

Republic of the Philippines

Province of Surigao del Sur

CITY OF BISLIG

CITY ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE

LIST OF FRONTLINE SERVICES

1. PAYING OF STALLS/SPACE RENTALS
2. SECURING CERTIFICATION AS CEEDO REGISTERED STALL/SPACEHOLDERS
3. RENEWING LEASE CONTRACT
4. SECURING CEEDO CLEARANCE FOR THE RENEWAL OF BUSINESS LICENSE
5. REQUESTING CALIBRATION & WEIGHING SCALE
6. PURSUING COMPLAINTS ON MARKET-RELATED ISSUES AND CONCERNS
7. APPLYING FOR BURIAL LOT
8. ISSUING MEAT INSPECTION CERTIFICATE FOR SLAUGHTERING OF LIVESTOCK

VISION STATEMENT

We have desired to transform Bislig City economic enterprise into a viable commercial center supported by a healthy agricultural economy where trade and commerce flourish for its population and industries

MISSION STATEMENT

CEEDO aims to develop, administer and implement programs for its transformation into a self-reliant/viable economic enterprise without prejudice to public service objective.

PERFORMANCE PLEDGE

We, the personnel of the City Economic Enterprise and Development Office, do hereby promise to give our best services to our customers / clients and strive to attain the targeted revenue for a viable and sustainable economic enterprise operation.

CITIZEN'S CHARTER

CITY ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE : **PAYING OF STALL/SPACE RENTAL**
 SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY TO FRIDAY
 8:00 AM – 12:00 NN – 1:00 PM – 5:00 PM,
 NO LUNCH BREAK
 WHO MAY AVAIL OF THE SERVICES? : ALL STALLHOLDERS/SPACE RENTERS
 DURATION OF TRANSACTION : 16 MINUTES
 WHAT ARE THE REQUIREMENTS? : ORIGINAL COPY OF OFFICIAL RECEIPT OF LATEST PAYMENT
 FEE/S : **A. FOR ALL GOVERNMENT-BUILT BUILDINGS STALLS/BOOTHS/ROOMS (PER SQUARE METER PER DAY)**

TYPE OF STALL	1 ST YEAR	2 ND YEAR	3 RD YEAR
A.			
ET SECTION	• 6.15	• 6.65	• 7.00
• ISH	• 6.15	• 6.65	• 7.00
• EAT	• 6.15	• 6.65	• 7.00
• RESSED CHICKEN	• 6.15	• 6.65	• 7.00
• EA SHELLS	• 6.15	• 6.65	• 7.00
B.			
ROCERY	• 4.35	• 4.75	• 5.00
C.			
RIED FISH/SALTE D FISH	• 4.35	• .75	• .00
D.			
RUIITS/VEGETABLES	• 3.60	• .85	• .00
E.			
ARI-SARI	• 4.35	• 4.75	• .00
F.			
OLD STORAGE	• 6.50	• 7.00	• .00
G.			
CE BOX STORAGE	• 4.65	• 4.85	• 5.10

B. FOR LESSEE-BUILT LOT SPACE (PER SQUARE METER PER DAY)

TYPE OF STALL	1 ST YEAR	2 ND YEAR	3 RD YEAR
A.			
ITHIN THE MARKET PREMISES			
1.			
IG PENS	• 2.00	• 2.00	• 2.00
2.			
ARINE	• 1.75	• 1.90	• 2.00
3.			
RINDER	• 1.75	• 1.90	• 2.00
4.			
EHAB	• 1.75	• 1.90	• 2.00
5.			
OT CENTER	• 1.60	• 1.85	• 2.00
B.			
ITHIN PRIME COMMERCIAL LOT PICASALES	• 2.50	• 2.80	• 3.00

HOW TO AVAIL OF THE SERVICE

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Fills up request for payment	Receives & verifies latest payment made Computes rental due	None	Request Form	➤ 5 mins. ➤ 5 mins.	➤ Jennifer Velez Admin Aide III ➤ Jeshlyn Baybay Posting Clerk/ COS Employee
2	Pays the rental due	Issues Official Receipt	Refer to the above-	Official Receipt	➤ 6 mins.	➤ Esther P. Lim RCC II

			stated prescribed rentals			➤ Rosalina Alferez RCC II
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE	:	SECURING CERTIFICATION AS CEEDO REGISTERED STALL/SPACEHOLDER
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM– 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	ALL STALLHOLDERS/SPACE RENTERS
DURATION OF TRANSACTION	:	29 MINUTES
WHAT ARE THE REQUIREMENTS?	:	NONE
FEE/S	:	P50.00 – CERTIFICATION FEE

