

## A. USE OF SPORTS FACILITIES

2. Track and Field Oval – this is available for walk-in joggers and brisk walking activities from 4:30 am to 10:00 am and from 4:30 pm to 7:00 pm except for days where reservations are made for its exclusive use.

<b>Office or Division:</b>	Amoranto Sports Complex			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government-to-Citizen (G2C)			
<b>Who may avail:</b>	Quezon City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Walk – in request		Requester/client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Walk-in request and payment upon entry	1.1 Issues entry ticket for walk-in clients	P5.00 Entrance Fee	10 minutes	Venue Manager
	1.2 Monitors walk-in guest	N/A	5-6 hours	Venue Manager
	1.3 Prepares weekly reports on issued tickets to be submitted to the Administrator and CTO representative	N/A	1 hour	Executive Secretary/ Venue Manager
	<b>TOTAL</b>		7 hours	