



Republic of the Philippines
CITY GOVERNMENT OF TACLOBAN
TACLOBAN CITY PHYSICAL FITNESS AND SPORTS DEVELOPMENT OFFICE
Tacloban City, Leyte

CITIZEN'S CHARTER

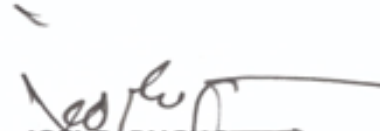
Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
Inter-Barangay Basketball Tournament/ Inter-Company Basketball Tournament/ Inter-School Basketball Tournament/Inter-Zone Basketball Tournament (Groundrules/ Proposals & Schedule of Sports Activity)	<ol style="list-style-type: none"> 1. Formulation of invitation and ground rules. 2. Making of Project Proposals. 3. Clinic of the rules of the game. 4. Making of Schedule of games. 5. Awarding of Prizes (if any). 	1 – 2 Months	<p>GIL L. ANFONE</p> <p>JOEL R. BUGHO</p>	----	-----
CEO Gym Booking	<ol style="list-style-type: none"> 1. Ask for vacant date and time for the use of CEO Gym (Reservation) 2. Submit communication letter or filled-up application form. 3. Booking Officer & the City Sports Director will sign the form. 4. Form will be given to the client for payment to the Treasurer's Office. 5. We get the copy of OR# for the confirmation for the use of CEO Gym. 6. Approval for the use of CEO Gym. 7. Filing the duplicate copy for any changes and rescheduling matters. 	5 – 10 minutes	<p>JOEL R. BUGHO</p> <p>ROSELDA O. MELQUIADES</p>	<ol style="list-style-type: none"> 1. Communication letter/ application form with complete details. 2. Official Receipt 	P100.00 per Hour

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
Summer Sports Clinic	<ol style="list-style-type: none"> 1. Identification of Sports Activity for summer programs and registration of participants. 2. Information drive through text, posters, tarpaulins, flyers, dissemination and lastly media information through radio and television. 3. Introduction of every Sports Activities through coaches of every local sports association. 4. Training of fundamental of the Games. 5. Refinement of skills and correction. 6. Exposure of Sports Activities through tournaments. 7. Evaluation categorize and leveling of the participants. 8. Graduation/ Culmination Program (if any) 	2 Months	JOEL R. BUGHO GIL L. ANFONE IAN GUY-JOCO MURITO P. CALAMAYA COACHES/ TRAINORS	<ol style="list-style-type: none"> 1. Registration form (with complete details) 2. Registration Fee if any 3. Official Receipt 	
Taekwondo Training Program	<ol style="list-style-type: none"> 1. Information 2. Fill up application form 3. Start of training 4. Selection of athlete 	16 hours / Month	IAN GUY-JOCO	<ol style="list-style-type: none"> 1. Application form 2. Uniform 	
Taebo Jam at the Park (anyone can join for free)	<ol style="list-style-type: none"> 1. Information/ dissemination of activity. 2. Schedule of Activity (every Thursdays & Fridays, Saturdays & Sundays) Time:5:00am – 7:00am 	2 Hours	Romulo “Bobot” Claros	None	None

Prepared by:


ROSELDA O. MELQUIADES
 Administrative Aide I
 (Job Order Worker)

Noted by:


JOEL R. BUGHO
 City Sports Director