

Process: Processing of Documents

Department/Division: Assistance and Coordination Division - Motor Pool

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring	Actual Accomplishment
1	Provision of Transportation Services to PSC Employees, NSA and other sectors	athletes and coaches	70% of request are served on a timely manner	Transportation and motor pool head	daily	accomplishment report and trip ticket record	daily	
		POC/NSA's		NSAAO				
		officials and employees		Executive Director Office		approved written request		
		other concern individuals or group as approved by management						
2	Preventive and Corrective Maintenance of PSC Vehicles	Assigned Vehicles	100% PSC vehicle has rendered for PPM	Motor Pool	every 3 months	Pre-repair Inspection Form	routinary	
		Car & Van		Executive Director Office		Trip Tickets		
		Buses				Inspection report		
3	Corrective Maintenance of PSC Vehicles	Minor Repair	1 - 2 Days	transportation and motor pool mechanic and Executive Director office	1 - 2 Days	pre-trip and post trip inspection report/accident report	daily	
		Major Repair	7 - 10 Days		7 - 10 Days	incident report and job order report/Service Report		