



Republic of the Philippines Province of Bohol Municipality of Loon	Doc. Code:
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Document Title	CITIZEN'S CHARTER
Office/Department	MARKET



VISION: A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance
MISSION: To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

MARKET (ECONOMIC ENTERPRISE)

Frontline Service 1: Collection of General Fees

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MERCADO DE LOON					
1	<ul style="list-style-type: none"> ▪ Express intent 	<ul style="list-style-type: none"> ▪ Welcome client ▪ Weigh items (fish) 	1 min			Concerned Staff	Mercado de Loon
2	<ul style="list-style-type: none"> ▪ Receive OR 	<ul style="list-style-type: none"> ▪ Issue OR / cash ticket 	2-5 min		Monthly rental fee - OR Daily rate per stall/area - cash ticket Parking fees, depends on no. of wheels - cash ticket Vendor's fee/kg (fish) - cash ticket	M. Santillana N. Mesina S. Sagetarios A. Matutes J. Piamonte B. Salavedra T. Lampios D. Miranda A. Matutes A. Libadisos M. Santillana	Mercado de Loon
			2-5 min				