

**Assistance and Coordination Division**

**TRAVEL TAX AND TERMINAL FEE EXEMPTIONS**

**Schedule:**

Day: Monday - Friday

Time: 8:00am - 5:00pm

**Who may avail:**

1. Philippine Olympic Committee (POC) Officials and National Sports Associations
2. PSC Officials and employees, delegation officials in international sports competitions
3. Other Sports Organizations (duly endorsed by POC/NSA)

**What are the requirements:**

1. Letter requests from NSAs/ POC endorsement
2. Copy of Invitation from the Event Organizer
3. Copy of Passports
4. Flight Details (optional)

**Duration:** 42 minutes

**How to Avail the Services:**

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
1	Proceeds to Records Section and presents the document / letter-request for barcoding and scanning.	Receives pre-screened request of client for Travel Tax Exemption and Waiver of Airport Terminal Fee from NSA Affairs Section and/or offices of the Chairman and Executive Director.	15 minutes	ACD Staff	None	None
		Prepares travel documents (Travel Order, endorsement letter to MIAA and DOT for exemptions).	15 minutes	ACD Staff	None	None
		Forwards travel documents (Travel Order, Travel Tax and Terminal Fee exemptions) to Executive Director's office for signature	2 minutes	ACD Staff	None	None
		Reviews and signs documents.	5 minutes	Executive Director	None	None
		Returns travel documents to SALT Section	2 minutes	EDO Staff	None	None
		Releases travel documents to requesting party.	5 minutes	ACD Staff	None	None
<b>End of Transaction</b>						

**Assistance and Coordination Division**

**USE OF VEHICLES**

**Schedule of Availability:**

Day: Monday - Friday

Time: 8:00am - 5:00pm

**Who may avail of the services:**

1. Philippine Olympic Committee (POC) Officials and National Sports Associations

**What are the requirements:**

1. Approved letter request (for out of town trip) / vehicle utilization form
2. Total number and name of passengers
3. Itinerary

**Duration:** 26 minutes

**How to Avail the Services:**

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
1	Proceeds to Records Section and presents the document / letter-request for barcoding and scanning.	Receives request from the NSA Affairs Section for scheduling & trip booking.	2 minutes	Transpo Unit Staff	None	Request form
		Checks availability of vehicle and driver.	10 minutes	Transpo Unit Staff	None	Request form
		Prepares trip ticket for approval.	3 minutes	Transpo Unit Staff	None	Trip ticket
		Forwards request for approval of the Deputy Executive Director / Executive Director.	2 minutes	Transpo Unit Staff	None	Request form
		Reviews and signs documents.	5 minutes	Executive Director/ Deputy ED	None	None
		Returns travel documents to Transpo Unit	2 minutes	EDO / DED Staff	None	None
		Informs client about the approved request.	5 minutes	Transpo Unit Staff	None	Trip ticket
<b>End of Transaction</b>						