

# **CITY OF IMUS SPORTS DEVELOPMENT UNIT EXTERNAL SERVICES**

**CITIZEN'S CHARTER**



[www.cityofimus.gov.ph](http://www.cityofimus.gov.ph)

### 1. REQUISITION OF SPORTS MATERIALS/SOLICITATIONS

Granting of request for sports related materials.

<b>OFFICE OR DIVISION</b>	City of Imus Sports Development Unit			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	Imus residents and organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request addressed to Mayor		Client		
Photocopy of Requestor's ID		Client		
Barangay/School endorsement		Respective Barangay/School		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register and submit the request letter to the City Mayor's Office.	1.1 Evaluate the request.	None	1 day	City Mayor's Office
	1.2 Transmit request letter to City Sports Development Unit.	None		
2. Submit the requirements.	2.1 Receive the requirements.	None	2 minutes	Mr. Roberto Pagtakhan
	2.2 Interview client regarding the purpose of their request.	None	5 minutes	Mr. Patrick M. Paulme Unit Head
	2.3 Approval/Disapproval of Request.	None	8 minutes	Mr. Patrick M. Paulme Unit Head
3. If approved, receive Sports Materials/ Solicitation.	3.1 Award Sports Materials/ Solicitation.	None	5 minutes	Mr. Patrick M. Paulme Unit Head
<b>TOTAL</b>		<b>None</b>	<b>1 day and 20 minutes</b>	

## 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.

<b>OFFICE OR DIVISION</b>	City of Imus Sports Development Unit			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C -Government to Citizens			
<b>WHO MAY AVAIL THE</b>	All Imus residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Photocopy of Voter's ID/ COMELEC Certificate / Claim Stub		COMELEC Office - Imus		
Barangay Certificate (for non-voters)		Respective Barangay Hall		
Duly Filled out the Application Form		Imus Fitness Center		
1x1 ID Picture		Client		
<b>If minor, you must also submit:</b>		Client		
Photocopy of Voter's ID/ COMELEC Certificate of Parent		COMELEC Office - Imus		
Parental Consent		Client's parents/guardians		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit needed documents.	1.1 Assess the requirements.	None	10 minutes	Mr. Salvador Cambay
	1.2 Provide instructions for use of Gym and ID.			
2. Receive ID and Instructions and use gym.	2.1 Issue Fitness Center ID.	None	5 minutes	Mr. Salvador Cambay
<b>TOTAL</b>		<b>None</b>	<b>15 minutes</b>	

### 3. RESERVATIONS FOR PUBLIC FACILITY

Reservation to use the Imus Sports Complex and the City of Imus Grandstand & Track Oval (CIGTO) for various recreational, socio-civic, sports, entertainment, and educational purposes.

<b>OFFICE OR DIVISION</b>	City of Imus Sports Development Unit			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G - Government to Government, G2C - Government to Citizens, G2B - Government to Businesses			
<b>WHO MAY AVAIL THE SERVICE</b>	All Imuseños and non-Imuseños			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter addressed to the City Administrator		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request letter at the City Administrator's Office.	1.1 Check for the availability of the Imus Sports Complex or City of Imus Grandstand and Track Oval.	None	5 minutes	Ms. Cecil I. Reyes
	1.2 Assist the client in finalizing the schedule.	None	5 minutes	
	1.3 Assess the requirements and Issue Order of Payment.	None	5 minutes	
2. Pay prescribed fee at City Treasurer's Office.	2.1 Receive payment and issue Official Receipt (OR).	<b>CITY OF IMUS GRANDSTAND AND TRACK OVAL</b> <b>Sports fest</b> (for 6 hours) Commercial/ Private Companies – Php 20,000.00 Other LGU/Gov't Institution – Php 10,000.00 Private Schools / Public Schools Within Imus – Free Outside Imus – Php 8,000.00 Succeeding Hours – Php 1,000.00  <b>Fun Run</b> (Min 3 hours) Commercial/ Private Companies – Php 10,000.00	10 minutes	City Treasurer's Office

		<p>Other LGU/Gov't Institution – Php 10,000.00</p> <p>Private Schools / Public Schools Within Imus – Php 5,000.00</p> <p>Outside Imus – Php 10,000.00</p> <p>Residents – Php 5,000.00</p> <p>Non-residents – Php 10,000.00</p> <p><b>Practice/Training</b> (per hour)</p> <p>Commercial/ Private Companies – Php 1,000.00</p> <p>Other LGU/Gov't Institution – Php 500.00</p> <p>Private Schools / Public Schools Within Imus – Free</p> <p>Outside Imus – Php 50.00 / head</p> <p>Residents – Free</p> <p>Non-residents – Php 50.00/head</p> <p><b>Football Tournament</b> (6 hours)</p> <p>Commercial/ Private Companies – Php 20,000.00</p> <p>Other LGU/Gov't Institution – Php 10,000.00</p> <p>Private Schools / Public Schools Within Imus – Free</p> <p>Outside Imus – Php 15,000.00</p> <p>Residents – Php 10,000.00</p> <p>Non-residents – Php 15,000.00</p> <p>Succeeding hours – Php 1,000.00</p>		
--	--	---	--	--

		<p><b>Football Practice</b> – Php 200.00 per head Public Schools within Imus – Free</p> <p><b>Per bulb</b> – Php 200 per bulb per hour</p> <p><b>d. Walk-in</b> Residents – Free with Government ID or apply for Grandstand Privileged ID Non-residents – Php 25.00 / head</p> <p><b>IMUS SPORTS COMPLEX (per hour rates)</b> With Lights, and Exhaust Fan – Php 2,000.00 With Aircon and VIP Rooms – Php 10,000.00</p>		
3. Present Official Receipt (OR).	3.1 Input information on the Templated Form.	None	3 minutes	Ms. Cecil I. Reyes
	3.2 Signature of the City Administrator.	None	2 minutes	Mr. Hertito V. Monzon City Administrator
4. Claim permit.	4.1 Release permit.	None	2 minutes	Ms. Cecil I. Reyes
5. Provide copy of Permit and Official Receipt to the City Sports Development Unit.	5.1 Receive the permit and schedule the event on the Calendar of Activities of either the Imus Sports Complex or the City of Imus Grandstand & Track Oval (CIGTO).	None	3 minutes	Mr. Rommel Jose Ramirez
<b>TOTAL</b>		<b>Based on the assessment</b>	<b>35 minutes</b>	

#### 4. SPORTS TRAINING PROGRAM CERTIFICATION

Sports Training Program trainers and athletes may request a certification to confirm their participation in the program and attest their achievement.

<b>OFFICE OR DIVISION</b>	City of Imus Sports Development Unit			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizens			
<b>WHO MAY AVAIL THE</b>	Sports Training Program Trainers and Athletes			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Photocopy of Requestor's School ID		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirement/s	1.1 Receive the requirements.	None	2 minutes	Ms. Jam Gabrielle Cani
	1.2 Interview client regarding the purpose of their request.	None	1 minute	Mr. Patrick M. Paulme Unit Head
	1.3 Approval/Disapproval of Request.	None	5 minutes	Ms. Jam Gabrielle Cani
2. Receive certification	2.1 Issue the Sports Training Program Certification.	None	2 minutes	Ms. Jam Gabrielle Cani
<b>TOTAL</b>		<b>None</b>	<b>7 minutes</b>	