



PHILIPPINE SPORTS COMMISSION

ASSISTANCE AND COORDINATION DIVISION PROCEDURES

PSC-SOP-BCSSS-02

Page No.:

Page 1 of 17

Revision No.:

4

Effectivity:

MAR 13 2024

1.0 PURPOSE

The purpose of this procedure is to provide guidelines in the effective implementation of Assistance and Coordination Division procedures.

2.0 SCOPE

The scope of this procedure covers the preparations of the Payroll of Athletes and Coaches Allowances (PACA); documentary requirements for the foreign coaches; processing of cash incentive and retirement benefits under R.A. 10699; research and coordination for the Philippine Sports Hall of Fame and the Philippine Sports Museum; printing and issuance of Benefit Kits under R.A. 10699 as well as the regular PSC ID cards; and processing of monthly pension of retired athletes.

3.0 DEFINITION OF TERMS AND ACRONYMS

- 3.1 PSC – *Philippine Sports Commission*
- 3.2 ACD – *Assistance and Coordination Division*
- 3.3 ED – *Executive Director*
- 3.4 DED – BCSSS – *Deputy Director, Bureau of Coordinating Secretariat and Support Services*
- 3.5 DED – FMAS – *Deputy Director, Finance Management and Administrative Services*
- 3.6 PCO – *Public Communications Office*
- 3.7 PAGCOR – *Philippine Amusement and Gaming Corporation*
- 3.8 NSA – *National Sports Association*
- 3.9 R.A. 6847 – *Philippine Sports Commission Act*
- 3.10 R.A. 10699 – *National Athletes and Coaches Benefits and Incentives Act*
- 3.11 R.A. 8757 – *Hall of Fame Act*
- 3.12 PSHoF – *Philippine Sports Hall of Fame*
- 3.13 NTP – *National Training Pool*
- 3.14 BR – *Board Resolution*
- 3.15 DTR – *Daily Time Record*
- 3.16 MAR – *Monthly Attendance Report*
- 3.17 WAR – *Whereabout and Activity Report*
- 3.18 PACA – *Payroll of Athletes and Coaches Allowances*
- 3.19 CSR – *Certificate of Service Rendered*
- 3.20 TP – *Training Program for Athletes provided by Foreign Coaches*

4.0 REFERENCE DOCUMENTS

- 4.1 *Assistance and Coordination Division Operations Manual*
- 4.2 *Republic Act No. 10699*
- 4.3 *Implementing Rules and Regulations of R.A. No. 6847*
- 4.4 *R.A. 8757*

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PHILIPPINE SPORTS COMMISSION

ASSISTANCE AND COORDINATION DIVISION PROCEDURES

PSC-SOP-BCSSS-03

Page No.:

Page 2 of 17

Revision No.:

4

Effectivity:

MAR 13 2024

5.0 PROCESS FLOW

5.1 Preparation of Payroll of Athletes and Coaches Allowance (PACA)

RESPONSIBLE	FLOW CHART	REFERENCE
National Sports Association Affairs Office (NSAAO)	<pre>graph TD; Start([Start]) --> Step1[Submission of Monthly Allowance Reports (MARs)]; Step1 --> Step2[Review and double checking of the submitted Line-up and DTRs as basis for computation of specific month's allowance]; Step2 --> Step3[Preparation of Payroll of Athletes and Coaches Allowance (PACA)]; Step3 --> Step4[PACA for ACD Chief's signature]; Step4 --> End([End]);</pre>	Action Slip MARs Line-up Board Resolutions
Assistance and Coordination Division (ACD)		Action Slip, MAR, Line-up, DTR, WAR, Board Resolutions
Assistance and Coordination Division (ACD)		Action Slip, PACA, MAR, Line-up, DTR, WAR, Board Resolutions
Assistance and Coordination Division (ACD)		Action Slip, PACA



PHILIPPINE SPORTS COMMISSION

ASSISTANCE AND COORDINATION DIVISION PROCEDURES

PSC-SOP-BCSSS-03

Page No.:

Page 3 of 17

Revision No.:

4

Effectivity:

MAR 13 2024

*BFMAS
(Budget Office)*

**Processing of PACA
payment**

*Action Slip, PACA,
MAR, Line-up, DTR,
WAR, Board
Resolutions*

END



PHILIPPINE SPORTS COMMISSION

**ASSISTANCE AND COORDINATION
DIVISION PROCEDURES**

PSC-SOP-BCSSS-03

Page No.:

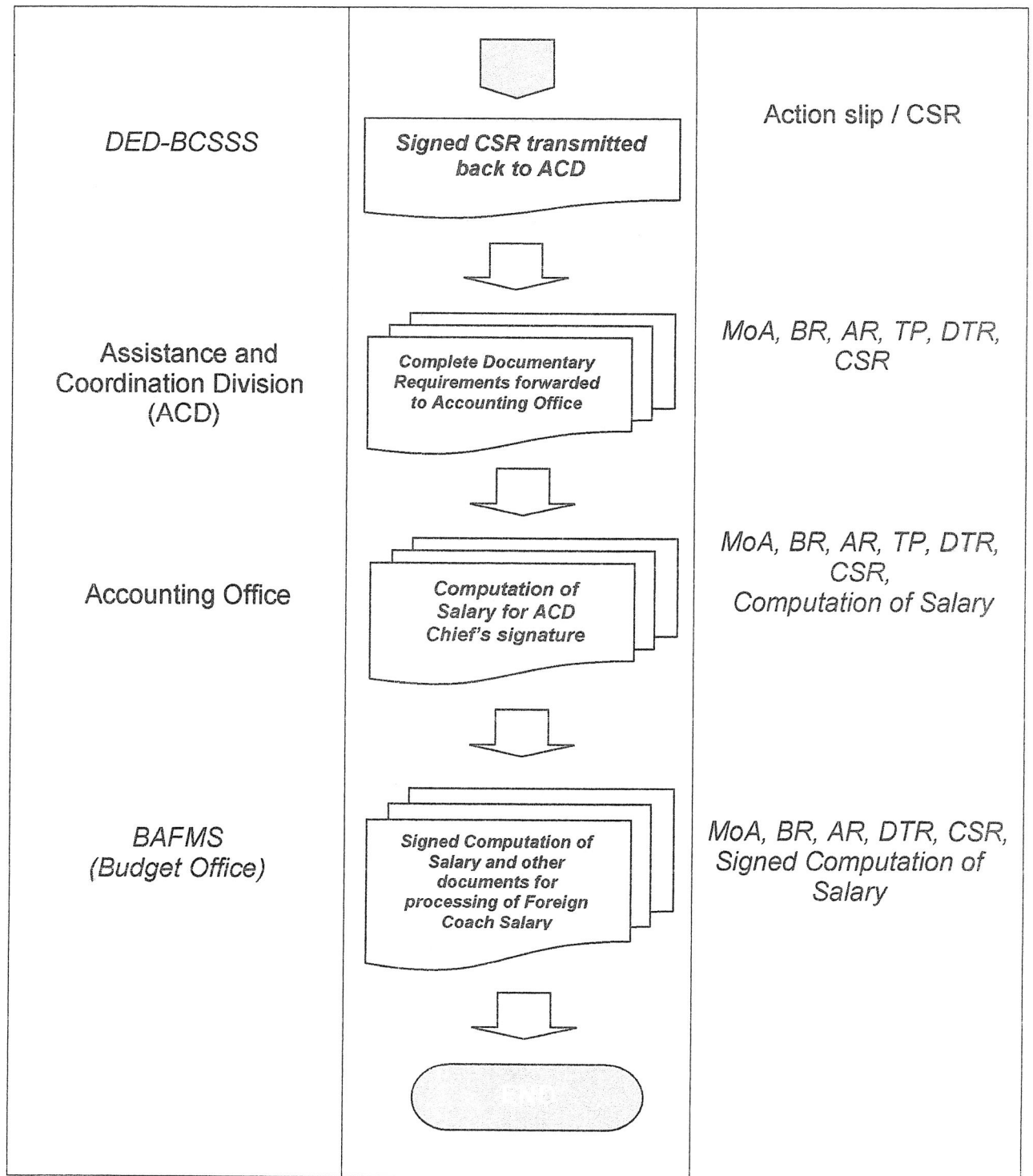
Page 5 of 17

Revision No.:

4

Effectivity:

MAR 13 2024





PHILIPPINE SPORTS COMMISSION

ASSISTANCE AND COORDINATION DIVISION PROCEDURES

PSC-SOP-BCSSS-03

Page No.:

Page 6 of 17

Revision No.:

4

Effectivity:

MAR 13 2024

5.3 Processing of Cash Incentives and Retirement Benefits

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Applicant / Governing Sports Body / Umbrella Organization</p> <p>Assistance and Coordination Division (ACD)</p> <p>Assistance and Coordination Division (ACD)</p> <p>DED-BCSSS</p> <p>Board Secretariat</p>	<pre> graph TD Start([Start]) --> Step1[Application Form, Delegation List and/or other Documents] Step1 --> Step2[Research, Evaluation and Checking of submitted Documents] Step2 --> Step3[Computation of Incentives and Recommendation] Step3 --> Step4[Endorsement to the Office of the Board Secretary for approval of the PSC Board] Step4 --> Step5{Inclusion in Agenda for PSC Board Approval} Step5 --> End([End]) </pre>	<p>Notarized Application Form by individual applicant/Delegation List certified by umbrella organization (e.g. POC, PhilSpada, etc.) Notarized NSA Certification, Official Results and other documents as may be required.</p> <p>Recommendation and Computation</p> <p>Remarks of Endorsement</p> <p>PSC Board Meeting Agenda and Board Resolution</p>



PHILIPPINE SPORTS COMMISSION

ASSISTANCE AND COORDINATION DIVISION PROCEDURES

PSC-SOP-BCSSS-03

Page No.:

