

**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

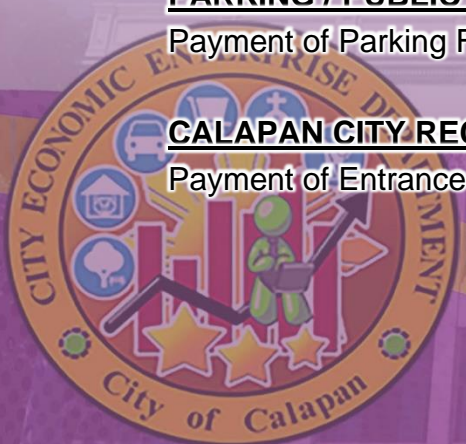
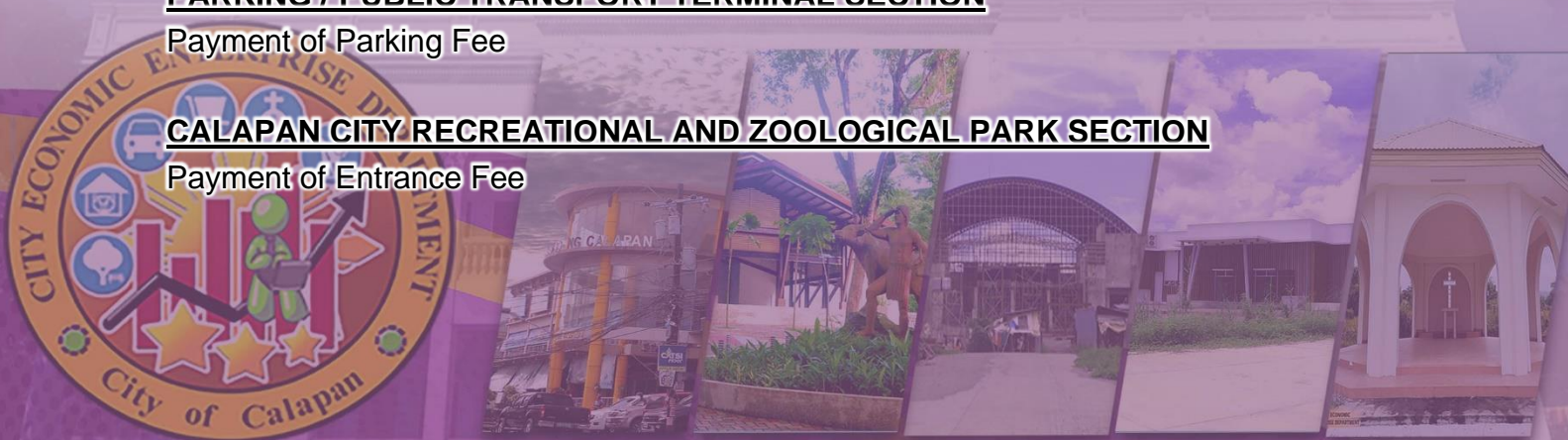
- Application on Public Market Stall
- Application on Night Market Stall
- Application on Transfer of Stall
- Issuance of Lease Contract for Market Stall
- Issuance of Market Clearance
- Issuance of Stall Improvement Permit
- Issuance of Promotional Activity Permit
- Issuance of Permit to Conduct Other 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

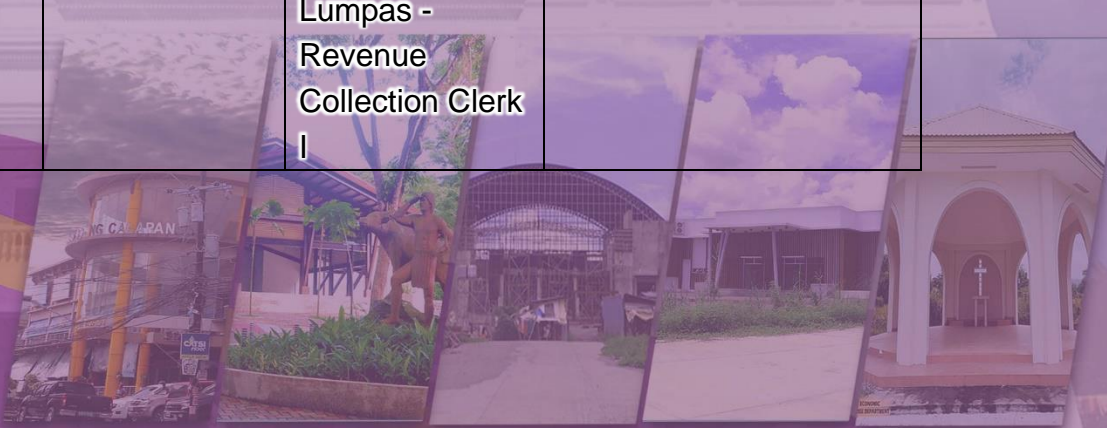
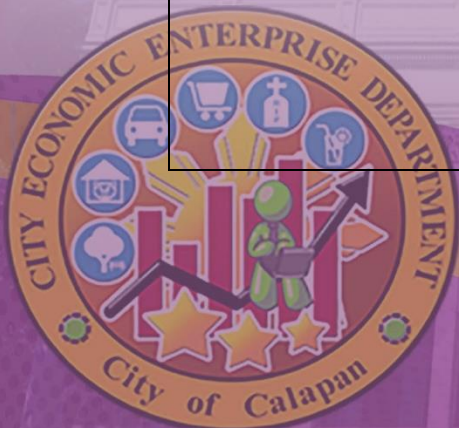
Transient/Ambulant Vendors

Advertisement/ Promotion Area

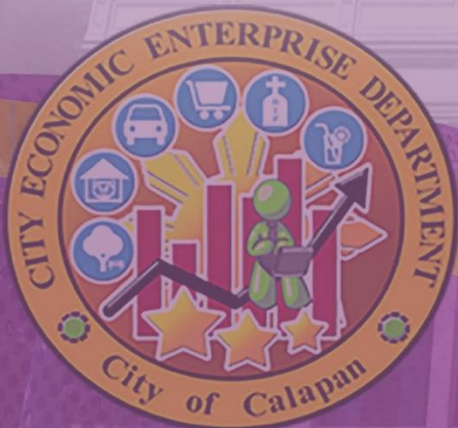
PUBLIC MARKET

1. APPLICATION ON PUBLIC MARKET STALL

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|--|------------------------|---|---|
| Acquire a copy of Application Form, Profile Form, Order of payment for application fee and list of requirements imposed by the Economic Enterprise Board | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez-Park Attendant II | |
| Settle payment for Stall Application Fee and Goodwill 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 Goodwill Fee : Php 10,000.00 (legitimate stallholder) : Php 30,000.00/sqm (new applicant) |

