

CITY ADMINISTRATOR'S OFFICE

Bacolod City

Provides assistance to the City Mayor in the general administration of the local government unit and develop plans, project and strategies to upgrade and implement the same upon approval of the City Mayor and the SP.

Location: 3rd Floor, Southwing, Bacolod City Government Center, Circumferential Road, Brgy. Villamonte, Bacolod City.

Phone number/s:

ABOUT THE SERVICE: The Office assists in the coordination of the work of all officials of the LGUs and the conduct of continuing organizational development of local government units.

REQUIREMENTS: Letter/reports addressed or endorsed to the City Administrator that comprise the departments/office concerns and proposals that needs assistance to be endorsed to the Office of the City Mayor or other department concerned.

SOCIO-ECONOMIC ENTERPRISE UNIT-MARKETS

Under the City Administrator's Office, the Socio –Economic Enterprise Unit (SEEU) Markets administers and maintains the operations of the City Public Markets.

The Local Market Committee (LMC) is tasked to conduct the drawing of lots, raffle and opening of bids for the adjudication of vacant blocks, stalls, tables in the city's three (3) major public markets (South Libertad Market, North Burgos Market and Central Public Market including Manokan Country). It certifies to the City Administrator the results thereof for the approval of the City Mayor.

Vacant market block/stalls are bid after same is declared closed and vacant by the Market by the LMC due to the following reasons:

1. Abandonment –closed for 30 consecutive days
2. Non-payment of rental within 20 days if daily paid
3. Delinquency in the payment of rental for two (2) consecutive months
4. Revocation of Lease Contract

The market Committee post announcement at

- a) Bacolod City Hall Bulletin Board

b) City Administrator's Office

c) Interior posts of market buildings and d) Block/Stall where vacancy occurs.

I. LEASING OF PUBLIC MARKET SPACES

ABOUT THE SERVICE: SEEU-Markets is in charge of leasing market blocks/stalls/tables pursuant to City Ordinance No. 160, Series of 1996.

REQUIREMENTS:

- Application Form
- 2X2 Pictures (2 copies)

FEES/CHARGES:

- Application Fee: P 100.00
- Notarial Fee (to be paid to Notary Public)
- Occupancy Fee per Stall/Booth

SECTION	Section A	Section B	Section C
Meat	1,000.00	750.00	500.00
Fish	1,000.00	750.00	500.00
Fruits and Vegetables	800.00	600.00	400.00
Rice and Corn	700.00	525.00	350.00
Groceries	700.00	525.00	350.00
Eateries and Refreshment Parlor	700.00	525.00	350.00
General Merchandise/Dry Goods/ Varieties	700.00	525.00	350.00

HOW TO AVAIL OF THE SERVICE:

STEPS	Time Frame	Person/s In Charge
1. Proceed to the City Treasurer's Office and pay P100.00 for the Application Form. Secure the Official Receipt (OR).	10 minutes	CTO Collector
2. Present the Official Receipt of payment to secure Application Form to Lease Market Block / Stall /Table at the City Administrator's Office.	10 minutes	Michelle Malubay Market Inspector II

3. Attach two (2) pieces 2x2 ID Picture to the Application Form. Have the Application Form authenticated/notarized by a Notary Public		Applicant
4. Return/Submit your Application Form to the City Administrator's Office	10 minutes	Michelle Malubay <i>Market Inspector II</i>
5. After the Award is given pay the Occupancy Fee.	10 minutes	City Treasurer's Office
6. A Contract of Lease shall be executed by the awardee and the City Government.		Atty. Allyn Luv Z. Dignadice <i>Administrative Officer IV</i>

II. ISSUANCE OF LEASE CONTRACT

ABOUT THE SERVICE: If you have been awarded a Contract of Lease you must secure the documentation of lease between you as the Awardee of Market Space and the Bacolod City Government represented by the City Mayor. The said lease shall be for a period of two (2) years and renewable every two (2) years thereafter (unless sooner cancelled or revoked for cause).

Contract of Lease shall be forwarded to the City Mayor for his signature and consequently endorsed to the Sangguniang Panlungsod for ratification of Contract. Approval is through passage of a Sangguniang Resolution.

REQUIREMENTS:

- Accomplished Accomplishment Form
- Community Residence Certificate

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit your Application to Lease Market Stall Form to the City Administrator's Office together with your Community Residence Certificate with photocopy attached.	10 minutes	Michelle Malubay <i>Market Inspector II</i>

2. Sign the Contract of Lease to be endorsed to the City Legal Office for legal opinion and endorsed to the City Mayor's Office to the Sangguniang Panlungsod	5 minutes	Atty. Allyn Luv Z. Dignadice <i>Administrative Officer IV</i>
3. Claim your copy of the SP Resolution (Authority to sign and last for Ratification)		Sangguniang Panlungsod