

BAGUIO TRAINING CAMP
OCULAR INSPECTION OF VENUE

Schedule:

Day: Monday - Friday

Time: 8:00am - 4:00pm

Who may avail:

1. National Sports Associations
2. Private Institutions
3. Government Entities
4. Non-Government Organizations
5. General Public

What are the requirements:

1. None

Duration: 32 minutes

How to avail the services:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON-IN CHARGE | Fees | Form |
|---------------------------|--|---|----------------------|------------------|------|------|
| 1 | Proceeds to Baguio Training Camp Office to inquire on availability of venue and rental fee. | Checks and confirms availability of venue | 2 minutes | Camp Staff | None | None |
| | | Conducts ocular inspection of the venue. | 30 minutes | Camp Staff | None | None |
| | If interested, client prepares and submits letter of intent/reservation form. Re-start transaction using VENUE RESERVATION steps. | None | None | None | None | None |
| End of Transaction | | | | | | |

BAGUIO TRAINING CAMP**RESERVATION FOR USE OF PLAYING VENUES****Schedule:**

Day: Monday - Friday

Time: 8:00am - 5:00pm

Who may avail:

- | | |
|---------------------------------|---------------------------------|
| 1. National Sports Associations | 4. Non-Government Organizations |
| 2. Private Institutions | 5. General Public |
| 3. Government Entities | |

What are the Requirements:

- | | |
|---------------------|--------------------------------|
| 1. Letter of Intent | 4. Payment of Performance Bond |
| 2. Rental Agreement | 5. Payment of Reservation Fee |
| 3. Mayor's Permit | |

Duration: 1 hour 40 minutes**How to avail the services:**

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON-IN CHARGE | Fees | Form |
|---------------------------|---|--|----------------------|-------------------------------|------|------|
| 1 | Proceeds to Baguio Training Camp Office to submit Letter of Intent for use of playing venues. Filling period: 3 months advance (for major events) 1 month advance (for minor events) | Prepares endorsement letter for information and decision making of the Executive Director / Chairman. | 15 minutes | Camp In-Charge | None | None |
| | | Transmit endorsement letter to PSC Main Office via fax or email. <i>Note:</i> Original copy to be hand carried. | 60 minutes | Camp Staff | None | None |
| | | Executive Director / Chairman renders decision. | 15 minutes | Executive Director / Chairman | None | None |
| | | If approved, notifies client of decision and issues Payment Order. | 10 minutes | Camp Staff | None | None |
| 2 | Proceeds to Cashier Section to pay the reservation fee. Continuation steps are reflected in Cashier Section transaction. | None | None | None | None | None |
| End of Transaction | | | | | | |

BAGUIO TRAINING CAMP**TICKETS SELLING FOR VENUE USE (WALK-IN CLIENTS)****Schedule:**

Day: Monday - Sunday

Time: 8:00am - 5:00pm

Who may avail:

1. Private Institutions
2. Government Entities
3. Non-Government Organizations
4. General Public

What are the requirements:

None

Duration: 8 minutes**How to avail the services:**

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON-IN CHARGE | Fees | Form |
|---------------------------|---|--|----------------------|-----------------------------|---|------|
| 1 | Proceeds to Ticketing Office to inquire on availability of venue and buy tickets. | Checks and confirms availability of venue. | 2 minutes | Ticketing Office Staff | Please refer to Schedule of Rental Fees | None |
| | | Sells tickets and guides clients on venue location. | 3 minutes | Ticketing Office Staff | | None |
| 2 | Transfers to playing venue and presents tickets. | Tears the tickets, assigns slot for clients and logs ticket control numbers. | 3 minutes | Venue Caretaker/Staff/Guard | | None |
| End of Transaction | | | | | | |

COLLECTION OF RENTAL OF VENUES

Schedule:

Day : Monday to Friday

Time: 8:00am to 5:00pm

Who may avail:

1. PSC recognized National Sports Associations (NSAs) & other sports organization
2. Venue Users
3. Tenants
4. Students from Medical Schools
5. Supplier/Contractors
6. Coaches & Athletes

What are the requirements:

1. Statement of Account
2. Two (2) Valid IDs

Duration: 15 minutes

How to avail the services:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON-IN-CHARGE | FEES | FORMS |
|---------------------------|-------------------------------|---|----------------------|----------------------------|--|-------------------|
| 1 | Proceeds to Camp-in-Charge | Provides Billing. | 10 minutes | Camp-in-Charge | Please refer to schedule of rental fee | Billing Form |
| 2 | Proceeds to Cashier's Office. | Collects payment and issues Official Receipt. | 5 minutes | Cashier Collecting Officer | Based on transaction | Official Receipts |
| End of Transaction | | | | | | |