

DEPARTMENT / DIVISION/ Office	AFMS / Management Services Division						
PURPOSE							
Functional OBJECTIVE							
ACTIVITY/ PROCESS	Control Methods/ Process SOP/ Guidelines/ Procedures	Process Output	Responsible Authorities	RISK	IMPACT/ CONSEQUENCES	CONTROL MEASURE/ Action Plan	Oppourtunities
ID MAKING	Current Information data sheet	ID CARD	Administratiive Officer	Wrong input of information	Complaints from athletes/coaches/employees; reprinting of IDs (use of more resources)	Thorough review before release; acquire updated list from concerned office	Satisfaction of client; Used as strong proof of Persons identification
ADMINISTRATIVE DISCIPLINE IMPLEMENTATION	Office Policies; Administrative Orders; RRACSS,	Memorandum for Explanation	Administrative Officer / Discipline Committee	Wrong interpretation of facts Incomplete Explanation Angry employees	Low morale of employees due to erroneous interpretation of facts	Strict compliance of existing rules and regulations; conduct one on one dialogue with employees if necessary; issue reminders/necessary seminars for new circulars (eg. Sexual harrasment law, ARTA Law)	High and positive feedback; quality of employees; complaince with CSC rules
REGULAR AGENCY ACTIVITIES (TEAM BUILDING, ANNUAL ASSESSMENT PROGRAMS)	CSC Policies and Memorandum	Formation of Different Committees for Tasking	Administrative Officer/ Heads of Offices	Delayed meetings; unresponsive members	Outdated information disseminated to employees; delay in implementation of activity	Set time frame for activities to be conducted	Compliance with CSC guidelines for agency activities; high satisfaction of employees in management