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Y****1.0 PURPOSE**

The purpose of this procedure is to provide guidelines in the effective implementation of Assistance and Coordination Division procedures.

**2.0 SCOPE**

The scope of this procedure covers the preparations of the *Monthly Attendance Report (MAR) for athletes/coaches' allowances/salaries; documentary requirements for the foreign coaches; processing of cash incentive and retirement benefits under R.A. 10699; research and coordination for the Philippine Sports Hall of Fame and the Philippine Sports Museum; printing and issuance of Benefit Kits under R.A. 10699; and processing of monthly pension of retired athletes.*

**3.0 DEFINITION OF TERMS AND ACRONYMS**

- 3.1 *PSC – Philippine Sports Commission*
- 3.2 *ACD – Assistance and Coordination Division*
- 3.3 *ED – Executive Director*
- 3.4 *DED – BCSSS – Deputy Director, Bureau of Coordinating Secretariat and Support Services*
- 3.5 *DED – FMAS – Deputy Director, Finance Management and Administrative Services*
- 3.6 *PCO – Public Communications Office*
- 3.7 *PAGCOR - Philippine Amusement and Gaming Corporation*
- 3.8 *NSA – National Sports Association*
- 3.9 *R.A. 6847 – Philippine Sports Commission Act*
- 3.10 *R.A. 10699 – National Athletes and Coaches Benefits and Incentives Act*
- 3.11 *R.A. 8757 – Hall of Fame Act*
- 3.12 *PSHoF – Philippine Sports Hall of Fame*
- 3.13 *NTP – National Training Pool*
- 3.14 *BR – Board Resolution*
- 3.15 *DTR – Daily Time Record*
- 3.16 *MAR – Monthly Attendance Report*
- 3.17 *WAR – Whereabout and Activity Report*
- 3.18 *PACA – Payroll of Athletes and Coaches Allowances*
- 3.19 *CSR – Certificate of Service Rendered*

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Y****4.0 REFERENCE DOCUMENTS**

- 4.1 Assistance and Coordination Division Operations Manual
- 4.2 Republic Act No. 10699
- 4.3 Implementing Rules and Regulations of R.A. No. 6847
- 4.4 R.A. 8757





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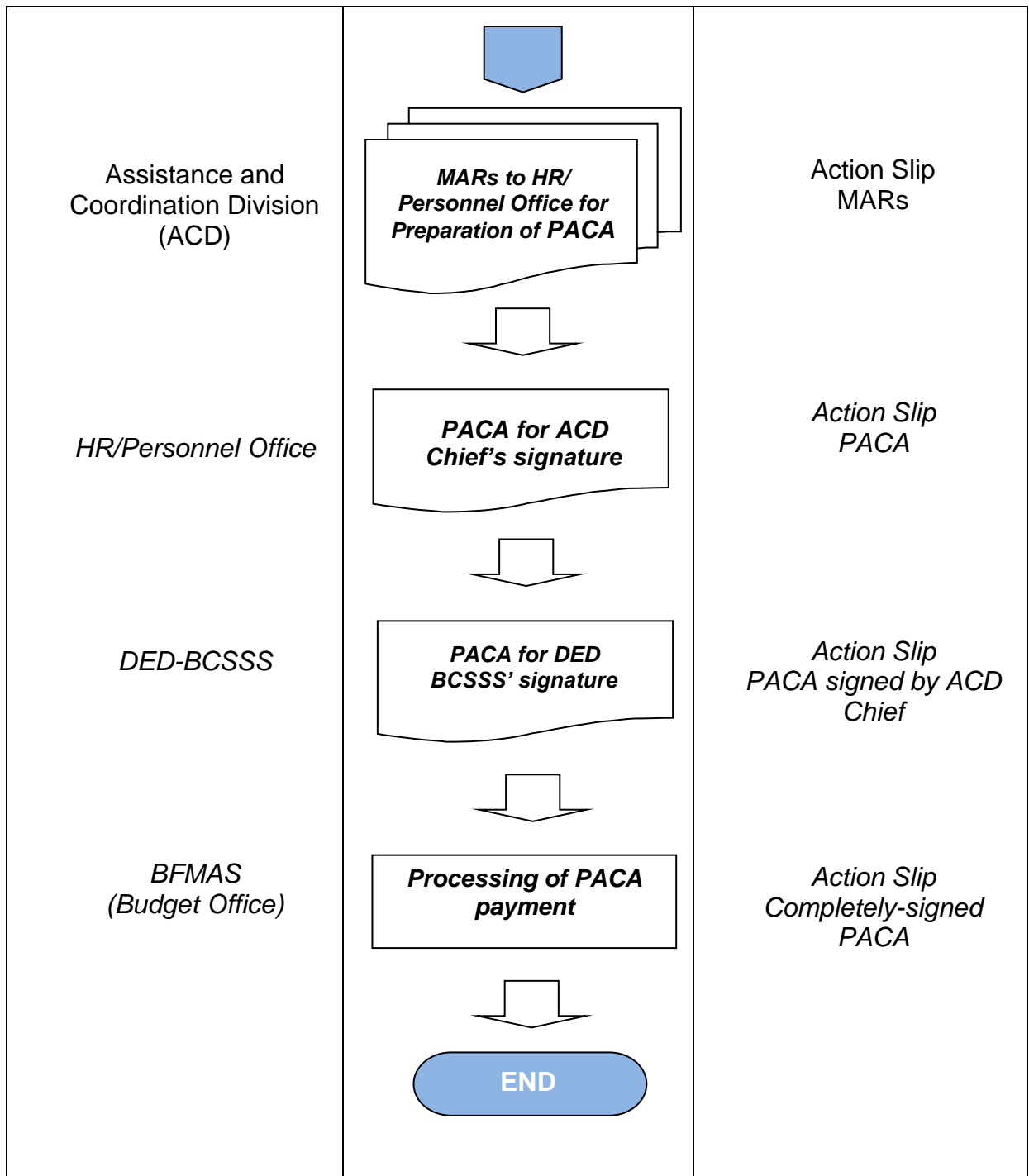
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**5.2 Preparation of Monthly Salaries of Foreign Coaches**

