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1.0 PURPOSE

The purpose of this document is to provide the procedure for the administration of Medical, (Medical consultation, Rehab therapy, Massage therapy, and Dental services), Sports Physiology Unit, Sports Psychology Unit, Sports Nutrition, and Phinado services to PSC employees, athletes, and coaches of the National Training Pool.

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2.0 SCOPE

Administration of medical examination is undertaken only upon endorsement of the HRMO, NSAAO.

Sports Physiology unit services to render fitness test, also referred to as fitness evaluation or fitness assessment, includes a series of measurements that help determine the health status and physical of the National Team and Athletes.

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3.0 DEFINITION OF TERMS

- 3.1 NSAAO – National Sports Association Affairs Office
- 3.2 NTP – National Training Pool
- 3.3 HRMO – Human Resource Management Office
- 3.4 PPPE – Pre-Participation Physical Examination
- 3.5 VS – Vital Signs
- 3.6 APE – Annual Physical Examination
- 3.7 PX – Patient
- 3.8 MD – Medical Doctor
- 3.9 RN – Registered Nurse
- 3.10 TX – Treatment
- 3.11 MR – Medical Record
- 3.12 MEDS – Medications
- 3.13 HX – History
- 3.14 ER – Emergency Room
- 3.15 ECG – Electrocardiogram
- 3.16 MSAS – Medical and Scientific Athletes Services
- 3.17 SPU – Sports Physiology Unit
- 3.18 NSA – National Sports Association
- 3.19 PFT – Physiological Fitness Test
- 3.20 SPU – Sports Psychology Unit

4.0 REFERENCE DOCUMENTS

- 4.1 Request Letter
- 4.2 Action Slip
- 4.3 National Athlete ID
- 4.4 Medical Records
- 4.5 Patient Data Sheet/ Online Census
- 4.6 Stay Safe/Health Declaration Form Online Census
- 4.7 PPPE Form
- 4.8 Swab Antigen Online Census
- 4.9 APE Form


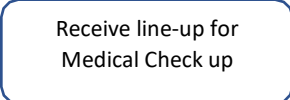
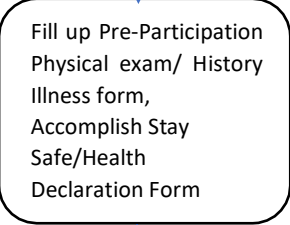
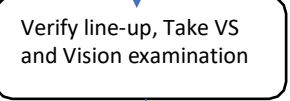
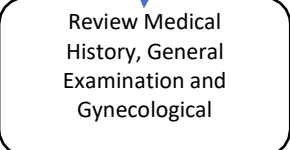
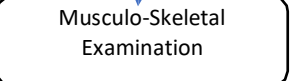

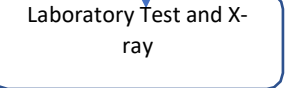
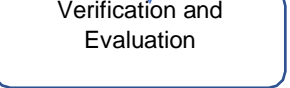
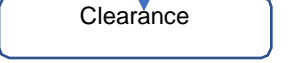
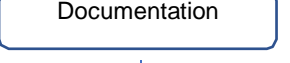
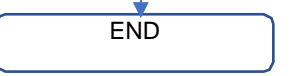
	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 2 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

- 4.10 Referral Form
- 4.11 Ambulance Transportation Service Online Census
- 4.12 Inventory List of Equipment and Supplies
- 4.13 Athlete's Data Sheet (SPU)
- 4.14 Athlete Intake Forms (SPU)
- 4.15 Attendance Logsheet (SPU)
- 4.16 Progress Notes (SPU)



5.0 PROCESS FLOW

5.1 Pre-Participation Physical Examination of National Athletes for Outbound/International Competition

RESPONSIBLE	FLOW CHART	REFERENCE
Medical Unit		
Nurse		Approved Line-up
Athlete		Pre-Participation Physical Examination Form/History Illness Form, Stay Safe/Health Declaration Form
Nurse		PPPE FORM
Medical Doctor		PPPE FORM
Rehab Unit		PPPE FORM
<i>Relevant Unit: Sports Nutrition, Physiology Testing, Sports Psychology, Dental Unit, PHINADO</i>		PPPE FORM
Outsourced Supplier		PPPE FORM
Nurse Medical		PPPE FORM
Doctor Nurse		PPPE FORM: (Fit to compete, Unfit to compete, Fit with restrictions)
		PPPE FORM, MEDICAL RECORDS
		



5.2 MSAS MD Teleconsultation and Face-to-face Consultation for National Athletes, Coaches, and Employees

RESPONSIBLE	FLOW CHART	REFERENCE
MSAS Medical Unit	START	
Patient	Accomplish Patient Data Form	Patient Data Form
Nurse	Verification of National Athlete	Athlete ID/Verification of status through NSAAO
Nurse	Assessment and Coordinate to Family Med/ Sports Ortho Doctor; Accomplish Stay Safe/HDF	Patient Medical Records
Medical Doctor	Consultation with Family Med/Sports Orthopedic Doctor	Online/Face-to-face Consultation
Medical Doctor	For Treatment	Prescription
Other Health Professionals	For Further Evaluation	Referral for Specialist Doctor/Laboratory Exam/Diagnostic Procedure
Nurse, Medical Doctor	For Follow-ups/For Re-evaluation	Patient Medical Records
Medical Doctor	For Clearance	Medical Certificate/Medical Clearance
Nurse	Documentation	MEDICAL RECORDS
	END	



5.3 Rapid Covid-19 Antigen Nasopharyngeal Swab Test for Athletes, Coaches, and Employees.

RESPONSIBLE	FLOW CHART	REFERENCE
MSAS Medical Unit		Patient Medical Records
Nurse		Patient Medical Records
Nurse, Medical Doctor		Approval of Medical Doctor
Patient		Patient Data Form, Stay Safe/Health Declaration Form, QR Code/Online Form for Swab Antigen Test
Nurse		SARS COV-2 Antigen Test Kit
Nurse		SARS COV-2 Antigen Test Kit
Nurse, Family Medicine Doctor		<i>Please refer to 5.2</i>
Nurse, Family Medicine Doctor		<i>Please refer to 5.2</i>
Family Medicine Doctor		Medical Certificate
Nurse		MEDICAL RECORDS, SWAB ANTIGEN ONLINE CENSUS



5.4 MSAS Services (Medical, Rehab, Massage, Dental services, and other relevant units) to Athletes, Coaches, and Employees)

