CITY GOVERNMENT OF CALAPAN CITIZEN'S CHARTER



| Name of Department/Office | City Economic Enterprise Department |
|-------------------------------------|-------------------------------------|
| Type of Service | Economic Services |
| Types of Transaction | G2C- Government to Clients |
| Schedule of Availability of Service | Monday to Friday, 8:00 AM - 5:00 PM |
| Who may avail of the Service | General Public |

SERVICES OFFERED

PUBLIC MARKET SECTION

Application on Public Market Stall

Application on Night Market Stall

Application on Transfer of Stall

Issuance of Lease Contract for Market Stall

Issuance of Market Clearance

Issuance of Stall Improvement Permit

Issuance of Promotional Activity Permit

Issuance of Permit to Conduct Other Activities

Consumer Welfare Desk

Payment of Market Fees (Application Fee, Rental Fee, Goodwill Fee, Occupancy Fee,

Transfer Fee, Water Fee, Market Clearance Fee, Permit fee, etc.) and Delinquent

Market Fees (Rental Fee, Goodwill Fee)

PARKING / PUBLIC TRANSPORT TERMINAL SECTION

Payment of Parking Fee

CALAPAN CITY RECREATIONAL AND ZOOLOGICAL PARK SECTION

Payment of Entrance Fee

CALAPAN CITY CONVENTION CENTER

Use of Facility at Calapan City Convention Center
Cancellation for the Use of Facility at Calapan City Convention Center
Concession Areas
Transient/Ambulant Vendors
Advertisement/ Promotion Area

PUBLIC MARKET

1. APPLICATION ON PUBLIC MARKET STALL

| / | | | | |
|---|---|----------------|------------------|-----------------------|
| | APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
| | STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| | Acquire a copy of | 2 minutes | Godfrey Gil M. | |
| | Application Form, | | Peña-Market | |
| | Profile Form, Order of | | Supervisor I | |
| | payment for | | Ferdinand | |
| | application fee and list | | Hernandez- | |
| | of requirements | | Park Attendant | |
| | imposed by the | | II | |
| | Economic Enterprise | | | |
| | Board | | | |
| | Settle payment for | 1 to 3 minutes | Marie | Application Fee : Php |
| | Stall Application Fee | 1 to 5 minutes | Antoniette A. | 1,000.00 |
| | and Goodwill fee at | | Hernandez- | |
| | | | | Goodwill Fee : Php |
| | Public Market | | Revenue | 10,000.00 (legitimate |
| | Collection Office | | Collection Clerk | stallholder) : Php |
| | | | | 30,000.00/sqm (new |
| | | | Milagros | applicant) |
| | TEDA | X | Lumpas - | |
| E | TERPRISE | Land Sale | Revenue | |
| 5 | THE REPORT OF THE PARTY OF THE | 1 | Collection Clerk | |
| : | | | | |
| 1 | | | | |

| | Submit all the | 2 minutes | Godfrey Gil M. | Duly accomplished |
|---|---------------------------|-----------|----------------|---------------------------|
| | requirements imposed | | Peña-Market | Application and Profile |
| | by the Economic | | Supervisor I | form; 2 pcs. recent 2x2 |
| | Enterprise | | Ferdinand | id picture; 2 valid |
| | Management Board to | | Hernandez- | identification cards; |
| | Public Market | | Park Attendant | Community tax |
| | Management Office | | II | certificate (cedula); |
| | | | | Health Certificate; |
| | 3 | | | Barangay Clearance; |
| | | | | Voter's Affidavit; Police |
| 1 | | | | Clearance; Official |
| | | | | receipt of payment of |
| | | | | Application Fee and |
| | | | | Goodwill Fee from |
| | | | | public market collection |
| | | | | Office |
| | | | | |
| | Stallholder will sign the | 1 minute | Godfrey Gil M. | |
| | Certificate | | Peña-Market | |
| | | | Supervisor I | |
| | | | Ferdinand | |
| | | | Hernandez- | |
| | | | Park Attendant | |
| | | | П | |
| | | | | |
| | Final approval and | 2 minutes | EnP. Nepo | / |
| | release of the | ==14, | Jerome G. | |
| | Certificate of Award of | | Benter/CEEDO | |
| | Market Stall | | | |
| | | END OF TR | RANSACTION | |

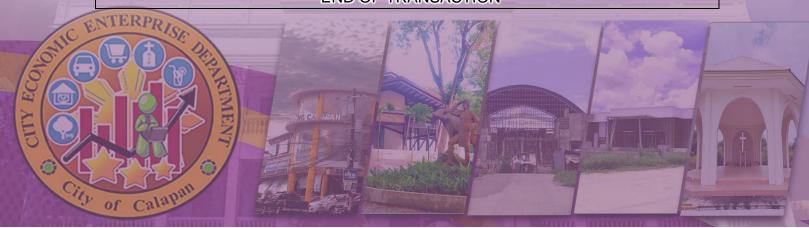


2. APPLICATION ON NIGHT MARKET STALL

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|---|--------------------|---|--|
| Acquire a copy of Application Form, Profile Form, order of payment for application and annual fee, and list of the requirements imposed by the Economic Enterprise Management Board | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant II | |
| Settle payment for Stall Application Fee and Annual fee at Public Market Collection Office | 1 to 3 minutes | Marie Antoniette A. Hernandez- Revenue Collection Clerk II Milagros Lumpas - Revenue Collection Clerk I | Application Fee: Php 1,000.00 Annual Fee: Php 300.00 |



| Submit all the requirements imposed by the Economic Enterprise Management Board to Public Market Management Office | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant II | Duly accomplished Application and Profile form; 2 pcs. recent 2x2 id picture; 2 valid identification cards; Community tax certificate (cedula); Health Certificate; Barangay Clearance; Voter's Affidavit; Police Clearance; Official receipt of payment of Application Fee and Annual Fee from public market collection Office |
|--|-----------|--|---|
| Stallholder will sign the Certificate | 1 minute | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant II | |
| Final approval and release of the Certificate of Award of Night Market Stall | 2 minutes | EnP. Nepo Jerome G. Benter/CEEDO | |
| NTERPO | END OF T | RANSACTION | |



