

2. Request for Sports Development Activities/ Training/ Program

This service is for individual or group of individuals who wish to avail sports development activities/training/program. The Sports Development Division under the Provincial Sports and Youth Development Office facilitates any sports trainings to individual and selecting elite athletes who will represent the province in local and national sporting events as members of Team DavNor. It also assists in organizing different sporting events. Wholistic Sports Development is conducted through logistical framework based from the following projects: **Talent Reinforcement and INTensification (TRAIN)**, **COMplementary Project for Exposure in Tournaments and Events (COMPETE)** and **Holistic Organizing of Sports Tournaments (HOST)**.

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| Office or Division: | Provincial Sports and Youth Development Office - Sports Development Division | | | |
| Classification: | Technical | | | |
| Type of Transaction: | G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request letter (1 original, 1 photocopy) | | Citizen or client, government office concerned, business owner | | |
| Recommendation letter (1 original) | | Office of the Provincial Sports and Youth Development | | |
| Approval letter (1 original) | | Office of the Governor, Office of the Provincial Administrator | | |
| Activity Design (3 original) | | Office of the Provincial Sports and Youth Development | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents for initial assessment and verification | 1. Receive the required documents and determine the nature of request | None | 5 minutes | <i>Administrative Division PSYDO</i> |
| | 2. If request is simple, endorse to PSYDO - Sports Development Division for recommendation 2.1 If request is complex, endorse to Office of the Governor for approval | | 3 working days | <i>P.G. Department Head PSYDO</i> |
| 3. Follow-up the request at | 3. Contact the client and inform the status | | 5 minutes | <i>Administrative Division</i> |

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| PSYDO within 3 working days upon receipt | of their request 3.1 Endorse the request to PSYDO - Sports Development Division *If request is approved | | | <i>PSYDO</i> |
| 4. Proceed to PSYDO - Sports Development Division for proper deliberation | 4. Receive the request and discuss the technical concerns, work mechanics and availability of funds 4.1 Formulate the Activity Design and endorse to the Office of the Governor for approval 4.2 Coordinate with the client for proper execution | | 10 working days | <i>Sports Development Division PSYDO</i> |
| TOTAL: | | | 13 days and 10 minutes | |