



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: CITY SPORTS OFFICE / LGU – ORMOC CITY

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Sports Development Program	Article 14 of the 1987 Philippine Constitution. Education, Science and Technology, Arts Culture and Sports	Sections 19 (1) "The State shall promote physical education and encourage sports programs, league competitions, and amateur sports, including training for international competitions, to foster self-discipline, teamwork, and excellence for the development of a healthy and alert citizenry." (2) "All educational institutions shall undertake regular sports activities throughout the country in cooperation with athletic clubs and other sectors."	Ordinance No. 67 An Ordinance establishing the sports policy and program of Ormoc City, creating the Ormoc City Sports Council and Ormoc City Sports office, prescribing the compositions thereof, defining the duties and functions thereto, and appropriating funds therefor.	March 10, 2020	Executive Order No. 81 series of 2020. An executive order constituting the Ormoc City Sports Commission and appointing the members thereof.



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>SPORTS DEVELOPMENT PROGRAM</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Before the Sport Event 1. Approved sport event budget proposal (4 original) 2. Approval of sports events from the City Health Office (1 original and 1 photocopy) 3. List of expected participants (1 original and 1 photocopy) 4. Sports mechanics (1 original and 1 photocopy)	None	1. Submission of sport event budget proposal.	None	7 days	None
		2. If approved, proceed to the event.	None	Depending on the event duration.	None
		3. After the event, submit all the requirements needed for the liquidation.	None	14 days	None
			None		
After the Sport Event 1. Approved sport event budget proposal (4 original) 2. List of actual registered participants (1 original and 1 photocopy) 3. Attendance of actual participants with signature (1 original and 1 photocopy) 4. Attendance of officiating officials with signature		4. Releasing of cash prize and/or officiating officials' honoraria.		14 days after the processing of liquidated documents.	None



(1 original and 1 photocopy)					
5. Schedule of games (1 original and 1 photocopy)					
6. Bracketing (1 original and 1 photocopy)					
7. Score sheets (1 original and 1 photocopy)					
8. Pictures during the event and during the (1 original and 1 photocopy)					
9. Photocopy of IDs with signatures of the winners and officiating officials (1 original and 1 photocopy)					
				TOTAL	21 days