

# Special Concerns Division



## 1. Request for Capability Building for Youth/Sports Clinic and Conduct of Sports Competition

To provide capability trainings to requesting youth and youth organizations and the conduct of sports competition in the province.

<b>Office or Division:</b>	Special Concerns Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C, G2G			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Sports and Youth Organizations/Club/Associations</li> <li>• Oriental Mindoro LGUs</li> <li>• All Oriental Mindoro athletes</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request or Resoluion (1 original copy)		Requesting client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client log book in the office	1. Give the log book to the client	None	1 min	Community Affairs Assistant (CAA) I
2. Submit letter request	2.1. Receive the request 2.2. Interview requesting party for the details of the request	None	1 min 10 mins	CAA I Youth Development Officer (YDO) II / Sports and Games Regulation Officer (SGRO) II
3. Wait for further instructions or notification about the status of the request	3.1. Prepare Activity/ Training Design and submit for approval 3.2. Notify requesting party on the status of the request	None	3 days	YDO II / SGRO II CAA I
<b>TOTAL:</b>		None	3 days and 12 mins	

## 2. Request for Logistical and Technical Assistance for Youth and Sports

This procedure covers the steps to be undertaken in providing logistic and technical assistance to requesting parties from the province of Oriental Mindoro.

<b>Office or Division:</b>	Special Concerns Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2G			
<b>Who may avail:</b>	For provision of sports equipment: barangays of Oriental Mindoro For youth technical assistance: out-of-school youth, students from age 15-30 years old and youth organizations For cash incentives: students and out-of-school youth and Oriental Mindoro athletes			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request addressed to the Governor or Resoluion (1 original copy)		Requesting client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client log book in the office	1. Give the log book to the client	None	1 min	CAA I
2. Submit Letter Request	2.1. Receive the approved request	None	3 mins	CAA I
	2.2. Interview requesting party		10 mins	YDO II / YDO I / SGRO II
	2.3. Prepare documents		1 day	CAA I / Administrative Officer I
	2.4. Release of logistical assistance or provision of technical assistance		1 day	SGRO II / CAA I
<b>TOTAL:</b>		None	2 days and 14 mins	