

**M A S T E R C O P Y**
1.0 PURPOSE

The purpose of this procedure is to provide guidelines on the effective implementation of services of Sea and Air Transportation Unit regarding the processing of travel documents.

2.0 SCOPE

The scope of this procedures covers:

- 2.1 Purchases domestic and international airline tickets through online booking (Procurement Service-DBM), PHILGEPS posting and with the assistance of various recognized travel agencies
- 2.2 Prepares of Travel Tax Exemption Endorsement
- 2.3 Prepares Waiver of Airport Terminal Endorsement

3.0 DEFINITION OF TERMS

- 3.1 **PHILIPPINE OLYMPIC COMMITTEE (POC)** – serves as the umbrella organization of all National Sports Associations in the Philippines
- 3.2 **NATIONAL SPORTS ASSOCIATION (NSA)** – association that is autonomous in character and exercises technical control over the promotion and development of the particular sports for which they are organized.
- 3.3 **TRAVEL TAX EXEMPTION CERTIFICATE (TEC)** – certificate noting exemption from travel taxes granted to certain individual/groups
- 3.4 **TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)** – agency responsible for implementing policies and programs of the Department of Tourism pertaining to development, promotion, and supervision of tourism projects in the Philippines.
- 3.5 **MANILA INTERNATIONAL AIRPORT AUTHORITY (MIAA)** – government agency responsible for management of Ninoy Aquino International Airport
- 3.6 **INTERNATIONAL PASSENGER SERVICE CHARGE (IPSC)** – Service tax charged by the Philippine Government for all passengers travelling internationally from Manila-Ninoy Aquino International Airport.
- 3.7 **PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS)** – single, centralized electronic portal that serves as the primary and definitive source of information on government procurement
- 3.8 **BUR** – Budget Utilization Request and Status
- 3.9 **RFQ** – Request for Quotation
- 3.10 **PR** – Purchase Request
- 3.11 **BR** – Board Resolution
- 3.12 **BAC** – Bids and Awards Committee
- 3.13 **NOA** – Notice of Awards
- 3.14 **NTP** – Notice to Proceed
- 3.15 **E-TICKET** – Electronic Ticket
- 3.16 **NSAAO** – National Sports Associations Affairs Office
- 3.17 **PS-PORTAL** – Procurement Service Portal

4.0 REFERENCE DOCUMENTS

- 4.1 Board Resolution
- 4.2 Travel Order
- 4.3 Passport
- 4.4 Event Invitation
- 4.5 DSWD Certificate for minors (If applicable)
- 4.6 Exemption Request



5.0 PROCESS FLOW

5.1.1 Processing of Travel Tax Exemption – NSA

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Travel Staff</p> <p>Travel Head</p> <p>Travel Staff</p> <p>Travel Staff</p> <p>Travel Staff</p>	<pre> graph TD Start([START]) --> Step1[/Receives endorsement from NSA Affairs, Board of Commissioners' Office and Executive Director/] Step1 --> Step2[Prepares Endorsement Letter for Travel Tax] Step2 --> Step3[/Forwards to Executive Director for Approval/] Step3 --> Step4[/Receives signed endorsement letter from Executive Director/] Step4 --> Step5[/Disseminates approved endorsement letter to requesting party/] Step5 --> End([END]) </pre>	<p>NSAAO</p> <ul style="list-style-type: none"> -Action Slip -Letter request from President or Secretary General of the NSA -Invitation from the host country -Delegation list including the names and position of the participating athletes, coaches, trainers and technical officials -DSWD certificate for minor (if applicable) -Passport copy <p>-Communication letter per DOT Policy</p> <ul style="list-style-type: none"> -Action Slip -Travel Order -Travel tax exemption letter <p>-Approved Travel Tax exemption letter</p> <p>-Logbook</p>



5.1.2 Processing of Travel Tax Exemption – PSC OFFICIAL(S) / PERSONNEL

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff		<ul style="list-style-type: none"> -Action Slip -Invitation/Request letter -Approved Request -Passport Copy
Travel Head		<ul style="list-style-type: none"> -Communication letter per DOT Policy
Travel Staff		<ul style="list-style-type: none"> -Action Slip -Travel Order -Travel tax exemption letter
Travel Staff		<ul style="list-style-type: none"> -Approved Travel Tax exemption letter
Travel Staff		<ul style="list-style-type: none"> -Logbook



