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	BUREAU ON ADMINISTRATIVE, FINANCIAL, AND MANAGEMENT SERVICES PROCEDURES	Revision No.:	1
	PSC-SOP-BAFMS-12	Effectivity:	4-23-2021

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1.0 PURPOSE

This procedure provides guidelines on the effective implementation of the Bureau on Administrative, Financial, and Management Services in exercising control and supervision over its Divisions, namely: Accounting Division, Budget Division, Management Services Division (MSD) and also including the units under the MSD: Personnel Office, Property Office, Procurement Office, Cashier Office, Records Office, Transportation Office and Information Systems Unit (ISU).

2.0 SCOPE

The procedure discusses the processing of various financial transactions.

3.0 DEFINITION OF TERMS AND ACRONYMS

- 3.1** Bureau on Administrative, Financial, and Management Services (BAFMS)
 - Refers to one of the two existing Bureaus under the direct supervision of the Executive Director.
- 3.2** BAFMS Director
 - Refers to the Deputy Executive Director in-charge of overseeing day-to-day operations within the Bureau of AFMS.
- 3.3** Executive Director (ED)
 - Refers to the Director directly supervising the two Bureaus: BCSSS and BAFMS.
- 3.4** Republic Act (RA) 6847
 - Refers to the “Act creating and establishing the Philippine Sports Commission, defining its powers, functions and responsibilities, appropriating funds therefore, and for other purposes.”
- 3.5** Financial transactions
 - A set of financial documents being forwarded to the Bureau on AFMS for processing which includes the following: Salaries, Allowances, Financial assistances, Reimbursements, Payments to suppliers, Procurement requests, Vouchers, Cash advances, etc.

4.0 REFERENCE DOCUMENTS

- 4.1** Bureau on Administrative Financial and Management Services Manual
- 4.2** Republic Act No. 6847
- 4.3** Implementing Rules and Regulations of R.A. 9847
- 4.4** Department of Budget and Management Issuances
- 4.5** Commission on Audit Issuances
- 4.6** Civil Service Commission Issuances



