



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

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

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [x] 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
Usage of Superdome			Ordinance No. 64 – An Ordinance governing the operation/management of the Ormoc City Superdome and the fixing of the rental fees and other charges for the use thereof	November 6, 1997	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>USAGE OF SUPERDOME (FOR CITIZENS AND BUSINESS USE)</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		
Letter Request	None	1. Submit Letter Request	None	1 hr.	None
Indorsement letter from the Office of Ormoc City Superdome	None	2. Secure permit if activities in which admission fee is charged.	None	30 mins.	None
Clearance Certificate/Permit (activities with admission fee)	None	3. Submit Clearance Certificate /Permit (activities with admission fee) and Sign contract	None		None
Approved Contract	None	4. Pay required fees	None	5 mins.	None
TOTAL				1 hr and 35 mins	

GOVERNMENT SERVICE: <u>USAGE OF SUPERDOME (FOR GOVERNMENT USE)</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		
Letter Request	None	Submit Letter Request	None	1 hr.	
	None	Sign contract	None	30 mins.	
				5 mins.	
TOTAL				11 hr and 35 mins.	XXX