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PHILIPPINE SPORTS COMMISSION

MOTOR POOL UNIT PROCEDURES

PSC-SOP-BAFMS-11

Revision No.:

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3-1-2019

1.0 PURPOSE

The purpose of this document is to provide guidelines for requesting service vehicle from Transportation and Motor Pool Unit.

2.0 SCOPE

This document covers requests from PSC officials, employees, athletes, coaches, NSA and other sectors requiring transportation services.

3.0 DEFINITION OF TERMS

- 3.1. PSC Philippine Sports Commission
- 3.2. NSA National Sports Associations
- 3.3. TMPU Transportation and Motor Pool Unit

4.0 REFERENCE DOCUMENTS

Transportation Service Manual

5.0 PROCESS FLOW

5.1 Process Flow for Client Request for Vehicle

	HART REFERENCE
Executive Director Head, TMPU Driver Client Requevehicle/Vehicutilization For approval Office) For approval Office) Schedule Driver Trip Tickets Itinerary of The END	Transportation Service Manual est for cle orm (E.D. iver and Gravel



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5.2. Request for Purchase of PSC Vehicles parts for corrective maintenance of all vehicles in Transportation Office

RESPONSIBLE	FLOW CHART	REFERENCE
Executive Director Head, TMPU Mechanic	START	Finding of the Mechanic in charge
меспапіс	Transportation and Motor Pool Unit-	
	mechanic in charge	Request letter to the Office of Executive Director
	REQUEST LETTER WITH FINDINGS	For approval and endorsement
	Executive Director	Issuance of PR, RIS & 3 quotation
	Transportation and Motor Pool Unit	And endorse to Procurement Office
	Procurement Office	For posting and awarding
	Trocurement office	
	Do the scope of work, END	
	END	



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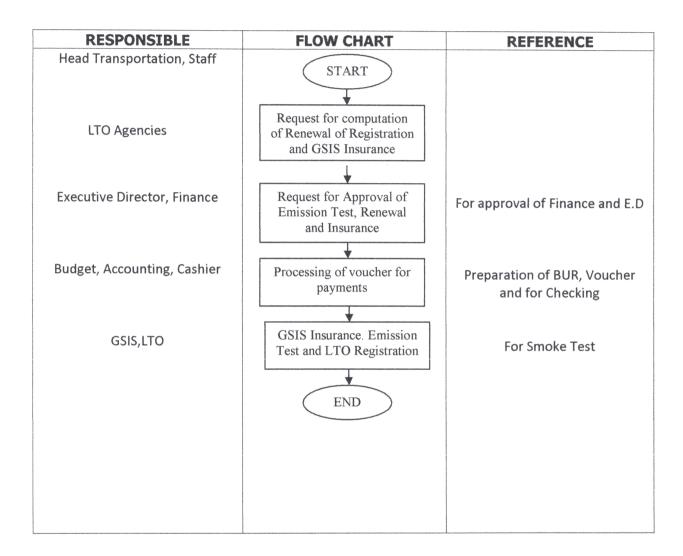
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5.3. Process Flow for Registration of PSC Vehicles



6.0. PROCEDURE

6.1. Client Request for use of Vehicle

- **6.1.1.** Fill-up Vehicle Utilization Form
- **6.1.2.** For approval of Head of Transportation Unit and Executive Director
- **6.1.3.** Schedule Driver and Vehicle to be used
- **6.1.4.** Prepare Driver's Trip Ticket



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6.2. Request for Purchase of PSC Vehicles parts for corrective maintenance of all vehicles in Transportation Office

- **6.2.1.** Check and evaluate the vehicle by Transportation Mechanic
- **6.2.2.** Prepare report and scope of work on the finding of evaluated vehicle
- **6.2.3.** Request for purchase of vehicles parts needed for replacement and maintenance
- **6.2.4.** Prepare PR and RIS for approval of DED-AFMS
- **6.2.5.** Forward to Procurement Office for purchase
- **6.2.6.** Do the scope of work

6.3. Registration of PSC Vehicles

- **6.3.1.** Request computation for renewal of vehicle registration from LTO and GSIS for insurance
- **6.3.2.** Request for approval of payment for renewal of registration, Insurance and Emission Testing
- **6.3.3.** Processing of voucher for payments
- **6.3.4.** Process renewal, insurance and emission testing

7.0. FORMS ATTACHED

- **7.1.** Vehicle Utilization Form
- **7.2.** Driver`s Trip Ticket
- 7.3. Motor Vehicle List
- **7.4.** Motor Vehicle Preventive Maintenance checklists
- 7.5. Vehicle Maintenance History Record

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