

Process: **Operations & Maintenance of Venues & Facilities**

Department/Division: **Office of the Board Secretary**

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring	Actual Accomplishment
1	Planned Preventive Maintenance to PSC venues and facilities	100% completion of ocular inspection of 35 Venues & Facilities of PSC namely: * RMSC, Manila * Philsports Complex, Pasig * PSC Velodrome, Quezon City * PSC Trap & Skeep Shooting Range, BuCor Compound, Muntinlupa City, * PCS Training Camp, Baguio City	Daily Checking to PSC Offices Weekly Ocular Inspections to NSA Training Venues Monthly Inspection to Facilities outside of RMSC & Philsports Complex Quarterly Ocular Inspection based on the PPM schedule	Office of the Chairman Executive Director Engineering Unit Operations & Maintenance Unit NSAAO Office	Quarterly	Ocular inspection reports Work Orders PPM Schedule Board Resolution Memorandum Request for Maintenance	Daily - 2x a day Weekly - 1 a day Monthly - at least 3 days Quarterly - at least one week	
2	Monitoring of Corrective Action	Daily	PSC facilities PSC Venues NSA Training Venues within RMSC & Philsports Complex	SFD Head Engineering Unit Operations & Maintenance Unit	Daily	Work Orders Memorandum	Daily	
3	Management and supervision of facilities for the use of National Pool, major competitions and grassroots program	Daily Weekly Annual	NSA athletes and coaches International Federations PSC instituted programs	Office of the Chairman Executive Director SF Division PRD Division NSAAO Office of Board Secretary	Daily Weekly Annual	Request for use of Venue Board Resolution Application for Reservation Memorandum of Agreement Receipts MOM-Production Meeting	Daily Weekly Annual	
3	Management and supervision of facilities for public use	Customer Satisfaction	Walk-in Clients Government Offices Private & Corporate Institutions Schools	Office of the Chairman Executive Director Engineering Unit Operations & Maintenance Unit Office of the Board Secretary	3-4 hours/event	Request for use of Venue Board Resolution Application for Reservation Contracts Receipts MOM-Production Meeting	Daily	