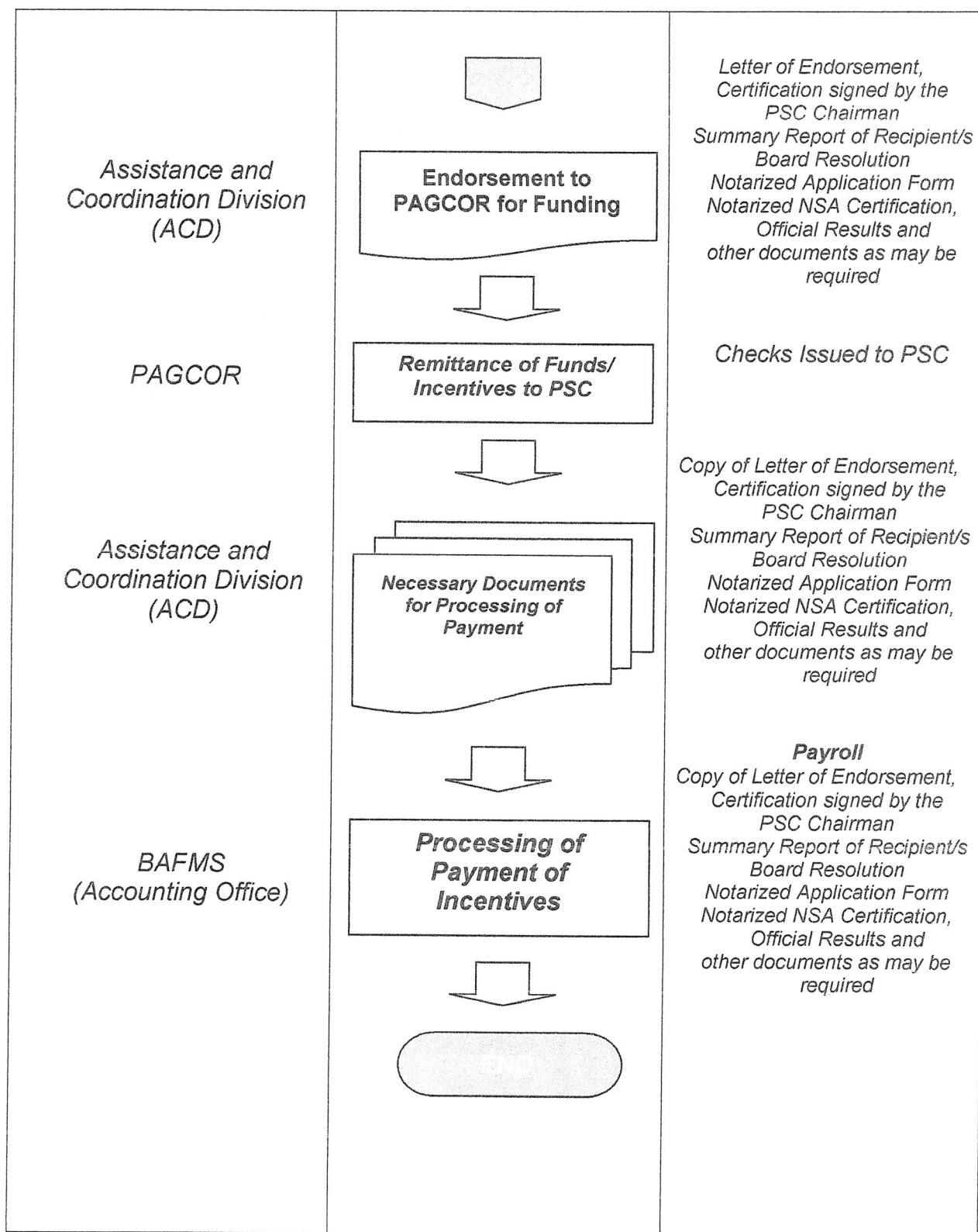
Page 7 of 17

Revision No.:

4

Effectivity:

MAR 13 2024





PHILIPPINE SPORTS COMMISSION

ASSISTANCE AND COORDINATION DIVISION PROCEDURES

PSC-SOP-BCSSS-03

Page No.:

Page 8 of 17

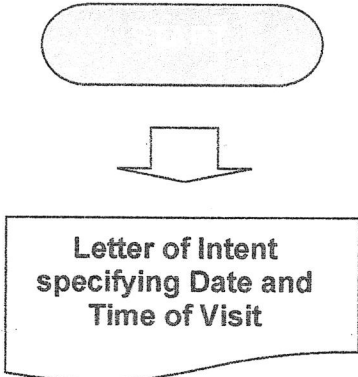
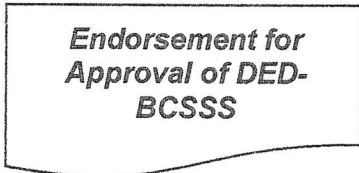
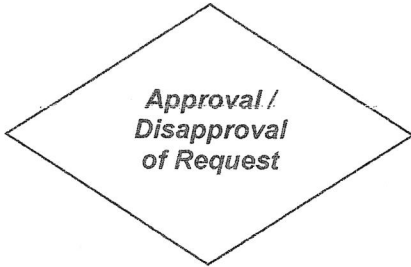
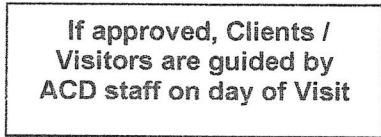
Revision No.:

4

Effectivity:

MAR 13 2024

5.4 Philippine Sports Museum Visits

RESPONSIBLE	FLOW CHART	REFERENCE
Client / Visitor		Letter Request
Chief - Assistance and Coordination Division (ACD)		Endorsement Memorandum
DED-BCSSS		Remarks on Action Slip / Endorsement Memorandum
Assistance and Coordination Division (ACD)		



PHILIPPINE SPORTS COMMISSION

**ASSISTANCE AND COORDINATION
DIVISION PROCEDURES**

PSC-SOP-BCSSS-03

Page No.:

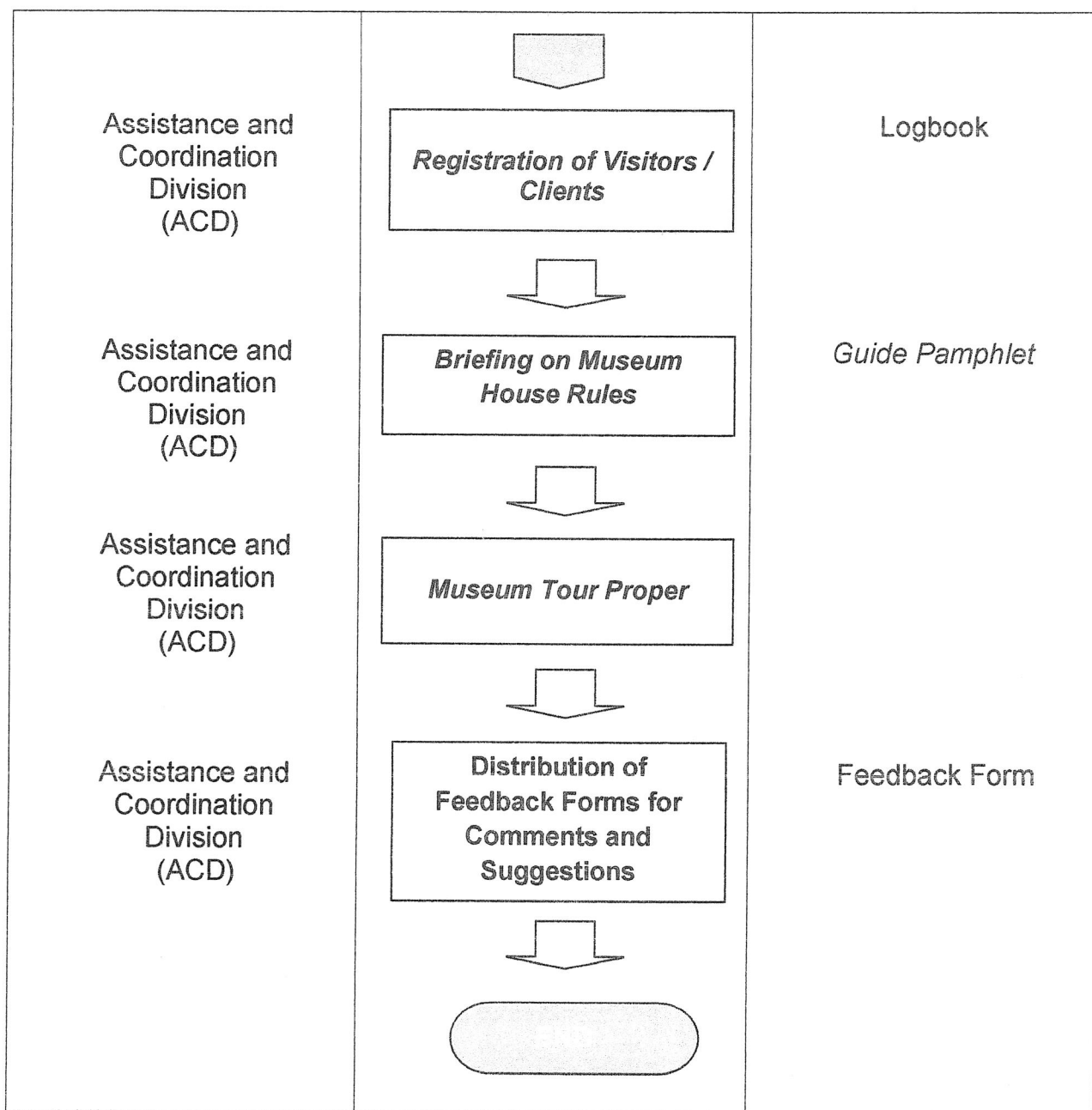
Page 9 of 17

Revision No.:

4

Effectivity:

MAR 13 2024





PHILIPPINE SPORTS COMMISSION
ASSISTANCE AND COORDINATION
DIVISION PROCEDURES

PSC-SOP-BCSSS-03

Page No.:

Page 10 of 17

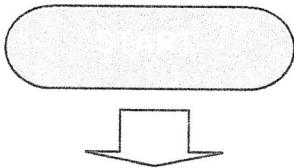
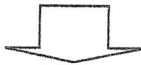
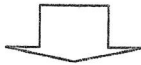
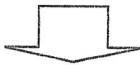
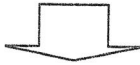

Revision No.:

4

Effectivity:

MAR 13 2024

5.5 Research and Coordination for the Philippine Sports Hall of Fame

RESPONSIBLE	FLOW CHART	REFERENCE
Assistance and Coordination Division (ACD) Chief	 <p><i>Informs the Chairman of the implementation of PSHoF for the current year</i></p>	R.A. No. 8757
PSC Chairman	 <p><i>Composition of 7-Member Screening Committee</i></p>	Section 4 of R.A. No. 8757
Screening Committee	 <p><i>Preparation of Criteria for Nomination, Selection for Candidates including Internal Rules and Regulations</i></p>	Coordination Meeting Minutes / Selection Committee Resolution
Review and Evaluation Committee	 <p><i>Evaluation, Review, Shortlisting of Nominees</i></p>	Nomination Forms
PSHoF Secretariat	 <p><i>Preparation of movable Timeline including Start / End of Nomination and Election Periods</i></p> 	Coordination Meeting Minutes / Media Releases / PSC Website



PHILIPPINE SPORTS COMMISSION

ASSISTANCE AND COORDINATION DIVISION PROCEDURES

PSC-SOP-BCSSS-03

Page No.:

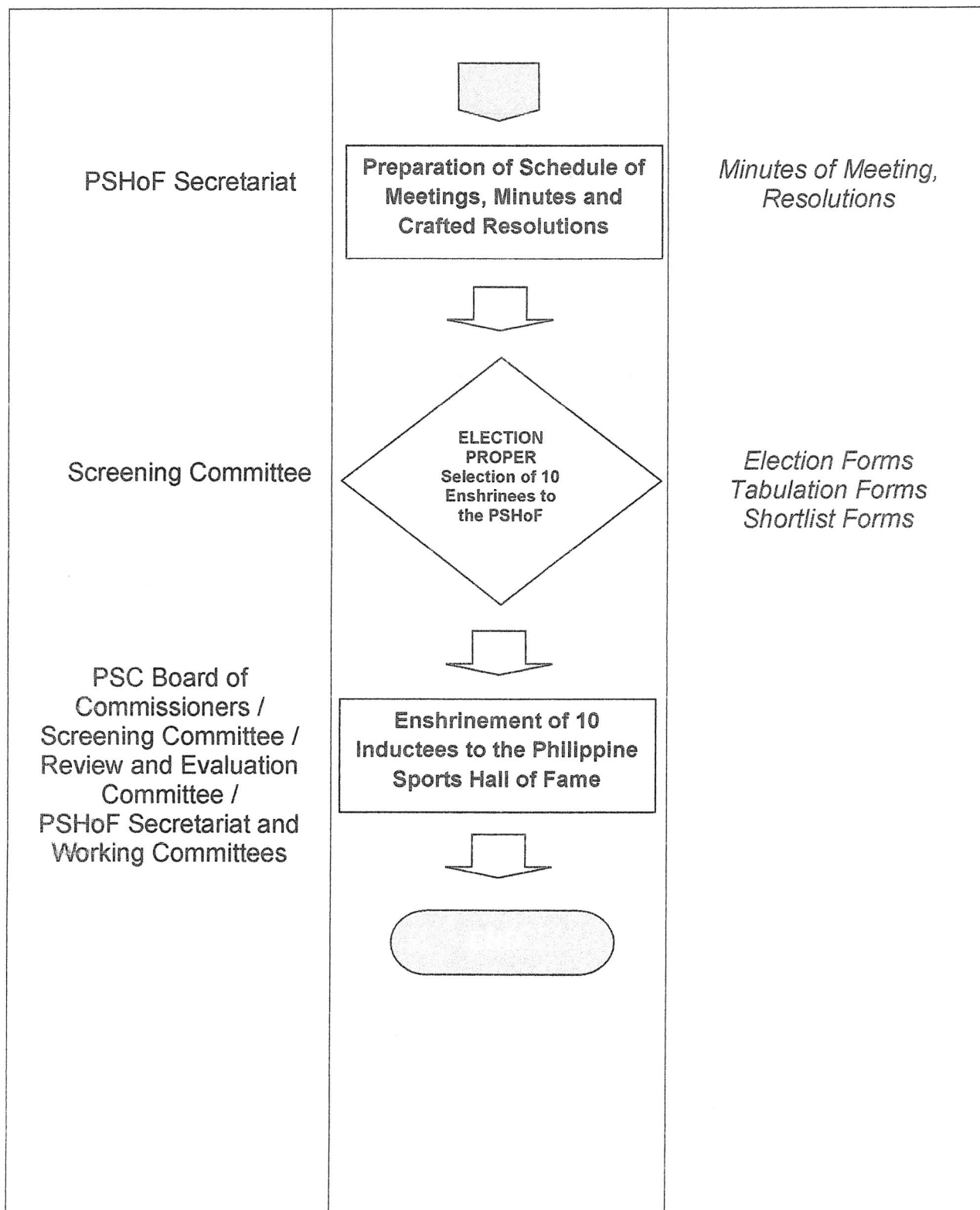
Page 11 of 17

Revision No.:

4

Effectivity:

