

8.1. Creation - to attain the objectives enunciated by this Code, there is hereby created a body which will henceforth be referred to as the "Market Authority".

8.2. Powers and Functions - The Market Authority shall have the following powers and functions:

- (a) Prepare and/or approve strategic, development and action plans to insure that markets are fully developed and truly serving the general public;
- (b) Formulate policies, rules and guidelines for market operations and administration;
- (c) Conduct periodic review of municipal public market operations;
- (d) Coordinate with the Budget Officer in the preparation of the budget for the municipal public market;
- (e) Adjudicate market stalls to qualified parties
- (f) Hear and settle grievance arising out of market operations;
- (g) Conduct in-depth study, extensive research, and situational analysis, before opening any additional market sites, upgrading, transfer or closure of existing markets;
- (h) To determine and recommend to the Sangguniang Bayan market rates and fees at levels in order to render market operations economically viable;
- (i) Determine the classification of stalls according to sales potentials.

8.3. Composition - The Market Authority shall be composed of the Municipal Mayor as Chairman, the Municipal Planning and Development Coordinator as Vice Chairman, with the following members: Municipal Treasurer, SB Chairman, Committee on Markets and Abattoirs, SB Chairman, Committee on Appropriation (Ways and Means) and the Market Administrator. In addition to the designated members of the Market Authority, there shall be 2 representatives aside from the representative of each section to sit during Market Authority's meeting to deliberate on issues and concerns that affect the Municipal Public Market.

8.4. Meeting - The Market Authority shall have its regular meeting every _____. However, the Mayor as Chairman, may call a special meeting anytime for the purpose of taking up specific matters upon request of any of its member.

SECTION 9. Market Administration

9.1. Creation - There shall be a Market Administration or the Office of the Municipal Public Market Administration which is a division under the supervision of the Municipal Mayor, subject to Civil Service Law, rules and regulations.

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9.2. Composition - There shall be a Market Administrator, Assistant Market Administrator for Operations, Market Supervisors, Market Masters, Section/Unit Heads for Market Research and Planning, Sanitation and Security, Appraisal and Inspection, Maintenance and Repair, as well as their respective staff for the rank and file, who shall be appointed by the Municipal Mayor and/or his/her authorized representative, subject to Civil Service Law.

9.3. Qualification - No person shall be appointed to the above stated positions unless they are citizens of the Philippines, of good moral characters, with educational attainment required for specific positions and as mandated by the Civil Service Law, rules and regulations.

9.4. Position Description Functions -

a) Market Administrator:

- a.1. Submit plans and programs for the better market management operations to the market authority.
- a.2. Implement such plan and program approved by the Market Authority.
- a.3. Submit to the Market Authority yearly budget proposal.
- a.4. Submit quarterly reports to the Authority including statistical data on market operations and such other reports as may be required by the Market Authority.
- a.5. Exercise immediate supervision over Assistant Administrator, Market Supervisor and Market Masters and accepts and take appropriate action on complaints filed against them in their official capacities.
- a.6. Enforce ordinances and resolutions set forth by the Sangguniang Bayan and/or the Market Authority.
- a.7. Be primarily responsible for the maintenance and upkeep of the Public Markets and their surrounding premises; and
- a.8. Perform such other duties and functions as may be assigned by the Authority and/or the Municipal Mayor.

b) Assistant Market Administrator for Operation:

- b.1. Assist the Market Administrator in the maintenance and upkeeping of the facilities within the Public Market such as stalls, lights, water, toilets, garbage disposal and others;
- b.2. Recommend/implement measures for effective collection of stall rentals, entrance fees and other fees.

