

1. Kalikhaan Summer Workshop

The Municipality of Kapalong in its continued endeavor to promote health and wellness among its constituents is devising under sports and cultural development program training, workshops and activities that is anchored upon the purpose.

Office or Division:		Mayor's Office- Sports Section		
Classification:		Highly Technical		
Type of Transaction:		Government to Citizen		
Who may avail:		Summer Workshop Participants		
CHECKLIST OF REQUIREMENTS		Where to secure		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signs logbook & proceed to sports section	1.1 Instruct/inform client where & whom to approach and show clients list of available events for summer workshop	None	1 Minute	<i>Delia R. Pernites Community Affairs Officer II</i>
2. Fill out registration form	2.1 Check/verify for completeness of information			
3. Submits the registration form to the sports staff assigned	3.1 Encodes the filled out registration to sports database 3.2 Check/verify correctness & legitimacy of the data 3.3 Inform clients of the schedule of the conduct of summer workshop			
4. Attend summer workshop	4.1 Facilitate the conduct of summer workshop 4.2 Monitor daily activities per event	None	20 Days	<i>Delia R. Pernites Community Affairs Officer II</i>
		Total Payment: None	Total Processing Time: 20 days & 13 minutes	