



Philippine Sports Commission

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Office of the Executive Director Procedures

Revision No.:

1

PSC-SOP-OED-01

Effectivity:

2-15-2021

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1.0 Purpose

The purpose of this procedure is to provide guidelines on the effective implementation of the Rules and Regulations of RA 6847 are enforced and administered by the Executive Director and the respective Bureaus and Officers of the Commission.

2.0 Scope

The scope of this procedure covers approval and decision of the Executive Director to all requests from various offices under BAFMS and BCSSS and directs and supervises the day-to-day operations of the Commission.

3.0 Definition of Terms

- 3.1. OED - Office of the Executive Director
- 3.2. ED - Executive Director
- 3.3. Commission or PSC - Philippine Sports Commission
- 3.4. Board - Consists of the Chairman and Four (4) Commissioners
- 3.5. AFMS - Administrative, Financial and Management Services. Formerly known as Bureau of Finance and Administrative Service or FAS
- 3.6. BCSSS - Bureau on Coordinating Secretariat and Support Services. Formerly known as Coordinating Secretariat and Support Services or COSECSS
- 3.7. NSA - Stands for the National Sports Association organized for their respective sports in the Philippines, affiliated with their respective International Federations (IF) and/or with the POC. Has exclusive technical control over the promotion and development of their organized sports.
- 3.8. POC - Philippine Olympic Committee, a private, non-governmental organization. The only National Olympic Committee (NOC) in the Philippines recognized and has full mandate from the International Olympic Committee (IOC) since 1924. Has sole authority for representation of the Philippines in Olympic Games, Asian Games, South East Asian Games and other international competitions under the IOC and its duly authorized sports bodies. The mother organization of most National Sports Association in the Philippines.
- 3.9. NSDF - the National Sports Development Fund is used to finance the country's integrated sports development program among others, which includes the holding of the national games and all other sports competitions at all levels throughout the country and other international competitions sanctioned by the IOC and IFs.
- 3.10. IOC - International Olympic Committee is the governing body of the Olympic movement. It is non-profit, non-governmental organization based in Switzerland.
- 3.11. IF - International Sports Federations are international non-governmental organizations recognized by the IOC as administering one or more sports at world level. They are responsible for the integrity of their sport in the international level.
- 3.12. FA - Financial Assistance / Financial Support / Government sponsorship
- 3.13. GAA - General Appropriations Act
- 3.14. BUR - Budget Utilization Request and Status
- 3.15. Grassroots Sports - A broad term referring to non-professional sports activities, may sometimes be referred to as "sports for all" or sports at the local or community level
- 3.16. International Competitions - These are major international competitions between nations.

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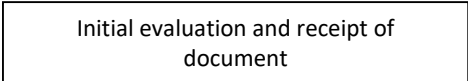
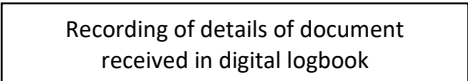
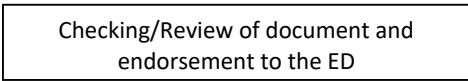
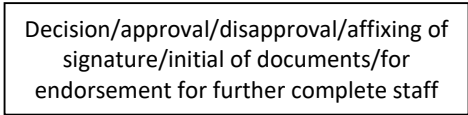
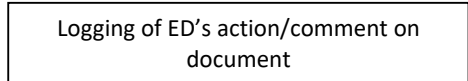
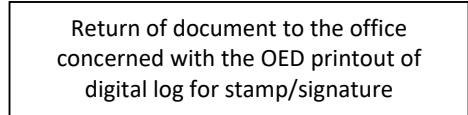
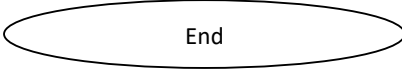
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4.0 Reference Documents

- 4.1. Republic Act No. 6847
- 4.2. Implementing Rules and Regulations of R.A. 6847
- 4.3. Process Manual of the 2 (Two) Bureaus, BCSSS and AFMS

5.0 Process Flow




1. Receive, approve and decide on documents and requests

RESPONSIBLE	FLOW CHART	REFERENCE
Concerned Office/Unit OED Staff		<ul style="list-style-type: none"> • Action Slip • Endorsement of Unit/Section Head or DEDs or document with PSC Barcode • Unit/Section Head or DEDs signatures on attachments • Board Resolution • Endorsement of Unit/Section Head or DEDs on documents • Checklist attached
		
OED Staff		
OED Staff		
EXECUTIVE DIRECTOR		
OED Staff		
OED Staff Concerned Office/Unit		
		

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6.0 Procedure

- 6.1. Documents from concerned offices are initially screened before OED Staff receives the document. In the initial screening, OED Staff shall look for the attached completed Action Slip by the staff of the Office of the Executive Director and are stamped as received for tracking purposes.
- 6.2. It will then be forwarded to the assigned OED staff for initial assessment of the document and for appropriate recording of the details in a logbook, maintained by the OED.
- 6.3. Documents received will then be thoroughly checked as to completeness of attachments, accuracy of details stated as well as grammar and form for correspondences for approval and signature of the Executive Director.
- 6.4. The Executive Director signs, approves and/or disapproves decision, writes comments on the document for endorsement for further complete staff work.
- 6.5. Documents were forwarded to the concerned offices/units by the OED staff, with the OED logbook for stamp of date receipt and signature of the receiving party.

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
 CHARLENE MAE G. CABIGAN PDO II	 CHRISTINE ABELLANA QMS Management Representative	 ATTY. GUILLERMO B. IROY JR. Acting Executive Director