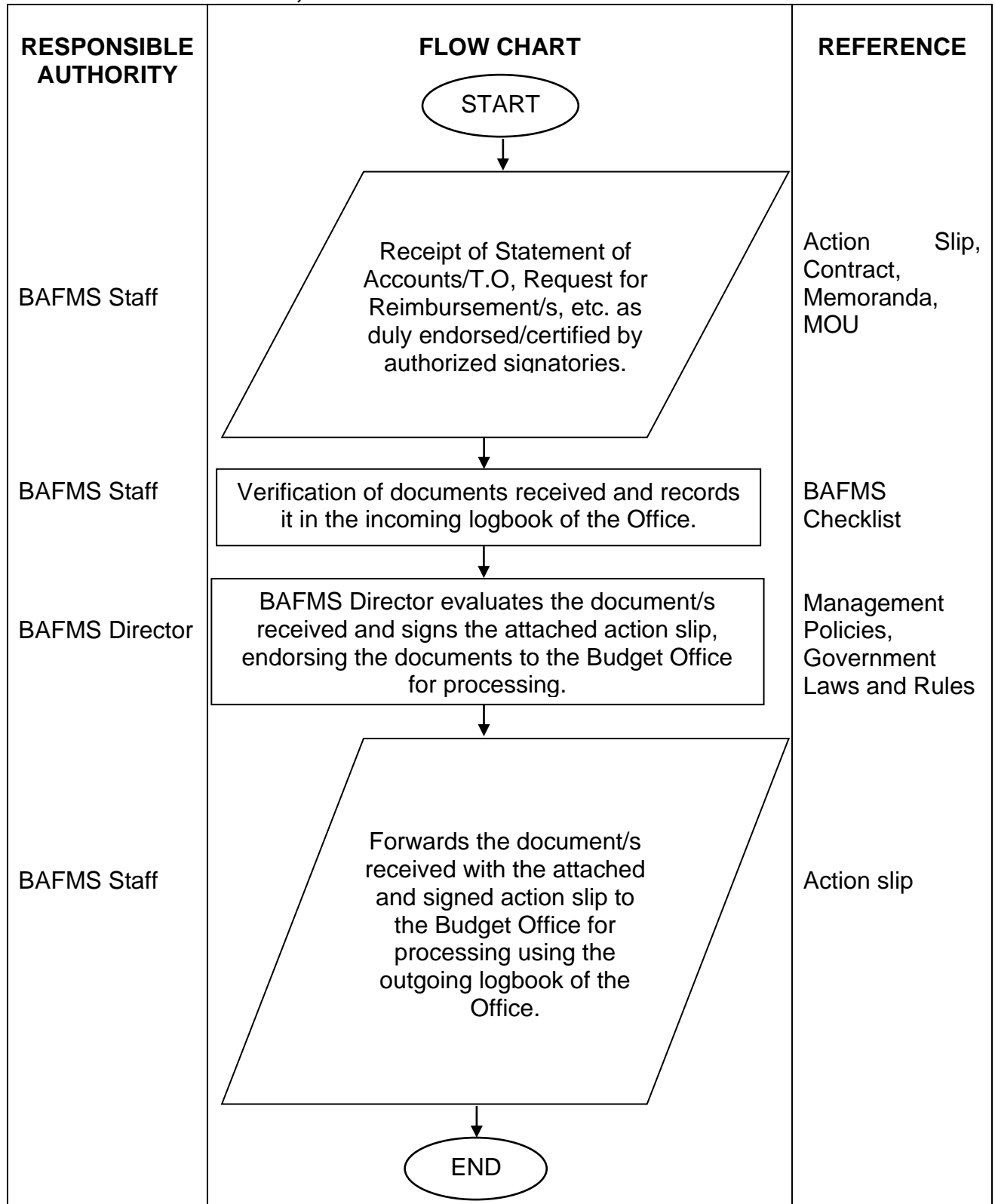
5.0 PROCESS FLOW

5.1 Processing of Financial Assistance based on approved Board Resolution.

RESPONSIBLE AUTHORITY	FLOW CHART	REFERENCE
BAFMS Staff		Action Slip, PSC Board Resolutions
BAFMS Staff		BAFMS Checklist
BAFMS Director		Management Policies, Government Laws and Rules
BAFMS Staff		Action slip

