



Office of the City Mayor –

Operation of Market
(Mega & City Arcade)

External Service



MANDATE

Provide the basic services needed by the people and generate a sustainable income to a continuous development of our community.

VISION

We envision Cotabato City to have a safe, secure, clean and orderly operating public market.

MISSION

1. To ensure the safety of both the vendors and market-goers and other stakeholders to include food safety and price stability on goods and services.
2. To ensure the cleanliness and orderliness of our City's Public Market

DEFINITION OF TERMS

Public Market – refers to any places, building or structure of any kind owned and controlled and/or operated by the City Government of Cotabato where basic food items and other commodities are displayed and offered for sale.

Government owned/Controlled and/or Operated Public Markets – refers to those establishments and constructed out of public funds or those leased/acquired by any legal means from persons, natural or juridical, operated by the government through its instrumentality, branch of political subdivision. This will also include small wet market (*talipapa*) or flea market.

Privately Owned and/or Operated Public Markets – refer to those established out of private funds or capital from private, natural or judicial, and to be operated by said private person or his/her duly authorized agent or enterprise, under government permit. This will include satellite and flea markets, and "*talipapa*" and "*tiangge*".

Market Section – refers to classification of a group contiguous stalls, rooms, booth, tables, spaces in the market classified according to the kind of merchandise, commodities or foodstuffs offered for sale therein, as follows:

- **Fish Section** – refers to the area where fish, clams, mussels, oysters, crabs, lobsters, shrimps, seaweeds and other sea foods and marine products are sold.
- **Meat, Pork and Dressed Chicken Section** – refers to the area where all kinds of meat and other meat products shall be sold, provided that meat, pork and dressed chicken shall be separately displayed and properly labeled, and where pork section shall be located in a separate section of the general market that is not close proximity or mixed with other meat for sale to conform with local cultural customs and practices.
- **Dry Goods Section** – refers to areas where only all kinds of textiles ready-made dresses and apparels, clothes, native items, toiletries, novelties, footwear, kitchen wares, utensils and other household articles, handbags, school supplies, and the like shall be sold.



- **Grocery Section** – refers to the area where only all kinds of cakes, biscuits, pastries, butter cheese, confections, candies, canned or bottled foods, beverages, soft drinks, cigarettes, flour, oatmeal, ham, bacon, egg, sausage, starch, smoke fish, dried fish, salt feeds, soap, and other household and food products shall be sold.
- **Fruits and Vegetable Section** – refers to the area where only all kinds of vegetables, fruits, coconuts and roots crops such as camote, cassava, gabi and the like shall be sold.
- **Eatery Section** – refers to the area where only all kinds of cooked prepared food and refreshments shall be sold. This includes parlors, cafeterias, canderias and other selling commodities.
- **Poultry Product section** – refers to the area where only live chicken, ducks, ducklings or piglets, and the like shall be sold.
- **Rice, Corn and other Cereal Section** – refers to the area where the sale of rice, corn and other cereals in whatever form shall be conducted.
- **Flower Section** – refers to the area where only all kinds of kinds of flowers, whether fresh or artificial, flower pots, vases and other materials needed in floral arrangements shall be sold
- **Dried and Salted Fish Section** – refers to the area where all kinds of dried, salted and fermented fish shall be sold.
- **Plants and Garden section** – refers to the area where only all kinds of plants, garden accessories and implements or tools shall be sold.
- **Cold Storage Section** – refers to the area where only refrigeration services shall be made and the sale of ice in whatever form shall be conducted

Market Stall – refers to any allocated space, stand, table, booth, compartment, stall or any place in the public market where merchandise of any kind is sold or offered for sale or intended for such purpose, and from which a regular fee is collected on a defined periodic basis. The numbering, designation, or other forms of identification of these stalls shall be done in accordance with the standard plan already approved or which may be approved by the City market Committee.

Stallholder – refers to the awardee or grantee of the right to use a definite space within the public market and from whom rental, charge or fee is collected for the purpose of selling goods, commodities or services to the public.

