



CITY SPORTS AND DEVELOPMENT OFFICE



1. Sports Development Services

Service Description: To provide training and development among the youths, students, athletes, employees, sports enthusiasts, etc. to actively participate in their respective sports discipline by organizing local sports clinics, competitions, tournaments and other sporting events in partnership with local and national stakeholders; To train and mold the youths/athletes to develop good values, discipline, camaraderie, cooperation and sportsmanship through clinics, workshops, seminars and provide financial assistance / sports equipment and other significant assistance in the conduct and implementation of the City's Sports Development programs, projects and activities.

Office or Division:	City Sports and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen GTG - Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		CSDO / on-line		
Private/Government Issued ID Card (1 ID)		Company ID/ BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for registration form in the CSO or on-line	1. Provide registration forms	None	1 minute	<i>Unit Head / CSO Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit registration form / waiver and other necessary documentary requirements for verification/ evaluation, to determine no. of participants for each event, and schedule of sports activity.	1. Accept registration form from client	None	1 minute	
3. Claim document / information requested	1. Deliver requested document / information requested	None	1 minute	<i>Unit Head / CSO Staff</i>