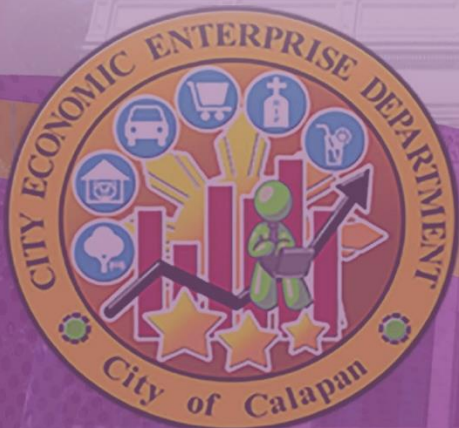


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|--|-----------|--|---|
| Submit all the requirements imposed by the Economic Enterprise Management Board to Public Market Management Office | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez-Park Attendant II | Duly accomplished 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 Goodwill 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 Market Stall | 2 minutes | EnP. Nepo Jerome G. Benter/CEEDO | |
| END OF TRANSACTION | | | |

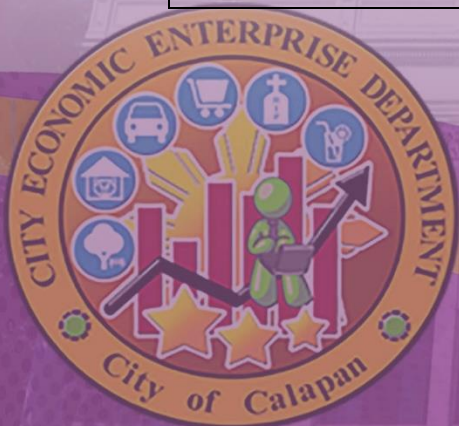


2. APPLICATION ON NIGHT MARKET STALL

| 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 |

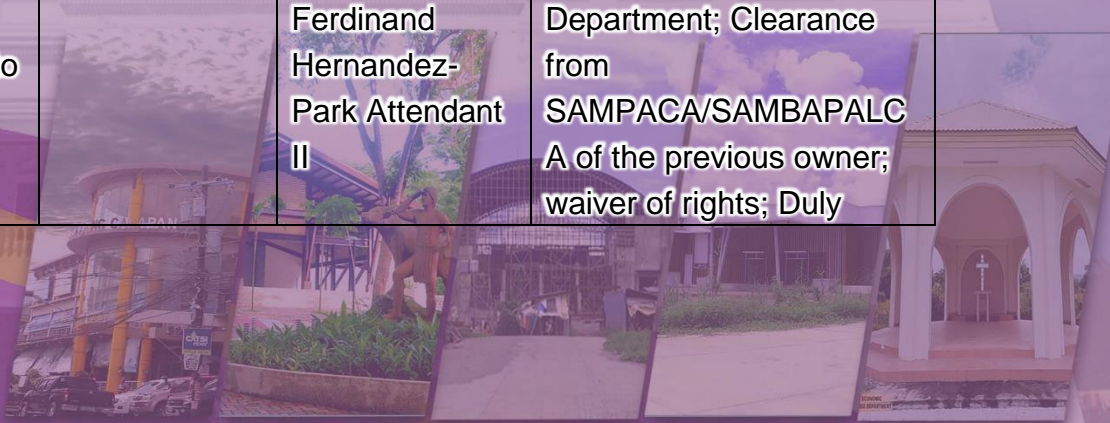
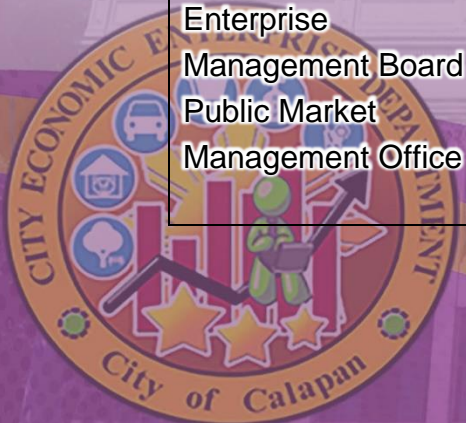


| | | | |
|--|-----------|--|---|
| Submit all the requirements imposed by the Economic Enterprise Management Board to Public Market Management Office | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez-Park Attendant II | Duly accomplished Application and Profile form; 2 pcs. recent 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 | |
| END OF TRANSACTION | | | |

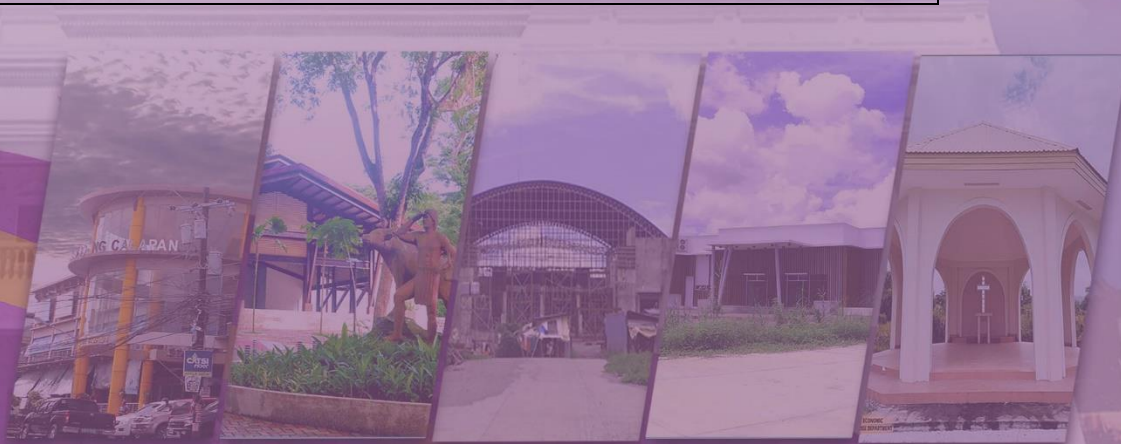
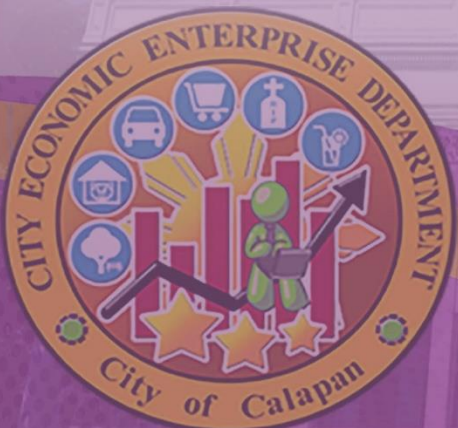


3. APPLICATION ON TRANSFER OF STALL

| APPLICANT/CLIENT S STEPS | PROCESSING TIME | PERSON RESPONSIBLE | 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 Management Board | 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 Management Office | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez-Park Attendant II | Clearance of arrears of previous owner from the City Treasury Department; Clearance from SAMPACA/SAMBAPALC A of the previous owner; waiver of rights; Duly |

