



AMORANTO SPORTS COMPLEX

CITIZEN’S CHARTER

(GABAY NG MAMAMAYAN)

2025 (2nd Edition)

2025 (Ikalawang Edisyon)

I. **Mandate** (*Mandato*):

Executive Order No. 7, S- 1989, Ordinance No. SP- 1167, S- 2002, Ordinance No. SP – 1787, S-2007, Ordinance No. SP – 3249, S – 2023

- Promotes physical fitness in general
Pagpapalaganap ng pangkalahatang pangkalusugan.
- Encourages excellence in sports among public school students and out of school youth.
Nagpapalaganap ng kahusayan sa larangan ng laro sa mga mag-aaral ng pampublikong paaralan at mga kabataang hindi nag-aaral.
- Formulates plans, programs, and projects for the maintenance and continuous development and modernization of the sports complex.
Bumubuo ng mga plano, programa, at proyekto para sa pagpapanatili at tuloy-tuloy na pag-unlad at modernisasyon ng sports complex.

II. **Vision** (*Pangitain*):

Amoranto Sports Complex envisions itself as a World class sports facility and positions itself as the first choice venue for all sporting, social, civic, artistic and other events.

Nais ng Amoranto Sports Complex na maging isang World Class na pasilidad pangpalaro at itaguyod ang sarili bilang pangunahing pagpipilian para sa lahat ng palaro, panlipunan, sibiko, artistiko, at iba pang mga kaganapan.

III. **Mission** (*Misyon*):

It is the mission of Amoranto Sports Complex to provide quality, professional and competent service to our clients which are the hallmarks and standard of excellence of the Quezon City Government by continuously improving our facilities and competence of our personnel in order to maintain our competitive advantage as the first choice venue for all sporting and other events.

Ang misyon ng Amoranto Sports Complex ay magbigay ng dekalidad, propesyonal, at mahusay na serbisyo sa aming kliyente na siyang tanda ng kahusayan ng Pamahalaang Lungsod ng Quezon sa pamamagitan ng patuloy na pag-papabuti ng aming pasilidad at kahusayan ng aming mga tauhan upang mapanatili ang aming kompetibong kalamangan bilang pangunahing lugar para sa lahat ng palaro at iba pang mga kaganapan..

IV. **Service Pledge** (*Panata sa Paglilingkod*):

Amoranto Sports Complex commits:

Nangangako ang Amoranto Sports Complex na:

- to encourage the citizenry to resume and engage in sports and other socio-civic activities by providing efficient delivery of services with adherence to health safety protocols and the efficient maintenance of sports facilities,
Hikayatin ang mga mamamayan na muling makilahok at sumali sa palakasan at iba pang panlipunan sibikong aktibidad, sa pamamagitan ng pagbibigay ng mahusay na serbisyo na sumusunod sa mga alituntunin pangkaligtasan at pangkalusugan at mahusay na pagpapanatili ng mga pasilidad,
- to provide assistance and collaboration for the needs of the facility in its upgrading and improvement to conform to the standards of a world class and modernized facility which will pave the way to accommodate various activities and be accessible to a greater number of people,
Magbibigay ng tulong at pakikipag-tulungan para sa pangangailangan ng pasilidad sa pagpapabuti at pag-unlad upang matugunan ang mga pamantayan ng isang world class at modernong pasilidad na magbibigay daan upang maisagawa ang iba't-ibang mga aktibidad at maging accessible sa mas maraming tao,

- to ensure that all other tasks assigned to us shall be accomplished with the utmost importance and urgency.

Tiyakin na lahat ng iba pang Gawain na inatas ay maisasakatuparan nang may pinakamataas na kahalagahan at pagka-agap,

- To ensure the safety and security of all players and athletes using our facilities.

Tiyakin ang kaligtasan at seguridad ng lahat ng mga manlalaro at atleta na gumagamit ng aming mga pasilidad.