5.2.1 Processing of Waiver of Airport Terminal Fee - NSA

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Travel Staff</p> <p>Travel Head</p> <p>Travel Staff</p> <p>Travel Staff</p> <p>Travel Staff</p> <p>Travel Staff</p>	<pre> graph TD START([START]) --> Step1[/Receives endorsement from NSA Affairs, Board of Commissioners' Office and Executive Director/] Step1 --> Step2[Prepares Endorsement Letter for Waiver of Airport Terminal Fee] Step2 --> Step3[/Forwards to Executive Director for Approval/] Step3 --> Step4[/Receives signed endorsement letter from Executive Director/] Step4 --> Step5[/Submits Approved Endorsement Letter to MIAA/] Step5 --> Step6[/Disseminates approved authorization letter to requesting party for claiming of International Passenger Service Charge (IPSC) Exemption Certificate's/] Step6 --> END([END]) </pre>	<p>NSAAO</p> <ul style="list-style-type: none"> -Action Slip -Letter request from President or Secretary General of the NSA -Invitation from the host country -Delegation list including the names and position of the participating athletes, coaches, trainers and technical officials -DSWD certificate for minor (if applicable) -Passport copy <p>-Communication letter per MIAA Policy</p> <ul style="list-style-type: none"> -Action Slip -Travel Order -Airport Exemption letter -Authorization letter <p>-Approved Airport Exemption letter</p> <p>-Approved Airport Exemption request letter</p> <p>-Invitation</p> <p>-Logbook</p>



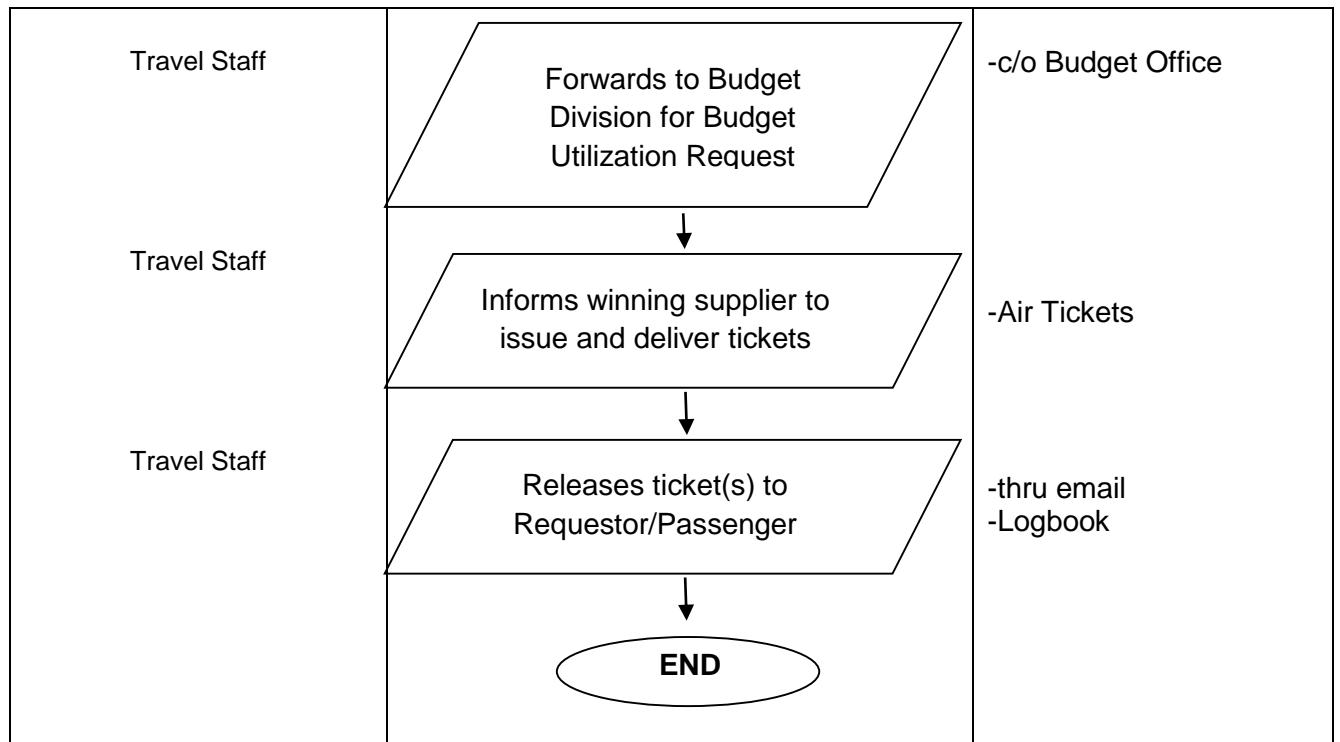
5.2.2 Processing of Waiver of Airport Terminal Fee – PSC OFFICIAL(S) /

