

NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE

FOR BOARD DECISION

1. Financial Assistance for International Events
2. Financial Assistance for Purchase of Supplies and Equipment
3. Inclusion, Replacement and Reclassification of Athletes and Coaches

Schedule of Availability

Day : Monday to Friday
 Time : 8:00am to 5:00pm

Who may avail:

PSC recognized National Sports Association (NSAs)

What are the Requirements?

1. NSA President signed request letter
2. Complete delegation list with corresponding designation
3. Event invitation and Competition Details
4. Breakdown of Budgetary Requirements

Note: To be submitted two (2) months in advance if requires Travel Order from Armed Forces of the Philippines (AFP) for military-athletes/coaches.

Duration: 2 ½ hours

How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none"> - NSA Affairs Office receiving staff checks completeness of required documents to support letter of request <i>[based on the nature of request]</i> - Advises client to proceed to Records Office for barcoding and scanning if complete - If incomplete, advises clients on requirements to be complied 	10 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or Coordinator 	None	None
2	Submits complete documents to Records Office	<ul style="list-style-type: none"> - Records Office forwards barcoded/scanned documents to NSAAO - Cluster Coordinator reviews / evaluates and endorses the letter request - NSAAO Head checks evaluation and make necessary corrections on the endorsement - Forwards original documents to DED-BCSSS for final review and endorsement for Board Agenda - Email scanned copy to Commissioner-In Charge and Senior Executive Assistant - NSAAO awaits the decision of the Board - NSAAO receives Board Resolutions from Board Secretariat - If approved, inform requesting party and forward documents to concerned PSC offices <i>[for processing]</i> - If denied, NSAAO informs concerned NSA 	2 hours and 20 minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Cluster Coordinator) • NSAAO Head • DED-BCSSS 	None	None

NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE

TRAVEL TAX EXEMPTION

Schedule of Availability

Day : Monday to Friday

Time : 8:00am to 5:00pm

Who may avail:

PSC recognized National Sports Association (NSAs) and other major sports organizations

What are the Requirements?

1. NSA President signed request letter
2. Complete delegation list with corresponding designation
3. Event invitation and Competition Details
4. Copy of passports

Note: To be submitted fourteen (14) working days prior date of departure.

Duration: 20 minutes

How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none"> - NSA Affairs Office receiving staff checks completeness of required documents to support letter of request [<i>based on the nature of request</i>] - Advises client to proceed to Records Office for barcoding and scanning if complete - If incomplete, advises clients on requirements to be complied 	10 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or Coordinator 	None	None
2	Submits complete documents to Records Office	<ul style="list-style-type: none"> - Records Office forwards barcoded/scanned documents to NSAAO - NSA Admin Coordinator review and prepare evaluation of submitted documents - For signature of NSAAO Head and DED-BCSSS - Forwards original documents to Travel Office for preparation of documents - Succeeding steps are reflected in the transaction process of Travel Office 	10 minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Admin Coordinator) • NSAAO Head • DED-BCSSS 	None	None

NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE

VENUE USAGE

Schedule of Availability

Day : Monday to Friday

Time : 8:00am to 5:00pm

Who may avail:

PSC recognized National Sports Association (NSAs) and other major sports organizations

What are the Requirements?

1. NSA President signed request letter
2. Date and time venue is intended to be used

Note: To be submitted two (2) weeks prior intended use of venue

Duration: 1 hour and 35 minutes

How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none"> - NSA Affairs Office receiving staff checks completeness of required documents to support letter of request [<i>based on the nature of request</i>] - Advises client to proceed to Records Office for barcoding and scanning if complete - If incomplete, advises clients on requirements to be complied 	10 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or Coordinator 	None	None
2	Submits complete documents to Records Office	<ul style="list-style-type: none"> - Records Office forwards barcoded/scanned documents to NSAAO - NSA Admin Coordinator reviews / evaluates submitted documents and forward to concerned PSC office for checking of venue availability - If not available, end of transaction - If available, NSAAO endorses request to the DED-BCSSS for approval - Informs requesting party and provides concerned PSC Office a copy of the approved request. 	1 hour and 25 minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Admin Coordinator) • NSAAO Head • DED-BCSSS 	None	None

NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE

DUTY TAX EXEMPTION

Schedule of Availability

Day : Monday to Friday

Time : 8:00am to 5:00pm

Who may avail:

PSC recognized National Sports Association (NSAs)

What are the Requirements?

