



# **PROVINCIAL YOUTH AND SPORTS DEVELOPMENT OFFICE**



## Provision of Sports Supplies, Medals and Trophies

<b>Office or Division:</b>		Provincial Youth and Sports Development Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizens		
<b>Who may avail:</b>		General Public		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Letter request with endorsement by the Governor and/or letter request with transaction slip</li> </ul>			Requestor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request via email and/or hardcopy	1.1 Receive and Record the request letter, attach route slip Forward to SDO II.	None	5 mins.	PYSDO Staff
	1.2 Determine the availability of Sports supplies, medals and trophies.		5 mins	<b>Mr. Jay-R B. Rodil</b> Sports Development Officer II
	1.3 Recommend the quantity of item/s to be approved.			
	1.4 Approve the recommended quantity of item/s.		3 mins.	<b>Mr. Rodel Vincent T. Bae</b> Youth Development Officer IV
2. Sign the acknowledged receipt and logbook.	2.1 Release and record approved item/s.		5 mins.	PYSDO Staff
	<b>TOTAL</b>	<b>None</b>	<b>18 minutes</b>	



## Facilitation of Grant of Financial Assistance

<b>Office or Division:</b>		Provincial Youth and Sports Development Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizens		
<b>Who may avail:</b>		General Public		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Letter request with endorsement by the Governor and/or letter request with transaction slip</li> </ul> <p><b>Sports Development</b></p> <ul style="list-style-type: none"> <li>• Brgy./City/Municipality</li> <li>• TIN</li> <li>• Brgy. Certificate</li> <li>• Identification Card (ID)</li> <li>• Residence Certificate</li> <li>• Programme</li> <li>• Schedule of Games</li> </ul> <p><b>Youth Development</b></p> <ul style="list-style-type: none"> <li>• Brgy. Certificate</li> <li>• Identification Card (ID)</li> <li>• Residence Certificate</li> <li>• Identification Card (ID)</li> <li>• Programme/Invitation</li> </ul>			From Barangay and Requestor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request via email and/or hardcopy	1.1 Print, Receive and Record the request letter. Attach route slip and give Financial Assistance Requirements.	None	2 mins.	PYSDO Staff
2. Submit complete requirements and/or submit complete requirements in PYSDO	2.1 Check and review submitted requirements. If the submitted documents are complete, he/she will be advised about the processing time .		5 mins	PYSDO Staff
	2.2 Validate and Recommend the Financial Request		2 mins.	<b>Ms. Mercy D. Galarde</b> Sports Development Officer III
	2.3 Approve the recommended financial request.		3 mins.	<b>Mr. Rodel Vincent T. Bae</b> Youth Development Officer IV



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<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Letter request with endorsement by the Governor and/or letter request with transaction slip</li> </ul> <p><b>Sports Development</b></p> <ul style="list-style-type: none"> <li>• Brgy./City/Municipality</li> <li>• TIN</li> <li>• Brgy. Certificate</li> <li>• Identification Card (ID)</li> <li>• Residence Certificate</li> <li>• Programme</li> <li>• Schedule of Games</li> </ul> <p><b>Youth Development</b></p> <ul style="list-style-type: none"> <li>• Brgy. Certificate</li> <li>• Identification Card (ID)</li> <li>• Residence Certificate</li> <li>• Identification Card (ID)</li> <li>• Programme/Invitation</li> </ul>			From Barangay and Requestor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.4 Prepare OBR and Voucher then transmit to Provincial Administrator – Internal Affairs		5 mins	PYSDO Staff
	2.5 Monitor the status		-	PYSDO Staff
	2.6 Communicate with the requestor.		-	PYSDO Staff
	<b>TOTAL</b>	<b>None</b>	<b>17 minutes</b>	

