

**M A S T E R C O P Y**  
**1.0 PURPOSE**

The purpose of this procedure is to provide guidelines on the effective implementation of services of Sea and Air Transportation Unit regarding the processing of travel documents.

**2.0 SCOPE**

The scope of this procedures covers:

- 2.1 Purchases domestic and international airline tickets through online booking (Procurement Service-DBM), PHILGEPS posting and with the assistance of various recognized travel agencies
- 2.2 Prepares of Travel Tax Exemption Endorsement
- 2.3 Prepares Waiver of Airport Terminal Endorsement

**3.0 DEFINITION OF TERMS**

- 3.1 **PHILIPPINE OLYMPIC COMMITTEE (POC)** – serves as the umbrella organization of all National Sports Associations in the Philippines
- 3.2 **NATIONAL SPORTS ASSOCIATION (NSA)** – association that is autonomous in character and exercises technical control over the promotion and development of the particular sports for which they are organized.
- 3.3 **TRAVEL TAX EXEMPTION CERTIFICATE (TEC)** – certificate noting exemption from travel taxes granted to certain individual/groups
- 3.4 **TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)** – agency responsible for implementing policies and programs of the Department of Tourism pertaining to development, promotion, and supervision of tourism projects in the Philippines.
- 3.5 **MANILA INTERNATIONAL AIRPORT AUTHORITY (MIAA)** – government agency responsible for management of Ninoy Aquino International Airport
- 3.6 **INTERNATIONAL PASSENGER SERVICE CHARGE (IPSC)** – Service tax charged by the Philippine Government for all passengers travelling internationally from Manila-Ninoy Aquino International Airport.
- 3.7 **PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS)** – single, centralized electronic portal that serves as the primary and definitive source of information on government procurement
- 3.8 **BUR** – Budget Utilization Request and Status
- 3.9 **RFQ** – Request for Quotation
- 3.10 **PR** – Purchase Request
- 3.11 **BR** – Board Resolution
- 3.12 **BAC** – Bids and Awards Committee
- 3.13 **NOA** – Notice of Awards
- 3.14 **NTP** – Notice to Proceed
- 3.15 **E-TICKET** – Electronic Ticket
- 3.16 **NSAAO** – National Sports Associations Affairs Office
- 3.17 **PS-PORTAL** – Procurement Service Portal

**4.0 REFERENCE DOCUMENTS**

- 4.1 Board Resolution
- 4.2 Travel Order
- 4.3 Passport
- 4.4 Event Invitation
- 4.5 DSWD Certificate for minors (If applicable)
- 4.6 Exemption Request

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**5.0 PROCESS FLOW**

**5.1.1 Processing of Travel Tax Exemption – NSA**

| RESPONSIBLE  | FLOW CHART   | REFERENCE   |
|--|--|---|
| <p>Travel Staff</p> <p>Travel Head</p> <p>Travel Staff</p> <p>Travel Staff</p> <p>Travel Staff</p> | <pre> graph TD     Start([START]) --&gt; Step1[/Receives endorsement from NSA Affairs, Board of Commissioners' Office and Executive Director/]     Step1 --&gt; Step2[Prepares Endorsement Letter for Travel Tax]     Step2 --&gt; Step3[/Forwards to Executive Director for Approval/]     Step3 --&gt; Step4[/Receives signed endorsement letter from Executive Director/]     Step4 --&gt; Step5[/Disseminates approved endorsement letter to requesting party/]     Step5 --&gt; End([END])         </pre> | <p><b>NSAAO</b></p> <ul style="list-style-type: none"> <li>-Action Slip</li> <li>-Letter request from President or Secretary General of the NSA</li> <li>-Invitation from the host country</li> <li>-Delegation list including the names and position of the participating athletes, coaches, trainers and technical officials</li> <li>-DSWD certificate for minor (if applicable)</li> <li>-Passport copy</li> </ul> <p>-Communication letter per DOT Policy</p> <ul style="list-style-type: none"> <li>-Action Slip</li> <li>-Travel Order</li> <li>-Travel tax exemption letter</li> </ul> <p>-Approved Travel Tax exemption letter</p> <p>-Logbook</p> |



