

I. USE OF SPORTS FACILITIES *(Paggamit ng mga Pasilidad Pangpalakasan)*

9. **Amoranto Arena Lobby** - this facility is operational daily from 8:00 am to 5:00 pm except for days where reservations are made for its exclusive use.

Amoranto Arena Lobby - ang pasilidad na ito ay operasyonal araw-araw mula 8:00 ng umaga hanggang 5:00 ng hapon maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>		Amoranto Sports Complex		
Classification: <i>Klasipikasyon:</i>		Simple		
Type of Transaction: <i>Uri ng Transaksyon:</i>		Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)		
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>		Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>		
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter/ Walk – in Request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezon.city.gov.ph Walk – in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request. Request thru email is acknowledged. <i>Pagtanggap ng sulat. Ang kahilingan sa pamamagitan ng email ay kinikilala.</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrator for instructions after verification of availability of the requested date. <i>Pagsusuri ng sulat ng Administrator para sa tagubilin upang matiyak kung ang pasilidad ay magagamit sa petsa na hinihiling</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Request is noted if the facility is available in the requested date and coordinates with the client <i>Pagtala sa petsang hinihiling sa paggamit ng pasilidad at pakipaguganayan sa kliyente</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
2. Client will pay the reservation fee for the requested date <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues acknowledgement receipt for the payment <i>Magbigay ng resibo ng paunangbayad</i>	50% of the total amount to be paid.	30 minutes <i>30 minuto</i>	Administrative and Finance Officer

3. Client will provide information or will conduct coordination regarding the event: <i>Magbibigay ng impormasyon ang kliyente o magsasagawa ng koordinasyon sa kaganapan:</i> - No. of guests <i>Bilang ng mga bisita</i> - Duration of event <i>Tagal ng kaganapan</i> - Traffic routes <i>Mga ruta ng trapiko</i> - Set up of stage, tents and other logistic concerns <i>Pag aayos ng entablado, tent at iba pang pangangailangan.</i>	3.1 Coordinates with the client for ocular site inspection of the venue, planning of logistics and mobility of attendees and traffic and parking concerns <i>Makipag-ugnayan sa kliyente para sa ocular site inspection ng pasilidad, pag paplano ng pangangailangan at mobility ng mga dumalo at mga alalahanin sa trapiko at parking</i>	N/A <i>Hindi Angkop</i>	2-3 days <i>2-3 na araw</i>	Venue Manager
	3.2 Request is approved once all details and other concerns are discussed <i>Ang kahilingan ay maaaprubahan kapag natapos na ang lahat ng detalye at iba pang alalahanin.</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrator
4. Event organizer will pay the rental fees for the use of the venue <i>Babayaran ng event organizer ang rental fees para sa paggamit ng venue</i>	4.1 Issues Acknowledgement receipt for the payment <i>Naglalabas ng Acknowledgement Receipt para sa bayad</i>	1st 4 hours P8,000.00 / P1,500.00 per succeeding hours	30 minutes <i>30 minuto</i>	Administrative and Finance Officer
	4.2 Acknowledgement receipts and payment will forward to the CTO representative for the issuance of city government's official receipt and contacts the client for their copy of receipt. <i>Ang mga resibo ng pagkakakilala at pagbabayad ay ipapasa sa kinatawan ng CTO para sapag isyu ng opisyal na resibo ng pamahalaan o lungsod at kinokontak ang kliyente para sa kanilang kopya ng resibo,</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 na oras</i>	Administrative and Finance Officer
	TOTAL KABUUAN:		4 days <i>4 na araw</i>	