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1. PURPOSE

The purpose of this procedure is to provide guidelines on the implementation of Sports Facilities Division procedures.

2. SCOPE

The scope of this procedure applies to all venue rental (walk-ins & major events) and use of dormitories (walk-ins, individual requests, National Sports Associations) .

3. DEFINITION OF TERMS

- 3.1 Venues - shall refer to RM Coliseum, Ninoy Aquino Stadium, Baseball Stadium, RM Swim Pool, Tennis Center, RM Track & Football Field, Bowling Center, Badminton Hall, Gymnastic Center, RM Boxing Gym, Judo, Billiard, Wushu, Wrestling, Taekwondo gym, Pencak Silat gym, Tatap, RM Athletes Lounge, Weightlifting Gym, Athletes Dining Hall, Philsports Multi-Purpose Arena, Philsports Swimming Pool, Philsports Track and Field Oval, PSC Fencing Hall, Brent Gym, Dance Sport Gym, Karatedo Gym, Muay Gym, Arnis Gym, Triathlon, Meditation Area, Amphitheatre, Amoranto Velodrome, Ft. Bonifacio Shooting Range, Muntinlupa Trap and Skeet, La Mesa Dam Rowing, Canoe-Kayak Taytay, PSC Baguio-Track and Field Oval and PSC Baguio Boxing Gym.
- 3.2 Facilities - shall refer to the athletes' dormitories, PSC cafeteria, wellness gym and other amenities and services at RM Sports Complex, Philsports, MSAS Office and PSC Baguio.
- 3.3. Athletes' Dormitories - shall refer to the billeting quarters of the national team and located at the Rizal Memorial Sports Complex, Philsports and at the PSC Baguio Training Camp.
- 3.4. National Sports Associations - shall refer to those sports associations duly recognized by the Philippine Olympic Committee and the Philippine Sports Commission.
- 3.6. National Training Pool - Athletes selected by their respective NSA who are receiving monthly allowance from the Philippine Sports Commission.
- 3.5. Priority Athletes - Athletes who avail of the PSC-POC incentive program who are medalist in the SEAGAMES, ASIAN GAMES, OLYMPICS and WORLD CHAMPIONSHIPS

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**PHILIPPINE SPORTS COMMISSION**

Page No.:

Page 2 of 31

SPORTS FACILITIES DIVISION PROCEDURE

Revision No.:

3

PSC-SOP-VFMS-01

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3.6. Developmental pool - Youth/Junior athletes chosen by their respective NSA through their grassroots sports development program to be part of the training pool but they do not receive allowance from the Philippine Sports Commission. They are not also entitled to billeting.

4. REFERENCE DOCUMENTS

4.1 Citizens' Charter



5. PROCESS FLOW

5.1 Walk in Client (Venue Rental) Process

RESPONSIBLE	FLOW CHART	REFERENCE
Client Booking Clerk		
		Citizens' Charter, Operations Manual
Client		Citizens' Charter, Operations Manual
Booking Clerk SFD Chief		Citizens' Charter, Operations Manual
Booking Clerk		Citizens' Charter, Operations Manual
Client Ticketing Office		Citizens' Charter, Operations Manual
Client		Citizens' Charter, Operations Manual



5.1 Walk in Client (Venue Rental) Process (cont....)

RESPONSIBLE	FLOW CHART	REFERENCE
Client		Citizens' Charter, Operations Manual
Gate Keeper		Operations Manual
Client		



5.2 Ocular Inspection

RESPONSIBLE	FLOW CHART	REFERENCE
Client	START	
Client	INQUIRE FOR THE AVAILABILITY OF VENUE	Citizens' Charter, Operations Manual
Booking Clerk	CHECK THE AVAILABILITY OF VENUE	Citizens' Charter, Operations Manual
Client	IF AVAILABLE, FILL UP THE REQUEST FORM FOR INSPECTION (RFI)	Citizens' Charter, Operations Manual
SFD Chief	REVIEW & APPROVE/DISAPPROVED THE RFI.	Citizens' Charter, Operations Manual
Venue Manager Client	IF APPROVED, CONDUCT THE VENUE OCULAR INSPECTION	Citizens' Charter, Operations Manual
Client	FILL UP OF SURVEY FORM	Citizens' Charter, Operations Manual
	END	