RESPONSIBLE	FLOW CHART	REFERENCE
<p>National Sports Association (NSA)</p> <p>Assistance and Coordination Division (ACD)</p> <p>Assistance and Coordination Division (ACD)</p> <p>Chief - Assistance and Coordination Division (ACD)</p> <p>Assistance and Coordination Division (ACD)</p>	<pre> graph TD     Start([START]) --&gt; DTR[Daily Time Record (DTR) and Accomplishment Report (AR) of Foreign Coach]     DTR --&gt; Collation[Collation of Documentary Requirements for Monthly Salary]     Collation --&gt; CSR[Preparation of Certificate of Service Rendered (CSR)]     CSR --&gt; Initialed[CSR initialed by ACD Chief]     Initialed --&gt; Forwarded[CSR forwarded to DED-BCSSS for signature]     Forwarded --&gt; End([END])           </pre>	<p>Contract of Service (CoS) Board Resolution (BR) DTR and AR</p> <p>Certification Letter</p> <p>Action slip / CSR</p> <p>Action slip / CSR</p>



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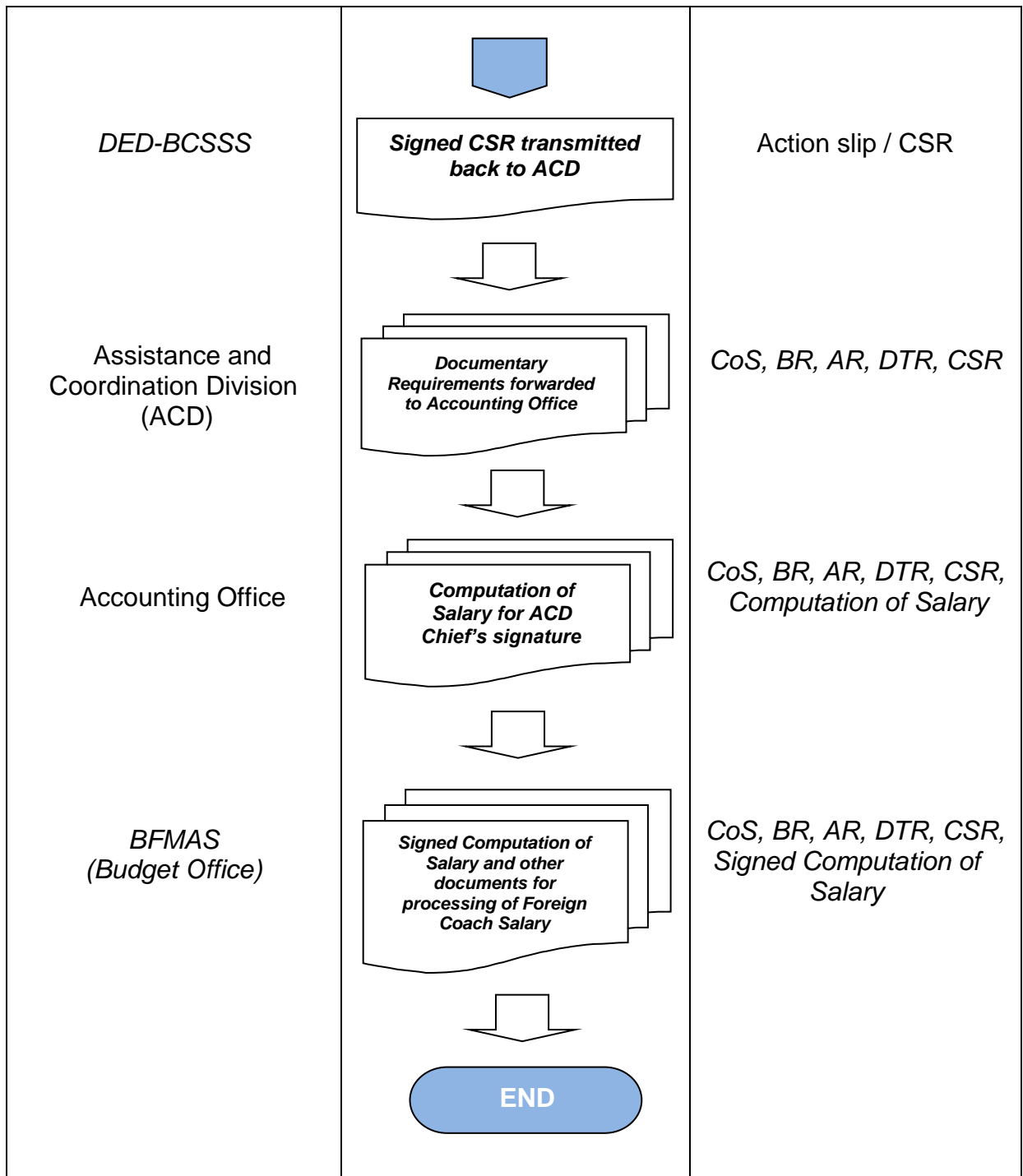
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**5.3 Processing of Cash Incentives and Retirement Benefits**

