

1. Service Information

The San Juan Gymnasium is available for the use by the constituents of the City and Non-San Juan residents.

Office or Division:	CITY SPORTS DEVELOPMENT OFFICE			
Classification:				
Type of Transaction:	Government to citizen			
Who may avail:	General Public (City Hall Employees, Taxpayers and Civilians)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
San Juan Residents / Non-San Juan Residents		City Government of San Juan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire Availability of the San Juan Gym (1 st floor or 2 nd floor)	- Verify the date and time requested - Brief the clients about the fees	1 st floor P750.00/hour 2 nd floor P2,000.00/non aircon/hour P6,000.00/with aircon/hour	1 minute/(s)	Adm. Staff
2. Book the event	- Pencil book - Prepare the Order of Payment		2 minute/(s)	Adm. Staff
3. Payment	- Go to the Cashier with the Order of Payment		2 minute/(s)	Adm. Staff
4. Official Receipts	- After the payment, the Official Receipts will be photocopied for file and the original for the owners copy		1 minute/(s)	Adm. Staff

END OF TRANSACTION