



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

The purpose of this document is to provide guidelines for requesting service vehicle from Transportation and Motor Pool Unit.

2.0 SCOPE

This document covers requests from PSC officials, employees, athletes, coaches, NSA and other sectors requiring transportation services.

3.0 DEFINITION OF TERMS

- 3.1. PSC – Philippine Sports Commission
- 3.2. NSA – National Sports Associations
- 3.3. TMPU – Transportation and Motor Pool Unit

4.0 REFERENCE DOCUMENTS


Transportation Service Manual

5.0 PROCESS FLOW

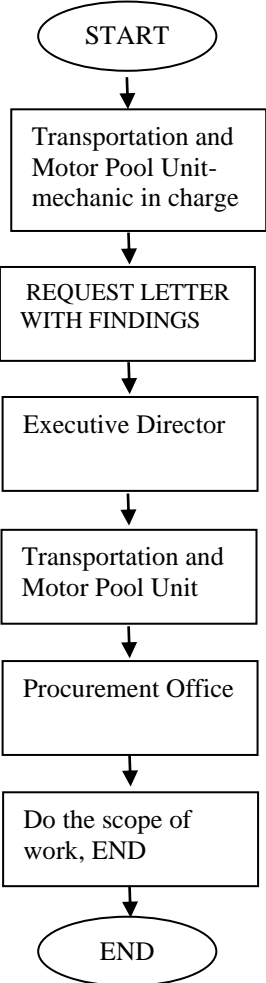
5.1 Process Flow for Client Request for Vehicle


RESPONSIBLE	FLOW CHART	REFERENCE
<p>Executive Director Head, TMPU Driver</p>	<pre> graph TD START([START]) --> Step1[Client Request for vehicle/Vehicle Utilization Form] Step1 --> Step2[For approval (E.D. Office)(Out of Town)] Step2 --> Step3[Schedule Driver and Vehicle] Step3 --> Step4[Trip Tickets and Itinerary of Travel] Step4 --> END([END]) </pre>	<p>Transportation Service Manual</p>

U N C O N T R O L L E D C O P Y

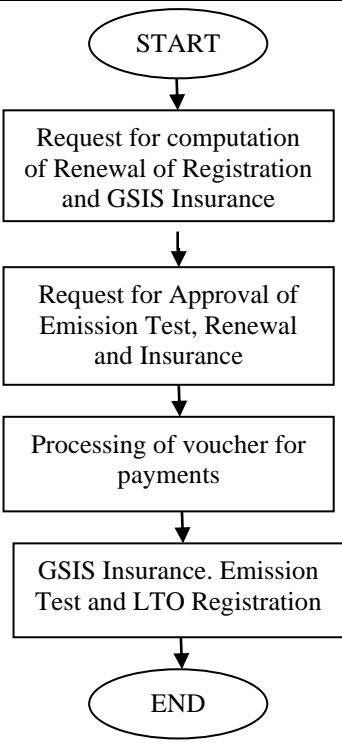
	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 2 of 5
	MOTOR POOL UNIT PROCEDURES	Revision No.:	2
	PSC-SOP-BAFMS-11	Effectivity:	8-15-2022

5.2. Request for Purchase of PSC Vehicles parts for corrective maintenance of all vehicles in Transportation Office

RESPONSIBLE	FLOW CHART	REFERENCE
Executive Director Head, TMPU Mechanic	 <pre> graph TD START([START]) --> A[Transportation and Motor Pool Unit-mechanic in charge] A --> B[REQUEST LETTER WITH FINDINGS] B --> C[Executive Director] C --> D[Transportation and Motor Pool Unit] D --> E[Procurement Office] E --> F[Do the scope of work, END] F --> END([END]) </pre>	Finding of the Mechanic in charge Request letter to the Office of Executive Director For approval and endorsement Issuance of PR, RIS & 3 quotation And endorse to Procurement Office For posting and awarding

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 3 of 5
	MOTOR POOL UNIT PROCEDURES	Revision No.:	2
	PSC-SOP-BAFMS-11	Effectivity:	8-15-2022


5.3. Process Flow for Registration of PSC Vehicles

RESPONSIBLE	FLOW CHART	REFERENCE
Head Transportation, Staff	 <pre> graph TD START([START]) --> Step1[Request for computation of Renewal of Registration and GSIS Insurance] Step1 --> Step2[Request for Approval of Emission Test, Renewal and Insurance] Step2 --> Step3[Processing of voucher for payments] Step3 --> Step4[GSIS Insurance. Emission Test and LTO Registration] Step4 --> END([END]) </pre>	<p>For approval of Finance and E.D</p> <p>Preparation of BUR, Voucher and for Checking</p> <p>For Smoke Test</p>
LTO Agencies		
Executive Director, Finance		
Budget, Accounting, Cashier		
GSIS,LTO		

6.0. PROCEDURE

6.1. Client Request for use of Vehicle

- 6.1.1. Fill-up Vehicle Utilization Form
- 6.1.2. For approval of Head of Transportation Unit and Executive Director
- 6.1.3. Schedule Driver and Vehicle to be used
- 6.1.4. Prepare Driver`s Trip Ticket

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 4 of 5
	MOTOR POOL UNIT PROCEDURES	Revision No.:	2
	PSC-SOP-BAFMS-11	Effectivity:	8-15-2022

6.2. Request for Purchase of PSC Vehicles parts for corrective maintenance of all vehicles in Transportation Office


- 6.2.1.** Check and evaluate the vehicle by Transportation Mechanic
- 6.2.2.** Prepare report and scope of work on the finding of evaluated vehicle
- 6.2.3.** Request for purchase of vehicles parts needed for replacement and maintenance
- 6.2.4.** Prepare PR and RIS for approval of DED-AFMS
- 6.2.5.** Forward to Procurement Office for purchase
- 6.2.6.** Do the scope of work

6.3 Registration of PSC Vehicles

- 6.3.1.** Request computation for renewal of vehicle registration from LTO and GSIS for insurance
- 6.3.2.** Request for approval of payment for renewal of registration, Insurance and Emission Testing
- 6.3.3.** Processing of voucher for payments
- 6.3.4.** Process renewal, insurance and emission testing




6.4 conduct of regular regular preventive maintenance on all vehicles

- 6.4.1.** Check and evaluate the vehicle by the Transportation Mechanic
- 6.4.2.** Prepare necessary report for submission to the Transportation Head
- 6.4.3.** Request for purchase of vehicles materials needed for maintenance if necessary.
- 6.4.4.** Do any repairs or maintenance action needed.

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 5 of 5
	MOTOR POOL UNIT PROCEDURES	Revision No.:	2
	PSC-SOP-BAFMS-11	Effectivity:	8-15-2022

7.0. FORMS ATTACHED

- 7.1. Vehicle Utilization Form
- 7.2. Driver`s Trip Ticket
- 7.3. Motor Vehicle List
- 7.4. Motor Vehicle Preventive Maintenance checklists
- 7.5. Vehicle Maintenance History Record

Prepared by/ date:	Reviewed by/ Date:	Approved by/Date:
 MAURICIO S. ALGODON OIC- TRANSPORTATION UNIT	 MA. ELENA V. LEYBA QUALITY MANAGEMENT REPRESENTATIVE	 ATTY. GUILLERMO R. IROY JR. ACTING EXECUTIVE DIRECTOR