



**PHILIPPINE SPORTS COMMISSION**  
**SPORTS FACILITIES DIVISION PROCEDURE**  
**PSC-SOP-VFMS-01**

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Effectivity:	4-23-2021

## 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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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	<pre> graph TD     Start([Start]) --&gt; Inquiry[/INQUIRY FOR THE AVAILABILITY OF VENUE/]     Inquiry --&gt; Decision{IF AVAILABLE, GETTING ENDORSEMENT FORM FOR THE USE OF VENUE}     Decision --&gt; Review[REVIEW &amp; APPROVE/ DISAPPROVED THE ENDORSEMENT FORM.]     Review --&gt; Notice[/ISSUE NOTICE OF APPROVAL OF ENDORSEMENT AND PRESENT TO TICKETING OFFICE./]     Notice --&gt; Ticket[/ISSUE/BUY TICKET THEN PROCEED TOO TO THE VENUE./]     Ticket --&gt; A{{A}}           </pre>	Citizens' Charter, Operations Manual
Booking Clerk		Citizens' Charter, Operations Manual
SFD Chief		Citizens' Charter, Operations Manual
Booking Clerk		Citizens' Charter, Operations Manual
Ticketing Office		Citizens' Charter, Operations Manual



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

RESPONSIBLE	FLOW CHART	REFERENCE
Client	<pre> graph TD     A{{A}} --&gt; B[PRESENT RECEIPT/TICKET TO VENUE IN CHARGE/GUARD ON-DUTY BEFORE USING THE VENUE.]     B --&gt; C[FILING.]     C --&gt; D([END])           </pre>	<p>Citizens' Charter, Operations Manual</p> <p>Operations Manual</p>

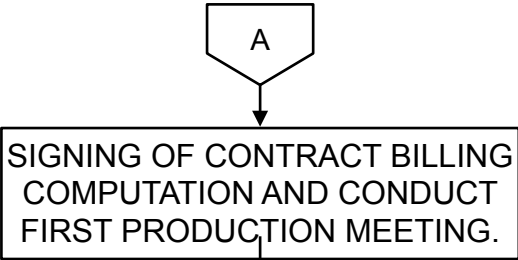
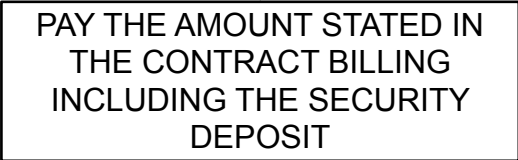

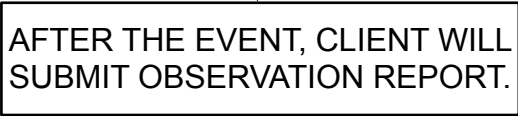
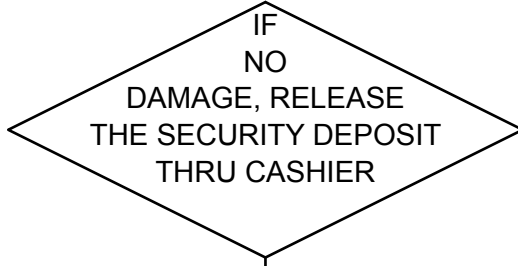
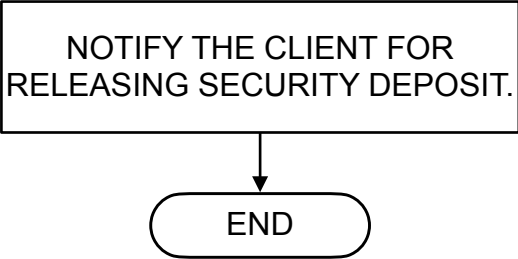


### 5.2 Major Event (Venue Rental) Process

RESPONSIBLE	FLOW CHART	REFERENCE
Clients and Records Office		Citizens' Charter, Operations Manual
Booking Clerk		Citizens' Charter, Operations Manual
SFD Chief		Citizens' Charter, Operations Manual
DED-BCSSS		Citizens' Charter, Operations Manual
Executive Director		Citizens' Charter, Operations Manual
Booking Clerk		Citizens' Charter, Operations Manual



