



## Management/ Maintenance of Recreational Facilities

### ABOUT THE SERVICE

To provide the Management for the use of the Recreational Facilities such as Naga City Youth Center Rooms/Pool, Metro Naga Sports Complex and its Maintenance.

<b>Department / Office:</b>		<b>CITY PARKS AND RECREATIONAL FACILITIES MANAGEMENT OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Job Order / Mayors Permit</li> </ul>		<ul style="list-style-type: none"> <li>City Mayor Office</li> <li>City Administrator Office</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Write a request letter, to be submitted to the City Mayor Office / City Administrator Office for assessment of Fees and approval.				
2. The approved requests with Job order / Mayors Permit, Official Receipts of fees to be submitted at the CPRFMO office	3. Recording and scheduling of the request	Depending on the Requests	1 day	CPRFMO staff
<b>TOTAL</b>		P	1 day	

### CITY PARKS AND RECREATIONAL FACILITIES MANAGEMENT OFFICE

Naga City Youth Center, Civic Center Compound, Taal Avenue, Balatas, Naga City

For more information, please contact:

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