



## 1.0 PURPOSE


Pursuant to Section 3(a)(3)(6) of the Implementing Rules and Regulations of Republic Act No. 6847, the Legal Affairs Office provides legal services to the Commission, including but not limited to, contract drafting, negotiation and review, answering of legal queries, assistance in the interpretation of laws and decrees and participation in investigative committees.

## 2.0 SCOPE


- 2.1 Provision of legal services to PSC Bureaus, Divisions and Offices and the PSC Board.
- 2.2 Preparation of legal opinion.
- 2.3 Preparation of Memorandum of Agreement and Memorandum of Understanding.
- 2.4 Preparation of various affidavits and contracts.
- 2.5 Preparation of documents relative to the Application for Tax Exemption pursuant to R.A. No. 6847.
- 2.6 In coordination with the Office of the Solicitor General (OSG), representation of PSC in cases or controversies before all courts of law, judicial or quasi-judicial bodies and preparation of documents in relation to these cases.
- 2.7 Participation in reprimand councils, investigative committees, and performance of other related tasks as may be required.

## 3.0 DEFINITION OF TERMS


- 3.1 **Addendum** – a document amending the provisions of a duly executed legal document such as a contract or affidavit.
- 3.2 **Affidavit of Loss** – a notarized document attesting to the loss of a particular item, its description, and the account of how and when the item was lost.
- 3.3 **Affidavit of Undertaking (Financial Assistance)** – a notarized document attesting to the receipt by the affiant of financial assistance from the PSC; the affiant's undertaking to submit to PSC an accounting or liquidation of the financial assistance supported with pertinent documents; and the affiant's acknowledgment of a previously unliquidated financial assistance, if any.
- 3.4 **Affidavit of Undertaking (for BOC)** – a notarized document undertaking to assume full responsibility for whatever financial obligation a release of shipment may entail, to the exclusion of the Bureau of Customs (BOC).

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- 3.5 Affidavit of Undertaking (for DOF)** – a notarized document pertaining to the affiant’s request for assistance from the Department of Finance (DOF) for the immediate release from the BOC of a particular shipment/cargo free from payment of customs duties.
- 3.6 Affidavit of Explanation** – a notarized document stating the facts and circumstances which caused delay in filing the entry at the BOC. It also contains the affiant’s request that PSC continue to file and process the releasing of the import shipment.
- 3.7 Airway Bill (AWB)** – a transport document for airfreight used by airlines and international freight forwarders which specify the holder or consignee of the bill who has the right to claim delivery of the goods when they arrive at the port of destination. It is a contract of carriage that includes carrier conditions, such as limits of liability and claims procedures. In addition, it contains transport instructions to airlines and carriers, a description of the goods, and applicable transportation charges.
- 3.8 Assessment** – the process of determining the amount of duties and taxes and other charges due on imported goods.
- 3.9 Bill of Lading (B/L)** – a transport document issued by shipping lines and international freight forwarders or non-vessel operating common carrier for water-borne freight. The holder or consignee of the bill has the right to claim delivery of the goods at the port of destination. It is a contract of carriage that includes carrier conditions, such as limits of liability and claims procedures. In addition, it contains transport instructions to shipping lines and carriers, a description of the goods, and applicable transportation charges.
- 3.10 Conditionally Tax and/or Duty-Exempt Importation** – the importation of goods exempt from the payment of import duties upon compliance with certain formalities prescribed under pertinent customs rules and regulations.
- 3.11 Consignee** – the party identified on shipping documents as the recipient of the goods to be delivered. This party is responsible for paying customs duties as the designated owner of the goods.
- 3.12 Consignor/ Shipper** – the person sending the shipment to be delivered by land, sea or air. It is the term given to the sender of consignment. It is the seller or the owner of the goods.

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- 3.13 Contract of Lease** – a notarized agreement between the PSC and another entity which contains the consideration, conditions and stipulations regarding the lease of a particular property.
- 3.14 Contract of Service (Personnel)** – a notarized agreement between the PSC and an individual for the latter to render services to the PSC for a particular duration. The Contract of Service does not result to an employer-employee relationship between the PSC and the individual.
- 3.15 Contract of Service for Goods/Services** – a notarized agreement between PSC and an individual, partnership or corporation containing the terms of reference, delivery schedule, consideration and other conditions that the parties may stipulate.
- 3.16 Customs Broker** – any person who is a bona fide holder of a valid Certificate of Registration or Professional Identification Card issued by the Professional Regulatory Board and Professional Regulation Commission pursuant to Republic Act No. 9280, otherwise known as the "Customs Brokers Act of 2004", as amended, and registered with the Bureau of Customs.
- 3.17 Deed of Donation** – a notarized document containing the terms, conditions and stipulations with regard to the donation of a particular property.
- 3.18 Demand Letter** – a written communication demanding a person or entity to perform a particular action such as, but not limited to, the payment of outstanding arrears, otherwise, legal remedies will be availed of.
- 3.19 Entry** – the act, documentation, and process of bringing imported goods into the customs territory, including goods coming from free zones.
- 3.20 Goods** – articles, wares, merchandise and any other items which are the subject of importation.
- 3.21 Importation** – the act of bringing in goods from a foreign territory into Philippine territory, whether for consumption, warehousing, or admission.
- 3.22 Job Order – Requisition Form** – a document containing a job order request from a particular PSC office which contains the name of the project, name of the worker, scope of work, position, corresponding service fee, as well as the duration of the project. It must be signed by the requesting employee, worker, and Head of the Personnel Office and must be approved by the Executive Director.

