



# PHILIPPINE SPORTS COMMISSION

## NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE PROCEDURES

PSC-SOP-ATSO-01

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### 1.0 PURPOSE

The purpose of this procedure is to provide guidelines on the effective implementation of the National Sports Association Affairs Office procedures.

### 2.0 SCOPE

The scope of this procedure covers evaluation of requests for financial assistance and reimbursement, evaluation of requests for endorsement to avail travel tax and airport tax exemption, evaluation of requests for medical supplies, venues/facilities and transportation utilization, request for issuance of visa endorsement letters / certification and NSA communications, request for inclusion and replacement of athletes and coaches in PSC payroll

### 3.0 DEFINITION OF TERMS

- 3.1 NSAAO Operation Manual - shall refer to a set of guidelines to be followed for processing of different requests of NSAs, Athletes, coaches and other sports associations.
- 3.2 Venues - shall refer to RM Coliseum, Ninoy Aquino Stadium, Baseball Stadium, RM Swim Pool, Tennis Center, RM Track & Football Field, Bowling Center, Badminton Hall, Gymnastic Center, RM Boxing Gym, Judo, Billiard, Wushu, Wrestling, Taekwondo gym, Pencak Silat gym, Tatap, RM Athletes Lounge, Weightlifting Gym, Athletes Dining Hall, Philsports Multi-Purpose Arena, Philsports Swimming Pool, Philsports Track and Field Oval, PSC Fencing Hall, Brent Gym, Dance Sport Gym, Karatedo Gym, Muay Gym, Arnis Gym, Triathlon, Meditation Area, Amphitheatre, Amoranto Velodrome, Ft. Bonifacio Shooting Range, Muntinlupa Trap and Skeet, La Mesa Dam Rowing, Canoe-Kayak Taytay, PSC Baguio-Track and Field Oval and PSC Baguio Boxing Gym.
- 3.3 Facilities - shall refer to the athletes' dormitories, PSC cafeteria and other amenities and services at RM Sports Complex, Philsports and PSC Baguio.
- 3.4 Athletes' Dormitories - shall refer to the billeting quarters of the national team and located at the Rizal Memorial Sports Complex, Philsports and at the PSC Baguio Training Camp.
- 3.5 National Sports Associations - shall refer to those sports associations duly recognized by the Philippine Olympic Committee and the Philippine Sports Commission.
- 3.6 National Training Pool - Athletes selected by their respective NSA who are receiving monthly allowance from the Philippine Sports Commission.

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- 3.7 Priority Athletes - Athletes who avail of the PSC-POC incentive program who are medalist in the SEAGAMES, ASIAN GAMES, OLYMPICS and WORLD CHAMPIONSHIPS
- 3.8 Developmental pool - Youth/Junior athletes chosen by their respective NSA through their grassroots sports development program to be part of the training pool but they do not receive allowance from the Philippine Sports Commission. They are not also entitled to billeting.
- 3.9 International (IF) and Asian (AF) Federations – recognized governing body of sports in the Asian region and World level.
- 3.10 Philippine Olympic Committee (POC) – The recognized body representing the Olympic movement of the Philippines in international sports competitions

#### 4.0 REFERENCE DOCUMENTS

NSAAO Operation Manual

#### 5.0 PROCESS FLOW

**5.1** Evaluation of requests for financial assistance and reimbursement  
*(Participation in international competitions/trainings, staging of local tournament, clinics and seminars, purchase of sports equipment and various supplies, and medical assistance)*



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RESPONSIBLE	FLOW CHART	REFERENCE
<p>NSAAO</p> <p>Records Office</p> <p>NSAAO</p> <p>NSAAO, Accounting Division, ACD, Travel Office, SFD, PSI, MSAS, Property Office</p> <p>NSAAO, DED-BCSSS Commissioner In-Charge, Senior Executive Assistant</p> <p>PSC Board, Board Secretary</p> <p>NSAAO, Accounting Division, ACD, Travel Office, SFD, PSI, MSAS, Property Office, Procurement Office</p>	<pre> graph TD     START([START]) --&gt; A[Request Letter with all documentary requirements]     A --&gt; B[NSAAO Staff checks the documents, if complete, advise NSA Liaison Officer to proceed to Records Office for barcoding]     B --&gt; C[Records Office receives the documents, provides barcode and forward to NSA Affairs Office]     C --&gt; D[NSAAO Staff receives and scan the documents.]     D --&gt; E[Coordinator-In Charge gathers relevant data/comments/inputs from concerned offices]     E --&gt; F[NSAAO evaluation, Request Letter with all documentary requirements]     F --&gt; G[Forward to DED-BCSSS (for checking and signature)]     G --&gt; H[Forward original copy to Board Secretary for inclusion in Board Agenda]     H --&gt; I[Board Resolution]     I --&gt; J[NSAAO forwards copy Board Resolution to concerned offices for appropriate action/processing]     J --&gt; END([END])      G --&gt; K[Email scanned copy to Commissioner-In Charge and Senior Executive Assistant]         </pre>	<p>Operations Manual, Citizens Charter, PSC Implementing Policies, PSC Legal Mandate, RA 6847, PSC Inventory, NSA Annual Budget</p>



