



**Office of the City Sports
External Services**



1. Organizing Sport Event

To have an organized, systematic approach in organizing sports events.

Office Or Division:	Office of the City Sports			
Classification:	Highly Technical			
Type Of Transaction:	G2C - Government to Citizens			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Before the Sport Event</p> <ol style="list-style-type: none"> 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) <p>After the Sport Event</p> <ol style="list-style-type: none"> 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 (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) 		City Sports Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submission of Sport Events Budget Proposals.	1. City Sports Commission (Subject for approval/ disapproval)	none	7 days	<i>Chairman of the City Sports Commission (Sports Office)</i>
2. If approved, proceed to the event.	2. With assistance of the City Sports Office	none	Depending on the event duration	<i>City Sports Focal Person on particular event (Sports Office)</i>
3. After the event, submit all the requirements needed for the liquidation.	3. City Sports Office	none	14 days	<i>City Sports Focal Person on particular event (Sports Office)</i>
4. Releasing of cash prize and/or officiating officials' honoraria.	4. City Treasurer's Office	none	14 days after the processing of liquidated documents.	<i>Disbursing Officer (Treasurer's Office)</i>
TOTAL		none	21 days	



**Office of the City Sports
Internal Services**



1. Processing of Sport Event Payroll

To have an organized, systematic approach in processing documents for the proposed sports events.

Office Or Division:	Office of the City Sports			
Classification:	Highly Technical			
Type Of Transaction:	G2G			
Who May Avail:	Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Before the Sport Event <ol style="list-style-type: none"> 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) After the Sport Event <ol style="list-style-type: none"> 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 (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) 		City Sports Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Liquidate all the requirements for the processing of cash advance for the winners' cash prize and for the officiating officials' honoraria.	1. City Sports Office	None	2 days	<i>City Sports Focal Person on particular event (Sports Office)</i>
2. Signing of payroll.	2. City Mayor's Office	none	2 days (depending on their availability)	<i>City Mayor and City Sports' Head (Mayor's Office)</i>
3. Allocating budget of said event and signing of payroll.	3. City Budget's Office	none	1 day	<i>City Budget Officer (Budget's Office)</i>
4. Auditing of documents.	4. City Accountant's Office	none	2-3 days	<i>City Accountant (Accountant's Office)</i>
5. For cheque.	5. City Treasurer's Office	none	1 day	<i>City Treasurer (Treasurer's Office)</i>
6. Encoding the cheque.	6. City Accountant's Office	none	4hrs.	<i>City Accountant (Accountant's Office)</i>
7. Signing of cheque.	7. City Administrator's Office	none	30 mins. (depending on the availability of signee)	<i>City Administrator (Administrator's Office)</i>
TOTAL		none	10 working days	