



PHILIPPINE SPORTS COMMISSION

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ENGINEERING & MAINTENANCE SECTION PROCEDURES

Revision No.:

1

PSC-SOP-VFMS-02

Effectivity:

4-13-2021

1.0 PURPOSE

This is to provide standard procedure on how to request for services from the Engineering and Maintenance Section with regards to corrective and preventive maintenance work as well as infrastructure project workflow in order to attain requestor's satisfaction.

2.0 SCOPE

The scope of this procedure covers processes involved in corrective maintenance workflow, materials request for corrective maintenance workflow, preventive maintenance workflow, and infrastructure projects workflow.

3.0 DEFINITION OF TERMS

CORRECTIVE MAINTENANCE – Maintenance task performed to identify, isolate, and rectify a fault so that the failed equipment, machine, or system can be restored to an operational condition within the tolerances or limits established for in-service operations.

PREVENTIVE MAINTENANCE - Maintenance that is regularly performed on a piece of equipment to lessen the likelihood of it failing.

INFRASTRUCTURE - The basic physical and organizational structures and facilities (e.g., buildings, roads, and power supplies) needed for the operation of a society or enterprise.

PSC CONTROLLED VENUES – Such as all venues included in Rizal Memorial Sports Complex, Philsports Complex, Bonifacio Shooting Range, Muntinlupa Shooting Range, Amoranto Velodrome, Rowing at La Mesa Dam, Dragon Boat at Taytay Rizal, PSC Teacher's Camp and others.

4.0 REFERENCE DOCUMENTS


- 4.1 RA 9184 (Government Procurement Reform Act)
- 4.2 Simplified Construction Estimate
- 4.3 DPWH Standard Specifications
- 4.4 DPWH Construction Materials Price Data

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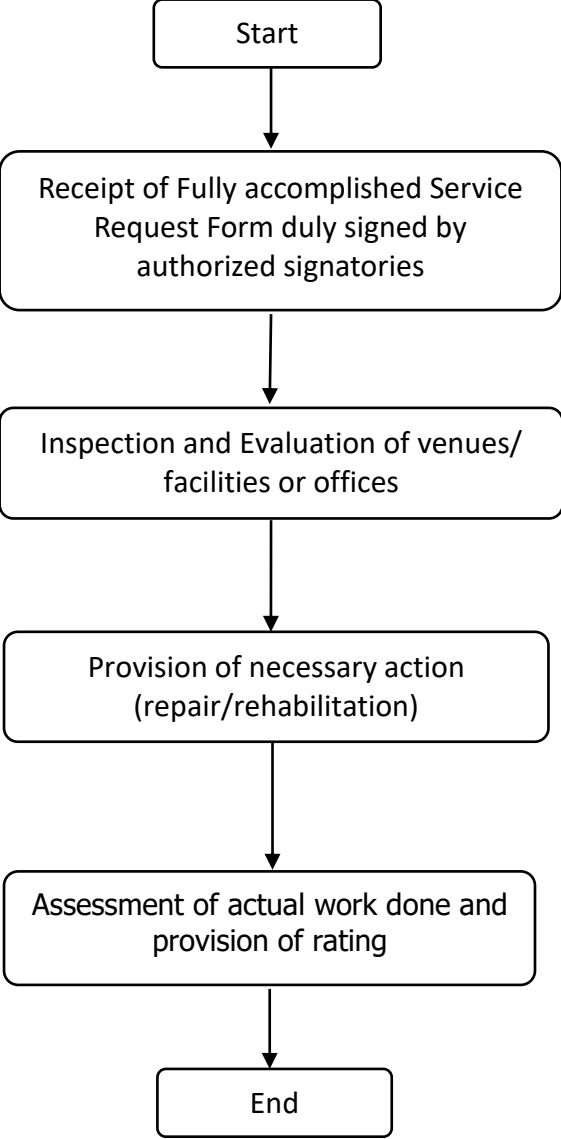
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5.0 PROCESS FLOW