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff	<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Receives endorsement from, Board of Commissioners' Office and Executive Director</p>	<ul style="list-style-type: none"> -Action Slip -Invitation/Request letter -Approved Request -Passport Copy
Travel Head	<p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Endorsement Letter for Waiver of Airport Terminal Fee</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> -Communication letter per MIAA Policy
Travel Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Forwards to Executive Director for Approval</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> -Action Slip -Travel Order -Airport Exemption letter -Authorization letter
Travel Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Receives signed endorsement letter from Executive Director</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> -Approved Airport Exemption letter
Travel Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Submits Approved Endorsement Letter to MIAA</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> -Approved Airport Exemption request letter -Invitation
Travel Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Disseminates approved authorization letter to requesting party for claiming of International Passenger Service Charge (IPSC) Exemption Certificate's</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">END</p>	<ul style="list-style-type: none"> -Logbook

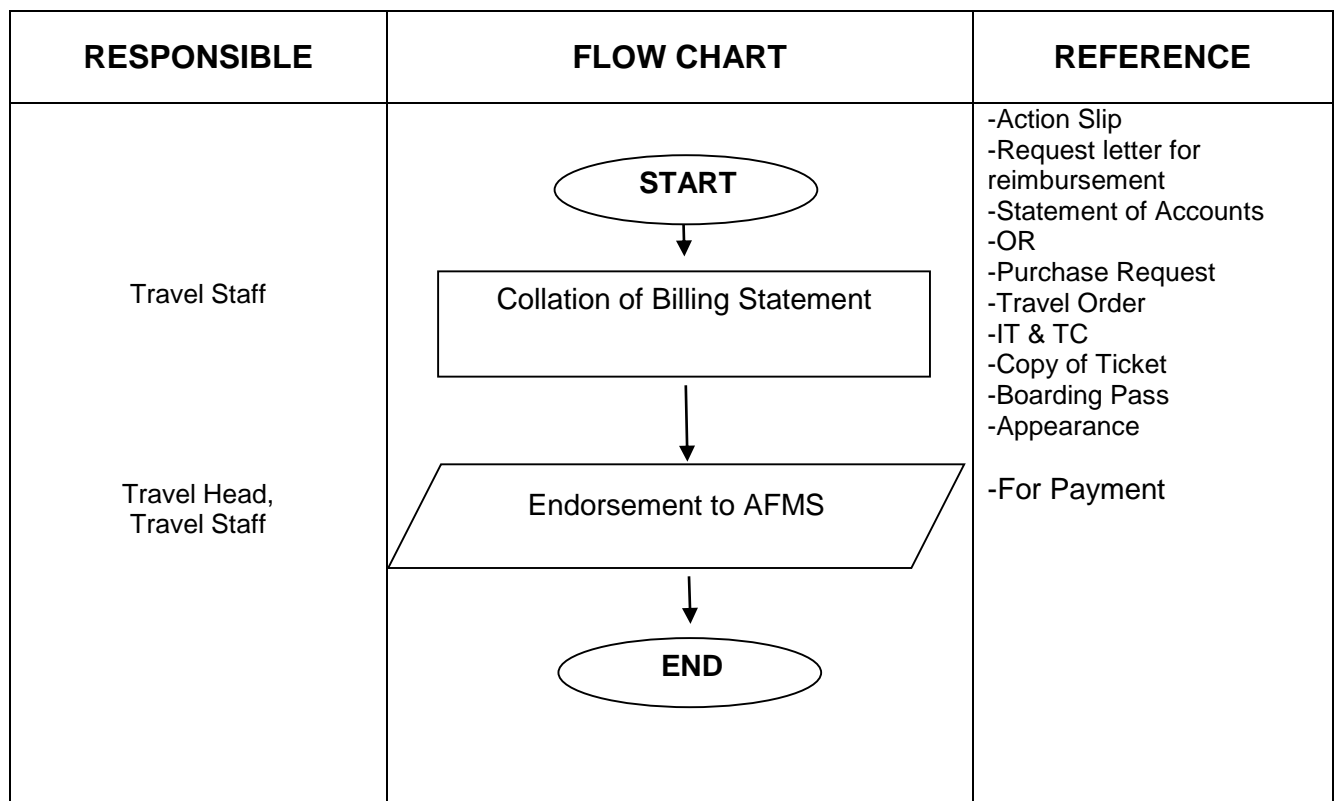



5.3 Availment of Air Transportation Services

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff	<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Receives Endorsement Letter from NSAAO for purchase of airline ticket with complete documents</p>	<ul style="list-style-type: none"> -Action Slip -Approved Board Resolution -Approved PR -Final list of Delegations -Passport copy
Travel Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Travel Order and Itinerary of Travel (Funded)</p>	<ul style="list-style-type: none"> -Action Slip -Travel Order -Itinerary of Travel
Travel Head, Travel Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Checks availability of flights and cost of airline ticket</p>	<ul style="list-style-type: none"> -Emailed Quotation from Travel Agency -Online cost Canvass
Travel Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Request for Quotations and approved budget for the contract for posting on philGEPS</p>	<ul style="list-style-type: none"> -Request for Quotation (RFQ form from Procurement Office)
Procurement Head	<p style="text-align: center;">↓</p> <p style="text-align: center;">Posting on PhilGEPS</p>	<ul style="list-style-type: none"> -Approved RFQ c/o Procurement Office
Travel Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Sends Request for Quotation to various Travel</p>	<ul style="list-style-type: none"> -Approved RFQ
BAC Secretariat	<p style="text-align: center;">↓</p> <p style="text-align: center;">Opening of bids</p>	<ul style="list-style-type: none"> -Procurement Law