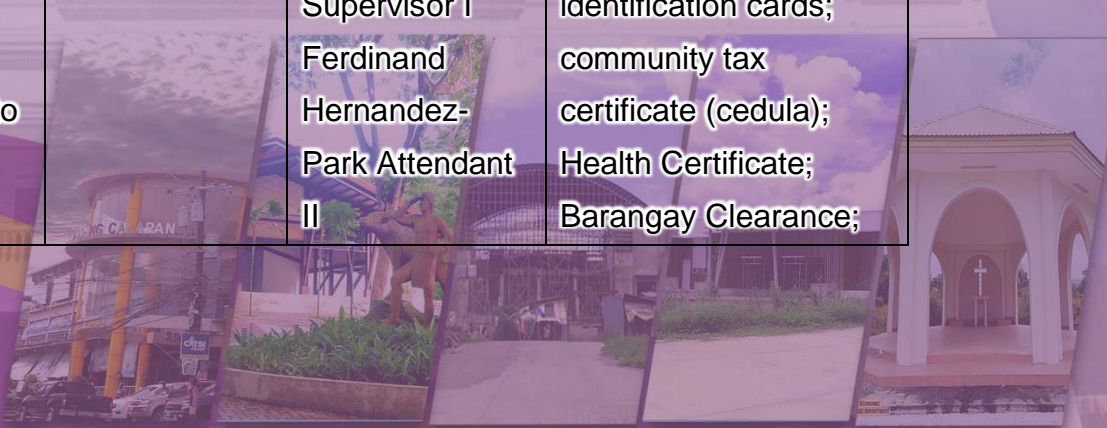
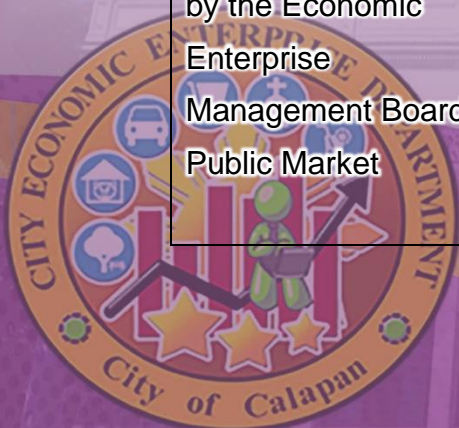


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|---|-----------|--|--|
| | | | accomplished Application form & profile form of the transferee; Duly accomplished transfer form; 2 pcs. recent 2x2 id picture; 2 valid identification cards; community tax certificate (cedula); Health Certificate; Barangay 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 | 2 minutes | EnP. Nepo Jerome G. Benter/CEEDO | |
| END OF TRANSACTION | | | |

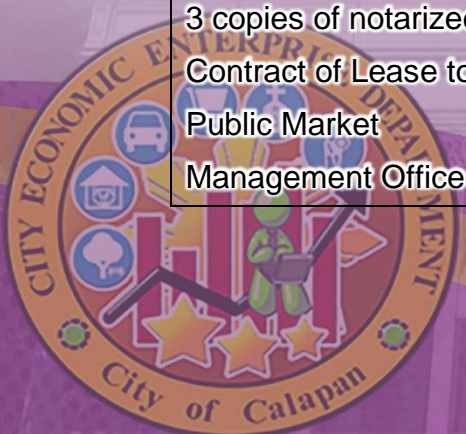


4. ISSUANCE OF CONTRACT OF LEASE FOR PUBLIC MARKET STALL

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



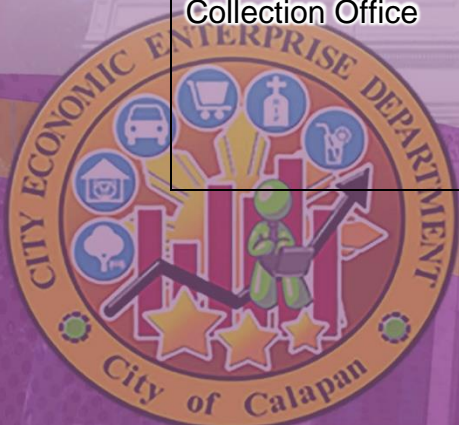
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|---|-----------|--|--|
| Management Office Submit all the | | | Voter's Affidavit; Police Clearance |
| Acquire the Contract of Lease | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant II | |
| Submit the Photocopied and Signed Contract of Lease to Public Market Management Office to be signed by the City Economic Enterprise Manager, City Treasurer and City Mayor | | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant II | |
| Get the signed Contract of Lease from the Public Market Management Office. | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez- Park Attendant II | |
| Submit the remaining 3 copies of notarized Contract of Lease to Public Market Management Office | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez- | |



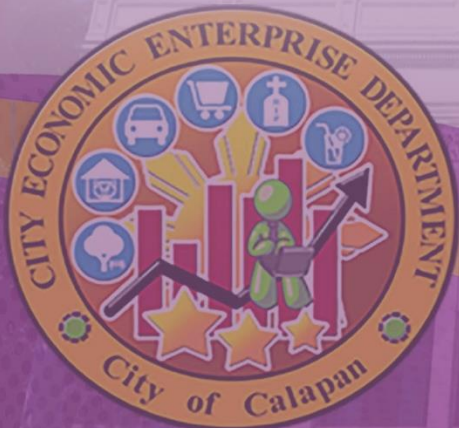
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|---|-----------|----------------------------------|--|
| | | Park Attendant II | |
| Final approval of the notarized Contract of Lease from the City Economic Enterprise Manager | 2 minutes | EnP. Nepo Jerome G. Benter/CEEDO | |
| END OF TRANSACTION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

5. ISSUANCE OF MARKET CLEARANCE

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|--|-----------------|--|--|
| Acquire order of payment from the Public Market Management Office | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez-Park Attendant II | |
| Settle the market clearance 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 | Order of Payment; Market Clearance Fee: Php50.00 |

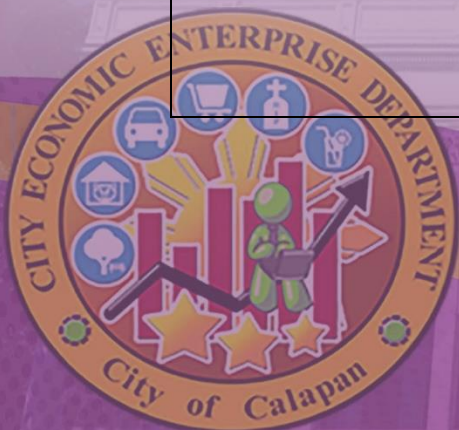


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|--|-----------|--|-----------------------------|
| | | Collection Clerk I | |
| Bring the official receipt issued by the public market collection office | 1 minute | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez-Park Attendant II | Official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