**5.1.2 Processing of Travel Tax Exemption – PSC OFFICIAL(S) / PERSONNEL**

| RESPONSIBLE  | FLOW CHART | REFERENCE   |
|--------------|------------|---|
| Travel Staff |            | <ul style="list-style-type: none"> <li>-Action Slip</li> <li>-Invitation/Request letter</li> <li>-Approved Request</li> <li>-Passport Copy</li> </ul> |
| Travel Head  |            | <ul style="list-style-type: none"> <li>-Communication letter per DOT Policy</li> </ul>  |
| Travel Staff |            | <ul style="list-style-type: none"> <li>-Action Slip</li> <li>-Travel Order</li> <li>-Travel tax exemption letter</li> </ul>                           |
| Travel Staff |            | <ul style="list-style-type: none"> <li>-Approved Travel Tax exemption letter</li> </ul>   |
| Travel Staff |            | <ul style="list-style-type: none"> <li>-Logbook</li> </ul>  |



**5.2.1 Processing of Waiver of Airport Terminal Fee - NSA**

| RESPONSIBLE  | FLOW CHART   | REFERENCE  |
|--|--|--|
| <p>Travel Staff</p> <p>Travel Head</p> <p>Travel Staff</p> <p>Travel Staff</p> <p>Travel Staff</p> <p>Travel Staff</p> | <pre> graph TD     START([START]) --&gt; Step1[/Receives endorsement from NSA Affairs, Board of Commissioners' Office and Executive Director/]     Step1 --&gt; Step2[Prepares Endorsement Letter for Waiver of Airport Terminal Fee]     Step2 --&gt; Step3[/Forwards to Executive Director for Approval/]     Step3 --&gt; Step4[/Receives signed endorsement letter from Executive Director/]     Step4 --&gt; Step5[/Submits Approved Endorsement Letter to MIAA/]     Step5 --&gt; Step6[/Disseminates approved authorization letter to requesting party for claiming of International Passenger Service Charge (IPSC) Exemption Certificate's/]     Step6 --&gt; END([END])         </pre> | <p><b>NSAAO</b></p> <ul style="list-style-type: none"> <li>-Action Slip</li> <li>-Letter request from President or Secretary General of the NSA</li> <li>-Invitation from the host country</li> <li>-Delegation list including the names and position of the participating athletes, coaches, trainers and technical officials</li> <li>-DSWD certificate for minor (if applicable)</li> <li>-Passport copy</li> </ul> <p>-Communication letter per MIAA Policy</p> <ul style="list-style-type: none"> <li>-Action Slip</li> <li>-Travel Order</li> <li>-Airport Exemption letter</li> <li>-Authorization letter</li> </ul> <p>-Approved Airport Exemption letter</p> <p>-Approved Airport Exemption request letter</p> <p>-Invitation</p> <p>-Logbook</p> |



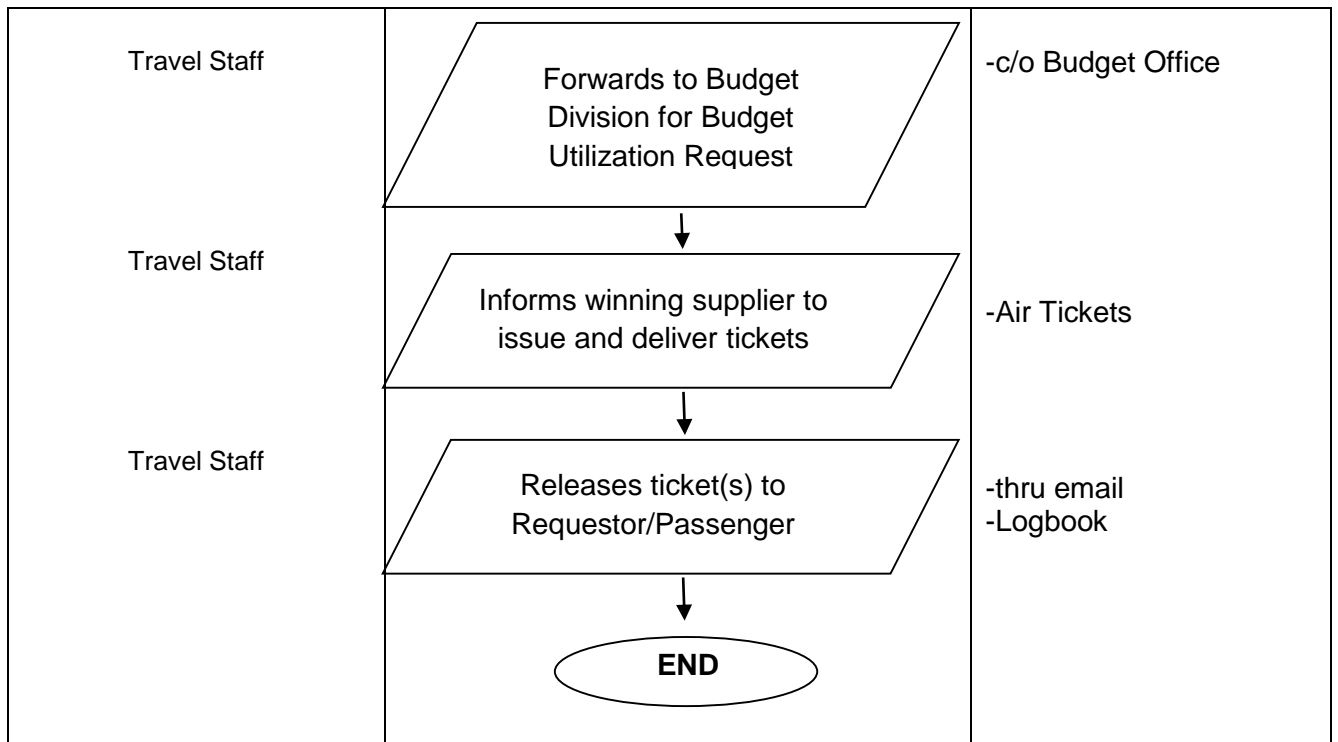
**5.2.2 Processing of Waiver of Airport Terminal Fee – PSC OFFICIAL(S) /**

