



1.0 PURPOSE

The purpose of this document is to provide the process in attesting all actions of the Board, acting as a collegial body pursuant to R.A. No. 6847, through the issuance of a Certification as evidence thereof.

2.0 SCOPE

This process covers the following functions incumbent upon the Office of the Board Secretary:

- 2.1. Agenda for Board Meeting
- 2.2. Board Meetings and Resolutions
- 2.3. Referendum (Board Resolutions without Meeting)
- 2.4. Minutes of the Meeting
- 2.5. Handling of Information

3.0 ACRONYMS

- 3.1. PSC – Philippine Sports Commission
- 3.2. PSC Board – refers to the Chairman and the Commissioners acting as a collegial body pursuant to R.A. No. 6847
- 3.3. POC – Philippine Olympic Committee
- 3.4. OIC – Officer in Charge
- 3.5. ED – Executive Director
- 3.6. BR – Board Resolution
- 3.7. RA – Republic Act
- 3.8. NSA – National Sports Association
- 3.9. NSAAO – National Sports Association Affairs Office

4.0 REFERENCE DOCUMENTS

- 4.1. Office of the Board Secretary Manual of Operation

MASTER COPY

UNCONTROLLED COPY



- 4.2. R.A. No. 6847 (The Philippine Sports Commission Act)
- 4.3. B.R. No. 409 series of 1993, Establishing the Rules for the Internal Affairs of the Commission
- 4.4. R.A. No. 11232 (Revised Corporation Code of the Philippines)
- 4.5. B.R. No. 106 series of 1997, Policy on Action Without Meeting (Referendum)

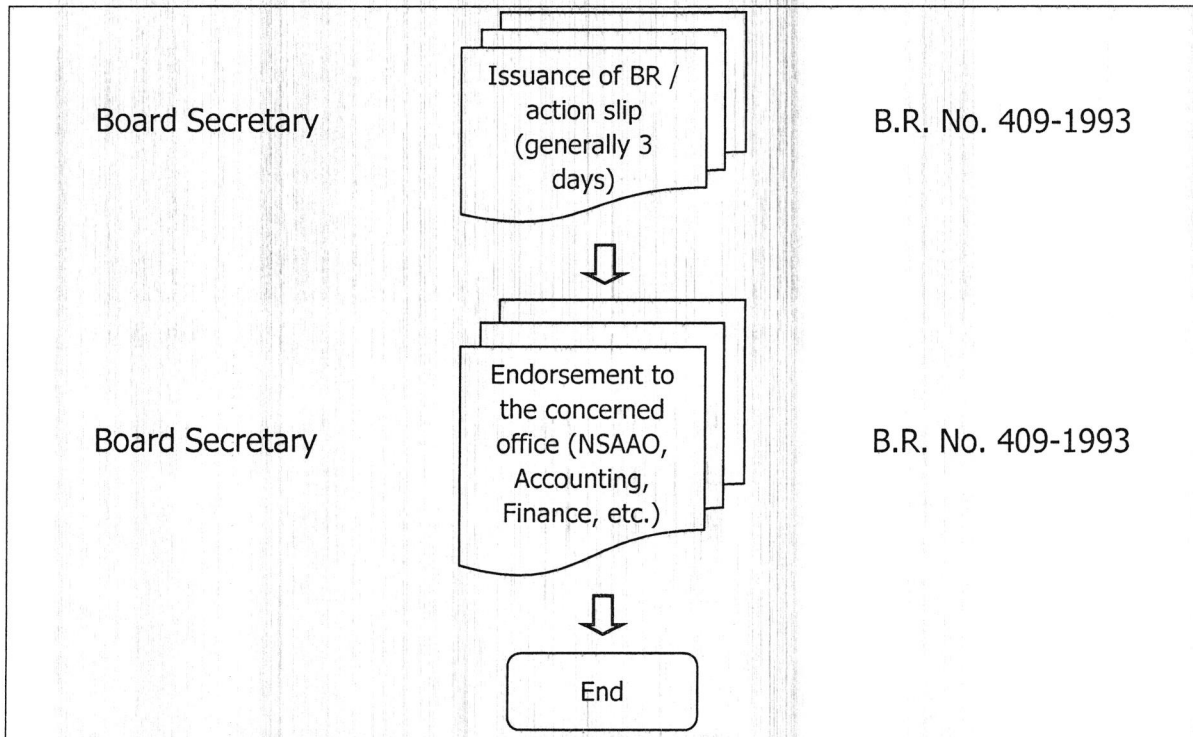
5.0 PROCESS FLOW

5.1. Agenda for Board Meeting

RESPONSIBLE	FLOW CHART	REFERENCE
Board Secretary Office Staff	Receiving of Requests	Office of the Board Secretary Operations Manual
Board Secretary Office Staff	Preparation of Agenda	R.A. No. 6847
Board Secretary Office Staff	Notice of Meeting, Distribution of Agenda	B.R. No. 409-1993
	End	