Travel Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Abstract of Bids</p>	<ul style="list-style-type: none"> -Abstract of Bids (ABC)
BAC Secretary	<p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares BAC Resolution</p>	<ul style="list-style-type: none"> -RA 9184
Travel Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Purchase Order</p>	<ul style="list-style-type: none"> -PO Form c/o Procurement
BAC staff/Procurement Head	<p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Notice of Award and Notice to Proceed</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> - BAC/Procurement



5.4 Endorsement of Billing Statement for Processing of Airfare Payment c/o Travel Agency



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6.0 PROCEDURE

6.1 Processing of Travel Tax Exemption and Waiver

- 6.1.1 Receive endorsement from concerned parties
- 6.1.2 Prepares Endorsement Letter for Travel Tax
- 6.1.3 Forward to Executive Director for Approval
- 6.1.4 Receive approved endorsement letter
- 6.1.5 Submit Approved Endorsement Letter to TIEZA
- 6.1.6 Disseminate approved endorsement letter to requesting party

6.2 Processing of Waiver of Airport Terminal Fee

- 6.2.1 Receive endorsement from concerned parties
- 6.2.2 Prepares Endorsement Letter for Waiver of Airport Terminal Fee
- 6.2.3 Forward to Executive Director for Approval
- 6.2.4 Receive approved endorsement letter
- 6.2.5 Submit Approved Endorsement Letter to MIAA
- 6.2.6 Disseminate approved authorization letter to requesting party

6.3 Availment of Sea and Air Transportation Services

- 6.3.1 Receives endorsement letter from NSAAO, Board of Commissioners' Office and Executive Director for purchase of airline ticket with complete documents
- 6.3.2 Prepare Travel Order and Itinerary of Travel
- 6.3.3 Check availability of flight and cost of airline ticket
- 6.3.4 Prepares necessary documents for posting on PhilGEPS
- 6.3.5 Posting on PhilGEPS
- 6.3.6 Sends RFQ to various Travel Agency
- 6.3.7 Opening of Bids
- 6.3.8 Prepares BAC Resolution
- 6.3.9 Prepare Purchase Order
- 6.3.10 Prepares NOA and NTP
- 6.3.11 Forwards to Budget Divisiono for BUR
- 6.3.12 submits E-ticket to concerned Party

6.4 Availment of Air Transportation Services

- 6.4.1 Receives endorsement letter from NSAAO, Board of Commissioners' Office and Executive Director for purchase of airline ticket with complete documents
- 6.4.2 Prepares Travel Order and Itinerary of Travel
- 6.4.3 Books Flights through PS Portal
- 6.4.4 Submits E-ticket to concerned party

6.5 Endorsement of Billing Statement for Processing of Airfare Payment

- 6.4.1 Collation of Billing Statement and other necessary documents
- 6.4.2 Endorsement to AFMS



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7.0 FORMS ATTACHED

- 7.1 Travel Order
- 7.2 Itinerary of Travel
- 7.3 Travel Completed
- 7.4 Rebooking Form
- 7.5 Checklist of Requirements

Prepared by/Date:	Reviewed by/Date	Approved by/Date:
 ANNA CHRISTINE ABELLANA HEAD, SEA AND AIR TRANSPORTATION UNIT	 ANNA CHRISTINE ABELLANA HEAD, SEA AND AIR TRANSPORTATION UNIT/QMR	 ATTY. GUILLERMO B. IROY, JR OIC-EXECUTIVE DIRECTOR 23 April 2021