5.1. Corrective Maintenance Workflow

RESPONSIBLE	FLOW CHART	REFERENCE
<p><i>End User, Venue Manager</i> Requesting Office</p> <p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit</p> <p><i>Carpenter, Plumber, Aircon Tech, Laborer</i> Engineering and Maintenance Unit</p> <p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit</p> <p><i>End User, Venue Manager</i> Requesting Office</p>	 <pre> graph TD Start([Start]) --> Step1[Receipt of Fully accomplished Service Request Form duly signed by authorized signatories] Step1 --> Step2[Inspection and Evaluation of venues/facilities or offices] Step2 --> Step3[Provision of necessary action (repair/rehabilitation)] Step3 --> Step4[Assessment of actual work done and provision of rating] Step4 --> End([End]) </pre>	<p><i>Service Request Form</i></p> <p><i>Inspection and Evaluation Form, Inventory Form</i></p> <p><i>Work Order Form</i></p> <p><i>Work Order Form</i></p>



5.2. Materials Request for Corrective Maintenance Workflow

RESPONSIBLE	FLOW CHART	REFERENCE
<p><i>End User, Venue Manager</i> Requesting Office</p>	<p>Start</p>	<p><i>Service Request Form</i></p>
<p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit</p>	<p>Receipt of Fully Accomplished Service Request Form duly signed by authorized signatories</p>	<p><i>Inspection and Evaluation Form, Inventory Form</i></p>
<p><i>Computer Operator</i> Engineering and Maintenance Unit</p>	<p>Inspection and Evaluation of venues/ facilities or offices</p>	<p><i>Purchase Request Requisition and Issue Slip</i></p>
<p><i>Computer Operator</i> Engineering and Maintenance Unit</p>	<p>Preparation of Request Letter, Purchase request and Requisition and Issue Slip duly signed by authorized signatories</p>	<p><i>Purchase Request Requisition and Issue Slip</i></p>
<p><i>Computer Operator</i> Engineering and Maintenance Unit</p>	<p>Endorsement of approved request to procurement office with attached Board Resolution if necessary</p>	<p><i>Purchase Request Requisition and Issue Slip</i></p>
<p>Procurement Office</p>	<p>Procurement of the Requested Materials</p>	
<p><i>Carpenter, Plumber, Aircon Tech, Laborer</i> Engineering and Maintenance Unit</p>	<p>Provision of necessary action (repair/rehabilitation)</p>	<p><i>Work Order Form</i></p>
<p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit <i>End User, Venue Manager</i> Requesting Office</p>	<p>Assessment of actual work done and provision of rating</p> <p>End</p>	<p><i>Work Order Form</i></p>



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5.3. Preventive Maintenance Workflow

RESPONSIBLE	FLOW CHART	REFERENCE
<p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit</p> <p><i>Carpenter, Plumber, Aircon Tech, Laborer</i> Engineering and Maintenance Unit</p> <p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit</p> <p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit</p>	<pre> graph TD Start([Start]) --> Step1[Identification of equipment subject for Preventive Maintenance] Step1 --> Step2[Implementation of Preventive Maintenance] Step2 --> Step3[Monitoring and assessment of actual work done] Step3 --> Step4[Submission of pertinent documents] Step4 --> End([End]) </pre>	<p><i>List of Equipment</i></p> <p><i>Service Report</i></p>



5.4. Infrastructure Projects Workflow

RESPONSIBLE	FLOW CHART	REFERENCE
<p><i>End User, Venue Manager</i> Requesting Office</p> <p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit</p> <p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit</p> <p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit</p> <p><i>Board Secretariat and BAC</i></p> <p><i>Civil/Electrical Engineer, Architect, Estimator</i> Engineering and Maintenance Unit</p>	<pre> graph TD START([START]) --> Step1[Receipt of approved request letter duly signed by authorized signatories] Step1 --> Step2[Site Inspection] Step2 --> Step3[Submission of site inspection report to the DED-BCSSS, Executive Director and Head of Agency] Step3 --> Step4[Preparation of Program of Work to be submitted to the DED-BCSSS, Executive Director and Head of Agency] Step4 --> Step5[Endorsement for Board Approval and BAC Posting] Step5 --> Step6[Implementation of project and submission of Monthly Status Report] Step6 --> END([END]) </pre>	<p><i>Drawing Plans</i> <i>Scope of Work</i> <i>Detailed Cost Estimate</i> <i>Approved Budget for the Contract (ABC)</i> <i>Breakdown</i> <i>Technical Specifications</i> <i>Terms of Reference (TOR)</i></p> <p><i>Monthly Status Report Form</i></p>

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6.0 PROCEDURE

6.1 Corrective Maintenance Workflow

- 6.1.1 The requesting office will submit a fully accomplished service request form and submit it to the engineering office.
- 6.1.2 Once the letter is endorsed to the engineering office, engineering or maintenance personnel will conduct an inspection and evaluation of venues, facilities or offices.
- 6.1.3 After inspection, the maintenance personnel will provide necessary action (repair/rehabilitation).
- 6.1.4 Assessment of actual work done to ensure quality by the engineering personnel and provision of rating by the requesting office in the work order form.

