

PHILSPORTS COMPLEX - PASIG
OCULAR INSPECTION OF VENUE

Schedule:

Day: Monday – Friday

Time: 8:00 am – 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: 30 minutes

How to avail the services:

STEP	APPLICANT /CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	Fees	Form
1	Proceed to Reservation office to inquire on availability of venue and rental fee.	Checks and confirms availability of venue	2 mins.	Philsports Staff	None	None
		Conducts Ocular inspection of the venue	28 mins.	Philsports Staff	None	None
	If interested, client prepares and submits letter of intent. Re-start transaction using VENUE RESERVATION steps	None	None	None	None	None
END OF TRANSACTION						

PHILSPORTS COMPLEX - PASIG**RESERVATION FOR USE OF PLAYING VENUES****Schedule:**

Day: Monday – Friday

Time: 8:00 am – 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 and 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.	Prepares endorsement letter for information and decision making of the Executive Director / Chairman.	5 mins.	Philsports In-Charge/ Philsports Staff	None	None
	Filling period: 3 monthd advance (for major events) 1 month advance (for minor events)	Transmit endorsement letter to PSC Main office via fax or email. Original Copy to be hand carried.	60 mins.	Philsports Staff	None	None
		Executive Director/Chairman renders decision.	15 mins.	Executive Director/Chairman	None	None
		If approved, notifies client of decision and issues payment order.	10 mins.	Philsports Staff	None	None
2	Proceeds to Philsports Cashier's office to pay the reservation fee and performance bond. Continuation steps are reflected in Cahier section transaction	None	None	None	None	None
END OF TRANSACTION						

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

Day: Monday –Sunday

Time: 5:30am – 8:30pm

Who may avail:

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

What are the requirements:

1. None

Duration: 6 minutes**How to avail the services:**

STEP	APPLICANT /CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	Fees	Form
1	Proceed to ticketing office to inquire on availability of venue and buy tickets	Checks and confirms availability of venue	1 min.	Ticketing Office Staff	Please refer to Schedule of rental fees	None
		Sells tickets and guides client on venue location.	2 mins.	Ticketing Office Staff		None
2	Transfer to playing venue and present tickets	Tears the tickets, explain the rules and regulation, assign slot for clients and log cntrl. No.None	3 mins.	Venue caretakers/staff/Lifeguard		None
END OF TRANSACTION						

PHILSPORTS COMPLEX - PASIG
COLLECTION OF RENTAL VENUES

Schedule:

Day: Monday –Friday

Time: 8:00am – 5:00pm

Who may avail:

1. PSC recognized National Sports Associations (NSA) & 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.

Duration: 10 minutes

How to avail the services:

STEP	APPLICANT /CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	Fees	Form
1	Proceed to Reservation Office	Provides Billing	5 mins.	Reservation Office Staff	Please refer to Schedule of rental fees	Billing Form
2	Proceed to Cashier's Office	Collects Payments and Issues Official Receipt.	5 mins.	Cashier's Collecting officer	Based on transaction	Official Receipts
END OF TRANSACTION						