	SPORTS FACILITIES DIVISION PROCEDURES	Page No.:	Page 1 of 6
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-VFMS-01	Effectivity:	January 13, 2017

1.0 PURPOSE

The Sports Facilities Division is responsible in the care and maintenance of the different venues and facilities of the Philippine Sports Commission. Its goal is to supervise as well as provide safe and secured services to its various clients who want to use the different venues and facilities that it is offering to users.

2.0 SCOPE

Clients who intend to make use of any or all of the venues or facilities shall inquire from the Sports Facilities Division to see if it is available for use. The Sports Facilities Division also provides technical assistance regarding inquiries on how to put up Olympic and international standards facilities to students, local governments, private schools and other government agencies who want to avail of the expertise of its staff regarding construction, design, orientation, concepts and construction materials.

3.0 DEFINITION OF TERMS


3.1 Venues Operation Manual - shall refer to a set of guidelines to be followed in using the different venues and facilities of the Philippine Sports Commission.

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.

	SPORTS FACILITIES DIVISION PROCEDURES	Page No.:	Page 2 of 6
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-VFMS-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.

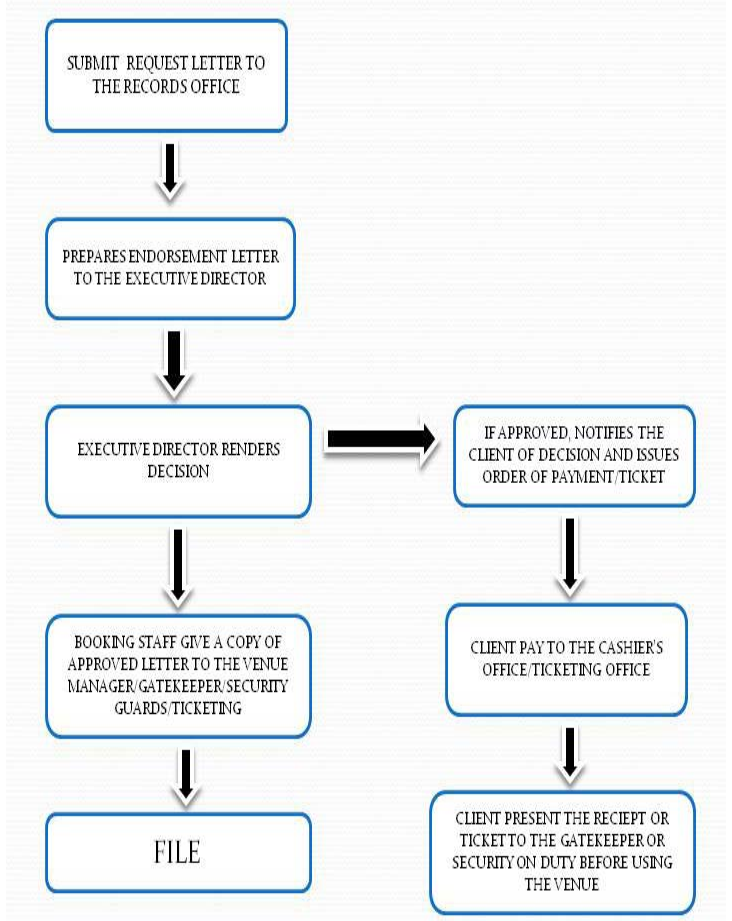
4.0 REFERENCE DOCUMENTS

4.1 Venues Operation Manual

	SPORTS FACILITIES DIVISION PROCEDURES	Page No.:	Page 3 of 6
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-VFMS-01	Effectivity:	January 13, 2017

