



City Sports Office



Training Various Sports Discipline

To train young athlete ages 5 – 20 years old, preparing them for various tournaments and out-of-town competitions be it local, national or international. Aside from various tournaments, this will also help the young ones to have a healthy and active lifestyle. When their skills are fully and well-developed, the sports that they indulge in will be a great help in their studies through athletic scholarships offered by different schools.

Office or Division:	City Sports Office (City Mayor’s Office)			
Classification:	simple			
Type of Transaction:	G2C – Government to Citizens			
Who may Avail:	All constituents of San Carlos City.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Birth Certificate			Office of the Local Civil Registrar	
Medical Certificate			City Hospital or City Health Office or any medical practitioners	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire as to what sports discipline they want to join	-Respond to their questions and inquiries -give an overview about the sports they want to indulge in	None	20 minutes	Executive Assistant IV Sports Officer- designate
Submission of requirements	Screening of documents	None	15 minutes	Coaches of various sports discipline: Administrative Aide II Boxing Administrative Aide II Volleyball Administrative Aide II Lawn Tennis Administrative Aide Handball Administrative Aide II Futsal Administrative Aide II



				Football Administrative Aide II Basketball J.O Taekwondo J.O – Mixed Martial Sports, Arnis J.O - Swimming Table Tennis Badminton
	TOTAL:	None	55 minutes	
End of Transaction				