

PHILSPORTS PASIG**OCULAR INSPECTION OF VENUE****Schedule:**

Day: Monday - Friday

Time: 8:00am - 4:00pm

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. 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 Reservation Office to inquire on availability of venue and rental fee.	Checks and confirms availability of venue	2 minutes	Philsports Staff	None	None
		Conducts ocular inspection of the venue.	30 minutes	Philsports 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						

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 Reservation 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.	5 minutes	PHILSPORTS 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	Philsports 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	Philsports Staff	None	None
2	Proceeds to Philsports Cashier Section to pay the reservation fee. Continuation steps are reflected in Cashier Section transaction.	None	None	None	None	None
End of Transaction						

PHILSPORTS PASIG**TICKETS SELLING FOR VENUE USE (WALK-IN CLIENTS)****Schedule:**

Day: Monday - Sunday

Time: 5:30am - 8:30pm

Who may avail:

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

What are the requirements:

1. 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 Reservation Office	Provides Billing.	10 minutes	Reservation Office Staff	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						