

CITY OF IMUS SPORTS DEVELOPMENT UNIT EXTERNAL SERVICES



1. REQUISITION OF SPORTS MATERIALS/SOLICITATIONS

Granting of request for sports related materials

OFFICE OR DIVISION	City of Imus Sports Development Unit			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizen			
WHO MAY AVAIL THE SERVICE	Imus residents and organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request addressed to Mayor		Client		
Photocopy of Requestor's ID		Client		
Barangay/School endorsement		Respective Barangay/School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Receive the requirements.	None	2 minutes	Mr. Roberto Pagtakhan
	1.2 Interview client regarding the purpose of their request	None	5 minutes	Mr. Patrick M. Paulme Department Head
	1.3 Approval/Disapproval of Request	None	8 minutes	Mr. Patrick M. Paulme Department Head
2. Receive Sports Materials/ Solicitation	2. Award Sports Materials/ Solicitation	None	5 minutes	Mr. Patrick M. Paulme Department Head
TOTAL		None	20 minutes	



2. USE OF IMUS FITNESS CENTER

The Imus Fitness Center is available to all residents of City of Imus. It is located in Bucandala III, City of Imus, Cavite.

OFFICE OR DIVISION	City of Imus Sports Development Unit			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C -Government to Citizens			
WHO MAY AVAIL THE SERVICE	All Imus residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of Voter's ID/ COMELEC Certificate		COMELEC Office - Imus		
Duly Filled out the Application Form		City of Imus Sports Development Unit		
1x1 ID Picture		Client		
If minor, you must also submit:				
Photocopy of Voter's ID/ COMELEC Certificate of Parent		COMELEC Office - Imus		
Parental Consent		Client's parents/guardians		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit needed documents	1.1 Assess the requirements	None	10 minutes	Instructor on Duty
	1.2 Provide instructions for use of Gym and ID			
2. Receive ID and Instructions and use gym	2. Issue Fitness Center ID	None	5 minutes	Instructor on Duty
TOTAL		None	15 minutes	



3. FINANCIAL ASSISTANCE

OFFICE OR DIVISION	City of Imus Sports Development Unit			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2C - Government to Citizens			
WHO MAY AVAIL THE SERVICE	Imus residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter addressed to the City Mayor			Client (Note: Letter should have the signature of the Barangay Captain)	
Barangay Clearance				
Photocopy of any Valid Government Issued ID				
COMELEC Certification				
Barangay Resolution				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Evaluate requirements/documents	None	5 minutes	Mr. Roberto Pagtakhan
	1.2 Provide instructions regarding the next step	None	3 minutes	
	1.3 Process the request in the concerned departments (i.e. Budget Office, Mayor's Office, Accounting Office, Treasurer's Office)	None	15 days	
2. Follow-up regarding the status of their request	2. Inform the client about the status	None	5 minutes	Mr. Roberto Pagtakhan
3. Receive the cheque	3. Release of financial assistance requested	None	5 minutes	Treasurer's Office
TOTAL		None	15 days	



4. GO FOR GOLD CERTIFICATION

Go For Gold trainers and athletes may request a certification to confirm their participation in the program and attest their achievement.

OFFICE OR DIVISION	City of Imus Sports Development Unit			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizens			
WHO MAY AVAIL THE SERVICE	Go for Gold Trainers and Athletes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of Requestor's School ID		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the online request form then attach the needed requirement	1.1 Assess the requirement.	None	2 minutes	Ms. Jam Gabrielle Cani
	1.2 Approval of the request	None	1 minute	Mr. Patrick M. Paulme Department Head
	1.3 Prepare the document.	None	5 minutes	Ms. Jam Gabrielle Cani
2. Receive certification through e-mail	2. Issue the GFG Certification	None	2 minutes	Ms. Jam Gabrielle Cani
TOTAL		None	7 minutes	