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Applicant</p> <p>Assistance and Coordination Division (ACD)</p> <p>Assistance and Coordination Division (ACD)</p> <p>DED-BCSSS</p> <p>Executive Director</p> <p>Board Secretariat</p>	<pre> graph TD     Start([START]) --&gt; Step1[Application Form and other Documents]     Step1 --&gt; Step2[Evaluation and Checking of submitted Documents]     Step2 --&gt; Step3[Computation of Incentives and Recommendation]     Step3 --&gt; Step4[Endorsement to the Office of the Executive Director]     Step4 --&gt; Step5[Endorsement to the Office of the Board Secretary for approval of the PSC Board]     Step5 --&gt; Step6{Inclusion in Agenda for PSC Board Approval}     Step6 --&gt; End[ ]             </pre>	<p>Notarized Application Form Notarized NSA Certification or Official Results and other documents as required by R.A. 10699</p> <p>Recommendation and Computation</p> <p>Remarks of Endorsement</p> <p>Remarks of Approval and Endorsement</p> <p>PSC Board Meeting Agenda and Board Resolution</p>



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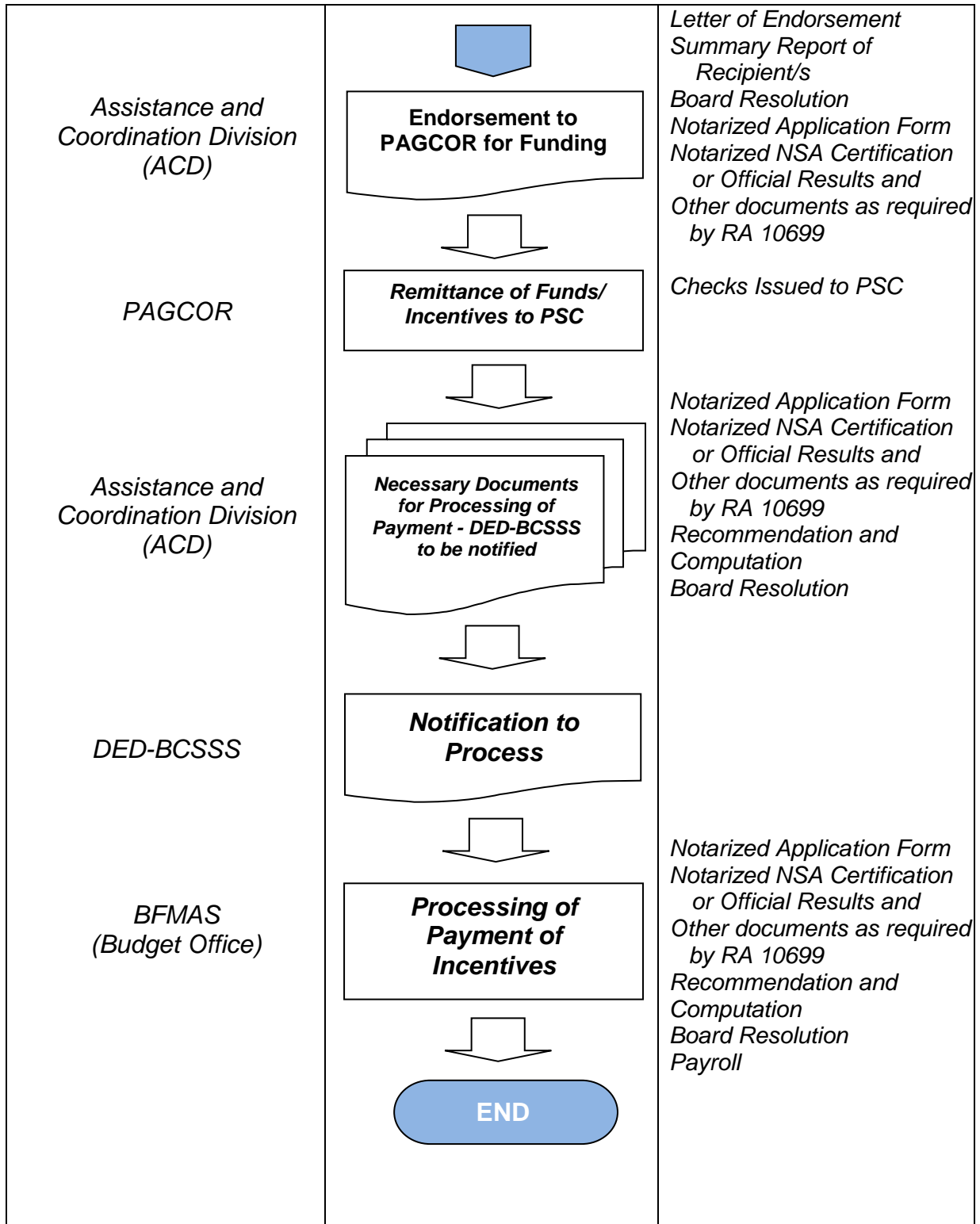
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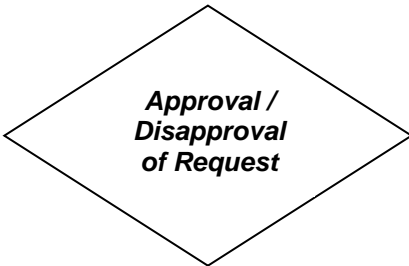

