

DEPARTMENT / DIVISION/ OFFICE	Transportation and Motor Pool Unit						
PURPOSE	To ensure safe, reliable, responsive, and viable service to accelerate sports development and to better serve the transportation needs of the national athletes, coaches, employees and other sectors requiring transportation services.						
FUNCTIONAL OBJECTIVE	To provide transportation services and ensure the safety of the passenger while travelling.						
ACTIVITY/ PROCESS	CONTROL METHODS/ PROCESS SOP/ GUIDELINES/ PROCEDURES	PROCESS OUTPUT	RESPONSIBLE AUTHORITIES	RISK	IMPACT/ CONSEQUENCES	CONTROL MEASURE/ACTION PLAN	OPPORTUNITIES
Provision of transportation services to PSC officials, employees, athlete, coaches, NSA and other sectors	check the availability of service vehicle	to inform the availability of service vehicle	transportation head, NSAAO and ED office	emergency request on the use of service vehicle	negative feedback from the client	use any available service vehicle	clients satisfaction
	assignment of vehicle depending on the total of passengers set schedules based on itinerary of requesting party					assign on-call driver	
Preventive and corrective maintenance of service vehicle	regular check-up of service vehicle	in-good running condition	transportation and motor pool head and ED office	poor performance and not in good condition	endanger passenger	periodic maintenance	tech'l skill training & hiring of personnel
	major repair to car specialist			high maintenance cost	no road worthiness of service vehicle		desposal of old age vehicle
	records of maintenance/ warranty book						purchase new service vehicles