**5.2 Major Event (Venue Rental) Process (cont...)**

RESPONSIBLE	FLOW CHART	REFERENCE
Client		Citizens' Charter, Operations Manual
Client		Citizens' Charter, Operations Manual
Booking Clerk/Client		Citizens' Charter, Operations Manual
Client		Citizens' Charter, Operations Manual
Cashier		Citizens' Charter, Operations Manual
Booking Clerk/ SFD Chief		Citizens' Charter, Operations Manual



**5.3 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



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

<b>RESPONSIBLE</b>	<b>FLOW CHART</b>	<b>REFERENCE</b>
<p>Client</p>          <p>Dormitory Manager/ Dormitory Attendant</p>	<pre> graph TD     A{{A}} --&gt; B{IF APPROVED, FILL UP THE BORROWER'S SLIP}     B --&gt; C[PROCEED TO DORMITORY FOR ROOM ASSIGNMENT]     C --&gt; D([END])                     </pre>	<p>Citizens' Charter, Operations Manual</p>    <p>Citizens' Charter, Operations Manual</p>






#### 5.4 Use of Dormitory (NSA) Process

RESPONSIBLE	FLOW CHART	REFERENCE
NSA and Records Office	START	
NSA Office	SUBMISSION OF REQUEST LETTER	Citizens' Charter, Operations Manual
Dormitory Manager	PREPARATION OF ENDORSEMENT LETTER/ACTION SLIP	Citizens' Charter, Operations Manual
NSA Office	RECOMMENDING APPROVAL/ DISAPPROVAL OF DORMITORY MANAGER	Citizens' Charter, Operations Manual
DED - BCSSS	NSA PREPARE ENDORSEMENT/ ACTION SLIP	Citizens' Charter, Operations Manual
NSA Office	DED – BCSSS FOR APPROVED/ DISAPPROVAL USE OF DORMITORY	Citizens' Charter, Operations Manual
Dormitory Manager/ Dormitory Attendant	NOTIFY THE DORM MANAGER FOR THE APPROVED / DISAPPROVAL OF REQUEST	Citizens' Charter, Operations Manual
NSA/National Athletes and Coaches	INFORM/GIVE COPY TO THE SFD CHIEF OF THE APPROVAL/ DISAPPROVAL OF REQUEST	Citizens' Charter, Operations Manual
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**5.4 Use of Dormitory (NSA) Process (cont...)**

RESPONSIBLE	FLOW CHART	REFERENCE
NSA and Records Office		Citizens' Charter, Operations Manual
NSA Office	<p align="center">INFORM THE NSA/NATIONAL TEAM ATHLETES FOR THE APPROVAL/DISAPPROVAL OF REQUEST</p>	Citizens' Charter, Operations Manual
Dormitory Manager		Citizens' Charter, Operations Manual
NSA Office	<p align="center">NSA/NATIONAL TEAM ATHLETES ORIENTATION ABOUT PSC HOUSE RULES AND REGULATIONS AND GET COPY OF HOUSE RULES &amp; REGULATIONS</p>	Citizens' Charter, Operations Manual
DED - BCSSS		Citizens' Charter, Operations Manual
NSA Office	<p align="center">FILL UP OF ADMISSION FORM AND ISSUANCE SLIP OF EQUIPMENTS/MATERIALS</p>	Citizens' Charter, Operations Manual
Dormitory Manager/ Dormitory Attendant		Citizens' Charter, Operations Manual
NSA/National Athletes and Coaches	<p align="center">PROCEEDS TO ASSIGN DORMITORY ROOM</p>	Citizens' Charter, Operations Manual
Dormitory Manager/ Dormitory Attendant		Citizens' Charter, Operations Manual
	<p align="center">FILE</p>	Citizens' Charter, Operations Manual
		Citizens' Charter, Operations Manual
	<p align="center">END</p>	Citizens' Charter, Operations Manual

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## **6. PROCEDURE**

### **6.1. Walk – in client (Venue Rental) Process**

- 6.1.1 Interest client inquiry for the availability of the venue.
- 6.1.2 If available, Booking Clerk/Reservation Officer prepare endorsement form.
- 6.1.3 The Chief of Sports Facilities Division reviews and approve/disapprove the endorsement form.
- 6.1.4 If approved, Booking Clerk/Reservation Officer advises the client and present the endorsement form to the Ticketing Office.
- 6.1.5. The client proceeds to the Ticketing Office to pay the appropriate Venue Rental Fee then proceed to the venue to show the paid ticket.
- 6.1.6 The client present receipt/ticket to the Venue Caretaker/Gatekeeper or Guard on – duty before using the venue.