6. ISSUANCE OF STALL IMPROVEMENT PERMIT

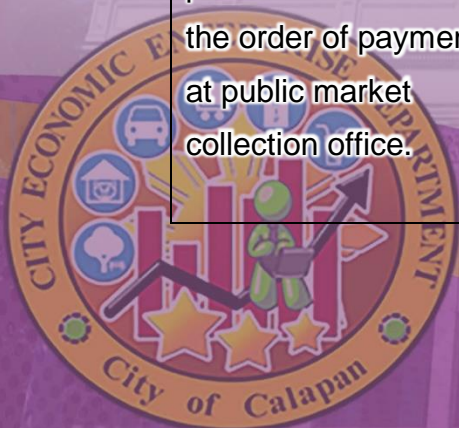
| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|---|-----------------|---|--|
| Acquire an order of payment from the public market management office | 2 minutes | Archimedes Bautista-Market Inspector I, Daria lalong-isip - Administrative Aide IV | |
| Settle the stall improvement 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; Stall improvement permit fee: Php50.00 |
| Bring the official receipt issued by the public market management office. | 1 minute | Archimedes Bautista-Market Inspector I, Daria lalong-isip - Administrative Aide IV | Official receipt of payment |



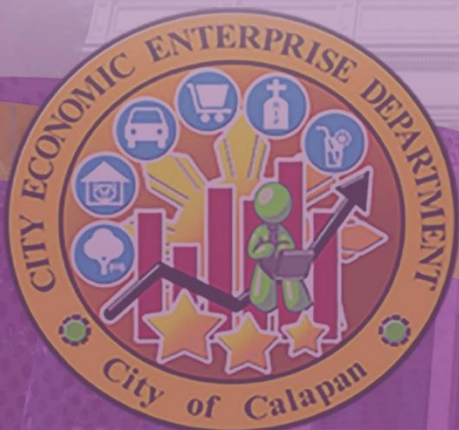
| | | | |
|--|-----------|---|--|
| Market personnel will inspect the stall to be altered/ changed | 2 minutes | Victor Cruz- Administrative Aide IV; Rolito Bajo- Carpenter I Roberto Agena- Plumber Foreman | |
| Final approval and release of stall improvement permit | 2 minutes | EnP. Nepo Jerome G.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

7. ISSUANCE OF PROMOTIONAL ACTIVITY PERMIT

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|--|-----------------|---|---|
| Acquire an order of payment from the public market management office | 2 minutes | Daria lalong-isip - Administrative Aide IV Renan Penamante - Administrative Assistant I | Letter of intent from the company |
| 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 - | Order of Payment; Promotional activity permit fee (leafleting): Php50.00; (with company booth, product display and |

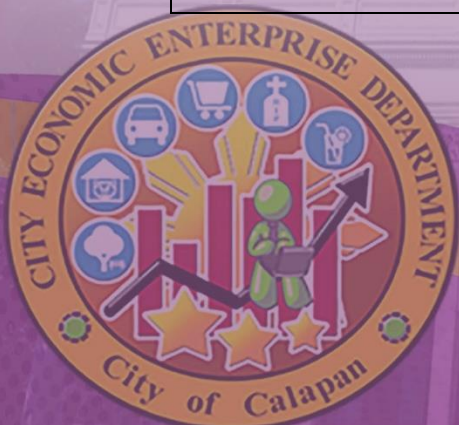


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|---|-----------|---|-----------------------------------|
| | | Revenue Collection Clerk I | product sampling): Php1,000.00 |
| Bring the official receipt issued by the public market management office. | 1 minute | Daria lalong-isip - Administrative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



8. ISSUANCE OF PERMIT TO CONDUCT OTHER ACTIVITIES

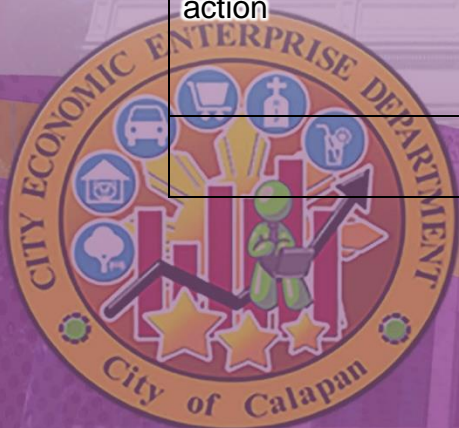
| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|--|-----------------|--|---|
| Acquire an order of payment from the public market management office | 2 minutes | Daria lalong-isip - Administrative Aide IV Renan Penamante - Administrative Assistant I | Letter of intent from the company |
| 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 prepare the Permit to Conduct Other Activities | 2 minutes | Daria lalong-isip - Administrative Aide IV Renan Penamante - Administrative Assistant I | |
| Final approval and release of Promotional Activity Permit | 2 minutes | EnP. Nepo Jerome G. Benter/CEEDO | |
| END OF TRANSACTION | | | |

9. CONSUMER WELFARE DESK

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

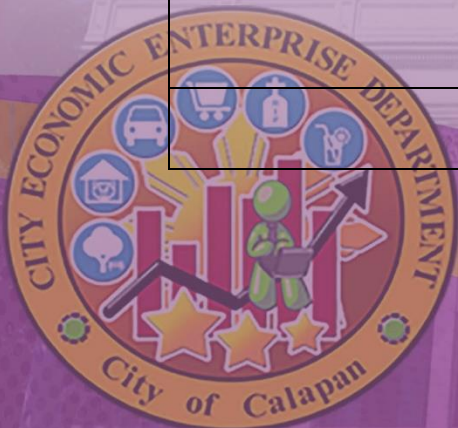


10. PAYMENT OF MARKET FEES (APPLICATION FEE, RENTAL FEE, GOODWILL FEE, OCCUPANCY FEE, TRANSFER FEE, WATER BILL, MARKET CLEARANCE FEE, PERMIT FEE, ETC.)

MARKET FEES (RENTAL FEE AND GOODWILL FEE)

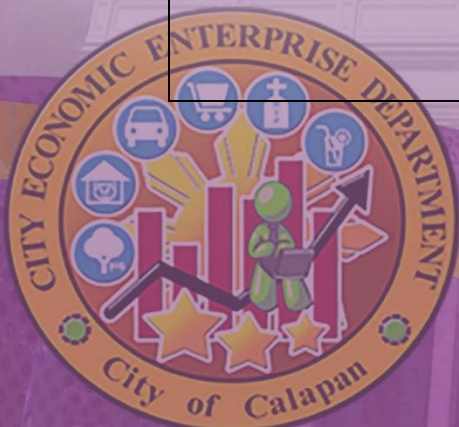
| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|---|------------------------|--|---|
| Payer should acquire order of payment from the public market management office unless the payment is for a non-delinquent public market/night market rental fee | 2 minutes | Godfrey Gil M. Peña-Market Supervisor I Ferdinand Hernandez-Park Attendant II Daria lalong-isip - Administrative Aide IV | |
| 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 | |