3. APPLICATION ON TRANSFER OF STALL

| APPLICANT/CLIENT S STEPS | PROCESSIN G TIME | PERSON RESPONSIBL E | REQUIREMENTS & FEES TO BE PAID |
|--|---------------------|---|--|
| Acquire a copy of Application Form, Profile Form, Transfer Form, order of payment for application fee, occupancy fee, transfer fee and list of the requirements imposed by the Economic Enterprise | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant II | |
| Settle payment for Application Fee, transfer fee and occupancy fee at Public Market Collection Office | 1 to 3 minutes | Marie Antoniette A. Hernandez- Revenue Collection Clerk II Milagros Lumpas - Revenue Collection Clerk I | Application Fee: Php 1,000.00 Transfer Fee: Php 1,500.00 and Occupancy Fee: Php 20,000.00 |
| Submit all the requirements imposed by the Economic Enterprise Management Board to Public Market | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant | Clearance of arrears of previous owner from the City Treasury Department; Clearance from SAMPACA/SAMBAPALC |
| Management Office | LO ADAN | II | A of the previous owner; waiver of rights; Duly |

| accomplished Application form & profile form of the transferee; Duly accomplished transfer form; 2 pcs. recent 2x2 id picture; 2 valid identification cards; community tax certificate (cedula); Health Certificate; Barangay Clearance; Voter's Affidavit; Police Clearance; Official receipt of payment of Application Fee and Annual Fee from public market collection Office Stallholder will sign the Certificate Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez-Park Attendant II Final approval and release of the Certificate of Transfer Award of Market Stall END OF TRANSACTION | | | | |
|---|-----------------------|-----------|----------------|--|
| the Certificate Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant II Final approval and release of the Certificate of Transfer Award of Market Stall Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant II EnP. Nepo Jerome G. Benter/CEEDO | | | | form & profile form of the transferee; Duly accomplished transfer form; 2 pcs. recent 2x2 id picture; 2 valid identification cards; community tax certificate (cedula); Health Certificate; Barangay Clearance; Voter's Affidavit; Police Clearance; Official receipt of payment of Application Fee and Annual Fee from public market collection |
| Supervisor I Ferdinand Hernandez- Park Attendant II Final approval and release of the Certificate of Transfer Award of Market Stall | Stallholder will sign | | Godfrey Gil M. | |
| Ferdinand Hernandez- Park Attendant II Final approval and release of the Certificate of Transfer Award of Market Stall Ferdinand Hernandez- Park Attendant II EnP. Nepo Jerome G. Benter/CEEDO | the Certificate | | Peña-Market | |
| Hernandez- Park Attendant II Final approval and 2 minutes EnP. Nepo release of the Certificate of Transfer Award of Market Stall Hernandez- Park Attendant II EnP. Nepo Jerome G. Benter/CEEDO | | | Supervisor I | |
| Park Attendant II Final approval and 2 minutes EnP. Nepo release of the Certificate of Transfer Award of Market Stall Park Attendant II EnP. Nepo Jerome G. Benter/CEEDO | | | Ferdinand | |
| Final approval and 2 minutes EnP. Nepo release of the Certificate of Transfer Award of Market Stall | | | Hernandez- | |
| Final approval and 2 minutes EnP. Nepo release of the Certificate of Transfer Award of Market Stall | | | Park Attendant | |
| release of the Certificate of Transfer Award of Market Stall | | | II | |
| release of the Certificate of Transfer Award of Market Stall | First and the second | 0 | E.D.N. | |
| Certificate of Transfer Award of Market Stall Benter/CEEDO | | 2 minutes | · | |
| Award of Market Stall | | | | |
| | | | Deriter/OLLDO | |
| | a a manat atan | END C | F TRANSACTION | V |



4. ISSUANCE OF CONTRACT OF LEASE FOR PUBLIC MARKET STALL

| | APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
|---|------------------------|----------------|--------------------------|-----------------------|
| | STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| | Acquire a copy of | 2 minutes | Godfrey Gil M. | |
| | Profile Form, order of | | Peña-Market | |
| | payment for possible | | Supervisor I | |
| | stall delinquency fee, | | Ferdinand | |
| | and list of the | | Hernandez- | |
| | requirements imposed | | Park Attendant | |
| | by the economic | | II | |
| | Enterprise | | | |
| | Management Board | | | |
| | Settle payment for any | 1-3 minutes | Marie | |
| | Stall Delinquency Fee | | Antoniette A. | |
| | at PublicMarket | | Hernandez- | |
| | Collection Office | | Revenue Collection Clerk | |
| | | | II | |
| | | | Milagros | |
| | | | Lumpas - | |
| | | | Revenue | |
| | | | Collection Clerk | |
| | | | I | |
| | | | | |
| | Submit all the | 3 minutes | Godfrey Gil M. | 2 pcs. recent 2x2 id |
| | requirements imposed | | Peña-Market | picture; 2 valid |
| - | by the Economic | | Supervisor I | identification cards; |
| E | Enterprise | | Ferdinand | community tax |
| 3 | Management Board to | | Hernandez- | certificate (cedula); |
| 1 | Public Market | | Park Attendant | Health Certificate; |
| 7 | | II) NG CA ARAN | II . | Barangay Clearance; |

| | Management Office | | | Voter's Affidavit; Police |
|-----|--------------------------|--------------|----------------|--|
| | Submit all the | | | Clearance |
| | Assuring the Contract of | O maioreta a | Coelfray Cil M | |
| 7 | Acquire the Contract of | 2 minutes | Godfrey Gil M. | |
| | Lease | | Peña-Market | |
| | | | Supervisor I | |
| | | | Ferdinand | |
| | | | Hernandez- | |
| | | | Park Attendant | |
| | | | II | |
| | Submit the | | Godfrey Gil M. | |
| | Photocopied and | | Peña-Market | |
| | Signed Contract of | | Supervisor I | |
| | Lease to Public Market | | Ferdinand | |
| | Management Office to | | Hernandez- | |
| | be signed by the City | | Park Attendant | |
| | Economic Enterprise | | П | |
| | Manager, City | | | |
| | Treasurer and City | | | |
| | Mayor | | | |
| | Get the signed | 2 minutes | Godfrey Gil M. | |
| | Contract of Lease from | | Peña-Market | |
| | the Public Market | | Supervisor I | |
| | Management Office. | | Ferdinand | |
| | 9 | | Hernandez- | |
| | | | Park Attendant | |
| | | | II | |
| | Submit the remaining | 2 minutes | Godfrey Gil M. | |
| | 3 copies of notarized | | Peña-Market | |
| 0 | Contract of Lease to | LESS TO A | Supervisor I | The same of the sa |
| 1 | Public Market | | Ferdinand | |
| 3 | Management Office | | Hernandez- | |
| 111 | ivialiagement office | | Hellialidez- | |
| | | IG CA ARAN | | |

