



## **Office of the Economic Enterprise – San Pedro Town Center**

### **External Services**



## 1. Vacant Stall Inquiry

Interested clients who wish to rent or avail of a vacant stall may proceed to the San Pedro Town Center for a spot.

<b>Office or Division:</b>	San Pedro Town Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Administration Office to inquire about a stall	1. If there are vacant stalls, the client will be allowed to inspect and view the stall.	None	10 minutes	<i>SPTC Personnel</i>
	1.1 Assist client in looking for the vacant stall.	None	10 minutes	<i>Security On-Duty CSU</i>
	1.2 Inform client of the requirements, should the client want to avail of a stall.	None	5 minutes	<i>SPTC Personnel</i>
2. Pay a 1-month advanced deposit	2. Ask client to pay for the 1-month advanced deposit and collect payment	Refer to City Revenue Code	5 minutes	<i>Bill Collector SPTC</i>
3. Wait for the issuance of the Contract of Lease (COL).	3. Prepare the contract of lease between the City Mayor and the lessee.	None	5 minutes	<i>SPTC Personnel</i>
	3.1 Issue the contract of lease upon the approval of the Mayor and concerned signatories.	None	5 minutes	<i>SPTC Personnel</i>
	<b>TOTAL:</b>	<b>Refer to City Revenue Code</b>	<b>40 Minutes (excluding the approval of the COL.)</b>	



## 2. Renewal of Contract of Lease

Tenants of the San Pedro Town Center (SPTC) can renew their lease and continue to do business in their respective stalls.

<b>Office or Division:</b>	San Pedro Town Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business Entity			
<b>Who may avail:</b>	San Pedro Town Center Tenants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Current Contract of Lease (1 Original Copy)		SPTC Tenant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Administration Office and present the requirements.	1. Prepare the renewal of Contract of Lease to be duly signed by both parties, Lessee and Lessor.	None	5 minutes	<i>SPTC Personnel</i>
	1.1 Issue the Renewed Notarized Contract of Lease.	None	5 minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	



### 3. Payment of Stall Rent and Electricity

Tenants of the San Pedro Town Center (SPTC) can renew their lease and continue to do business in their respective stalls.

<b>Office or Division:</b>	San Pedro Town Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business Entity			
<b>Who may avail:</b>	San Pedro Town Center Tenants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Statement of Account (1 Original Copy)		SPTC Tenant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring your Statement of Account (SOA) and present it to the Administration for the payment of fees.	1. Verify the SOA of the tenant and receive the payment.	Refer to City Revenue Code	5 minutes	<i>SPTC Personnel</i>
	1.1 Issue the official receipt.	None	5 minutes	
	1.2 Recording and posting of payments to the ledger and computer.	None	5 minutes	
	<b>TOTAL:</b>	<b>Refer to City Revenue Code</b>	<b>15 Minutes</b>	



## SAN PEDRO TOWN CENTER FEES

SECTION	Amount of Fees Per Annum
<b>Commercial</b>	
CS-1F-1	23,760.00
-2	23,760.00
-3	23,760.00
-6	23,760.00
	35,640.00
CS-1F-4	
-9C	17,820.00
CS-1F-5A	11,880.00
5B	11,880.00
5C	11,880.00
8A	11,880.00
8B	11,880.00
7A	13,068.00
7B	10,692.00
9A	8,910.00
9B	8,910.00
<b>Dry-1<sup>st</sup> Floor</b>	
DS 01	3,168.00
02	3,168.00
03	3,168.00
04	3,168.00
05	3,168.00
06	3,168.00
07	3,168.00
08	3,168.00
09	3,168.00
10	3,168.00
11	3,168.00
12	3,168.00
14	3,168.00
15	3,168.00
21	2,772.00
22	2,772.00
24	2,772.00
25	2,772.00
26	2,772.00
27	2,772.00
28	2,772.00
30	2,772.00
33	2,772.00
34	2,772.00
<b>Fruit Section</b>	



FRS 01	7,722.00
02	2,772.00
03	2,772.00
04	2,772.00
05	2,772.00
06	2,772.00
07	2,772.00
08	2,772.00
09	2,772.00
10	3,300.00
11	3,300.00
<b>Chicken Section</b>	1,650.00
<b>Meat Section</b>	1,650.00
<b>Fish Section</b>	1,650.00