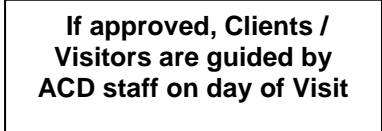

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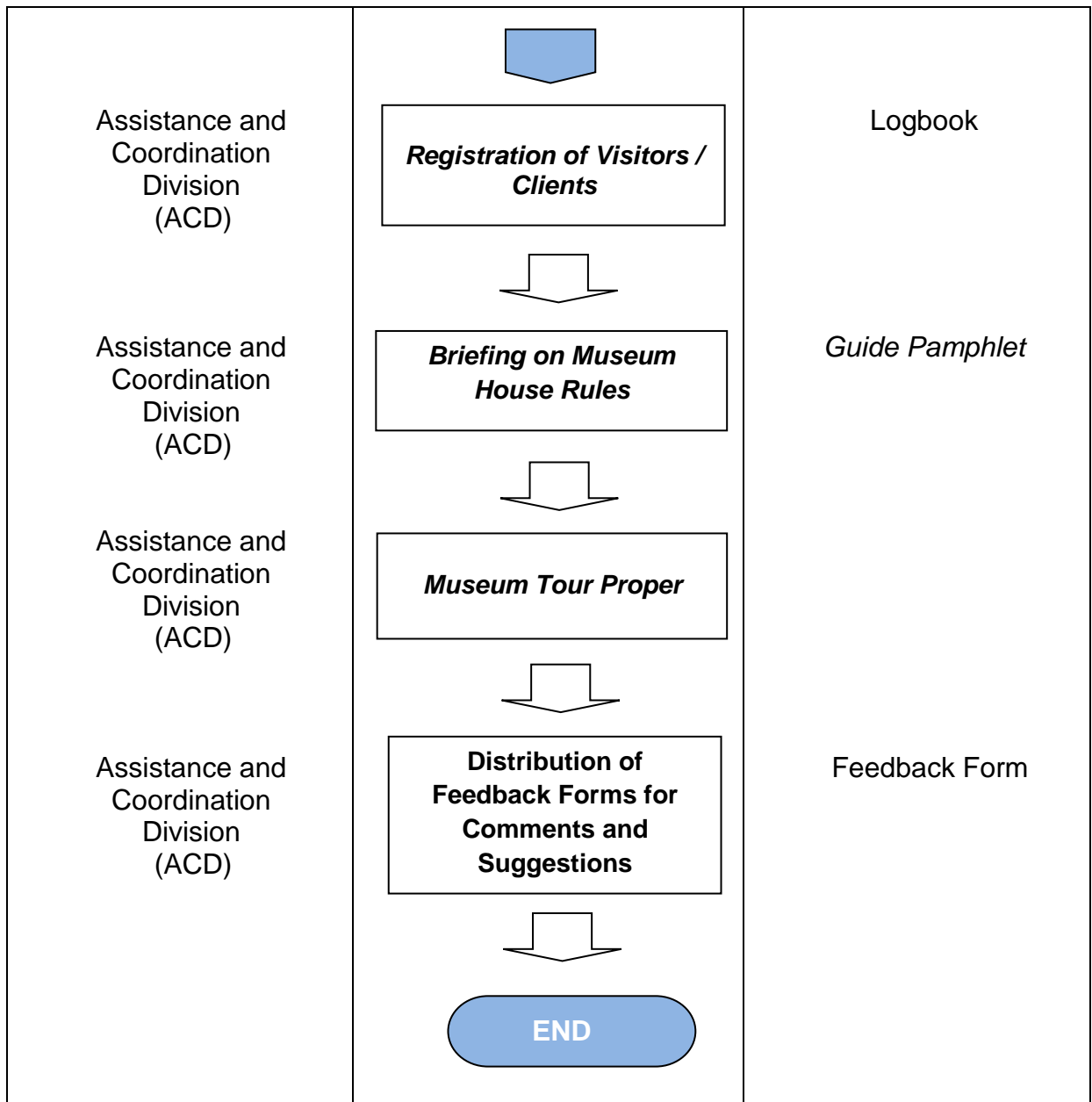




**5.4 Philippine Sports Museum Visits**


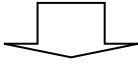

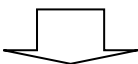



RESPONSIBLE	FLOW CHART	REFERENCE
Client / Visitor		Letter Request
Chief - Assistance and Coordination Division (ACD)	 	Endorsement Memorandum
DED-BCSSS	   	Remarks on Action Slip / Endorsement Memorandum
Assistance and Coordination Division (ACD)	  	







**5.5 Research and Coordination for the Philippine Sports Hall of Fame**

RESPONSIBLE	FLOW CHART	REFERENCE
Assistance and Coordination Division (ACD) Chief	  <p><i>Informs the Chairman of the implementation of PSHoF for the current year</i></p>	R.A. No. 8757
PSC Chairman	 <p><i>Composition of 7-Member Screening Committee</i></p>	Section 4 of R.A. No. 8757
Screening Committee	 <p><b>Preparation of Criteria for Nomination, Selection for Candidates including Internal Rules and Regulations</b></p>	Coordination Meeting Minutes / Selection Committee Resolution
Review and Evaluation Committee	 <p><b>Evaluation, Review, Shortlisting of Nominees</b></p>	Nomination Forms
PSHoF Secretariat	 <p><b>Preparation of movable Timeline including Start / End of Nomination and Election Periods</b></p> 	Coordination Meeting Minutes / Media Releases / PSC Website



