

RECORDS SECTION**Receiving of Documents / Letters****Schedule:**

Day : Monday to Friday

Time: 8:00am to 5:00pm

Who may avail:

1. PSC recognized National Sports Associations (NSAs)
2. Philippine Olympic Committee
3. Other Government and Non-Government Entities
4. General Public

What are the requirements:

Identification card

Duration: 4 minutes**How to avail the services:**

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceeds to Records Section and presents the document/ letter to the receiver for barcoding, recording, scanning and photocopying.	Screens the documents before receiving. Incomplete attachments will not be accepted.	2 minutes	Records Section Staff	None	None
		Provides contact number of the PSC Office concerned for easy follow-up on the status of client's letter/ document.	2 minutes	Records Section Staff	None	None
END OF TRANSACTION						

RECORDS SECTION

Research Assistance

Schedule:

Day : Monday to Friday

Time: 8:00am to 5:00pm

Who may avail:

1. PSC recognized National Sports Associations (NSAs)
2. Philippine Olympic Committee
3. Other Government and Non-Government Entities
4. General Public

What are the requirements:

Letter request and Identification card

Duration: 16 minutes

How to avail the services:

STEP	CLIENTS	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceeds to Records Section and presents letter-request from respective school signed by Professor-in-charge or School Official.	Forwards letter to the Executive Director for approval/disapproval.	2 minutes	Records Section Staff	None	None
		Reviews and renders decision.	10 minutes	Executive Director	None	None
		Returns letter-request to the Records Section.	2 minutes	EDO Staff	None	None
		Informs the client about the approval/disapproval of the letter-request.	2 minutes	Records Section Staff	None	None
END OF TRANSACTION						