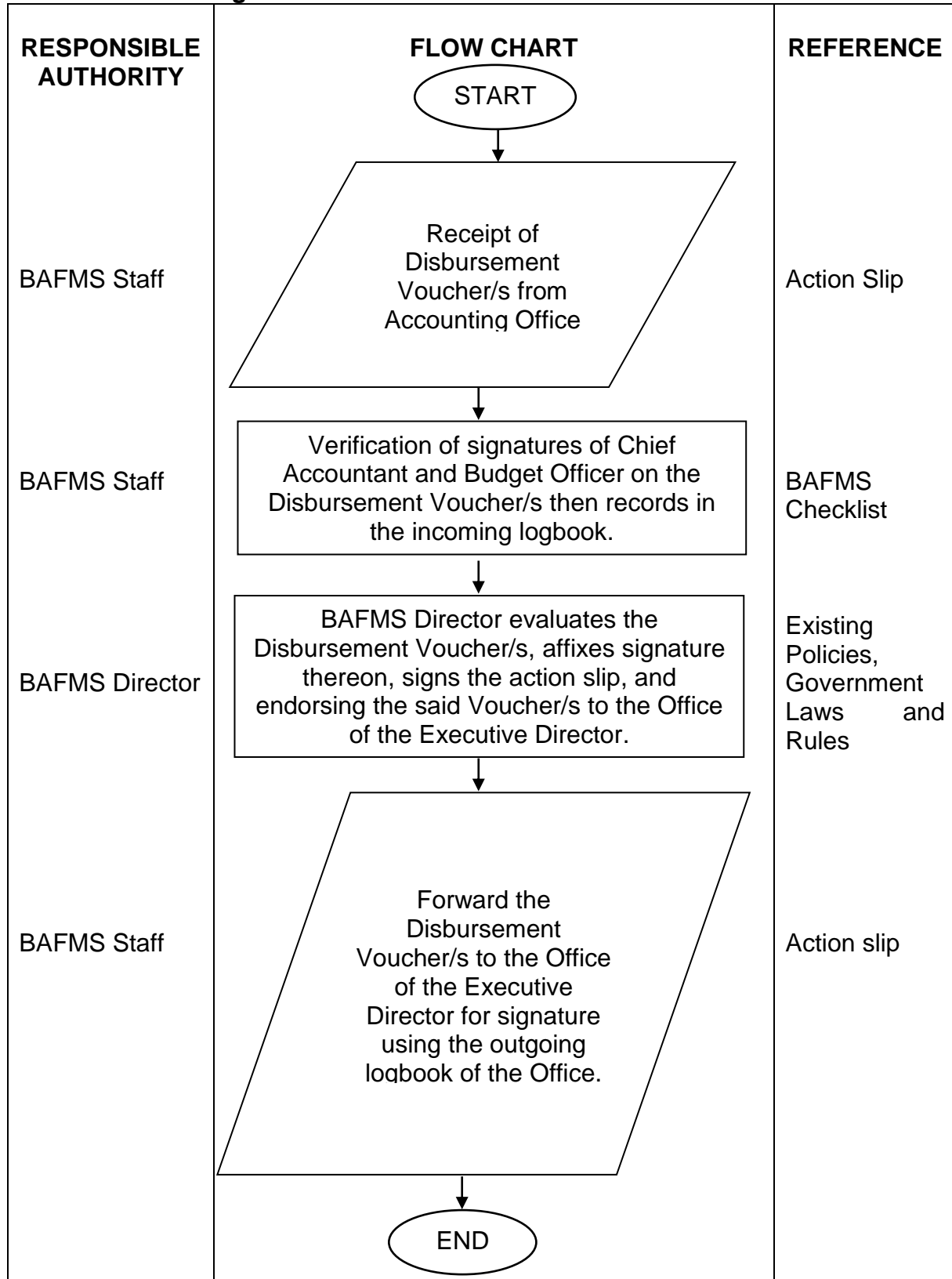


5.2 Processing of Various Statement of Accounts, Traveling Allowances, Various Claims, etc.



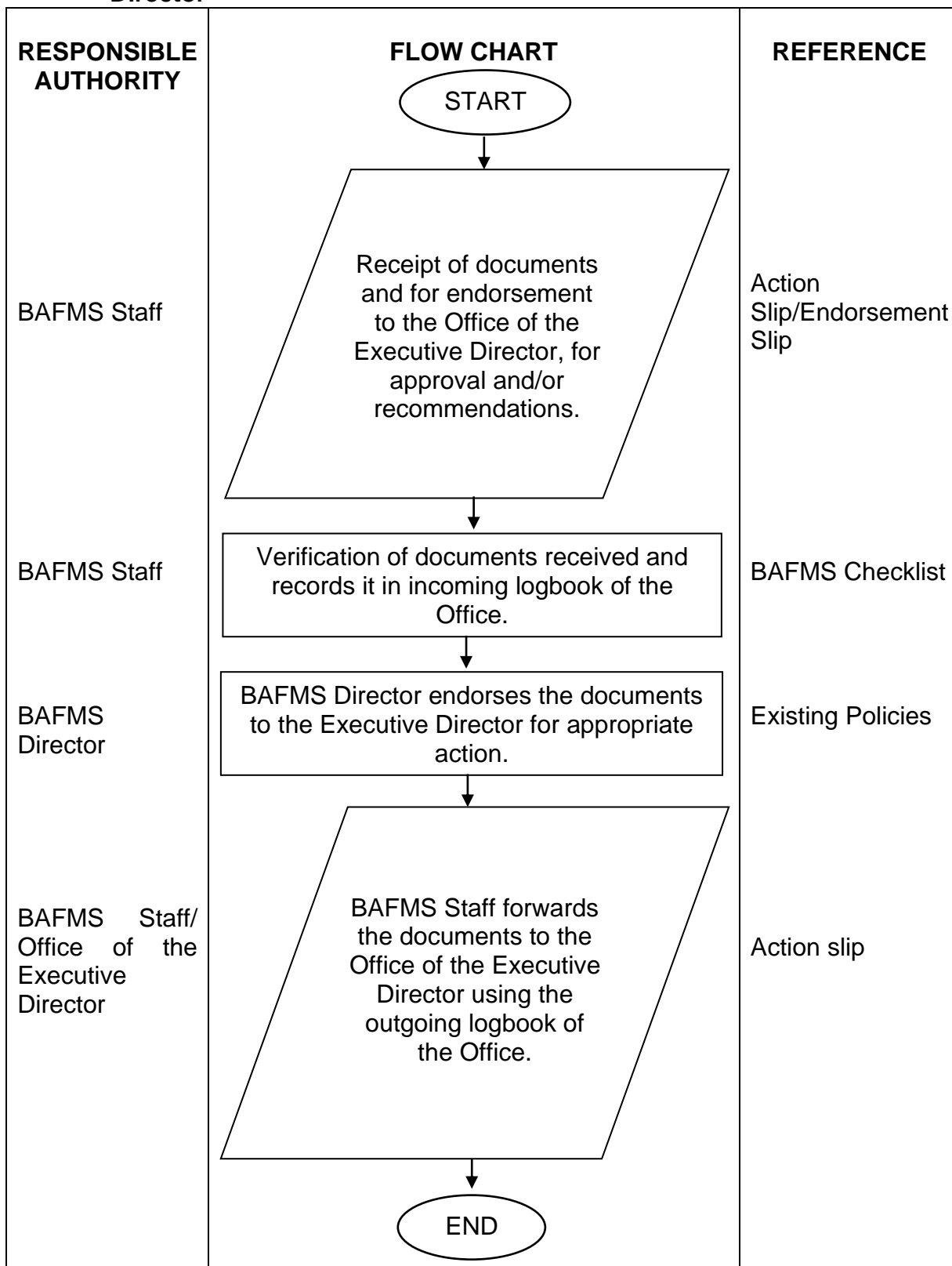



5.3 Processing of Disbursement Vouchers





5.4 Processing of Documents – For endorsement to the Executive Director



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6.0 PROCEDURE

6.1 Processing of Financial Requests Based on Approved Board Resolution


- 6.1.1 The Board Secretary endorses to the BAFMS the letter request supported by a Board Resolution indicating approval thereof.
- 6.1.2 BAFMS Staff checks the action slip, letter request and approved Board Resolution and records it in the incoming logbook of the Office.
- 6.1.3 The received documents are forwarded to the BAFMS Director for evaluation and proper endorsement to the Budget Office for processing.
- 6.1.4 The document shall then be forwarded to the Budget Office for appropriate action, using the outgoing logbook of the Office.

6.2 Processing of Statement of Accounts, Travel Allowances, Various Claims, etc.

- 6.2.1 Statements of Accounts/Billing, Travel Orders, Request for Payment of Claims, etc. are endorsed to the BAFMS, supported by the required documents, endorsement or certifications from authorized signatories.
- 6.2.2 The BAFMS Staff checks the documents with its supporting papers and records it in the incoming logbook of the Office.
- 6.2.3 The documents are then forwarded to the BAFMS Director for initial review and endorse the said documents to the Budget Office for processing with a signed action slip.
- 6.2.4 The documents shall then be forwarded to the Budget Office for their appropriate action and duly received by their office in the BAFMS outgoing logbook.

