



Republic of the Philippines  
Province of Cavite  
**CITY OF BACOR**



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## **Office of the Mayor**

### **CITIZENS CHARTER**

#### **SPORTS OFFICE**

**The Sports Unit Office is responsible for the development and implementation of the Sports program and other prestigious tournaments , invitationals with the City of Bacoor and entire Province of Cavite**

**MISSION :** To provide opportunities for the development of competent, morally upright, socially responsible and competent sports professionals  
To develop young Bacooreños in his maximum potentials in sports competitions, locally and foreign.

**VISION :** To be a exemplary LGU Office in developing and implementing sports programs that will enhance competitiveness and develop professionalism in sports program among students, residents and city government employees.

**Address :** 3<sup>rd</sup> flr, 'STRIKE Gymnasium  
Bacoor Government Center  
Bayanan, Bacoor Blvd. City of Bacoor

**Schedule of Availability of Services :**  
8:00am -5:00Pm (except holidays)

**Who May Avail of Services :**  
Bonafide residents of Bacoor, 73 Barangays, Private and Public Schools,  
NGOs and HOAS

**Services : Distribution of request for trophies, medals , sports equipment**  
**Use of gymnasium facilities**  
**Provision of free referee services**  
**Provision of free Unity Band services**

**Services duration : 3-5 minutes**

**Documents Required : Letter of request endorsed by the Office of the Mayor**

**HOW TO AVAIL OF SERVICES**

STEPS	ACTIONS TO BE TAKEN		PERSON \RESPONSIBLE	TIME TO COMPLETE	FEE	FORM
	APPLICANT/CLIENT	FRONTLINE SERVICE UNIT				
1	Submission of the following requests and acknowledgement:	Receipt of the approved requests				
	*Trophies, medals, sports equipments and uniforms	Receipt of approved requests	Randall Toledo	3-5 minutes	None	None
	*Use of fitness gym	Receipt of requests	Froilan Dioso	3-5 minutes	P50.00/session	O.R
	*Events schedule in the Gymnasium	Receipt of requests	Cecilia Almorro	3-5 minutes	Schedule of charges	O.R
	Services of City Referee	Receipt of requests	Noel Sabino	3-5 minutes	None	None
	Services of Unity Band	Receipt of requests	Avelino Mendoza	3-5 minutes	None	None

2	Approval of requests	Receipt of approved Requests	Sidney Solis	3 minutes	
3	Follow-up of requests and monitoring of events:  *Trophies, medals, sports equipments  *Events schedule in the gymnasium  *Handles issues on the misuse of gym facilities by clients	Replies to follow-ups of clients  Replies and issuances  Replies and coordination  Contact with concerned	Randall Toledo  Cecilia Almoró  Sidney Solis	3 minutes  3 minutes  5 minutes	

	*Scheduling of referees In barangay games and gym games	Coordinate with referees	Marlo Corpin / Bucks Santos	5 minutes		
	*Schedule of Unity Band in social events of 73 barangays	Coordination with Unity Band members	Avelino Mendoza	3 minutes		
4	Distribution of requested items free referee services and schedule of Unity Band	Acknowledgment copy	Randall Toledo	3 minutes		
	Confirmation of schedules of events in the gymnasium	Coordination with clients	Cecilia Almoró	3 minutes		

Auxiliary Services : STRIKE FITNESS CENTER

STEPS	ACTION TO BE TAKEN		OFFICE/PERSONS RESPONSIBLE	TIME TO COMPLETE	FEE	FORM
	APPLICANT /CLIENT	FRONTLINE SERVICE				
1	Submission of the requests for use of gymnasium as scheduled	Receipt of request	Froilan Dioso	3 minutes		
2	Availability of fitness gym use	Accepted	Jeoffrey Cebrero	3 minutes		