LIST OF SERVICES
TALAAN NG MGA PASILIDAD

Use of Sports Facility
Paggamit ng Pasilidad ng Sports

1. Track and Field Oval Arena and Grandstand Service Information <i>Impormasyon ng Serbisyo</i>	Page 5-6
2. Track and Field Oval Service Information <i>Impormasyon ng Serbisyo</i>	Page 7
3. Covered Basketball Court Service Information <i>Impormasyon ng Serbisyo</i>	Page 8
4. Weight Lifting Gym Service Information <i>Impormasyon ng Serbisyo</i>	Page 9
5. Open Badminton, Volleyball,3x3 Half Basketball Court Service Information <i>Impormasyon ng Serbisyo</i>	Page 10
6. Table Tennis Area Service Information <i>Impormasyon ng Serbisyo</i>	Page 11
7. Chess and Dart Room Service Information <i>Impormasyon ng Serbisyo</i>	Page 12
8. Amoranto Arena Court Service Information <i>Impormasyon ng Serbisyo</i>	Page 13-14
9. Amoranto Arena Lobby Service Information <i>Impormasyon ng Serbisyo</i>	Page 15-16
10. Amoranto Arena Function Room Service Information <i>Impormasyon ng Serbisyo</i>	Page 17-18
11. Swimming Pool Service Information <i>Impormasyon ng Serbisyo</i>	Page 19-21
12. Tennis Court Service Information <i>Impormasyon ng Serbisyo</i>	Page 22-23

A. USE OF SPORTS FACILITIES (Paggamit ng mga Pasilidad Pangpalakasan)

1. **Track and Field Oval and Grandstand** – this facility can hold large activities and events such as outdoor concerts, sports fest, socio-civic gatherings and other outdoor activities with maximum capacity of 15,000 people.

Track and Field Oval and Grandstand – ang pasilidad na ito ay maaaring magdaos ng malalaking aktibidad at mga kaganapan tulad ng outdoor konsyerto, paliga, panlipunang sibikong pagtitipon, at iba pang outdoor aktibidad na may pinakamalaking kapasidad na 15,000 katao.

Office or Division: <i>Opisina o Dibisyon:</i>	Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>	Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>	Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter for the use of the facility. Approved Permit to hold the event / Walk-in Request <i>Sulatan ng kahilingan para sa paggamit ng pasilidad. Aprubadong Permit para sap ag daraos ng kaganapan / Walk-in Request</i>		Permit for the event is issued by the Department of Public Order and Safety <i>Ang permit para sa kaganapan ay inilabas ng Department of Public Order and Safety</i>		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph Walk – in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request. Request thru email is acknowledged. <i>Pagtanggap ng sulat. Ang kahilingan sa pamamagitan ng email ay kinikilala.</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrator for instructions after verification of availability of the requested date. <i>Pagsusuri ng sulat ng Administrator para sa tagubilin upang matiyak kung ang pasilidad ay magagamit sa petsa na hinihiling</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Request is noted if the facility is available in the requested date and coordinates with the client <i>Pagtala sa petsang hinihiling sa paggamit ng pasilidad at pakipaguganayan sa kliyente</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative and Finance Officer/ Venue Manager
2. Client will pay the reservation fee for the requested date <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues acknowledgement receipt for the payment <i>Magbigay ng resibo ng paunangbayad</i>	P1,000.00	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
3. Client will provide information or will conduct coordination regarding the event: <i>Magbibigay ng impormasyon ang kliyente o magsasagawa ng koordinasyon sa kaganapan:</i> - No. of guests <i>Bilang ng mga bisita</i> - Duration of event	3.1 Coordinates with the client for ocular site inspection of the venue, planning of logistics and mobility of attendees and traffic and parking concerns <i>Makipag-ugnayan sa kliyente para sa ocular site inspection ng pasilidad, pag paplano ng</i>	N/A <i>Hindi Angkop</i>	2-3 days <i>2-3 na araw</i>	Venue Manager