6.2 Materials Request for Corrective Maintenance Workflow

- 6.2.1 The requesting office will submit a fully accomplished service request form and submit it to the engineering office.
- 6.2.2 Once the letter is endorsed to the engineering office, engineering or maintenance personnel will conduct an inspection and evaluation of venues, facilities or offices.
- 6.2.3 The engineering personnel will then prepare necessary documents such as request letter, purchase request and requisition of issue slip duly signed by the authorized authorities.
- 6.2.4 Endorsement of approved request to procurement office with attached board resolution if necessary.
- 6.2.5 Procurement of the requested materials.

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6.2.6 After procurement, the maintenance personnel will provide necessary action (repair/rehabilitation).

6.2.7 Assessment of actual work done to ensure quality by the engineering personnel and provision of rating by the requesting office in the work order form.

6.3 Preventive Maintenance Workflow

6.3.1 Generate a list of materials for preventive maintenance based on the frequency of maintenance needed to be done on the equipment.

- a) Identify all equipment that would need preventive maintenance activities. These include construction equipment, generator set, and air-conditioning units.
- b) Inputs from the equipment manuals will be incorporated in the preventive maintenance program of the unit.

Determine frequency of maintenance. Frequency could be based on:

- a) Equipment Manuals
- b) Records of repairs
- c) Suggestions from mechanics and equipment suppliers.
Frequency of maintenance could be time-based or operating hour-based.


6.3.2 Implementation of Preventive Maintenance on identified equipment.

6.3.4 Monitor and make a proper documentation of the implementation of the Preventive Maintenance.

6.4 Infrastructure Projects Workflow

6.4.1 The end user will submit a request letter to the records office and endorse it to the management for approval and forward it to the engineering office.

6.4.2 Once the letter is approved, the engineering personnel will conduct a site inspection.

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6.4.3 After inspection, the engineering personnel will submit a site inspection report to the DED-BCSSS, Executive Director and Head of Agency.


6.4.4 Engineering personnel will prepare all necessary documents such as drawing plans, scope of work, detailed cost estimate, approved budget for the contract, breakdown, technical specifications, and terms of reference to be submitted to the DED-BCSSS, Executive Director and Head of Agency.

6.4.5 Endorsement of all necessary documents for Board approval and BAC posting.

6.4.6 Implementation of the project and submission of monthly status report.

7.0 FORMS ATTACHED

7.1 Service Request Form

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	SERVICE REQUEST FORM	Revision No.:	
	PSC-SOP-VFMS-02 F07	Effectivity:	3/1/2019

Requesting Party
NAME: _____ **OFFICE/VENUE:** _____ **FORM NO:** _____
DATE / TIME: _____

Please check Service Request

Electrical


 Painting
 Plumbing

 Others, Pls. Specify: _____
 Carpentry


_____ (Name & Signature)
Authorized Signatory


_____ (Name & Signature)
Chief of SFMD

REMARKS:

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7.2 Work Order Form

	PHILIPPINE SPORTS COMMISSION		Page No.:	
	WORK ORDER		Revision No.:	
	PSC-SOP-VFMS-02 F08		Effectivity:	3/1/2019
Requestee : <input type="text"/> Location : <input type="text"/>				
CONCERN:		MATERIALS USED:		
SCOPE OF WORK:				
REMARKS:	Date Started:	Date Finished:	Attendee:	End User:
			_____ (Signature Over Printed Name)	_____ (Signature Over Printed Name)
RATING: (Please Check)				
<input type="checkbox"/> <i>Excellent</i> <input type="checkbox"/> <i>Very Good</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Fair</i> <input type="checkbox"/> <i>Poor</i>				

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7.3 Detailed Cost Estimate

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	DETAILED COST ESTIMATE	Revision No.:	
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Name of Project : _____
Location : _____
Date : _____


