



PHILIPPINE SPORTS COMMISSION

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ASSISTANCE AND COORDINATION DIVISION PROCEDURES

Revision No.:

4

PSC-SOP-BCSSS-02

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

MASTER COPY

UNCONTROLLED COPY



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)	<p>Submission of Monthly Allowance Reports (MARs)</p>	<p><i>Action Slip MARs Line-up Board Resolutions</i></p>
Assistance and Coordination Division (ACD)	<p><i>Review and double checking of the submitted Line-up and DTRs as basis for computation of specific month's allowance</i></p>	<p><i>Action Slip, MAR, Line-up, DTR, WAR, Board Resolutions</i></p>
Assistance and Coordination Division (ACD)	<p>Preparation of Payroll of Athletes and Coaches Allowance (PACA)</p>	<p><i>Action Slip, PACA, MAR, Line-up, DTR, WAR, Board Resolutions</i></p>
Assistance and Coordination Division (ACD)	<p>PACA for ACD Chief's signature</p>	<p><i>Action Slip, PACA</i></p>



PHILIPPINE SPORTS COMMISSION

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DIVISION PROCEDURES**

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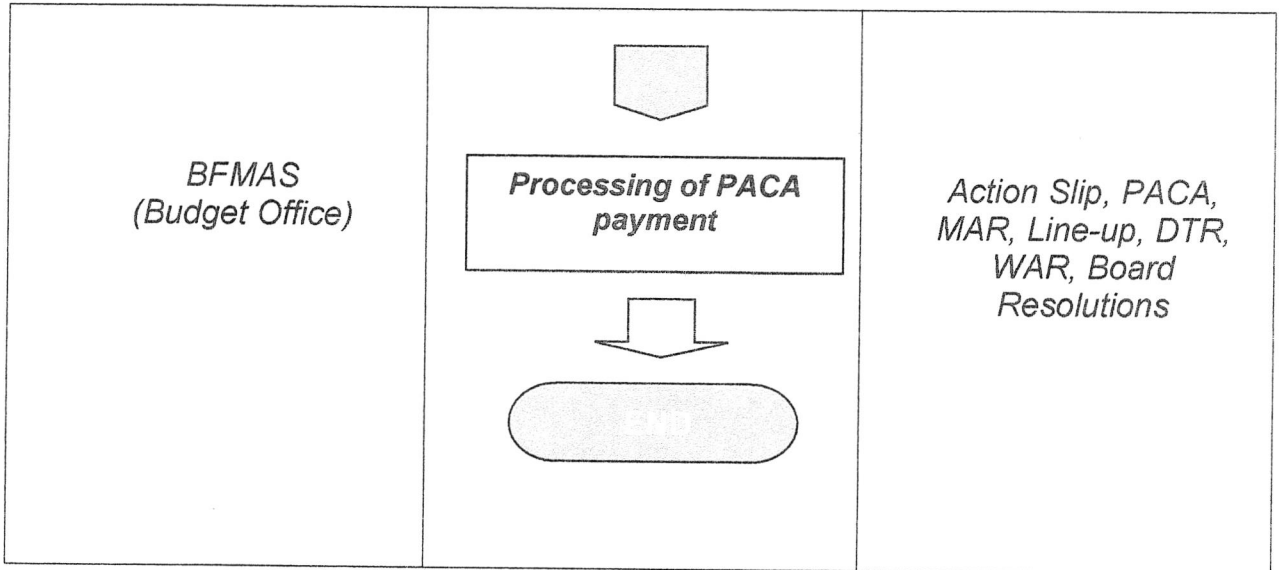
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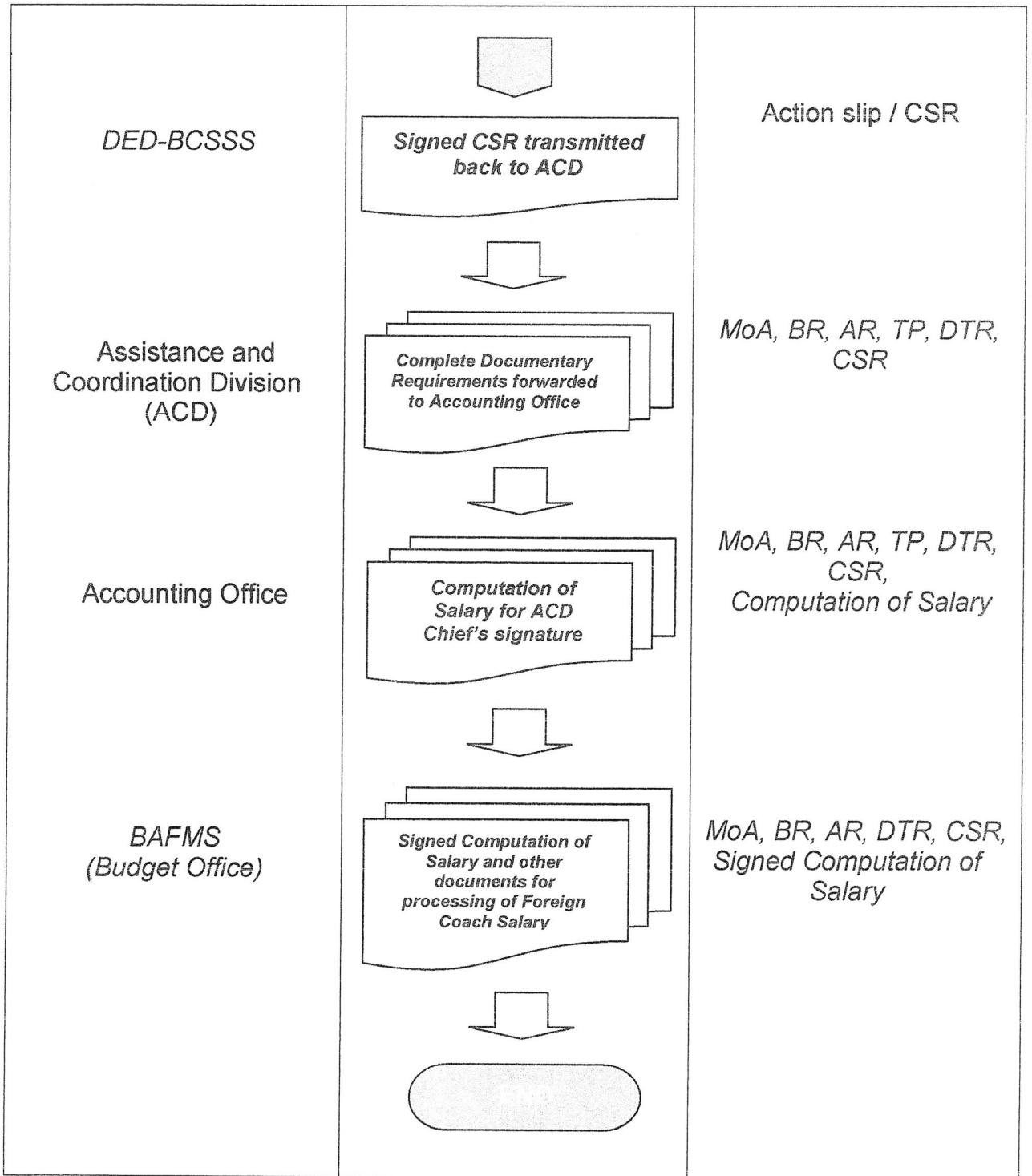
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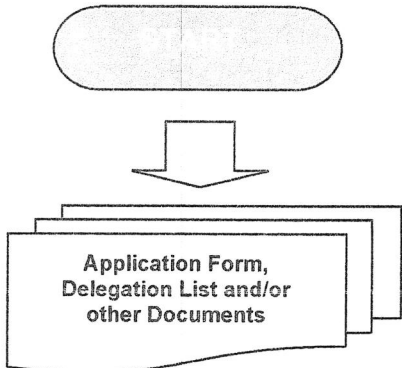
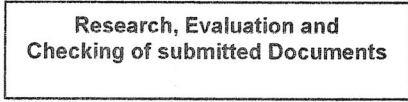
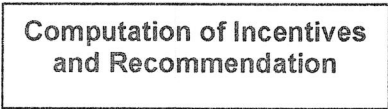
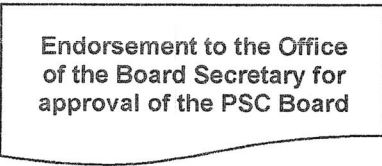


