

ECONOMIC ENTERPRISE DEVELOPMENT AND MANAGEMENT OFFICE

Week-end Night Market and Café Section, IBJT-North Tambo Tibanga, Iligan City
 TEL. NOS. (063) 221-1347 ,(063) 223-9939; email: eedmoiligan@gmail.com

Frontline Service : LEASING OF SPACE AT WEEK-END NIGHT MARKET AND CAFÉ

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 :

<ol style="list-style-type: none"> 1. Application Form 2. Bio-data 3. Voters affidavit 4. Police clearance 5. Community Tax 6. Barangay clearance from the barangay where the weekend night market and café is located 	<ol style="list-style-type: none"> 7. Health clearance 8. Certification of participation on sanitation seminar. 9. DTI Business name and Registration 10. Special permits from the Permits and licenses division.
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Duration : 3 hours 20 minutes

How To Avail The Service :

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Inquire for vacant space at the night market office	Provide information on the existing vacant space and give checklist of requirements	5 minutes	Receiving/ Records clerk	-	Checklist of requirements
2	Submit application letter, Bio-data and other pertinent documents	Check documents and endorse to weekend night market executive committee for qualification purposes	10 minutes	Receiving/ Records clerk	-	-

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

How to avail the service -

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Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
Stage 2						
3	Attend the raffle proceeding and awarding schedule	Raffle and award the stalls to qualified applicants	2 hours	Management Committee	-	Certificate of award
4	Winning applicant attend briefing and orientation	Conduct briefing on responsibilities of a stallholder	1 hour	Night Market Secretariat EEDMO	-	-
5	Receive Award Certificate	Provide certification for processing the special permit and explain the next step	5 minutes	Night Market Secretariat EEDMO	P 50.00	-
END OF TRANSACTION						

