

**Process: Processing of Documents**

Department/Division: Philippine Center for Sports Medicine

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring	Actual Accomplishment
1	To conduct Pre-Participation Physical Examination of National Elite and Grassroots program of Athletes	For Elite National Training Pool Athletes/ Grassroots	5 - 10 athlete/day	Medical Unit	Daily	Certification submitted to NSA Affairs & Monthly report	Daily	
		Compliance with requirements of the NSA Office	100% compliance			Certification submitted to NSA Affairs on daily basis.	Daily	
2	To conduct Fitness Testing to our national elite athletes and grassroots program for the new athletes.	National Elite athletes/grassroots	individual/team	Sports Physiology Unit	Monthly	Physiology Record Book	Monthly	
		Approved letter request from LGU's	Team		Quarterly	Letter request by diff. LGU's	Quarterly	
3	To conduct Doping Test at randomly selected athletes	Required by SEA-RADO	20 elite athletes annually	Doping Unit	Annually	Annual Report	Annually	
		Randomly selected National Athletes	10 national athletes monthly		monthly	Monthly Report	Monthly	
		During on Season	5-10 athletes from various leagues: NCAA/UAAP		During on Season	During on Season	During On Season	
4	To implement Strength & Conditioning Program	National Elite athletes/grassroots	individual/team	Strength & Conditioning Unit	Daily	Initiative	Daily	
		Individual/Group Program	individual/team					
5	Conduct lectures, seminar and workshop	Continuing education program for athletes and coaches	1 once a month	Consultants	Monthly	Initiative	Monthly	
		Approve letter request from LGU's	twice a month			Written request from LGU's		