



**Bureau on Coordinating Secretariat and Support Services Procedures**

Page No.:

Page 1 of 4

**PHILIPPINE SPORTS COMMISSION**

Revision No.:

1

PSC-SOP-BCSSS-01

Effectivity:

**FEB 26 2024**

## 1. PURPOSE

The purpose of this procedure is to provide guidelines to the Bureau on Coordinating Secretariat and Support Services (BCSSS) in exercising control and supervision over its Three (3) Divisions namely: Program Research and Development Division, Assistance and Coordination Division, and Sports Facilities Division.

## 2. SCOPE

The Bureau shall primarily be responsible for the directional formulation of plans and programs, supervision over the regular monitoring and review of the various training program and activities of the national athletes and overseeing of strengthening of inter-agency and international linkages on matters of sports and physical fitness programs in the country.

## 3. DEFINITION OF TERMS AND ACRONYMS

- 3.1. BCSSS – refers to the Bureau on Coordinating Secretariat and Support Services
- 3.2. PRDD – refers to the Program, Research, and Development Division
- 3.3. ACD – refers to the Assistance and Coordination Division
- 3.4. SFD – refers to the Sports Facilities Division
- 3.5. NSAAO – refers to the National Sports Association Affairs Office
- 3.6. MSAS – refers to the Medical and Scientific Athletes Services
- 3.7. SALT – refers to the Sea, Air, and Land Transportation Office
- 3.8. Engineering – refers to the Engineering and Maintenance Office
- 3.9. Dorm – refers to the Athletes Dormitory
- 3.10. Philsports – refers to PSC PhilSports Complex
- 3.11. DED – refers to the Deputy Executive Director
- 3.12. ED – refers to the Executive Director
- 3.13. Chairman – refers to the Head of the Agency
- 3.14. RA – refers to Republic Act
- 3.15. RA 6847 – refers to the “Act creating and establishing the Philippine Sports Commission, defining its powers, functions and responsibilities, and appropriating funds therefore, and for other purposes”

## 4. REFERENCE DOCUMENTS

- 4.1. Republic Act No. 6847
- 4.2. Implementing Rules and Regulations of R.A. 6847


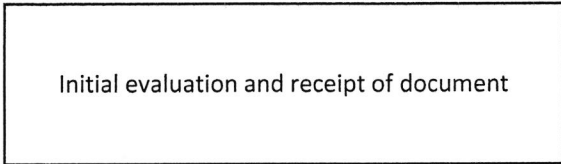
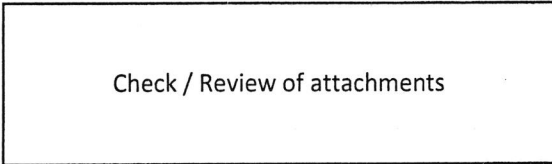
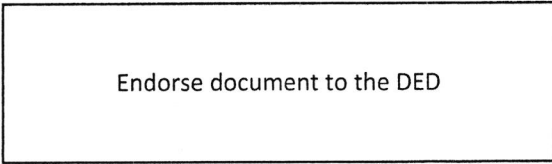
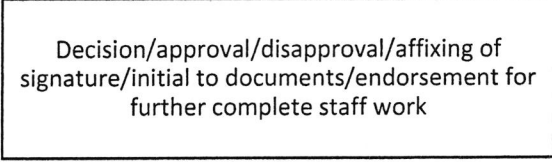
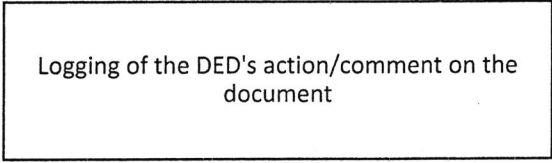
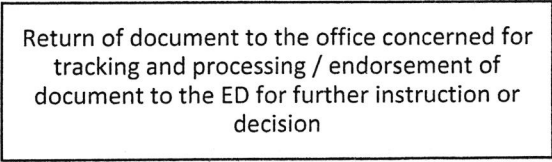
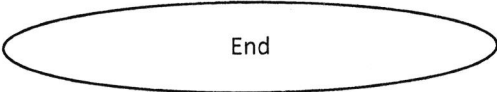
MASTER COPY