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- 3.23 Justification** – a written document which discloses the rationale of a particular act or omission of a person.
- 3.24 Legal Opinion** – a written document which provides an answer to a legal query as applied to a given set of facts.
- 3.25 Lodgment** – the registration of a goods declaration with the Bureau of Customs, in a manner prescribed under customs laws, rules and regulations.
- 3.26 Memorandum** – a written communication issued by the Legal Affairs Office to a particular division, office, unit or person regarding a particular matter, including, but not limited to, answers to legal queries, explanation of legal issues or demand to explain given to PSC staff or personnel.
- 3.27 Memorandum of Agreement (MOA)** – a notarized contract between the PSC and another entity formalizing the agreement of both parties on a particular matter and stipulating the terms and conditions of such agreement.
- 3.28 PSC Venue Rental Agreement** – refers to a contract entered into between the PSC and another entity with regard to the lease of a particular PSC venue and its corresponding venue rental fee.
- 3.29 Request for Amendment of Consignee** – refers to the letter to the Bureau of Customs requesting for the amendment of the named consignee.
- 3.30 Request for Certification that the Imported Goods are Not Available Locally** – refers to the certification issued by the Board of Investments that the goods consigned to the PSC are not locally available.
- 3.31 Request for Lifting of Abandonment** – refers to the letter to the Bureau of Customs requesting the lifting of abandonment of PSC consigned shipment and for continuous processing of entry.
- 3.32 Single Administrative Document (SAD)** — an internationally used form as customs declaration or goods declaration. It was designed to standardize customs documents, harmonize codification and simplify procedures in international trade exchanges.
- 3.33 Special Power of Attorney (SPA)** – refers to a notarized document which is made to name, appoint and constitute a particular individual to do certain acts for and in behalf of another.

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**3.34 Tax Exemption Certificate (TEC)** — refers to a document issued by the Department of Finance (DOF) that grants exemption to particular persons of a particular class from payment of duties and taxes including excise taxes which persons and other entities are generally obliged to pay.

#### 4.0 REFERENCE DOCUMENTS

- 4.1 Addendum Format
- 4.2 Affidavits
  - 4.2.1 Affidavit of Undertaking
  - 4.2.2 Affidavit of Loss
- 4.3 Contract of Lease
- 4.4 Contract of Service (Personnel)
- 4.5 Contract of Service (Goods/Services)
- 4.6 Deed of Donation
- 4.7 Demand Letter
- 4.8 Job Order Requisition Form
- 4.9 Justification
- 4.10 Legal Opinion
- 4.11 Memorandum of Agreement
- 4.12 Memorandum
- 4.13 PSC Venue Rental Agreement
- 4.14 Special Power of Attorney
- 4.15 Request for Duty Tax Exemption addressed to the Department of Finance
- 4.16 Authorization
- 4.17 Affidavit of Undertaking for the Department of Finance
- 4.18 Request for Certification that the imported articles are not available locally
- 4.19 Authority to Debit
- 4.20 Request for Amendment of Consignee
- 4.21 Affidavit of Undertaking for Amendment of Consignee
- 4.22 Request for Lifting of Abandonment
- 4.23 Affidavit of Undertaking for Lifting of Abandonment
- 4.24 Affidavit of Explanation for the Bureau of Customs
- 4.25 Legal Office Operations Manual
- 4.26 Republic Act No. 6847 – The Philippine Sports Commission Act
- 4.27 Implementing Rules and Regulations of R.A. No. 6847
- 4.28 BOC Rules and Regulations
- 4.29 DTI Rules and Regulations
- 4.30 DFA Rules and Regulations

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**5.0 PROCESS FLOW**

**5.1 Review of Venue Rental Agreement (VRA) for the Use of PSC Venues**

RESPONSIBLE	FLOWCHART	REFERENCE
Administrative Aide II	START	
Administrative Aide II	Receive the request for review of the VRA.	
Legal Assistant I	Ensure that all necessary attachments are included in the request. Perform an initial review of the VRA.	Legal Office Operations Manual
Head, Legal Affairs Office	Make a final review of the VRA, and suggest revisions, if any. If there are no suggested revisions, affix initials to the VRA.	R.A. No. 6847 and its IRR PSC Board Resolutions
Administrative Aide II	Transmit to the Office of the Executive Director for approval and signature.	Various Laws Department Orders, Executive Orders, and others.
Administrative Aide II	Once signed, have the VRA notarized by a notary public, and transmit copies to the requesting party.	
	END	