MAR 13 2024





5.6 Printing and Issuance of Benefit Kits and regular PSC Identification Cards

RESPONSIBLE	FLOW CHART	REFERENCE
<p>National Sports Association Affairs Office (NSAAO)</p> <p>Assistance and Coordination Division (ACD)</p> <p>Assistance and Coordination Division (ACD)</p> <p>Chief of Assistance and Coordination Division (ACD)</p> <p>Assistance and Coordination Division (ACD)</p>	<pre> graph TD Start([Start]) --> A[Alpha Lists or official Line-ups as Candidates for Benefits] A --> B[Review of Alpha Lists of Candidates for Benefits] B --> C[Issuance of Serial / Control Numbers] C --> D{Approval for Printing of Cards/Booklets & PSC IDs} D --> E[Alpha Lists of Eligible Athletes /Coaches for Benefits] E --> End([End]) </pre>	<p>R.A. No. 10699, Board approved NSA Line-ups</p> <p>Athletes'/Coaches' Profiles, Official Results of International Events, Passports</p> <p>Approved Alpha List of Eligible Athletes & Coaches</p>



PHILIPPINE SPORTS COMMISSION

ASSISTANCE AND COORDINATION DIVISION PROCEDURES

PSC-SOP-BCSSS-03

Page No.:

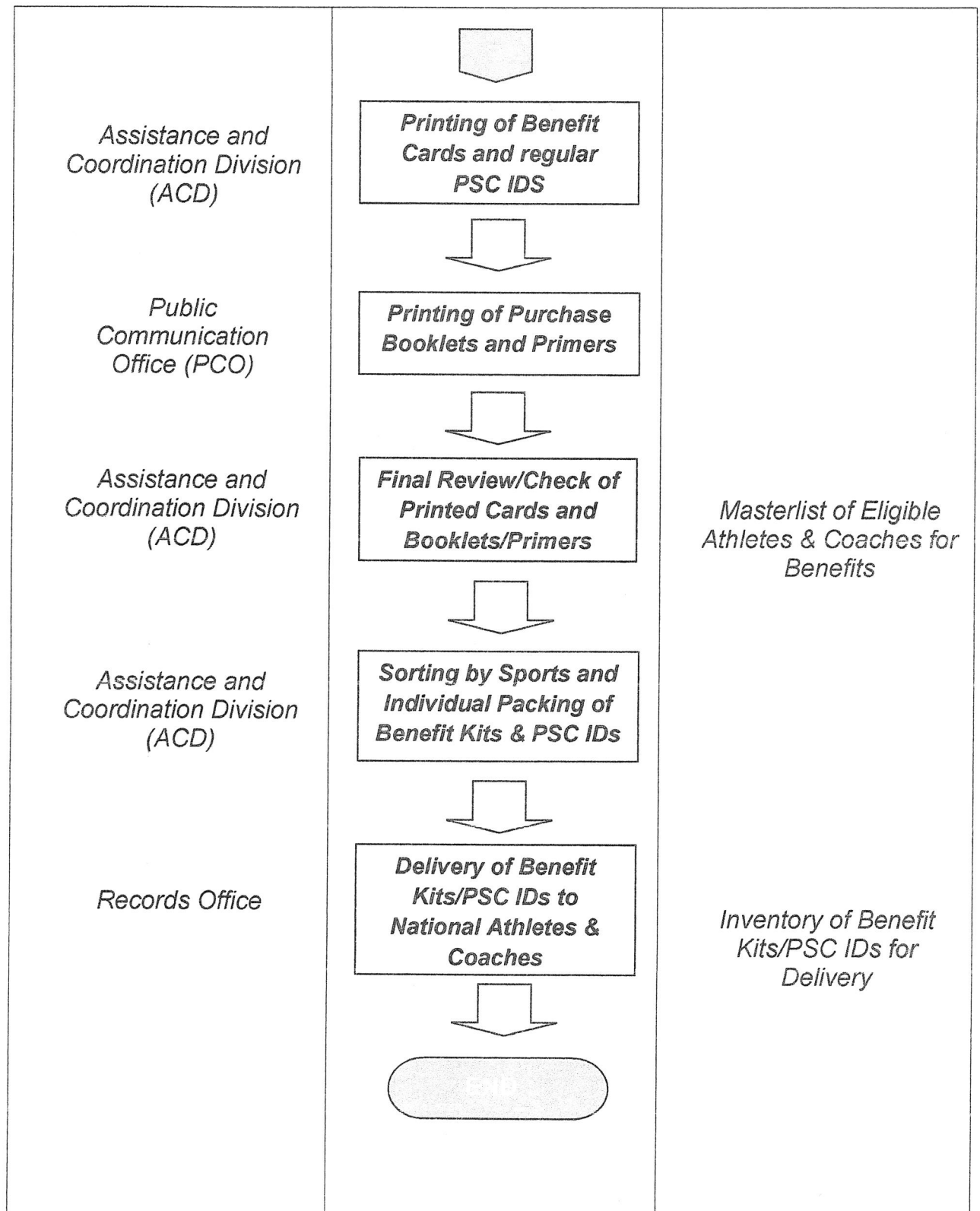
Page 13 of 17

Revision No.:

4

Effectivity:

MAR 13 2024





PHILIPPINE SPORTS COMMISSION

ASSISTANCE AND COORDINATION DIVISION PROCEDURES

PSC-SOP-BCSSS-03

Page No.:

Page 14 of 17

Revision No.:

4

Effectivity:

MAR 13 2024

6.0 PROCEDURE

6.1 Preparation of Payroll of Athletes and Coaches Allowances (PACA)


- 6.1.1 The NSAAO-MAR Unit submits the Monthly Allowance Report together with the attachments such as the approved line-up, BRs, DTRs and Activity Report to the ACD
- 6.1.2 ACD staff will double check and review the submitted documents from MAR as basis of computation for Payroll
- 6.1.3 ACD staff will prepare the Payroll of Athletes and Coaches Allowance (PACA) forms based on the submitted monthly allowance reports
- 6.1.4 Signed PACA, MAR and other attachments is forwarded to Budget Office for Preparation of the Budget Utilization Report (BUR) and processing.
- 6.1.5 End of Transaction

6.2 Preparation of Salaries of Foreign Coaches (FCs)

- 6.2.1 Daily Time Records (DTRs), Accomplishments Reports (ARs) and Training Program (TP) of Foreign Coaches are submitted every month to ACD
- 6.2.2 ACD staff collates and prepares documents for attachment to process monthly salaries (i.e., Contracts of Service, Board Resolutions, ARs, DTRs)
- 6.2.3 ACD staff prepares Certificates of Service Rendered (CSRs)
- 6.2.4 Certificates of Services Rendered are initialed by Chief of ACD
- 6.2.5 Certificates of Services Rendered are forwarded to DED-BCSSS for signature
- 6.2.6 After DED-BCSSS' signature, CSRs are transmitted back to ACD
- 6.2.7 ACD forwards all documents to Accounting Office for computation of FCs' salaries
- 6.2.8 Accounting Office transmits back to ACD Computation of Salaries for signature of ACD Chief
- 6.2.9 After signing of Computation of Salaries, all documents are forwarded to BAFMS (Budget Office) for processing
- 6.2.10 End of transaction

6.3 Incentives and Retirement Benefits for National Athletes & Coaches

- 6.3.1 The requesting party submits application form with complete supporting documents; this applies to individual applicants/medalists of sport-specific events (e.g. medalists of World/Asian Championships/Cups, etc.)
- 6.3.2 In the case of multi-sport events where medalists number in the hundreds or even in the thousands, the Delegation List as certified by the governing sports body or the umbrella organizations, i.e., the Philippine Olympic Committee (POC) or the Philippine Sports Association for the Differently Abled (PhilSpada), will be considered as sufficient document to serve as application form of the medalists-claimants;

	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 15 of 17
	ASSISTANCE AND COORDINATION DIVISION PROCEDURES	Revision No.:	4
	PSC-SOP-BCSSS-03	Effectivity:	MAR 13 2024

- 6.3.3 The ACD staff receives and checks if the submitted application have complete requirements and evaluates the compliance to RA 10699. Computes the amount of incentive to be received and makes recommendation;
- 6.3.4 ACD endorses the application to the Office of the DED-BCSSS for inclusion in agenda for Decision of the Board;
- 6.3.5 The Board Secretary issues Board Resolution approving / denying the application
- 6.3.6 With the approved Board Resolution, ACD prepares Letter of Endorsement and Certification to be signed by the Chairman and make Summary Report of the recipients. Together with the application and other supporting documents, are submitted to PAGCOR for funding
- 6.3.7 PAGCOR remits fund to PSC
- 6.3.8 ACD prepares all the pertinent documents for processing of payments
- 6.3.10 ACD endorses documents to BFMAS (Budget Office) for processing
- 6.3.11 End of transaction

6.4 Philippine Sports Museum Visits

- 6.4.1 Requires request letter from visitors/clients stating intent to visit specifying the date and time
- 6.4.2 ACD Chief refers request letter to Bureau Director BCSSS for approval
- 6.4.3 DED-BCSSS approves / disapproves request to visit
- 6.4.4 ACD Staff accompanies the visitors on the day of the visit
- 6.4.5 ACD Staff presents log book for registration of visitors / client
- 6.4.6 ACD Staff explains house rules to visitors / clients
- 6.4.7 ACD Staff tours and explains about memorabilia on display
- 6.4.8 ACD Staff gives out feedback forms for comments and suggestions
- 6.4.9 End of transaction

6.5 Research and Coordination for the Philippine Sports Hall of Fame

- 6.5.1 ACD Chief informs the Chairman of the implementation of PSHoF for the current year
- 6.5.2 The Chairman fills the Screening Committee of the seven-membership composition
- 6.5.3 The Screening Committee prepares the criteria for nomination, selection of candidates including internal rules and procedures
- 6.5.4 The Screening Committee forms the Review and Evaluation Committee to evaluate, review and shortlist the nominees
- 6.5.5 The Secretariat prepares the movable timeline to guide the Screening and Review Committees with their actions including the start and end of the nomination period, the discussions for the nominations and the election period
- 6.5.6 The Secretariat prepares schedules of meetings and prepares minutes to document all discussions including resolutions crafted.
- 6.5.7 Screening Committee votes among themselves ten (10) Enshrinees for the Philippine Sports Hall of Fame from the shortlist presented.