1. NSA President signed request letter
2. Proforma Invoice (prior to arrival of imported items)
3. Packing List (prior to arrival of imported items)
4. Bill of Lading/Airway Bill (upon arrival of imported items)

Duration: 1 hour and 10 minutes

How to Avail the Service: **REQUEST FOR DUTY TAX EXEMPTION**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none"> - NSA Affairs Office receiving staff checks completeness of required documents to support letter of request <i>[based on the nature of request]</i> - Advises client to proceed to Records Office for barcoding and scanning if complete - If incomplete, advises clients on requirements to be complied 	10 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or Coordinator 	None	None
2	Submits complete documents to Records Office	<ul style="list-style-type: none"> - Records Office forwards barcoded/scanned documents to NSAAO - NSA Admin Coordinator reviews / evaluates submitted documents and forward to Legal Office for comments - NSAAO Head checks evaluation and make necessary corrections on the endorsement - Forwards original documents to DED-BCSSS for final review and endorsement for Board Agenda - NSAAO awaits the decision of the Board - NSAAO receives Board Resolutions from Board Secretariat. If approved, inform NSA and forward documents to concerned PSC offices <i>[for processing]</i> - If denied, NSAAO informs requesting party 	1 hour	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Cluster Coordinator) • NSAAO Head • DED-BCSSS 	None	None

NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE

VISA ENDORSEMENT

Schedule of Availability

Day : Monday to Friday
 Time : 8:00am to 5:00pm

Who may avail:

PSC recognized National Sports Association (NSAs)

What are the Requirements?

1. NSA President signed request letter
2. Complete delegation list with corresponding designation (for item #1)
3. Event invitation and Competition Details (for item #1)
4. Photocopy of passports

Duration: 1 hour

How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none"> - NSA Affairs Office receiving staff checks completeness of required documents to support letter of request <i>[based on the nature of request]</i> - Advises client to proceed to Records Office for barcoding and scanning if complete - If incomplete, advises clients on requirements to be complied 	10 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or Coordinator 	None	None
2	Submits complete documents to Records Office	<ul style="list-style-type: none"> - Records Office forwards barcoded/scanned documents to NSAAO - NSA Staff prepares endorsement letter for foreign embassy concerned - NSAAO Head checks and make necessary corrections on the endorsement letter - Forwards original documents to DED-BCSSS and Executive Director for final review and endorsement for the signature of the Chairman - Forward to Office of the Chairman for signature - Once signed, informs NSA that letter is available for release 	50 minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff • NSAAO Head • DED-BCSSS • Executive Director • Chairman 	None	None

NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE

REQUEST FOR DETAILED SERVICE ENDORSEMENT (FOR MILITARY ATHLETES AND COACHES)

Schedule of Availability

Day : Monday to Friday

Time : 8:00am to 5:00pm

Who may avail:

PSC recognized National Sports Association (NSAs)

What are the Requirements?

1. NSA President signed request letter
2. Summary of Information
3. Training Program
4. Calendar of Activities

Duration: 1 hour

How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none"> - NSA Affairs Office receiving staff checks completeness of required documents to support letter of request [<i>based on the nature of request</i>] - Advises client to proceed to Records Office for barcoding and scanning if complete - If incomplete, advises clients on requirements to be complied 	10 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or Coordinator 	None	None
2	Submits complete documents to Records Office	<ul style="list-style-type: none"> - Records Office forwards barcoded/scanned documents to NSAAO - NSA Staff prepares endorsement letter for concerned agency/entity - NSAAO Head checks and make necessary corrections on the endorsement letter - Forwards original documents to DED-BCSSS and Executive Director for final review and endorsement for the signature of the Chairman - Forward to Office of the Chairman for signature - Once signed, informs NSA that letter is available for release 	50 minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff • NSAAO Head • DED-BCSSS • Executive Director • Chairman 	None	None