**5.2 Request for Legal Opinion**


RESPONSIBLE	FLOWCHART	REFERENCE
<p>Administrative Aide II</p> <p>Legal Researcher II</p> <p>Head, Legal Affairs Office</p> <p>Administrative Aide II</p>	<pre> graph TD     Start([START]) --&gt; Step1[Receive the request for legal opinion.]     Step1 --&gt; Step2[Ensure that all necessary attachments are included in the request.]     Step2 --&gt; Step3[Make an initial review of the request. Assign the Legal Researcher II to conduct legal research of materials, if needed. Prepare and sign the Legal Opinion.]     Step3 --&gt; Step4[Transmit to the requesting party or other offices as may be deemed necessary.]     Step4 --&gt; End([END])           </pre>	<p>Legal Office Operations Manual</p> <p>R.A. No. 6847 and its IRR</p> <p>PSC Board Resolutions</p> <p>Various Laws Department Orders, Executive Orders, and others.</p>



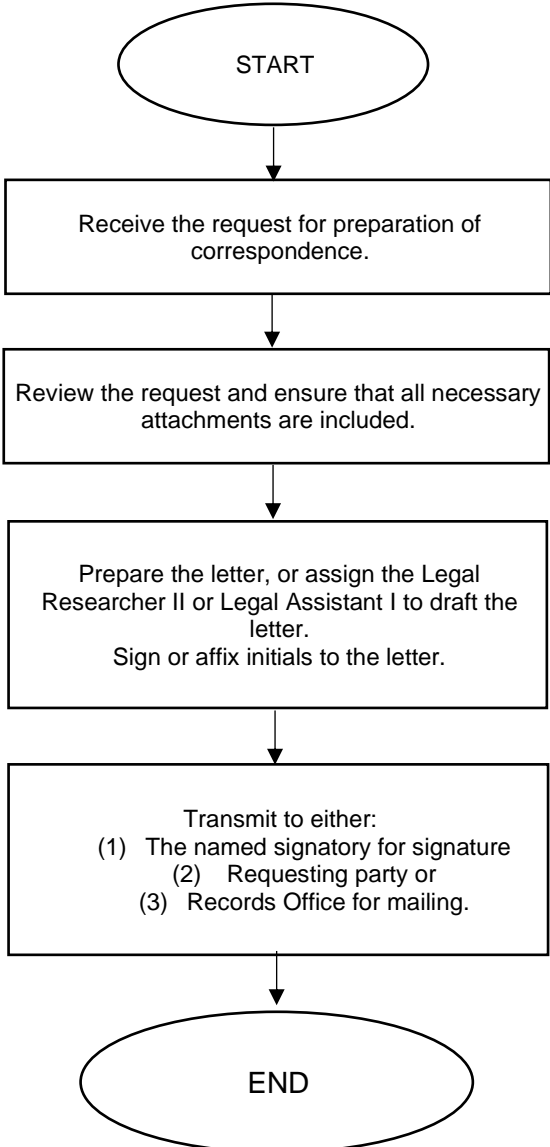
**5.3 Request for Preparation of Affidavit of Undertaking (AOU) for Financial Assistance**

RESPONSIBLE	FLOWCHART	REFERENCE
<p>Administrative Aide II</p> <p>Legal Assistant I/ Legal Researcher II</p> <p>Head, Legal Affairs Office</p> <p>Administrative Aide II</p>	<pre> graph TD     Start([START]) --&gt; Step1[Receive the request for preparation of Affidavit of Undertaking (AOU).]     Step1 --&gt; Step2[Review the request and ensure that all necessary attachments are included. Draft the AOU.]     Step2 --&gt; Step3[Review the draft and suggest revisions, if any. If there are no further revisions, affix initials to the AOU.]     Step3 --&gt; Step4[Transmit the AOU to the Requesting Party for signature and notarization. Once notarized, distribute copies to the Cashier's Office and keep a copy for the Legal Office files.]     Step4 --&gt; End([END])           </pre>	<p>Legal Office Operations Manual</p> <p>R.A. No. 6847 and its IRR</p> <p>PSC Board Resolutions</p> <p>Various Laws Department Orders, Executive Orders, and others.</p>



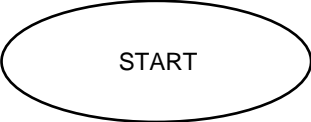
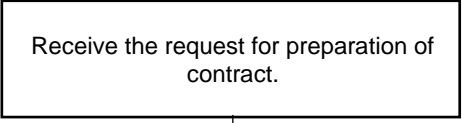
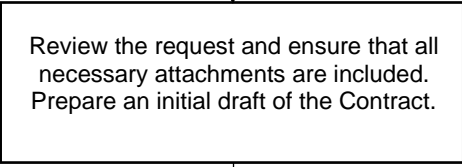
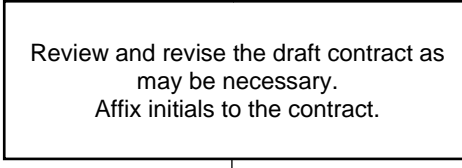
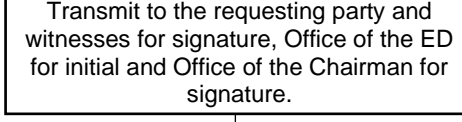
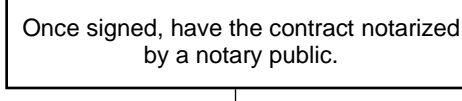
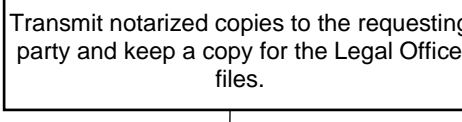
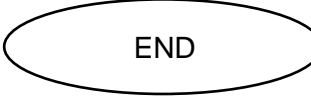
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#### 5.4 Request for Preparation of Various Correspondences