UNCONTROLLED COPY




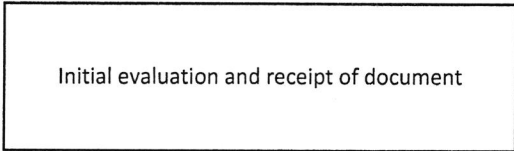
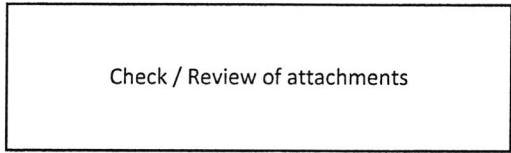
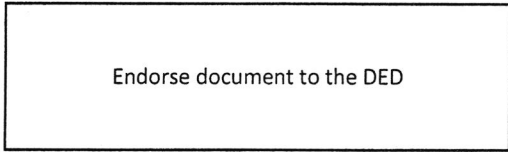
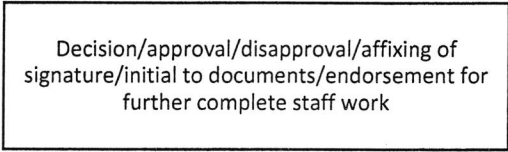
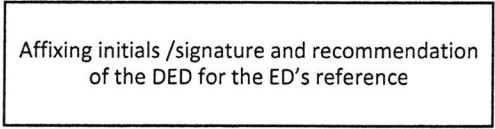
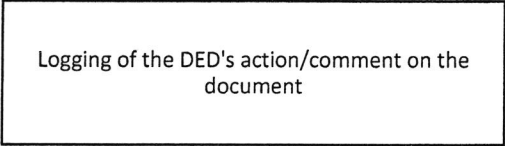
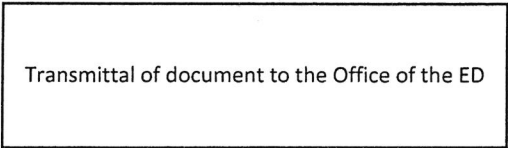

**5. PROCESS FLOW**


5.1. Processing of documents

RESPONSIBLE	FLOW CHART	REFERENCE
PRDD / ACD / SFD*		*Office Order No. 23-110, "Acting SFD Chief shall report directly to the ED.."  • Action Slip • Recommendation from Division Head
BCSSS Staff		
BCSSS Staff		Document may include any of the following but not limited to: • Letter request with PSC Office Barcode • Notes/Recommendation of document request processing from the Division of origin
BCSSS Staff		
DED - BCSSS		
BCSSS Staff		
BCSSS Staff / PRDD / ACD / SFD*		
		

	<b>Bureau on Coordinating Secretariat and Support Services Procedures</b>	Page No.:	Page 3 of 4
	<b>PHILIPPINE SPORTS COMMISSION</b>	Revision No.:	1
	PSC-SOP-BCSSS-01	Effectivity:	<b>FEB 26 2024</b>

5.2. Endorsement of documents to the Executive Director

RESPONSIBLE	FLOW CHART	REFERENCE
PRDD / ACD / SFD*		*Office Order No. 23-110, "Acting SFD Chief shall report directly to the ED.."
BCSSS Staff		<ul style="list-style-type: none"> <li>Action Slip</li> <li>Recommendation from Division Head</li> </ul>
BCSSS Staff		Document may include any of the following but not limited to: <ul style="list-style-type: none"> <li>Letter request with PSC Office Barcode</li> <li>Notes/Recommendation of document request processing from the Division of origin</li> </ul>
BCSSS Staff		
DED - BCSSS		
DED - BCSSS		
BCSSS Staff		
BCSSS Staff		
		

	<b>Bureau on Coordinating Secretariat and Support Services Procedures</b>	Page No.:	Page 4 of 4
	<b>PHILIPPINE SPORTS COMMISSION</b>	Revision No.:	1
	PSC-SOP-BCSSS-01	Effectivity:	FEB 26 2024

## 6. PROCEDURE

### 6.1. Approval of documents




- 6.1.1. BCSSS Staff to do an initial check for completeness of document endorsed for the action, decision and recommendation of the DED.
- 6.1.2. BCSSS Staff to receive with BCSSS document receiving stamp. BCSSS staff shall indicate his/her name, date and time the document was received. Details of the document shall then be encoded/logged by a BCSSS staff in the Bureau's database for tracking purposes.
- 6.1.3. BCSSS Staff to review the document encoded for supporting documents.
- 6.1.4. Document shall then be endorsed to the DED for his decision/approval/disapproval/affixing of signature/initial to documents/endorsement for further complete staff work.
- 6.1.5. Document shall then be looked at for the DED's comment/action then encoded in the database to end/track transaction.
- 6.1.6. Forward document to the office of origin for processing and action.

### 6.2. Endorsement of documents to the Executive Director

- 6.2.1. BCSSS Staff to do an initial check for completeness of document for approval of the DED.
- 6.2.2. BCSSS Staff to receive with BCSSS document receiving stamp. BCSSS staff shall indicate his/her name, date and time the document was received.
- 6.2.3. Details of the document shall then be encoded by a BCSSS staff in the Bureau's database for tracking purposes.
- 6.2.4. BCSSS Staff to review the document encoded for supporting documents.
- 6.2.5. Document shall then be brought in the office of the DED to affix his signature/initials in the document to indicate his approval or make recommendations to the Executive Director.
- 6.2.6. Document shall then be looked at for the DED's comment/action then encoded in the database to end/track transaction.
- 6.2.7. Document shall then be transmitted to the office of the ED.

## 7. FORMS ATTACHED

### 7.1. Action Slip

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
 <b>ATTY. GUILLERMO B. IROY JR.</b> DEPUTY EXECUTIVE DIRECTOR - BCSSS	 <b>GLORIA D. QUINTOS</b> QUALITY MANAGEMENT SYSTEM MANAGEMENT REPRESENTATIVE	 <b>PAULO FRANCISCO C. TATAD</b> EXECUTIVE DIRECTOR