5.3 Reservation - Practice

RESPONSIBLE	FLOW CHART	REFERENCE
Client		
Reservation Officer		Citizens' Charter, Operations Manual
SFD Chief		Citizens' Charter, Operations Manual
DED-BCSSS		Citizens' Charter, Operations Manual
Booking Clerk		Citizens' Charter, Operations Manual
Reservation Officer		Citizens' Charter, Operations Manual
Legal Affairs Office		Citizens' Charter, Operations Manual
		Citizens' Charter, Operations Manual


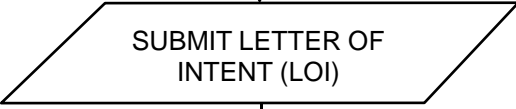
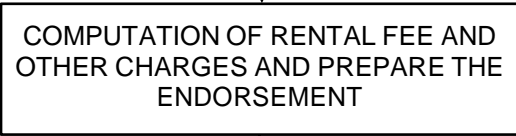
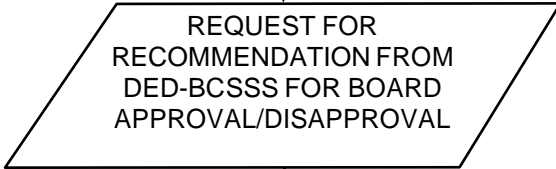
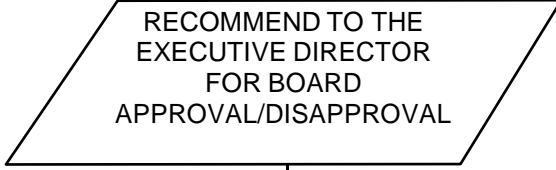
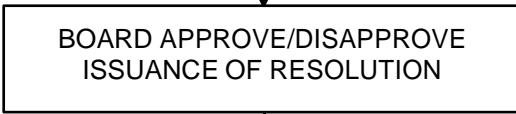

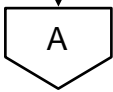


5.3 Reservation – Practice (cont.)

RESPONSIBLE	FLOW CHART	REFERENCE
Client		Citizens' Charter, Operations Manual
Reservation Officer SFD Chief		Citizens' Charter, Operations Manual
Client		Citizens' Charter, Operations Manual
Reservation Officer		Citizens' Charter, Operations Manual
Booking Clerk		Citizens' Charter, Operations Manual

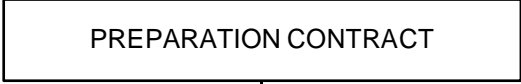
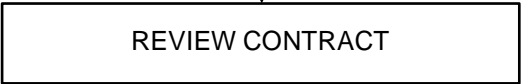



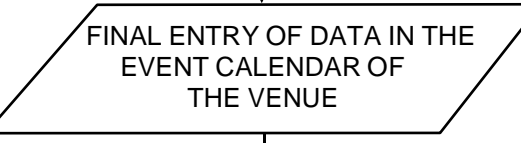

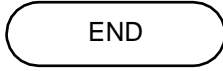


5.4 Reservation - Major Event

RESPONSIBLE	FLOW CHART	REFERENCE
Client		
Reservation Officer		Citizens' Charter, Operations Manual
SFD Chief		Citizens' Charter, Operations Manual
DED-BCSSS Executive Director		Citizens' Charter, Operations Manual
Board Board Secretary		Citizens' Charter, Operations Manual
Booking Clerk		Citizens' Charter, Operations Manual
		Citizens' Charter, Operations Manual
		



5.4 Reservation - Major Event (cont...)

RESPONSIBLE	FLOW CHART	REFERENCE
Reservation Officer		Citizens' Charter, Operations Manual
Legal		Citizens' Charter, Operations Manual
Client		Citizens' Charter, Operations Manual
Reservation Officer SFD Chief		Citizens' Charter, Operations Manual
Client		Citizens' Charter, Operations Manual
Reservation Officer		Citizens' Charter, Operations Manual
Booking Clerk		Citizens' Charter, Operations Manual
		