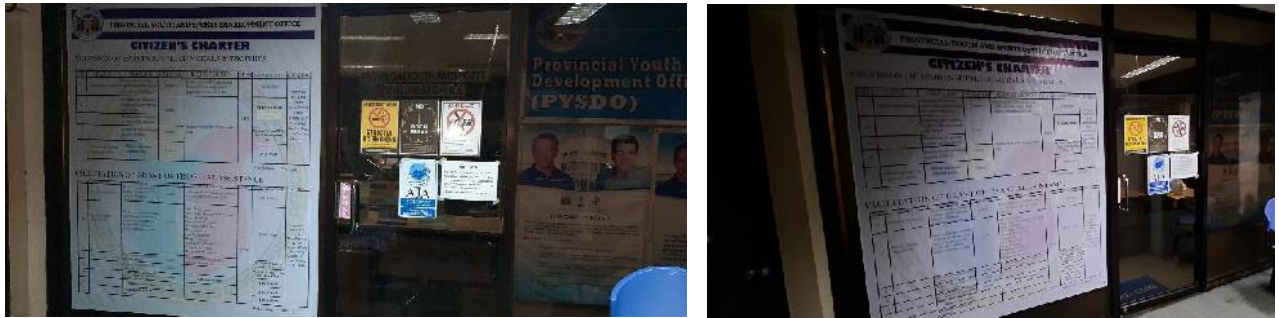


## Registration of Youth/Youth-Serving Organization

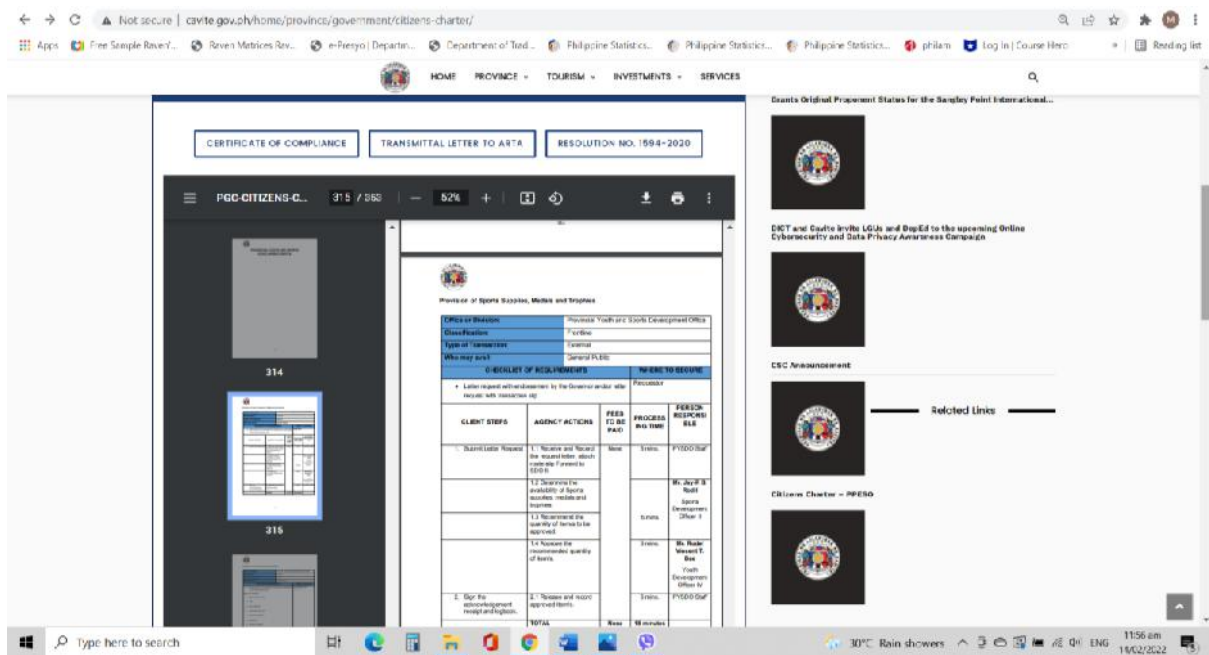
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<b>Who may avail:</b>		General Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> <li>• Registration Form</li> <li>• Directory of Officers and Advisers</li> <li>• List of Members in Good Standing</li> <li>• Constitution and By-Laws</li> <li>• Identification Card</li> </ul>			Requestor	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request via email and/or hardcopy	1.1 Print, receive and record the presented documents/ necessary requirements	None	5 minutes	PYSDO Staff
	1.2 Check and review the submitted documents		3 minutes	Youth Section Staff
	1.3 Assess the profile of the organization by conducting an interview via online platform ( <i>Zoom, Google Meet, Facebook Messenger, ect</i> )		30 minutes	Jolinn Angela Cerrero SGRO I  Marinelle R. Prieto AA III
	1.4 Approve the application		3 minutes	Mr. Rodel Vincent T. Bae Youth Development Officer IV
	1.5 Prepare Certificate of Registration to Provincial Administrator for Community Affairs Office		10 minutes	PYSDO Staff
	1.6 Monitor the status of the certificate			PYSDO Staff
	1.7 Notify the applicant once the Certificate of Registration is ready.			PYSDO Staff
2. Sign the acknowledgment receipt and logbook	2.1 Issue the Certificate of Registration		5 minutes	PYSDO Staff
<b>TOTAL</b>		<b>None</b>	<b>56 minutes</b>	

## PROOF OF POSTING

1. Provincial Youth and Sports Development Office Citizen's Charter Posted at the Office Entrance.



2. PYSDO Citizens Charter in the Official Cavite Website



## COMMUNICATION PLAN

Aside from Citizen's Charter posted in the conspicuous places in the office premises, the other ways or platform that the Citizen's Charter was communicated to the clientele are by means of social media platforms such as posting in the Facebook and Cavite/PYSDO webpage. Also, it is always discussed during the interviews of youth and youth serving organizations, one of the procedures in Registration of Youth and Youth-Serving Organizations Program of the PYSDO; Included in the brochures given to the clients and visitors; and in the Powerpoint presentations when the Office is introduced to other organizations and offices.



## CONTACT INFORMATION

Provide the following information of your respective Offices:

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Youth and Sports Development Office	Cavite Provincial Capitol Building, Trece Martires City, Cavite	<b>Telephone: 0930-930-7375</b> <b>Email Address:</b> <a href="mailto:pysdo_cavite@yahoo.com">pysdo_cavite@yahoo.com</a> <a href="mailto:cavitepysdo@gmail.com">cavitepysdo@gmail.com</a> Facebook Page: <b>PYSDO Cavite</b>