ITEM NO.	DESCRIPTION	QTY.	UNIT	MATERIALS		LABOR		TOTAL
				UNIT COST	TOTAL	UNIT COST	TOTAL	
I.								
	Sub-Total							
II.								
	Sub-Total							
III.								
	Sub-Total							

I TOTAL DIRECT COST
MATERIALS
LABOR
Sub - Total _____


II TOTAL INDIRECT COST
O.C.M.
PROFIT
VAT & OTHER TAXES
Sub - Total _____

TOTAL ESTIMATED PROJECT COST

Prepared by:	Checked/Reviewed by:	Noted By:	Recommending Approval:	Approved by:
(Name) _____	(Name) _____	(Name) _____	(Name) _____	(Name) _____
(Position) _____	Head - Engineering & Maintenance Section	Chief - Sports Facilities Division	Executive Director	Chairman
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

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7.5 Budget Breakdown

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	BUDGET BREAKDOWN	Revision No.:	
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1. DATE : _____
 2. OFFICE : _____
 3. REGION : _____
 4. CITY/MUN. : _____

5. Name/Location of Project		7. Source of Fund		8. Issued Obligated Authority		9. Funding Warrant	
6. Plan Set No.							
10. Project Description				11. No. of Calendar Days			
12. Technical Personnel Required				13. Equipment to be Used			
14. Estimated Cost by Item of Work (<i>Labor and Materials Only</i>)							
- 14.1 - Scope of Work to be done		- 14.2 - Wtd. %	- 14.3 - Unit	- 14.4 - Quantity	- 14.5 - Unit Price	- 14.6 - TOTAL AMOUNT	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL DIRECT COST							



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	BUDGET BREAKDOWN	Revision No.:	
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BREAKDOWN OF ESTIMATED EXPENDITURES		% of TOTAL	AMOUNT
15.	I. ESTIMATED CONTRACT COST A. Direct Cost 1. Materials 1.1 Cost at Source 1.2 Transport Expenses 1.3 Storage Cost 2. Labor 2.1 Direct Labor 2.2 Fringe Benefits 3. Equipment Expenses 3.1 Rentals 3.2 Mobilization B. Indirect Cost 1. O.C.M. (12% of EDC) 1.1 Overhead (1% - 5% of EDC) 1.2 Contingencies 1.3 Miscellaneous 2. Contractors Profit (8% of EDC) 3. VAT Contractors Tax (10% of A2 and A3) 4. VAT (5% of Total Project Cost)		
SUB-TOTAL			
16.	II. ESTIMATED DIRECT COST 1. Row/Site Acquisition 2. Soil Exploration 3. Project Management (Up to 5% of the Total Project Estimated Cost) 4. Materials to be furnished by the Government		
SUB-TOTAL			
17.	III. CONTINGENCY RESERVES 1. Physical (Up to 15% of Estimated Contract Cost) 2. Price Escalation (Up to 15% of Estimated Contract Cost)		
SUB-TOTAL			
TOTAL PROJECT ESTIMATED COST			-

Prepared by:

Checked/Reviewed by:

Noted by:

(Name) _____
 (Position) _____

(Name) _____
 Head - Engineering & Maintenance Section

(Name) _____
 Chief - Sports Facilities Division

Date: _____

Date: _____

Date: _____

Recommending Approval:


Approved by:

(Name) _____
 Executive Director


(Name) _____
 Chairman

Date: _____

Date: _____

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7.6 Project Scope of Work

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	PROJECT SCOPE OF WORK	Revision No.:	
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Name of Project : _____
Location : _____

This Scope of work is supplemental to the drawings but not limited to the following:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Prepared by:

(Name) _____
(Position) _____

Date: _____

Checked/Reviewed by:

(Name) _____
Head – Engineering & Maintenance Section

Date: _____

Noted by:

(Name) _____
Chief – Sports Facilities Division

Date: _____

Recommending Approval:


(Name) _____
Executive Director

Date: _____

Approved by:

(Name) _____
Chairman

Date: _____

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7.7 Technical Specifications

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	TECHNICAL SPECIFICATIONS	Revision No.:	
	PSC-SOP-VFMS-02 F06	Effectivity:	3/1/2019

