



## Requisition of Sports Materials/Solicitations

Granting of request for sports related materials.

<b>Office or Division</b>		Sports Development Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2C - Government to Citizen		
<b>Who may Avail</b>		Quezon City Residents		
<b>Checklist Requirements:</b>				<b>Where to Secure</b>
Letter request addressed to the Vice Mayor with Barangay/School endorsement				Requesting Party
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Drop off Request Letter to the Receiving Section of the Office of the Vice Mayor or via email at <a href="mailto:sportsdevt@quezoncity.gov.ph">sportsdevt@quezoncity.gov.ph</a>	1.1 Receiving of documents and return the receiving copy to the requesting party	None	5 Minutes	Receiving Personnel
	1.2 Records the document	None	5 Minutes	Receiving Personnel
	1.3 Forward to the Sports Development Office	None	5 Minutes	Receiving Personnel
	1.4 Determine the availability of sports materials	None	15 Minutes	Sports Development Office Staff
	1.5 Recommend the quantity of item/s to be approved	None	10 Minutes	Sports Development Office Staff
	1.6 Approve the recommended quantity of item/s	None	10 Minutes	Head, Sports Development Office

2. Follow up on the request in person, through phone call or email	2.1 Coordinates the request status	None	60 Minutes	Sports Development Office Staff
	2.2 Inform the requesting party regarding the action taken,if the request is approved or disapproved	None		
3. Sign the acknowledgement receipt and logbook	3.1 Release and record approved item/s	None	15 Minutes	Sports Development Office Staff
<b>Total</b>		<b>None</b>	<b>2 hours, 5 minutes</b>	