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**5.2 Evaluation of requests for endorsement to avail travel tax and airport tax exemption**

RESPONSIBLE	FLOW CHART	REFERENCE
NSAAO  Records Office  NSAAO  DED-BCSSS  Travel Office	<pre> graph TD     START([START]) --&gt; A[Request Letter with all documentary requirements]     A --&gt; B[NSAAO Staff checks the documents, if complete, advise NSA Liaison Officer to proceed to Records Office for barcoding]     B --&gt; C[Records Office receives the documents, provides barcode and forward to NSA Affairs Office]     C --&gt; D[NSAAO Staff receives and scan the documents.]     D --&gt; E[Prepare evaluation / action slip]     E --&gt; F[Forward to DED-BCSSS (for checking and signature)]     F --&gt; G[NSAAO Action Slip, Request Letter with all documentary requirements]     G --&gt; H[Forward original copy to Travel Office (for preparation of endorsement letter to concerned agencies)]     H --&gt; END([END]) </pre>	Operations Manual, Citizens Charter, PSC Implementing Policies, PSC Legal Mandate, RA6847

**5.3 Evaluation of requests for medical supplies, venues/facilities and transportation utilization**





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RESPONSIBLE	FLOW CHART	REFERENCE
<p>NSAAO</p> <p>Records Office</p> <p>NSAAO</p> <p>NSAAO, Property Office, Sports Facilities and Maintenance Division, Transportation Office</p> <p>NSAAO</p> <p>DED-BCSSS</p> <p>Property Office, Sports Facilities and Maintenance Division, Transportation Office</p>	<pre> graph TD     START([START]) --&gt; A[Request Letter with all documentary requirements]     A --&gt; B[NSAAO Staff checks the documents, if complete, advise NSA Liaison Officer to proceed to Records Office for barcoding]     B --&gt; C[Records Office receives the documents, provides barcode and forward to NSA Affairs Office]     C --&gt; D[NSAAO Staff receives and scan the documents.]     D --&gt; E[Gather relevant data (availability) from concerned offices]     E --&gt; F[Prepare evaluation / endorsement based on PSC policies]     F --&gt; G[Forward to DED-BCSSS (for his discretion)]     G --&gt; H[NSAAO Action Slip, Request Letter with all documentary requirements]     H --&gt; I[Forward original copy to concerned offices (for processing)]     I --&gt; END([END])           </pre>	<p>PSC Implementing Policies, PSC Legal Mandate, RA 6847, Athletes' Profile, NSA Annual Budget</p>



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**5.4 Request for issuance of visa endorsement letters / certification and NSA communications**

RESPONSIBLE	FLOW CHART	REFERENCE
NSAAO  Records Office  NSAAO  DED-BCSSS  Office of the Executive Director/ Chairman's Office	<pre> graph TD     START([START]) --&gt; A[Request Letter with all documentary requirements]     A --&gt; B[NSAAO Staff checks the documents, if complete, advise NSA Liaison Officer to proceed to Records Office for barcoding]     B --&gt; C[Records Office receives the documents, provides barcode and forward to NSA Affairs Office]     C --&gt; D[NSAAO Staff receives and scan the documents.]     D --&gt; E[Preparation of visa endorsement letter / certification / NSA communications]     E --&gt; F[Forward to DED-BCSSS (for checking and initial)]     F --&gt; G[Letter / Certification]     G --&gt; H[Forward to Office of the Executive Director (for checking and signature or endorsement for Chairman's signature)]     H --&gt; END([END]) </pre>	PSC Implementing Policies, PSC Legal Mandate, RA 6847, Athletes' Profile, NSA Annual Budget

**5.5 Request for inclusion and replacement of athletes and coaches in PSC payroll**



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RESPONSIBLE	FLOW CHART	REFERENCE
NSAAO  Records Office  NSAAO  DED-BCSSS  NSAAO	<pre> graph TD     START([START]) --&gt; Request[Request Letter with all documentary requirements]     Request --&gt; Check[NSAAO Staff checks the documents, if complete, advise NSA Liaison Officer to proceed to Records Office for barcoding]     Check --&gt; Receive[Records Office receives the documents, provides barcode and forward to NSA Affairs Office]     Receive --&gt; Scan[NSAAO Staff receives and scan the documents.]     Scan --&gt; Prep[Preparation of endorsement based on PSC policies]     Prep --&gt; Forward[Forward to DED-BCSSS (for his discretion or endorsement for the Executive Director's decision)]     Forward --&gt; Endorsement[Endorsement]     Endorsement --&gt; Back[Back to NSA Affairs Office (for implementation)]     Back --&gt; END([END]) </pre>	PSC Implementing Policies, PSC Legal Mandate, RA 6847, Athletes' Profile, NSA Annual Budget



