



Review and Recommendation for Conducting Commercial Sports and Recreation and Other Relevant Sports Event

Provide guidance and support for individuals and organizations seeking to conduct sports and recreation activities as well as other relevant events in Quezon City.

Office or Division		Sports Development Office		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may Avail		Quezon City Residents		
Checklist Requirements:				Where to Secure
Request letter with the receiving copy and concept paper of the proposed activities.				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 sportsdevt@quezoncity.gov.ph	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 Assessment of the request.	None	60 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		
Total		None	2 hours, 15 minutes	