

Chairman, Committee on Local Economic
Enterprise
Chairman, Committee on Appropriation
2 representatives from each Market section

8.4. Meeting – The Market Authority shall have its regular meeting every month. 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.

9.2. Composition – There shall be a Market Administrator, Assistant Market Administrator for Operations, Market Supervisors, 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 Philippine, of good moral characters, with educational attainment required for specific positions and as mandated by the Civil Service Law, rules and regulations.

9.4. Job Description and Functions –

a) Market Administrator:

a.1. Submits plans and programs for the better market management operations to the market authority.

a.2. Implements such plan and program approved by the Market Authority.

a.3. Submits to the Market Authority yearly budget proposal.

a.4. Submits quarterly reports to the Market Authority including statistical data on market operations and such other reports as may be required by the market Authority.

a.5. Exercises 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. Enforces ordinances and resolutions set forth by the Sangguniang Bayan and/or the Market Authority.

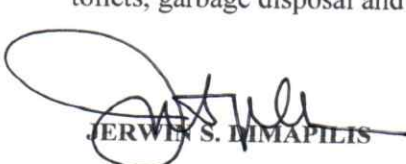
a.7. Be primarily responsible for the maintenance and upkeep of the Public Markets and their surrounding premises; and

a.8. Performs such other duties and functions as may be assigned by the Market Authority and/or the Municipal Mayor.

b) Assistant Market Administrator for Operations:

b.1. Assists the Market Administrator in the maintenance and upkeep of the facilities within the Public Market such as stalls, lights, water, toilets, garbage disposal and others;


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b.2. Recommends/implements measures for effective collection of stall rentals, entrance fees and other fees.

b.3. Works out plans and programs for the utmost utilization of all spaces within the municipal markets so as to increase revenues;

b.4. Assists 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. Assists the Market Administrator in coordination with Market Supervisor and/or Unit-in-Charge in working for possible solutions to vendor's complaints;

b.6. Submits to the Market Administrator yearly budget proposal that concerns the operations;

b.7. Studies commodity flow in relation to market stall rental;

b.8. Submits duly accomplished Performance Target Worksheet (PTW) and Performance Appraisal Report (PAR) of market personnel every end of semester;

b.9. Conducts meeting with market personnel and vendors on matters that may improve the operation of the Public Market.

b.10. Recommends to the Market Administrator plans and programs for an effective market management;

b.11. Assists the Market Administrator in coordinating 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. Performs such other duties and functions that may be assigned by the Market Administrator.

c) Market Supervisor

c.1. Assists the Assistant Market Administrator concerned in the proper administration and implementation of the provisions of the Code;

c.2. Supervises and elevates the activities and performance of Market Master and investigates complaints affecting their public performance and behavior that are brought to his attention; and

c.3. Performs such other duties and functions that may be assigned to him from time to time by the Market Management.

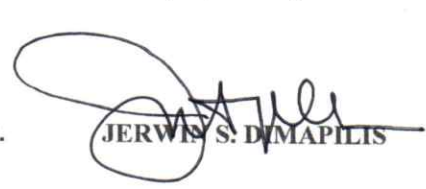
d) Market Research and Planning Supervisor –

d.1. Assists the Market Administrator in conducting research and statistical studies concerning market development; and other matters.

d.2. Assists the Market Administrator and the Assistant Market Administrator in formulating Market Development plans;

d.3. Helps evaluate reports of market operations for the possible policy action proposed by the Market Administrator;


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d.4. Manages the Market Research and Planning Staff; and

d.5. Performs such other duties and functions that may be assigned by the Market Administrator.

e) Market Master:

e.1. Sees to it that stallholders are provided with the corresponding official receipts or cash tickets to the stall or space occupied by them;

e.2. Sees 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. Executes and implements directives emanating from the Market Administrator pertaining to the operations of government owned and/or operated Public markets within their respective jurisdiction, security, order and good conduct inside the market;

e.4. Prepares 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. Performs such other duties and functions that may be assigned by the Market Administrator.

f) Market Inspector:

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

f.2. Inspects the official receipts and/or tickets issued to vendors as well as the ledgers of market masters;

f.3. Investigates violations and appropriate charges imposed/collected;

f.4. Exercises utmost vigilance and care to prevent any losses in the area where he is assigned;

f.5. Assists the Market Administrator in enforcing the provisions of this Code and other rules and regulations governing the operations of the Public Market;

f.6. Performs such other duties and functions that may be assigned by the Market Administrator.

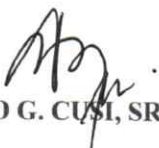
SECTION 10. Market Revenue Generation

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.