of Calapan

| | | Park Attendant II | |
|-----------------------|-----------|----------------------|--|
| Final approval of the | 2 minutes | EnP. Nepo | |
| notarized Contract of | | Jerome G. | |
| Lease from the City | | Benter/CEEDO | |
| Economic Enterprise | | | |
| Manager | | | |
| | END OF | TRANSACTION | |

5. ISSUANCE OF MARKET CLEARANCE

| APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
|-------------------------|-------------|------------------|-----------------------|
| STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| | | | |
| Acquire order of | 2 minutes | Godfrey Gil M. | |
| payment from the | | Peña-Market | |
| Public Market | | Supervisor I | |
| Management Office | | Ferdinand | |
| | | Hernandez- | |
| | | Park Attendant | |
| | | II | |
| Settle the market | 1-3 minutes | Marie | Order of Payment; |
| clearance fee indicated | | Antoniette A. | Market Clearance Fee: |
| in the order of payment | | Hernandez- | Php50.00 |
| at Public Market | 1 | Revenue | |
| Collection Office | | Collection Clerk | |
| NIERPRISE | 1 | Milagros | |
| | | Lumpas - | |
| | | Revenue | |
| | ING CA ARAN | | |

| | | | Collection Clerk | |
|---|-----------------------|-----------|------------------|---------------------|
| | | | 1 | |
| | Bring the official | 1 minute | Godfrey Gil M. | Official receipt of |
| y | receipt issued by the | | Peña-Market | payment |
| | public market | | Supervisor I | |
| | collection office | | Ferdinand | |
| | | | Hernandez- | |
| | 4 | | Park Attendant | |
| | | | II | |
| 1 | Market personnel will | 2 minutes | Godfrey Gil M. | |
| | prepare the market | | Peña-Market | |
| | clearance | | Supervisor I | |
| | | | Ferdinand | |
| | | | Hernandez- | |
| | | | Park Attendant | |
| | | | II | |
| | Final approval and | 2 minutes | EnP. Nepo | |
| | release of market | | Jerome G. | |
| | clearance | | Benter/CEEDO | |
| ı | | END OF TO | ANICACTION | |





6. ISSUANCE OF STALL IMPROVEMENT PERMIT

| | APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
|---|-----------------------|-------------|--------------------------|-------------------------|
| | STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| | Acquire an order of | 2 minutes | Archimedes | |
| | payment from the | | Bautista- | |
| | public market | | Market | |
| | management office | | Inspector I, | |
| | | | Daria lalong-isip | |
| | | | - Administrative | |
| | | | Aide IV | |
| | Settle the stall | 1-3 minutes | Marie | Order of Payment; Stall |
| | improvement permit | | Antoniette A. | improvement permit |
| | fee indicated in the | | Hernandez- | fee: Php50.00 |
| | order of payment at | | Revenue Collection Clerk | |
| | public market | | II | |
| | collection office. | | Milagros | |
| | | | Lumpas - | |
| | | | Revenue | |
| | | | Collection Clerk | |
| | | | 1 | |
| - | Bring the official | 1 minute | Archimedes | Official receipt of |
| | receipt issued by the | | Bautista- | payment |
| | public market | | Market | |
| | management office. | | Inspector I, | |
| | | | Daria lalong-isip | |
| E | TERPRISE | 12-3-7-7-1 | - Administrative | 1 |
| | DA CON | | Aide IV | |
| | | | | |
| 7 | | | | |

| | | | | , |
|---|-------------------------|-----------|-----------------|---|
| | Market personnel will | 2 minutes | Victor Cruz- | |
| | inspect the stall to be | | Administrative | |
| | altered/ changed | | Aide IV; Rolito | |
| y | | | Bajo- Carpenter | |
| | | | 1 | |
| | | | Roberto Agena- | |
| | | | Plumber | |
| | | | Foreman | |
| | | | | |
| 1 | Final approval and | 2 minutes | EnP. Nepo | |
| | release of stall | | Jerome G. | |
| | improvement permit | | Benter/CEEDO | |
| | | END OF TR | ANSACTION | |
| | I | | | |

7. ISSUANCE OF PROMOTIONAL ACTIVITY PERMIT

| | PROCESSING | PERSON | REQUIREMENTS & |
|-------------------------|-------------|-------------------|---------------------------|
| APPLICANT/CLIENTS | TIME | RESPONSIBLE | FEES TO BE PAID |
| STEPS | | | |
| Acquire an order of | 2 minutes | Daria lalong-isip | Letter of intent from the |
| payment from the | | - Administrative | company |
| public market | | Aide IV | |
| management office | | Renan | |
| management office | | Penamante - | |
| | | Administrative | |
| | | Assistant I | |
| Settle the stall | 1-3 minutes | Marie | Order of Payment; |
| promotional activity | | Antoniette A. | Promotional activity |
| permit fee indicated in | | Hernandez- | permit fee (leafleting): |
| the order of payment | TON BUTTON | Revenue | Php50.00; (with |
| at public market | | Collection Clerk | company booth, |
| collection office. | | Milagros | product display and |
| | | Lumpas - | |

| | | | Revenue | product sampling): |
|----|------------------------|-----------|-------------------|---------------------|
| | | | Collection Clerk | Php1,000.00 |
| | | | 1 | |
| 37 | Bring the official | 1 minute | Daria lalong-isip | Official receipt of |
| | receipt issued by the | | - Administrative | payment |
| | public market | | Aide IV | |
| | management office. | | Renan | |
| | | | Penamante - | |
| | | | Administrative | |
| | | | Assistant I | |
| | Market personnel will | 2 minutes | Daria lalong-isip | |
| | prepare the | | - Administrative | |
| | Promotional Activity | | Aide IV | |
| | Permit | | Renan | |
| | | | Penamante - | |
| | | | Administrative | |
| | | | Assistant I | |
| j | Final approval and | 2 minutes | EnP. Nepo | |
| | release of Promotional | | Jerome G. | |
| | Activity Permit | | Benter/CEEDO | |
| ı | | | ANGAGTION | |