END OF TRANSACTION

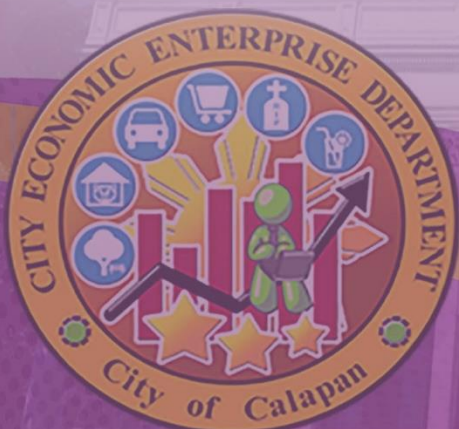


The following items are schedule of payment for public market / night market fees:

| Name of Fee | Schedule of Payment |
|--------------------------|---|
| Application Fee | <ul style="list-style-type: none"> -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 | <ul style="list-style-type: none"> -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 | <ul style="list-style-type: none"> -Everyday -You can avail the service of public market collection office every day from 8:00AM – 5:00PM |
| Night Market Annual Fee | <ul style="list-style-type: none"> -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 | <ul style="list-style-type: none"> -25% of total Goodwill fee during application of market stall; -Another 25% upon occupancy of the market stall. -Remaining 50% can be paid within 6 months after the occupancy of the market stall. -You can avail the service of public market collection office every day from 8:00AM – 5:00PM |

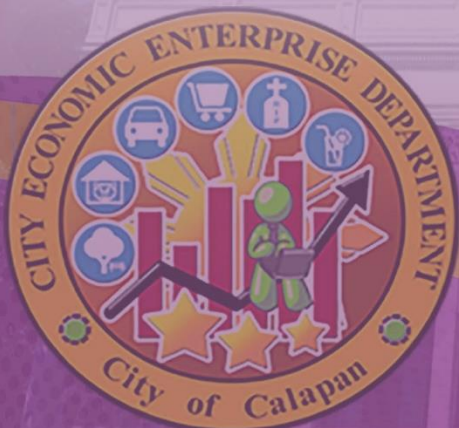


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| Occupancy Fee | <ul style="list-style-type: none"> -During the process of transferring of rights on Market stall -You can avail the service of public market collection office every day from 8:00AM – 5:00PM |
| Transfer Fee | <ul style="list-style-type: none"> -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 |
| Water Fee | <ul style="list-style-type: none"> -From 4th to 10th day of the month -Extension date of payment is from the 11th to 13th day of the month -You can avail the service of public market collection office every day from 8:00AM – 5:00PM |
| Market Clearance Fee | <ul style="list-style-type: none"> -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, promotional activities, etc.) | <ul style="list-style-type: none"> -upon the request of the stallholder / company -You can avail the service of public market collection office every day from 8:00AM – 5:00PM |



Delinquent Market Fees (Stall Rent, Goodwill Fee)

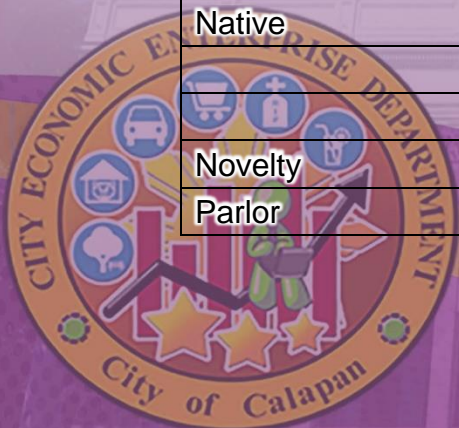
- Preparation of First Notice for the Delinquent Market Fees shall be conducted during the 1st and 2nd day of the billing month.
- Distribution of First Notice shall be conducted from 3rd to 6th day of the month.
- The first notice shall be settled by the stallholder on or before the 15th day of the following month.
- Final notice shall be served 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 |

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



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

GOODWILL FEE

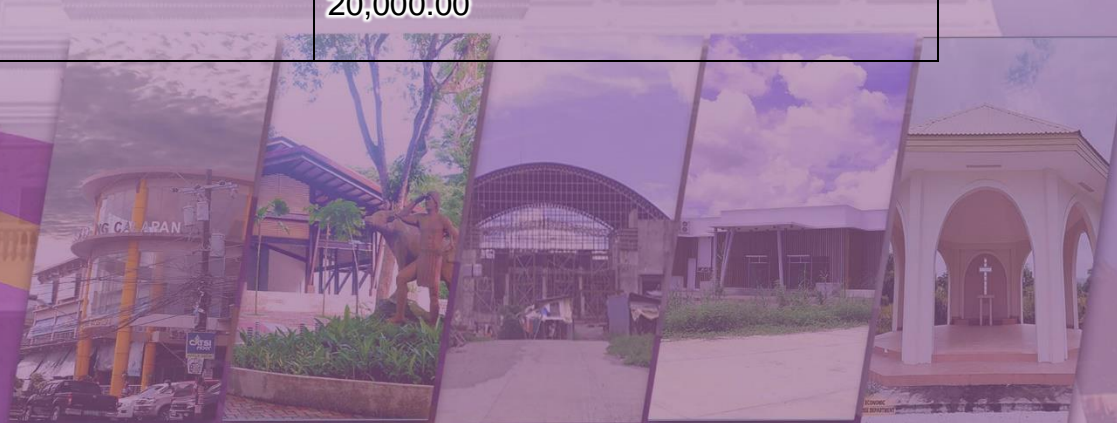
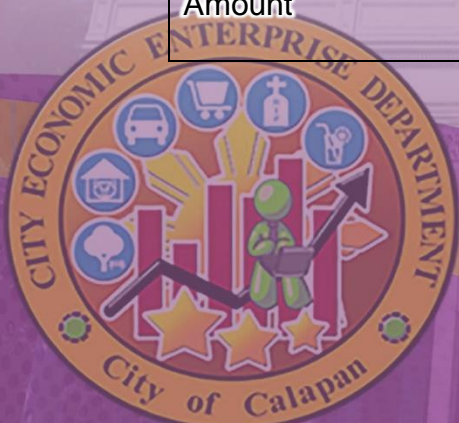
| | |
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| Amount | 30,000.00 per square meter |
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TRANSFER FEE

| | |
|--------|----------|
| Amount | 1,500.00 |
|--------|----------|

OCCUPANCY FEE

| | |
|--------|-----------|
| Amount | 20,000.00 |
|--------|-----------|



MARKET CLEARANCE FEE

| | |
|--------|-------|
| Amount | 50.00 |
|--------|-------|

STALL REPAIR AND MAINTENANCE/IMPROVEMENT PERMIT FEE

| | |
|--------|-------|
| Amount | 50.00 |
|--------|-------|

PROMOTIONAL ACTIVITIES PERMIT FEE

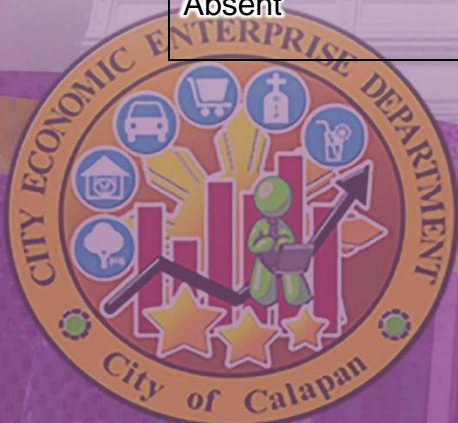
| | |
|--------|-------|
| Amount | 50.00 |
|--------|-------|