HOW TO AVAIL OF THE SERVICE

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Fills-up request form	<ul style="list-style-type: none"> ➤ Accepts request form and verifies records of list of stallholders ➤ Advises the client to pay for the certification fee 	None	Request Form	➤ 5 mins.	<ul style="list-style-type: none"> ➤ Jennifer Velez Admin Aide III ➤ Merabelle Maonio COS employee
2	Pays certification fee	Issues Official Receipt	P50.00	O.R.	➤ 6 mins.	<ul style="list-style-type: none"> ➤ Esther P. Lim RCC II ➤ Rosalina Alferez RCC II
3		prepares Certification	None	Certification	➤ 5 mins.	<ul style="list-style-type: none"> ➤ Jennifer Velez Admin Aide III ➤ Merabelle Maonio COS employee
4		Signs Certification	None	Certification	➤ 10 mins.	<ul style="list-style-type: none"> ➤ Epitacia C. Bernales CEED Officer ➤ Jonathan L. Jamora Admin. Officer V
5		Releases the signed certification	None	None	➤ 3 mins.	<ul style="list-style-type: none"> ➤ Jennifer Velez Admin Aide III
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE : **RENEWING LEASE CONTRACT**
 SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY TO FRIDAY
 8:00 AM– 5:00 PM,
 NO LUNCH BREAK
 WHO MAY AVAIL OF THE SERVICES? : ALL STALLHOLDERS/SPACE RENTERS
 DURATION OF TRANSACTION : 12 HOURS AND 15 MINUTES
 WHAT ARE THE REQUIREMENTS? : ONE (1) COPY EACH DOCUMENT:
 1. ORIGINAL COPY CEEDO CLEARANCE
 2. PHOTOCOPY OF COMMUNITY TAX
 3. PHOTOCOPY OF UPDATED PAYMENT OF BUSINESS TAX
 4. NOTARIAL
 FEE/S : NONE

HOW TO AVAIL OF THE SERVICE

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Presents the required documents and request for Contract Form for filling-up	Accepts, reviews, checks the submitted documents & filled-up Contract Form	None	Request Form	➤ 5 mins.	<ul style="list-style-type: none"> ➤ Jennifer Velez Admin Aide III ➤ Merabelle Maonio COS employee
2		Submits contract to the office of the Mayor for signature	None	Contract Form	➤ 8 hrs.	<ul style="list-style-type: none"> ➤ Melba E. Viduya Admin. Aide III ➤ Sheila Alcantara J.O. Clerk ➤ Librado c. Navarro City Mayor
3		Submits signed contract to the Legal Officer or any authorized Notary Public for notarial			➤ 4 hrs.	<ul style="list-style-type: none"> ➤ Gemma N. Mindoro Legal Aide ➤ Atty. Daisy A. Ronquillo City Legal Officer ➤ Any authorized Notary Public
4	Returns the notarized contract	Accepts notarized contract for signature of CEEDO Manager			➤ 5 mins.	<ul style="list-style-type: none"> ➤ Eptacia C. Bernales CEED Officer
5		Releases of Lease Contract <ul style="list-style-type: none"> • Client's copy • File 			➤ 5 mins.	<ul style="list-style-type: none"> ➤ Melba E. Viduya Admin. Aide III ➤ Merabelle B. Maonio COS Clerk
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE	:	SECURING CEEDO CLEARANCE FOR THE RENEWAL OF BUSINESS LICENSE
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 12:00 NN – 1:00 PM – 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	ALL CONSTITUENTS ENGAGED IN ANY FORM OF BUSINESS WITHIN BISLIG CITY
DURATION OF TRANSACTION	:	33 MINUTES
WHAT ARE THE REQUIREMENTS?	:	NONE
FEE/S	:	

HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Fills- up the request form	Accepts, checks, verifies office records	None	Request Form	➤ 5 mins.	<ul style="list-style-type: none"> ➤ Melba E. Viduya Admin. Aide III ➤ Merabelle B. Maonio COS Clerk
2		Prepares CEEDO clearance	None	Clearance Form	➤ 5 mins.	<ul style="list-style-type: none"> ➤ Melba E. Viduya Admin. Aide III ➤ Merabelle B. Maonio COS Clerk
2		Signs CEEDO clearance for recommendation: a. Occupancy b. Rental	None	Clearance	<ul style="list-style-type: none"> ➤ 5 mins. ➤ 2 min. 	<ul style="list-style-type: none"> ➤ Jonathan Jamora Admin. Officer V ➤ Eutiquio Rangel Admin. Officer III ➤ Raul Miranda Admin. Asst. III
3	Pays the Certification fee	Issues Official Receipt	P50.00	O.R.	➤ 6 mins.	<ul style="list-style-type: none"> ➤ Esther P. Lim RCC II ➤ Rosalina B. Alferez RCCH
4		Approves CEEDO Clearance			➤ 5 mins.	<ul style="list-style-type: none"> ➤ Epitacia C. Bernales CEED Officer
5		Releases the CEEDO Clearance			➤ 5 mins.	<ul style="list-style-type: none"> ➤ Merabelle B. Maonio COS Clerk
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE : **REQUESTING CALIBRATION OF WEIGHING SCALE**
 SCHEDULE OF AVAILABILITY OF SERVICE : **MONDAY TO FRIDAY**
 8:00 AM – 5:00 PM,
 NO LUNCH BREAK
 WHO MAY AVAIL OF THE SERVICES? : **STALL HOLDERS**
 DURATION OF TRANSACTION : **26 MINUTES**
 WHAT ARE THE REQUIREMENTS? : **WEIGHING SCALE**
 FEE/S : **P50.00**

HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Presents weighing scale for testing	Conducts test weight	None	None	➤ 5 mins.	<ul style="list-style-type: none"> ➤ Raul Miranda Admin. Aide VI ➤ Candelario Mozo Security Guard I
2	Pays Registration Fee	Issues Official Receipt	P50.00	O.R.	➤ 6 mins	<ul style="list-style-type: none"> ➤ Leonor R. Clar Admin. Officer IV ➤ Alan S. Serenado Admin. Officer II ➤ Ildelfonsa L. Dominguez Admin. Asst. II
3		Prepares and signs Certificate of Calibration			➤ 10 mins	<ul style="list-style-type: none"> ➤ Raul Miranda Admin. Aide VI ➤ Candelario Mozo Security Guard I
4		Releases Certificate of Calibration			➤ 5 mins	<ul style="list-style-type: none"> ➤ Raul Miranda Admin. Aide VI ➤ Candelario Mozo Security Guard I
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE	:	PURSuing COMPLAINTS ON MARKET-RELATED ISSUES AND CONCERNS
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM, NO LUNCH BREAK STALL HOLDERS
WHO MAY AVAIL OF THE SERVICES?	:	
DURATION OF TRANSACTION	:	<ul style="list-style-type: none"> ✓ MARKET DIVISION 1 MONTH, 2 DAYS, 8 HOURS AND 33 MINS ✓ INTEGRATED JEEPNEY TERMINAL 1 MONTH, 2 DAYS, 8 HOURS AND 33 MINS ✓ SLAUGHTER HOUSE 1 MONTH, 2 DAYS, 9 HOURS AND 18 MINS ✓ CEMETERY 1 MONTH, 2 DAYS, 10 HOURS AND 18 MINS ✓ ADMIN. & COLLECTION 1 MONTH, 2 DAYS, 8 HOURS AND 33 MINS
WHAT ARE THE REQUIREMENTS?	:	NONE

HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Reports his/her complaint (either verbal or written)	Records complaint & refer to appropriate person/employee in-charged	None	None	➤ 3 mins.	<ul style="list-style-type: none"> ➤ Candelario Mozo COS Clerk ➤ Jeshlyn Baybay COS Clerk
2		Verifies complaint according to division <i>a. Market</i> <i>b. Integrated Jeepney Terminal (IJT)</i> <i>c. Slaughter-house</i> <i>d. Cemetery</i> <i>e. Admin & Collection</i>	None	None	<ul style="list-style-type: none"> ➤ 15 mins ➤ 15 mins ➤ 1 hour ➤ 2 hours ➤ 15 mins. 	<ul style="list-style-type: none"> ➤ Jonathan Jamora Admin. Officer V ➤ Raul Miranda Admin. Aide VI ➤ Candelario Mozo Security Guard II ➤ Eutiquio Rangel Market Supervisor II ➤ William Edic Admin. Aide III ➤ Raul Y. Masancay Slaughterhouse Master II ➤ Eduardo Oso <i>Butcher Atty.In Fact</i> ➤ Emmanuel Salazar Admin. Aide III ➤ Glen M. Saan Admin. Aide III ➤ Melba E. Viduya Admin. Aide III ➤ Esther Lim RCC II
3		Prepares reports on findings, results and recommendations based on the conducted inspection			➤ 8 hours	<ul style="list-style-type: none"> ➤ Jonathan Jamora Admin. Officer V ➤ Raul Miranda Admin. Aide VI ➤ Candelario Mozo Security Guard I ➤ Eutiquio Rangel Market Supervisor II ➤ William Edic Admin. Aide III