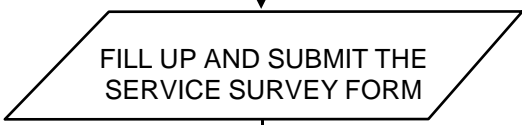
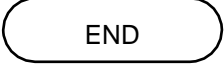


5.5 PRE-EVENT

RESPONSIBLE	FLOW CHART	REFERENCE
Venue Manager Reservation Officer Client/Representatives Security Coordinator Janitor Coordinator		Citizens' Charter, Operations Manual
Client		Citizens' Charter, Operations Manual
Venue Manager Reservation Officer Client/Representatives Security Coordinator Janitor Coordinator		Citizens' Charter, Operations Manual
Client/Representatives Venue Manager		Citizens' Charter, Operations Manual
Client/Representatives Venue Personnel Security		Citizens' Charter, Operations Manual


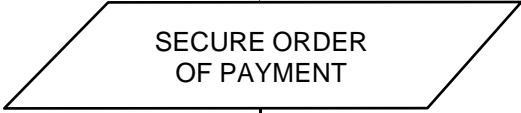

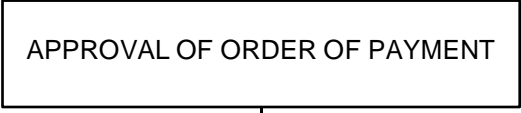
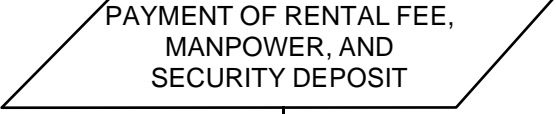
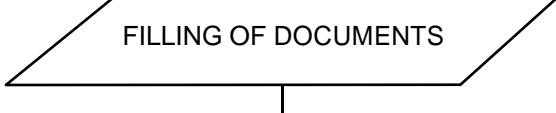
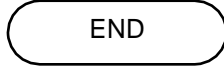


5.6 PRODUCTION MEETING

RESPONSIBLE	FLOW CHART	REFERENCE
Booking Clerk		
		Citizens' Charter, Operations Manual
Reservation Officer		Citizens' Charter, Operations Manual
Venue Manager Booking clerk Attendees		Citizens' Charter, Operations Manual
Venue Manager Attendees		Citizens' Charter, Operations Manual
Clients		Citizens' Charter, Operations Manual
		Citizens' Charter, Operations Manual



5.7 PAYMENT OF VENUE RENTAL, MANPOWER, AND SECURITY DEPOSIT

RESPONSIBLE	FLOW CHART	REFERENCE
Client		
Reservation Officer		Citizens' Charter, Operations Manual
SFD Chief		Citizens' Charter, Operations Manual
SFD Chief		Citizens' Charter, Operations Manual
Client		Citizens' Charter, Operations Manual
Booking Clerk		Citizens' Charter, Operations Manual
		



5.8 INGRESS OF EQUIPMENT & MATERIALS

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Client</p> <p>Venue Manager</p> <p>SFD Chief</p> <p>Booking Clerk</p> <p>Client Security guard</p>	<pre> graph TD Start([START]) --> Step1[/SUBMISSION OF GOVERNMENT REQUIRED DOCUMENTS INGRESS/EGRESS REQUEST, PASS-IN/PASS-OUT FORM, & EVENT MANPOWER/] Step1 --> Step2[RECOMMEND FOR APPROVAL/ DISAPPROVAL OF THE ITEM/S LISTED IN THE PASS-IN/ PASS-OUT FORM] Step2 --> Step3[APPROVAL/ DISAPPROVAL OF PASS-IN/ PASS-OUT FORM] Step3 --> Step4[FORWARD TO CLIENT, VENUE MANAGER, AND PROPERTY OFFICER THE APPROVED PASS-IN/PASS-OUT FORM] Step4 --> Step5[INGRESS OF EQUIPMENT/ MATERIALS INTO THE VENUE] Step5 --> End([END]) </pre>	<p>Citizens' Charter, Operations Manual</p> <p>Citizens' Charter, Operations Manual</p> <p>Citizens' Charter, Operations Manual</p> <p>Citizens' Charter, Operations Manual</p> <p>Citizens' Charter, Operations Manual</p>



