

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: 27minutes

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.	25 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
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 23 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.	12 minutes	Camp In-Charge	None	None
		Transmit endorsement letter to PSC Main Office via fax or email. <i>Note: Original copy to be hand carried.</i>	50 minutes	Camp Staff	None	None
		Executive Director / Chairman orders decision.	12 minutes	Executive Director / Chairman	None	None
2	Proceeds to Cashier Section to pay the reservation fee. Continuation steps are reflected in Cashier Section transaction.	If approved, notifies client of decision and issues Payment Order.	9 minutes	Camp Staff	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: 6 1/2 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.	2 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.	2 1/2 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: 13 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	9 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.	4 minutes	Ticketing Collecting Officer	Based on transaction	Official Receipts
End of Transaction						