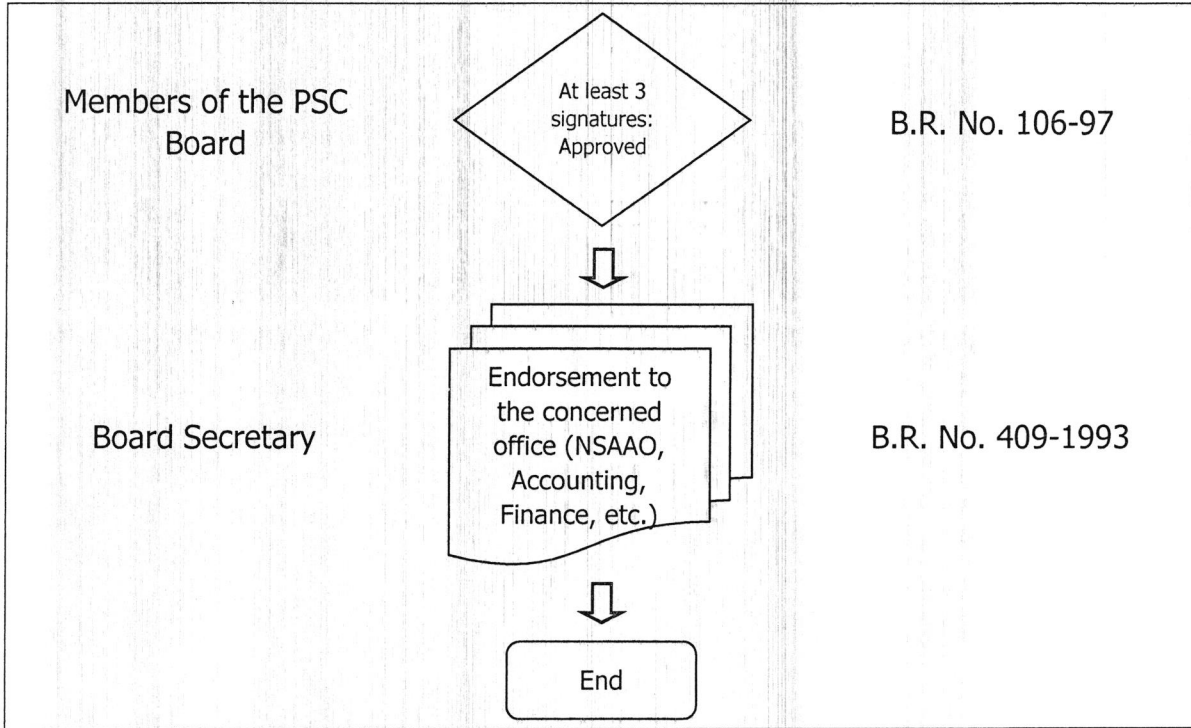
5.2. Board Meetings and Resolutions

RESPONSIBLE	FLOW CHART	REFERENCE
Members of the PSC Board	Board Meeting	R.A. No. 6847 R.A. No. 11232



5.3. Referendum (Board Resolutions without Meeting)

RESPONSIBLE	FLOW CHART	REFERENCE
Board Secretary Office Staff	Receiving of Requests	Office of the Board Secretary Operations Manual
Board Secretary Office Staff	Preparation of Referendum	R.A. No. 6847
Members of the PSC Board	Signing	B.R. No. 106-97



B.R. No. 106-97

B.R. No. 409-1993

5.4. Minutes of the Meeting

RESPONSIBLE	FLOW CHART	REFERENCE
Members of the PSC Board	Board Meeting	R.A. No. 6847 R.A. No. 11232
Board Secretary and Staff	Drafting and dissemination of Minutes	B.R. No. 409-1993
Members of the PSC Board	Approval of the Minutes of the previous Board Meeting	R.A. No. 6847 R.A. No. 11232