RESPONSIBLE	FLOW CHART	REFERENCE
MSAS Medical Unit	START	
Patient	Accomplish Patient Data Form	Patient Data Form
Nurse	Verification of National Athlete	Athlete ID/Verification of status through NSAAO
Nurse	For Assessment and Triage	Patient Data Form, Patient Medical Records, Vital Signs Assessment, Schedule/Walk-in Appointment
Patient	Accomplish Stay Safe/Health Declaration Form	QR Stay safe/Health Declaration Form
Nurse, Family Medical Doctor	If symptomatic, will undergo Antigen Testing and will inform the Family Medical Doctor	<i>Please refer to 5.2 and 5.3</i>
Patient, Designated Unit in MSAS	Availing of MSAS Service	MSAS (Medical, Rehab, Massage, and another relevant Unit)
Nurse, Designated MSAS Unit	Documentation	MEDICAL RECORDS
	END	



5.5 Annual Physical Examination for PSC Employees

RESPONSIBLE	FLOW CHART	REFERENCE
<p>MSAS Medical Unit</p> <p>Nurse</p> <p>PSC Employees</p> <p>Nurse</p> <p>\ Medical Doctor</p> <p><i>Relevant Unit: Rehab Unit, Sports Psychology, Dental Unit, PHINADO</i></p> <p>Outsourced Supplier</p> <p>Nurse Medical</p> <p>Doctor Nurse</p> <p>Nurse</p>	<pre> graph TD Start([START]) --> Step1[Receive the list of PSC Employees from the HRMO and approved by the Board.] Step1 --> Step2[Fill-up Annual Physical Exam Form, Accomplish Stay Safe/Health Declaration Form] Step2 --> Step3[Verify the list, take VS and Vision examination] Step3 --> Step4[Review Medical History, General Examination and Gynecological Examination for Female] Step4 --> Step5[Other Relevant Unit] Step5 --> Step6[Laboratory test, Chest X-ray, ECG, Urine and Stool Examination] Step6 --> Step7[Verification and Evaluation] Step7 --> Step8[Clearance] Step8 --> Step9[For Consultation/Follow-ups/Re-evaluation] Step9 --> Step10[Documentation] Step10 --> End([END]) </pre>	<p>Approval from the Board, List of employees from the HRMO.</p> <p>Annual Physical Examination Form, Stay Safe/Health Declaration Form</p> <p>Approval from the Board, List of employees from the HRMO, APE Form</p> <p>APE FORM</p> <p>APE FORM</p> <p>APE FORM, Checklist from Outsourced Supplier</p> <p>APE FORM, Checklist from Outsourced Supplier</p> <p>APE FORM: (Fit to work, Fit with restrictions, For further evaluation)</p> <p>Please refer to 5.2</p> <p>APE FORM, MEDICAL RECORDS</p>



5.6 Medical Emergency (Major and Minor Accident) for National Athletes, Coaches, PSC Employees, and Anyone inside the PSC Compound

RESPONSIBLE	FLOW CHART	REFERENCE
<p>MSAS Medical Unit</p> <p>Companion of the Patient/ first responder</p> <p>Nurse</p> <p>Nurse, Transportation Unit</p> <p>Nurse</p> <p>Nurse</p> <p>Nurse</p>	<p>START</p> <p>Contact MSAS Hotline Number/Inform Nearest Security</p> <p>Administer First Aid, Inform the Medical Doctor for Consultation</p> <p>Inform the Transportation Unit for Possible Transport</p> <p>Advance Call – Nearby Hospital of Choice</p> <p>Transfer and Endorsement to Emergency Room</p> <p>DOCUMENTATION</p> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; width: 100px; margin: 0 auto; padding: 5px; text-align: center;">END</div>	<p>MSAS Hotline Number</p> <p><i>Please refer to 5.2 (For Consultation)</i></p> <p>Referral Form/Ambulance Transportation Service Online Census</p> <p>List of Contact Numbers of the Nearby Hospitals</p> <p>En Route Documentation</p> <p>MEDICAL RECORDS</p>



5.7 Monitoring Equipment and Supplies

RESPONSIBLE	FLOW CHART	REFERENCE
<p>MSAS Medical and other Relevant Unit</p>		
<p>MSAS Medical and other Relevant Unit</p>		<p>Inventory List of Medical Equipment and Supplies Monitoring Maintenance</p>
<p>MSAS Medical and other Relevant Unit</p>		<p>Inventory List of Medical Equipment and Supplies Monitoring Maintenance</p>
<p>MSAS Medical and other Relevant Unit</p>		<p>Inventory List of Medical Equipment and Supplies Monitoring Maintenance</p>
<p>Property Office</p>		<p>List of equipment</p>



5.8 PSC PFT & Evaluation of the National Athlete/Team (ON-SITE)

RESPONSIBLE	FLOW CHART	REFERENCE
PERFORMANCE SPECIALIST AND COACH		Coordinate with staff and coach involved
NSA AND COACH		Receive copy of final line up
SPORTS PHYSIO STAFF AND VENUE MANAGER		Coordination within RMSC or Philsports
SPORTS PHYSIO STAFF		PFT Form
SPORTS PHYSIO STAFF AND COACH		Coordinate with staff and coach involved
SPORTS PHYSIO STAFF AND NATIONAL TEAM		Evaluation Report



5.9 OUTSIDE METRO MANILA PFT

RESPONSIBLE	FLOW CHART	REFERENCE
NSA AND COACH		Request Letter Verified by NSAAO
PERFORMANCE SPECIALIST AND COACH		Coordinate with staff and coach involved
NSA AND COACH		Coordinate with immediate supervisor
NSA AND COACH		Receive copy of final line up
SPORTS PHYSIO STAFF AND VENUE MANAGER		Coordination within RMSC or Philsports
SPORTS PHYSIO STAFF		PFT Form
SPORTS PHYSIO STAFF AND COACH		Coordinate with staff and coach involved
SPORTS PHYSIO STAFF AND NATIONAL TEAM		Evaluation Report

