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	PSC-SOP-BCSSS-04	Effectivity:	January 13, 2017

1.0 PURPOSE

The purpose of this document is to provide the processing of airport and travel tax exemption to NSA and other sports association/organization in its participation to international competition.

2.0 SCOPE

This procedure provides for the guidelines in the processing of exemption to NSA that are recognized and indorsed by the POC that will participate in international competition sanctioned by their respective International Federations (IF), and major competitions such as the SEAG, Asian Games, Asian Beach Games, World Championships and Olympic Games and other sports association/organization as approved by the Board of Commissioners.

3.0 DEFINITION OF TERMS

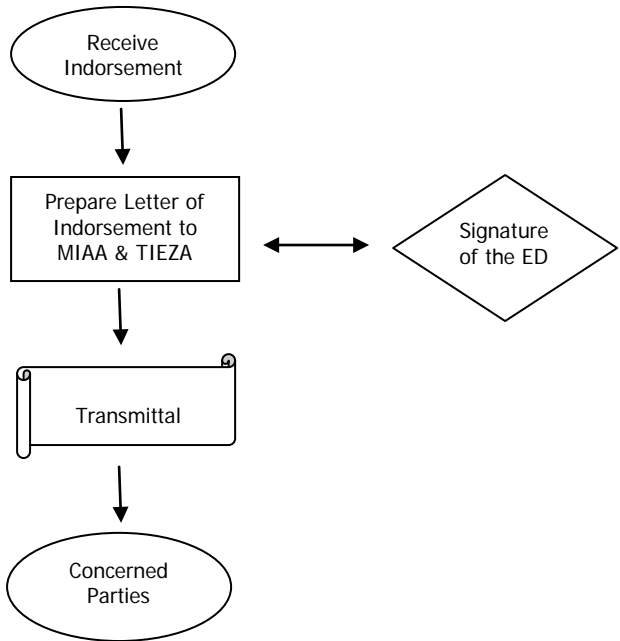
- 3.1. RA 6847 - Republic Act 6847 is the law creating and establishing the Philippine Sports Commission
- 3.2. POC - Philippine Olympic Committee
- 3.3. IF - International Federation
- 3.4. NSA - National Sports Association
- 3.5. SAT - Sea and Air Transportation
- 3.6. TEC - Travel Tax Exemption Certificate
- 3.7. TIEZA - Tourism Infrastructure And Enterprise Zone Authority
- 3.8. MIAA - Manila International Airport Authority
- 3.9. IPSC - International Passenger Service Charge
- 3.10. SEAG - South East Asian Games
- 3.11. NSAAO - National Sports Association Affairs Office

4.0 REFERENCE DOCUMENTS

- 4.1 Citizen's Charter
- 4.2 Sea and Air Transportation Unit Operations Manual

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5.0 PROCESS FLOW

RESPONSIBLE	FLOW CHART	REFERENCE
Office of the Board Secretary Executive Director NSAAO	 <pre> graph TD A([Receive Indorsement]) --> B[Prepare Letter of Indorsement to MIAA & TIEZA] B <--> C{Signature of the ED} C --> D[Transmittal] D --> E([Concerned Parties]) </pre>	Citizen's Charter Sea & Air Travel Unit Operations Manual

6.0 PROCEDURE

- 6.1. Receive indorsement from the following concerned parties;
 - 6.1.1.1 Regular / associate and recognized members of the Philippine Olympic Committee (POC)
 - 6.1.1.2 Other sports organizations, club members / non-POC recognized Sports Associations
 - 6.1.1.3 Private and Public Schools
 - 6.1.1.4 and other Government Agencies
- 6.2 Prepares endorsement letters for Travel Tax Exemption to Department of Tourism – Infrastructure and Enterprise Zone Authority (TIEZA) and waiver of Airport Terminal Fee to Manila International Airport Authority (MIAA) indorsed by the following concerned parties.
- 6.3 Forwarded to the Office of the Executive Secretary for Signature.
- 6.4 Transmits endorsement letter to Manila International Airport Authority (MIAA) for waiver of airport terminal fee and claims for International Passenger Service Charge (IPSC) Exemption Certificates for approved PSC funded trips.

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7.0 FORMS ATTACHED

- 7.1. Memorandum
- 7.2. Action Slip
- 7.3. Approved Board Resolution
- 7.4. Travel Order
- 7.5. Itinerary of Travel