End

5.5. Handling of Information

RESPONSIBLE	FLOW CHART	REFERENCE
Board Secretary Office Staff		B.R. No. 409-1993
Proper Authority		B.R. No. 409-1993
Board Secretary		B.R. No. 409-1993

6.0 PROCEDURE

6.1. Agenda for Board Meeting

6.1.1. The office receives requests which are endorsed 'For Board' or 'For Agenda'. NSA requests should be endorsed by the Chairman, Commissioner, Executive Director, or Bureau Director. All other requests should be endorsed by the Chairman, Executive Director or Bureau Director.



- 6.1.2. The received file will be scanned and uploaded to the Cloud. Emails for Agenda are to be printed, along with their attachments.
- 6.1.3. The Agenda shall be compiled based on the requests received, segregated into three categories: Administrative Matters, NSA Matters (which may be segregated further based on the assigned Oversight of the Commissioners), and Other Sectors.
- 6.1.4. The Members of the Board, Executive Director, Deputy Executive Directors, NSAAO Head, and resource persons / guests, if any, will be notified once a Board Meeting has been scheduled by the Chairman or Officer-in-Charge.
- 6.1.5. The Agenda shall be disseminated to the Members of the Board, the Executive Director, and the Bureau Directors three (3) days prior to the Board Meeting. The NSAAO Head may receive a copy of the Agenda covering NSA matters only.
- 6.2. Board Meetings and Resolutions
- 6.2.1. The Board meeting may commence once called into order by the Chairman, if there is a quorum (presence of at least 3 Members of the Board).
- 6.2.2. The Board meeting shall be recorded by the Office of the Board Secretary through a software application. Written notes shall be taken during the meeting.
- 6.2.3. The Board discussion will proceed based on the contents of the Agenda. Urgent matters not included in the Agenda may also be discussed upon the approval of the Chairman or the Board.
- 6.2.4. Requests may be approved, denied or deferred by the Board, acting as a collegial body, upon the concurrence of at least three (3) Members. For this purpose, a 'motion' shall be considered the first vote, and a 'second' shall be considered the second vote. Alternatively, a Member of the Board may propose an amendment to the motion, or propose an entirely different motion, which may be seconded instead. If the Presiding Officer declares the motion 'carried,' it shall be considered the third vote. Otherwise, the other Commissioners may be asked to vote on the motion.



- 6.2.5. Items in the Agenda which have been 'approved' or 'denied' will be drafted into a Board Resolution, within three (3) days after the Board meeting, as far as practicable, or until the recomputations / details required by the Board has been completed.
- 6.2.6. The Board Secretary's Certificate shall be signed by the Board Secretary, attested by the Chairman / Presiding Officer, and sealed with the Official Seal of the PSC. The BR shall be forwarded to the proper implementing office immediately.
- 6.2.7. Items in the Agenda which have been 'deferred' shall be forwarded to the proper office for action. The reason for the deferral shall be stated in the action slip.
- 6.3. Referendum (Board Resolutions without Meeting)
- 6.3.1. The office receives requests which are endorsed 'For Referendum'. NSA requests should be endorsed by the Chairman, Commissioner, Executive Director, or Bureau Director. All other requests should be endorsed by the Chairman, Executive Director or Bureau Director.
- 6.3.2. A Board Resolution in the form of a Referendum will be drafted by the Office of the Board Secretary, within the same day of endorsement, as far as practicable, if there is quorum. The draft Board Resolution shall be forwarded to the recommending authority and the Members of the Board for signature.
- 6.3.3. Once approved / signed by at least three (3) members of the PSC Board, the corresponding Board Secretary's Certificate will be forwarded to the proper implementing office immediately.
- 6.4. Minutes of the Meeting
- 6.4.1. The Minutes of the Meeting shall be written in a concise manner, unless a verbatim transcription is requested for particular portions of the Board meeting.
- 6.4.2. The draft of the Minutes will be disseminated to the Members of the Board at the same time as the Agenda, at least three (3) days before the scheduled Board meeting.
- 6.4.3. The Minutes shall be reviewed by the Board at the next Board meeting, and shall be subject to the Board's approval.