						<ul style="list-style-type: none"> ➤ Raul Y. Masancay Slaughterhouse Master II ➤ Eduardo Oso <i>Butcher Atty. In Fact</i> ➤ Emmanuel Salazar Admin. Aide III ➤ Glen M. Saan Admin. Aide III ➤ Melba E. Viduya Admin. Aide III ➤ Esther Lim RCC II
4		Submits reports to the CEED Officer for evaluation and assessment			➤ 10 mins.	<ul style="list-style-type: none"> ➤ Epitacia C. Bernales CEED Officer ➤ Jonathan Jamora Admin. Officer V ➤ Raul Miranda Admin. Aide VI ➤ Candelario Mozo Security Guard I ➤ Eutiquio Rangel Market Supervisor II ➤ William Edic Admin. Aide III ➤ Raul Y. Masancay Slaughterhouse Master II ➤ Eduardo Oso <i>Butcher Atty. In Fact</i> ➤ Emmanuel Salazar Admin. Aide III ➤ Glen M. Saan Admin. Aide III ➤ Melba E. Viduya Admin. Aide III ➤ Esther Lim RCC II
5		Submits the summary of findings and recommendations to CEEDO Management Board for final action			➤ 2 days	<ul style="list-style-type: none"> ➤ Epitacia C. Bernales CEED Officer ➤ CEED Management Board
6		CEEDMB action/resolution			1 Month (WAITING TIME)	➤ CEED Management Board
7		Releases copy of management action or resolution or disposition of the complaint			➤ 5 mins.	➤ Melba E. Viduya Admin. Aide III
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE : **APPLYING FOR BURIAL LOT**
 SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY TO FRIDAY
 8:00 AM – 5:00 PM,
 NO LUNCH BREAK
 WHO MAY AVAIL OF THE SERVICES? : ALL CONSTITUENTS OF BISLIG CITY
 DURATION OF TRANSACTION : 2 DAYS, 1 HOUR AND 52 MINUTES
 WHAT ARE THE REQUIREMENTS? : ONE (1) ORIGINAL COPY OF THE FOLLOWING DOCUMENTS:
 a) DEATH CERTIFICATE
 b) BURIAL PERMIT
 c) PERSONAL IDENTIFICATION OF INFORMANT/APPLICANT
 d) COMMUNITY TAX CERTIFICATE

FEE/S :

	LOT/AREA OCCUPIED	FEE/S
A	FOR EACH BURIAL LOT CONSISTING OF 1 METER X 2 METER OR FRACTION THEREOF (BARE GROUND)	P 100.00
B	FOR NICHE PROVIDED BY THE CITY (HONEY COMB) B.1 BEFORE THE BURIAL B.2 RENEWAL FOR THE NEXT FIVE (5) YEARS	P500.00 P500.00
C	PERPETUAL SUCH AS NICHE 1 METER X 2 METERS	P500.00
D	BARE GROUND WITH CONCRETE SURFACE	P500.00
E	NICHE FOR BONE DEPOSITORY	P200.00
F	FOR ENCLOSED TOMB.STRUCTURE, THE FEES TO BE COLLECTED WILL BE BASED ON THE WHOLE AREA OCCUPIED TO BE COMPUTED ON THE EXISTING RATE AS A NICHE TYPE OF BURIAL	
G	NICHE CONSTRUCTED OF TOP OF EXISTING NICHE BUT NOT EXCEED TWO (2) STOREY	P300.00

HOW TO AVAIL OF THE SERVICE

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Fills- up application form & submit the required documents	Accepts and verifies the application with complete documents	None	Applica- tion Form	➤ 10 mins.	➤ Melba E. Viduya Admin. Aide III ➤ Jennifer Velez Admin. Aide III
2	Presents the application to CEEDO-Cemetery field office	Assists applicants locate vacant burial area	None	None	➤ 45 mins.	➤ Emmanuel Salazar Admin. Aide III ➤ Glen Saan Admin. Aide III
3	Identifies burial lot & area to be occupied	conducts measurements & issue corresponding assessment			➤ 30 mins.	➤ Emmanuel Salazar Admin. Aide III ➤ Glen Saan Admin. Aide III

