



## PHILIPPINE SPORTS COMMISSION

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### OFFICE OF THE CHAIRMAN PROCEDURES

Revision No.:

1

PSC-SOP-BC-01

Effectivity:

4-13-2021

## **M** 1.0 PURPOSE

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The purpose of this document is to provide the process in obtaining the approval or further instructions of the Chairman or the Sr. Executive Assistant with respect to various administrative matters, National Sports Association (NSA) or non-NSA related concerns, vouchers, checks and other correspondences from different sports stakeholders, government agencies, Local Government Units and other private offices.

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## 2.0 SCOPE

This process covers all requests requiring the appropriate action of the Chairman or the Senior Executive Assistant and proper endorsement to office in charge.

## 3.0 DEFINITION OF TERMS

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- 3.1. PSC – Philippine Sports Commission
- 3.2. NSAAO – National Sports Associations Affairs Office
- 3.3. POC – Philippine Olympic Committee
- 3.4. NSA – National Sports Association

## 4.0 REFERENCE DOCUMENTS

Office of the Chairman Manual


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**5.0 PROCESS FLOW**

**5.1 INCOMING DOCUMENTS AT THE OFFICE OF THE CHAIRMAN**

RESPONSIBLE	FLOW CHART	REFERENCE
<p>VARIOUS PSC OFFICES OR OUTSIDE CLIENTS</p>	<pre> graph TD     Start([Start]) --&gt; Step1[Receiving and recording of incoming documents]     Step1 --&gt; Step2[Initial review and evaluation of the Staff at the Office of the Chairman]     Step2 --&gt; Step3a[Letter of Requests]     Step2 --&gt; Step3b[Vouchers, Cheque, and Payroll]     Step3a --&gt; Step4[Endorsement to the Senior Executive Assistant]     Step3b --&gt; Step4     Step4 --&gt; Step5[For review, initial signature or appropriate recommendation of the Sr. Executive Assistant to the Chairman]     Step5 --&gt; Step6[For approval or signature of the Chairman]     Step6 --&gt; Step7[For releasing to the office in charge]     Step7 --&gt; End([End])         </pre>	<p>OFFICE OF THE CHAIRMAN OPERATIONS MANUAL</p>




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## PROCEDURE

- 6.1. Documents received by the Office of the Chairman such as letter of requests, vouchers, checks and others are initially reviewed by the receiving staff to ensure the completeness of the documents, proper routing, with proper endorsement and recommendation of office in charge.
- 6.2 All letter of requests received will be reviewed and evaluated by the Senior Executive Assistant of the Chairman and incorporate appropriate recommendation or perform necessary action.
- All documents for vouchers, checks, and payroll with the complete documentation, proper routing, proper endorsement, and recommendation will be forwarded for review, approval, and signature of the Chairman.
- 6.3. All endorsed correspondences with initial of the Sr. Executive Assistant will be forwarded to the Chairman for signature and correspondences that needed additional information or attachment will be returned to the concerned offices.
- 6.4. Upon the instruction, signature or approval of the Chairman, the communications will be forwarded to appropriate offices for proper facilitation / appropriate action, further, disapproved letters will be acted upon through memorandum or formal communications.
- 6.5. Communication will be forwarded to Records Office for courier.

## 6.0 FORMS ATTACHED

- 7.1. Memorandum from the Chairman  
7.2. Memorandum from the Sr. Executive Assistant  
7.3. Action Slip  
7.4 Formal letter of reply

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
 <b>MARC EDWARD VELASCO</b> SR. EXECUTIVE ASSISTANT	 <b>ANNA CHRISTINE S. ABELLANA</b> Quality Management Representative	 <b>ATTY. GUILLERMO B. IROY, JR.</b> OIC - EXECUTIVE DIRECTOR 13 April 2021