

MUNICIPAL ECONOMIC ENTERPRISE DEV'T OFFICE



Office Personnel
APOLINARIO M. GALIDO
MEEDO Administrator
ANECITA G. SACOTE
Meter Reader II
MARION M. TINAMBCAN
Revenue Collection Clerk I
SUSAN C. TIDALGO
Admin. Aide I
JOEY O. VESTIL
Admin. Aide I
RICHARD G. MORALES SR.
Admin. Aide I
ROMEO H. PAÑA
Admin. Aide I
For more information pls. contact:
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09196752518

VISION :

An office that effectively generates and improves local income through efficient management of the public market and Integrated Bus Terminal done through comprehensive collecting mechanisms and development strategies that will initiate small economic enterprises and investments in the municipality.

MISSION :

An improved, independent, income generating office which contributes to the stable economic foundation of the municipality through an impressive increase of collections and rentals done through effective management skills and collaborative planning schemes.

OBJECTIVES:

1. To increase collection of rentals and fees through effective collecting strategies done by skillful MEEDO personnel;
2. To improve ticketing procedures in order to facilitate faster transactions which could bring in more cash collections;
3. Conduct effective monitoring of the business establishments in cooperation with the local PNP to ensure safety and security of goods and properties;
4. Promote continuing management support to local investors by providing a friendly business atmosphere;
5. Propose amendments if necessary, to the Sangguniang Bayan for a more dynamic and liberal imposition of fees and charges which is attuned to the existing changes of time.

OFFICE COMMITMENT :

The Municipal Economic Enterprise and Development Office commits to improve collection of fees and charges with in the framework of its deputized functions and duties, in order to become self-sufficient, financially able and income generating office of the local government.

PLEDGE OF COMMITMENT

We, the Personnel of the Municipal Economic Enterprise and Development Office pledge to follow the dictates of our positions as mandated by law and commit to improve and promote sound government service through collaborative efforts and skillful management of the office entrusted to us.

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PAYMENT OF MARKET RENTAL

■ ABOUT THE SERVICE

All registered stallholders are required to pay their rental and daily cash tickets at the MEEDO Office beside the Public Market. Failure or non-payment of the same shall incur surcharge on the total rent due plus interest.

■ REQUIREMENT(S)

Official Receipt from previous month payment

■ HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>2. Verification and Update of Monthly Rental Payment</p> <p>Approach records section for rental records Verification and update of monthly rental</p>	5 minutes	ANECITA SACOTE MARION TINAMBACAN
<p>3. Payment and Issuance of Official Receipt</p> <p>Proceed to collection section for computation, Payment and issuance of Official Receipt</p>	10 minutes	ANECITA SACOTE MARION TINAMBACAN
<p>4. Posting of Payment</p> <p>Return to the Records Section for posting of Payment and signature of MEEDO Admin.</p>	5 minutes	SUSAN TIDALGO JOEY VESTIL

RENEWAL OF LEASE CONTRACT

■ ABOUT THE SERVICE

All registered stallholders are required to renew their contract of Lease annually stating thereat the guidelines and conditions of their occupancy at the Kitcharao Public Market.

■ REQUIREMENT(S)

- Up-dated Market rental
- Photocopy of Mayor's Permit
- Photocopy of Updated Payment of Business License
- Photocopy of Community Tax

■ HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. SUBMISSION OF REQUIREMENTS Submit requirements to the Records Section for Preparation of documents	10 minutes	biyay
5. CONTRACT SIGNING The Contract will be signed by the MEEDO Administrator and will be submitted to the Municipal Treasurer countersigned by the Mayor	1 week	APOLINARIO M. GALIDO DAMIAN D. GALO MAYOR ARISTOTLE E. MONTANTE
6. ISSUANCE OF CONTRACT To be notarized and released by the MEEDO ADMINISTRATOR		APOLINARIO M. GALIDO