5.9 POST EVENT

RESPONSIBLE	FLOW CHART	REFERENCE
Client		
Client Venue Manager		Citizens' Charter, Operations Manual
Venue Manager Engineering Staff		Citizens' Charter, Operations Manual
SFD Chief		Citizens' Charter, Operations Manual
DED-BCSSS		Citizens' Charter, Operations Manual
Reservation Officer		Citizens' Charter, Operations Manual
Client		Citizens' Charter, Operations Manual
Reservation Clerk		Citizens' Charter, Operations Manual
		Citizens' Charter, Operations Manual



5.10 EGRESS OF EQUIPMENT/MATERIALS

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Client</p> <p>Venue Manager/Venue Personnel</p> <p>Client Security Guard</p> <p>Client</p>	<pre> graph TD Start([START]) --> Step1[PREPARE ALL THE EQUIPMENT/MATERIALS TO BE PULLED OUT FROM THE VENUE] Step1 --> Step2[CHECK ALL ITEMS] Step2 --> Step3[PULL OUT FROM THE VENUE] Step3 --> Step4[CERTIFY THAT ALL ITEMS ARE PULLED OUT FROM THE VENUE] Step4 --> End([END]) </pre>	<p>Citizens' Charter, Operations Manual</p> <p>Citizens' Charter, Operations Manual</p> <p>Citizens' Charter, Operations Manual</p> <p>Citizens' Charter, Operations Manual</p>



5.11 Use of Dormitory (walk – in/individual request) Process

RESPONSIBLE	FLOW CHART	REFERENCE
Clients and Records Office		Citizens' Charter, Operations Manual
Operations Staff/Booking Clerk		Citizens' Charter, Operations Manual
Dormitory Manager/Dormitory Attendant		Citizens' Charter, Operations Manual
SFD Chief		Citizens' Charter, Operations Manual
DED - BCSSS		Citizens' Charter, Operations Manual
Operations Staff/Booking Clerk		Citizens' Charter, Operations Manual



5.11 Use of Dormitory (walk – in/individual request) Process (cont...)

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Client Dormitory Manager/ Dormitory Attendant</p> <p>Dormitory Manager/Dormitory Attendant</p>	<pre> graph TD A{{A}} --> B{IF APPROVED, FILL UP THE BORROWER'S SLIP (RECEIVED SUPPLIES) ORIENTATION OF PSC HOUSE RULES AND REGULATIONS} B --> C[PROCEED TO DORMITORY FOR ROOM ASSIGNMENT] C --> D([END]) </pre>	<p>Citizens' Charter, Operations Manual</p> <p>Citizens' Charter, Operations Manual</p>




5.13 Dormitory Laundry Service

RESPONSIBLE	FLOW CHART	REFERENCE
Dormitory Manager/Attendant/ Laundry Staff		Citizens' Charter, Operations Manual
Dormitory Attendant/Laundry Staff		Citizens' Charter, Operations Manual
Dormitory Attendant/Laundry Staff		Citizens' Charter, Operations Manual
Laundry Staff		Citizens' Charter, Operations Manual
Laundry Staff/Athletes and Coaches		Citizens' Charter, Operations Manual
Laundry Staff/Athletes and Coaches		Citizens' Charter, Operations Manual
Laundry Staff/Athletes and Coaches		Citizens' Charter, Operations Manual



5.14 Dormitory Office – Provision of Mineral Water


RESPONSIBLE	FLOW CHART	REFERENCE
Dormitory Manager/Attendant		Citizens' Charter, Operations Manual
Dormitory Manager/Attendant		Citizens' Charter, Operations Manual
Dormitory Attendant		Citizens' Charter, Operations Manual
Dormitory Attendant		Citizens' Charter, Operations Manual
Dormitory Attendant		Citizens' Charter, Operations Manual
Dormitory Attendant		Citizens' Charter, Operations Manual
Dormitory Attendant		Citizens' Charter, Operations Manual

