

Pala-o Public Market, Pala-o, Iligan City/Central Public Market, Poblacion, Iligan City  
 TEL. NOS. (063) 221-6321 , (063) 221-6656 , (063) 221-1347 , (063) 223-9939 , email : [eedmoiligan@gmail.com](mailto:eedmoiligan@gmail.com)

**Frontline Service : LEASING OF PUBLIC MARKET STALLS TO THE PUBLIC**

**Schedule of Availability of Service:** 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
 On Mondays provision of services starts after flag raising

**Who May Avail of the Service :** General Public of Legal age

- What are the requirements :**
1. Barangay Clearance
  2. Police / NBI clearance
  3. Application form
  4. Accomplished Bio-Data
  5. 2 pcs 2x2 picture
  6. Voters affidavit or ComElec ID
  7. Residency certificate



**Ms. VIRGINIA P. JUNSAN**  
 City Economic Enterprises & Dev't Management Officer

**Duration : 4 hours & 45 minutes**

EEDMO Administrative Office at IBJT Northbound



**How to avail the service:**

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
<b>Stage 1</b>						
1	Secure and Fill-up application form	Provide application form and checklist of requirements	10 minutes	Receiving clerk of Pala-o market & central Market	-	Application form
2	Submit accomplished application form with complete requirements	Receive accomplished Form with complete requirements	10 minutes	Receiving clerk of Pala-o market & central Market	-	-

**Note :** Client wait for the call from EEDMO Market Personnel for the Raffle Schedule.

## How to avail the service

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<b>Stage 2</b>						
3	Client personally attend raffle proceedings on the scheduled date	Raffle vacant stalls to qualified applicants	3 hours	Market Committee on awards and adjudication	-	-
4	Winning applicant attend briefing	Conduct briefing on responsibilities of a stallholder	1 hour	Market Supervisor of Pala-o and Central Market	-	-
5	Winning applicant sign the lease of contract	Receive signed contract and issue award certificate	10 minutes	Market Supervisor of Pala-o and Central Market	-	-
6	Receive Award Certificate	Release Award Certificate	3 minutes	Market Supervisor of Pala-o and Central Market	-	-
7	Winning applicant receive assessment for occupancy fee	Determine occupancy fee according to kind of business	2 minutes	Market Supervisor of Pala-o and Central Market	Fish- 1250 Others - 1000	Assessment Form
<b>Stage 3</b>						
9	Submit application for business permit	Signs application for business permit	5 minutes	Market Supervisor	-	-
10	Receive application for business permit	Release application for business permit	3 minutes	In-charge of releasing	-	Logbook
<b>END OF TRANSACTION</b>						