RESPONSIBLE	FLOWCHART	REFERENCE
<p>Administrative Aide II</p> <p>Legal Assistant I</p> <p>Head, Legal Affairs Office</p> <p>Administrative Aide II</p>	 <pre> graph TD     Start([START]) --&gt; Step1[Receive the request for preparation of correspondence.]     Step1 --&gt; Step2[Review the request and ensure that all necessary attachments are included.]     Step2 --&gt; Step3[Prepare the letter, or assign the Legal Researcher II or Legal Assistant I to draft the letter. Sign or affix initials to the letter.]     Step3 --&gt; Step4[Transmit to either: (1) The named signatory for signature (2) Requesting party or (3) Records Office for mailing.]     Step4 --&gt; End([END]) </pre>	<p>Legal Office Operations Manual</p> <p>R.A. No. 6847 and its IRR</p> <p>PSC Board Resolutions</p> <p>Various Laws Department Orders, Executive Orders, and others.</p>

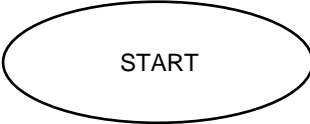
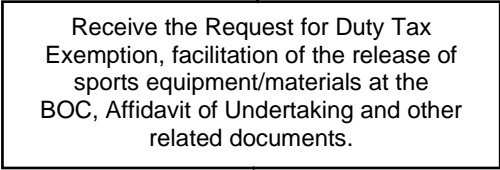
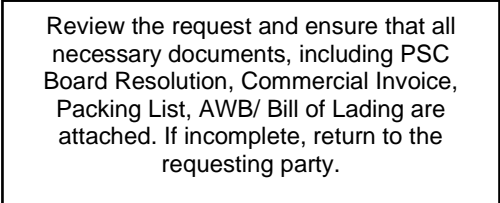
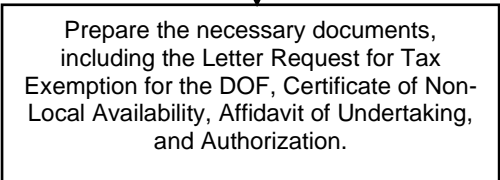
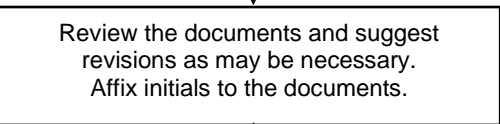
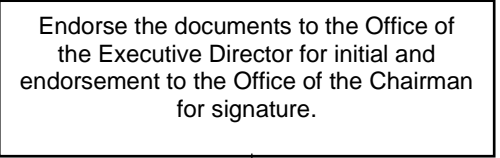
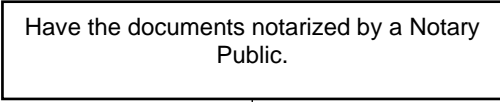


