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1.0 PURPOSE

The purposes for this process are the following:

- 1.1. To ascertain the rationale of a particular Agency program in accordance with the PSC's Legal Mandate per Republic Act 6847
- 1.2. To determine the objectives of a particular Agency program in accordance with the Philippine Sports Development Plan of 2017-2022
- 1.3. To establish the mechanics and requirements for a particular Agency program in accordance with said program's objectives
- 1.4. To ensure that a particular Agency program's design shall be carried out and implemented vis-à-vis Quality Processes stated in this Quality Standards Manual
- 1.5. To enable the PSC to comply and coordinate on various requirements with concerned government organizations and entities

2.0 SCOPE

- 2.1. The scope of this process is covered by the Program Research and Development Division's General Functions:
 - 2.1.1. Formulate programs and policies on the following institutional programs: 1) grassroots development, 2) Sports for All, 3) high-level development; and 4) research
 - 2.1.2. Administer research studies that are of national interest as bases of program planning and policy-making
 - 2.1.3. Monitor and document all Agency programs/projects as bases of assessment and report writing
 - 2.1.4. Establish linkages and partnerships with different government agencies, local government units, and other sectors in the implementation of Agency programs and projects
- 2.2. This process is further strengthened by this Division's Specific Functions and Coverage:
 - 2.2.1. *Program Planning*
 - a. Reviews existing Agency policies and programs, and proposes innovations or modifications
 - b. Plans and formulates policies concerning sports promotion and program development
 - c. Provides recommendations for the development of existing programs and policies
 - 2.2.2. *Regional Affairs*
 - a. Establishes linkages and coordinates with local government units pertaining to Agency programs and projects
 - b. Assesses local government units' requests for assistance, and makes recommendations based on existing Agency policies
 - c. Assists local government units in program planning and project development
 - 2.2.3. *Research*
 - a. Handles all types of research studies conducted by the Agency as bases for program planning and policy-making
 - b. Coordinates with other government entities pertaining to the conduct of national research
 - 2.2.4. *Monitoring and Documentation*
 - a. Designs a system of monitoring and assessment of Agency programs, policies, and activities

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- b. Handles monitoring and assessment of all programs, policies, and activities; whether funded or partially subsidized by the Agency

3.0 DEFINITION OF TERMS




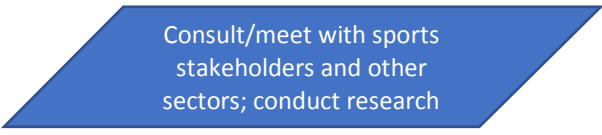


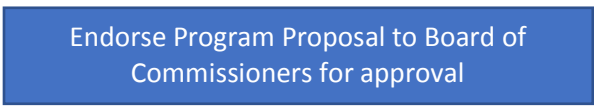
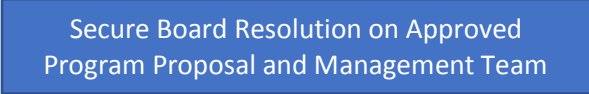


- 3.1. Agency – refers to the Philippine Sports Commission or PSC
- 3.2. Grassroots – refers to the constituency of local government units that shall benefit from the Agency’s programs and initiatives for sports development
- 3.3. High-Level Development – refers to the utilization of sports medicine, sports science and sports psychology in the training and development of potential elite athletes, coaches and trainers
- 3.4. Institutional - refers to the Agency’s classification of core programs based on Republic Act 6847
- 3.5. Local Government Unit – refers to a province, city, municipality or barangay within the Republic of the Philippines
- 3.6. Philippine Sports Development Plan of 2017-2022 – refers to the Agency’s blueprint of programs, projects, activities, and other related initiatives towards continued sports development in the Philippines during the Administration of President Rodrigo Roa Duterte
- 3.7. Policy – refers to existing guidelines and regulations on sports as endorsed to, recommended and approved by the Board of Commissioners
- 3.8. Program – refers to a package of activities that shall contribute to the realization of the Agency’s Legal Mandate; and Vision, Mission and Objectives
- 3.9. Regional Affairs – refers to coordination and linkages with various local government units in the Philippines
- 3.10. Republic Act 6847 – refers to the Charter establishing and enacting the Agency into law on 24 January 1990
- 3.11. Sports for All – refers to the inclusion of all sectors of Philippine society in the Agency’s programs and initiatives, whether as clientele, stakeholders or beneficiaries