Vendor – refers to a person who sells goods, commodities of food stuff within market premises.

Tables and Display Counters – refer to all tablets, cabinets or racks used for display of market goods such as meat, fish, fruits, vegetables and any other food items.

Market Premises – refer to any open space in the market compound or part of the market lot consisting of bare ground not covered by market building, usually occupied by ambulant/transient vendors especially during market days.

Talipapa or Satellite Market – refers to a place wherein wet and dry commodities are being sold by the vendors/hawkers usually occupying a government/private lot and/or operated by individual or associations with minimum required facilities.



Tiangge or flea market – refers to a place where only dry goods are being sold with minimum required facilities.

Market Rental Fee – refers to the fee or charge paid to and collected by the City Government through the City Treasurer from market vendors or stall holders for the privilege of using market spaces or facilities.

Ambulant, Transient or Itinerant Vendor or Hawker – refers to a vendor or seller who does not regularly occupy a definite place of the market but one who comes either daily or occasionally to sell his or her goods whenever allowed by ordinance or rules and regulations enacted by the Sangguniang Panlungsod.

“Bagsakan” – refer basically to an area where wholesale goods are delivered in bulk and which functions as a transaction area for producers, wholesalers, retailers and distributors.

City Government – refers to the local government of the City of Cotabato including barangays.

Cotabato Mega Market – the two-storey building located at Barangay Poblacion Mother this City, which is the main public market established by the City Government

City Arcade – the market building located at Barangay Poblacion VI this city.

Lessor – refer to the City Government of Cotabato as represented by the City Treasurer.

Lessee/Tenant – shall mean any person, natural or judicial, who is a recipient of an award or lease

Lease/Award – shall mean the documents that grants to lessee/tenant the right to occupy the stall. Lease or award may be used interchangeable and shall mean the same.

Under weighing – refers to any act whereby a trader tampers his weighing scale used in the conduct of his business, in weighing goods, merchandise or any item being traded in such a manner as to defraud innocent purchasers.

Trader – refers to any person whether duly licensed or not, engaged in the selling of food stuffs, goods or any item, being sold for a price based proportionately to its weight. The term also includes sidewalk and *talipapa* market vendors, sari-sari stores, grocery stores sand grains distribution and other similar merchandise.

Food Handler – refers to any person who handles, cooks, prepares or serves food or drinks, and who, during the time of their service, must wears gloves and helmet.



MARKET SERVICES

Qualification of Market Stallholders

- Must be of legal age, Filipino and a resident of Cotabato City;
- Must not have been convicted of a crime involving moral turpitude;
- Must not have violated any policies and laws of the City Government pertaining to business operation
- Must not have any tax delinquency with the City government;
- Must be physically and mentally fit and not suffering from any communicable/contagious disease.

Disqualification

- a. Stallholders who have been evicted from his/her stall for cause in any of the city's owned public markets shall be disqualified from filing another application for the lease of any other stall in another city public market;
- b. Stallholders currently occupying a stall, room, booth, table or space in one city market are disqualified from filing another application in another city public market;
- c. City government employees directly involved in the administration of public markets including elected officials and their immediate family (spouse, children, parents) are disqualified from occupying a space, stall, table or booth at any of the city markets.

Contract of lease

The stallholders after satisfactorily completing the requirements shall enter into a contract of lease with the City Government of which shall be valid and subsisting for a period of the year from the time of its execution or was entered into, unless sooner revoked or cancelled for a cause. After the lapse of the contract, the lease may be renewed upon mutual consent of both parties under new terms and conditions. Under provision that the stallholder has no outstanding account or obligation, and has not violated any provision of the Revised Market Code (*Ordinance 3614, Series of 2009*).

PAYMENT OF MARKET FEE/ STALL RENTAL

Market Rental

All registered stallholders both Mega Market and City Central Arcade are required to pay their monthly rental at the Market Office on or before every **20th** of the month as stated in their contract of Lease. Failure or non-payment on or before the due date forestalled a surcharge of twenty five (**25%**) percent on the total rent due plus interest of two (**2%**) percent per month of the unpaid fees and charges



including surcharges, until such amount is fully paid, but in no case shall the total interest on the unpaid amount or portion thereof exceed Thirty-six (36%) percent.

