	NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE PROCEDURES	Page No.:	Page 1 of 8
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-ATSO-01	Effectivity:	January 13, 2017

1.0 PURPOSE


Provides assistance to facilitate processing of requirements of the different National Sports Associations, athletes, coaches and other sports associations transacting with the Commission

2.0 SCOPE

The NSAAO facilitates and coordinates the needs of all accredited and recognized National Sports Associations in relation to the needs of their respective sports program like request for financial assistance, foreign competitions trainings, seminars, uniforms, request for duty exemptions for sports equipment purchased by NSAs, proposed annual budget and programs, athletes and coaches line up, change in the line-up of athletes and coaches including upgrading and downgrading, rental venues used by the NSA, reimbursement and liquidation issues, medical assistance, realignment or budget and similar matters concerning NSAs.

3.0 DEFINITION OF TERMS

- 3.1 NSAAO Operation Manual - shall refer to a set of guidelines to be followed for processing of different requests of NSAs, Athletes, coaches and other sports associations.
- 3.2 Venues - shall refer to RM Coliseum, Ninoy Aquino Stadium, Baseball Stadium, RM Swim Pool, Tennis Center, RM Track & Football Field, Bowling Center, Badminton Hall, Gymnastic Center, RM Boxing Gym, Judo, Billiard, Wushu, Wrestling, Taekwondo gym, Pencak Silat gym, Tatap, RM Athletes Lounge, Weightlifting Gym, Athletes Dining Hall, Philsports Multi-Purpose Arena, Philsports Swimming Pool, Philsports Track and Field Oval, PSC Fencing Hall, Brent Gym, Dance Sport Gym, Karatedo Gym, Muay Gym, Arnis Gym, Triathlon, Meditation Area, Amphitheatre, Amoranto Velodrome, Ft. Bonifacio Shooting Range, Muntinlupa Trap and Skeet, La Mesa Dam Rowing, Canoe-Kayak Taytay, PSC Baguio-Track and Field Oval and PSC Baguio Boxing Gym.
- 3.3 Facilities - shall refer to the athletes' dormitories, PSC cafeteria and other amenities and services at RM Sports Complex, Philsports and PSC Baguio.
- 3.4 Athletes' Dormitories - shall refer to the billeting quarters of the national team and located at the Rizal Memorial Sports Complex, Philsports and at the PSC Baguio Training Camp.
- 3.5 National Sports Associations - shall refer to those sports associations duly recognized by the Philippine Olympic Committee and the Philippine Sports Commission.

	NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE PROCEDURES	Page No.:	Page 2 of 8
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-ATSO-01	Effectivity:	January 13, 2017

- 3.6 National Training Pool - Athletes selected by their respective NSA who are receiving monthly allowance from the Philippine Sports Commission.
- 3.7 Priority Athletes - Athletes who avail of the PSC-POC incentive program who are medalist in the SEAGAMES, ASIAN GAMES, OLYMPICS and WORLD CHAMPIONSHIPS
- 3.8 Developmental pool - Youth/Junior athletes chosen by their respective NSA through their grassroots sports development program to be part of the training pool but they do not receive allowance from the Philippine Sports Commission. They are not also entitled to billeting.
- 3.9 International (IF) and Asian (AF) Federations – recognized governing body of sports in the Asian region and World level.
- 3.10 Philippine Olympic Committee (POC) – The recognized body representing the Olympic movement of the Philippines in international sports competitions

4.0 REFERENCE DOCUMENTS

NSAAO Operation Manual



NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE PROCEDURES

Page No.:

Page 3 of 8

PHILIPPINE SPORTS COMMISSION

Revision No.:

0

PSC-SOP-ATSO-01


Effectivity:

January 13, 2017

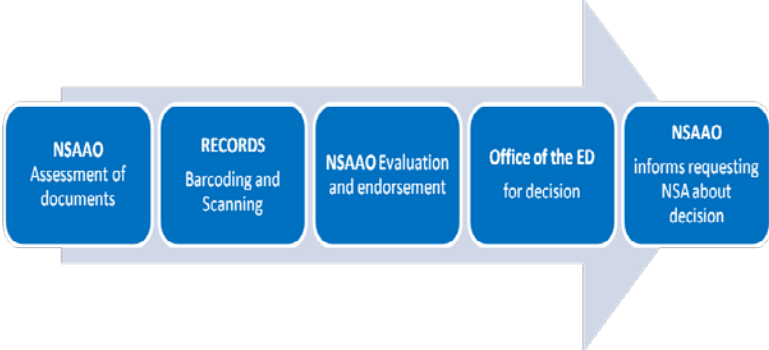
5.0 PROCESS FLOW

5.1 Financial assistance/ Reimbursements / Monthly Allowances/ Change in Line-up

RESPONSIBLE	FLOW CHART	REFERENCE
NSAAO		Operations Manual
Records Office		Citizens Charter
Office of the Chairman		
Board Secretariat/ SALT/Legal/ Accounting/Budget/ Procurement/ ACD/ Cashier		

	NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE PROCEDURES	Page No.:	Page 4 of 8
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-ATSO-01	Effectivity:	January 13, 2017

5.2 Travel Tax Exemption and Airport Fee Waiver

RESPONSIBLE	FLOW CHART	REFERENCE
NSAAO		Operations Manual
Records		Citizens Charter
Office of the Executive Director		



**NATIONAL SPORTS ASSOCIATION
AFFAIRS OFFICE PROCEDURES**

Page No.:

Page 5 of 8

PHILIPPINE SPORTS COMMISSION

Revision No.:

0


PSC-SOP-ATSO-01

Effectivity:

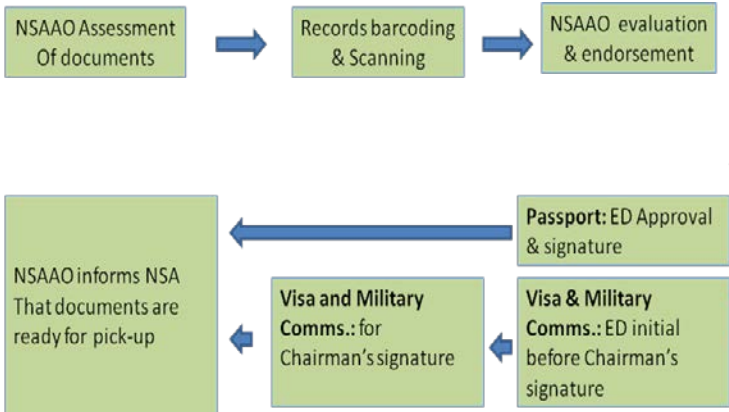
January 13, 2017

5.3 Use of Venue/ Transportation/ Medical/ Dorm use

RESPONSIBLE	FLOW CHART	REFERENCE
NSAAO	<pre> graph LR A[NSAAO Assessment Of documents] --> B[Records barcoding & Scanning] B --> C[NSAAO evaluation & endorsement] C --> D[Forward evaluation to Office of the ED For approval] D --> E[NSAAO informs NSA About decision] E --> C F[Forward docs to Operations for Comments] --> D G[Forward docs to Transportation Unit for Comments] --> D H[Forward docs to Medical & Scientific Athlete Services for Comments] --> D I[Forward docs to Dormitory for Comments] --> D </pre>	Operations Manual
Records		Citizens Charter
Operations/Transportation/ Medical/ Dormitory		
Office of the Executive Director		


	NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE PROCEDURES	Page No.:	Page 6 of 8
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-ATSO-01	Effectivity:	January 13, 2017

5.4 Visa and Passport Endorsements / Military Communications

RESPONSIBLE	FLOW CHART	REFERENCE
NSAAO		Operations Manual
Records		Citizens Charter
Operations/Transportation/ Medical/ Dormitory		
Office of the Executive Director		

6.0 PROCEDURE

- 6.1 Financial assistance, reimbursements, monthly allowances and changes in lineup are requested via written communication signed by the President or the Secretary General (noted by the President) of the NSA.
 - 6.1.1 NSAAO shall attach a checklist and assess if the submitted documents have complete supporting papers
 - 6.1.2 Records Office shall receive the documents upon endorsement of the NSA for barcoding and scanning
 - 6.1.3 Upon receipt, NSAAO records the document to create a file entry in their log to track its movement
 - 6.1.4 Coordinator in-charge then evaluates the request and makes the necessary endorsement to the Office of the Chairman. Request shall await decision.
 - 6.1.5 Upon discussion of the board, Board Secretariat then issues a Board Resolution stating the Board's decision
 - 6.1.6 NSAAO starts to process the request in accordance to the statement of the BR. If denied, NSA concerned shall be informed and sent a copy of


	NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE PROCEDURES	Page No.:	Page 7 of 8
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-ATSO-01	Effectivity:	January 13, 2017

the BR via email. If approved, the documents shall be routed to different offices concerned

- 6.2 Travel tax exemption and airport fee waiver need 14 calendar days lead time
- 6.2.1 NSAAO shall attach a checklist and assess if the submitted documents have complete supporting papers
- 6.2.2 Records Office shall receive the documents upon endorsement of the NSA for barcoding and scanning
- 6.2.3 Upon receipt, NSAAO records the document to create a file entry in their log to track its movement
- 6.2.4 Coordinator in-charge then evaluates the request and makes the necessary endorsement to the Office of the Executive Director. Request shall await decision.
- 6.2.5 NSAAO informs the NSA of decision
- 6.3 Lead time for use of venue and dormitory is one-month. Use of transportation requires a lead-time of 2 weeks.
- 6.3.1 NSAAO shall attach a checklist and assess if the submitted documents have complete supporting papers
- 6.3.2 Records Office shall receive the documents upon endorsement of the NSA for barcoding and scanning
- 6.3.3 Upon receipt, NSAAO records the document to create a file entry in their log to track its movement
- 6.3.4 Coordinator in-charge then evaluates the request , coordinates with concerned offices and makes the necessary endorsement to the Office of the Executive Director. Request shall await decision.
- 6.3.5 NSAAO informs NSA of decision
- 6.4 Visa and Passport Endorsements / Military Communications
- 6.4.1 NSAAO shall attach a checklist and assess if the submitted documents have complete supporting papers
- 6.4.2 Records Office shall receive the documents upon endorsement of the NSA for barcoding and scanning
- 6.4.3 Upon receipt, NSAAO records the document to create a file entry in their log to track its movement
- 6.4.4 Staff in-charge makes the necessary letter/certificate and endorse it to the Office of the Executive Director for signing on requests for passports and for initial for requests on visa and military communications.
- 6.4.5 Visa and military communications shall be signed by the Chairman
- 6.4.6 NSAAO informs NSA that requested documents are ready for pick-up

7.0 FORMS ATTACHED

- 7.1 Action Slip
- 7.2 Endorsement Slip to different offices
- 7.3 Purchase Request Form
- 7.4 Requisition and Issuance Slip
- 7.5 Checklists

	NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE PROCEDURES	Page No.:	Page 8 of 8
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-ATSO-01	Effectivity:	January 13, 2017

7.6 Athletes' Profile

7.7 Coaches' Profile