



# **Mindanao Civic Center-Sports Complex**



# 1.Gym Rental

With Sound System

<b>Office or Division:</b>	MCC-Sports Complex			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G/G2C/G2B			
<b>Who may avail:</b>	All guests and clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Letter signed by Governor (2 copies) 2. Request Form (2 copies)			Governor's Office MCC-Sports Complex Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit approved letter of request	1. Receives request	25,000	3Minutes	Levi Subingsubing Administrative Aide I Reneboy Tamina Administrative Aide I
	1.1Check existing bookings. if available, book the client		3 Minutes	
	1.2If not available inform the client		2 Minutes	
<b>TOTAL:</b>		<b>25,000</b>	<b>9Minutes</b>	



## 2.Gym Rental

With Sound System

<b>Office or Division:</b>	MCC-Sports Complex			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G/G2C/G2B			
<b>Who may avail:</b>	All guests and clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
3. Approved Letter signed by Governor (2 copies)			Governor's Office	
4. Request Form (2 copies)			MCC-Sports Complex Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Inquires availability of mcc facility	1. Check existing bookings/reservation	25,000	3 Minutes	Levi Subingsubing Administrative Aide I Reneboy Tamina Administrative Aide I
2. Pays the required amount	2. if available, inform the client of the payment/rent albook the client		4 Minutes	
	2.1 Issues Official Receipt		1 Minutes	
	2.2 Book the client		5 Minutes	
<b>TOTAL:</b>		<b>25,000</b>	<b>15Minutes</b>	



### 3.Swimming Pool Rental

Olympic Size / Regular

<b>Office or Division:</b>	MCC-Sports Complex			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G/G2C/G2B			
<b>Who may avail:</b>	All guests and clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Payment			MCC-Sports Complex Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Inquires availability of mcc facility	1. Check existing bookings/reservation	3,000php 8 - 5 pm 3,500php 8 to 8 pm	5 Minutes	Gerry Bragais Administrative Aide I Arnel Daniel Administrative Aide I
2. Pays the required amount	2.1if available, inform the client of the payment/rental book the client		2 Minutes	
	2.2Issues Official Receipt		3 Minutes	
	2.3Book the client		1 Minutes	
<b>TOTAL:</b>		<b>3,000</b>	<b>13Minutes</b>	



## 4.Function Room Rental

Non-Air condition

<b>Office or Division:</b>	MCC-Sports Complex			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G/G2C/G2B			
<b>Who may avail:</b>	All guests and clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter (2 copies)			Concern Office	
2. Reservation Form (2 copies)			MCC-Sports Complex Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Inquires availability of mcc facility	1. Check existing bookings/reservation	2,500 per Rooms	5 Minutes	Novelyn Maramara Administrative Aide I Erlinda Abalayan Administrative Aide I
2.Pays the required amount	2. if available, inform the client of the payment/rental book the client		4 Minutes	
	2.1 Issues Official Receipt		1 Minutes	
	2.2 Book the client		2 Minutes	
<b>TOTAL:</b>		<b>2,500</b>	<b>14 Minutes</b>	



## 5.Oval Rental

Football field not included

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<b>Type of Transactions:</b>	G2G/G2C/G2B			
<b>Who may avail:</b>	All guests and clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Letter signed by Governor (2 copies)			MCC-Sports Complex Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Inquires availability of mcc facility	1. Check existing bookings/reservation	5,000php Exclusive	5 Minutes	Franklin Cole Electrician I  Jernell Dela Cerna Administrative Aide I
2. Pays the required amount	2.if available, inform the client of the payment/rental book the client		2 Minutes	
	2.1 Issues Official Receipt		2 Minutes	
	2.2 Book the client		2 Minutes	
<b>TOTAL:</b>		<b>5,000</b>	<b>11 Minutes</b>	



## 6. Issuance of Cash Tickets

Issuance of cashier ticket to a various MCC sport facilities such as: jogging, walking, picture taking and photo shooting.

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<b>Who may avail:</b>	All guests and clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Payment			MCC-Sports Media Center	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Pays for cash ticket	1. Issues cash ticket	10	2 Minutes	Ernie Batiquin Public Relations Officer I Regino Ray Guillermo Public Relations Assistant Raffy Malanog Administrative Aide I
2. Proceeds to mcc facility (Pool or Oval)	2. Check/Collect cash ticket	10	1 Minutes	
<b>TOTAL:</b>		<b>20</b>	<b>3 Minutes</b>	



## 7. Attending to Borrowers of Sports Equipment

The use of any amenities such as gymnasium and function rooms and any sport field including tables and chairs. It must be with the approval from the Provincial Governor or the PGLDN Administrator.

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<b>Who may avail:</b>	All guests and clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Approved Letter (2 copies)			Governor's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Inquires availability of sports equipment's	1. Check availability	None	10 Minutes	Ernie Batiquin Public Relations Officer I Regino Ray Guillermo Public Relations Assistant Raffy Malanog Administrative Aide I Remias D. Paciones Administrative Aide III
	1.1 Notifies client if availability or not available	None	2 Minutes	
2. Submit approved letter request	2. If available, requires approved letter	None	1 Minute	
	2.2 Withdraw equipment for client use	None	18 Minutes	
	2.3 Issues sports equipment to borrower	None	5 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>38 Minutes</b>	