

# **City Youth and Sports Development Office**

**External Services** 





# 1. Youth Organization Registration Program

Registration program for the eligibility on subsidy/grants/ assistance and partnership with the youth development program of city government.

Office or	City Varith 9 Coasits	Davalanas	-+ Off:		
Office or Division:	City Youth & Sports Development Office				
Classification:	Simple				
	Simple G2C – Government	t to Citizon			
Type of Transaction:	G2C - Government	to Citizen			
	Community Boood	Vouth Organi	zotion		
Who may avail:	Community Based `REQUIREMENTS		KLIST OF REQ	HIDEMENTS	
1. Identification Card 2 Photocopies)	u (1 Original Copy,	Organizatio	f Community Ba	sea rouin	
2. Registration Form	2 (2 Original Copies)		& Sports Develo	nmont Office	
3. List of Officers (2			Based Youth O		
4. List of Members (	<u> </u>	•	Based Youth O	•	
5. Organization By-I			Based Youth O		
Copies)	Laws (2 Original	Community	Daseu Toulii O	rgariizatiori	
6. Endorsement from	n the Barangay	Office of the	- Barangay Chai	rman or Office of	
Chairman or Sangg			niang Kabataan		
Council Resolution		and Carriggu	many Nabataan	Courion	
existence of the youth organization (1					
Original Copy, 1 Photocopy)					
	AGENCY	FEES TO	PROCESSIN	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE	
1. Submit all	1. Accept the	None	3 minutes	Youth	
requirements to	requirements.			Development	
the City Youth &				Staff	
Sports				CYSDO	
Development					
Office	1.2 Check the	None	5 minutes	Youth	
	requirements.			Development	
				Staff	
				CYSDO	
	4.0.17		0.1	V 4/-	
	1.3 Verify the	None	3 days	Youth	
	submitted			Development	
	documents.			Staff	
				CYSDO	
	1.4 Encode the	None	1 hour	Youth	
	submitted	INOTIE	i noui		
	requirements to			Development Staff	
	the Database.	CYSDO			
	แาะ บลเลมสระ.			01000	
	1.5 Approve the	None	1 hour	Officer-in-Charge	
	Registration	1,13113	1 11001	CYSDO	
	Application.				
				Youth	





1.6 Prepare and print the Certificate of Registration.	None	1 hour	Development Staff CYSDO
1.7 Sign the Certificate of Registration.	None	2 Days	Youth Development Staff CYSDO
1.8 Update the Applicant about the releasing of the Certificate of Registration.	None	10 minutes	Youth Development Staff CYSDO
1.9 Release the Certificate of Registration.	None	10 minutes	Youth Development Staff CYSDO
TOTAL:	None	5 Days, 3 Hours and 28 Minutes	





# 2. Sports Club/Association Registration Program

Registration program for the eligibility on subsidy/grants/ assistance and partnership on the sports development program of city government.

Office or	City Youth & Sports Development Office			
Division:	Cinamia			
Classification:	Simple G2C – Government	to Citizon		
Type of Transaction:	G2C – Government	lo Cilizen		
	Community Board	Charta Club /	Association	
Who may avail: CHECKLIST OF I	Community Based S	Sports Club /	WHERE TO SE	CURE
		Dussidanta		
<ol> <li>Identification Card</li> <li>Photocopies)</li> </ol>	a (1 Original Copy,	Organizatio	f Community Ba n	sea Youin
2. Registration Form	(2 Original Copies)		& Sports Develo	pment Office
3. List of Officer (2 C			Based Youth O	
4. List of Members (	<u> </u>		Based Youth O	
5. Organization By-L Copies)			Based Youth O	
6. Endorsement from	n the Barangay	Office of the	e Barangay Chai	rman or Office of
Chairman or Sanggu	uniang Kabataan		niang Kabataan	
Council Resolution F	Recognizing the			
existence of the you				
Original Copy, 1 Pho				<del>-</del>
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit all	1. Accept the	None	3 minutes	Youth
requirements to the City Youth &	requirements.			Development Staff
Sports Development				CYSDO
Office	1.1 Check the	None	5 minutes	Youth
	requirements.			Development
				Staff
				CYSDO
	1.2 Verify the	None	3 days	Youth
	submitted		, .	Development
	documents.			Staff
				CYSDO
	1.3 Encode the	None	1 hour	Youth
	submitted	1,40110	, nou	Development
	requirements to			Staff
	the Database.			CYSDO
	1.4 Approve the Registration	None	1 hour	Officer-in-Charge CYSDO
	Application.			