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 |

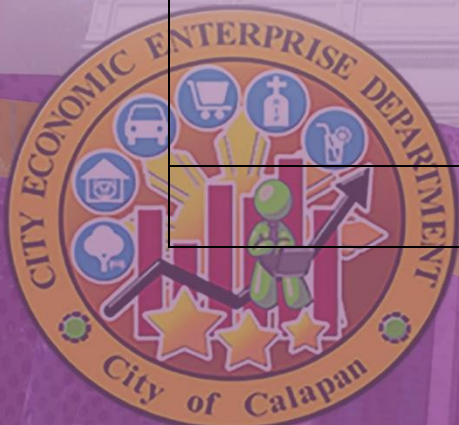


PARKING / PUBLIC TRANSPORT TERMINAL SECTION

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 | |

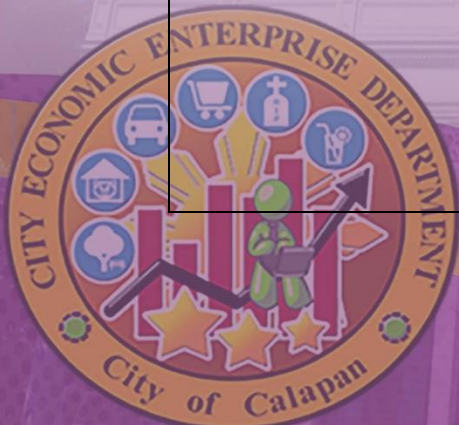
END OF TRANSACTION



CALAPAN CITY RECREATIONAL AND ZOOLOGICAL PARK SECTION

PAYMENT OF ENTRANCE FEE

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|--|--------------------|---|---|
| <p>Payer for the use City Plaza should acquire order of payment from the public market management office; Payer for the use of Bulusan Park does not need to acquire order of payment;</p> | <p>2 minutes</p> | <p>John Edel D. Leonar-Administrative Aide IV Ferdinand Hernandez-Park Attendant II</p> | |
| <p>Settle the fee at public market collection office</p> | <p>1-3 minutes</p> | <p>John Edel D. Leonar-Administrative Aide IV Ferdinand Hernandez-Park Attendant II</p> | <p>A. City Plaza</p> <ul style="list-style-type: none"> - For the use of City Plaza/Grandstand <ul style="list-style-type: none"> ■ First 4 hours during daytime : Php 1,500.00 ■ Additional charge per hour for every hour thereafter after 6:00 pm : Php 300.00. - First two (2) hours starting 6:00 pm. <ul style="list-style-type: none"> ■ Additional charge per hour for every hour |

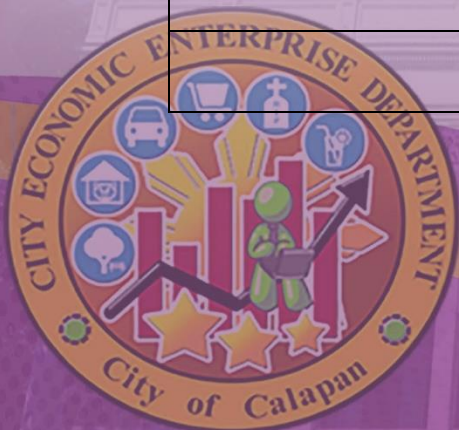


thereafter :
Php
500.00

**B. Bulusan
nature Park**

- Exclusive use of Function Hall per day for 1st three (3) hours : Php 1,000.00
- Every extra hour thereof : Php 100.00
- Cottage, per day : Php 50.00
- Lawn garden, per day : Php 500.00
- All facilities : Php 2,000.00
- Entrance Fee per head
 - Adult/per head : Php 40.00
 - Child/per head : Php 20.00
- Cottage
 - Big : Php 300.00
 - Small : Php 200.00

END OF TRANSACTION



(Entrance Fees - subject to change without prior notice)

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

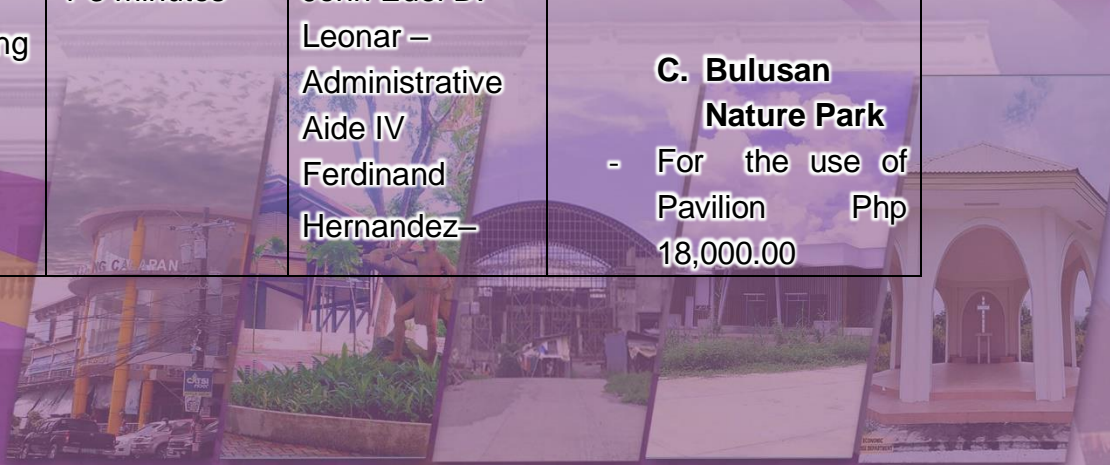
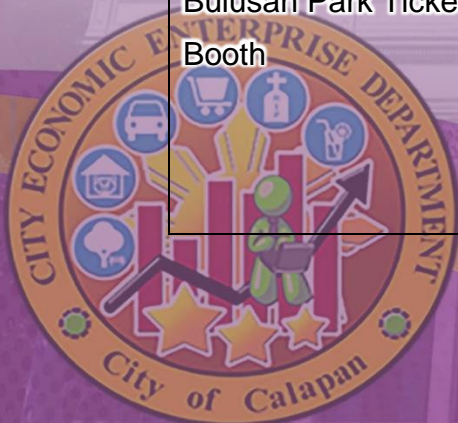
- a) Those which involves religious activities
- b) Activities related to the City Government projects or programs including officials, employees and official guests or students
- c) Bona-fide residents of Barangay Bulusan
- d) Senior citizens