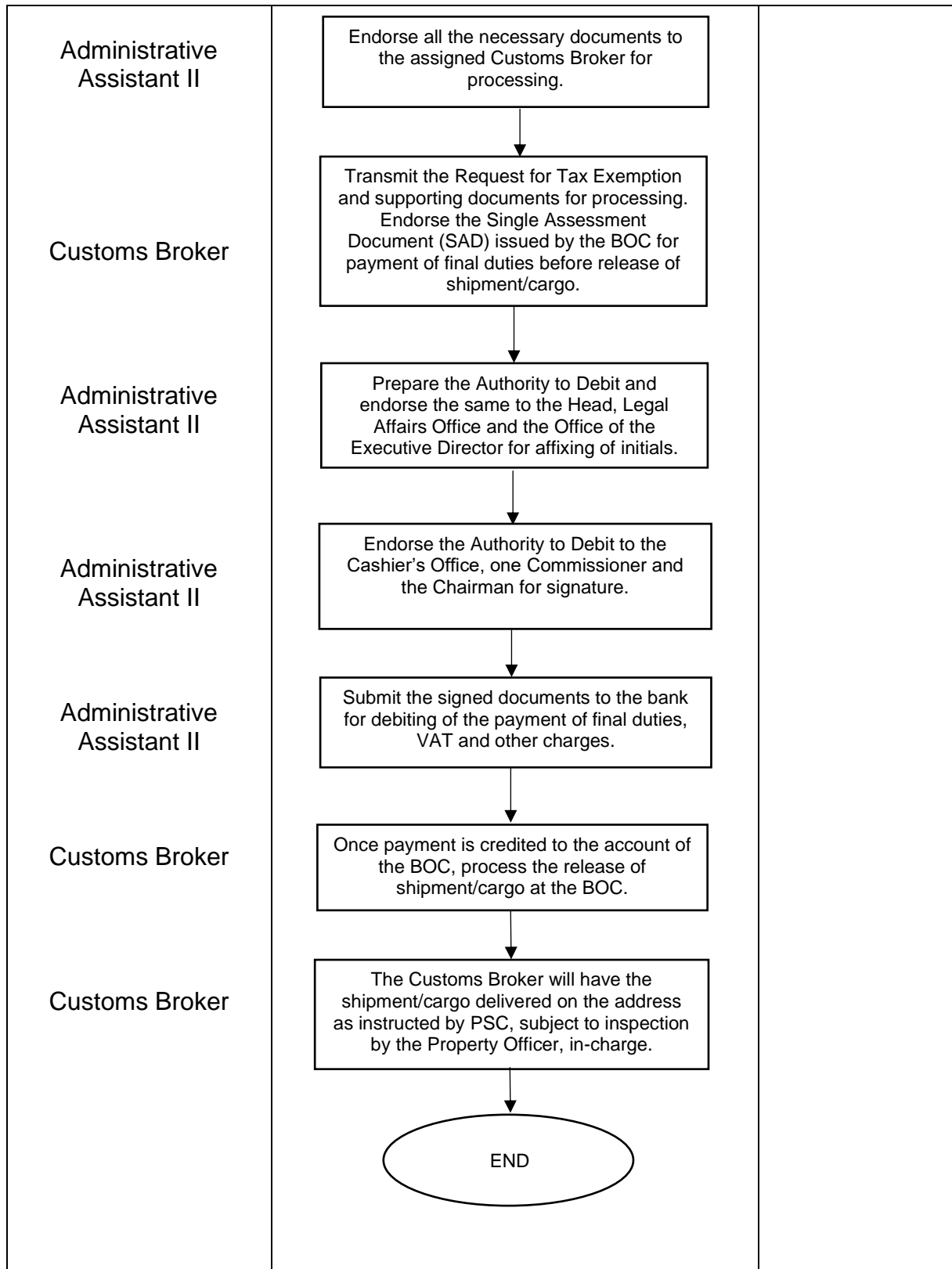
**5.5 Request for Preparation of Various Contracts**


RESPONSIBLE	FLOWCHART	REFERENCE
Administrative Aide II		
		
Legal Researcher II		Legal Office Operations Manual
Head, Legal Affairs Office		R.A. No. 6847 and its IRR PSC Board Resolutions
Administrative Aide II		Various Laws Department Orders, Executive Orders, and others.
Administrative Aide II		
Administrative Aide II		
		

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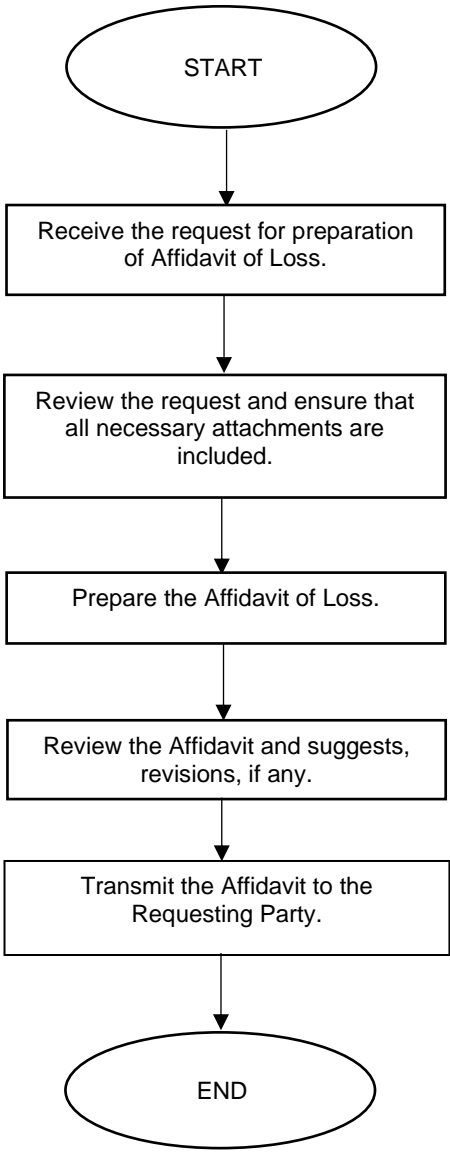
**5.6 Preparation of Duty Tax Exemption Request, Affidavit of Undertaking and related documents for DOF and BOC**


RESPONSIBLE	FLOWCHART	REFERENCE
Administrative Aide II		
Administrative Aide II		Legal Office Operations Manual
Administrative Assistant II		R.A. No. 6847 and its IRR
Administrative Assistant II		PSC Board Resolutions
Head, Legal Affairs Office		Various Laws Department Orders, Executive Orders, and others.
Administrative Assistant II		
Administrative Aide II		



