

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

1. **Track and Field Oval and Grandstand** – this facility can hold large activities and events such as outdoor concerts, sports fest, socio-civic gatherings and other outdoor activities with maximum capacity of 15,000 people.

Track and Field Oval and Grandstand – ang pasilidad na ito ay maaaring magdaos ng malalaking aktibidad at mga kaganapan tulad ng outdoor konsyerto, paliga, panlipunang sibikong pagtitipon, at iba pang outdoor aktibidad na may pinakamalaking kapasidad na 15,000 katao.

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 for the use of the facility. Approved Permit to hold the event / Walk-in Request <i>Sulatan ng kahilingan para sa paggamit ng pasilidad. Aprubadong Permit para sap ag daraos ng kaganapan / Walk-in Request</i>		Permit for the event is issued by the Department of Public Order and Safety <i>Ang permit para sa kaganapan ay inilabas ng Department of Public Order and Safety</i>		
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@quezoncity.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 and Finance Officer/ Venue Manager
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>	P1,000.00	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	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</i>	N/A <i>Hindi Angkop</i>	2-3 days <i>2-3 na araw</i>	Venue Manager

<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>	<i>pangangailangan at mobility ng mga dumalo at mga alalahanin sa trapiko at parking</i>			
	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>	Day rate: 1,200.00/hr Night rate: 1,500.00/hr	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>	