



PHILIPPINE SPORTS COMMISSION

MOTOR POOL UNIT PROCEDURES

PSC-SOP-BAFMS-11

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Revision No.:

1

Effectivity:

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

RESPONSIBLE	FLOW CHART	REFERENCE
Executive Director Head, TMPU Driver	<pre>graph TD; START([START]) --> A[Client Request for vehicle/Vehicle Utilization Form]; A --> B[For approval (E.D. Office)]; B --> C[Schedule Driver and Vehicle]; C --> D[Trip Tickets and Itinerary of Travel]; D --> END([END]);</pre>	Transportation Service Manual

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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	<pre> graph TD START([START]) --> TMPU[T transportation and Motor Pool Unit-mechanic in charge] TMPU --> REQUEST[REQUEST LETTER WITH FINDINGS] REQUEST --> ED[Executive Director] ED --> TMPU2[T transportation and Motor Pool Unit] TMPU2 --> PO[Procurement Office] PO --> WORK[Do the scope of work, END] WORK --> END([END]) </pre>	<p>Finding of the Mechanic in charge</p> <p>Request letter to the Office of Executive Director</p> <p>For approval and endorsement</p> <p>Issuance of PR, RIS & 3 quotation And endorse to Procurement Office</p> <p>For posting and awarding</p>

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5.3. Process Flow for Registration of PSC Vehicles

RESPONSIBLE	FLOW CHART	REFERENCE
Head Transportation, Staff	START	
LTO Agencies	Request for computation of Renewal of Registration and GSIS Insurance	
Executive Director, Finance	Request for Approval of Emission Test, Renewal and Insurance	For approval of Finance and E.D
Budget, Accounting, Cashier	Processing of voucher for payments	Preparation of BUR, Voucher and for Checking
GSIS, LTO	GSIS Insurance. Emission Test and LTO Registration	For Smoke Test
	END	

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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