1.5 Prepare and print the Certificate of Registration.	None	1 hour	Youth Development Staff CYSDO
1.6 Sign the Certificate of Registration.	None	2 Days	Youth Development Staff CYSDO
1.7 Update the Applicant about the releasing of the Certificate of Registration.	None	10 minutes	Youth Development Staff CYSDO
1.8 Release the Certificate of Registration.	None	10 minutes	Youth Development Staff CYSDO
TOTAL:	None	5 Days, 3 Hours and 28 Minutes	





### 3. Financial Assistance Request Processing

Rendering the necessary assistance to Competing Individuals or teams, Registered Youth Organizations and Registered Sports Clubs/Associations.

Office or	City Youth & Sports Development Office			
Division: Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:	O20 Government	to Ottizen		
Who may avail:	Registered Youth O	rganization.	Sports Club / As	sociation,
	Competing Teams,			,
CHECKLIST OF I			WHERE TO SE	CURE
1. Request Letter an	d supporting	Requesting	Party	
documents (1 Origin	al and 1			
Photocopy)	T			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Submit a     Request Letter     with supporting     documents to the	1. Receive Request Letter and Supporting Documents.	None	5 minutes	Secretariat City Mayor's Office
Office of the Mayor	1.1 Receive request with Action Slip.	None	3 minutes	Youth Development Staff CYSDO
	1.2 Request letter and Supporting Documents verification and recommendation.	None	2 minutes	Youth Development Staff CYSDO
	1.3 Prepare office recommendation.	None	10 minutes	Youth Development Staff CYSDO
	1.4 Review and sign office recommendation.	None	5 minutes	Officer-in-Charge CSYDO
	1.5 Record the office recommendation.	None	5 minutes	Youth Development Staff
	1.6 Forward the recommendation letter to the Office of the Mayor.	None	30 minutes	CYSDO  Youth Development





1.7 Approve the recommendation	None	2 Days	Staff CYSDO
letter. 1.8 Forward the approved recommendation	None	1 Day	City Mayor City Mayor's Office
to respective offices for the releasing process.			Secretariat City Mayor's Office
TOTAL:	None	3 Days and 1 Hour	



# 4. Availment of Youth Programs

Rendering the necessary assistance to Youth Organizations and Students who might want to avail of the Youth Programs.

Office or Division:	City Youth & Sports Development Office			
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Registered Youth O Other Youth Groups			rganizations,
CHECKLIST OF I			WHERE TO SE	CURE
1. Request Letter an	nd supporting	Requesting	Party	
documents (1 Origin	al and 1			
Photocopy)	T			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Submit a     Request Letter     with supporting	Receive     Request Letter     and Supporting	None	5 Minutes	Secretariat City Mayor's Office
documents to the Office of the Mayor	Documents.			-
	1.1 Receive Request letter with Action Slip from the Office of the Mayor	None	3 Minutes	Youth Development Staff CYSDO
	1.2 Verify and recommend Request letter and Supporting Documents.	None	2 Minutes	Youth Development Staff CYSDO
	1.3 Prepare office recommendation.	None	10 Minutes	Youth Development Staff CYSDO
	1.4 Review and sign office recommendation.	None	5 Minutes	Officer-in-Charge CYSDO
	1.5 Record the office recommendation.	None	5 Minutes	Youth Development Staff CYSDO





1.6 Forward recommendation letter to the Office of the Mayor.	None	30 Minute	Youth Development Staff CYSDO
1.7 Approve recommendation letter.	None	2 Days	<i>City Mayor</i> City Mayor's Office
1.8 Notify client of approval.	None	1 Hour	Youth Development Staff CYSDO
TOTAL:	None	2 Days and 2 Hours	



### 5. Conduct of Sports Clinic /Talent and Special Skills Workshop

Rendering the necessary assistance to Youth Organizations, Sports Clubs, Sangguniang Kabataan and Students who might want to avail of the Sports Clinic / Talent and Special Skills Workshop