END OF TRANSACTION



8. ISSUANCE OF PERMIT TO CONDUCT OTHER ACTIVITIES

| | | PROCESSING | PERSON | REQUIREMENTS & |
|---|--|-------------|---|--|
| | APPLICANT/CLIENTS | TIME | RESPONSIBLE | FEES TO BE PAID |
| 1 | STEPS | | | |
| | Acquire an order of payment from the public market management office | 2 minutes | Daria lalong-isip - Administrative Aide IV Renan Penamante - | Letter of intent from the company |
| 1 | s | | Administrative Assistant I | |
| | Settle the stall promotional activity permit fee indicated in the order of payment at public market collection office. | 1-3 minutes | Marie Antoniette A. Hernandez- Revenue Collection Clerk II Milagros Lumpas - Revenue Collection Clerk I | Order of Payment; Promotional activity permit fee: Php50.00; |
| | Bring the official receipt issued by the public market management office. | 1 minute | Daria lalong-isip - Administrative Aide IV Renan Penamante - Administrative Assistant I | Official receipt of payment |



| | Market personnel will | 2 minutes | Daria lalong-isip | | |
|---|------------------------|-----------|-------------------|--|--|
| | prepare the Permit to | | - Administrative | | |
| | Conduct Other | | Aide IV | | |
| y | Activities | | Renan | | |
| | | | Penamante - | | |
| | | | Administrative | | |
| | | | Assistant I | | |
| | Final approval and | 2 minutes | EnP. Nepo | | |
| | release of Promotional | | Jerome G. | | |
| | Activity Permit | | Benter/CEEDO | | |
| | END OF TRANSACTION | | | | |

LIND OF TRAINSACTION

9. CONSUMER WELFARE DESK

| APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
|---------------------------|------------|----------------|-----------------|
| STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| Consumers/Clients will | 1 minute | Daria Lalong- | |
| log on logbook | | isip - | |
| | | Administrative | |
| | | Aide IV | |
| Consumer welfare | 15 minutes | Daria Lalong- | |
| officer on duty will hear | | isip - | |
| from both sides | | Administrative | |
| regarding the | | Aide IV | |
| complaint/queries | | | |
| Officer on duty will | 5 minutes | Daria Lalong- | |
| decide for appropriate | | isip - | |
| action | V., | Administrative | |
| TERPRISE D | | Aide IV | |
| TO DE | END OF TR | ANSACTION | |

10. PAYMENT OF MARKET FEES (APPLICATION FEE, RENTAL FEE, GOODWILL FEE, OCCUPANCY FEE, TRANSFER FEE, WATER BILL, MARKET CLEARANCE FEE, PERMIT FEE, ETC.)

MARKET FEES (RENTAL FEE AND GOODWILL FEE)

| APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
|--------------------------|-------------|---------------------|-----------------|
| STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| | | | |
| | | | |
| Payer should acquire | 2 minutes | Godfrey Gil M. | |
| order of payment from | | Peña-Market | |
| the public market | | Supervisor I | |
| management office | | Ferdinand | |
| unless the payment is | | Hernandez- | |
| for a non-delinquent | | Park Attendant | |
| public market/night | | II | |
| market rental fee | | Daria lalong-isip | |
| | | - Administrative | |
| | | Aide IV | |
| Settle the fee at public | 1-3 minutes | Marie | |
| market collection office | | Antoniette A. | |
| | | Hernandez- | |
| | | Revenue | |
| | ===== | Collection Clerk | |
| | | ll Nav | |
| | | Milagros | |
| | A MARINE S | Lumpas - Revenue | |
| | | Collection Clerk | |
| NTERPRISE | Les A | CONCOLION OF R | |
| | END OF TR | RANSACTION | |
| | | NA AMERICAN | |

The following items are schedule of payment for public market / night market fees:

| Application Fee -During application on Market Stall; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Public Market Rental Fee -Payment for public market rental fee is divided into weekly. Every 7th, 15th, 22nd, and last day of the month for the 1st, 2nd, 3rd, and 4th week respectively, stallholder can pay their corresponding rental fee 7 days a week; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Night Market Rental Fee -Everyday -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Night Market Annual Fee -During application on Market stall and during the renewal of stall permit of night market; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Goodwill Fee -25% of total Goodwill fee during application of market stall; -Another 25% upon occupancy of the market stallRemaining 50% can be paid within 6 months after the occupancy of the market stallYou can avail the service of public market collection office every day from 8:00AM – 5:00PM | Name of Fee | Schedule of Payment |
|---|--------------------------|--|
| collection office every day from 8:00AM – 5:00PM Public Market Rental Fee -Payment for public market rental fee is divided into weekly. Every 7th, 15th, 22nd, and last day of the month for the 1st, 2nd, 3rd, and 4th week respectively, stallholder can pay their corresponding rental fee 7 days a week; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Night Market Rental Fee -Everyday -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Night Market Annual Fee -During application on Market stall and during the renewal of stall permit of night market; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Goodwill Fee -25% of total Goodwill fee during application of market stall; -Another 25% upon occupancy of the market stallRemaining 50% can be paid within 6 months after the occupancy of the market stallYou can avail the service of public market collection office every day from 8:00AM – | Application Fee | -During application on Market Stall; |
| 5:00PM Public Market Rental Fee -Payment for public market rental fee is divided into weekly. Every 7 th , 15 th , 22 nd , and last day of the month for the 1 st , 2 nd , 3 rd , and 4 th week respectively, stallholder can pay their corresponding rental fee 7 days a week; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Night Market Rental Fee -Everyday -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Night Market Annual Fee -During application on Market stall and during the renewal of stall permit of night market; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Goodwill Fee -25% of total Goodwill fee during application of market stall; -Another 25% upon occupancy of the market stallRemaining 50% can be paid within 6 months after the occupancy of the market stallYou can avail the service of public market collection office every day from 8:00AM – | | -You can avail the service of public market |
| Public Market Rental Fee -Payment for public market rental fee is divided into weekly. Every 7 th , 15 th , 22 nd , and last day of the month for the 1 st , 2 nd , 3 rd , and 4 th week respectively, stallholder can pay their corresponding rental fee 7 days a week; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Night Market Rental Fee -Everyday -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Night Market Annual Fee -During application on Market stall and during the renewal of stall permit of night market; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Goodwill Fee -25% of total Goodwill fee during application of market stall; -Another 25% upon occupancy of the market stallRemaining 50% can be paid within 6 months after the occupancy of the market stallYou can avail the service of public market collection office every day from 8:00AM – | | collection office every day from 8:00AM - |
| divided into weekly. Every 7th, 15th, 22nd, and last day of the month for the 1st, 2nd, 3rd, and 4th week respectively, stallholder can pay their corresponding rental fee 7 days a week; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Night Market Rental Fee -Everyday -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Night Market Annual Fee -During application on Market stall and during the renewal of stall permit of night market; -You can avail the service of public market collection office every day from 8:00AM – 5:00PM Goodwill Fee -25% of total Goodwill fee during application of market stall; -Another 25% upon occupancy of the market stallRemaining 50% can be paid within 6 months after the occupancy of the market stallYou can avail the service of public market collection office every day from 8:00AM – | | 5:00PM |
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| stallRemaining 50% can be paid within 6 months after the occupancy of the market stallYou can avail the service of public market collection office every day from 8:00AM — | | |
| -Remaining 50% can be paid within 6 months after the occupancy of the market stallYou can avail the service of public market collection office every day from 8:00AM — | | |
| after the occupancy of the market stall. -You can avail the service of public market collection office every day from 8:00AM — | | |
| -You can avail the service of public market collection office every day from 8:00AM - | | |
| collection office every day from 8:00AM - | | |
| collection office every day from 8:00AM – 5:00PM | | |
| 5:00PM | | |
| | NTERPRISE | 5:00PM |
| | | |

| Occupancy Fee | -During the process of transferring of rights on Market stall |
|--------------------------------|---|
| | -You can avail the service of public market |
| | collection office every day from 8:00AM - |
| | 5:00PM |
| Transfer Fee | -During the process of transferring of rights on |
| | Market stall |
| V | -You can avail the service of public market |
| | collection office every day from 8:00AM - |
| | 5:00PM |
| | |
| | |
| Water Fee | -From 4 th to 10 th day of the month |
| | -Extension date of payment is from the 11 th to |
| | 13 th day of the month |
| | -You can avail the service of public market |
| | collection office every day from 8:00AM - |
| | 5:00PM |
| Market Clearance Fee | -Upon the request of the stallholder |
| | -You can avail the service of public market |
| | collection office every day from 8:00AM - |
| | 5:00PM |
| Permit Fee (Stall improvement, | -upon the request of the stallholder / company |
| promotional activities, etc.) | -You can avail the service of public market |
| | collection office every day from 8:00AM - |
| | 5:00PM |



Delinquent Market Fees (Stall Rent, Goodwill Fee)

- Preparation of First Notice for the Delinquent Market Fees shall be conducted during the 1st and 2nd day of the billing month.
- -Distribution of First Notice shall be conducted from 3rd to 6th day of the month.
- The first notice shall be settled by the stallholder on or before the 15th day of the following month.
- Final notice shall be serve at the 16th day, a day after the due date of the first notice.
- Final notice shall be settled by the stallholder on or before the 30th day of the month, 2 weeks after the final notice has been served.
- Closure order shall be issued, one day after the due date of the final notice, to those who were not able to comply with the final notice.
- Due date of the closure order shall be on the 15th day of the month, 2 weeks after closure order has been served.
- List of Stallholder(s) who did not comply with the closure order shall be submitted to Legal office for legal actions and approval of the City Mayor.
- -You can avail the service of public market collection office every day from 8:00AM 5:00PM



The following items are the list of fees for public market / night market:

| MARKET STALL | APPLICATION FEE |
|--------------|-----------------|
| Amount | 1,000.00 |

| M | ARKET STALL FEES (Pe | r Month) |
|--------------------|----------------------|----------------|
| Section | Class | Monthly Rental |
| Coconut | A | 1,463.00 |
| | В | 847.00 |
| | С | 639.00 |
| Commercial spaces | A | 2,156.00 |
| | В | 1,617.00 |
| Dressed Chicken | A | 1,848.00 |
| | В | 1,463.00 |
| Dried Fish Section | | 2,400.00 |
| Feeds | | 2,900.00 |
| Fish | A | 1,848.00 |
| | В | 693.00 |
| | С | 400.00 |
| Footwear | A | 1,617.00 |
| | В | 1,463.00 |
| Glassware | A | 1,617.00 |
| | В | 1,463.00 |
| | С | 1,232.00 |
| Grocery | A | 1,617.00 |
| | В | 1,463.00 |
| Hawker's Plaza | | 770.00 |
| Meat | A | 2,464.00 |
| | В | 2,079.00 |
| Native | A | 1,463.00 |
| A SE | В | 1,232.00 |
| BOR | C | 1,078.00 |
| Novelty | | 1,232.00 |
| Parlor | | 1,848.00 |

| Restaurant | A | 1,848.00 |
|--------------------------|---|----------|
| | В | 1,463.00 |
| | С | 1,001.00 |
| Rice | A | 1,848.00 |
| | В | 1,694.00 |
| | С | 1,463.00 |
| RTW and Textile | A | 1,617.00 |
| | В | 1,463.00 |
| | С | 1,232.00 |
| School / Office Supplies | | 1,232.00 |
| Shoes / Bags Repair | | 1,232.00 |
| Tailoring | | 1,617.00 |
| Vegetable | A | 1,848.00 |
| | В | 1,078.00 |
| | С | 847.00 |
| | D | 693.00 |
| | E | 400.00 |