<i>Tagal ng kaganapan</i> - Traffic routes <i>Mga ruta ng trapiko</i> - Set up of stage, tents and other logistic concerns <i>Pag aayos ng entablado, tent at iba pang pangangailangan.</i>	<i>pangangailangan at mobility ng mga dumalo at mga alalahanin sa trapiko at parking</i>			
	3.2 Request is approved once all details and other concerns are discussed <i>Ang kahilingan ay maaaprubahan kapag natapos na ang lahat ng detalye at iba pang alalahanin.</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrator
4. Event organizer will pay the rental fees for the use of the venue <i>Babayaran ng event organizer ang rental fees para sa paggamit ng venue</i>	4.1 Issues Acknowledgement receipt for the payment <i>Naglalabas ng Acknowledgement Receipt para sa bayad</i>	Day rate: 1,200.00/hr Night rate: 1,500.00/hr	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
	4.2 Acknowledgement receipts and payment will forward to the CTO representative for the issuance of city government's official receipt and contacts the client for their copy of receipt. <i>Ang mga resibo ng pagkakakilala at pagbabayad ay ipapasa sa kinatawan ng CTO para sapag isyu ng opisyal na resibo ng pamahalaan o lungsod at kinokontak ang kliyente para sa kanilang kopya ng resibo,</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL KABUUAN:		4 days <i>4 na araw</i>	

B. USE OF SPORTS FACILITIES (Paggamit ng mga Pasilidad Pangpalakasan)

2. **Track and Field Oval** – this is available for walk-in joggers and brisk walking activities from 4:30 am to 8:30 am and from 4:30 pm to 8:30 pm except for days where reservations are made for its exclusive use.

Office or Division: <i>Opisina o Dibisyon:</i>	Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>	Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>	Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>	Quezon City Residents <i>Mga residente ng Lungsod Quezon</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Walk – in request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Walk-in request and payment upon entry <i>Pagpasok ng walang appointment at bayad sa pagpasok</i>	1.1 Issues entry ticket for walk-in clients <i>Pagbibigay ng ticket para sa mga walk-in na kliyente</i>	P5.00 Entrance Fee	10 minutes <i>10 minuto</i>	Venue Manager
	1.2 Monitors walk-in guest <i>Subaybayan ang mga bisita</i>	N/A <i>Hindi Angkop</i>	5-6 hours <i>5-6 na oras</i>	Venue Manager
	1.3 Prepares weekly reports on issued tickets to be submitted to the Administrator and CTO Representative. <i>Ihandang lingguhang ulat ng mga na isyu na ticket para isumite sa Administrator at kinatawan ng CTO.</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL <i>KABUUAN:</i>		7 hours <i>7 na oras</i>	

C. USE OF SPORTS FACILITIES (Paggamit ng mga Pasilidad Pangpalakasan)

3. **Covered Basketball Court (Cemented Court)** – this facility is operational daily from 6:00 am to 10:00 pm except for days where reservations are made for its exclusive use.

Covered Basketball Court (Cemented Court) – ang pasilidad na ito ay operasyonal araw-araw mula 6:00 ng umaga hanggang 10:00 ng gabi maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>	Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>	Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>	Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter / Walk - in		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph Walk-in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request thru email. <i>Pagtanggap ng sulat sa pamamagitan ng email.</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrative and Finance Officer <i>Ang hiling ay ipapasa sa Administrative and Finance Officer</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Requester is informed of the venue's availability <i>Inaabisuhan ang humihiling tungkol sa pagkakaroon ng venue</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Venue manager
2. Client will pay the rental fees <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues Acknowledgement receipt for the payment <i>Magbibigay ng acknowledgement receipt para sa bayad</i>	Day rate : P300.00/hr Night rate : P500.00/hr	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government's official Receipt <i>Ang acknowledgement receipt at pagbabayad ay ipapasa sa kinatawan ng CTO para sa paglabas ng opisyal na resibo ng pamahalaang lungsod</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL <i>KABUUAN:</i>		3 hours <i>3 na oras</i>	

D. USE OF SPORTS FACILITIES *(Paggamit ng mga Pasilidad Pangpalakasan)*

4. **Weightlifting Gym** - this facility is operational daily from 8:00 am to 5:00 pm except for days where reservations are made for its exclusive use.