### **6.2. Major Event (Venue Rental) Process**

- 6.2.1 If the venue is available, Booking Clerk/Reservation Officer advises the client to make a request letter and submit it to the Records Office at least one (5) months before the said schedule.
- 6.2.2 Booking Clerk/Reservation Officer prepare endorsement letter or action slip.
- 6.2.3 The Chief of Sports Facilities Division reviews and recommends approval or disapproval to DED – BCSSS.
- 6.2.4 DED – BCSSS reviews and approve/disapprove use of venue and endorse to the Executive Director Office
- 6.2.5 Executive Director prepare endorsement for the Board’s Approval/ Discussion
- 6.2.6 If approved, Booking Clerk/Reservation Officer advises the client and get the order payment to pay the reservation fee.

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6.2.7 It will go back to the SFD and the Booking Clerk/Reservation Officer will prepare and signing the appropriate Contract Billing Computation Form for their event comprising the Venue Rental fee, Manpower fee and Notarial fee and conduct first production meeting.

6.2.8 Booking Clerk shall inform the client to pay the appropriate amount stated in Contract Billing Computation include Security Deposit.

6.2.9 The final production meeting is set with the client to finalize details of the event proper or other venue requirements.

6.2.10 After the event, Client encourage to submit their observation report.

6.2.11 If no damages in venue, Booking Clerk/Reservation Officer prepare request for releasing the refundable Security Deposit thru cashier

6.2.12 Reservation Officer/Booking Clerk notify the client about the releasing of Security Deposit.

### **6.3 Use of Dormitory (walk – in/individual request) Process**

6.3.1 The client will submit the request to the Records Office.


6.3.2 Booking Clerk/Operations Staff endorse to Dormitory Manager for the availability of dormitory.

6.3.3 Dormitory Manager endorsed to SFD Chief for reviews and recommend for the approval of use of dormitory to DED - BCSSS.

6.3.4 Forward to DED – BCSSS for approval or disapproval.


6.3.5 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.

6.3.6 If approved, Dormitory Manager/Dormitory Attendant will assist the client for the assign dormitory room.

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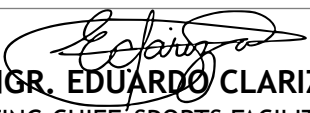


## **6.4 Use of Dormitory (National Athletes and Coaches) Process**

- 6.4.1 NSA send request letter to Records Office.
- 6.4.2 Records Office forward to the NSA Office for endorsement.
- 6.4.3 NSA Office endorse to Dormitory Manager for the availability of dormitory.
- 6.4.4 It will go back to the NSA Office with the recommendation of the availability of the Dormitory Manager and endorse to DED – BCSSS.
- 6.4.5 DED – BCSSS review and for approval or disapproval
- 6.4.6 NSA forwards the approval to SFD and Athletes Dormitory.
- 6.4.7 Inform the National Athletes and Coaches regarding their request
- 6.4.8 If approved, athletes and coaches proceed to the orientation regarding house rules and regulations
- 6.4.9 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.
- 6.4.10 Dormitory Manager or Dormitory Attendant assist the Athletes and Coaches to their respective room assignment.
- 6.4.11 File the approved/disapproved request.

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## 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)
- 7.4. Notice to Security for Manpower Requirement
- 7.5. Notice to Janitorial for Manpower Requirement
- 7.6. Order of Payment
- 7.7. Venue Manager's Report
- 7.8. Daily Sales Report
- 7.9. Production Meeting Form
- 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. Endorsement Form (Walk – in client)
- 7.15. Clients Observation Report

<b>Prepared by/Date:</b>  <b>ENGR. EDUARDO CLARIZA</b> ACTING CHIEF, SPORTS FACILITIES DIVISION	<b>Reviewed by/Date:</b>  <b>ANNA CHRISTINE ABELLANA</b> HEAD, SEA AND AIR TRANSPORTATION UNIT (QMR)	<b>Approved by/Date:</b>  <b>ATTY. GUILLERMO B. IROY, JR.</b> ACTING EXECUTIVE DIRECTOR 23 April 2021
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