| RESPONSIBLE  | FLOW CHART   | REFERENCE   |
|--------------|--|---|
| Travel Staff | <p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Receives endorsement from,<br/>Board of Commissioners' Office<br/>and Executive Director</p>  | <ul style="list-style-type: none"> <li>-Action Slip</li> <li>-Invitation/Request letter</li> <li>-Approved Request</li> <li>-Passport Copy</li> </ul>   |
| Travel Head  | <p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Endorsement Letter for<br/>Waiver of Airport Terminal Fee</p> <p style="text-align: center;">↓</p>  | <ul style="list-style-type: none"> <li>-Communication letter per MIAA Policy</li> </ul>   |
| Travel Staff | <p style="text-align: center;">↓</p> <p style="text-align: center;">Forwards to Executive<br/>Director for Approval</p> <p style="text-align: center;">↓</p>   | <ul style="list-style-type: none"> <li>-Action Slip</li> <li>-Travel Order</li> <li>-Airport Exemption letter</li> <li>-Authorization letter</li> </ul> |
| Travel Staff | <p style="text-align: center;">↓</p> <p style="text-align: center;">Receives signed<br/>endorsement letter from<br/>Executive Director</p> <p style="text-align: center;">↓</p>  | <ul style="list-style-type: none"> <li>-Approved Airport Exemption letter</li> </ul>  |
| Travel Staff | <p style="text-align: center;">↓</p> <p style="text-align: center;">Submits Approved<br/>Endorsement Letter to<br/>MIAA</p> <p style="text-align: center;">↓</p>   | <ul style="list-style-type: none"> <li>-Approved Airport Exemption request letter</li> <li>-Invitation</li> </ul>                                       |
| Travel Staff | <p style="text-align: center;">↓</p> <p style="text-align: center;">Disseminates approved<br/>authorization letter to requesting<br/>party for claiming of International<br/>Passenger Service Charge (IPSC)<br/>Exemption Certificate's</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">END</p> | <ul style="list-style-type: none"> <li>-Logbook</li> </ul>  |