| GOODW | /ILL FEE |
|--------|----------------------------|
| Amount | 30,000.00 per square meter |

| TRANSFER FEE | | |
|--------------|----------|--|
| Amount | 1,500.00 | |



| | MARKET CLEARANCE FEE | |
|--------|----------------------|--|
| Amount | 50.00 | |

| | STALL REPAIR AND MAINTENANCE/IMPROVEMENT PERMIT FEE | |
|----|---|--|
| Am | Amount 50.00 | |

| PROMOTIONAL ACTIVITIES PERMIT FEE | | |
|-----------------------------------|--|--|
| Amount 50.00 | | |

| NIGHT MARKET APPLICATION FEE AND ANNUAL FEE | | | |
|---|----------|--|--|
| TYPE OF FEE AMOUNT | | | |
| APPLICATION FEE | 1,000.00 | | |
| ANNUAL FEE | 300.00 | | |

| NIGHT MARKET STALL FEE (Per Day) | | | | |
|----------------------------------|--------|--|--|--|
| STALL | AMOUNT | | | |
| Stall with Electricity | 50.00 | | | |
| Stall Without Electricity | 30.00 | | | |
| Absent | 30.00 | | | |

CITY ECOLOMIC

PARTMENT

of Calapan

PARKING / PUBLIC TRANSPORT TERMINAL SECTION

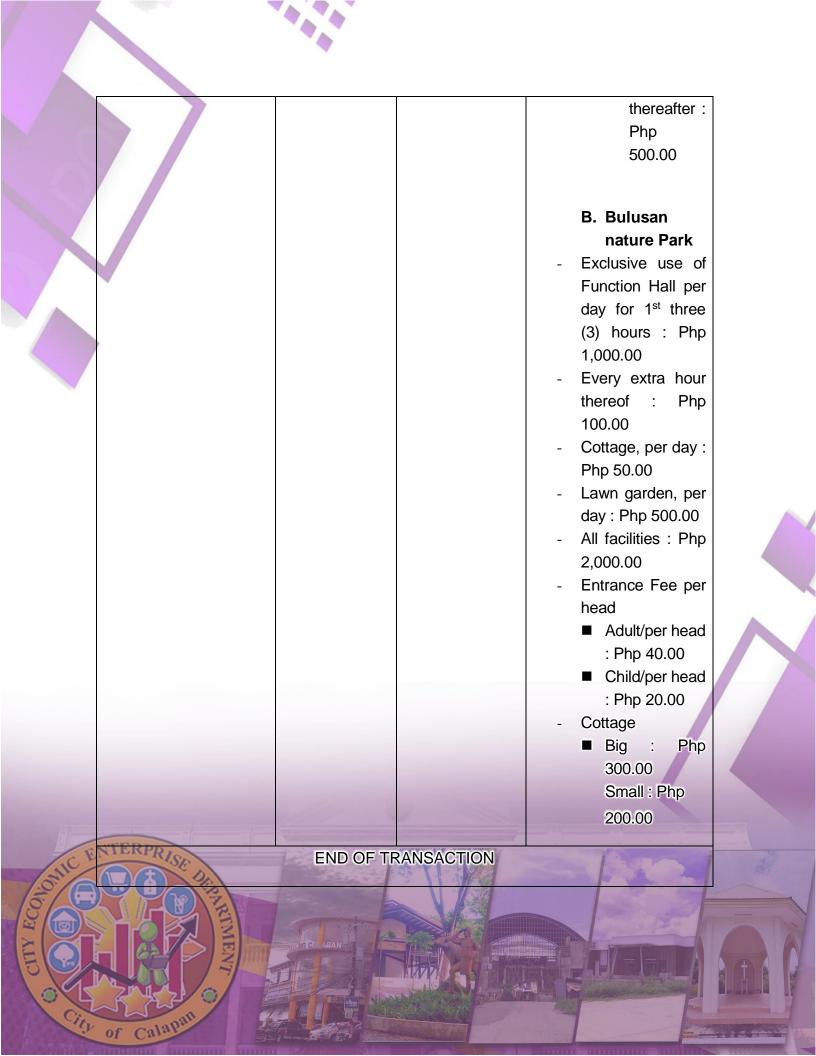
PAYMENT OF PARKING FEE

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|---|--------------------|---|--------------------------------|
| Payer should acquire order of payment from the public market management office unless the payment is for a non-delinquent parking fee. Payment shall be done at the end of the month or daily basis at the amount imposed by the Economic Enterprise Board. | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant II | None |
| Settle the fee at public market collection office | 1-3 minutes | Marie Antoniette A. Hernandez- Revenue Collection Clerk II Milagros Lumpas - Revenue Collection Clerk I | |

CALAPAN CITY RECREATIONAL AND ZOOLOGICAL PARK SECTION

PAYMENT OF ENTRANCE FEE

| | APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
|---|--|--|----------------|---|
| | STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| | Payer for the use City | 2 minutes | John Edel D. | |
| | Plaza should acquire | | Leonar- | |
| | order of payment from | | Administrative | |
| | the public market | | Aide IV | |
| | management office; | | Ferdinand | |
| | Payer for the use of | | Hernandez- | |
| | Bulusan Park does not | | Park Attendant | |
| | need to acquire order | | II | |
| | of payment; | | | |
| | Settle the fee at public | 1-3 minutes | John Edel D. | A. City Plaza |
| | market collection office | | Leonar- | For the use of City |
| | | | Administrative | Plaza/Grandstand |
| | | | Aide IV | ■ First 4 houus |
| | | | Ferdinand | during |
| | | | Hernandez- | daytime : Php |
| | | | Park Attendant | 1,500.00 |
| | | | II | ■ Additional |
| | | | | charge per |
| | | | | hour for every |
| | | | | hour thereafter |
| | | | | after 6:00 pm : |
| | | | | Php 300.00. |
| | | A STATE OF THE PARTY OF THE PAR | | - First two (2) hours |
| | TEDDO | | | starting 6:00 pm. |
| E | RISE | The state of the s | | ■ Additional |
| | HA AND THE PARTY OF THE PARTY O | | | charge per |
| | NTERPRISE DEB | | | hour for |
| | 708 | | | every hour |
| | | NG CAMPAN | | |