Discounts for advance and Prompt Payment - If the rental fee is paid in advance in full for the whole year on or before the **20th of January**, the stallholder shall be entitled to a discount of twenty (20%) percent, provided no delinquencies exist. If the rental fee is paid quarterly in advance on or before the 20th of the first month of the quarter, the stallholder shall be entitled to a discount of ten (10%) percent, provided no delinquencies exist.

Time of Payment - Upon signing of the lease Contract, the Occupancy Fee and one (1) month advance rental shall be paid to the City Government through the Market Revenue Collector assigned at the Public Market, and thereafter, the monthly rental fee shall be due and payable on the 20th of the current month.

- a. The fee shall first be applied to the prior delinquencies, interest and penalties, if any, and only after said delinquencies are settled may payments be credited for the current month;
- b. The prescribed monthly rental fee may be paid in full or daily installment basis;
- c. The prescribed fees shall be collected as regards to permanent lessors, whether the stallholder opens or not for business, and whether the merchandise, wares or commodities are displayed directly or indirectly to public view, and whether sold or not unless the stallholders or parties concerned desire to pay in advance for a long period, in which case, payment shall be accepted and corresponding receipts issued;
- d. All monthly rates prescribed under the Revised Market Code (*Ordinance 3614, Series of 2009*) shall be increased by Five (5%) percent annually, beginning 2012, and every year thereafter;
- e. Non-payments of rental fee for Three (3) consecutive months shall be ground for revocation of the lease Contract without prejudice to the collection of the unpaid account;

Occupancy Fee

Upon the award of any market stall, room, booth, table or space the awardee is required to pay an Occupancy Fee of One Thousand (₱ 1,000.00) Pesos per stall (1.6 sqm./stall) or Six Hundred Twenty Five (₱ 625.00) pesos per square meter which may be paid in full or in four installments, the first payment to be paid upon the award, and the three (3) other installments to be paid every three (3) months thereafter (on or before the **30th** day of the months of **March, June and September**), provided that the full amount shall be paid within a period of One (1) year.

The same amount shall be collected upon renewal of the Contract of lease, provided however that if there will be a transfer of rights on the space or stall within the effectivity of the first year of the contract, such transferee is exempted from payment of occupancy Fee. However, any transfer of rights to the third party the first year contract of lease, the third party shall be liable to pay such occupancy fee.



SERVICES AND HOW TO AVAIL THEM

Office/Division	OCM – OPERATION OF MARKET (City Arcade & Mega)			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public or G2B – Government to Business group or			
Who may avail:	Stallholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Previous Official Receipt (last payment)			✓ Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepare and bring latest Official Receipts	Accounts verification: checks and verifies the accounts of the stallholders		5 to 10 minutes	Records Officer/ Person In-charge
None	Payments: compute the corresponding bills of the stallholders		5 to 10 minutes (under normal circumstances)	Deputized Collectors
None	Updating of Records: record of payments in the subsidiary ledger and encode the payments in e-Payments Monitoring		5 to 10 minutes (under normal circumstances)	Records Officer/ Person In-charge
	Releasing: record the payments in the logbook and release the official receipts to the stallholders		1 minute	Desk Officer
	TOTAL		31 minutes	



RENEWAL OF LEASE CONTRACT

All registered stallholders are required to renew their Contract of Lease annually stating the rate, guidelines and conditions at the Cotabato City Public Market.

