

SPORTS AND RECREATIONS OFFICE

VISION

To be at the forefront of the City's sports and recreation programs promoting and propagating a culture of wellness and physical fitness consciousness among the people of Caloocan

MISSION

To inspire our constituents to live an active healthy lifestyle by promoting sports and health activities.

FRONTLINE SERVICE	REQUEST FOR SPORTS MATERIALS, TROPHIES, ATHLETE'S FUND, ETC.
STEP 1A	Client submits Letter of Request at the Mayor's Office
STEP1B	Receive and verify Letter of request
SERVICE PROVIDER/S	- MARIA ELIZABETH GARCIA - CARMELITA TUPAZ - WILLIAM ANDRES - DARMINA LUBER - FE CORDERO
TIME FRAME	10 minutes
REQUIRED DOCUMENT/S	Letter of request
STEP 2	Follow-up Letter of request after 2 days
SERVICE PROVIDER/S	- MARIA ELIZABETH GARCIA - CARMELITA TUPAZ - WILLIAM ANDRES - DARMINA LUBER - FE CORDERO
TIME FRAME	Two (2) working days
REQUIRED FEES	None

FEEDBACK AND COMPLAINTS MECHANISM:

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

Email Address: *caloocansports@yahoo.com*

Telephone Numbers: (02) 288 – 8811 to 21 loc. 2241