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 22 of 31
	SPORTS FACILITIES DIVISION PROCEDURE	Revision No.:	3
	PSC-SOP-VFMS-01	Effectivity:	3-8-2022

6. PROCEDURE

6.1. Walk – in client (Venue Rental) Process

- 6.1.1. Interest client will inquire for the availability of the venue thru email, phone call, or in person.
- 6.1.2. If available, the client will fill-up a Walk-in Request Form (WRF) and submit to the Booking Clerk together with his/her government issued ID.
- 6.1.3. The Booking Clerk will review the WRF, if found in order, the request will be endorsed to the SFD Chief for approval.
- 6.1.4. Chief of Sports Facilities Division will review and approve/disapprove the WRF.
- 6.1.5. Booking Clerk will advise the client of the approval/disapproval of the request.
- 6.1.6. If approved, Booking Clerk/Reservation Officer will issue the Order of Payment.
- 6.1.7. The client will proceed to the Ticketing Office and present the Order of Payment to Ticketing Staff and pay the corresponding rental Fee.
- 6.1.8. Ticketing Staff will collect the rental fee and issue Ticket to the client.
- 6.1.9. The client will proceed to the venue and present ticket together with the approved WRF and government issued ID to the Gatekeeper.
- 6.1.10. The Gatekeeper will record the time of entry in the WRF and venue logbook.
- 6.1.11. The client will enter the venue.
- 6.1.12. Upon exit the client will fill-up the Service Survey portion in the WRF.
- 6.1.13. Gatekeeper will record the time of exit in the WRF and venue logbook and return the ID to the client.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 23 of 31
	SPORTS FACILITIES DIVISION PROCEDURE	Revision No.:	3
	PSC-SOP-VFMS-01	Effectivity:	3-8-2022

6.1.14. The venue manager will review the WRF and submit to the SFD office for review and filing.

6.2. Ocular Inspection

6.2.1. Interested client will inquire the availability of the venue on the date of their incoming event.

6.2.2. The Reservation Officer will check if the venue is available on the date of event.

6.2.3. If available, the Reservation Officer will advise the client to fill-up the Request for Inspection Form.

6.2.4. The Reservation Officer will check and endorse to SFD Chief for Approval.

6.2.5. The Chief of SFD will review and approve or disapprove the RIF.

6.2.6. If approved, the Reservation Officer will inform the Venue Manager concern.

6.2.7. The Venue Manager will accompany the client for the ocular inspection.

6.2.8. After the inspection, the venue manager will request the client to fill up the Feedback Form.

6.2.9. The Client will fill up the Feedback Form and drop in the Feedback Box.

6.3. Reservation - Practice

6.3.1. Client will submit Letter of Intent (LOI) thru email or hard copy to Records Section indicating the details of the event, including but not limited to the date, type event, number and profile of participant and contact numbers of client.

6.3.2. Upon receipt of the LOI from Records Office, the Reservation Officer will compute the rental fee based on the Approved Venue Rental Rates and the duration of event. Reservation Officer will prepare the endorsement (Action Slip) for signature of SFD Chief.

6.3.3. The Chief of SFD will recommend for Approval/Disapproval of the request to the Deputy Executive Director (DED) of BCSSS.



- 6.3.4. The DED -BCSSS will approve or disapprove the request.
- 6.3.5. Reservation Officer will notify the client of the approval/disapproval of the request thru email/call/SMS. If approve, the client will also be notified of the charges. The reservation officer will log the date, time, and the contact number of the client.
- 6.3.6. The reservation officer will prepare the contract
- 6.3.7. The Legal Affairs Office review the contract
- 6.3.8. Client review and sign the contract
- 6.3.9. Reservation Officer prepare the Order of Payment form indicating all the details based on the Contract Billing Computation and it will be approved by the SFD Chief.
- 6.3.10. Client will pay the amount based on the Order of Payment at the Cashier's Office
- 6.3.11. Reservation officer will finalize the details of the event for the entry of Calendar for the request venue.
- 6.3.12. Booking Clerk will coordinate with the Venue Manager, Security Officer/on duty, and Janitor Personnel about the approved event and using venue.