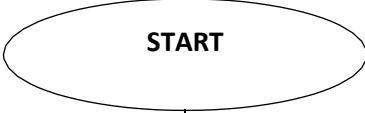
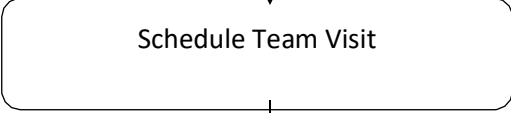
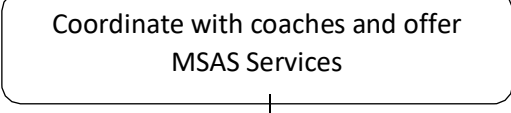
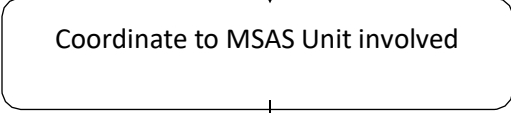
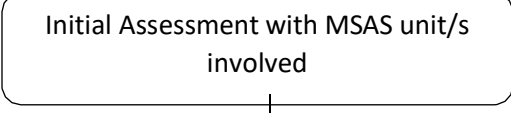
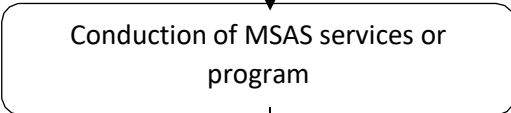
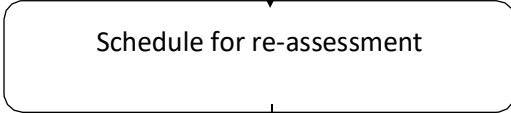
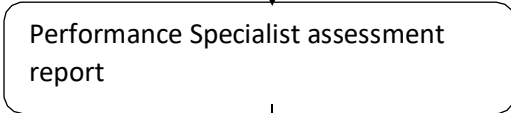
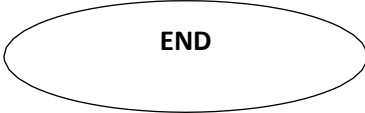


5.10 PFT FOR JUNIORS/GUESTS none National athletes

RESPONSIBLE	FLOW CHART	REFERENCE
NSA/ GUEST		Approved Request letter From NSAAO
PERFORMANCE SPECIALIST AND COACH/ GUEST		Coordinate with staff and coach involved
NSA/ GUEST		Coordinate with immediate supervisor
NSA/ GUEST		Receive copy of final names
SPORTS PHYSIO STAFF AND VENUE MANAGER		Coordination within RMSC or Philsports
SPORTS PHYSIO STAFF		PFT Form
SPORTS PHYSIO STAFF AND COACH		Coordinate with staff and coach involved
SPORTS PHYSIO STAFF AND NATIONAL TEAM		Evaluation Report



5.11 PERFORMANCE SPECIALIST NATIONALTEAM VISIT

RESPONSIBLE	FLOW CHART	REFERENCE
PERFORMANCE SPECIALIST AND COACH		
PERFORMANCE SPECIALIST AND COACH		Coordinate with Performance specialist and coach
RELEVANT UNIT HEAD		Presentation of services
RELEVANT UNIT HEAD		Calendar of activities
MSAS STAFF		Assessment form per unit
MSAS STAFF INVOLVED		Census or program report
PERFORMANCE SPECIALIST AND COACH		Progress report
PERFORMANCE SPECIALIST AND PSI NATIONAL DIRECTOR		Monthly Report
		



5.12 PSYCHOLOGICAL ASSESSMENT AND EVALUATION

RESPONSIBLE	FLOW CHART	REFERENCE
ATHLETE/COACH		
		Coordinate with client/ representative
PSYCHOMETRICIAN, CLIENT/ REPRESENTATIVE		Confirmed schedule of assessment
PSYCHOMETRICIAN, CLIENT		Accomplished forms/tests
PSYCHOMETRICIAN		Accomplished forms/tests
PSYCHOMETRICIAN		Psychological Report



5.13 INDIVIDUAL COUNSELING/ THERAPY SESSION

RESPONSIBLE	FLOW CHART	REFERENCE
PSYCHOMETRICIAN, ATHLETE/COACH	<p style="text-align: center;">START</p> <p style="text-align: center;">Request for Individual Counseling Session</p>	Coordinate with athlete/coach involved
PSYCHOMETRICIAN, ATHLETE/ COACH	<p style="text-align: center;">Fill-out intake interview form and psychological test needed</p> <p style="text-align: center;">Checking of tests and psychological report making</p>	Receive fully accomplished forms
PSYCHOMETRICIAN AND PSYCHOLOGIST	<p style="text-align: center;">Scheduling of session</p>	Coordination within the unit staff in-charge
PSYCHOMETRICIAN, ATHLETE/COACH	<p style="text-align: center;">Assessment Feedback and Individual counseling session</p>	Email or SMS
PSYCHOMETRICIAN/ PSYCHOLOGIST AND ATHLETE/COACH	<p style="text-align: center;">Progress note-taking and follow up session schedule</p> <p style="text-align: center;">END</p>	Coordinate with athlete/coach



5.14 PSYCHOLOGICAL SKILLS TRAINING

RESPONSIBLE	FLOW CHART	REFERENCE
PSYCHOMETRICIAN, NSA, ATHLETE/COACH	Request for Mental Training Group Session	Coordinate with NSA, athlete/coach involved
PSYCHOMETRICIAN, ATHLETE/ COACH	Fill-out sports psychological tests needed	Receive fully accomplished forms
PSYCHOMETRICIAN AND PSYCHOLOGIST	Checking of tests and psychological report making	Coordination within the unit staff in-charge
PSYCHOMETRICIAN, ATHLETE/COACH	Scheduling of session	Email or SMS
PSYCHOMETRICIAN/ PSYCHOLOGIST AND ATHLETE/COACH	Assessment Feedback and Mental Training Session	Coordinate with athlete/coach
PSYCHOMETRICIAN/ PSYCHOLOGIST AND ATHLETE/COACH	Self-help activities to be given as homework for athletes	Coordinate with athlete/coach
PSYCHOMETRICIAN/ PSYCHOLOGIST AND ATHLETE/COACH	Follow-up group session	Coordinate with athlete/coach
PSYCHOMETRICIAN/ PSYCHOLOGIST AND ATHLETE/COACH		



5.15 GROUP SESSIONS/ TEAMBUILDINGS

RESPONSIBLE	FLOW CHART	REFERENCE
<p>PSYCHOMETRICIAN, NSA, ATHLETE/COACH</p>		<p>Coordinate with NSA, athlete/coach involved</p>
<p>PSYCHOMETRICIAN, ATHLETE/ COACH</p>		<p>Receive fully accomplished forms</p>
<p>PSYCHOMETRICIAN AND PSYCHOLOGIST</p>		<p>Coordination within the unit staff in-charge</p>
<p>PSYCHOMETRICIAN, ATHLETE/COACH</p>		<p>Email or SMS</p>
<p>PSYCHOMETRICIAN/ PSYCHOLOGIST AND ATHLETE/COACH</p>		<p>Coordinate with athlete/coach</p>
<p>PSYCHOMETRICIAN/ PSYCHOLOGIST AND ATHLETE/COACH</p>		<p>Coordinate with athlete/coach</p>
<p>PSYCHOMETRICIAN/ PSYCHOLOGIST AND ATHLETE/COACH</p>		<p>Coordinate with athlete/coach</p>



