administrative Aide III</i>
	<b>TOTAL:</b>	Php		



<b>4. ISSUANCE OF OFFICIAL RECEIPT (ACCOUNTABLE FORM NO. 51) - ELECTRIC BILLS</b>				
This serve as Official Receipt or proof of payment to electric bill consumption among the market stall holders.				
<b>Office/Division:</b>	Office of the Local Economic Enterprise			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B Government to Business			
<b>Who may avail:</b>	Market Stall Holder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Individual sub-meter for electric consumption	<b>1.1.</b> Reading of individual electric bill consumed <b>1.2.</b> Prepares Statement of Account based on the commercial rate set by ILECO II for the month		1 minute  5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
2. Receives electric bill Statement of Account	<b>2.1.</b> Prepares Official Receipt for payment	No. of kilowatts used x prevailing commercial rate for the month plus Php 5.00 fixed rate plus 12% vat/e-vat	2 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
3. Pays corresponding cash value for electric consumed	<b>3.1.</b> Receives payment for electric bill consumed <b>3.2.</b> Issue Official Receipt/Accountable Form no. 51	No. of kilowatts used x prevailing commercial rate for the month plus Php 5.00 fixed rate plus 12% vat/e-vat	3 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
4. Receives Official Receipt as proof of payment	<b>4.1.</b> Include payment to Report of Collections& Deposits		5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	<b>TOTAL:</b>	Php		



### 5. ISSUANCE OF OFFICIAL RECIEPT (ACCOUNTABLE FORM NO. 57) –SLAUGHTER PERMIT (LARGE CATTLE)

It is a permit issued for proper slaughtering and handling of meat for safety and protection. This is also to determine that the slaughtered animal is legitimate with documents prepared.

<b>Office/Division:</b>	Office of the Local Economic Enterprise			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Client			
<b>Who may avail:</b>	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present certification from barangay for slaughtering	1.1. Receive barangay certification and prepare facsimile for cowlicks identification		1 minute	Dindo G. Asumbra <i>Administrative Aide III</i>
	1.2. Undertake branding and checks cowlicks		20 minutes	Jonyl A. Castroverde Casual
	1.3. Prepares Certificate of Ownership of Large Cattle (AF Form No.53) and Slaughter permit (AF Form No. 57)		5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	1.4. Forward supporting documents to Municipal Agriculture Office		7 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	1.5. Forward supporting documents to Municipal Health Center		7 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	1.6 Forward Supporting documents to Municipal Police Station for filing.		3 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
2. Pays corresponding amount for slaughtering purposes	2.1 Receives payment and issue Official Receipt	Php 100.00- Branding Fee	7 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>



		Php 100.00 Service Fee Php 100.00 Certification (MAO) Php 100.00 Certification (MHO) Php 50.00 Slaughters Permit (AF No. 57) Php 5.00 Certificate of Ownership of Large Cattle (AF No. 53)		
4. Receives Official Receipt as proof of payment	<b>4.1.</b> Encode payment to Report of Collections& Deposits		5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	<b>TOTAL:</b>	Php 455.00		



### 6. ISSUANCE OF OFFICIAL RECEIPT (ACCOUNTABLE FORM NO. 57) – SLAUGHTER PERMIT (HOG)

It is a permit issued for proper slaughtering and for proper handling of meat for safety and protection.

<b>Office/Division:</b>	Office of the Local Economic Enterprise			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Client			
<b>Who may avail:</b>	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for hog slaughtering	1. 1. Check hog and prepare Official Receipt (AF No. 51)		1 minute	Dindo G. Asumbra <i>Administrative Aide III</i>
2. Pays corresponding amount for hog slaughtering	2.1 Receives payment and issue Official Receipt (AF No. 51)	Php 25.00/head	3 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
4. Receives Official Receipt as proof of payment	4.1. Encode payment to Report of Collections& Deposits		5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	<b>TOTAL:</b>	Php 25.00		



## 7. ISSUANCE OF OFFICIAL RECEIPT (ACCOUNTABLE FORM NO. 51) – BRANDING

It is a municipal marking inscribe at the upper left hips portion of the cattle for proper identification of its origin.

<b>Office/Division:</b>	Office of the Local Economic Enterprise			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Client			
<b>Who may avail:</b>	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification		Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present barangay certification for branding purposes	1. 1. Check barangay certification and prepare facsimile for branding 1.2 Undertake branding for cowlicks identification 1.3. Issue Certificate of Ownership of Large Cattle (AF No. 53 1.4. Issue Official Receipt (AF No. 51)	Php 5.00  Php 100.00 Service Fee Php 100.00 Branding	1 minute	Dindo G. Asumbra <i>Administrative Aide III</i> Jonyl A. Castroverde Casual Dindo G. Asumbra <i>Administrative Aide III</i> Dindo G. Asumbra <i>Administrative Aide III</i>
2. Pays corresponding amount for branding	2.1 Receives payment and issue Official Receipt (AF No. 51)		2 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
4. Receives Official Receipt as proof of payment and Certificate of Ownership of Large Cattle	4.1. Encode payment to Report of Collections& Deposits		5 minutes	Dindo G. Asumbra <i>Administrative Aide III</i>
	<b>TOTAL:</b>	Php 105.00		