6.4. MAJOR EVENT


- 6.4.1. Client will submit Letter of Intent (LOI) thru email or hard copy to Records Section indicating the details of the event, including but not limited to the date, type event, number and profile of participant and contact numbers of client at least (5) months before the said schedule.
- 6.4.2. Booking Clerk/Reservation Officer prepare endorsement letter or action slip and attach contract billing computation with the final charges and fee.
- 6.4.3. The Chief of Sports Facilities Division reviews and recommends approval or disapproval to DED – BCSSS.
- 6.4.4. DED – BCSSS reviews and approve/disapprove use of venue and endorse to the Executive Director Office.



- 6.4.5. Executive Director prepare endorsement for the Board's Approval/ Discussion.
- 6.4.6. Office of the Board Secretary issue of Board Resolution to the Reservation Officer.
- 6.4.7. Reservation Officer will notify the client of the approval/disapproval of the request thru email/call/SMS. If approve, the client will also be notified of the charges. The reservation officer will log the date, time, and the contact number of the client.
- 6.4.8. Reservation Officer prepares contract based on the said computation.
- 6.4.9. Legal Office review the contract.
- 6.4.10. Reservation Officer/Booking Officer notify the client to review and sign the contract.
- 6.4.11. Reservation Officer prepare Order of Payment indicate the amount for the reservation fee and endorse to the SFD Chief for the approval.
- 6.4.12. Client present order of payment to the Cashier's Office for the processing of payment for reservation fee and issuance of receipt.
- 6.4.13. Reservation Officer will finalize the details of the event and mark the calendar for the said date and venue.
- 6.4.14. Booking Clerk notify the Venue Manager, Security and Janitor Personnel about the details and concern of the event.

6.5. PRE-EVENT

- 6.5.1. After the processing of payment of Reservation Fee and entry all the details in the Calendar. Reservation Officer notify the client for the First Production Meeting together with the Venue Manager, Security Coordinator and Janitor Coordinator.
- 6.5.2. Including in the invitation, Reservation Officer will inform the client to pay the full payment of the appropriate amount stated in Contract Billing Computation include Security Deposit.
- 6.5.3. Reservation Officer invite client for the Final Production Meeting with the Venue Manager, Janitorial and Security Personnel.
- 6.5.4. Venue Manager will conduct joint venue inspection with the clients to take note on the status of the rooms to be used. Venue manager will record the

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 26 of 31
	SPORTS FACILITIES DIVISION PROCEDURE	Revision No.:	3
	PSC-SOP-VFMS-01	Effectivity:	3-8-2022

all the defects found in every rooms that will be inspected. Both parties will sign in the observation list.

6.5.5. Venue Manager or his representative will monitor the set up/ingress to the venue with the client representative.

6.6. PRODUCTION MEETING

6.6.1. Booking Clerk prepare the attendance of the invitees before the start of the meeting.

6.6.2. Reservation Officer present/checking of the attendees.

6.6.3. Venue Manager, Booking Clerk and clients will discuss the flow of the event and other needs to be discuss. Venue manager will preside the meeting.

6.6.4. Venue Manager will conduct venue inspection with the client and other attendees of the meeting.

6.6.5. Client fill up and submit the service survey form.

6.7. PAYMENT OF VENUE RENTAL, MANPOWER, AND SECURITY DEPOSIT


6.7.1. Client proceed to the Sports Facilities Divisions Office to secure of Order of Payment.

6.7.2. Reservation Officer prepare Order of payment attached all the details needed.

6.7.3. SFD Chief approve the Order of Payment.

6.7.4. Client proceed to the Cashiers Office to pay the Rental fee, Manpower Fee and Security Deposit.

6.7.5. Client present the Official Receipt to the Booking Officer. Booking Officer secure copy for filing.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 27 of 31
	SPORTS FACILITIES DIVISION PROCEDURE	Revision No.:	3
	PSC-SOP-VFMS-01	Effectivity:	3-8-2022