5.16 Sports Nutrition Counseling for Athletes and Coaches

RESPONSIBLE	FLOW CHART	REFERENCE
NSA, coach, or athlete		Request letter from NSA Approved letter from Chairman's Office
Nutritionist-Dietitian, athlete, and coach		Nutrition assessment/counseling form
Nutritionist-Dietitian		Availability of the athlete or coach for counseling
Nutritionist-Dietitian		Check the athlete or coach's progress every 2 weeks
Nutritionist-Dietitian		Athlete's personal dietary notes; Athlete's monitoring and progress report
Nutritionist-Dietitian		

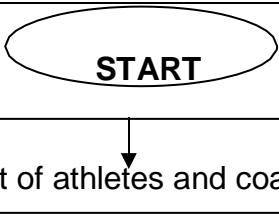
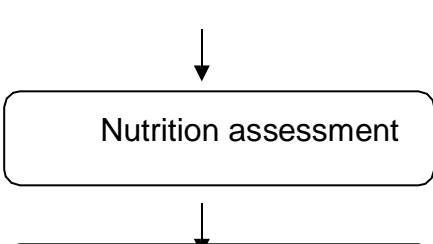
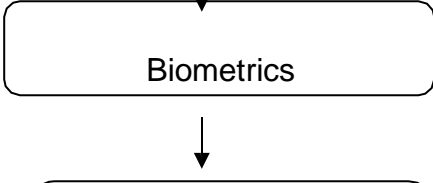
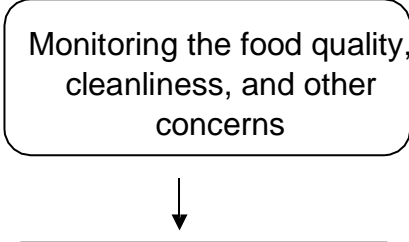
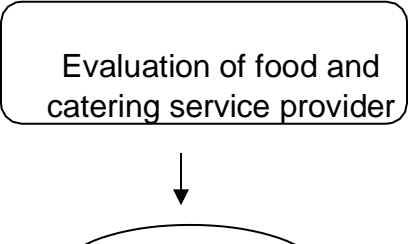
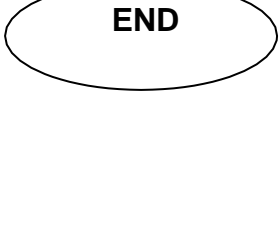


5.17 Sports Nutrition Lecture for the Team

RESPONSIBLE	FLOW CHART	REFERENCE
<p>National teams from different sports</p> <p>Nutritionist-Dietitian</p> <p>Nutritionist-Dietitian, national team</p> <p>Nutritionist-Dietitian</p>	<pre> graph TD Start([START]) --> Schedule[Schedule for lecture] Schedule --> Scheduling[Scheduling] Scheduling --> Topic[Topic to be discussed] Topic --> Evaluation[Evaluation] Evaluation --> End([END]) </pre>	<p>Request letter from NSA</p> <p>Approved letter from Chairman's Office</p> <p>Availability of the team</p> <p>Specific topics request to provide the lecture</p> <p>Feedback form;</p> <p>Progress report</p>




5.18 Sports Nutrition Monitoring Athlete’s Dinning Hall

RESPONSIBLE	FLOW CHART	REFERENCE
Nutritionist-Dietitian; athletes and coaches		NSA List; National Sports ID
Nutritionist-Dietitian; athletes and coaches		Nutrition assessment form
Catering service provider		Biometrics system to record the athletes and coaches’ meals
Nutritionist-Dietitian and catering service provider		Actual food service checking and monitoring
Nutritionist-Dietitian		Dining hall and foodservice feedback form
		



5.19 Sports Nutrition rendering Lecture for different LGUs, Universities and other organizations

RESPONSIBLE	FLOW CHART	REFERENCE
<p>LGUs, universities and other organizations</p> <p>Nutritionist-Dietitian</p> <p>Nutritionist-Dietitian</p> <p>Nutritionist-Dietitian</p>	<pre> graph TD START([START]) --> A[Schedule for lecture] A --> B[Scheduling] B --> C[Topic to be discussed] C --> D[Evaluation] D --> END([END]) </pre>	<p>Request letter from LGUs, universities and other organizations</p> <p>Approved letter from Chairman's Office</p> <p>Availability of the registered nutritionist-dietitian</p> <p>Specific topics request to provide the lecture</p> <p>Feedback form from the organization;</p> <p>Certificate of Speakership</p>

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 22 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

6.0 PROCEDURE

6.1 Pre-Participation Physical Examination of National Athletes for Outbound/International Competition

6.1.1 The medical unit receives line-up for PPPE from NSAAO.

6.1.2 The patient goes to the Medical Unit to fill up the PPPE and History Illness forms. The patient then accomplishes the Stay Safe/Health Declaration Form.

6.1.3 The nurse on duty makes necessary status verification using the Athlete's ID or through the NSAAO. Then, the nurse on duty obtains the patient's vital signs and assesses visual acuity.

6.1.4 The nurse on duty endorses the patient to the medical doctor for further assessment (medical history, general examination, and gynecological examination for females).

6.1.5 Other relevant units (Rehab Unit for Musculo-Skeletal examination, Sports Psychology, Dental Unit, and PHINADO) assess and document their findings using the patient's PPPE form.

6.1.6 The patient proceeds to the outsourced medical service supplier for their laboratory and diagnostic examinations (laboratory tests, chest x-rays, ECG, urinalysis, and stool examinations).

6.1.7 The patient returns to the nurse on duty for evaluation and to verify if the patient already completed the PPPE procedures.

6.1.8 For athletes who have normal PPPE results, he/she will get a "Fit to Compete" clearance from the Physician.

6.1.9 For athletes who have abnormal results, they are required to do follow-up laboratory examinations to further evaluate and diagnose the condition; they are also required to seek clearance from a medical specialist. For athletes with pre-existing conditions, compliance to the medication regimen is reviewed and advised so that condition will not worsen.


6.1.10 The nurse makes necessary documentation.

6.2 MSAS MD Teleconsultation and Face-to-face Consultation for National Athletes, Coaches, and Employees

6.2.1 The patient goes to the Medical Unit for the face-to-face consultation and fills up the Patient Data Form; The patient calls the MSAS Hotline to arrange a teleconsult and fills up an online patient data form.

6.2.2 If the patient seeking medical service is an athlete or coach, the nurse on duty makes necessary status verification using the Athlete ID or through the NSAAO.