PHILIPPINE SPORTS COMMISSION

Page No.:

Page 16 of 17

ASSISTANCE AND COORDINATION DIVISION PROCEDURES

Revision No.:

4

PSC-SOP-BCSSS-03

Effectivity:

MAR 13 2024

6.5.8 Enshrinement to the Philippine Sports Hall of Fame

6.5.9 End of transaction

6.6 Printing and Issuance of Benefit Kits and regular PSC Identification Cards

6.6.1 **Alpha Lists of Candidates for Benefits** are prepared by the National Sports Association Affairs Office (NSAAO). The lists include the following data: Surname, Given Name(s), Sport and one (1) International Event, preferably the highest-level or most-recent, participated in by the athlete or coach. The NSAAO Head certifies that the names appearing on the lists are current members of the National Training Pool (NTP) and shall submit the same to the Assistance and Coordination Division (ACD) for review.

6.6.2 Alternatively, the NSAAO submits the official Line-up of the National Training Pool (NTP) which will serve as the basis for the issuance of both the PSC Identification cards and the Benefit/Discount cards of athletes and coaches.

6.6.3 The ACD reviews the submitted lists based on the following:

- (a) International events participated in by the athletes/coaches;
- (b) Names as they appear on the passports of the athletes/coaches.

Verification of event participated in by the athlete or coach is necessary to establish eligibility while the use of passport names is aimed to minimize, if not totally eliminate, inaccuracy of names (e.g. misspellings).

6.6.4 Once the Lists of Candidates have been reviewed, the ACD then prepares the **Alpha Lists of Eligible Athletes and Coaches** and issues the control/serial numbers beside the names of athletes and coaches who passed the verification process. Control/Serial numbers shall appear as follows:

202_ - XXXX

written with the year of issuance/effectivity to be followed by a 4-digit number in chronological order (Example: 2021-0316, 2021-0317, 2021-0318, etc.)

6.6.5 The Alpha Lists of Eligible Athletes and Coaches are approved by the Division Chief of ACD prior printing of cards and booklets.

6.6.6 The Alpha Lists of Eligible Athletes and Coaches are forwarded to the Public Communications Office (PCO) for printing of booklets and primers while the printing of benefit cards are done by the ACD. The control/serial numbers shall appear or be printed at the most conspicuous area on both instruments for easier reference.

6.6.7 A Masterlist of printed benefit cards and purchase booklets is generated to serve as reference and monitoring tool. The same list will be forwarded to the PCO for posting in the official website of the Commission.

6.6.8 The ACD will then simultaneously print the regular PSC IDs of all members of the National Training Pool (NTP)

6.6.9 All printed Benefit Kits (with enclosed cards and booklets/primers) and regular PSC IDs are then sorted by sport and a final review/check of these instruments is conducted by ACD prior delivery. The same shall be

**PHILIPPINE SPORTS COMMISSION****ASSISTANCE AND COORDINATION
DIVISION PROCEDURES**

PSC-SOP-BCSSS-03

Page No.:

Page 17 of 17

Revision No.:

4

Effectivity:

MAR 13 2024


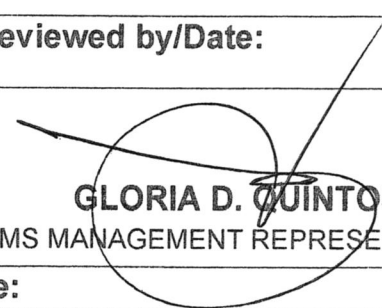
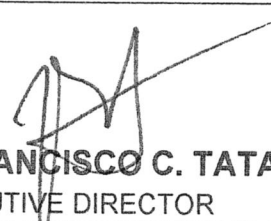
individually enclosed in PSC brown mailing envelopes in preparation for delivery.

6.6.10 The Records Office will be in-charge of delivery (either by post or by courier) of the Benefit Kits/regular PSC IDs directly to the eligible athletes and coaches. Should an NSA request to receive the Benefit Kits on behalf of its National Team members, the NSA is required to submit a report showing the benefit kits were duly received by the national athletes and coaches.

6.6.11 End of Transaction

7.0 FORMS ATTACHED

- 7.1 Retirement Benefits for National Athletes/Coaches Application Form
- 7.2 Daily Time Record Form
- 7.3 Museum Feedback Form
- 7.4 Hall of Fame Nomination Form
- 7.5 Hall of Fame Election Form
- 7.6 Alpha Lists of Candidates for Benefits - National Athletes
- 7.7 Alpha Lists of Candidates for Benefits - National Coaches
- 7.8 Alpha List of Eligible Athletes and Coaches
- 7.9 Inventory of Benefit Kits for Delivery
- 7.10 Masterlist of Eligible Athletes and Coaches for Benefits

Submitted by/Date:	Reviewed by/Date:
 ANNA CHRISTINE S. ABELLANA CHIEF, ASSISTANCE COORDINATION DIVISION	 GLORIA D. QUINTOS QMS MANAGEMENT REPRESENTATIVE
Approved by/Date:	
 PAULO FRANCISCO C. TATAD EXECUTIVE DIRECTOR	