6.3 Processing of Disbursement Vouchers

- 6.3.1 The Disbursement Voucher that is duly signed by the Chief Accountant and the Budget Officer is then forwarded to the BAFMS with the required attachments.
- 6.3.2 The BAFMS Staff verifies the Disbursement Voucher and records it in the incoming logbook of the Office.
- 6.3.3 The BAFMS Director evaluates the voucher and affixes signature thereon together with the action slip endorsing it to the Office of the Executive Director.

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6.3.4 The Disbursement Voucher is then forwarded to the Office of the Executive Director for his signature and duly recorded in the outgoing logbook of the Office.

6.4 Processing of Documents for endorsement to the Executive Director

6.4.1 Documents are forwarded to the BAFMS for endorsement to the Office of the Executive Director.

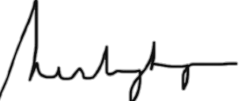


6.4.2 The BAFMS Staff receives and records the documents in the incoming logbook of the Office.

6.4.3 The BAFMS Director writes the endorsement on the attached action slip addressing it to the Office of the Executive Director for his approval and/or recommendation.

6.4.4 The documents are then forwarded to the Office of the Executive Director for his appropriate action. Such documents are duly recorded and received in the outgoing logbook of the Office.

7.0 FORM ATTACHED

7.1 Action Slip

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
 DIR. MERLITA R. IBAY DEPUTY EXECUTIVE DIRECTOR - BAFMS	 ANNA CHRISTINE S. ABELLANA QMS MANAGEMENT REPRESENTATIVE	 ATTY. GUILLERMO B. IROY, JR. OIC - EXECUTIVE DIRECTOR 23 April 2021