6.2.3 The nurse on duty assesses the patient and makes a referral to the relevant doctor (Family Medicine or Sports Orthopedic). The patient then accomplishes the Stay Safe/Health Declaration Form.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 23 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

6.2.4 If the patient is seen by the medical doctor and with a prescription, the nurse dispenses the available medicine and logs in the medicine census.

6.2.5 If the patient needs further assessment, the medical doctor will request laboratory/diagnostic examinations or refer the patient to a specialist for further evaluation. The medical doctor also arranges follow-up check-up with the patient if needed.

6.2.6 The Medical Doctor issues the Medical Certificate containing the consultation date, the patient's name, diagnosis, and the doctor's recommendation.

6.2.7 The nurse makes necessary documentation using the medical census sheet.

6.3 Rapid Covid-19 Antigen Nasopharyngeal Swab Test for Athletes, Coaches, Employees, and Guests.

6.3.1 The nurse on duty asks the patient for their purpose of availing the antigen testing.

6.3.2 The nurse on duty seeks approval from the Medical Doctor.

6.3.3 The patient accomplishes Stay Safe/ Health Declaration Form. Then he/she accomplishes the necessary forms for Antigen Testing.

6.3.4 The nurse on duty administers antigen testing through the nasopharyngeal route.

6.3.5 The nurse on duty interprets the results after 15 minutes. If the result is positive, the patient will be advised to do an RT-PCR confirmatory test and the nurse on duty will inform the Family Medicine doctor. If the result is negative but the patient is symptomatic, the patient will be referred to the Family Medicine Doctor for teleconsultation.

6.3.6 The Family Medicine Doctor issues the Medical Certificate containing the date and time of the antigen test, the name, and license of the nurse on duty, and the doctor's recommendation.


6.3.7 The nurse on duty makes necessary documentation.

6.4 MSAS Services (Medical, Rehab, Massage, Dental services, and other relevant units) to Athletes, Coaches, and Employees

6.4.1 The patient goes to the Medical Unit for triage and fills up the Patient Data Form.

6.4.2 If the patient seeking medical service is an athlete or coach, the nurse on duty makes necessary status verification using the Athlete ID or through the NSAAO.

6.4.3 The nurse on duty assesses the patient and makes referral to the relevant unit. The patient then accomplishes the Stay Safe/Health Declaration Form. If the

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 24 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

patient is symptomatic, he/she will undergo Antigen testing and arrange teleconsultation with a Medical Doctor.

6.4.4 After the availment of the medical service, the relevant unit logs their documentation in their daily census. If the patient is seen by the medical doctor and with a prescription, the nurse dispenses the available medicine and logs in the medicine census. All patients seen by the doctor will also be logged.

6.5 Annual Physical Examination for PSC Employees

6.5.1 The MSAS Medical Unit received a list of eligible PSC Employees from the Human Resource Management Office, with the approval of the Board of Commissioners. The annual physical examination consists of a series of laboratory examinations, diagnostics, and consultations with the physician.

6.5.2 The employee scans the Stay Safe QR Code or accomplishes HDF upon entry to the MSAS Building and then he/she fills up the necessary APE forms.

6.5.3 The nurse on duty verifies the patient from the list of eligible employees. Then, the nurse on duty obtains the patient's vital signs and assesses visual acuity.

6.5.4 The nurse on duty endorses the patient to the medical doctor for further assessment (medical history, general examination, and gynecological examination for females).

6.5.5 Other relevant units (Rehab Unit, Sports Psychology, Dental Unit, and PHINADO) assess and document their findings using the patient's APE form.

6.5.6 The patient proceeds to the outsourced medical service supplier for their laboratory and diagnostic examinations (laboratory tests, chest x-rays, ECG, urinalysis, and stool examinations).

6.5.7 The patient returns to the nurse on duty for evaluation and to verify if the patient already completed the APE procedures.

6.5.8 For employees who have normal APE results, he/she will get a "Fit to Work" Clearance from the Physician.


6.5.9 For employees who have abnormal results, they are required to do follow-up laboratory examinations to further evaluate and diagnose the condition; they are also required to seek clearance from a medical specialist. For employees with pre-existing conditions, compliance to the medication regimen is reviewed and advised so that condition will not worsen.

6.5.10 The nurse makes necessary documentation.

6.6 Medical Emergency (Major and Minor Accident) for National Athletes, Coaches, PSC Employees, and Anyone inside the PSC Compound

6.6.1 The patient companion communicates with MSAS Medical Unit using the MSAS hotline or by informing the security guard inside the PSC Compound.

6.6.2 The nurse on duty arrives at the location of the casualty; and assesses the nature of the illness or injury.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 25 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

6.6.3 The nurse on duty administers first aid to the patient and informs the doctor for teleconsultation.

6.6.4 The nurse-on-duty arranges ambulance assistance with the Transportation Unit describing the location and expected arrival time of the ambulance. The seriously injured or ill patient is not to be left alone at any time until the arrival of the ambulance.

6.6.5 The nurse on duty makes an advance call to the Emergency Department of the nearby hospital or “hospital of choice” of the patient. This is to ensure the availability of the slot allowed for patient admission and to ensure proper endorsement.

6.6.6 The patient was successfully transferred to the Emergency Room with proper endorsement between the MSAS nurse on duty and the ER nurse.

6.6.7 The nurse on duty makes documentation using the patient’s medical records.

6.7 Monitoring Equipment and Supplies

6.7.1 The MSAS relevant unit schedules the equipment checking and supplies inventory.

6.7.2 The MSAS relevant unit will monitor if properly calibrated. The custodian on duty also determines the remaining supplies.

6.7.3 The Relevant unit documents equipment status and inventory using the Inventory List of Equipment and Supplies sheet.

6.7.4 The Relevant unit will report any unserviceable equipment to MSAS Admin and endorse it to property Unit.

6.8 Guidelines for PFT & Evaluation of the National Athlete (ON-SITE)


all athletes are required to undergo quarterly physiologic testing. In line with this, the Sports Physiology Unit (SPU) of the Medical and Scientific Athlete Services has set the following procedures and guidelines for testing.

6.8.1 Coaches or Team Captains of the sport should coordinate with the staff of the Sports Physiology Unit or Performance Specialist Unit regarding their preferred schedule of testing. The Sports Physiology Unit staff conduct testing from Monday – Friday from 8 am to 5 pm.

6.8.2 The NSA and the coaches will be required to submit their official line-up for athletes to be tested before the start of the test.

6.8.3 The Sports Physiology Unit staff will then coordinate with the venue managers to check the availability of the testing areas that will be used for the duration of the testing.

