



## 5. Reservation of Municipal Sports Complex

The Municipal Government offers the use of Municipal Sports Complex (Dr. Hermogenes T. Arayata Sr.) for seminars, conferences, programs, gatherings, sports, and other related activities.

<b>Office/Division:</b>	Mayor's Office/Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request addressed to the Municipal Mayor indicating the date, time and purpose of use.		Personally prepared by the requesting person or group.		
Official Receipt as proof of payment. <i>(to be required after the assessment)</i>		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the request letter for the use of the Municipal Sports Complex	1. Verify the purpose of the request and check the availability of the complex	None	2 Minutes	<i>Office Staff</i> Cubicle "B" Mayor's Office
2. Get advice on the confirmation/ approval regarding the use of the Municipal Sports Complex.	2. Give the confirmation/approval for the use of the complex for the requested date and issue Order of Payment	None	3 Minutes	<i>Office Staff</i> Cubicle "B" Mayor's Office
3. Proceed to the Treasurer's Office for the payment of corresponding fees	3. Get the Order of Payment and prepare the official receipt and get cash for payment	PHP200/ hour for daytime Or PHP250/ hour for night time	5 Minutes	<i>Collection Clerk</i> Treasury Office
4. Go back to Mayor's Office and present the official receipt to the officer in charge	4. Verify the official receipt and prepare the permit and note the date to the calendar of activities.	None	3 Minutes	<i>Office Staff</i> Cubicle "B" Mayor's Office



5. Claim the permit, sign logbook to acknowledge receipt.	5. Release the permit together with the official receipt and make them sign to acknowledge receipt.	None	2 Minutes	Office Staff Cubicle "B" Mayor's Office
<b>TOTAL:</b>		<b>PHP800 4 Hours used Daytime</b>	<b>15 Minutes</b>	