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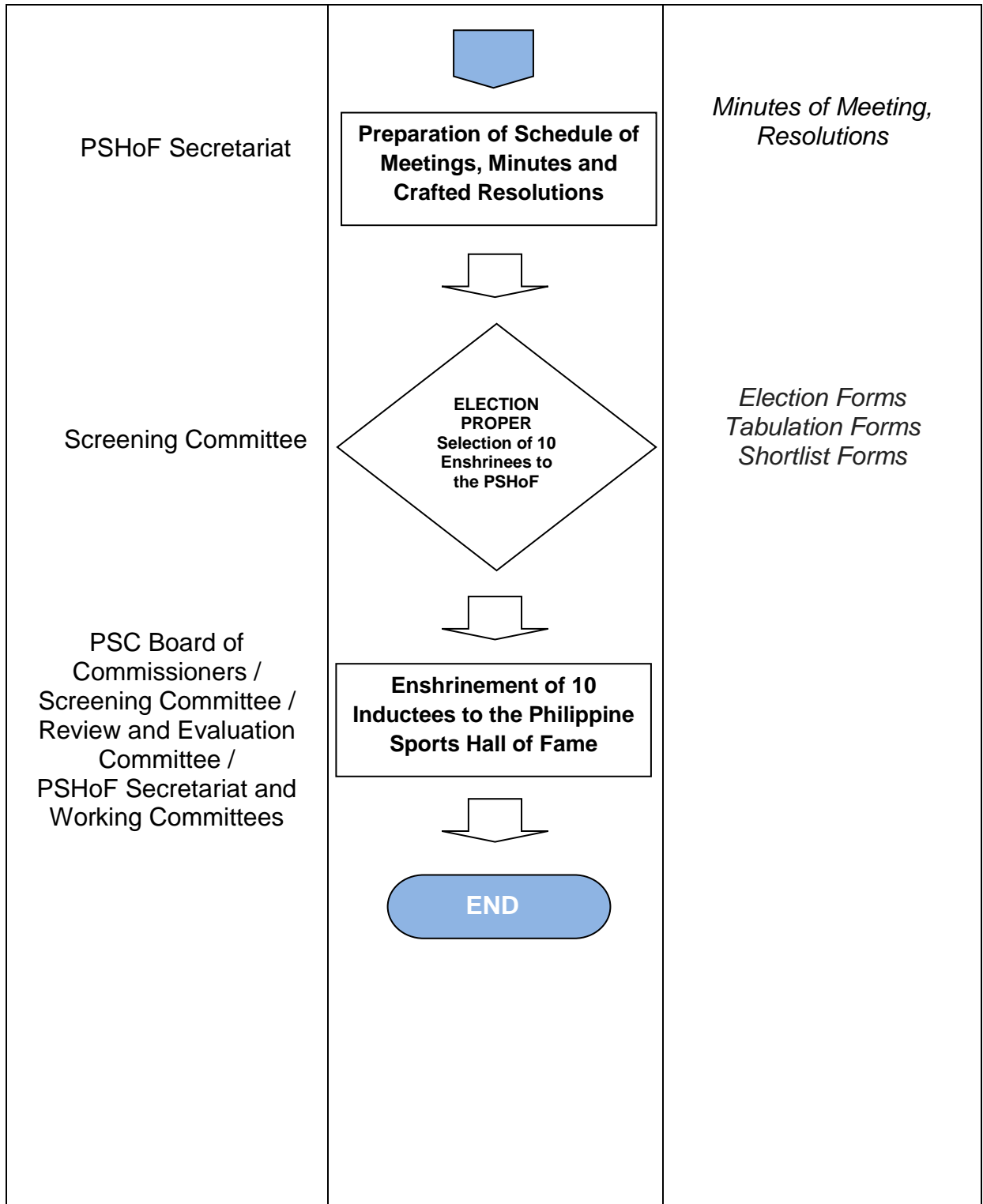
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**5.6 Printing and Issuance of Benefit Kits**

RESPONSIBLE	FLOW CHART	REFERENCE
<p><i>National Sports Association Affairs Office (NSAAO)</i></p> <p><i>Assistance and Coordination Division (ACD)</i></p> <p><i>Assistance and Coordination Division (ACD)</i></p> <p><i>Chief of Assistance and Coordination Division (ACD)</i></p> <p><i>Assistance and Coordination Division (ACD)</i></p>	<pre> graph TD     Start([START]) --&gt; A[Alpha Lists of Candidates for Benefits]     A --&gt; B[Review of Alpha Lists of Candidates for Benefits]     B --&gt; C[Issuance of Serial / Control Numbers]     C --&gt; D{Approval for Printing of Cards &amp; Booklets}     D --&gt; E[Alpha Lists of Eligible Athletes /Coaches for Benefits]     E --&gt; End([END])         </pre>	<p><i>R.A. No. 10699, NSAs' Submitted Line-ups</i></p> <p><i>Athletes'/Coaches' Profiles, Official Results of International Events, Passports</i></p> <p><i>Approved Alpha List of Eligible Athletes &amp; Coaches</i></p>