6.8.4 Once a schedule has been finalized, all athletes and if possible, all coaches are expected to attend the testing as a team. **The Sports Physiology Unit does not conduct individual testing for Team Sports Events.**

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 26 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022


- 6.8.4.1** It is required that the SPU be informed if the team cannot make it at least 24 hours before the agreed schedule.
- 6.8.4.2** In the event that the posted schedule of testing has been changed, the team is given only one opportunity to re-schedule for another test.
- 6.8.4.3** Athletes who missed the scheduled quarterly physiology test must wait and be present in the next quarterly testing schedule.
- 6.8.4.4** Injured athletes who cannot participate in the scheduled physiology test must show a medical certificate from the Rehabilitation Unit and/or attending Medical & Scientific Athletes Services Medical Unit (Refer to 5.2).
- 6.8.4.5** All athletes and coaches should follow the instructions prior to testing:
 - 6.8.4.5.1** No heavy training
 - 6.8.4.5.2** No alcohol or caffeine intake or any substance known to enhance performance
 - 6.8.4.5.3** Ensure at least 8 hours of sleep
- 6.8.5** PFT will be conducted and the tests will depend on those that are applicable to the sport such as power tests, speed tests, agility tests, etc.
- 6.8.6** All equipment and the testing area will be disinfected after use.
- 6.8.7** After the testing has been conducted, the SPORTS PHYSIOLOGY UNIT will inform and confirm the schedule of the evaluation session with the coaches. This is conducted to give the results of the test and recommendations for training and improvement. It is required that all members of the team including the coaches should be present during the session.
- 6.8.8** Digital copies of the data will be sent to the coaches and athletes for a paperless transaction.
- 6.8.9** The data will be presented to the athletes and coaches online through the use of video communication applications such as Zoom.
- 6.8.10** Recommendation of next testing date will also be coordinated to the coaches once the results are presented.
- 6.8.11** Results of the fitness testing will be coordinated to the Strength and Conditioning Unit and to other MSAS units if needed.

6.9 Guidelines for PFT & Evaluation of the National Athlete (Outside Metro Manila)

- 6.9.1** If the test is to be conducted in other venues outside Metro Manila, an official letter requesting for physiologic testing, specifying the venue and dates of testing, addressed to NSAAO should be submitted by the coaches of the team.


This request is subject for proper arrangements with the PSC Transportation Unit on the availability of vehicles. Otherwise, provided by the NSA.

- 6.9.2** Once approved, it will be referred to the SPU for appropriate action.
- 6.9.3** Coaches or Team Captains of the sport should then coordinate with the staff of Sports Physiology Unit or Performance Specialist Unit regarding their preferred schedule of testing. The Sports Physiology Unit staff conduct testing from Monday – Friday from 8am to 5pm.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 27 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

- 6.9.4** The NSA and the coaches will be required to submit their official line-up for athletes to be tested before the start of the test.
- 6.9.5** The Sports Physiology Unit staff will then coordinate with the venue managers to check the availability of the testing areas that will be used for the duration of the testing.
- 6.9.6** Once a schedule has been finalized, all athletes and if possible, all coaches are expected to attend the testing as a team. **The Sports Physiology Unit does not conduct individual testing for Team Sports Events.**
- 6.9.6.1** It is required that the SPU be informed if the team cannot make it at least 24 hours before the agreed schedule.
- 6.9.6.2** In the event that the posted schedule of testing has been changed, the team is given only one opportunity to re-schedule for another test.
- 6.9.6.3** Athletes who missed the scheduled quarterly physiology test must wait and be present in the next quarterly testing schedule.
- 6.9.6.4** Injured athletes who cannot participate in the scheduled physiology test must show a medical certificate from the Rehabilitation Unit and/or attending Medical & Scientific Athletes Services physician.
- 6.9.6.5** All athletes and coaches should follow the instructions prior to testing:
- 6.9.6.5.1** No heavy training
- 6.9.6.5.2** No alcohol or caffeine intake or any substance known to enhance performance
- 6.9.6.5.3** Ensure at least 8 hours of sleep
- 6.9.7** PFT will be conducted and the tests will depend on those that are applicable to the sport such as power tests, speed tests, agility tests, etc.
- 6.9.8** All equipment and the testing area will be disinfected after use.
- 6.9.9** After the testing has been conducted, the SPORTS PHYSIOLOGY UNIT will inform and confirm the schedule of the evaluation session with the coaches. This is conducted to give the results of the test and recommendations for training and improvement. It is required that all members of the team including the coaches should be present during the session.
- 6.9.10** Digital copies of the data will be sent to the coaches and athletes for a paperless transaction.
- 6.9.11** The data will be presented to the athletes and coaches online through the use of video communication applications such as Zoom.
- 6.9.12** Recommendation of next testing date will also be coordinated to the coaches once the results are presented.
- 6.9.13** Results of the fitness testing will be coordinated to the Strength and Conditioning Unit and to other MSAS units if needed.

6.10 Guidelines for Physiological Testing and Evaluation of the Junior National Athletes and/or Guests

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 28 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

6.10.1 The National Sporting Association Affairs should make an official requesting letter for Physiologic Testing or lecture, addressed to the NSAAO. Attached to the letter is the official lineup of athletes to be tested

This request is subject to proper arrangements with the **PSC Transportation Unit** on the availability of vehicles. Otherwise, provided by the NSA.

6.10.2 If the test is to be conducted in other venues outside Metro Manila, an official letter requesting physiologic testing, specifying the venue and dates of testing, addressed to the NSAAO and should be submitted by the coaches of the team.

6.10.3 Coaches or Team Captains of the sport should coordinate with the staff of SPU regarding their preferred schedule of testing. The SPU conducts testing from Monday – Friday from 8 am to 5 pm.

6.10.4 After creating an official letter, the NSA affairs should bring it to the **RECORDS Office** for bar code.

6.10.5 Once filed by the records Office, the request letter will be given back to the NSA concerned and relayed to the OIC of MSAS

6.10.6 Once allowed by **the OIC of MSAS** Coaches or Team Captains of the sport could coordinate with the Sports Physiology unit staff regarding their preferred testing schedule. The Sports Physiology unit conducts testing from Monday – Friday from 8 am to 5 pm.

6.10.7 Coaches or Team Captains of the sport should then coordinate with the staff of the Sports Physiology Unit or Performance Specialist Unit regarding their preferred schedule of testing. The Sports Physiology Unit staff conduct testing from Monday – Friday from 8 am to 5 pm.

6.10.8 The NSA and the coaches will be required to submit their official line-up for athletes to be tested before the start of the test.

6.10.9 The Sports Physiology Unit staff will then coordinate with the venue managers to check the availability of the testing areas that will be used for the duration of the testing.

