

DEPARTMENT / DIVISION/ OFFICE	PROGRAM RESEARCH AND DEVELOPMENT DIVISION						
PURPOSE	To formulate policies/programs, conduct research and implement/execute policies/programs						
FUNCTIONAL OBJECTIVE	To produce quality policies and programs for sports promotion and development						
ACTIVITY/ PROCESS	CONTROL METHODS/ PROCESS SOP/ GUIDELINES/	PROCESS OUTPUT	RESPONSIBLE AUTHORITIES	RISK	IMPACT/ CONSEQUENCES	CONTROL MEASURE/ACTION PLAN	OPPORTUNITIES
Policy and Program Formulation	PSC Charter, QMS Manual, OPCR, IPCR, KPIs	Adoption of Policy and Program	PRDD Senior Staff	Non-availability of baseline data Personnel under division detailed in other departments Potential major revision Insufficient timeline	Non-comprehensive program or policy Difficulty in implementation Delay in timeline	Adjustment of provisions, parameters for reapproval	Creation of a more comprehensive program/policy
Conduct of National Research	QMS Manual, OPCR, IPCR, KPIs, Research Program	Completed research and results data	PRDD Senior Staff	Personnel under division detailed in other departments Lack of expertise in treatment of data Validity of the gathered data. No regional arm/structure to administer the research	Difficulty in implementation Higher financial cost	Partnerships with other government and non-government entities Recruitment of external manpower (volunteers)	Stronger external linkages
Preparation and Implementation of Policies/Programs	QMS Manual, OPCR, IPCR, KPIs	Program/policy execution	PRDD and working committee	Miscommunication among involved parties	Difficulty in successful program/policy implementation	Creation of information and monitoring committee	Effective implementation
				Short preparation for bidding and procurement			
Evaluation of Policies and Programs	QMS Manual, OPCR, IPCR, KPIs	Objective evaluation data/feedback	PRDD and working committee	Biased evaluation	Subjective data	Third party evaluators	Fair evaluations
Preparation of Agency Reports	QMS Manual, OPCR, IPCR, KPIs	Agency report	PRDD	Late submission of required data by other departments Incomplete data	Need for additional/supplemental data gathering	Provide guidelines and template/forms for use by the different departments	Compliance with prescribed timeline