5.2 Preparation of Monthly Salaries of Foreign Coaches

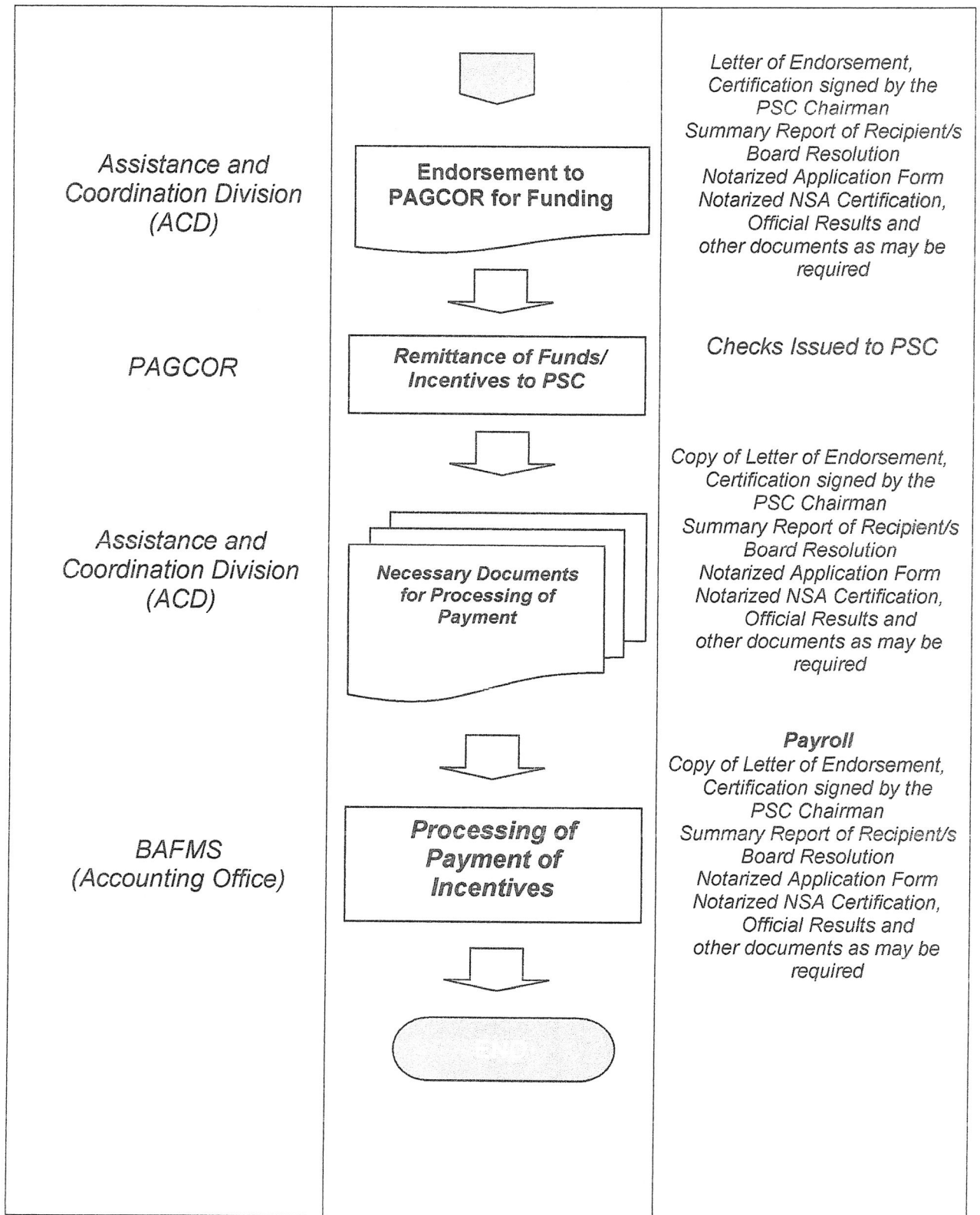
RESPONSIBLE	FLOW CHART	REFERENCE
National Sports Association (NSA)		
Assistance and Coordination Division (ACD)		Tripartite Memorandum of Agreement (MoA) Board Resolution (BR) DTR, AR and TP
Assistance and Coordination Division (ACD)		Certification Letter
Chief - Assistance and Coordination Division (ACD)		Action slip / CSR
Assistance and Coordination Division (ACD)		Action slip / CSR





5.3 Processing of Cash Incentives and Retirement Benefits

RESPONSIBLE	FLOW CHART	REFERENCE
Applicant / Governing Sports Body / Umbrella Organization		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.
Assistance and Coordination Division (ACD)		
Assistance and Coordination Division (ACD)		Recommendation and Computation
DED-BCSSS		Remarks of Endorsement
Board Secretariat		PSC Board Meeting Agenda and Board Resolution
		





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)		