Weightlifting Gym – ang pasilidad na ito ay operasyonal araw-araw mula 8:00 ng umaga hanggang 5:00 ng hapon maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>	Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>	Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>	Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter / Walk – in Request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph Walk – in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request <i>Pagtanggap ng sulat</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrative and Finance Officer <i>Ang hiling ay ipinapasa sa Administrative and Finance Officer</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Requester is informed of the venue’s Availability <i>Inaabisuhan ang humihiling tungkol sa pagkakaroon ng venue</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
2. Client will pay the rental fees <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues Acknowledgement receipt for the payment <i>Magbibigay ng Acknowledgement receipt para sa bayad</i>	Day rate : P25.00/hr Night rate : P35.00/hr	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government’s official Receipt <i>Ang acknowledgement receipt at pagbabayad ay ipapasa sa kinatawan ng CTO para sa paglabas ng opisyal na resibo ng pamahalaang lungsod.</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL <i>KABUUAN:</i>		3 hours <i>3 na oras</i>	

E. USE OF SPORTS FACILITIES (Paggamit ng mga Pasilidad Pangpalakasan)

5. **Open Badminton,Open Volleyball, Open 3x3 Half Court** - this facility is operational daily from 8:00 am to 8:00 pm except for days where reservations are made for its exclusive use.

Open Badminton,Open Volleyball, Open 3x3 Half Court - ang pasilidad na ito ay operasyonal araw-araw mula 8:00 ng umaga hanggang 8:00 ng gabi maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>	Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>	Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>	Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter/ Walk – in Request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph Walk – in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request <i>Pagtanggap ng sulat</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrative and Finance Officer <i>Ang hiling ay ipinapasa sa Administrative and Finance Officer</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Requester is informed of the venue’s availability <i>Inaabisuhan ang humihiling tungkol sa pagkakaroon ng venue</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
2. Client will pay the rental fees <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues Acknowledgement receipt for the payment <i>Magbibigay ng Acknowledgement receipt para sa bayad</i>	Day rate : P75.00/hr Night rate : P120.00/hr	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government’s official Receipt <i>Ang acknowledgement receipt at pagbabayad ay ipapasa sa kinatawan ng CTO para sa paglabas ng opisyal na resibo ng pamahalaang lungsod.</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL <i>KABUUAN:</i>		3 hours <i>3 na oras</i>	

F. USE OF SPORTS FACILITIES (Paggamit ng mga Pasilidad Pangpalakasan)

6. **Table Tennis** - this facility is operational daily from 8:00 am to 5:00 pm except for days where reservations are made for its exclusive use.

Table Tennis - ang pasilidad na ito ay operasyonal araw-araw mula 8:00 ng umaga hanggang 5:00 ng hapon maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>	Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>	Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>	Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter/ Walk – in Request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezon-city.gov.ph Walk – in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request <i>Pagtanggap ng sulat</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrative and Finance Officer <i>Ang hiling ay ipinapasa sa Administrative and Finance Officer</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Requester is informed of the venue’s availability <i>Inaabisuhan ang humihiling tungkol sa pagkakaroon ng venue</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
2. Client will pay the rental fees <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues Acknowledgement receipt for the payment <i>Magbibigay ng Acknowledgement receipt para sa bayad</i>	Day rate : P25.00/hr Per Person	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government’s official Receipt <i>Ang acknowledgement receipt at pagbabayad ay ipapasa sa kinatawan ng CTO para sa paglabas ng opisyal na resibo ng pamahalaang lungsod.</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL <i>KABUUAN:</i>		3 hours <i>3 na oras</i>	

G. USE OF SPORTS FACILITIES *(Paggamit ng mga Pasilidad Pangpalakasan)*

7. **Chess and Dart Room** - this facility is operational daily from 8:00 am to 5:00 pm except for days where reservations are made for its exclusive use.

Chess and Dart Room - ang pasilidad na ito ay operasyonal araw-araw mula 8:00 ng umaga hanggang 5:00 ng hapon maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>	Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>	Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>	Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter/ Walk – in Request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph Walk – in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request <i>Pagtanggap ng sulat</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrative and Finance Officer <i>Ang hiling ay ipinapasa sa Administrative and Finance Officer</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Requester is informed of the venue’s availability <i>Inaabisuhan ang humihiling tungkol sa pagkakaroon ng venue</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
2. Client will pay the rental fees <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues Acknowledgement receipt for the payment <i>Magbibigay ng Acknowledgement receipt para sa bayad</i>	Day rate : Chess rate per hour P200.00/hr Dart rate per hr : P20.00/hr	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government’s official Receipt <i>Ang acknowledgement receipt at pagbabayad ay ipapasa sa kinatawan ng CTO para sa paglabas ng opisyal na resibo ng pamahalaang lungsod.</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL <i>KABUUAN:</i>		3 hours <i>3 na oras</i>	

H. USE OF SPORTS FACILITIES *(Paggamit ng mga Pasilidad Pangpalakasan)*

8. **Amoranto Arena Court** - this facility is operational daily from 8:00 am to 5:00 pm except for days where reservations are made for its exclusive use.

