

F. USE OF SPORTS FACILITIES

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.

Office or Division:	Amoranto Sports Complex			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail:	Quezon City Residents Private Entities Other Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter / Walk – in guests			Requester/client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph Walk – in Request	1.1 Receives letter request	N/A	30 minutes	Administrative Support Staff
	1.2 Request is forwarded to the Executive secretary	N/A	30 minutes	Administrative Support Staff
	1.3 Requester is informed of the venue's availability	N/A	30 minutes	Administrative Support Staff
2. Client will pay the rental fees	2.1 Issues Acknowledgement receipt for the payment	Day rate : P25.00/hr Per Person	30 minutes	Executive Secretary
	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government's official receipt	N/A	1 hour	Executive Secretary
	TOTAL		3 hours	

