



# NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE PROCEDURES

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PHILIPPINE SPORTS COMMISSION

Revision No.:

1

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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 REFERENCE DOCUMENTS

RA 6847 and its IRR  
NSAAO Operations Manual

MASTER COPY

UNCONTROLLED COPY



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## 4.0 PROCESS FLOW

### 4.1 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)*

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</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; Step1[Request Letter with all documentary requirements]     Step1 --&gt; Step2[NSAAO Staff checks the documents, if complete, advise NSA Liaison Officer to proceed to Records Office for barcoding]     Step2 --&gt; Step3[Records Office receives the documents, provides barcode and forward to NSA Affairs Office]     Step3 --&gt; Step4[NSAAO Staff receives and scan the documents.]     Step4 --&gt; Step5[Coordinator-In Charge gathers relevant data/comments/inputs from concerned offices]     Step5 --&gt; Step6[NSAAO evaluation, Request Letter with all documentary requirements]     Step6 --&gt; Step7[Forward to DED-BCSSS (for checking and signature)]     Step7 --&gt; Step8[Forward original copy to Board Secretary for inclusion in Board Agenda]     Step8 --&gt; Step9[Board Resolution]     Step9 --&gt; Step10[NSAAO forwards copy Board Resolution to concerned offices for appropriate action/processing]     Step10 --&gt; End([END])           </pre>	<p>Operations Manual, Citizens Charter, PSC Implementing Policies, PSC Legal Mandate, RA 6847, PSC Inventory, NSA Annual Budget</p>



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## 4.2 Evaluation of requests for endorsement to avail travel tax and airport tax exemption

RESPONSIBLE	FLOW CHART	REFERENCE
<p>NSAAO</p> <p>Records Office</p> <p>NSAAO</p> <p>DED-BCSSS</p> <p>Travel Office</p>	<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; Forward[Records Office receives the documents, provides barcode and forward to NSA Affairs Office]     Forward --&gt; Scan[NSAAO Staff receives and scan the documents.]     Scan --&gt; Prepare[Prepare evaluation / action slip]     Prepare --&gt; Forward2[Forward to DED-BCSSS (for checking and signature)]     Forward2 --&gt; Action[NSAAO Action Slip, Request Letter with all documentary requirements]     Action --&gt; Forward3[Forward original copy to Travel Office (for preparation of endorsement letter to concerned agencies)]     Forward3 --&gt; End([END])     </pre>	<p>Operations Manual, Citizens Charter, PSC Implementing Policies, PSC Legal Mandate, RA6847</p>



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

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; 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; Gather[Gather relevant data (availability) from concerned offices]     Gather --&gt; Prepare[Prepare evaluation / endorsement based on PSC policies]     Prepare --&gt; Forward1[Forward to DED-BCSSS (for his discretion)]     Forward1 --&gt; Action[NSAAO Action Slip, Request Letter with all documentary requirements]     Action --&gt; Forward2[Forward original copy to concerned offices (for processing)]     Forward2 --&gt; End([END])     </pre>	<p>PSC Implementing Policies, PSC Legal Mandate, RA 6847, Athletes' Profile, NSA Annual Budget</p>



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

RESPONSIBLE	FLOW CHART	REFERENCE
<p>NSAAO</p> <p>Records Office</p> <p>NSAAO</p> <p>DED-BCSSS</p> <p>Office of the Executive Director/ Chairman's Office</p>	<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; ForwardRecords[Records Office receives the documents, provides barcode and forward to NSA Affairs Office]     ForwardRecords --&gt; Scan[NSAAO Staff receives and scan the documents.]     Scan --&gt; Prep[Preparation of visa endorsement letter / certification / NSA communications]     Prep --&gt; ForwardDED[Forward to DED-BCSSS for signature or endorsement to authorized signatory]     ForwardDED --&gt; Letter[Letter / Certification]     Letter --&gt; ForwardED[Forward to Office of the Executive Director (for checking and signature or endorsement for Chairman's signature)]     ForwardED --&gt; End([END])           </pre>	<p>PSC Implementing Policies, PSC Legal Mandate, RA 6847, Athletes' Profile, NSA Annual Budget</p>



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

RESPONSIBLE	FLOW CHART	REFERENCE
<p>NSAAO</p> <p>Records Office</p> <p>NSAAO</p> <p>DED-BCSSS</p> <p>NSAAO and ACD</p>	<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; Forward[Records Office receives the documents, provides barcode and forward to NSA Affairs Office]     Forward --&gt; Scan[NSAAO Staff receives and scan the documents.]     Scan --&gt; Prep[Preparation of endorsement based on PSC policies]     Prep --&gt; Forward2[Forward to DED-BCSSS (for his discretion or endorsement for the Executive Director's decision)]     Forward2 --&gt; Endorsement[Endorsement]     Endorsement --&gt; Back[Back to NSA Affairs Office (for implementation) and forward copy to concerned offices if necessary]     Back --&gt; End([END])     </pre>	<p>PSC Implementing Policies, PSC Legal Mandate, RA 6847, Athletes' Profile, NSA Annual Budget</p>



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## 4.6 Preparation of Monthly Allowance Report