Amoranto Arena Court - ang pasilidad na ito ay operasyonal araw-araw mula 8:00 ng umaga hanggang 5:00 ng hapon maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>	Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>	Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>	Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter/ Walk – in Request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph Walk - in request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter Request <i>Pagtanggap ng sulat</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	11.2 Request is forwarded to the Administrative and Finance Officer <i>Ang hiling ay ipinapasa sa Administrative and Finance Officer</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Requester is informed of the venue's availability <i>Inaabisuhan ang humihiling tungkol sa pagkakaroon ng venue</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
2. Client will pay the rental fees <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues Acknowledgement receipt for the payment <i>Magbibigay ng Acknowledgement receipt para sa bayad</i>	Regular Use: Day/Night rate : P1,500.00/ per hr Fan and lights Day/Night rate : P2,500.00/ per hr w/ 2 Aircons and Lights Sportsfest and Events: 1 st 4 hours P8,000.00/P1,700.00 per succeeding hour with Fan and Lights	30 minutes <i>30 minuto</i>	Administrative and Finance Officer

		1st 4 hours P14,000.00/P3,000.00 per succeeding hour with Aircon and Lights Shootings/TV Commercials/Pictorials: 1st 4 hours P10,000.00/P2,000.00 per succeeding hours with Fan and Lights. 1st 4 hours P14,000.00/P3,000.00 per succeeding hours with Aircon and Lights.		
	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government's official Receipt <i>Ang acknowledgement receipt at pagbabayad ay ipapasa sa kinatawan ng CTO para sa paglabas ng opisyal na resibo ng pamahalaang lungsod.</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL <i>KABUUAN:</i>		3 hours <i>3 na oras</i>	

I. USE OF SPORTS FACILITIES *(Paggamit ng mga Pasilidad Pangpalakasan)*

9. **Amoranto Arena Lobby** - this facility is operational daily from 8:00 am to 5:00 pm except for days where reservations are made for its exclusive use.

Amoranto Arena Lobby - ang pasilidad na ito ay operasyonal araw-araw mula 8:00 ng umaga hanggang 5:00 ng hapon maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>		Amoranto Sports Complex		
Classification: <i>Klasipikasyon:</i>		Simple		
Type of Transaction: <i>Uri ng Transaksyon:</i>		Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)		
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>		Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>		
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter/ Walk – in Request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezon.city.gov.ph Walk – in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request. Request thru email is acknowledged. <i>Pagtanggap ng sulat. Ang kahilingan sa pamamagitan ng email ay kinikilala.</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrator for instructions after verification of availability of the requested date. <i>Pagsusuri ng sulat ng Administrator para sa tagubilin upang matiyak kung ang pasilidad ay magagamit sa petsa na hinihiling</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Request is noted if the facility is available in the requested date and coordinates with the client <i>Pagtala sa petsang hinihiling sa paggamit ng pasilidad at pakipaguganayan sa kliyente</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
2. Client will pay the reservation fee for the requested date <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues acknowledgement receipt for the payment <i>Magbigay ng resibo ng paunangbayad</i>	50% of the total amount to be paid.	30 minutes <i>30 minuto</i>	Administrative and Finance Officer