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**5.7 Request for Preparation of Affidavit of Loss**


RESPONSIBLE	FLOWCHART	REFERENCE
<p>Administrative Aide II</p> <p>Legal Assistant I</p> <p>Legal Assistant I</p> <p>Head, Legal Affairs Office</p> <p>Administrative Aide II</p>	 <pre> graph TD     Start([START]) --&gt; Step1[Receive the request for preparation of Affidavit of Loss.]     Step1 --&gt; Step2[Review the request and ensure that all necessary attachments are included.]     Step2 --&gt; Step3[Prepare the Affidavit of Loss.]     Step3 --&gt; Step4[Review the Affidavit and suggests, revisions, if any.]     Step4 --&gt; Step5[Transmit the Affidavit to the Requesting Party.]     Step5 --&gt; End([END]) </pre>	<p>Legal Office Operations Manual</p> <p>R.A. No. 6847 and its IRR</p> <p>PSC Board Resolutions</p> <p>Various Laws Department Orders, Executive Orders, and others.</p>

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## 6.0 PROCEDURE

### 6.1 Review of Venue Rental Agreement (VRA) for the Use of PSC Venues

- 6.1.1** PSC venues are rented by various clients for sports related and other similar activities.
- 6.1.2** Three original copies of the VRA prepared by the Venue Managers/Person-in-Charge for the use of the PSC Venues is submitted to the Legal Affairs Office.
- 6.1.3** The VRA reflects the total fees (venue rental, manpower fees and notarial fee) to be paid by the Client before the actual use of the venue.
- 6.1.4** The Administrative Aide II receives the request for review of the VRA.
- 6.1.5** The Legal Assistant I checks the request and ensures that the attachments such as: 1) Approval of the Executive Director; 2) Letter Request of the Client for the use of the venue; 3) Matrix of fees to be paid by the Client; 4) Photocopy of Client's I.D.; and 5) 3 originally signed VRA (containing signatures of the Client, Venue Managers/Person In Charge and Operations Head) are included.
- 6.1.6** If the attachments are incomplete, the request is immediately returned to the Requesting Party.
- 6.1.7** If the attachments are complete, the Legal Assistant I conducts an initial review of the VRA.
- 6.1.8** Upon careful review and computation of the fees, the Legal Assistant I forwards the VRA to the Head, Legal Affairs Office, for initial, certifying that the VRA passed through the Legal Affairs Office for review.
- 6.1.9** The Administrative Aide II endorses the VRA to the Office of the Executive Director for approval and signature.
- 6.1.10** After the signing of the VRA, the Office of the Executive Director forwards the duly signed VRA to the Legal Affairs Office for notarization.
- 6.1.11** The Administrative Aide II transmits the signed VRA for notarization by a Notary Public.
- 6.1.12** The Administrative Aide II transmits the notarized VRA and distributes copies to the following:
- 6.1.12.1** 2 original copies for Operations (1 copy for the Operations Office of RMSC/Venue Mangers of Philsports Complex and 1 copy for the Client)
  - 6.1.12.2** 1 photocopy for the Commission on Audit
  - 6.1.12.3** 1 original copy for the Legal Office file

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**6.1.12.4** 1 photocopy for the Legal Assistant I, to be attached as supporting document to the liquidation of the cash advance received for notarization purposes.

## **6.2 Request for Legal Opinion**

- 6.2.1** The Legal Affairs Office renders Legal Opinion, upon request, on various legal matters concerning the PSC.
- 6.2.2** Requests for Legal Opinion originate from the: 1) Office of the Chairman; 2) Commissioners' Offices; 3) Office of the Executive Director; 4) Office of the Deputy Executive Director for Administrative, Finance and Management Services; 5) Office of the Deputy Executive Director for Coordinating Secretariat and Support Services; and 6) Heads of PSC Offices (Division, Sections, Units).
- 6.2.3** The Administrative Aide II receives the request for Legal Opinion.
- 6.2.4** The Legal Researcher II checks if all attachments mentioned in the request are included.
- 6.2.5** If the attachments are incomplete, the request is immediately returned to the Requesting Party. If the attachments are complete, the Legal Researcher II forwards the request to the Head, Legal Affairs Office for initial review.
- 6.2.6** The Head, Legal Affairs Office prepares the Legal Opinion or delegates to the Legal Researcher II for further research of materials needed to substantiate the legal opinion, if necessary.
- 6.2.7** The Head, Legal Affairs Office signs the Legal Opinion.
- 6.2.8** The Administrative Aide II transmits the Legal Opinion to the requesting party. Copies are transmitted to other offices, as may be deemed necessary. Retention copy is filed for records purposes.

## **6.3 Preparation of Affidavit of Undertaking (AOU) for Financial Assistance to NSAs, Athletes and other sports organizations**

- 6.3.1** The Legal Affairs Office prepares the AOU for Financial Assistance for NSAs, Athletes and other sports organizations, upon request.
- 6.3.2** The Administrative Aide II receives the request for preparation of the AOU.
- 6.3.3** The Legal Assistant I/Legal Researcher II checks if the attachments such as: a) Request from NSA or sports organizations; and b) PSC Board Resolution approving the request are included.
- 6.3.4** Upon careful review of the attachments, the Legal Assistant I/Legal Researcher II inquires from the PSC Accounting Office if

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the requesting NSA/Athlete/Sports Organization has an unliquidated financial grant.