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- (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, Slaughter 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 revenue 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;

- (a) Must be a Filipino citizen;
- (b) Show evidence that they are taxpayers;
- (c) Have no record of violation of market rules and regulations;
- (d) Pay the corresponding application fee;
- (e) Must not own a stall or space of any of the Municipal owned and/or operated markets.

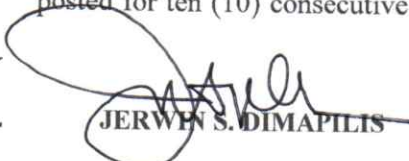
11.2. Stall/Space Vacancy – A market stall/space is deemed vacant under any of the following circumstances:

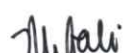
- (a) When it is newly constructed and not yet leased;
- (b) When it is declared vacant by the Market Authority for the following reasons/causes:
 - b.1 Abandonment by the lessee;
 - b.2 For violation by the lessee of any of the terms and conditions of the contract of lease, policies, rules and regulations promulgated by the Market Authority;
- (c) Health of the lessee;
- (d) Voluntary surrender by the lessee; and
- (e) Physical incapacity of the lessee and members of his nuclear family to personally administer the stall/space.

11.3. Adjudication and Occupancy – Stall/Space adjudication and right of occupancy shall be determined by the Market Authority in accordance with the provisions of this ordinance.

11.4. Manner of Adjudication – A notice of Stall/Space vacancy shall be posted for ten (10) consecutive days in a conspicuous place in the market


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premises. The notice shall contain the area of the vacant stall/space, section and the public market where it is located. It shall, likewise, contain information that will afford the prospective applicant enough knowledge of the adjudication procedures, minimum guiding rate, terms and contracts, date, time and place of the raffle.

11.5. Award – The Market Authority shall award to the winning qualified applicant the contract of lease over the market stall/space subject to the final action on a protest, if any. Any applicant who feels aggrieved by the decision of the Market Authority shall, within 5 days from the date of publication of the winning qualified applicant, file his/her protest with the Authority. The Authority, in accordance with its procedure, shall decide said protest within 15 days from actual receipt thereof.

11.6. Only one stall/space be awarded to one nuclear family which shall consist of parents and their unmarried children who are below 21 years old. Lessees shall manage the stall/space themselves and not sublease or allow proxies to manage the same. In case the lessees shall hire helpers, it shall be registered with the Market Authority. In no case shall the lessee hire more than five (5) helpers.

11.7. Special Award and Adjudication – The market Authority may seek approval of the Sangguniang Bayan as the need arises to grant special awards to people who have assisted the Market Administration in the curtailment of any and all forms of anomalous practice, involving market operations and/or violation of this Code.

SECTION 12. Contract

12.1. The Market Authority shall recommend to the Mayor the contents of the contract and any changes thereafter. The terms of contract of lease shall be for a period not exceeding five (5) years renewable under such terms and conditions as the Authority may determine.

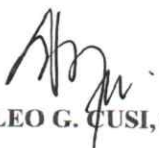
12.2. Stall and/or Space administration. Any person who has been awarded the right to lease a market stall and/or space in accordance with the provisions hereof, shall actively run his/her stall and/or space, otherwise, his/her stall and/or space be considered abandoned or subleased. Under no circumstances shall subleasing be allowed. Prior written notification to the Market Administrator must be made by the stallholders/space occupants regarding employing helpers. No person shall be allowed to administer a stall/space unless he shall have undergone the required orientation on market rules and regulations.

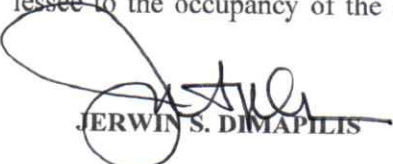
12.3. Stallholders/Space Occupants shall not be allowed to display and sell their merchandise beyond the capacity of their stalls.

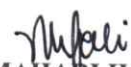
12.4 Manner of Paying Rentals – the stallholders/space occupants shall pay the rent of the market stall/space based on the payment stated in the Municipal Revenue Code.

12.5. A stall/space in a government market must continuously serve the public and generate revenue for the government. Any stall/space that shall be idle for fifteen (15) consecutive days for whatever reason the contract of which shall be considered cancelled, unless otherwise decided by the Market Authority.

12.6. Death of Lessee, Permanent Physical Incapacity, Succession – If a lessee dies or become physically incapacitated permanently, the surviving and physically able spouse, except when legally separated, may succeed said lessee to the occupancy of the stall/space. Provided, however, that if the


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