6.8. INGRESS OF EQUIPMENT & MATERIALS

- 6.8.1. Client will submit their requirements such as; Government Required Documents (Permits & Clearances), Ingress and Egress request, Pass in/ Pass out Form and Event Manpower.
- 6.8.2. Venue Manager will review the requested items listed in the pass-in/pass out form and recommend for the approval/disapproval.
- 6.8.3. SFD Chief will review and approve/disapprove the pass-in/pass-out form.
- 6.8.4. Booking Clerk will coordinate with the client and venue manager and give a copy of the approved/disapproved pass-in/pass-out form.
- 6.8.5. Client proceed to the Venue for the ingress of the equipment/materials and present to the security guard on-duty for verification.

6.9. POST EVENT

- 6.10.1 After the event, client must be start of their egress.
- 6.10.2 Venue Manager and Client Representative will conduct post event joint venue inspection. They will check the items based on the Pre Event inspection.
- 6.10.3 After the venue inspection, if they have any damage venue manager will coordinate to the Engineering Staff for the details and computation cost for the repair of the item.
- 6.10.4 Engineering Unit will submit their recommended repair cost and SFD Chief will endorse to the DED – BCSSS for approval.
- 6.10.5 DED-BCSSS approve/disapprove the repair cost.
- 6.10.6 Reservation Officer will notify the client for the payment of repair cost or processing of security deposit.
- 6.10.7 Client will pay the repair cost (if any) and submit request for the release of security deposit. Booking Clerk/Reservation Officer will prepare the request for the release of the refundable Security Deposit. SFD Chief will endorse to the request to the cashier.
- 6.10.8 Reservation Officer/SFD Staff will file all documents.




6.10. EGRESS OF EQUIPMENT/MATERIALS

- 6.11.1 Client will prepare all the equipment/materials to be pulled out from the venue.
- 6.11.2 Venue Manager/Personnel will check all the items to be pulled out from the venue together based on the approved Pass In/Pass Out Form.
- 6.11.3 After the approval Venue Manager, client will start the pull out all the approved items.
- 6.11.4 Security Guard On-duty will check all the items being pulled out using the Pass In/Pass Out Form as reference.
- 6.11.5 Client will certify and affix his/her signature in the Pass In/Pass Out Form to certify that all the items are pulled out from the venue.

6.11. Use of Dormitory (walk – in/individual request) Process

- 6.11.1 The client will submit the request to the Records Office.
- 6.11.2 Booking Clerk/Operations Staff endorse to Dormitory Manager for the availability of dormitory.
- 6.11.3 Dormitory Manager endorsed to SFD Chief for reviews and recommend for the approval of use of dormitory to DED - BCSSS.
- 6.11.4 Forward to DED – BCSSS for approval or disapproval.
- 6.11.5 Either approved or disapproved Dormitory Manager/Dormitory Attendant advice the requesting party and if approved, the clients fill out the Borrower's slip issuance of equipment or materials.
- 6.11.6 If approved, Dormitory Manager/Dormitory Attendant will assist the client for the assign dormitory room.


	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 29 of 31
	SPORTS FACILITIES DIVISION PROCEDURE	Revision No.:	3
	PSC-SOP-VFMS-01	Effectivity:	3-8-2022

6.12. Use of Dormitory (National Athletes and Coaches) Process

- 6.12.1 NSA send request letter to Records Office.
- 6.12.2 Records Office forward to the NSA Office for endorsement.
- 6.12.3 NSA Office endorse to Dormitory Manager for the availability of dormitory.
- 6.12.4 It will go back to the NSA Office with the recommendation of the availability of the Dormitory Manager and endorse to DED – BCSSS.
- 6.12.5 DED – BCSSS review and for approval or disapproval.
- 6.12.6 NSA forwards the approval to SFD and Athletes Dormitory.
- 6.12.7 Inform the National Athletes and Coaches regarding their request.
- 6.12.8 If approved, athletes and coaches proceed to the orientation regarding house rules and regulations.
- 6.12.9 Fill up the Issuance for billeted athletes and coaches of Equipment needed in the dormitory like extra mattress and bed sheets and the Admission Form for the Athletes and Coaches.
- 6.12.10 Dormitory Manager or Dormitory Attendant assist the Athletes and Coaches to their respective room assignment.
- 6.12.11 File the approved/disapproved request.

