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## 1.0 Purpose


Implementation of the Rules and Regulations of RA 6847 are enforced and administered by the Executive Director and the respective Bureaus and Officers of the Commission.

## 2.0 Scope

The Executive Director has supervision and control over the AFMD and BCSSS and directs and supervises the day-to-day operations of the Commission.

## 3.0 Definition of Terms

- 3.1 OED- Office of the Executive Director
- 3.2 ED- Executive Director
- 3.3 Commission or PSC- Philippine Sports Commission
- 3.4 Board-Consists of the Chairman and Four (4) Commissioners
- 3.5 AFMS- Administrative, Financial and Management Services. Formerly known as Bureau of Finance and Administrative Service or FAS.
- 3.6 BCSSS- Bureau on Coordinating Secretariat and Support Services. Formerly known as Coordinating Secretariat and Support Services or COSECSS.
- 3.7 NSA- Stands for the National Sports Association organized for their respective sports in the Philippines, affiliated with their respective International Federations (IF) and/or with the POC. Has exclusive technical control over the promotion and development of their organized sports.
- 3.8 POC- Philippine Olympic Committee, a private, non-governmental organization. The only National Olympic Committee (NOC) in the Philippines recognized and has full mandate from the International Olympic Committee (IOC) since 1924. Has sole authority for representation of the Philippines in Olympic Games, Asian Games, South East Asian Games and other international competitions under the IOC and its duly authorized sports bodies. The mother organization of most National Sports Association in the Philippines.
- 3.9 NSDF- The National Sports Development Fund is used to finance the country's integrated sports development program among others, which includes the holding of the national games and all other sports competitions at all levels throughout the country and other international competitions sanctioned by the IOC and IFs.
- 3.10 IOC- International Olympic Committee is the governing body of the Olympic movement. It is non-profit, non-governmental organization based in Switzerland.
- 3.11 IF- International Sports Federations are international non-governmental organizations recognized by the IOC as administering one or more sports at world level. They are responsible for the integrity of their sport in the international level.
- 3.12 FA- Financial Assistance / Financial Support / Government sponsorship
- 3.13 GAA- General Appropriations Act
- 3.14 BUR- Budget Utilization Request and Status
- 3.15 Grassroots Sports- A broad term referring to non-professional sports activities, may sometimes be referred to as "sports for all" or sports at the local or community level

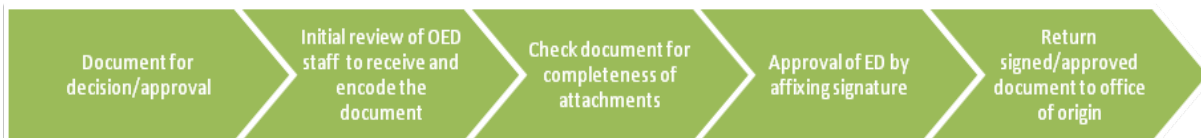
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3.16 International Competition- These are major international competitions between nations.

#### 4.0 Reference Documents

Process manual of the two Bureaus, AFMS and BCSSS

#### 5.0 Process Flow



#### 6.0 Procedure

All documents received by the Office of the ED are initially screened, stamped received and encoded digitally for tracking purposes. After the Executive Director approves and signs the document, comments and approval are taken note by digital encoding as well.