RESPONSIBLE	FLOW CHART	REFERENCE
<p>NSAAO</p> <p>NSAAO-MAR STAFF</p> <p>NSAAO Head</p> <p>NSAAO-MAR In- Charge, Staff</p>	<pre> graph TD     Start([START]) --&gt; Req[NSA Monthly Allowance Report requirements]     Req --&gt; LineUp[Received from NSAAO the approved line-up for each NSAs every month]     LineUp --&gt; DTR[Received the Daily Time Record (DTR) and the Activity Report from the different NSAs every end of the month for NSAs documentary requirements for athletes and coaches' allowance. We prepare the Monthly Allowance Report for athletes and coaches on a First In First Out basis.]     DTR --&gt; CheckSig[Checking the authorized signatory of the submitted documents per NSA]     CheckSig --&gt; CheckNames[Checking the names of both athletes and coaches are in the line-up, DTR and Comprehensive Activity Report.]     CheckNames --&gt; PrepMAR[Preparation of Monthly Allowance Report]     PrepMAR --&gt; InitCheck[Conducts initial checking of the Monthly Allowance Report, suggest corrections, if necessary, affixes signature and endorse to NSAAO Head]     InitCheck --&gt; FinalCheck[NSAAO Head conducts final checking of the MAR, suggest corrections, if necessary, affixes signature on the Report and return documents to MAR]     FinalCheck --&gt; ActionSlip[Prepares Action Slip and attached the documents needed: • Line-up • DTR • Activity Report • Medical Certificate from MSAS if any • Monthly Allowance Report (MAR) Forwards all documents to the Assistance and Coordination Division (ACD) for payroll preparation]     ActionSlip --&gt; End([END])           </pre>	<p>NSAAO Citizen's Charter, PSC Implementing Policies, PSC Legal Mandate, R.A. 6847</p>



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## 5.0 PROCEDURE

- 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)*
- 5.1.1 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.
  - 5.1.2 Records Office receives the documents, provides barcode and forward to NSA Affairs Office.
  - 5.1.3 NSAAO staff shall receive and scan the documents.
  - 5.1.4 Coordinator in-charge gathers relevant data/comments/inputs from concerned offices
  - 5.1.5 Coordinator in-charge prepares evaluation/endorsement and recomputation based on policies
  - 5.1.6 Evaluation/endorsement will be forwarded to the Office of the Deputy Executive Director-Bureau on Coordinating Secretariat and Support Services for checking and signature
  - 5.1.7 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.
  - 5.1.8 Upon discussion of the board, Board Secretariat then issues a Board Resolution stating the Board's decision
  - 5.1.9 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.
- 5.2 Evaluation of requests for endorsement to avail travel tax and airport tax exemption
- 5.2.1 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.
  - 5.2.2 Records Office receives the documents, provides barcode and forward to NSA Affairs Office.
  - 5.2.3 NSAAO staff shall receive and scan the documents.
  - 5.2.4 Coordinator in-charge evaluates the request and makes the necessary endorsement to the Office of the Executive Director.
  - 5.2.5 Evaluation/endorsement will be forwarded to the Office of the Deputy Executive Director-Bureau on Coordinating Secretariat and Support Services for checking and signature
  - 5.2.6 Evaluation/endorsement will be forwarded to Travel Office for preparation of necessary documents



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

- 5.3.1 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.
- 5.3.2 Records Office receives the documents, provides barcode and forward to NSA Affairs Office.
- 5.3.3 NSAAO staff shall receive and scan the documents.
- 5.3.4 Coordinator in-charge gathers relevant data (availability of requested items) from concerned offices
- 5.3.5 Coordinator in-charge evaluates the request and makes the necessary endorsement to the Office of the Deputy Executive Director-Bureau on Coordinating Secretariat.
- 5.3.6 Evaluation/endorsement will be forwarded to the Office of the Deputy Executive Director-Bureau on Coordinating Secretariat and Support Services for his discretion
- 5.3.7 NSAAO shall forward the documents to concerned offices for processing.

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

- 5.4.1 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.
- 5.4.2 Records Office receives the documents, provides barcode and forward to NSA Affairs Office.
- 5.4.3 NSAAO staff shall receive and scan the documents.
- 5.4.4 Staff in-charge prepares visa endorsement letters / certification and NSA communications
- 5.4.5 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.
- 5.4.6 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.

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

- 5.5.1 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.
- 5.5.2 Records Office receives the documents, provides barcode and forward to NSA Affairs Office.
- 5.5.3 NSAAO staff shall receive and scan the documents.
- 5.5.4 Coordinator in-charge prepares evaluation/endorsement based on policies
- 5.5.5 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



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5.5.6 NSA Affairs Office shall implement the decision of the DED-BCSSS or the Executive Director.

## 5.6 Preparation of Monthly Attendance Report

5.6.1 Monthly allowance Report (MAR) received from the different NSAs the Daily Time Record, Comprehensive Activity and Whereabouts Report which is for payroll documentary requirements

5.6.2 NSAAO-MAR staff prepares the Monthly Allowance Report on a First In First Out Basis (FIFO)

5.6.3 NSAAO-MAR In-Charge conducts initial checking of MAR, suggest corrections, if necessary, affixes signature and endorse to NSAAO Head

5.6.4 NSAAO Head conducts final checking of the Monthly Allowance Report, suggest corrections, if necessary, affixes signature and return documents to NSAAO-MAR

5.6.5 NSAAO-MAR In Charge prepares Action Slip and forwards documents to the Assistance and Coordination Division for payroll preparation

## 6.0 FORMS ATTACHED

6.1 Action Slip

6.2 Endorsement Slip to different offices

6.3 Purchase Request Form

6.4 Requisition and Issuance Slip

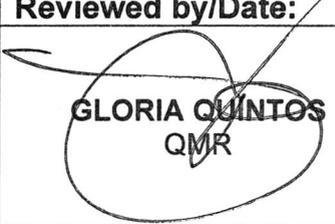
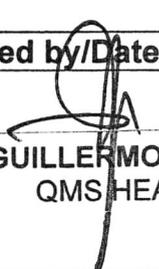
6.5 Checklists

6.6 Athletes' Profile

6.7 Coaches' Profile

6.8 Monthly Allowance Summary

6.9 Monthly Allowance Report

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
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