SERVICES AND HOW TO AVAIL THEM

Office/Division	OCM – OPERATION OF MARKET (City Arcade & Mega)			
Classification	Simple			
Type of Transaction	G2C – Government to Transacting Public G2B – Government to Business group			
Who may avail:	Stallholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Updated monthly rental			✓ Records	
✓ Copy of Business Permit and Lease of Contract (previous year)			✓ Client	
✓ Photo copies of Official Receipts (OR) on the payment of Business Permits (whether full or quarterly)			✓ Client	
✓ Copy of Community Tax Certificate			✓ City Treasury	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Submit requirements to the Administrative Officer for her careful review and evaluation	None	2 minutes	Administrative Officer
None	The Administrative Officer shall forward all the reviewed documents to the Chief of Operation (Market Supervisor IV) for counterchecking, initial and orientation	None	1 minute per contract/lessee	Chief of Operation (Market Supervisor IV)
None	The Chief of Operation shall forward the said reviewed documents to the City Market Administrator for issuance of Market Clearance and signing	None	1 minute per contract	City Market Administrator



	of the Lease Contract			
None	Notarization of Contract	None	1 minute per contract	City Legal Officer
None	Distribution of Contract (all approved Lease Contracts shall be filed and kept by the Records Section, copies of which will be distributed/given to the Lessees/Occupants in the office)	None	1 minute per contract	Administrative Officer/Records Officer
	TOTAL	None	6 minutes	

ISSUANCE OF MARKET CLEARANCE FOR THE RENEWAL OF BUSINESS LICENSE

All registered stallholders are required to secure Market Clearance for the renewal of their Business License annually to legitimize their business operation at the Cotabato City Market beginning January of every year.

SERVICES AND HOW TO AVAIL THEM

Office/Division	OCM – OPERATION OF MARKET (City Arcade & Mega)			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2B – Government to Business group			
Who may avail:	Legitimate Stallholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Updated market rental clearance			✓ OCM-OM	
✓ Business Permit for the previous year			✓ BPLO	
✓ Health Certificate/Sanitary Permit			✓ OCHO	
✓ COLIGHT Bill/Electrical (For big stalls)			✓ CLPC	
✓ Fire Clearance (for big stalls)			✓ BFP BARMM	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Secure and fill-in the renewal/ application form	1. Assist the clients in filling up the renewal/ application form	None	5 minutes	Desk Officer
2. Submit forms needed to the person-in-charge	2.1 Accounts verification 2.a. with balance: pay (cedula and balances) then, proceed to step 2.2 2.b. without balance. Proceed to 2.2 2.2 Proceed to the encoding and printing of Market Clearance and Lease Contracts	To be determined by the Deputized Collector	5 minutes 5 minutes 5 to 10 minutes	Records Officer/ Person-in-charge Deputized Collectors Computer Operator/ Person in-charge
	Proceed for final review of documents	None	5 to 10 minutes (per batch)	Administrative Officer/ Person in-charge
	For approval of documents	None	5 minutes	City Market Administrator
	Releasing of documents to the client	None	1 minute	Releasing Clerk/ Person in-Charge
	Total		41 minutes	

Note: Due to the computerization program of the LGU that took effect FY 2020, the responsibility of the market management is only for issuance of Market Clearance, hence application forms, assessments and payments shall be that duty of the BPLO and City Treasury Office, respectively.

ISSUANCE OF CERTIFICATION AS REGISTERED STALLHOLDERS

Certification is being issued to all registered stallholders and vendors for record and reference purposes.



HOW TO AVAIL OF SERVICE

Office/Division	OCM – OPERATION OF MARKET (City Arcade & Mega)			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2B – Government to Business group			
Who may avail:	Stallholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Official Receipts of Payment			✓ RCC	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepare and bring current official receipts	Accounts verification (checks and verifies the account of the stallholders)	None	2 to 3 minutes	Records Officer/ Person in-charge
None	Payment of Fees: pay the corresponding amount	50.00	2 minutes	Deputized Collectors
None	Encoding and printing (prepares the Certification to be issued to the respective stallholders)	None	3 to 5 minutes	Records Officer/ Person in-charge
	Proceed for final review of documents	None	1 to 2 minutes	Administrative Officer/Person in-charge
	For approval of documents	none	2 to 3 minutes	City Market Administrator
	Releasing of documents to the clients	none	1 minute	Releasing Clerk/ Person in-charge
	Total		16 minutes	



OCM – OPERATIONS OF MARKET
ORGANIZATIONAL STRUCTURE