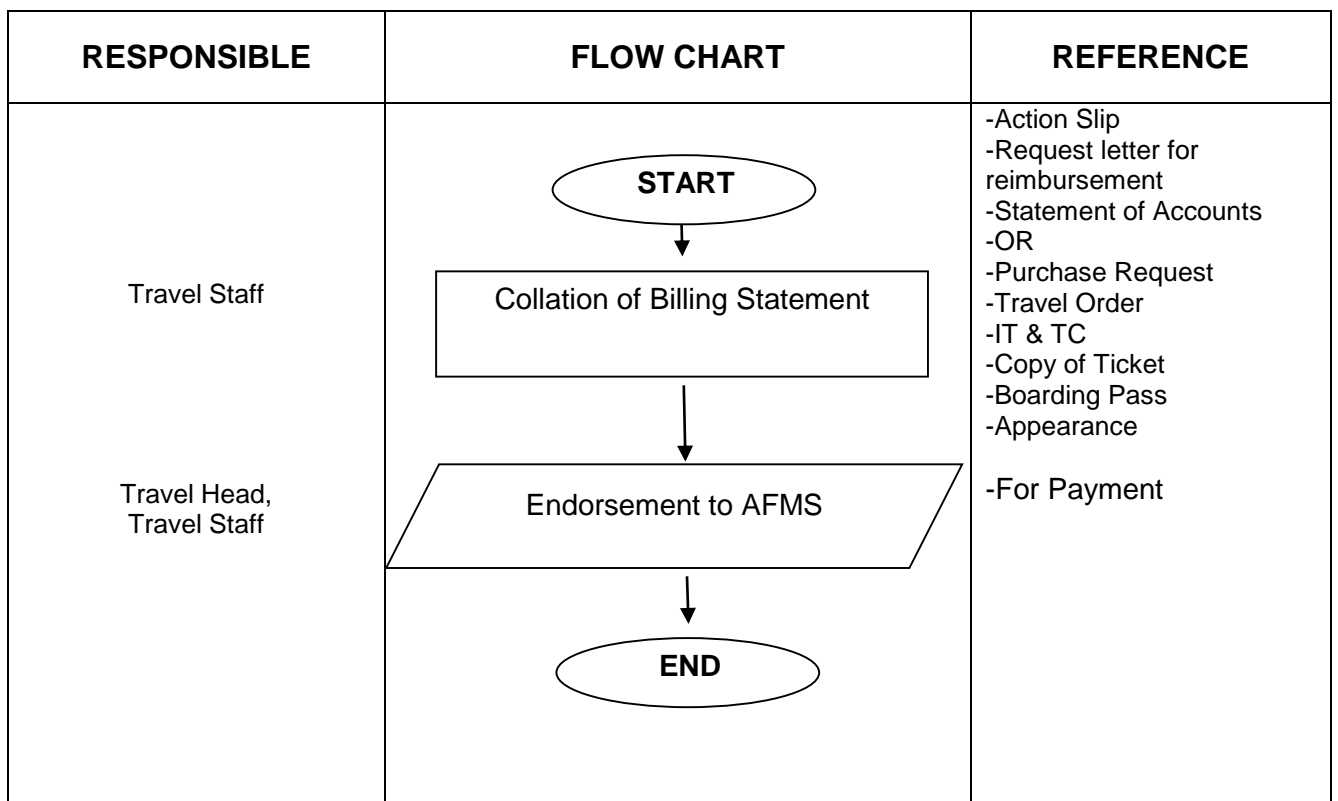



**5.3 Availment of Air Transportation Services**

| RESPONSIBLE                | FLOW CHART   | REFERENCE  |
|----------------------------|--|--|
| Travel Staff               | <p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Receives Endorsement Letter from NSAAO for purchase of airline ticket with complete documents</p> | <ul style="list-style-type: none"> <li>-Action Slip</li> <li>-Approved Board Resolution</li> <li>-Approved PR</li> <li>-Final list of Delegations</li> <li>-Passport copy</li> </ul> |
| Travel Staff               | <p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Travel Order and Itinerary of Travel (Funded)</p>   | <ul style="list-style-type: none"> <li>-Action Slip</li> <li>-Travel Order</li> <li>-Itinerary of Travel</li> </ul>  |
| Travel Head, Travel Staff  | <p style="text-align: center;">↓</p> <p style="text-align: center;">Checks availability of flights and cost of airline ticket</p>  | <ul style="list-style-type: none"> <li>-Emailed Quotation from Travel Agency</li> <li>-Online cost Canvass</li> </ul>  |
| Travel Staff               | <p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Request for Quotations and approved budget for the contract for posting on philGEPS</p>   | <ul style="list-style-type: none"> <li>-Request for Quotation (RFQ form from Procurement Office)</li> </ul>  |
| Procurement Head           | <p style="text-align: center;">↓</p> <p style="text-align: center;">Posting on PhilGEPS</p>  | <ul style="list-style-type: none"> <li>-Approved RFQ c/o Procurement Office</li> </ul>   |
| Travel Staff               | <p style="text-align: center;">↓</p> <p style="text-align: center;">Sends Request for Quotation to various Travel</p>  | <ul style="list-style-type: none"> <li>-Approved RFQ</li> </ul>  |
| BAC Secretariat            | <p style="text-align: center;">↓</p> <p style="text-align: center;">Opening of bids</p>  | <ul style="list-style-type: none"> <li>-Procurement Law</li> </ul>   |
| Travel Staff               | <p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Abstract of Bids</p>  | <ul style="list-style-type: none"> <li>-Abstract of Bids (ABC)</li> </ul>  |
| BAC Secretary              | <p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares BAC Resolution</p>  | <ul style="list-style-type: none"> <li>-RA 9184</li> </ul>   |
| Travel Staff               | <p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Purchase Order</p>  | <ul style="list-style-type: none"> <li>-PO Form c/o Procurement</li> </ul>   |
| BAC staff/Procurement Head | <p style="text-align: center;">↓</p> <p style="text-align: center;">Prepares Notice of Award and Notice to Proceed</p> <p style="text-align: center;">↓</p>  | <ul style="list-style-type: none"> <li>- BAC/Procurement</li> </ul>  |