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## 6.0 PROCEDURE

- 6.1 Evaluation of requests for financial assistance and reimbursement  
*(Participation in international competitions/trainings, staging of local tournament, clinics and seminars, purchase of sports equipment and various supplies, and medical assistance)*
- 6.1.1 NSAAO staff checks if documentary requirements based on the nature of request are complete. If complete, NSAAO staff shall advise the NSA Liaison Officer to proceed to Records Office for barcoding.
- 6.1.2 Records Office receives the documents, provides barcode and forward to NSA Affairs Office.
- 6.1.3 NSAAO staff shall receive and scan the documents.
- 6.1.4 Coordinator in-charge gathers relevant data/comments/inputs from concerned offices
- 6.1.5 Coordinator in-charge prepares evaluation/endorsement and recomputation based on policies
- 6.1.6 Evaluation/endorsement will be forwarded to the Office of the Deputy Executive Director-Bureau on Coordinating Secretariat and Support Services for checking and signature
- 6.1.7 Scanned copy of the evaluation with all attachments will be forwarded to the Office of Commissioner-In Charge and Senior Executive Assistant for their reference while original documents will be forwarded to the Office of Board Secretary for inclusion in the Board Agenda.
- 6.1.8 Upon discussion of the board, Board Secretariat then issues a Board Resolution stating the Board's decision
- 6.1.9 NSAAO starts to process the request in accordance to the statement of the BR. The documents shall be routed to different offices concerned for appropriate action.
- 6.2 Evaluation of requests for endorsement to avail travel tax and airport tax exemption
- 6.2.1 NSAAO staff checks if documentary requirements based on the nature of request are complete. If complete, NSAAO staff shall advise the NSA Liaison Officer to proceed to Records Office for barcoding.
- 6.2.2 Records Office receives the documents, provides barcode and forward to NSA Affairs Office.
- 6.2.3 NSAAO staff shall receive and scan the documents.
- 6.2.4 Coordinator in-charge evaluates the request and makes the necessary endorsement to the Office of the Executive Director.
- 6.2.5 Evaluation/endorsement will be forwarded to the Office of the Deputy Executive Director-Bureau on Coordinating Secretariat and Support Services for checking and signature
- 6.2.6 Evaluation/endorsement will be forwarded to Travel Office for preparation of necessary documents





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#### 6.3 Evaluation of requests for medical supplies, venues/facilities and transportation utilization

- 6.3.1 NSAAO staff checks if documentary requirements based on the nature of request are complete. If complete, NSAAO staff shall advise the NSA Liaison Officer to proceed to Records Office for barcoding.
- 6.3.2 Records Office receives the documents, provides barcode and forward to NSA Affairs Office.
- 6.3.3 NSAAO staff shall receive and scan the documents.
- 6.3.4 Coordinator in-charge gathers relevant data (availability of requested items) from concerned offices
- 6.3.5 Coordinator in-charge evaluates the request and makes the necessary endorsement to the Office of the Deputy Executive Director-Bureau on Coordinating Secretariat.
- 6.3.6 Evaluation/endorsement will be forwarded to the Office of the Deputy Executive Director-Bureau on Coordinating Secretariat and Support Services for his discretion
- 6.3.7 NSAAO shall forward the documents to concerned offices for processing.

#### 6.4 Request for issuance of visa endorsement letters / certification and NSA communications

- 6.4.1 NSAAO staff checks if documentary requirements based on the nature of request are complete. If complete, NSAAO staff shall advise the NSA Liaison Officer to proceed to Records Office for barcoding.
- 6.4.2 Records Office receives the documents, provides barcode and forward to NSA Affairs Office.
- 6.4.3 NSAAO staff shall receive and scan the documents.
- 6.4.4 Staff in-charge prepares visa endorsement letters / certification and NSA communications
- 6.4.5 Visa endorsement letters / certification and NSA communications will be forwarded to the Office of the Deputy Executive Director-Bureau on Coordinating Secretariat and Support Services for checking and initial
- 6.4.6 Visa endorsement letters / certification and NSA communications will be forwarded to the Office of Executive Director for final checking and signature or endorsement for Chairman's signature

#### 6.5 Request for inclusion and replacement of athletes and coaches in PSC payroll

- 6.5.1 NSAAO staff checks if documentary requirements based on the nature of request are complete. If complete, NSAAO staff shall advise the NSA Liaison Officer to proceed to Records Office for barcoding.
- 6.5.2 Records Office receives the documents, provides barcode and forward to NSA Affairs Office.
- 6.5.3 NSAAO staff shall receive and scan the documents.
- 6.5.4 Coordinator in-charge prepares evaluation/endorsement based on policies

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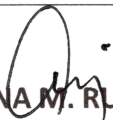


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- 6.5.5 Evaluation/endorsement will be forwarded to the Office of the Deputy Executive Director-Bureau on Coordinating Secretariat and Support Services for discretion or endorsement to Executive Director's decision
- 6.5.6 NSA Affairs Office shall implement the decision of the DED-BCSSS or the Executive Director.

**7.0 FORMS ATTACHED**

- 7.1 Action Slip
- 7.2 Endorsement Slip to different offices
- 7.3 Purchase Request Form
- 7.4 Requisition and Issuance Slip
- 7.5 Checklists
- 7.6 Athletes' Profile
- 7.7 Coaches' Profile

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