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	PSC-SOP-BCSSS-01		Effectivity:	01 MAR 2019

1. PURPOSE

The purpose of this procedure is to provide guidelines on the Bureau of Coordinating Secretariat and Support Services to exercises control and supervision over the Program Research and Development Division, Assistance and Coordination Division, and Sports Facilities Division.

2. SCOPE

The scope of this procedure covers the approval and endorsement of documents related to the bureau and the implementation of projects.

3. DEFINITION OF TERMS AND ACRONYMS

- 3.1. BCSSS – refers to the Bureau of Coordinating Secretariat and Support Services
- 3.2. PRDD – refers to the Program Research and Development Division
- 3.3. ACD – refers to the Assistance and Coordination Division
- 3.4. SFD – refers to the Sports Facilities Division
- 3.5. NSAAO – refers to the National Sports Association Affairs Office
- 3.6. MSAS – refers to the Medical and Scientific Athletes Services
- 3.7. SALT – refers to the Sea, Air and Land Transportation Office
- 3.8. Engineering – refers to the Engineering and Maintenance Office
- 3.9. Dorm – refers to the Athletes Dormitory
- 3.10. Philsports – refers to PSC Philsports
- 3.11. DED – refers to the Deputy Executive Director
- 3.12. ED – refers to the Executive Director
- 3.13. Chairman – refers to the Chairman
- 3.14. RA – refers to Republic Act
- 3.15. RA 6847 – refers to the “Act creating and establishing the Philippine Sports Commission, defining its powers, functions and responsibilities, and appropriating funds therefor, and for other purposes”

4. REFERENCE DOCUMENTS

- 4.1. Bureau of Coordinating Secretariat and Support Services Operations Manual
- 4.2. Republic Act No. 6847
- 4.3. Implementing Rules and Regulations of R.A. 6847



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5. PROCESS FLOW

5.1. Approval of documents

RESPONSIBLE	FLOW CHART	REFERENCE
	Start	
PRDD / ACD / SFD / NSAOO / Board Secretary	Document	
BCSSS Staff	Initial checking of completeness of attachments and receiving of document	<ul style="list-style-type: none"> • Action Slip • Recommendation from Division / Section Head • Letter request with PSC Office Barcode • Complete attachments
BCSSS Staff	Logging of document	
BCSSS Staff	Re-checking / reviewing of attachments and endorsing of document to the DED	
DED - BCSSS	Affixing signature of the DED for approval	
BCSSS Staff	Logging of document for DED's action / comment	
BCSSS Staff / NSAOO / Board Secretary / SFD / ACD	Document for receiving to the office of origin for processing / implementation	
	End	



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5.2. Endorsement of documents to the Executive Director

RESPONSIBLE	FLOW CHART	REFERENCE
	Start	
PRDD / ACD / SFD / NSAOO / Board Secretary	Document	
BCSSS Staff	Initial checking of completeness of attachments and receiving of document	<ul style="list-style-type: none"> • Action Slip • Recommendation from Division / Section Head • Letter request with PSC Office Barcode • Complete attachments
BCSSS Staff	Logging of document	
BCSSS Staff	Re-checking / reviewing of attachments and endorsing of document to the DED	
DED - BCSSS	Affixing initials / recommendation of the DED for the ED's reference	
BCSSS Staff	Logging of document for DED's action / comment	
BCSSS Staff / NSAOO / Board Secretary / SFD / ACD	Document for receiving to the office of origin for processing / implementation	
	End	



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5.3. Project Implementation

RESPONSIBLE	FLOW CHART	REFERENCE
	Start	
ACD / PRDD / SFD / Budget / Accounting / MDS	Proposal	RA 6847 / GAA / IRR
ED / DEDs	Creation of Committees	Board Resolution
Chairman WIR	Special Order / Document	Special Order
Project Secretariat / Working Committees	Preparation of Leg work / Meeting	Special Order / DILG Memorandum / DepEd Circular
Board	Approval of Budget proposed	Board Resolution
Project Secretariat	Coordination Meeting	Notice Letter to LGUs and NSAs
Working Committee	Submission of Entries	Advisories /Invitations / Guidelines / Forms
ED / DED / Project Secretariat / TWG / Host LGU	Event Proper	Program / Games Schedule / Registration / Results
TWG	Submission of Post-Event / Terminal Report	PRDD / Board / ED / DEDs
	End	



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6. PROCEDURE

6.1. Approval of documents

- 6.1.1. BCSSS Staff to do an initial check for completeness of document for approval of the DED.
- 6.1.2. BCSSS Staff to receive with BCSSS document receiving stamp. BCSSS staff shall indicate his / her name, date and time the document was received.
- 6.1.3. Details of the document shall then be encoded by a BCSSS staff in the Bureau's computer for tracking purposes.
- 6.1.4. BCSSS Staff to review the document encoded
- 6.1.5. Document shall then be brought in the office of the DED to affix his signature in the document to indicate his approval.
- 6.1.6. Document shall then be checked for the DED's comment / action then encoded in the computer to end / track transaction
- 6.1.7. Forward document to the office of origin for processing and implementation.

6.2. Endorsement of document request from PRDD / ACD / SFD / NSAAO Chief / Head

- 6.2.1. BCSSS Staff to do an initial check for completeness of document for approval of the DED.
- 6.2.2. BCSSS Staff to receive with BCSSS document receiving stamp. BCSSS staff shall indicate his / her name, date and time the document was received.
- 6.2.3. Details of the document shall then be encoded by a BCSSS staff in the Bureau's computer for tracking purposes.
- 6.2.4. BCSSS Staff to review the document encoded
- 6.2.5. Document shall then be brought in the office of the DED to affix his signature / initials in the document to indicate his approval or make recommendations to the Executive Director.
- 6.2.6. Document shall then be checked for the DED's comment / action then encoded in the computer to end / track transaction
- 6.2.7. Document shall then be forwarded to the office concerned.

6.3. Project Implementation

- 6.3.1. A Proposal for a grassroots program shall be submitted.
- 6.3.2. The ED and the DEDs shall select members of the working Committees.
- 6.3.3. A Special Order shall be issued by the Chairman.
- 6.3.4. The Secretariat and Working Committees shall begin with the leg work needed to prepare for the event.
- 6.3.5. After the initial meetings, the team shall provide a proposed budget.
- 6.3.6. After the budget has been approved, Coordination meetings shall take place with the LGUs and NSAs.
- 6.3.7. The Secretariat shall set a date for the submission of forms / entries.
- 6.3.8. The Event proper shall take place on the discussed date / duration by the Host LGU.
- 6.3.9. The Project shall end with the submission of the Committees' submission of Event / Terminal Report.



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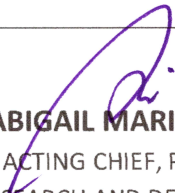

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7. FORMS ATTACHED

7.1. Action Slip

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
 ATTY. GUILLERMO B. IROY, JR. DEPUTY EXECUTIVE DIRECTOR - BCSSS	 ABIGAIL MARIE RIVERA ACTING CHIEF, PROGRAM RESEARCH AND DEVELOPMENT DIVISION (AMR)	 MERLITA R. IBAY ACTING EXECUTIVE DIRECTOR