

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	Roberto Pagtakhan, Jr.
	1.2 Interview client regarding the purpose of their request	None	5 minutes	
	1.3 Approval/Disapproval of Request	None	8 minutes	
2. Receive Sports Materials/ Solicitation	2. Award Sports Materials/ Solicitation	None	5 minutes	Joel Legaspi
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	5 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	2 minutes	Instructor on Duty
TOTAL		None	7 minutes	



3. FINANCIAL ASSISTANCE

OFFICE OR DIVISION	City of Imus Sports Development Unit			
CLASSIFICATION	Simple			
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	8 minutes	RJ Ramires
	1.2 Provide instructions regarding the next step	None		
	1.3 Process the request	None		
2. Follow-up regarding the status of their request	2. Inform the client about the status	None	5 minutes	RJ Ramires
3. Receive cheque	3. Release of financial assistance requested	None	1 month	
TOTAL		None	1 month	