4.0 REFERENCE DOCUMENTS

- 4.1. Agency’s Mandate, Vision, Mission and Objectives
- 4.2. Republic Act 6847 and other pertinent Philippine sports laws
- 4.3. Executive and Administrative Orders
- 4.4. Philippine Sports Development Plan of 2017-2022
- 4.5. Board Resolutions
- 4.6. Quality Management Standards Manual
- 4.7. Collated data from various research activities to aid program planning
- 4.8. Minutes/documented proceedings during consultative, inter-section and directional meetings with various sectors and stakeholders
- 4.9. Approved Program Proposal
- 4.10. Program Guidelines (General and Technical, if applicable)
- 4.11. Intra-Agency Memoranda
- 4.12. Intra-Agency Office Orders
- 4.13. Intra-Agency Special Orders

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5.0 PROCESS FLOW

RESPONSIBLE	FLOW CHART	REFERENCE
		
PRDD Chief		PSC Legal Mandate, VMO, Philippine Sports Development Plan 2017-2022
Top and Middle Management		PSC Legal Mandate, VMO, RA 6847, Philippine Sports Development Plan 2017-2022
Top Management, PRDD		PSC Legal Mandate, VMO, RA 6847, Philippine Sports Development Plan 2017-2022
PRDD		Collated data from research in support of program
PRDD Chief		PSC Legal Mandate, VMO, RA 6847, Philippine Sports Development Plan 2017-2022, collated data
PRDD Chief		PSC Legal Mandate, VMO, RA 6847, Philippine Sports Development Plan 2017-2022, collated data
Board Secretariat, PRDD		Board Resolution
Program Manager		Board Resolution, approved Program Proposal
		