4	Presents Assessment Bill to CEEDO Collection Unit & pay the rental due a) Bare Ground b) Niche or concrete surface c) Honeycomb	Issues Official Receipt	Refer to the above-stated tax rates	O.R.	➤ 6 mins.	➤ Esther Lim RCC II ➤ Rosalina Alferez RCC II
5		Prepares Lease Contract		Contract Form	➤ 6 mins.	➤ Melba Viduya Admin. Aide III ➤ Jennifer Velez Admin. Aide III
6	Signs Lease Contract	Approves Lease Contract			➤ 2 days	➤ Librado C. Navarro City Mayor ➤ Epitacia C. Bernales CEED Officer
7		Retrieves signed contract for Records Division			➤ 10 mins.	➤ Melba Viduya Admin. Aide III
8		Releases copy of Lease Contract			➤ 5 mins.	➤ Melba Viduya Admin. Aide III ➤ Jennifer Velez Admin. Aide III
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY ECONOMIC ENTERPRISE AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE	:	ISSUING MEAT INSPECTION CERTIFICATE FOR SLAUGHTERING OF LIVESTOCK
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO SUNDAY 8:00 AM – 8:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	MEAT VENDORS AND GENERAL PUBLIC
DURATION OF TRANSACTION	:	✓ HOGS 2 HOURS AND 11 MINUTES ✓ LARGE CATTLES 3 HOURS AND 11 MINUTES
WHAT ARE THE REQUIREMENTS?	:	ORIGINAL COPY OF THE FOLLOWING DOCUMENTS: 1. REGISTRATION/IDENTIFICATION OF OWNERS 2. CERTIFICATE OF OWNERSHIP (FOR LARGE CATTLES) 3. SHIPPING PERMIT 4. VETERINARY HEALTH CERTIFICATE
FEE/S	:	

TYPE OF FEES	HOG	CATTLE	GOAT
Slaughterhouse Fee	0.50/kilo	0.65/kilo	3.00/kilo
Post-Mortem Fee	0.65/kilo	0.85/kilo	0.65/kilo
Ante-Mortem Fee	14.50/kilo	34.65/kilo	34.65/kilo
Corral Fee	3.30/kilo	5.50/head	5.500/head
Delivery Fee	20.00/head	50.00/head	25.00/head
Permit Fee	25.00/head	50.00/head	20.00/head
Butcher's Fee	2.70/head	2.00/head	3.00/head

HOW TO AVAIL OF THE SERVICE?

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Persons
1	Submits required documents	Accepts and verifies the required documents	None	None	➤ 5 mins.	➤ Ivy Gemma M. Conejero JO Clerk ➤ Rodolfo Rojas COS Security Guard
2		Reviews the submitted documents	None	None	➤ 10 mins.	➤ Raul Y. Masancay Slaughterhouse Master II ➤ Celso M. Ambi Admin. Asst. III
3		Marking of livestock ready for inspection	None	None	➤ 5 mins.	➤ Eduardo L. Oso Butcher Atty-in-fact
4		Prepares list of animals intended for slaughtering	None	None	➤ 10 mins.	➤ Eduardo L. Oso Butcher Atty-in-fact
5		Butchering of animals	None	None	➤ Hogs: 30 mins./head ➤ Large Cattles: 90 mins./head	➤ Adencio B. Micayas ➤ Noel A. Azarcon ➤ Isidro A. Bautista ➤ Albert B. Simagala ➤ Freddie A. Salang ➤ Eduardo L. Oso ➤ Eduardo S. Tadiarca ➤ Allan P. Asotigue ➤ Agustin B. Paloma ➤ Emerito B. Orcullo, Jr. ➤ Rodrigo D. Misa ➤ Reynaldo M. Papuran ➤ Santiago B. Paloma ➤ Nilo Quiban, Jr. ➤ Nelson Durango ➤ Ed Oso ➤ Jonary Carbonilla

6		Conducts Post-Mortem inspection	None	None	➤ 10 mins.	<ul style="list-style-type: none"> ➤ Raul Y. Masancay Slaughterhouse Master II ➤ Celso M. Ambi Admin. Asst. III
7		Weighing and assessment of fees	None	Assessment Form	➤ 15 mins.	<ul style="list-style-type: none"> ➤ Raul Y. Masancay Slaughterhouse Master II
8		Issuance of Meat Inspection Certificate	None	Meat Inspection Certificate	➤ 10 mins.	<ul style="list-style-type: none"> ➤ Celso M. Ambi Admin. Asst. III ➤ Virgilio Lazarte Admin. Asst. III
9	Pays the corresponding fees	Issuance of Official Receipt	See above prescribed fees	Official Receipt	➤ 6 mins.	<ul style="list-style-type: none"> ➤ Esther Lim RCC II ➤ Rosalina Alferez RCC II
10		Delivery of carcass to Bislig City Public Market (BCMP) to respective meat stalls	None	None	➤ 30 mins.	<ul style="list-style-type: none"> ➤ Julieto Avila COS Driver
11	END OF TRANSACTION					