5.0 PROCESS FLOW

5.1 Walk in Client (Venue Rental) Process

RESPONSIBLE	FLOW CHART	REFERENCE
Clients and Records Office	 <pre> graph TD A[SUBMIT REQUEST LETTER TO THE RECORDS OFFICE] --> B[PREPARES ENDORSEMENT LETTER TO THE EXECUTIVE DIRECTOR] B --> C[EXECUTIVE DIRECTOR RENDERS DECISION] C --> D[BOOKING STAFF GIVE A COPY OF APPROVED LETTER TO THE VENUE MANAGER, GATEKEEPER/SECURITY GUARDS/TICKETING] C --> E[IF APPROVED, NOTIFIES THE CLIENT OF DECISION AND ISSUES ORDER OF PAYMENT/TICKET] D --> F[FILE] E --> G[CLIENT PAY TO THE CASHIER'S OFFICE/TICKETING OFFICE] G --> H[CLIENT PRESENT THE RECEIPT OR TICKET TO THE GATEKEEPER OR SECURITY ON DUTY BEFORE USING THE VENUE] </pre>	Operations Manual
Booking Clerk/Reservation Officer		Citizens Charter
Executive Director		
Booking Clerk/Venue Manager/Cashier/Ticketing staff		



SPORTS FACILITIES DIVISION PROCEDURES

Page No.:

Page 4 of 6

PHILIPPINE SPORTS COMMISSION

Revision No.:

0

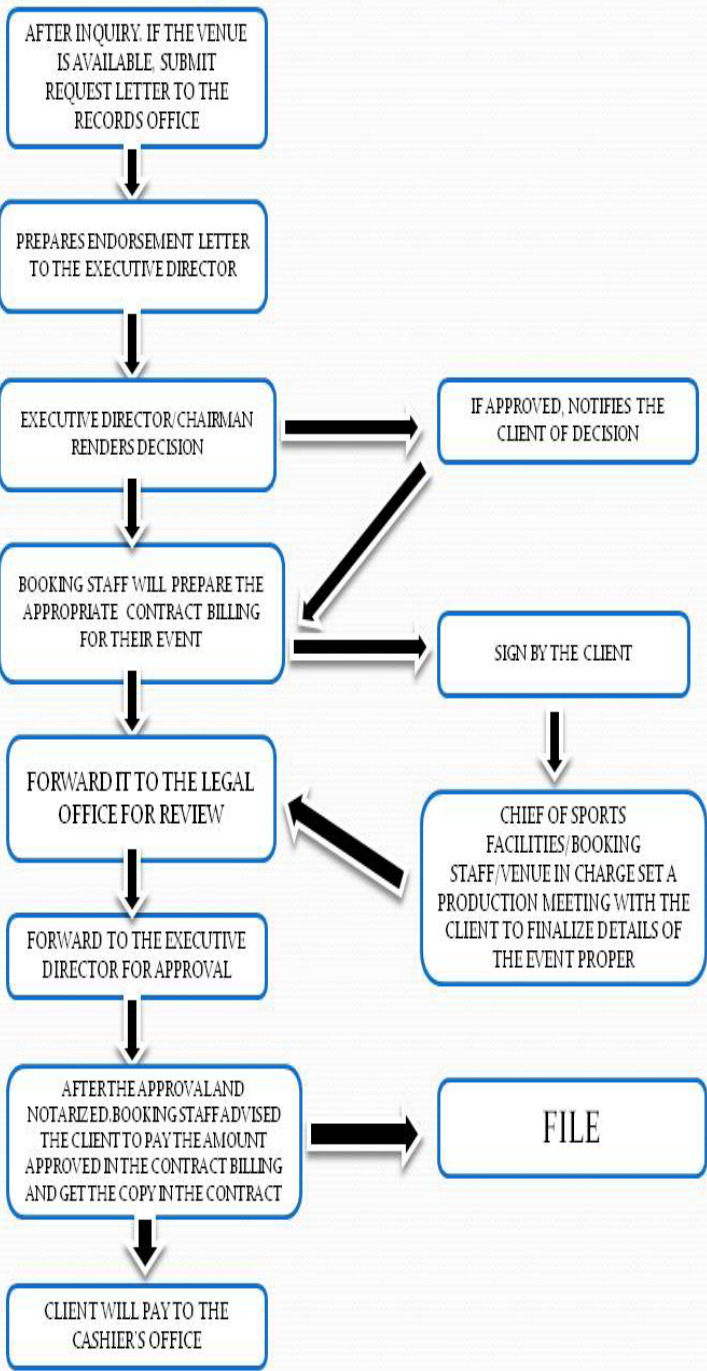
PSC-SOP-VFMS-01


Effectivity:

January 13, 2017

5.2 Major Event (Venue Rental) Process

RESPONSIBLE	FLOW CHART	REFERENCE
Clients and Records Office	<p>AFTER INQUIRY, IF THE VENUE IS AVAILABLE, SUBMIT REQUEST LETTER TO THE RECORDS OFFICE</p>	Operations Manual
Booking Clerk/Reservation Officer	<p>PREPARES ENDORSEMENT LETTER TO THE EXECUTIVE DIRECTOR</p>	Citizens Charter
Executive Director/Chairman	<p>EXECUTIVE DIRECTOR/CHAIRMAN RENDERS DECISION</p>	
Booking Clerk/Venue Manager	<p>BOOKING STAFF WILL PREPARE THE APPROPRIATE CONTRACT BILLING FOR THEIR EVENT</p>	
Legal Office	<p>FORWARD IT TO THE LEGAL OFFICE FOR REVIEW</p>	
Executive Director	<p>FORWARD TO THE EXECUTIVE DIRECTOR FOR APPROVAL</p>	
Client/Requesting Party	<p>AFTER THE APPROVAL AND NOTARIZED, BOOKING STAFF ADVISED THE CLIENT TO PAY THE AMOUNT APPROVED IN THE CONTRACT BILLING AND GET THE COPY IN THE CONTRACT</p>	
Cashier Office	<p>CLIENT WILL PAY TO THE CASHIER'S OFFICE</p>	




	SPORTS FACILITIES DIVISION PROCEDURES	Page No.:	Page 5 of 6
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-VFMS-01	Effectivity:	January 13, 2017

6.0 PROCEDURE

- 6.1 If the venue is available, Booking Clerk/Reservation Officer advise the client to make a request letter and submit to Records Office at least one (1) month prior to staging of events (major event) and five (5) days for walk – in –client and should contain the information below;
- 6.1.1 Nature of event
 - 6.1.2 Date and Time of Event
 - 6.1.3 List of Names to use the venue (walk in client)
 - 6.1.4 Contact Details
- 6.2 The Head of Operations for RMSC shall recommend the approval of requests to the Executive Director or Chairman.
- 6.3 In case of walk – in client. If approved, Booking Clerk/Reservation Officer advice the client and issue an Order of Payment Form and the client proceed to the Cashier's Office or Ticketing Office to pay the appropriate Venue Rental Fee and presents his receipt/ticket to the Venue Caretaker/Gatekeeper or Guard On – duty before using the venue.
- 6.4 In major event/big event, if approved, it will go back to the Operations Office and the Booking Clerk/Reservation Officer will prepare the appropriate Contract Billing Computation Form for their event comprising the Venue Rental fee, Manpower fee and Notarial fee. Booking Clerk shall inform the client to come and sign the Contract Billing Computation Form before it is sent to the Legal Office.
- 6.5 Contract Billing Computation Form will be forwarded to the Legal Office for review, after review, Legal Office sends the Contract Billing Computation form to the Executive Director for his approval. The Executive Director's Office returns it to the Legal Office for notarization.
- 6.6 After notarization, the Legal Office forwards the approved Contract Billing Computation Form to the Operations Office.
- 6.7 The Head of Operations, Booking Clerk and Venue Manager notifies the client about the approval of his request and is advised to pay the amount approved in the Contract Billing Computation Form at the Cashier's Office. The production meeting is set with the client to finalize details of the event proper.

7.0 FORMS ATTACHED

- 7.1 Action Slip
- 7.2 Billing Contract Computation Form (Practices, International and Ordinary Event)
- 7.3 Terms and Conditions
- 7.4 Attendance Form (Practices, International and Ordinary Event)
- 7.5 Notice to Security for Manpower Requirement
- 7.6 Notice to Janitorial for Manpower Requirement
- 7.7 Order of Payment
- 7.8 Venue Manager's Report
- 7.9 Daily Sales Report

	SPORTS FACILITIES DIVISION PROCEDURES	Page No.:	Page 6 of 6
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	PSC-SOP-VFMS-01	Effectivity:	January 13, 2017

7.10 Temporary Receipt

7.11 Minutes of the production meeting