6.13. Dormitory Laundry Service

- 6.13.1 Dormitory Manager/Dormitory attendant prepare schedule for the laundry service for the billeted National Athletes and Coaches.
- 6.13.2 Dormitory Manager/Attendant and Laundry Staff posting the prepare schedule at dormitory rooms, office, and laundry area.
- 6.13.3 Laundry staff/workers will start counting and checking the actual number of clothes ready for laundry.
- 6.13.4 Laundry Staff/workers will assist billeted National Athletes and Coaches in washing and folding of washed clothes.
- 6.13.5 Laundry Staff/workers and National Athletes and Coaches will re- counting of all washed clothes.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 30 of 31
	SPORTS FACILITIES DIVISION PROCEDURE	Revision No.:	3
	PSC-SOP-VFMS-01	Effectivity:	3-8-2022

6.13.6 National Athletes and Coaches receive their laundries.

6.14. Dormitory Office – Provision of Mineral Water

- 6.14.1 Dormitory Manager/Attendant prepare checklists for all billeted National Athletes and Coaches categorized by sports and training schedule.
- 6.14.2 Dormitory Manager/Attendant will make summary for the allotted mineral water or dispenser assigned dormitory rooms and each sport.
- 6.14.3 Dormitory Manager/Attendant prepare schedule for the delivery of allotted water per dorm rooms and per sports.
- 6.14.4 Advise National Athletes and Coaches of Dormitory Manager/Attendant about the availability of allocated mineral water per sport.
- 6.14.5 National Athletes and Coaches give provision and deliver of mineral water per sport and per schedule.
- 6.14.6 Billeted National Athletes and Coaches received the allocated mineral water by sport and by schedule. Dormitory Attendant/Manager will record the received mineral water or dispenser.

7. FORMS ATTACHED

- 7.1 Billing Contract Computation Form (Practices, International and Ordinary Event)
- 7.2 Terms and Conditions
- 7.3 Attendance Form (Practices, International and Ordinary Event) (Revised)
- 7.4 Notice to Security for Manpower Requirement (Manpower Requirement for Security and Janitorial Services, Centralized ACU Operators) (Revised)
- 7.5 Notice to Janitorial for Manpower Requirement (Incorporated with 7.4)
- 7.6 Order of Payment with Terms and Conditions
- 7.7 Venue Manager's Report
- 7.8 Daily Sales Report
- 7.9 Production Meeting Form/Invitation (Revised)

**PHILIPPINE SPORTS COMMISSION**

Page No.:

Page **31** of **31****SPORTS FACILITIES DIVISION PROCEDURE**

Revision No.:


3

PSC-SOP-VFMS-01

Effectivity:

3-8-2022

- 7.10 Athlete's Quarter Office Permit (late at night)
- 7.11 Issuance of Equipment (Bed sheets and Extra Bed Mattress)
- 7.12 Borrower's Slips
- 7.13 Athlete's Quarter Admission Form (New Athletes)
- 7.14 Walk – in request Form
- 7.15 Clients Observation Report (Revised)
- 7.16 Service Survey Form (Revised)
- 7.17 Pass in/Pass out Form
- 7.18 Head Counting of Athletes and Coaches
- 7.19 Athlete's Quarter/Dormitories Registration Form (Walk – in)
- 7.20 Guidelines for PSC Admission of Athletes and Coaches
- 7.21 Request for Ocular Inspection
- 7.22 Pre-Event/Post-Event Inspection

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
 ENGR. EDUARDO A. CLARIZA ACTING CHIEF, SPORTS FACILITIES DIVISION	 MA. ELENA V. LEYBA SR. SGRO (QUALITY MANAGEMENT REPRESENTATIVE)	 ATTY. GUILLERMO B. IROY, JR. ACTING EXECUTIVE DIRECTOR QMS HEAD