



## **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.

<b>Office or Division:</b>	City Youth & Sports Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Community Based Youth Organization			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>CHECKLIST OF REQUIREMENTS</b>		
1. Identification Card (1 Original Copy, 2 Photocopies)		President of Community Based Youth Organization		
2. Registration Form (2 Original Copies)		City Youth & Sports Development Office		
3. List of Officers (2 Original Copies)		Community Based Youth Organization		
4. List of Members (2 Original Copies)		Community Based Youth Organization		
5. Organization By-Laws (2 Original Copies)		Community Based Youth Organization		
6. Endorsement from the Barangay Chairman or Sangguniang Kabataan Council Resolution Recognizing the existence of the youth organization (1 Original Copy, 1 Photocopy)		Office of the Barangay Chairman or Office of the Sangguniang Kabataan Council		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the City Youth & Sports Development Office	1. Accept the requirements.	None	3 minutes	Youth Development Staff CYSDO
	1.2 Check the requirements.	None	5 minutes	Youth Development Staff CYSDO
	1.3 Verify the submitted documents.	None	3 days	Youth Development Staff CYSDO
	1.4 Encode the submitted requirements to the Database.	None	1 hour	Youth Development Staff CYSDO
	1.5 Approve the Registration Application.	None	1 hour	Officer-in-Charge CYSDO
				Youth



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



## 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.

<b>Office or Division:</b>	City Youth & Sports Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Community Based Sports Club / Association			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Identification Card (1 Original Copy, 2 Photocopies)		President of Community Based Youth Organization		
2. Registration Form (2 Original Copies)		City Youth & Sports Development Office		
3. List of Officer (2 Original Copies)		Community Based Youth Organization		
4. List of Members (2 Original Copies)		Community Based Youth Organization		
5. Organization By-Laws (2 Original Copies)		Community Based Youth Organization		
6. Endorsement from the Barangay Chairman or Sangguniang Kabataan Council Resolution Recognizing the existence of the youth organization (1 Original Copy, 1 Photocopy)		Office of the Barangay Chairman or Office of the Sangguniang Kabataan Council		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the City Youth & Sports Development Office	1. Accept the requirements.	None	3 minutes	Youth Development Staff CYSDO
	1.1 Check the requirements.	None	5 minutes	Youth Development Staff CYSDO
	1.2 Verify the submitted documents.	None	3 days	Youth Development Staff CYSDO
	1.3 Encode the submitted requirements to the Database.	None	1 hour	Youth Development Staff CYSDO
	1.4 Approve the Registration Application.	None	1 hour	Officer-in-Charge CYSDO



	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
	<b>TOTAL:</b>	<b>None</b>	<b>5 Days, 3 Hours and 28 Minutes</b>	



### 3. Financial Assistance Request Processing

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

<b>Office or Division:</b>	City Youth & Sports Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Registered Youth Organization, Sports Club / Association, Competing Teams, Competing Individual			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter and supporting documents (1 Original and 1 Photocopy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a Request Letter with supporting documents to the Office of the Mayor	1. Receive Request Letter and Supporting Documents.	None	5 minutes	<i>Secretariat</i> City Mayor's Office
	1.1 Receive request with Action Slip.	None	3 minutes	<i>Youth Development Staff</i> CYSDO
	1.2 Request letter and Supporting Documents verification and recommendation.	None	2 minutes	<i>Youth Development Staff</i> CYSDO
	1.3 Prepare office recommendation.	None	10 minutes	<i>Youth Development Staff</i> CYSDO
	1.4 Review and sign office recommendation.	None	5 minutes	<i>Officer-in-Charge</i> CSYDO
	1.5 Record the office recommendation.	None	5 minutes	<i>Youth Development Staff</i> CYSDO
	1.6 Forward the recommendation letter to the Office of the Mayor.	None	30 minutes	<i>Youth Development</i>



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



#### 4. Availment of Youth Programs

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

<b>Office or Division:</b>	City Youth & Sports Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Registered Youth Organization, School-Based Organizations, Other Youth Groups within San Pedro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter and supporting documents (1 Original and 1 Photocopy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a Request Letter with supporting documents to the Office of the Mayor	1. Receive Request Letter and Supporting Documents.	None	5 Minutes	<i>Secretariat</i> City Mayor's Office
	1.1 Receive Request letter with Action Slip from the Office of the Mayor	None	3 Minutes	<i>Youth Development Staff</i> CYSDO
	1.2 Verify and recommend Request letter and Supporting Documents.	None	2 Minutes	<i>Youth Development Staff</i> CYSDO
	1.3 Prepare office recommendation.	None	10 Minutes	<i>Youth Development Staff</i> CYSDO
	1.4 Review and sign office recommendation.	None	5 Minutes	<i>Officer-in-Charge</i> CYSDO
	1.5 Record the office recommendation.	None	5 Minutes	<i>Youth Development Staff</i> CYSDO





	1.6 Forward recommendation letter to the Office of the Mayor.	None	30 Minute	<i>Youth Development Staff</i> 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	<i>Youth Development Staff</i> CYSDO
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days and 2 Hours</b>	



## 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

<b>Office or Division:</b>	City Youth & Sports Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Registered Youth Organization, School-Based Organizations, Sports Clubs, Sangguniang Kabataan, Students and Other Youth Groups within San Pedro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter and supporting documents (1 Original and 1 Photocopy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished Registration Form with corresponding requirements	1. Receive Requirements.	None	5 Minutes	Youth Development Staff CYSDO
	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	City Mayor City Mayor's Office
	1.5 Implement the Workshop.	None	30 Days	Youth Development Staff CYSDO



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



## 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.

<b>Office or Division:</b>	City Youth & Sports Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Registered Youth Organization, School-Based Organizations, Other Youth Groups within San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter and supporting documents (1 Original, 1 Photocopy)		Requesting Party		
2. Valid I.D. for claiming of sports equipment (1 Original Copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON 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	<i>Secretariat</i> City Mayor's Office
	1.1 Receive Request letter with Action Slip from the Office of the Mayor.	None	3 Minutes	<i>Youth Development Staff</i> CYSDO
	1.2 Verify Documents and prepare recommendation.	None	2 Minutes	<i>Youth Development Staff</i> CYSDO
	1.3 Prepare office recommendation.	None	10 Minutes	<i>Youth Development Staff</i> CYSDO
	1.4 Review and sign office recommendation.	None	5 Minutes	<i>Officer-in-Charge</i> CYSDO
	1.5 Record the office recommendation.	None	5 Minutes	<i>Youth Development Staff</i> CYSDO
	1.6 Forward the	None	30 Minutes	<i>Youth</i>



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



## 7. Use of San Pedro Sports Complex

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

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