(Entrance Fees - subject to change without prior notice)

The following are exempted from payment of the fees for use of city-owned recreational facilities:

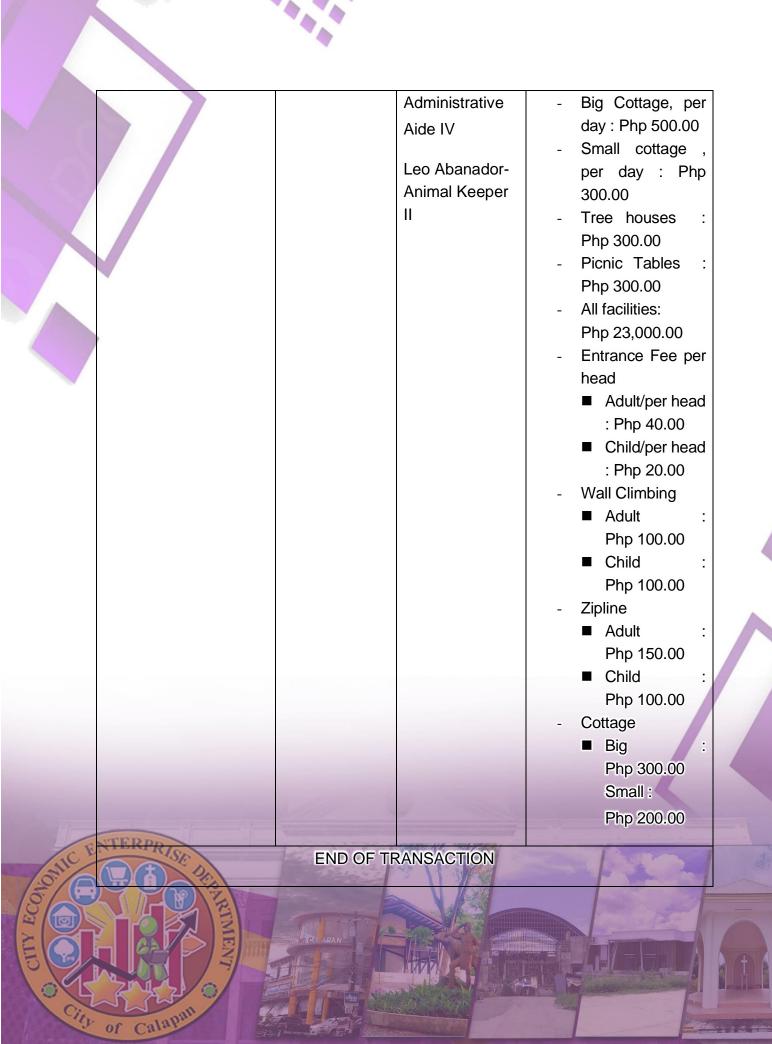
- a) Those which involves religious activities
- b) Activities related to the City Government projects or programs including officials, employees and official guests or students
- c) Bona-fide residents of Barangay Bulusan
- d) Senior citizens

To avail the discounts / exemptions, bring and show student ID / Senior Citizen ID.

CALAPAN CITY RECREATIONAL AND ZOOLOGICAL PARK SECTION

PAYMENT OF ENTRANCE FEE

| APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
|--|-------------|---|--|
| STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| Payer for the use of Bulusan Park does not need to acquire order of payment; | 2 minutes | John Edel D. Leonar – Administrative Aide IV Ferdinand Hernandez– Administrative Aide IV Leo Abanador- Animal Keeper II | |
| Settle the fee at Bulusan Park Ticketing Booth | 1-3 minutes | John Edel D. Leonar – Administrative Aide IV Ferdinand Hernandez– | C. Bulusan Nature Park - For the use of Pavilion Php 18,000.00 |



(Entrance Fees - subject to change without prior notice)

The following are exempted from payment of the fees for use of city-owned recreational facilities:

Those which involves religious activities

- e) Activities related to the City Government projects or programs including officials, employees and official guests or students
- f) Bona-fide residents of Barangay Bulusan
- g) Senior citizens

To avail the discounts / exemptions, bring and show student ID / Senior Citizen ID.

CALAPAN CITY CONVENTION CENTER

USE OF FACILITY AT CALAPAN CITY CONVENTION CENTER

| APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
|--|-------------|---|--|
| STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| Book reservations at Calapan City Convention Center Management (Reservations are made on a first-come first served basis and maybe booked one year in advance) | 1-2 minutes | Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | |
| Settle the fee at the City Treasury Department Collection Booth Note: 1. The management requires a reservation fee or deposit of (50%) | 1-3 minutes | Marie Antoniette A. Hernandez- Revenue Collection Clerk | Please see attached table below for reference. |