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

CALAPAN CITY RECREATIONAL AND ZOOLOGICAL PARK SECTION

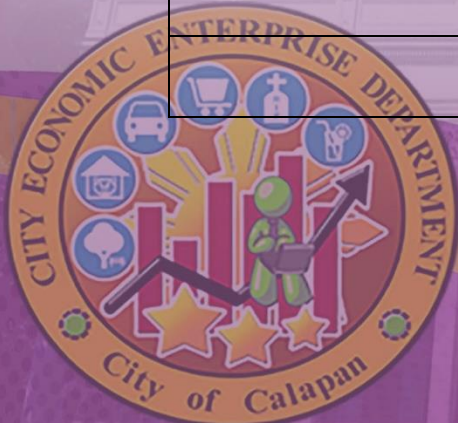
PAYMENT OF ENTRANCE FEE

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & 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 |



| | | | |
|--|--|--|--|
| | | <p>Administrative Aide IV</p> <p>Leo Abanador-Animal Keeper II</p> | <ul style="list-style-type: none"> - Big Cottage, per day : Php 500.00 - Small cottage , per day : Php 300.00 - Tree houses : Php 300.00 - Picnic Tables : Php 300.00 - All facilities: Php 23,000.00 - Entrance Fee per head <ul style="list-style-type: none"> ■ Adult/per head : Php 40.00 ■ Child/per head : Php 20.00 - Wall Climbing <ul style="list-style-type: none"> ■ Adult : Php 100.00 ■ Child : Php 100.00 - Zipline <ul style="list-style-type: none"> ■ Adult : Php 150.00 ■ Child : Php 100.00 - Cottage <ul style="list-style-type: none"> ■ Big : Php 300.00 Small : Php 200.00 |
|--|--|--|--|

END OF TRANSACTION



(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

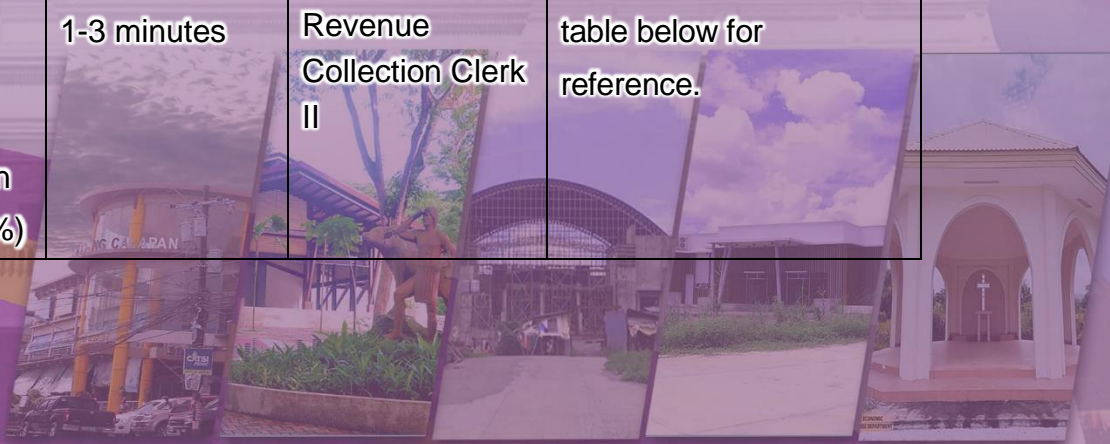
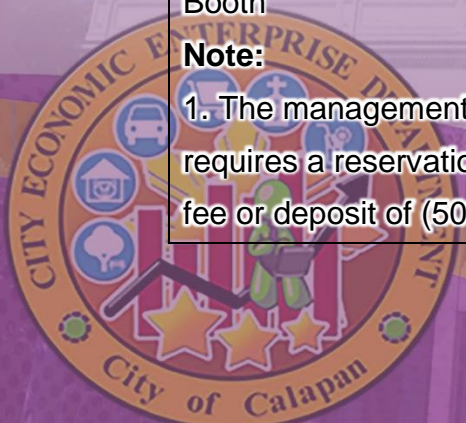
- e) Activities related to the City Government projects or programs including officials, employees and official guests or students
- f) Bona-fide residents of Barangay Bulusan
- g) Senior citizens

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

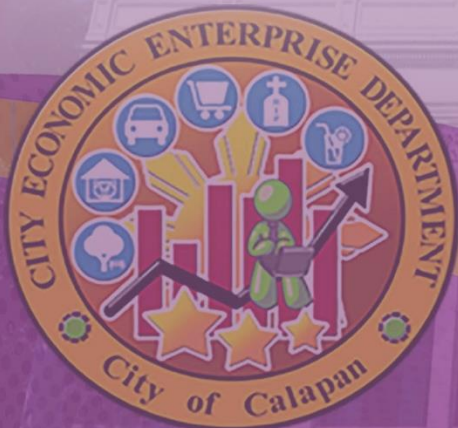
CALAPAN CITY CONVENTION CENTER

USE OF FACILITY AT CALAPAN CITY CONVENTION CENTER

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & 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 II | Please see attached table below for reference. |



| | | | |
|---|--------------------|---|--|
| <p>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.</p> <p>2. Regular charges shall apply on all activities/ events organized by other Local or National Government Agencies</p> | | <p>Milagros Lumpas - Revenue Collection Clerk I</p> | |
| <p>Complete the contract for reserving and utilizing the facility, venue, or room at the Calapan City Convention Center.</p> | <p>3-5 minutes</p> | <p>Mark Lester Y. Lozano – Park Attendant II Bien Rubia – Administrative Aide IV</p> | |
| <p>END OF TRANSACTION</p> | | | |