6.10.10 Once a schedule has been finalized, all athletes and if possible, all coaches are expected to attend the testing as a team. **The Sports Physiology Unit does not conduct individual testing for Team Sports Events.**

6.10.11 It is required that the SPU be informed if the team cannot make it at least 24 hours before the agreed schedule.

6.10.12 In the event that the posted schedule of testing has been changed, the team is given only one opportunity to re-schedule for another test.

6.10.13 Athletes who missed the scheduled quarterly physiology test must wait and be present in the next quarterly testing schedule.

6.10.14 Injured athletes who cannot participate in the scheduled physiology test must show a medical certificate from the Rehabilitation Unit and/or attending Medical & Scientific Athletes Services physician.


6.10.15 All athletes and coaches should follow the instructions prior to testing:

6.10.15.1 No heavy training

6.10.15.2 No alcohol or caffeine intake or any substance known to enhance performance

6.10.15.3 Ensure at least 8 hours of sleep

6.10.16 PFT will be conducted and the tests will depend on those that are applicable to the sport such as power tests, speed tests, agility tests, etc.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 29 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

- 6.10.17** All equipment and the testing area will be disinfected after use.
- 6.10.18** After the testing has been conducted, the SPORTS PHYSIOLOGY UNIT will inform and confirm the schedule of the evaluation session with the coaches. This is conducted to give the results of the test and recommendations for training and improvement. It is required that all members of the team including the coaches should be present during the session.
- 6.10.19** Digital copies of the data will be sent to the coaches and athletes for a paperless transaction.
- 6.10.20** The data will be presented to the athletes and coaches online through the use of video communication applications such as Zoom.
- 6.10.21** Recommendation for the next testing date will also be coordinated with the coaches once the results are presented.
- 6.10.22** Results of the fitness testing will be coordinated to the Strength and Conditioning Unit and to other MSAS units if needed.


6.11 PERFORMANCE SPECIALIST ASSESSMENT

Each Performance Specialist visits their assigned team weekly or monthly, based on the availability of the team

- 6.11.1** Performance Specialist communicates with the coach about the availability of the team at their respective venue.
- 6.11.2** On the day of visit of the Performance Specialists, the staff offers the different services of PSC Medical and Scientific Athletes Services (sports physiology, sports nutrition, sports psychology, strength and conditioning, medical, physical therapy, and sports massage)
- 6.11.3** Upon initial assessment, the coaching staff and Performance Specialist assigned will prioritize the service program in line with the periodized training program of the team for a holistic approach on the performance of the team.
- 6.11.4** Follow up, scheduling, and re-assessments will be conducted every after visit to the team.
- 6.11.5** Observation or request of the coaches for services, the Performance Specialist will coordinate with the respective service (MSAS staff) needed by the team or athlete.

6.12 Psychological Assessment and Evaluation

- 6.12.1** Coaches or Team Captains of the sport can coordinate with the staff of the Sports Psychology unit regarding the concerns they want to address by going directly to the unit's main office at Rizal Memorial Sports Complex main or by sending an email request specifying the psychological services addressed to: Head, Sports Psychology Unit. The availability of the team's schedule and venue should be indicated.
- 6.12.2** Once settled, psychological testing will be scheduled for the team
**** It is required that the Sports Psychology Unit be informed if the athlete/team cannot make it at least 24 hours before the agreed schedule.*
**** Athlete/team who missed the scheduled evaluation must wait and present in the next testing schedule.*
- 6.12.3** The athlete will undergo assessment to be facilitated by a Psychometrician.
- 6.12.4** After the testing, test results are scored and interpreted by a Psychometrician.
- 6.12.5** A Psychological Report is generated containing the result of the assessment conducted.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 30 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

6.13 Individual Counseling / Therapy Session

- 6.13.1 The athlete/client may contact the unit for an appointment or the coach / team representative may endorse athlete/client for a consultation.
- 6.13.2 The client will fill up intake form and undergo intake assessment with a Psychometrician. A Preliminary psychological test battery is also administered.
- 6.13.3 A psychological report is generated containing the result of assessment which will be endorsed to available Sports Psychologist.
- 6.13.4 The client will undergo a counseling/therapy session with a psychologist.
- 6.13.5 Therapy notes are generated and follow-up session schedules may be coordinated if needed.

6.14 Psychological Skills Training


- 6.14.1 Coaches or Team Captains of the sport can coordinate with the staff of the Sports Psychology unit regarding the concerns they want to address by going directly to the unit's main office at Rizal Memorial Sports Complex main or by sending an email request specifying the psychological services addressed to: Head, Sports Psychology Unit. The availability of the team's schedule and venue should be indicated.
- 6.14.2 The team may undergo a specific battery of psychological test to be facilitated by a Psychometrician.
- 6.14.3 Test results are scored, interpreted and a Psychological Report is generated by a Psychometrician.
- 6.14.4 Schedule of Skills Training will be set.
- 6.14.5 A psychological skills training will be facilitated to the team by a Psychometrician and a Sports Psychologist.
- 6.14.6 Members of the team may be given assignments/ take home activities as part of the Skills Training Session.
- 6.14.7 Follow-up session/s may be scheduled as needed.

6.15 Group Dynamics / Team Building

- 6.15.1 Coaches or Team Captains of the sport can coordinate with the staff of the Sports Psychology unit regarding the concerns they want to address by going directly to the unit's main office at Rizal Memorial Sports Complex main or by sending an email request specifying the psychological services addressed to: Head, Sports Psychology Unit. The availability of the team's schedule and venue should be indicated.
- 6.15.2 Activity details will be coordinated between the team and the Sports Psychology Unit (i.e. date, venue, duration, activities, and other details).
- 6.15.3 Confirmed schedule of Group Dynamics / Team Building will be set.
- 6.15.4 Group Dynamics / team building activities will be facilitated to the team by a Psychometrician and a Sports Psychologist.

6.16 Nutrition Counseling

- 6.16.1 **Provision of a referral form.** All National Athletes and PSC Employees can have nutrition counseling from the Sports Nutrition Unit with a referral form from the Medical Unit or walk-in directly to Medical and Scientific Athletes Services (MSAS) and/or at the dining hall – Sports Nutrition Unit office. Athletes and coaches can directly contact the Sports Nutritionist for nutrition counseling schedule via email, and other contact details.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 31 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

6.16.2 Provide a nutrition assessment form. The sports nutritionist will provide the nutrition assessment form to evaluate the nutritional status of the athletes, coaches and employees to meet their nutrition concern and identify their goals and includes the name, event, present weight, and height, target weight, medical history, training schedule, food habits, supplements, and usual food intake of the athletes. After the assessment, coaches and/or athletes will be informed for a follow up schedule of consultation and provision of the nutrition program. Additional important information such as Body Mass Index (BMI), and Waist Circumference (WC) will be assessed for the PSC employees.

