

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. 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
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		COMELEC Office - Imus		
Barangay Certificate (for non-voters)		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
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
TOTAL		None	15 minutes	

3. ISSUANCE OF IMUS TRACK OVAL ID

The Imus Track Oval is available to all residents of City of Imus. It is located in Malagasang I-G, 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		COMELEC Office - Imus		
Barangay Certificate (for non-voters)		Respective Barangay Hall		
Duly Filled out the Application Form		Imus Grandstand and Track Oval		
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
1. Submit needed documents.	1.1 Assess the requirements.	None	10 minutes	Mr. Armando Frani
	1.2 Provide instructions for use of Track Oval and ID.			
2. Receive ID and Instructions and use track oval.	2.1 Issue Grandstand and Track Oval ID.	None	5 minutes	Mr. Armando Frani
TOTAL		None	15 minutes	

4. 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.

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		WHERE TO SECURE		
Request Letter addressed to the City Administrator		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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).	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 Fun Run (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 Outside Imus – Php 10,000.00 Residents – Php 5,000.00 Non-residents – Php 10,000.00</p> <p>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 Non-residents – Php 50.00/head</p> <p>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</p> <p>Succeeding hours – Php 1,000.00</p>		
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		Football Practice – Php 200.00 per head Public Schools within Imus – Free 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		
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 of Imus 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	Ms. Sofia Louraine Lara
TOTAL		Based on the assessment	35 minutes	