- 6.3.5** If the NSA/Athlete/Sports Organization has an unliquidated financial grant, the Legal Assistant I/Legal Researcher II requests for a certified copy of the document showing the unliquidated grant from the PSC Accounting Office to be attached and referred to in the Affidavit of Undertaking, stating that the grantee commits/undertakes to make the necessary liquidation of the financial grant.
- 6.3.6** The Legal Assistant I/Legal Researcher II prepares three copies of the AOU and endorses the draft to the Head, Legal Affairs Office for review and initial.
- 6.3.7** The Administrative Aide II transmits the initialed copies to the requesting party for notarization.
- 6.3.8** The Administrative Aide II transmits the notarized AOU and distributes copies to the following:
- 6.3.8.1** 1 original copy for PSC Cashier's Office.
  - 6.3.8.2** 1 original copy for the requesting party/NSA/Athlete/Sports Organizations
  - 6.3.8.3** 1 original copy for the Legal Office files.

#### **6.4 Request for Preparation of Various Correspondences**

- 6.4.1** The Legal Affairs Office prepares various correspondences, upon request, on legal matters concerning the PSC.
- 6.4.2** Requests for preparation of various correspondences originate from the: 1) Office of the Chairman; 2) Commissioners' Offices; 3) Office of the Executive Director; 4) Office of the Deputy Executive Director for Administrative, Finance and Management Services; 5) Office of the Deputy Executive Director for Coordinating Secretariat and Support Services; and 6) Heads of PSC Offices (Division, Sections, Units).
- 6.4.3** The Administrative Aide II receives the request for preparation of correspondence.
- 6.4.4** The Legal Assistant I checks if all the attachments mentioned in the request are included.
- 6.4.5** If the attachments are incomplete, the request is immediately returned to the Requesting Party.
- 6.4.6** If the attachments are complete, the Legal Assistant I forwards the request to the Head, Legal Affairs Office for review.
- 6.4.7** The Head, Legal Affairs Office prepares the correspondence or delegates to the Legal Assistant I for further research of materials needed to substantiate the correspondence.
- 6.4.8** The Head, Legal Affairs Office, signs or affixes her initials to the letter.



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**6.4.9** The Administrative Aide II transmits the correspondence to either:  
(1) the named signatory for signature; (2) the requesting party or  
(3) the Records Office for mailing.

**6.4.10** The Administrative Aide II photocopies the letter for records purposes.

## **6.5 Request for Preparation of Various Contracts**

**6.5.1** Requests for preparation of contract originate from the: a) Office of the Chairman, b) Commissioners' Offices; c) Office of the Executive Director; d.) PSC BAC; e) Procurement Office; and f) Heads of Offices of the PSC.

**6.5.2** The Administrative Aide II receives the request for contract preparation.

**6.5.3** The Legal Researcher II reviews the request and checks if all the necessary attachments are included.

**6.5.4** If the attachments are incomplete, the request is immediately returned to the Requesting Party.

**6.5.5** If the attachments are complete, the Legal Researcher II prepares and initial draft of the contract.

**6.5.6** The Head, Legal Affairs Office, reviews and revise the contract or as may be necessary, and affix initials thereto.

**6.5.7** The contract is forwarded to the requesting party for signature of the contracting party and witnesses.

**6.5.8** The contract containing the signature of the contracting party and witnesses, is forwarded to the Office of the Executive Director for initial and endorsement to the Office of the Chairman.


**6.5.9** The signed contract is forwarded to the Legal Affairs Office for notarization. If all the pages are signed, the Administrative Aide II transmits the contract to a Notary Public for notarization. The Administrative Aide II photocopies the notarized Contracts and distributes copies to the following:

**6.5.9.1** 1 original copy for the contracting party

**6.5.9.2** 1 photocopy for the PSC concerned office, if necessary


**6.5.9.3** 1 original copy for the Legal Affairs Office files

**6.5.9.4** 1 photocopy for the Administrative Aide II, to be attached as supporting documents on the liquidation of the cash advance received for notarization purposes.

