

**ECONOMIC ENTERPRISE MANAGEMENT
OFFICE**

Service Category

OEEM-001 ISSUANCE OF LEASE CONTRACT

Service Category

Office or Division:		ECONOMIC ENTERPRISE OFFICE	
Classification:		Simple	
Type of Transaction:		G2C-Government to Client	
Who may avail:		Residents Only	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Submit Accomplished application to lease market stall and personal information sheet	Discuss requirements and amount of fees/rights Shows vacant/available stalls	45 minutes	Bernadette E. Corla Voltaire Q. Mallare Roel S. Ordoño Ariel F. Laigo
	Submission of Documents to the Office of the Municipal Administrator for deliberation by the Market Committee	2 Days	Market Staff
Payment of necessary fees	Prepare Contract of Lease Issue Contract of Lease	10 minutes	Bernadette E. Corla Voltaire Q. Mallare Ariel F. Laigo Roel S. Ordoño Alicia M. Javier
END OF TRANSACTION Total Processing Time		2 days 55 minutes	

OEEM-002 ISSUANCE OF MARKET CLEARANCE/CERTIFICATION
Service Category

Office or Division:	ECONOMIC ENTERPRISE OFFICE		
Classification:	Simple		
Type of Transaction:	G2C-Government to Client		
Who may avail:	Residents Only		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Submit Application form for Business Permit	Verify the document	5 minutes	Alicia M. Javier Ariel F. Laigo Roel S. Ordoño
Pay the required fee	Issue receipt Prepare the requested Document	10 minutes	Alicia M. Javier Ariel F. Laigo Roel S. Ordoño
	Sign and issue certification to the client	5 minutes	Bernadette E. Corla Voltaire Q. Mallare Ariel F. Laigo Roel S. Ordoño
END OF TRANSACTION Total Processing Time		20 minutes	

OEEM-003RESPONDING TO COMPLAINTS AGAINST VIOLATORS OF CONSUMER'S RIGHTS/WELFARE

Service Category

Office or Division:	ECONOMIC ENTERPRISE OFFICE		
Classification:	Simple		
Type of Transaction:	G2C-Government to Client		
Who may avail:	Residents Only		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Client	Service Provider		
Appear at the Office HEAD-OEEM	Interview the client and record his/her complaint in the logbook	Per client	Alicia M. Javier Ariel F. Laigo Roel S. Ordoño
	The HEAD-OEEM will summon the concerned parties to a dialogue If the case is settled, the parties will sign an agreement The HEAD-OEEM will otherwise endorse the complaint to the Bauang Police Office	2 hours	Bernadette E. Corla Voltaire Q. Mallare
END OF TRANSACTION Processing Time	Total	Per client 2 hours	

OEEM-004 RESPONDING TO ISSUES REGARDING THE WELFARE OF OWNERS/VENDORS

Service Category

Office or Division:	ECONOMIC ENTERPRISE OFFICE		
Classification:	Simple		
Type of Transaction:	G2C-Government to Client		
Who may avail:	Residents Only		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Client	Service Provider		
Appear at the Office of the HEAD-OEEM	Interview the client and record his/her complaint in the logbook	Per client	Alicia M. Javier Ariel F. Laigo Roel S. Ordoño
	The HEAD-OEEM will summon the concerned parties to a dialogue If the case is settled, the parties will sign an agreement The HEAD-OEEM will otherwise endorse the complaint to the Bauang Police Office	2 hours	Bernadette E. Corla Voltaire Q. Mallare
END OF TRANSACTION Processing Time	Total	Per client 2 hours	