

B. 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 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:	Amoranto Sports Complex			
Classification:	Simple			
Type of Transaction:	Government-to-Citizen (G2C)			
Who may avail:	Quezon City Residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Walk – in request			Requester/client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
	TOTAL		7 hours	