Office or Division:	City Youth & Sports Development Office			
Classification:	Simple			
Type of	G2C			
Transaction:				
Who may avail:	Registered Youth O	•		•
	Sports Clubs, Sangguniang Kabataan, Students and Other Youth			
CHECKLIST OF I	Groups within San F	earo	WILEDE TO CE	CUDE
1. Request letter and	•	Requesting	WHERE TO SE	CURE
documents (1 Origin Photocopy)		Requesting	Faity	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit accomplished Registration Form with corresponding requirements	1. Receive Requirements.	None	5 Minutes	Youth Development Staff CYSDO
roquiiomonio	1.1 Consolidate Registrant's Info.	None	3 Days	Youth Development Staff CYSDO
	1.2 Prepare Project Proposal.	None	1 Day	Youth Development Staff CYSDO
	1.3 Forward the Project Proposal to the Office of the Mayor.	None	15 Minutes	Youth Development Staff CYSDO
	1.4 Approve the Project Proposal.	None	2 Days	<i>City Mayor</i> City Mayor's Office
	1.5 Implement the Workshop.	None	30 Days	Youth Development Staff CYSDO





TOTAL:	None	38 Days and 35 Minutes	
Participants.  1.7 Issue Certificate to participants.	None	15 Minutes	Youth Development Staff CYSDO
1.6 Assess	None	2 Days	Sports/Workshop



# **6. Issuance of Sports Equipments**

Rendering the necessary assistance to Youth Organizations and Sports Clubs who might want to avail of the free sports equipments for their community sports events.

Office or	City Youth & Sports Development Office			
Division: Classification:	Simple			
Type of	G2C			
Transaction:	020			
Who may avail:	Registered Youth C			rganizations,
	Other Youth Groups	s within San I		
CHECKLIST OF I			WHERE TO SE	CURE
Request letter and documents (1 Origin		Requesting	Party	
2. Valid I.D. for claim	ning of sports	Requesting	Party	
equipment (1 Origina	AGENCY	FEES TO	PROCESSIN	PERSON
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1. Submit a Request Letter with supporting documents to the Office of the Mayor	1. Receive Request Letter and Supporting Documents.	None	5 Minutes	Secretariat City Mayor's Office
Office of the Mayor	1.1 Receive Request letter with Action Slip from the Office of the Mayor.	None	3 Minutes	Youth Development Staff CYSDO
	1.2 Verify Documents and prepare recommendation.	None	2 Minutes	Youth Development Staff CYSDO
	1.3 Prepare office recommendation.	None	10 Minutes	Youth Development Staff CYSDO
	1.4 Review and sign office recommendation.	None	5 Minutes	Officer-in-Charge CYSDO
	1.5 Record the office recommendation.	None	5 Minutes	Youth Development Staff
	1.6 Forward the	None	30 Minutes	CYSDO Youth





recommendation letter to the Office of the Mayor			Development Staff CYSDO
1.7 Approve recommendation letters.	None	2 days	<i>City Mayor</i> City Mayor's Office
1.8 Notify Client of approval.	None	1 hour	Youth Development Staff CYSDO
1.9 Release	None	15 minutes	
Sports Equipment			Youth
to the Requesting			Development
Party.			Staff
			CYSDO
TOTAL:	None	2 Days, 2	
		hours and 15	
		Minutes	



# 7. Use of San Pedro Sports Complex

Clients may use the San Pedro Sports Complex for their community sports events and other community assemblies.

Office or Division:	City Youth & Sports Development Office			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Registered Youth Organization, School-Based Organizations,			
	Other Youth Groups within San Pedro, Other organizations within			
San Pedro				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter and supporting documents (1 Original Copy, 1 Photocopy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit a Request Letter with supporting documents to the Office of the Mayor	1. Receive of Request Letter and Supporting Documents.	None	5 Minutes	Secretariat City Mayor's Office
	1.1 Receive request form and verify schedule.	None	2 Minutes	Youth Development Staff CYSDO
	1.2 Endorse request form with the recommended and verified available date(s).	None	2 Minutes	Youth Development Staff CYSDO
	1.3 Approve request form	None	1 Minutes	Officer-in-Charge CYSDO
	1.4 Record the approved schedule at the Sports Complex Calendar.	None	5 Minutes	Youth Development Staff CYSDO
	1.5 Issue approved request slip.	None	5 Minutes	Youth Development Staff CYSDO
	TOTAL:	None	25 Minutes	