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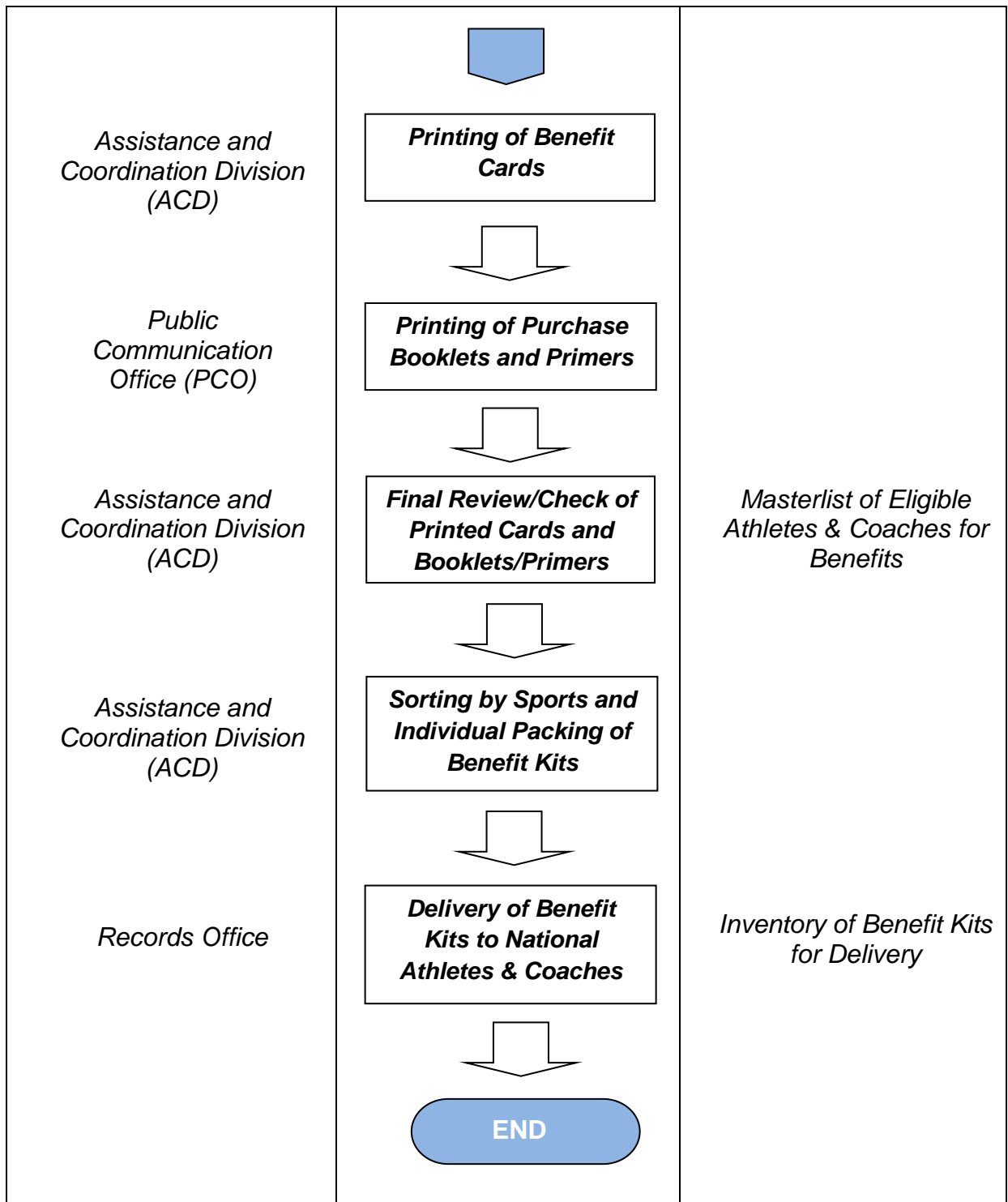
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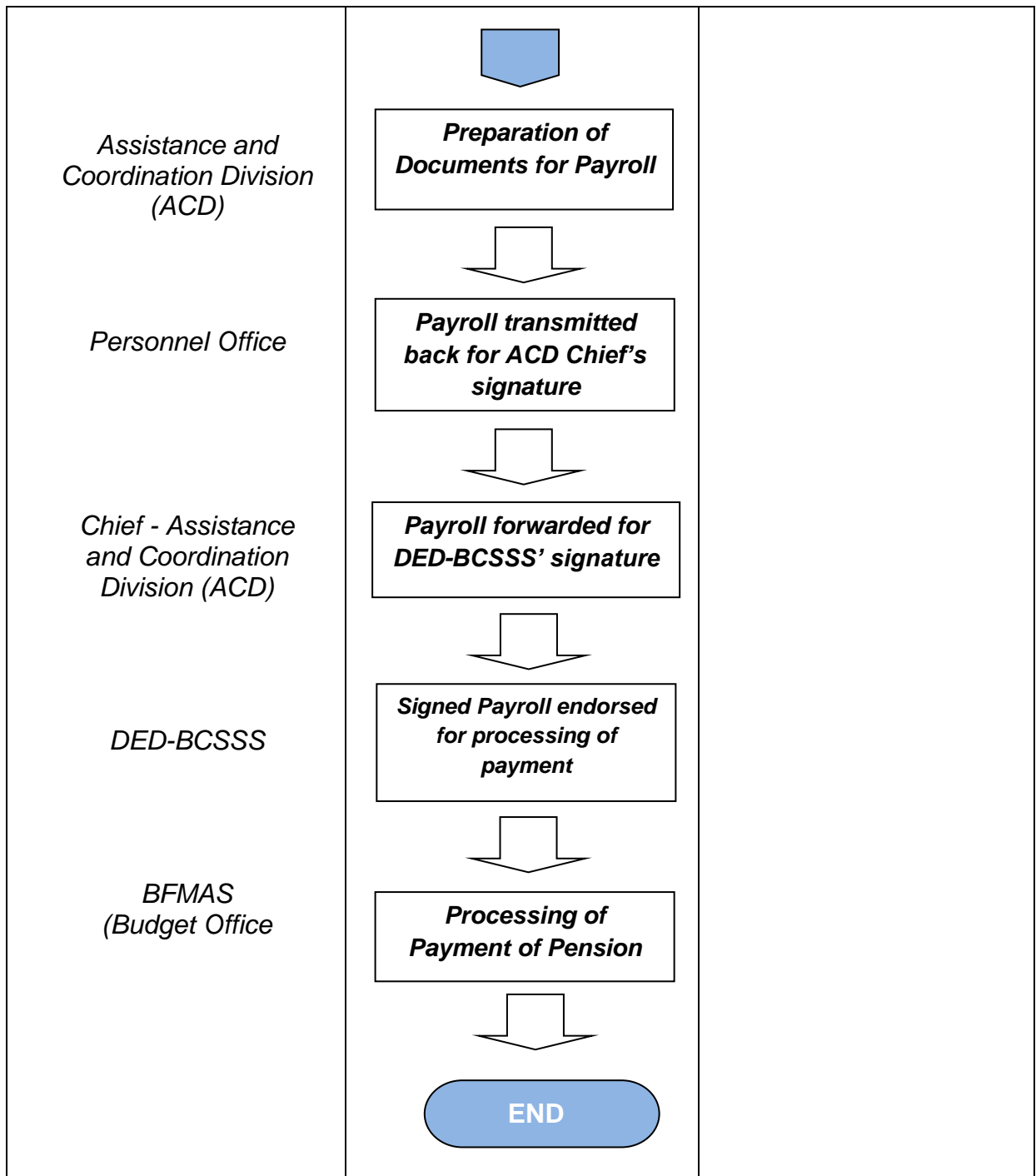
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**5.7 Processing of Monthly Pension for Retired Athletes**