Name of Project : _____

Location : _____

I. OBJECTIVE

II. BASIC INFORMATION

III. QUALIFICATION

IV. GENERAL SPECIFICATIONS

V. GENERAL REQUIREMENTS

VI. OUTLINE TECHNICAL SPECIFICATIONS

VII. GENERAL NOTES

VIII. PREVENTION OF ACCIDENT AND PUBLIC NUISANCE

IX. PERIOD OF WORK

X. WARRANTY PERIOD

XI. CONTRACTORS RISK AND WARRANTY SECURITY

XII. ACCEPTANCE OF THE PROJECT

Prepared by:

(Name) _____
(Position) _____

Date: _____

Checked/Reviewed by:

(Name) _____
Head – Engineering & Maintenance Section

Date: _____

Noted by:

(Name) _____
Chief – Sports Facilities Division

Date: _____

Recommending Approval:


(Name) _____
Executive Director

Date: _____


Approved by:

(Name) _____
Chairman

Date: _____

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7.8 Inspection and Evaluation Form

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	INSPECTION AND EVALUATION FORM	Revision No.:	
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LOCATION: _____ DATE & TIME : _____

DESCRIPTION	MATERIALS TO BE USED	AVAILABILITY OF MATERIALS	
		YES	NO
<p><u>ELECTRICAL CONCERN:</u></p> <p><input type="checkbox"/> Busted Lights</p> <p><input type="checkbox"/> Corroded Wirings</p> <p><input type="checkbox"/> Malfunctioning Wiring Devices</p> <p><input type="checkbox"/> Other, Please Specify: _____</p> <p><u>PLUMBING CONCERN:</u></p> <p><input type="checkbox"/> Broken Plumbing Fixtures</p> <p><input type="checkbox"/> Damaged Pipes</p> <p><input type="checkbox"/> Other, Please Specify: _____</p> <p><u>CARPENTRY CONCERN:</u></p> <p><input type="checkbox"/> Fabrication of Cabinets / Drawers</p> <p><input type="checkbox"/> Damaged Partition</p> <p><input type="checkbox"/> Dilapidated Ceiling</p> <p><input type="checkbox"/> Other, Please Specify: _____</p> <p><u>PAINTING CONCERN:</u></p> <p><input type="checkbox"/> Repainting</p> <p><input type="checkbox"/> Revarnishing</p> <p><input type="checkbox"/> Other, Please Specify: _____</p> <p><u>OTHERS:</u></p> <p><input type="checkbox"/> Telephone Lines / Wirings</p> <p><input type="checkbox"/> Air-conditioning Units</p> <p><input type="checkbox"/> Flooring</p> <p><input type="checkbox"/> Doors and Windows</p>			
<p><u>FINDINGS & RECOMMENDATIONS:</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			

ATTENDEE: _____
(Name & Signature)



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7.10 Monthly Report for Infrastructure Projects



Republic of the Philippines
Office of the President
Philippine Sports Commission

PROJECT TITLE					COMPLETION AS OF	
LOCATION			CONTRACTOR			
TIME INFORMATION						
DATE NTP RECEIVED		DATE OF MOBILIZATION		PROJECT DURATION		ORIGINAL COMPLETION DATE
EXTENSION OF TIME			TIME SUSPENSION		REVISED COMPLETION DATE	
NO. 1	NO. 2	NO. 3	SEAGAMES	COVID		
FINANCIAL INFORMATION						
CONTRACT AMOUNT		VARIATION ORDER				
		VO1	VO 2	TOTAL	PERCENT	
RETENTION		AMOUNT BILLED		PERCENT COMPLETION		COLLECTABLES
Prepared by:						
Project In-charge						



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NO.	SCOPE OF WORK	REL. WT. as per Contract	REL. WT. TO DATE		REMARKS
			REL. WT. TO DATE	REMARKS	
I					
II					
III					
IV					
V					
VI					
VII					
VIII					
IX					
X					
XI					
XII					
XIII					
XIV					
TOTAL		100.00%	100.00%		
STATUS					



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VENUE	
PROJECT TITLE	
Location	



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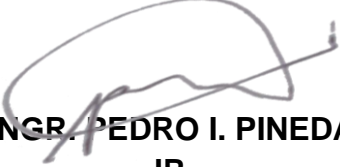


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Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
 <p>ENGR. PEDRO I. PINEDA, JR. HEAD, ENGINEERING AND MAINTENANCE SECTION</p>	 <p>MS. ANNA CRISTINE ABELLANA QMS REPRESENTATIVE</p>	 <p>ATTY. GUILLERMO B. IROY ACTING EXECUTIVE DIRECTOR 13 April 2021</p>