3. Client will provide information or will conduct coordination regarding the event: <i>Magbibigay ng impormasyon ang kliyente o magsasagawa ng koordinasyon sa kaganapan:</i> - No. of guests <i>Bilang ng mga bisita</i> - Duration of event <i>Tagal ng kaganapan</i> - Traffic routes <i>Mga ruta ng trapiko</i> - Set up of stage, tents and other logistic concerns <i>Pag aayos ng entablado, tent at iba pang pangangailangan.</i>	3.1 Coordinates with the client for ocular site inspection of the venue, planning of logistics and mobility of attendees and traffic and parking concerns <i>Makipag-ugnayan sa kliyente para sa ocular site inspection ng pasilidad, pag paplano ng pangangailangan at mobility ng mga dumalo at mga alalahanin sa trapiko at parking</i>	N/A <i>Hindi Angkop</i>	2-3 days <i>2-3 na araw</i>	Venue Manager
	3.2 Request is approved once all details and other concerns are discussed <i>Ang kahilingan ay maaaprubahan kapag natapos na ang lahat ng detalye at iba pang alalahanin.</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrator
4. Event organizer will pay the rental fees for the use of the venue <i>Babayaran ng event organizer ang rental fees para sa paggamit ng venue</i>	4.1 Issues Acknowledgement receipt for the payment <i>Naglalabas ng Acknowledgement Receipt para sa bayad</i>	1st 4 hours P8,000.00 / P1,500.00 per succeeding hours	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
	4.2 Acknowledgement receipts and payment will forward to the CTO representative for the issuance of city government's official receipt and contacts the client for their copy of receipt. <i>Ang mga resibo ng pagkakakilala at pagbabayad ay ipapasa sa kinatawan ng CTO para sapag isyu ng opisyal na resibo ng pamahalaan o lungsod at kinokontak ang kliyente para sa kanilang kopya ng resibo,</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL KABUUAN:		4 days <i>4 na araw</i>	

J. USE OF SPORTS FACILITIES *(Paggamit ng mga Pasilidad Pangpalakasan)*

10. **Amoranto Arena Function Room** - this facility is operational daily from 8:00 am to 5:00 pm except for days where reservations are made for its exclusive use.

Amoranto Arena Function Room - ang pasilidad na ito ay operasyonal araw-araw mula 8:00 ng umaga hanggang 5:00 ng hapon maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>		Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>		Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>		Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>		Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>			WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter/ Walk – in Request			Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>	
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezon.city.gov.ph <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request. Request thru email is acknowledged. <i>Pagtanggap ng sulat. Ang kahilingan sa pamamagitan ng email ay kinikilala.</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff	
	1.2 Request is forwarded to the Administrator for instructions after verification of availability of the requested date. <i>Pagsusuri ng sulat ng Administrator para sa tagubilin upang matiyak kung ang pasilidad ay magagamit sa petsa na hinihiling</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff	
	1.3 Request is noted if the facility is available in the requested date and coordinates with the client <i>Pagtala sa petsang hinihiling sa paggamit ng pasilidad at pakipaguganayan sa kliyente</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff	

2. Client will pay the reservation fee for the requested date <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues acknowledgement receipt for the payment <i>Magbigay ng resibo ng paunangbayad</i>	50% of the total amount to be paid.	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
3. Client will provide information or will conduct coordination regarding the event: <i>Magbibigay ng impormasyon ang kliyente o magsasagawa ng koordinasyon sa kaganapan:</i> - No. of guests <i>Bilang ng mga bisita</i> - Duration of event <i>Tagal ng kaganapan</i> - Traffic routes <i>Mga ruta ng trapiko</i> - Set up of stage, tents and other logistic concerns <i>Pag aayos ng entablado, tent at iba pang pangangailangan.</i>	3.1 Coordinates with the client for ocular site inspection of the venue, planning of logistics and mobility of attendees and traffic and parking concerns <i>Makipag-ugnayan sa kliyente para sa ocular site inspection ng pasilidad, pag paplano ng pangangailangan at mobility ng mga dumalo at mga alalahanin sa trapiko at parking</i>	N/A <i>Hindi Angkop</i>	2-3 days <i>2-3 na araw</i>	Venue Manager
	3.2 Request is approved once all details and other concerns are discussed <i>Ang kahilingan ay maaaprubahan kapag natapos na ang lahat ng detalye at iba pang alalahanin.</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrator
4. Event organizer will pay the rental fees for the use of the venue <i>Babayaran ng event organizer ang rental fees para sa paggamit ng venue</i>	4.1 Issues Acknowledgement receipt for the payment <i>Naglalabas ng Acknowledgement Receipt para sa bayad</i>	P1,500.00 per hour	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
	4.2 Acknowledgement receipts and payment will forward to the CTO representative for the issuance of city government's official receipt and contacts the client for their copy of receipt. <i>Ang mga resibo ng pagkakakilala at pagbabayad ay ipapasa sa kinatawan ng CTO para sapag isyu ng opisyal na resibo ng pamahalaan o lungsod at kinokontak ang kliyente para sa kanilang kopya ng resibo.</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL <i>KABUUAN:</i>		4 days <i>4 na araw</i>	

K. USE OF SPORTS FACILITIES (Paggamit ng mga Pasilidad Pangpalakasan)

11. **Swimming Pool** - this facility is operational daily from 6:00 am to 5:00 pm except for days where reservations are made for its exclusive use.