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## **6.6 Preparation/Processing of Tax Exemption Request, Affidavit of Undertaking, and Other Related Documents for the Department of Finance (DOF) and Bureau of Customs (BOC) for the Release of Imported Sports Related Equipment/Materials**

- 6.6.1** The Legal Affairs Office prepares the Tax Exemption Request, Affidavit of Undertaking and other related documents for the submission and approval of the DOF for the duty tax exemption of imported sports equipment/materials. All attachments are included such as a) Request from the NSA or sports organizations, LGU for duty tax exemption; b) PSC Board Approval; c) Airway Bill/ Bill of Lading; d) Commercial Invoice; and e) Packing List.
- 6.6.2** The Administrative Aide II receives the request and forwards the same to the Administrative Assistant II for initial review.
- 6.6.3** If the attachments are incomplete, the request is immediately returned to the requesting party.
- 6.6.4** If the attachments are complete, the Administrative Assistant II prepares the Tax Exemption Request, Affidavit of Undertaking and all other related documents and endorses the draft to the Head, Legal Affairs Office for initial, certifying that said documents passed through the Legal Affairs Office for review.
- 6.6.5** The Administrative Assistant II endorses the initialed Tax Exemption Request, Affidavit of Undertaking, and all other related documents to the Office of the Executive Director for the initial and request for endorsement to the Office of the Chairman for his signature.
- 6.6.6** Upon signing, the Tax Exemption Request, Affidavit of Undertaking and all other documents, are forwarded to the Legal Affairs Office for notarization.
- 6.6.7** The Administrative Aide II transmits the signed Affidavit of Undertaking and other documents to a Notary Public for notarization.
- 6.6.8** The Administrative Aide II photocopies the notarized Affidavit of Undertaking and other documents for distribution to the following:
- 6.6.8.1** 3 original copies for the Customs Broker
  - 6.6.8.2** 1 photocopy for the Cashier's Office
  - 6.6.8.3** 1 photocopy for the Accounting Office
  - 6.6.8.4** 1 photocopy for the Legal Affairs Office file
  - 6.6.8.5** 1 photocopy for the Administrative Aide II (to be attached as supporting documents on the liquidation of the cash advance received for notarization purposes).
- 6.6.9** The Administrative Assistant II endorses all the signed and notarized documents to the assigned Customs Broker for the submission and processing of duty tax exemption at the DOF.

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- 6.6.10** Once approved, the DOF will release a Tax Exemption Certificate (TEC) and submit the same to the BOC including all other import documents for the lodging of the shipment/ cargo.
- 6.6.11** The BOC will send the Single Assessment Document (SAD) to the Customs Broker for payment of final duties before release of shipment/cargo. The Customs Broker will endorse the SAD to the Administrative Assistant II.
- 6.6.12** The Administrative Assistant II will prepare the Authority to Debit attaching all the related documents and endorse the same to the Head, Legal Affairs Office and Office of the Executive Director for initial.
- 6.6.13** The Authority to Debit will be endorsed to the Cashier's Office, Office of the Commissioner, and Office of the Chairman for their signature.
- 6.6.14** The Administrative Assistant II will submit the signed Authority to Debit to PNB/ Land Bank to debit the payment for final duties of the cargo/ shipment.
- 6.6.15** Once the payment is credited to the account of BOC, the Customs Broker will process the release of the cargo/shipment with the BOC.
- 6.6.16** The Customs Broker will have the shipment/cargo delivered on the address as instructed by the PSC. Such shipment/cargo will be subject for inspection by the Property Officer in-charge thereof for proper documentation.

#### **6.7 Request for Preparation of Affidavit of Loss**




- 6.7.1** The Administrative Aide II receives the request for preparation of Affidavit of Loss.
- 6.7.2** The Legal Assistant I reviews the request and ensure that all necessary documents are included.
- 6.7.3** The Legal Assistant I prepares the Affidavit with the details of the loss as provided by the Requesting Party.
- 6.7.4** The Head, Legal Affairs Office, reviews the Affidavit and suggests revisions, if any.
- 6.7.5** The Administrative Aide II transmits the Affidavit to the Requesting Party for notarization by a Notary Public.

#### **7.0 FORMS ATTACHED**

- 7.1** Review of Contract Billing Computation
  - 7.1.1** Contract Billing Computation
- 7.2** Preparation/Processing of Tax Exemption Request, Affidavit of Undertaking, and Other Related Documents for the Department of Finance (DOF) and Bureau of Customs (BOC) for the Release of Imported Sports Related Equipment/Materials

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- 7.2.1 Letter Request for Tax Exemption
- 7.2.2 Affidavit of End–Use/ Ownership
- 7.2.3 Import Bill of Lading/ Air Way Bill
- 7.2.4 Import Invoice/ Packing List
- 7.2.5 Certification from the Commission that the imported Articles are of international standard, among others
- 7.2.6 Certification from DTI-BOI that the imported articles are not locally available
- 7.2.7 In case of Donation to the Commission, Deed of Donation and Deed of Acceptance.
- 7.3 Preparation of Affidavit of Undertaking for Financial Assistance to the NSAs / Athletes / Sports Organizations
  - 7.3.1 PSC Board Resolution Approval
  - 7.3.2 Affidavit of Undertaking
  - 7.3.3 Certified copy of unliquidated account from the Accounting Office
- 7.4 Preparation of MOAs/Contracts
  - 7.4.1 PSC Board Resolution Approval

Prepared By/Date:	Reviewed By/Date:	Approved By/Date:
 <b>ATTY. MICHELLE C. LABAJANAN</b> Acting Head, Legal Affairs Office	 <b>ANNA CHRISTINE S. ABELLANA</b> QMS Management Representative	 <b>ATTY. GUILLERMO B. IROY, JR.</b> Acting Executive Director 15 April 2021