6.16.3 Check the body composition and anthropometric measurements. All athletes and coaches must be referred to the Physiological Unit to the necessary anthropometric measurements and body compositions. Results will be shared to the Sports Nutrition Unit for evaluation purposes.

6.16.4 Compute the nutritional requirements. From the gathered data on actual food intake in the assessment form, calories and macronutrients will be computed by the sports nutritionists. Total energy requirement will be computed based on the activity level of the athletes and employees. Other nutrition related concerns will be considered in the making of meal plan or nutrition program.

6.16.5 Provide meal plan. Meal plan that includes a one day sample menu, meal cards, nutrition guidelines and diet notes can be provided to the athlete/coach/employee upon request. A lecture can likewise be provided to explain the meal plan thoroughly and its application to their daily training program.

6.16.6 Monitor the athlete or coach. The Sports Nutrition Unit will continuously monitor the athletes, coaches and employees' improvement and adjustment of dietary habits.

6.17 Nutrition lecture

6.17.1 Provide lectures/webinars. The Sports Nutrition Unit provides sports nutrition and other nutrition related lectures/webinars to sports teams, PSC Employees, schools/universities, and LGUs with provision of invitation letters and approval from the office of PSC Chairman.

6.17.2 Coordinate with the assigned person. Once approved by the PSC, The Sports Nutrition Unit will then coordinate to the person-in-charge about the details of the seminar or event such as the topics of the lecture, duration of the lectures and schedule.

6.17.3 Duration of lecture. The duration of the lecture will depend on the program or event.


6.17.4 Get the feedback. The sports nutrition unit can request for a feedback evaluation from the organizers of the event.

6.17.5 Meal Plan

6.17.5.1 Provision of meal plans individually. As part of nutrition counseling, the teams are being provided with meal plans individually. The process starts by calculating the caloric requirements for all the athletes and coaches of the team.

6.17.5.2 Determine and distribute the amount of Macronutrients. The carbohydrates, protein and fats must be well distributed in different food items using the Food Exchange List (FEL) tool.

6.17.5.3 Distribute the food items in five (5) different meals. Breakfast, lunch, dinner, AM snack, and PM snack must be well planned.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 32 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

6.17.5.4 Create a one day sample meal plan. using the food items and meal pattern, the nutritionist will create a one (1) day sample meal plan as a guide for the athletes, coaches or employees' food intake.

6.17.5.5 Check the meal plan. Final checking and approval of the Unit Head.

6.17.6 Cycle Menu

6.17.6.1 Plan and determine the budget and number of days. The cycle menu must be budgeted to know the meals suited for the teams. The cycle menu usually has a 30-day cycle of meals.

6.17.6.2 Create a cycle menu pattern. The pattern must include Breakfast, Lunch, Dinner, and snacks. Each meal is composed of rice/bread, two (2) viands using meat (pork, beef, chicken and fish), vegetables and fruits. There should be vegetables for every lunch and dinner. Fruits, however, should always be present in every meal.

6.17.6.3 Plan the main dish first. Gather and select recipes that are easy to prepare, with readily available ingredients, aesthetically pleasing, and palatable. Consider the food restrictions, allergies, and personal preferences of the team.

6.17.6.4 Check and review the combination of viand and vegetable dish. Make sure that there are no repetitions of the same kind of dishes in a day.

6.17.6.5 Finalize the cycle menu. There is always a final checking and approval of the cycle menu from the unit head before sharing it to the request team or to the caterer.

6.17.7 Infographics and other nutrition related postings

6.17.7.1 Define the audience. For the infographic posting, the usual target audience would be the coaches, trainers, PSC employees but most especially to the National Athletes.

6.17.7.2 Establish goal(s) and topic for posting. The topic will depend on the goal of the infographic posting for that period. It will depend on what fits in the current situation in relation to athletes' health and sports performance.


6.17.7.3 Gather information. Gathering of evidence-based articles published or non published will be collated, summarized and used for the infographics. In some situations, an interview of health staff or athletes is also done.

6.17.7.4 Fact check. Proofreading and checking for grammatical error, valid source and information, copyright and overall appeal of the post will take place before posting. The infographic material will be submitted for final checking and approval of the Unit Head.

6.17.7.5 Posting to Philippine Sports Institute (PSI) Facebook page. When all the necessary steps are met, the unit posts its content to the official PSI Facebook page weekly, every Tuesday and/or Thursday.

6.18 Athlete's Dining Hall On-site

6.18.1 Identify the athletes and coaches specified caloric requirements. All athletes and coaches identified from the NSA list can avail the meals from RMSC and PHILSPORTS dining halls. They must be assessed first to determine their overall nutritional needs, food restrictions and allergies. The

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 33 of 33
	MEDICAL AND SCIENTIFIC ATHLETES SERVICES PROCEDURES	Revision No.:	2
	PSC-SOP-BCSSS-04	Effectivity:	8-26-2022

unit may require the caterer to provide the appropriate computer program or system software for the individual Identification Card where all the necessary data of the athletes and coaches are contained in the system.

6.18.2 Make a menu. Cycle menu is developed monthly by the sports nutritionist considering the food allergies, intolerances, restrictions, and other medical conditions while planning. The caterer may prepare the menu, but it is subject for evaluation and approval.




6.18.3 Quality control. To ensure the quality control of foods being served, every day the Nutritionist supervises the kitchen and service line to check the preparation and cooking of foods. All food servers must wear proper attire such as hairnet, apron, clogged shoes, and masks. This is to make sure that the handling, cooking, and serving of meals are done properly and the required serving sizes of meals are well implemented.

6.18.4 Serving of meals. The Registered Nutritionist Dietitian is responsible for the monitoring of proper serving portions.

The serving time is as follows:

Meals of the day	Serving Time
Breakfast	6:00 am – 10:00 am
AM snacks	10:00 am – 11:00 am
Lunch	11:00 am – 2:00 pm
PM snacks	3:00 pm – 5:00 pm
Dinner	5:00 pm – 8:00 pm

6.14.6 Gather Feedback. Once a month, the Sports Nutrition Unit is required to provide feedback forms to the athletes and coaches utilizing the dining hall and encourage them to fill it out, the form allows them to assess the caterers' service quality through rating the food appearance, taste, quality, variety of choices, portion size, time of delivery, and packaging. Ranking of evaluation is from excellence, good fair, and poor. This process will provide the unit to discuss and improve the food service system together with the caterer if needed. An incident report may be required from an athlete, coach or concerned individual whenever a problem arises.

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