RESPONSIBLE	FLOW CHART	REFERENCE
<p><i>Requesting Party / Retired Athlete</i></p> <p><i>Chief - Assistance and Coordination Division (ACD)</i></p> <p><i>DED-BCSSS</i></p> <p><i>Board Secretariat</i></p>	<pre> graph TD     Start([START]) --&gt; Documents[Request Letter and other documents for Grant of Monthly Pension]     Documents --&gt; ACD[Recommendation of ACD Chief]     ACD --&gt; Endorsement[Endorsement for Board Decision]     Endorsement --&gt; Approval{Inclusion in Agenda for PSC Board Approval}     Approval --&gt; Submit[If approved, Retired Athlete submits bank account details]     Submit --&gt; End([End])           </pre>	<p><i>Request Letter Certification from NSA</i></p> <p><i>PSC Board Meeting Agenda and Board Resolution</i></p>




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## 6.0 PROCEDURE

- 6.1 Preparation of *Monthly Attendance Reports (MARs) of Athletes and Local Coaches*
- 6.1.1 National Sports Associations (NSAs) submit to NSAAO the DTRs and WARs of athletes and coaches under their National Training Pool (NTP) on the first week of every month (no later than the 3<sup>rd</sup> day of every month).
- 6.1.2 NSAAO prepares a Certification stating that all submitted documents are in order and that the athletes and coaches are entitled to their monthly allowances based on their attendance during their training within the specified month.
- 6.1.3 The ACD staff receives above Certification from NSAAO and reviews the DTRs and WARs of the athletes and coaches. All approved BRs relative to athletes and coaches allowances are likewise reviewed for implementation (dropping, inclusion, approved new line-up, approved/disapproved requests for retro allowance, etc.)
- 6.1.4 Based on the findings from the submitted documents, the ACD staff prepares a Monthly Attendance Report (MAR) listing all athletes and coaches entitled to receive allowance for the month.
- 6.1.5 The MAR is submitted to Personnel Office for preparation of Payroll of Athletes and Coaches Allowance (PACA).
- 6.1.6 Prepared PACA is transmitted back to ACD for signature of ACD Chief after it is reviewed and certified true and correct by HR Personnel in-charge of Payroll.
- 6.1.7 PACA is then forwarded to DED-BCSSS for appropriate signature before processing by BFMAS (Budget Office).
- 6.1.8 End of transaction
- 6.2 Preparation of Salaries of Foreign Coaches (FCs)
- 6.2.1 Daily Time Records (DTRs) and Accomplishments Reports (ARs) of Foreign Coaches are submitted every month to ACD
- 6.2.2 ACD staff collates and prepares documents for attachment to process monthly salaries (i.e., Contracts of Service, Board Resolutions, ARs, DTRs)
- 6.2.3 ACD staff prepares Certificates of Service Rendered (CSRs)
- 6.2.4 Certificates of Services Rendered are initialed by Chief of ACD
- 6.2.5 Certificates of Services Rendered are forwarded to DED-BCSSS for signature
- 6.2.6 After DED-BCSSS' signature, CSRs are transmitted back to ACD
- 6.2.7 ACD forwards all documents to Accounting Office for computation of FCs' salaries
- 6.2.8 Accounting Office transmits back to ACD Computation of Salaries for signature of ACD Chief
- 6.2.9 After signing of Computation of Salaries, all documents are forwarded to BFMAS (Budget Office) for processing
- 6.2.10 End of transaction



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### 6.3 Incentives and Retirement Benefits for National Athletes & Coaches

- 6.3.1 The requesting party submits application form with complete supporting documents;
- 6.3.2 The ACD staff receives and checks if the submitted application have complete requirements and evaluates the compliance to RA 10699. Computes the amount of incentive to be received and makes recommendation;
- 6.3.3 ACD endorses the application to the Office of the DED-BCSSS for endorsement to the Office of the Executive Director;
- 6.3.4 The Executive Director puts remarks of approval and forwards it to the Office of the Board Secretary for inclusion in the agenda of the PSC Board meeting
- 6.3.5 The Board Secretary issues Board Resolution approving / denying the application
- 6.3.6 With the approved Board Resolution, ACD prepares Letter of Endorsement and Certification to be signed by the Chairman and make Summary Report of the recipients. Together with the application and other supporting documents, are submitted to PAGCOR for funding
- 6.3.7 *PAGCOR remits fund to PSC*
- 6.3.8 *ACD prepares all the pertinent documents for processing of payments*
- 6.3.9 *Office of the DED-BCSSS to be notified for the processing.*
- 6.3.10 *ACD endorses documents to BFMAS (Budget Office) for processing*
- 6.3.11 End of transaction

### 6.4 Philippine Sports Museum Visits

- 6.4.1 Requires request letter from visitors/clients stating intent to visit specifying the date and time
- 6.4.2 ACD Chief refers request letter to *Bureau Director BCSSS for approval*
- 6.4.3 *DED-BCSSS approves / disapproves request to visit*
- 6.4.4 ACD Staff accompanies the visitors on the day of the visit
- 6.4.5 *ACD Staff presents log book for registration of visitors / client*
- 6.4.6 *ACD Staff explains house rules to visitors / clients*
- 6.4.7 ACD Staff tours and explains about memorabilia on display
- 6.4.8 ACD Staff gives out feedback forms for comments and suggestions
- 6.4.9 End of transaction