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- b.3. Work out plans and programs for the utmost utilization of all spaces within the ~~municipal~~ markets so as to increase revenues;
- b.4. Assist the Market Administrator in the implementation of the Market Code Ordinances and resolutions pertaining to markets, as well as, the terms and conditions of the contract of lease;
- b.5. Assist the Market Administrator in co-ordination with Market Supervisor and/or Unit-in-Charge in working for possible solutions to vendor's complaints;
- b.6. Submit to the Market Administrator yearly budget proposal that concerns the operations;
- b.7. Study commodity flow in relation to market stall rental;
- b.8. Submit duly accomplished Performance Target Worksheet (PTW) and Performance Appraisal Report (PAR) of market personnel every end of semester;
- b.9. Conduct meeting with market personnel and vendors on matters that may improve the operation and Education and Enforcement Section of the Public Market;
- b.10. Recommend to the Market Administrator plans and programs for an effective market management;
- b.11 Assist the Market Administrator in co-ordinating with other government or private agencies that may be of help in improving the operation of the Public Market, especially sanitation and security;
- b.12 Perform such other duties and functions that may be assigned by the Market Administrator.

c) Market Supervisor

- c.1. Assist the Assistant Market Administrator concerned in the proper administration and implementation of the provisions of the Code;
- c.2. Supervise and elevate the activities and performance of Market Masters and investigate complaints affecting their public performance and behaviour that are brought to his attention; and
- c.3. Perform such other duties and functions that may be assigned to him from time to time by the Market Management.

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d) Market Research and Planning Supervisor -

- d.1 Assist the Market Administrator in formulating research designated and statistical studies concerning market development;
- d.2 Assist the Market Administrator and the Assistant Market Administrator in formulating Market Development plans;
- d.3 Help evaluate reports of market operations for the possible policy action proposal by the Market Administrator.
- d.4 Manage the Market Research and Planning Staff under his/her control; and
- d.5 Perform such other duties and functions that may be assigned by the Market Administrator.

e) Market Master:

- e.1 See to it that stallholders are provided with the corresponding official receipts or cash tickets to the stall or space occupied by them;
- e.2 See to it that the market to which he is administratively assigned is efficiently operated and that all subordinate market personnel assigned to his market perform their duties properly;
- e.3 Execute and implement directives emanating from the Market Administrator pertaining to the operations of government owned and/or operated Public Markets within their respective jurisdiction which normally includes cleanliness, security, order and good conduct inside the market;
- e.4 Prepare periodic collection/appraised taxes report which shall include comparative statements of collection and statistical data, prevailing prices of goods in the Public Market he is assigned;
- e.5 Be accountable for the maintenance and efficient utilization of all market properties, facilities and supplies;
- e.6 Perform such other duties and functions that may be assigned by the Market Administrator.

f) Market Inspector:

- f.1 Re-assess tax due based on volume and kind of commodities;

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- f.2 Inspect the official receipts and/or tickets issued to vendors as well as the ledgers of market masters;
- f.3 Investigate violations and appropriate charges imposed/collected;
- f.4 Exercise utmost vigilance and care to prevent any losses in the area where he is assigned;
- f.5 Assist the Market Administrator in enforcing the provisions of this Code and other rules and regulations governing the operations of the Public Market;
- f.6 Perform such other duties and functions that may be assigned by the Market Administrator.

SECTION 10. Market Revenue Generation

10.1 The Municipal Treasurer shall exercise direct and immediate supervision, administration and control over the collection of market fees.

10.2. There shall be Local Revenue Collection Officers assigned in each section of the Public Market.

10.3. The duties and obligations of Local Revenue Collection Officers are as follows:

- (a) Recommend/implement measures for effective collection of stall rentals and other fees.
- (b) Submit to the Market Authority revenue reports on a monthly, semi-annual and annual basis with comparative statements, e. g. actual collections versus collectibles from rentals and other fees.
- (c) Perform such other functions as may be assigned by the Municipal Treasurer and/or Market Authority.

10.4. The Market Fees, Entrance Fees, Slaughtering and Other fees as prescribed in the Revised Revenue Code of the Municipality of Roxas shall be the basis of collections and/or charges.

10.5. Each market section shall generate revenues to be able to sustain its operation.

10.6. The use of Official Receipts (O.R) shall be required for payments in excess of ₱10.00.

TITLE IV - STALL/SPACE MANAGEMENT

SECTION 11. Stalls/Spaces Vacancy, Adjudications, Award and Occupancy.

11.1. Qualifications - Natural persons are qualified to participate in the adjudication of market stalls and spaces, provided that, they meet the following requirements:

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