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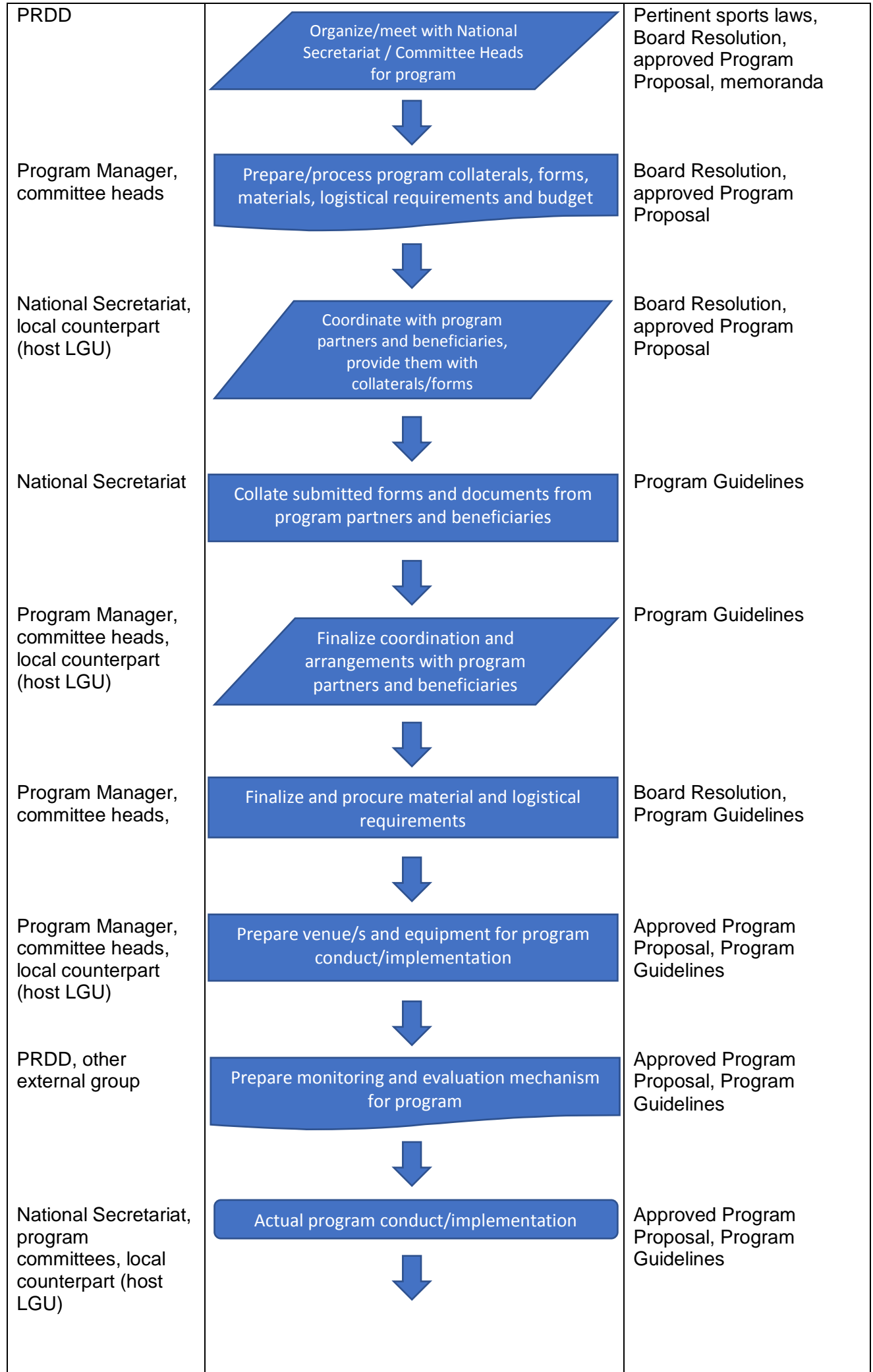
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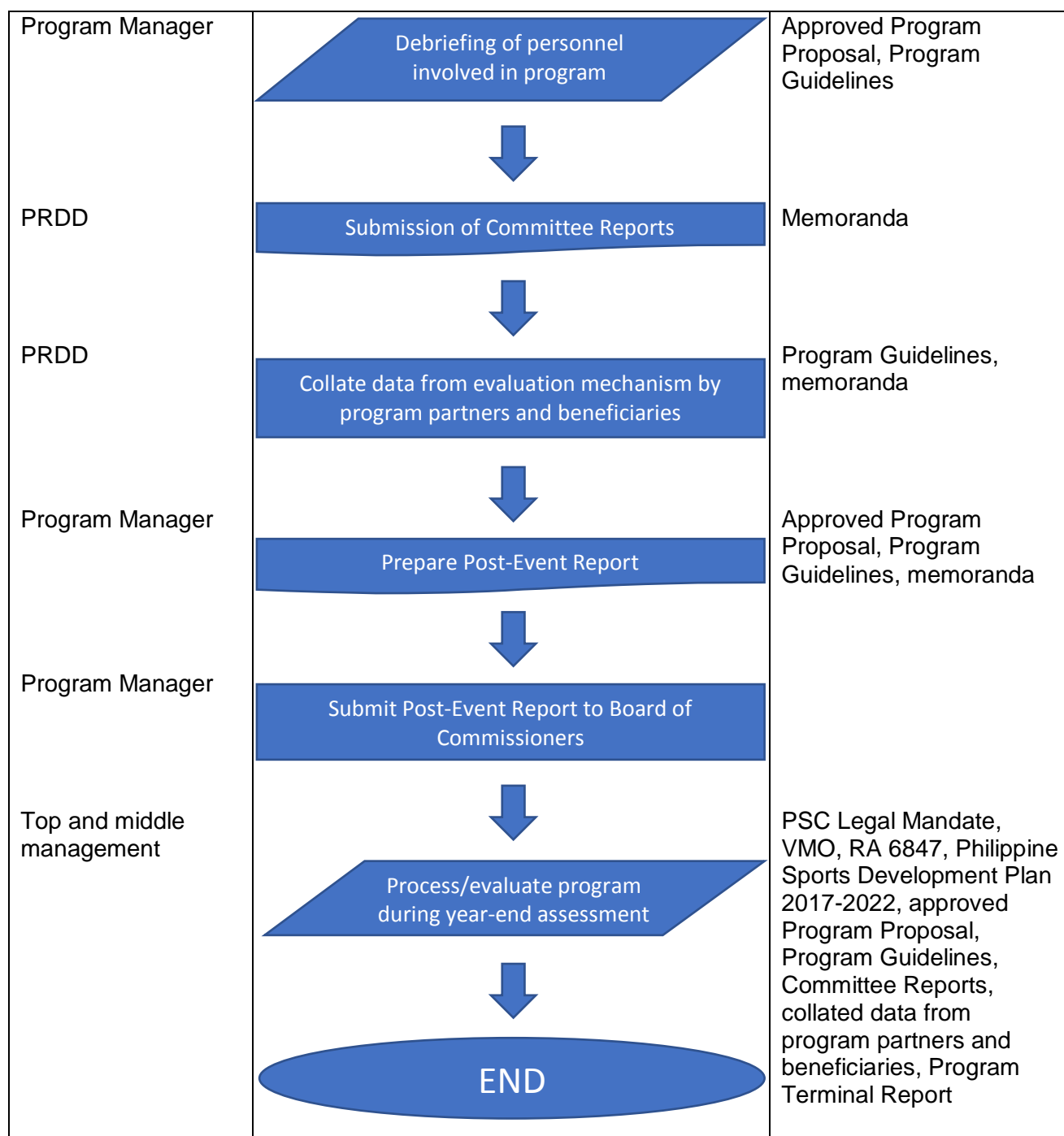
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6.0 PROCEDURE