### 6.5 Research and Coordination for the Philippine Sports Hall of Fame

- 6.5.1 *ACD Chief informs the Chairman of the implementation of PSHoF for the current year*
- 6.5.2 *The Chairman fills the Screening Committee of the seven-membership composition*
- 6.5.3 The Screening Committee prepares the criteria for nomination, selection of candidates including internal rules and procedures
- 6.5.4 The Screening Committee forms the Review and Evaluation Committee to evaluate, review and shortlist the nominees



- 6.5.5 The Secretariat prepares the movable timeline to guide the Screening and Review Committees with their actions including the start and end of the nomination period, the discussions for the nominations and the election period
- 6.5.6 The Secretariat prepares schedules of meetings and prepares minutes to document all discussions including resolutions crafted.
- 6.5.7 Screening Committee votes among themselves ten (10) Enshrinees for the Philippine Sports Hall of Fame from the shortlist presented.
- 6.5.8 Enshrinement to the Philippine Sports Hall of Fame
- 6.5.9 End of transaction


#### 6.6 *Printing and Issuance of Benefit Kits*

- 6.6.1 **Alpha Lists of Candidates for Benefits** are prepared by the National Sports Association Affairs Office (NSAAO). The lists include the following data: Surname, Given Name(s), Sport and one (1) International Event, preferably the highest-level or most-recent, participated in by the athlete or coach. The NSAAO Head certifies that the names appearing on the lists are current members of the National Training Pool (NTP) and shall submit the same to the Assistance and Coordination Division (ACD) for review.
- 6.6.2 The ACD reviews the submitted lists based on the following:
  - (a) International events participated in by the athletes/coaches;
  - (b) Names as they appear on the passports of the athletes/coaches.Verification of event participated in by the athlete or coach is necessary to establish eligibility while the use of passport names is aimed to minimize, if not totally eliminate, inaccuracy of names (e.g. misspellings).
- 6.6.3 Once the Lists of Candidates have been reviewed, the ACD then prepares the **Alpha Lists of Eligible Athletes and Coaches** and issues the control/serial numbers beside the names of athletes and coaches who passed the verification process. Control/Serial numbers shall appear as follows:

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written with the year of issuance/effectivity to be followed by a 4-digit number in chronological order (Example: 2021-0316, 2021-0317, 2021-0318, etc.)

- 6.6.4 The Alpha Lists of Eligible Athletes and Coaches are approved by the Division Chief of ACD prior printing of cards and booklets.
- 6.6.5 The Alpha Lists of Eligible Athletes and Coaches are forwarded to the Public Communications Office (PCO) for printing of booklets and primers while the printing of benefit cards are done by the ACD. The control/serial numbers shall appear or be printed at the most conspicuous area on both instruments for easier reference.

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- 6.6.6 *A Masterlist of printed benefit cards and purchase booklets is generated to serve as reference and monitoring tool. The same list will be forwarded to the PCO for posting in the official website of the Commission.*
- 6.6.7 *All printed Benefit Kits (with enclosed cards and booklets/primers) are then sorted by sport and a final review/check of these instruments is conducted by ACD prior delivery. The same shall be individually enclosed in PSC brown mailing envelopes in preparation for delivery.*
- 6.6.8 *The Records Office will be in-charge of delivery (either by post or by courier) of the Benefit Kits directly to the eligible athletes and coaches. Should an NSA request to receive the Benefit Kits on behalf of its National Team members, the NSA is required to submit a report showing the benefit kits were duly received by the national athletes and coaches.*
- 6.6.9 *End of Transaction*

#### 6.7 Processing of Monthly Pension for Retired Athletes

- 6.7.1 *Retired Athlete submits a request for the grant of monthly pension. Said request has to be supported by a certification from the National Sports Association (NSA) of the sport in which she/he belonged.*
- 6.7.2 *ACD verifies all submitted documents. Once verified, the ACD Chief recommends approval / disapproval of the PSC Board through the DED-BCSSS.*
- 6.7.3 *The endorsement from the DED-BCSSS is forwarded to the Board Secretariat for inclusion in the Board Agenda and issuance of Board Resolution once approved / disapproved*
- 6.7.4 *If approved, the retired athlete is asked to submit his/her bank account details. Pensioners will also be required to submit proof of life semi-annually.*
- 6.7.5 *ACD collates documents and submits to Personnel Office for payroll preparation*
- 6.7.6 *Personnel Office forwards payroll for signatures of ACD Chief and the DED-BCSSS*
- 6.7.8 *DED-BCSSS endorses signed payroll to BFMAS (Budget Office) for processing of payment*
- 6.7.9 *End of Transaction*

#### 7.0 FORMS ATTACHED

- 7.1 Retirement Benefits for National Athletes/Coaches Application Form
- 7.2 Daily Time Record Form
- 7.3 Museum Feedback Form
- 7.4 *Hall of Fame Nomination Form*
- 7.5 *Hall of Fame Election Form*
- 7.6 *Alpha Lists of Candidates for Benefits - National Athletes*
- 7.7 *Alpha Lists of Candidates for Benefits - National Coaches*



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- 7.8 *Alpha List of Eligible Athletes and Coaches*
- 7.9 *Inventory of Benefit Kits for Delivery*
- 7.10 *Masterlist of Eligible Athletes and Coaches for Benefits*

<b>Submitted by/Date:</b>	<b>Reviewed by/Date:</b>
 <b>TERESITO T. FORTALEZA, JR.</b> OIC, ASSISTANCE COORDINATION DIVISION	 <b>ANNA CHRISTINE S. ABELLANA</b> QMS MANAGEMENT REPRESENTATIVE
<b>Approved by/Date:</b>	
 3 May 2021 <b>ATTY. GUILLERMO B. IROY, JR.</b> OIC, OFFICE OF THE EXECUTIVE DIRECTOR	

/rrd.24.03.21