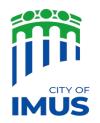
CITY OF IMUS SPORTS DEVELOPMENT UNIT EXTERNAL SERVICES



1. REQUISITION OF SPORTS MATERIALS/SOLICITATIONS

Granting of request for sports related materials.

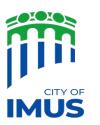
OFFICE OR DIVISION	City of Imus Sports Development Unit				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	G2C - Government to Citizen				
WHO MAY AVAIL THE SERVICE	Imus residents and organizations				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Letter Request addressed to Mayor		Client			
Photocopy of Requestor's ID		Client			
Barangay/School endorsement		Respective Barangay	Respective Barangay/School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Register and submit the request letter to the City Mayor's	1.1 Evaluate the request.	None	1 day	City Mayor's Office	
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	
	TOTAL	None	1 day and 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	All Imus residents				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Photocopy of Voter's ID/ COMELEC Certificate / Claim Stub COMEL		COMELEC Office - Imu	COMELEC Office - Imus		
Barangay Certificate (for non-vote	ers)	Respective Barangay Hall			
Duly Filled out the Application Form		Imus Fitness Center			
1x1 ID Picture		Client			
If minor, you must also submit:		Client			
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	
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	2.1 Issue Fitness Center ID.	None	5 minutes	Mr. Salvador Cambay	
and use gym.					
	TOTAL	None	15 minutes		



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.

educational purposes.				
OFFICE OR DIVISION	City of Imus Sports Development Unit			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G - Government to Government, G2C - Government to Citizens, G2B - Government to Businesses			
WHO MAY AVAIL THE SERVICE	All Imuseños and non-Imuseños			
CHECKLIST OF REQUIREMENTS			ERE TO SECURE	
Request Letter addressed to the City Administrator		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.1.2 Assist the client in finalizing the schedule.	None	5 minutes	Ms. Cecil I. Reyes
	1.3 Assess the requirements and Issue Order of Payment.	None	5 minutes	
		None	5 minutes	
2. Pay prescribed fee at City Treasurer's Office.	2.1 Receive payment and issue Official Receipt (OR).	CITY OF IMUS GRANDSTAND AND TRACK OVAL Sports fest (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	10 minutes	City Treasurer's Office
		Fun Run (Min 3 hours) Commercial/ Private Companies – Php 10,000.00		

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



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



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.

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OFFICE OR DIVISION	City of Imus Sports Development Unit			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizens			
WHO MAY AVAIL THE	Sports Training Program 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. 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
	TOTAL	None	7 minutes	

