



UNIT FOR SPORTS DEVELOPMENT

EXTERNAL SERVICES



1. REQUEST FOR THE USE OF SPORTS EQUIPMENTS

Safeguard and guarantee the availability of government properties for public use, abiding with legal terms and conditions for proper use and the guarantee of its safe return.

Office or Division:		Unit for Sports Development		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 3 copies of Request Letter		City Sports Office		
2. Request form		City Mayor's Office		
3. Release and return form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter of Request at the City Mayor's Office and logbook in client logbook	1. Receive the Letter of Request	None	2 minutes	<i>Administrative Aide I</i> (City Sports Office)
	1.1 Record in the logbook		3 minutes	
2. Fill up the request form and submit for evaluation	2. Evaluate the request form	None	10 minutes	<i>Administrative Aide I</i> (City Sports Office)
	2.1 Verify the availability of the requested materials/equipments	None	15 minutes	
3. Wait for the approval and release of the request	3. Approval of the request	None	5 minutes	<i>Officer in Charge Sports</i> (City Sports Office)
	3.1 Issue the copy of the approved request	None	25 minutes	
TOTAL		None	30 Minutes	



2. SUBMISSION OF SPORTS EVENT PROPOSAL

The submission of Sports Event Proposal is to avoid unnecessary and unofficial accommodation of sports event proposal. Proper screening and validation process must be secure by the proponent to ensure effectiveness and legitimacy of the proposed event.

Office or Division:		Unit for Sports Development		
Classification:		Complex		
Type of Transaction:		G2C – Government to Client		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proposal Letter address to the City Mayor		Sports Office/City Mayor's Office		
2. Program/Event Design		Sports Office		
3. Budgetary Requirements				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the client's logbook and submit the proposal letter to the office receiving clerk	1. Give the logbook to the client 1.1 Receive the proposal letter	None	2 minutes	<i>Administrative Aide I</i> (City Sports Office)
2. Undergo an interview about the proposal	2. Conduct interview to verify and validate the proposal preliminary	None	1 hour	<i>Administrative Aide III</i> (City Sports Office)
3. Arrange meeting with the City Mayor and the Sports Office	2.1 Schedule for meetings with the City Mayor and the organizer.	None	5 minutes	Officer in Charge (City Sports Office)
4. Attend meeting for the finalization of details	3. If approved by the City Mayor, OIC-Sports, Program and Events Coordinator, Proponent will meet for planning, budgeting, coordination and finalization of	None	3 hours	Officer in Charge (City Sports Office)



	details of the event			
	TOTAL	None	3 Days, 9 Hours, 8 Minutes	



3. SECURING VENUE PERMIT

To ensure and safeguard government places/ properties for public use with terms and conditions complying the requirements that are mandated by Local ordinance, ensuring public use.

Office or Division:		Unit for Sports Development		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Availability of the venue		Sports Office		
2. Letter request (with proper details)		City Mayor's Office		
3. Request form				
4. Mayor's permit		City Mayor's Office		
5. Official Receipt		City Treasurer Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook	1. Give the logbook to the client	None	2 minutes	Administrative Aide I (City Sports Office)
2. Submit 3 copies of letter request	2. Accept the letter request	None	2 minutes	Client
	2.1 Temporary blocking of the availability of venue	None	1 minute	Administrative Aide I (City Sports Office)
	2.2 Initial and attached the approved letter request	None	1 minute	Officer in charge (City Sports Office)
3. Pay the required fee at the City Treasurer's Office	3. Accept the payment 3.1 Issue Official Receipt		4 minutes	<i>Cash Receipt Division</i> (City Treasurer's Office)
4. Return to the Sports Office for the issuance and release of Mayor's Permit	4. Issue the copy of Mayor's Permit to the client	None	10 minutes	Sec. to the Mayor (City Mayor's Office)
	4.1 Furnish copy of the approved permit to the concerned offices	None	10 minutes	
TOTAL		None	30 Minutes	