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1.0 PURPOSE

The Assistance and Coordination Division, among other functions, assists in the preparation of athletes' and coaches' payroll including the foreign coaches and handles the incentive and pension program under RA 10699.

2.0 SCOPE


The Division defines the national athletes, national coaches and trainers, international competition, scholarship, retirement benefits, and death benefits. It also determines the amount to be paid for gold, silver and bronze to individual and team event winners in international events as well as the monthly allowances based on the classifications of the national athletes and coaches under the PSC payroll.

3.0 DEFINITION OF TERMS AND ACRONYMS

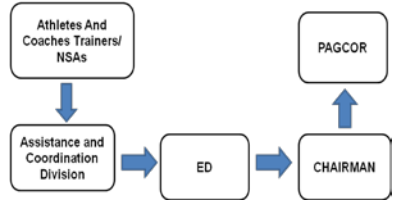

- 3.1 The name of the organization is Assistance and Coordination Division and shall be referred to as "Division" or "ACD".
- 3.2 Executive Director shall be referred to as "ED".
- 3.3 Philippine Amusement and Games Corporation is also known as "PAGCOR".
- 3.4 Republic Act No. 10699, also known as "R.A. No. 10699", is an Act expanding the coverage of Incentives granted to National Athletes and Coaches, appropriating funds therefor, repealing for the purpose Republic Act No. 9064, also known as the "National athletes, coaches and trainers benefits and incentives act of 2001" or "Sports Benefits and Incentives Act of 2001".
- 3.5 Daily Time Records shall be referred to as "DTRs".

4.0 REFERENCE DOCUMENTS

- 4.1 Assistance and Coordination Division Operations Manual
- 4.2 Republic Act No. 10699


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5.0 PROCESS FLOW

RESPONSIBLE	FLOW CHART	REFERENCE
Sports and Games Regulation Officer (SGRO)	<p>Incentives, Retirement and Death Benefits of Athletes and Coaches per RA 10699</p>  <pre> graph TD A[Athletes And Coaches Trainers/ NSAs] --> B[Assistance and Coordination Division] B --> C[ED] C --> D[CHAIRMAN] D --> E[PAGCOR] </pre>	<ul style="list-style-type: none"> o R.A. No. 10699 o Assistance & Coordination Division Operations Manual
Sports and Games Regulation Officer (SGRO)	<p>Monitoring of Attendance of National Athletes & Coaches</p>  <pre> graph TD A[NSAs] --> B[Assistance And Coordination Division] B --> C[Accounting] </pre>	<ul style="list-style-type: none"> o Assistance & Coordination Division Operations Manual o Daily Time Records

6.0 PROCEDURE

- 6.1 Availment of Incentives, Retirement and Death Benefits for National Athletes & Coaches
- 6.1.1 The client submits application form with complete supporting documents;
 - 6.1.2 The ACD staff receives and evaluates the application form and supporting documents;
 - 6.1.3 ACD staff prepares endorsement for the PSC ED's approval in favor of applicants eligible for benefits;
 - 6.1.4 Once approved by the ED, ACD prepares letter for the PSC Chairman's signature requesting release of funds by PAGCOR based on Schedule of Incentives contained in R.A. 10699;
 - 6.1.5 PAGCOR releases funds to PSC;
 - 6.1.6 The accounting and cashier prepares the voucher and check. Inform client that the check is ready for pick up;
 - 6.1.7 The applicant presents a valid ID in claiming the check (Special Power of Attorney is required if check will be claimed by a representative of the applicant);

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6.1.8 Check is released by Cashier. End of transaction.

6.2 Monitoring of Athletes' and Coaches' Attendance for Release of Allowance

- 6.2.1 NSAs submit to ACD DTRs of athletes and coaches under their National Training Pool on the first week of every month (no later than the 3rd day of every month);
- 6.2.2 The ACD staff receives and counterchecks the DTRs;
- 6.2.3 Once checked, ACD staff prepares a Report listing all athletes and coaches entitled to receive allowance for the month;
- 6.2.4 Report is submitted to Accounting for preparation of payroll.

7.0 FORMS ATTACHED

- 7.1 Retirement Benefits for National Coaches Application Form
- 7.2 Daily Time Record Form