**5.4 Endorsement of Billing Statement for Processing of Airfare Payment c/o Travel Agency**



|   |                                     |               |             |
|---|-------------------------------------|---------------|-------------|
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|   |                                     | Effectivity:  | 4-23-2021   |

## 6.0 PROCEDURE

### 6.1 Processing of Travel Tax Exemption and Waiver

- 6.1.1 Receive endorsement from concerned parties
- 6.1.2 Prepares Endorsement Letter for Travel Tax
- 6.1.3 Forward to Executive Director for Approval
- 6.1.4 Receive approved endorsement letter
- 6.1.5 Submit Approved Endorsement Letter to TIEZA
- 6.1.6 Disseminate approved endorsement letter to requesting party

### 6.2 Processing of Waiver of Airport Terminal Fee

- 6.2.1 Receive endorsement from concerned parties
- 6.2.2 Prepares Endorsement Letter for Waiver of Airport Terminal Fee
- 6.2.3 Forward to Executive Director for Approval
- 6.2.4 Receive approved endorsement letter
- 6.2.5 Submit Approved Endorsement Letter to MIAA
- 6.2.6 Disseminate approved authorization letter to requesting party

### 6.3 Availment of Sea and Air Transportation Services

- 6.3.1 Receives endorsement letter from NSAAO, Board of Commissioners' Office and Executive Director for purchase of airline ticket with complete documents
- 6.3.2 Prepare Travel Order and Itinerary of Travel
- 6.3.3 Check availability of flight and cost of airline ticket
- 6.3.4 Prepares necessary documents for posting on PhilGEPS
- 6.3.5 Posting on PhilGEPS
- 6.3.6 Sends RFQ to various Travel Agency
- 6.3.7 Opening of Bids
- 6.3.8 Prepares BAC Resolution
- 6.3.9 Prepare Purchase Order
- 6.3.10 Prepares NOA and NTP
- 6.3.11 Forwards to Budget Divisiono for BUR
- 6.3.12 submits E-ticket to concerned Party

### 6.4 Availment of Air Transportation Services

- 6.4.1 Receives endorsement letter from NSAAO, Board of Commissioners' Office and Executive Director for purchase of airline ticket with complete documents
- 6.4.2 Prepares Travel Order and Itinerary of Travel
- 6.4.3 Books Flights through PS Portal
- 6.4.4 Submits E-ticket to concerned party

### 6.5 Endorsement of Billing Statement for Processing of Airfare Payment

- 6.4.1 Collation of Billing Statement and other necessary documents
- 6.4.2 Endorsement to AFMS








**PHILIPPINE SPORTS COMMISSION**

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**SEA AND AIR TRANSPORTATION**

**7.0 FORMS ATTACHED**

- 7.1 Travel Order
- 7.2 Itinerary of Travel
- 7.3 Travel Completed
- 7.4 Rebooking Form
- 7.5 Checklist of Requirements

| Prepared by/Date:  | Reviewed by/Date   | Approved by/Date:   |
|--|--|---|
| <br>ANNA CHRISTINE ABELLANA<br>HEAD, SEA AND AIR<br>TRANSPORTATION UNIT | <br>ANNA CHRISTINE ABELLANA<br>HEAD, SEA AND AIR<br>TRANSPORTATION UNIT/QMR | <br>ATTY. GUILLERMO B. IROY, JR<br>OIC-EXECUTIVE DIRECTOR<br>23 April 2021 |