



OFFICE OF THE MARKET OPERATION RESEARCH AND SLAUGHTERHOUSE



1. Processing for Application of Market Stalls

The public market is divided into various section to wet, fish section, meat section dry good section fruit and vegetable section and miscellaneous section available for occupancy and lease.

Office of Division:		Office of the Market Operation & Research/ Slaughterhouse		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Preference residence of the Municipality		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Accomplished Application Form			Municipal Treasurer's Office	
Community Tax Certificate			Municipal Treasurer's Office	
Barangay Clearance			Barangay where they reside	
Police Clearance			Sual PNP	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire at the Office of Market for the availability of stalls	Inform the applicant for available stall	None	5 minutes	Market Supervisor III
2. Proceed to Office of the Municipal Treasurers to secure application form	Provide applicant form and inform the required fees	None	10 minutes	Senior Administrative Assistant II Municipal Treasurer
3. Pay the amount required	Accept the payment and issue Official Receipt	as per computation	3 minutes	Senior Administrative Assistant II
4. Submit accomplished Application form and contract of lease	Accept the application form and contract of lease	None	5 minutes	Senior Administrative Assistant II
5. Wait for the approval of the application	Notify the applicants via SMS or Text	None	2 days	Market Supervisor III
6. Get notice of award of market stall	Award the occupancy of the stall	None	5 minutes	Market Supervisor III



2. Inspection of Animals Prior To Slaughter (Ante & Post Mortem Inspection)

The Municipal Slaughterhouse ensures that all meat butchered are examined and fit for human standards of the National Meat Inspection Services.

Office of Division:		Office of the Market Operation & Research/ Slaughterhouse		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Market Vendors		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Shipping Permits			Origin of the animal to be Butcher	
Veterinary Health Certificate			Origin of the animal to be Butcher	
Certificate of Ownership or Certificate of transfer			Origin of the animal to be Butcher	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the animal to the slaughterhouse	1. Inspect the animals to be butchered	None	5 minutes	Meat Inspector I
2. Inform the Meat Inspector of the origin of the animals	2. Inspect the documents	None	5 minutes	Meat Inspector I
3. Leave the animals in the corral for quarantine purposes	3. Accept the animals	None	8 hours	Meat Inspector I
4. Butchering	4. Release the animal for butchering	None	30-45 minutes	Meat Inspector I
4. Butchering 5. Wait to the release of the butchered animal	5. Stamp with inspect & Passed seal then release to meat vendor /owner	Hogs- P30.00 Permit to Slaughter f P100.00 Slaughter fee P 10 coral for large cattle Permit to slaughter P50.00 P250.00 slaughter fee P 25.00 coral fee	6 minutes	Meat Inspector I