Swimming Pool - ang pasilidad na ito ay operasyonal araw-araw mula 6:00 ng umaga hanggang 5:00 ng hapon maliban sa araw kung saan mayroong mga nakareserbang eklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>		Amoranto Sports Complex		
Classification: <i>Klasipikasyon:</i>		Simple		
Type of Transaction: <i>Uri ng Transaksyon:</i>		Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)		
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>		Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>		
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter/ Walk – in Request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezon.city.gov.ph Walk – in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request <i>Pagtanggap ng sulat</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrative and Finance Officer <i>Ang hiling ay ipinapasa sa Administrative and Finance Officer</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Requester is informed of the venue’s availability <i>Inaabisuhan ang humihiling tungkol sa pagkakaroon ng venue</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff

2. Client will pay the rental fees	2.1 Issues Acknowledgement receipt for the payment <i>Magbibigay ng Acknowledgement receipt para sa bayad</i>	Regular Use: Day rate : P100.00/ Per person Per hr Night rate : Per Person P130.00/ Per hr Group/Training (Non-Exclusive Use)Rates: Daytime: P1,500.00 per hour (max of 15 persons); P100.00 per additional person Sportsfest/ and Events Rates: 1st 4 hours P8,000.00 / P1,700.00 per succeeding hour Additional P1,500.00 with Timing System P1,500.00 with Night Lights Shootings/ Commercials/ Pictorial Rates: 1st 4 hours P10,000.00 /P2,000.00 per succeeding hour Additional P1,500.00 with Timing System P1,500.00 with Night Lights	30 minutes	Administrative and
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	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government's official Receipt <i>Ang acknowledgement receipt at pagbabayad ay ipapasa sa kinatawan ng CTO para sa paglabas ng opisyal na resibo ng pamahalaang lungsod.</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 oras</i>	Administrative and Finance Officer
	TOTAL <i>KABUUAN:</i>		3 hours <i>3 na oras</i>	

L. USE OF SPORTS FACILITIES

12. **Tennis Court** - this facility is operational daily from 8:00 am to 5:00 pm except for days where reservations are made for its exclusive use.

Tennis Court - ang pasilidad na ito ay operasyonal araw-araw mula 8:00 ng umaga hanggang 5:00 ng hapon maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>	Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>	Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>	Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter/ Walk – in Request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph Walk – in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request <i>Pagtanggap ng sulat</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrative and Finance Officer <i>Ang hiling ay ipinapasa sa Administrative and Finance Officer</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Requester is informed of the venue’s availability <i>Inaabisuhan ang humihiling tungkol sa pagkakaroon ng venue</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
2. Client will pay the rental fees <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues Acknowledgement receipt for the payment <i>Magbibigay ng Acknowledgement receipt para sa bayad</i>	Regular Use: Daytime: P100.00 per court per hour Night time: P150.00 per court per hour Sportsfest and Events Rates: 1 st 4 hours P2,500.00 per court/ P500.00 per succeeding hour	30 minutes <i>30 minuto</i>	Administrative and Finance Officer

		Additional P500.00 with Night Lights Shooting/C ommercials /Pictorials Rates: 1 st 4 hours P4,000.00/ P700.00 per succeeding hour Additional P500.00 with lights		
	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government's official Receipt <i>Ang acknowledgement receipt at pagbabayad ay ipapasa sa kinatawan ng CTO para sa paglabas ng opisyal na resibo ng pamahalaang lungsod.</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 oras</i>	Administrative and Finance Officer
	TOTAL <i>KABUUAN:</i>		3 hours <i>3 na oras</i>	

Ar. Lucille H. Chua, fuap, piep
Administrator

Martin Julian Vicente L. Manese
Action Officer

Carmel Samantha O. Soler
Administrative and Finance Officer

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