- 6.1. Review Agency Legal Mandate, and Vision, Mission and Objectives vis-à-vis the Philippine Sports Development Plan 2017-2022
- 6.2. Determine priority Agency programs and initiatives for the year
- 6.3. Consult and meet with sports stakeholders and other sectors, and conduct research on priority Agency programs
- 6.4. Collate data from consultations, meetings and research
- 6.5. Prepare Program Proposal for review by Board of Commissioners. Said document should indicate the proposed program's rationale, objectives, target beneficiaries, personnel to be involved and their respective committees, activities/components, program guidelines/mechanics, various requirements, budgetary requirements, monitoring and evaluation mechanism, target outputs, and measures for corrective action, if necessary.
- 6.6. Endorse Program Proposal to Board of Commissioners for approval
- 6.7. Secure Board Resolution on Approved Program Proposal and Management Team
- 6.8. Prepare Office/Special Order on personnel involved in program for signature by the Chairman

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- 6.9. Organize personnel to comprise the National Secretariat and various committees working for the program, and meet with them immediately
- 6.10. Prepare and process program collaterals, forms, material and logistical requirements, and budget for the program's implementation as stated in the Approved Program Proposal
- 6.11. Coordinate with program partners and beneficiaries on the program's scheduled implementation; and provide them with the required collaterals, forms, and documents for their accomplishment
- 6.12. Collate submitted forms and documents from program partners and beneficiaries (e.g. entry forms of LGU athletes for national grassroots-level competitions)
- 6.13. Finalize coordination and arrangements with program partners and beneficiaries on various program requirements
- 6.14. Finalize and procure material and logistical requirements
- 6.15. Prepare venue/s and equipment to be utilized during the program proper
- 6.16. Prepare monitoring and evaluation mechanism for the program which shall be carried out internally (among committees) and externally (by program partners and beneficiaries)
- 6.17. Carry out actual program conduct/implementation
- 6.18. Debriefing of personnel involved in program to discuss program's implementation, any non-conforming activity that may have arisen during the program proper, and corrective action on the said activity
- 6.19. Committee Heads are to submit reports on their assigned tasks and responsibilities for the program. These reports are to be collated as part of the Post-Event Report.
- 6.20. Collate data from monitoring and evaluation mechanism conducted on program partners and beneficiaries for inclusion in the Post-Event Report
- 6.21. Prepare Post-Event Report
- 6.22. Submit Post-Event Report to Board of Commissioners
- 6.23. Process and evaluate program during year-end assessment activity to be participated in by top and middle management

7.0 FORMS ATTACHED

- 7.1. LGU Entry Form A
- 7.2. LGU Entry Form A-1
- 7.3. LGU Entry Form B
- 7.4. Waiver and Release from Liability Form
- 7.5. Program Evaluation Form (for program partners and beneficiaries)