

D. COCKFIGHTING

I. Procedures in the application of professional license

Step	Client	Activity	Duration of Activity	Person-in-charge
1	Proceed to the Professional Basketball and Other Pro-Games Division and secure an application form and a list of mandatory requirements to support the application Make inquiries, if necessary.	Provide the applicant/client with an application form and a checklist of requirements to support the application for license Answer all queries, if any.	5-10 mins	Action Officer/ Professional Basketball and Other Pro Games Division
2	Submit the accomplished application form and attach required documents to support the application for license to the Professional Basketball and Other Pro-Games Division.	Receive the application and its required documents and review/evaluate the compliance of the mandatory requirements to support the application.	5-10 mins	Action Officer/ Professional Basketball and Other Pro Games Division
		Forward the application and its required documents to the Chief of the Division for his signature signifying his/her recommendation for approval to the Chairman	5 mins.	Action Officer/ Professional Basketball and Other Pro Games Division
		Forward the application and its required documents to the Office of the Commissioner for Operations for his initial	Maximum of 1 day	Action Officer/ Office of the Chairman
		Forward the application and its required documents to the Office of the Chairman for his signature/approval	Maximum of 1 day	Action Officer/ Office of the Chairman
3	Proceed to the Cashier Section for payment of corresponding license fee.	Issuance of an official receipt by the Cashier Section	5-10 mins	Action Officer/ Cashier Section
4	Proceed to the Information Technology (IT) Unit	For picture taking and ID processing	10-15 min	Action Officer/ I.T. Section
5	Receive the original official receipt and ID	Forward the ID and supporting documents to the Professional Basketball and Other Pro-Games Division for the release of the same	5 mins.	Action Officer/ Professional Basketball and Other Pro Games Division
		Information Technology Unit will provide the Office of the Chairman a list of ID issued for recording and comparison purposes in a daily basis.		Action Officer/ I.T. Section

II. Procedures in the application of permit to hold an international derby

Step	Client	Activity	Duration of Activity	Person-in-charge
1	Proceed to the Professional	Provide the applicant/client a		

	Basketball and Other Pro-Games Division and secure a checklist of required documents for an application of permit to hold an international derby. Make inquiries, if necessary	checklist of requirements to support the application of permit to hold an international derby. Answer all queries, if there is any.	5–10 mins	Action Officer/ Professional Basketball and Other Pro Games Division
2	File a letter addressed to the Chairman requesting for a permit to hold an international derby to the Professional Basketball and Other Pro-Games Division	Receive the letter and required documents to support the application for permit to hold an international derby by the Office of the Chairman.	5-10 mins	Action Officer/ Professional Basketball and Other Pro Games Division
		Advise the applicant/client to follow-up the application, two (2) to five (5) days after the application was filed		
		The Chairman forwards the application and its supporting documents to the Office of the Board Secretary directing her to include the same in the Agenda for deliberation in the regular/special Board meeting	5-10 mins	Action Officer/ Office of the Chairman
		The Board approves the request to hold an international derby and the Board Secretary prepares the necessary Board Resolution to effect its approval	30 mins.	Action Officer/ Finance and Administrative Division
		Once the Chairman and the Members of the Board signs the Resolution, the Board Secretary forwards the application, the supporting documents and the Resolution to the Professional Basketball and Other Pro-Games Division for the preparation of permit to hold international derby and endorsement to the Bureau of Animal Industry (BAI)	5 mins.	Action Officer/ Finance and Administrative Division
3	Proceed to the Cashier Section for payment of corresponding permit fee to hold an international derby and import permit fee corresponding to the imported game cocks	Issue official receipt for the corresponding permit fee and import permit fee for imported game cocks	5–10 mins	Action Officer/ Cashier Section
		Forward the same to the Chief of the Division for his initial for recommending approval to the Chairman	5 mins.	Action Officer/ Professional Basketball and Other Pro Games Division
		Forward all the documents to the Office of Commissioner for Operations for his initial	Maximum of 1 day	Action Officer/ Office of the Commissioner
		Forward all the documents to the Office of the Chairman for his signature/approval	Maximum of 1 day	Action Officer/ Office of the Chairman
4	Receive the original official receipt,	Forward all the documents to		Action Officer/

	resolution and permit to hold an international derby	the Professional Basketball and Other Pro-Games Division for the release of the same.	5-10 mins	Professional Basketball and Other Pro Games Division
		Professional Basketball and Other Pro-Games Division shall provide the Board Secretary all the documents, including but not limited to approved permit, official receipt and other supporting documents for Board's file and reference.	5 mins.	Action Officer/ Professional Basketball and Other Pro Games Division