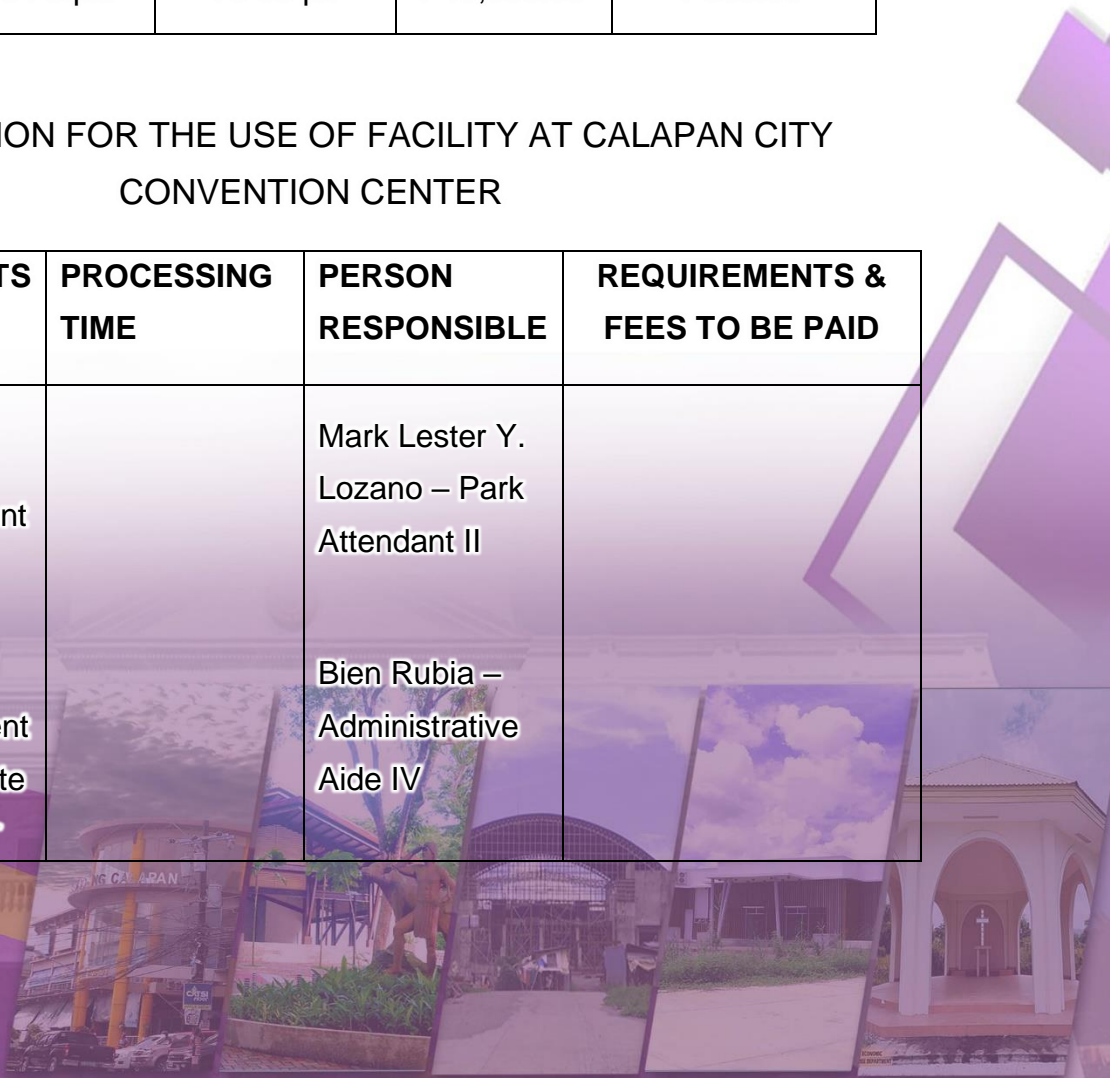
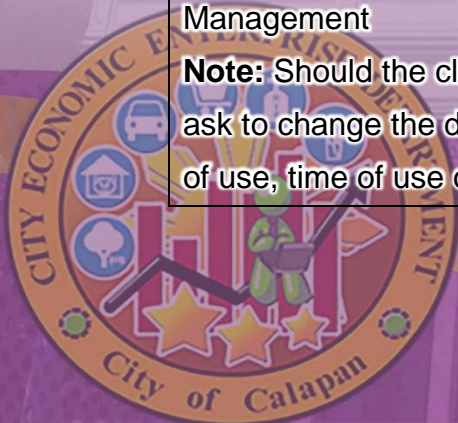


The following items are schedule of payment for the use of facilities at Calapan City Convention Center:

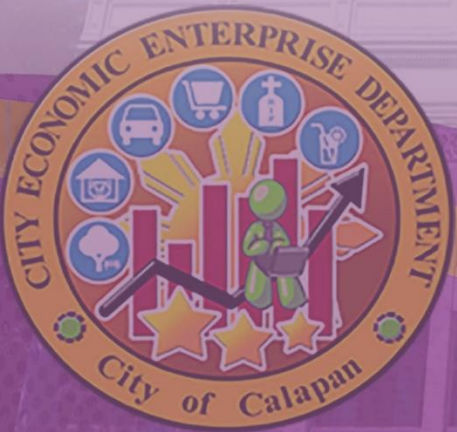
| Venue | Floor Area | No. of Persons | Rental Rate (8 hrs.) | Overtime rate/hr |
|------------------------------|------------|-----------------|-----------------------|------------------|
| Whole Ballroom | 1,716 sqm. | 1,000 -,1050 px | P200,000.00 | P8,000.00 |
| Function Hall 1 (left bay) | 572 sqm. | 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 STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|---|-----------------|---|--------------------------------|
| <p>Written notice of cancellation 5 days before the actual event to the Calapan City Convention Center Management</p> <p>Note: Should the client ask to change the date of use, time of use or</p> | | <p>Mark Lester Y. Lozano – Park Attendant II</p> <p>Bien Rubia – Administrative Aide IV</p> | |

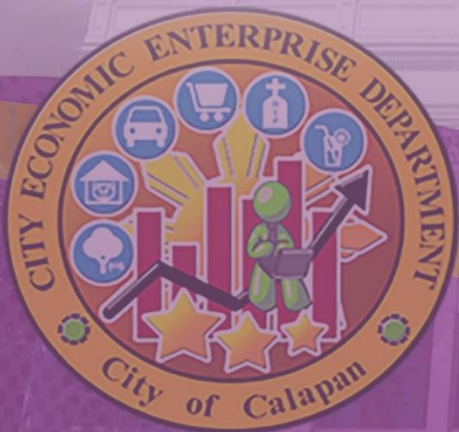


| | | | |
|---|--------------------|--|---|
| <p>which facility to use, a certain fee to be determined by the management will be required. Further, changes on date, time and facility may be disapproved depending on the facilities condition of operations or with respect to specific circumstances</p> |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



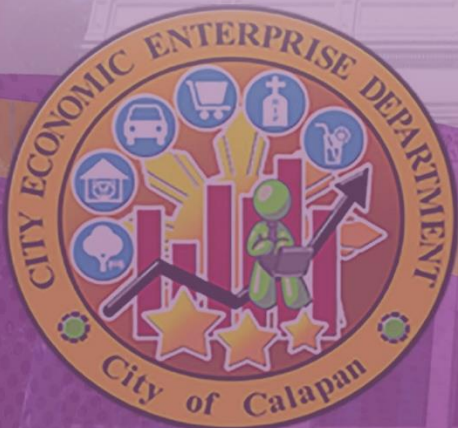
CONCESSION AREAS

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & 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 |
| END OF TRANSACTION | | | |



TRANSIENT/AMBULANT VENDORS

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & FEES TO BE PAID |
|--|-----------------|--|--------------------------------|
| Fill up application form for transient/ambulant vendors | 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 transient/ambulant vendors | 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

| APPLICANT/CLIENTS STEPS | PROCESSING TIME | PERSON RESPONSIBLE | REQUIREMENTS & 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 | | | |