| of the rental rate or fee of which are non-refundable. The remaining balance should be paid by the applicants, organizers, exhibitors or producers (3) days before the actual show, event or activity or the client can pay the total rental fee in full if they opt to. 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Milagros Lumpas - Revenue Collection Clerk I Mark Lester V. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | | | | |
|--|---|-----------------------------|-------------|------------------|--|
| refundable. The remaining balance should be paid by the applicants, organizers, exhibitors or producers (3) days before the actual show, event or activity or the client can pay the total rental fee in full if they opt to. 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Revenue Collection Clerk I Mark Lester V. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | of the rental rate or fee | | - | |
| remaining balance should be paid by the applicants, organizers, exhibitors or producers (3) days before the actual show, event or activity or the client can pay the total rental fee in full if they opt to. 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Collection Clerk I | | of which are non- | | | |
| remaining balance should be paid by the applicants, organizers, exhibitors or producers (3) days before the actual show, event or activity or the client can pay the total rental fee in full if they opt to. 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. I Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | refundable. The | | | |
| applicants, organizers, exhibitors or producers (3) days before the actual show, event or activity or the client can pay the total rental fee in full if they opt to. 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Administrative Aide IV | y | remaining balance | | Collection Clerk | |
| exhibitors or producers (3) days before the actual show, event or activity or the client can pay the total rental fee in full if they opt to. 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | 4 | should be paid by the | | | |
| (3) days before the actual show, event or activity or the client can pay the total rental fee in full if they opt to. 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | applicants, organizers, | | | |
| actual show, event or activity or the client can pay the total rental fee in full if they opt to. 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | exhibitors or producers | | | |
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| can pay the total rental fee in full if they opt to. 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | actual show, event or | | | |
| fee in full if they opt to. 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | activity or the client | | | |
| 2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Administrative Aide IV | | can pay the total rental | | | |
| shall apply on all activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | fee in full if they opt to. | | | |
| activities/ events organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | 2. Regular charges | | | |
| organized by other Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | shall apply on all | | | |
| Local or National Government Agencies Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | activities/ events | | | |
| Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | organized by other | | | |
| Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | Local or National | | | |
| for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | Government Agencies | | | |
| for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center. Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | Complete the contract | | | |
| utilizing the facility, venue, or room at the Calapan City Convention Center. 3-5 minutes Attendant II Bien Rubia – Administrative Aide IV | | for reserving and | | | |
| venue, or room at the Calapan City Convention Center. Bien Rubia – Administrative Aide IV | | utilizing the facility, | | | |
| Calapan City Convention Center. Administrative Aide IV | | venue, or room at the | 3-5 minutes | | |
| Convention Center. Aide IV | | Calapan City | | | |
| END OF TRANSACTION | | Convention Center. | | Aide IV | |
| | | | END OF T | PANSACTION | |





The following items are schedule of payment for the use of facilities at Calapan City Convention Center:

| Vienna | Гіоон Аноо | No. of | Rental Rate | Overtime | |
|---------------------------------|------------|--------------------|-------------|-----------|--|
| Venue | Floor Area | Persons | (8 hrs.) | rate/hr | |
| Whole Ballroom | 1,716 sqm. | 1,000 -,1050 px | P200,000.00 | P8,000.00 | |
| Function Hall 1 (left bay) | 572 sqm. | 300 – 350 px | P70,000.00 | P3,000.00 | |
| Function Hall 2 (middle bay) | 572 sqm. | 300 – 350 px | P70,000.00 | P3,000.00 | |
| Function Hall 3 (right bay) | 572 sqm. | 300 – 350 px | P70,000.00 | P3,000.00 | |
| Meeting Room 1 | 188 sqm. | 150 – 170 px | P30,000.00 | P600.00 | |
| Meeting Room 2 | 188 sqm. | 150 – 170 px | P30,000.00 | P600.00 | |
| Half Meeting Room | 94 sqm. | 70-80 px | P15,000.00 | P300.00 | |

CANCELLATION FOR THE USE OF FACILITY AT CALAPAN CITY CONVENTION CENTER

| APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
|-------------------------|------------------|--|-----------------|
| STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| Written notice of | | | |
| cancellation 5 days | | Mark Lester Y. | |
| before the actual event | | Lozano – Park | |
| to the Calapan City | | Attendant II | |
| Convention Center | | | |
| Management | 2 12 13 17 20 30 | Bien Rubia – | |
| Note: Should the client | | Administrative | |
| ask to change the date | | Aide IV | |
| of use, time of use or | | | |
| | JO NG GA ARAN | THE STATE OF THE S | |

| which facility to use, a certain fee to be | | | |
|---|-------------|---|----------------------------------|
| determined by the management will be required. Further, changes on date, time and facility may be disapproved depending on the facilities condition of operations or with respect to specific circumstances | | | |
| Penalty will be charged to the client should they insist to proceed with scheduled event | 1-3 minutes | Marie Antoniette A. Hernandez- Revenue Collection Clerk II Milagros Lumpas - Revenue Collection Clerk I | 15% penalty on the agreed amount |
| | END OF TRA | ANSACTION | |



CONCESSION AREAS

| APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & |
|--|-------------|---|------------------|
| STEPS | TIME | RESPONSIBLE | FEES TO BE PAID |
| Fill up application form for concessionaires | 1-2 minutes | Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | |
| Settle the fee at the City Treasury Department Collection Booth Note: A fee per day shall be charged to the concessionaire, to be paid in a daily basis, regardless of duration of use per day | 1-3 minutes | Marie Antoniette A. Hernandez- Revenue Collection Clerk II Milagros Lumpas - Revenue Collection Clerk I | P 500.00/per day |
| concessionaire, to be paid in a daily basis, regardless of duration | | Milagros Lumpas - Revenue | 1 300.00/pei day |

END OF TRANSACTION



TRANSIENT/AMBULANT VENDORS

| APPLICANT/C | LIENTS | PROCESSING | PERSON | REQUIREMENTS & | |
|---|---------------------------------|-------------|---|------------------|--|
| STEPS | 6 | TIME | RESPONSIBLE | FEES TO BE PAID | |
| Fill up applicati for transient/an vendors | | 1-2 minutes | Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | |
| Settle the fee at City Treasury Department Cotton Booth Note: A fee per shall be charged transient/amburvendors | ollection r day ed to the | 1-3 minutes | Marie Antoniette A. Hernandez- Revenue Collection Clerk II Milagros Lumpas - Revenue Collection Clerk I | P 100.00/per day | |
| | END OF TRANSACTION | | | | |



ADVERTISEMENT/ PROMOTION AREA

| ſ | APPLICANT/CLIENTS | PROCESSING | PERSON | REQUIREMENTS & | |
|---|--|-------------|---|--|--|
| | STEPS | TIME | RESPONSIBLE | FEES TO BE PAID | |
| | Fill up application form for advertisement and promotion | 1-2 minutes | Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV | | |
| | Settle the fee at the City Treasury Department Collection Booth | 1-3 minutes | Marie Antoniette A. Hernandez- Revenue Collection Clerk II Milagros Lumpas - Revenue Collection Clerk I | Note: Fees are to be determined depending on the varying conditions of the economy | |
| | END OF TRANSACTION | | | | |

