



## Sports Training, Workshop, Clinics and Psycho Social Seminars

Provide technical assistance in terms of sports training, workshops, clinics and psycho social seminars for athletes and coaches.

<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 Assessment of Request.	None	60 Minutes	Head, Sports Development Office
2. Submit the Requirements	2.1 Receive the requirements	None	5 Minutes	Sports Development Office Staff
	2.2 Interview the client regarding the purpose of their request.	None	30 Minutes	Head, Sports Development Office
3. Follow up in person, through phone call or email	3.1 Coordinates the request status	None	60 Minutes	Sports Development Office Staff
	3.2 Inform the requesting party of the action taken, if the request is approved or disapproved			
<b>Total</b>		<b>None</b>	<b>2 hours,</b>	

Total

NOTE

50 minutes