

## 1. Request for the Availment of Venue: Davnor Gym, Pavilion, Vip Clubhouse

This service is for individual or group of individuals who wish to avail or use the following venue: DavNor Gym with 1,700 capacity, Pavilion with 100 capacity and VIP Clubhouse with 80 capacity. It offers best facility with modern built-in air conditioner, durable chairs, convenient tables and high-performance sound system. Fees must be observed under Provincial Ordinance No. 2019-009 entitled: Amending in part some provisions of Provincial Tax Ordinance No. 2017-001 otherwise known as "revised revenue code of the province of Davao del Norte".

<b>Office or Division:</b>	Provincial Sports and Youth Development Office - Administrative Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter (1 original, 1 photocopy)		Citizen or client, government office, 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		
Reservation Sheet (1 original, 2 photocopies)		Office of the Provincial Sports and Youth Development		
Official Receipt (1 original, 1 photocopy)		Office of the Provincial Treasurer - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents for initial assessment and verification	1. Verify and inform the availability of the venue  1.1 If venue is available, endorse the request to PSYDO P.G. Department Head for action		3 minutes	<i>Administrative Division PSYDO</i>

2. Follow-up the request at PSYDO within 3 working days upon receipt	2. If request is simple, endorse to PSYDO - Administrative Division for processing  2.1 If request is complex, endorse to the Office of the Governor for approval		3 working days	<i>P.G. Department Head PSYDO</i>
3. If request is approved, accomplish the Reservation Sheet and submit all the required documents	3. Issue the Reservation Sheet and start processing the request		5 minutes	<i>Administrative Division PSYDO</i>
4. Pay at the Office of the Provincial Treasurer by showing the Reservation Sheet	4. Processes payment and issues Official Receipt	*G2G Transactions: None  *G2C & G2B Transactions: DavNorGym- 1,400.00 per hour  Pavilion- 900.00 per hour  VIP Clubhouse- 900.00 per hour  Chair-5.00 per each  Table-10.00 per each	10 minutes	<i>Local Revenue Collection Officer  Office of the Provincial Treasurer</i>
5. Present the Official Receipt	5. Issue a copy of the Official Receipt		5 minutes	<i>Administrative Division PSYDO</i>

6. Furnish to PSYDO the details (name & contact number) of Focal Person	6. Receive the request and set for final meeting with client for proper execution		15 minutes	<i>Building and Ground Maintenance Section PSYDO</i>
<b>TOTAL:</b>		<b>DavNor Gym- 1,400.00 Pavilion- 900.00 VIP Clubhouse- 900.00 Chair- 5.00 Table- 10.00 *Price may vary</b>	<b>3 days and 38 minutes</b>	