

**ASSISTANCE AND COORDINATION DIVISION  
SECTION: TRANSPORTATION UNIT**

**USE OF VEHICLE**

**SCHEDULE OF AVAILABILITY**

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

**Who May Avail of the Services**

1. National Sports Associations
2. Athletes and Coaches
3. PSC Officials and employees

**What are the requirements:**

\* Duly accomplished Vehicle Utilization Form (get from transportation unit)

**Duration:** 9 minutes

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
1	Submit duly accomplished Vehicle Utilization Form * locations within Metro Manila must be submitted 4 hours prior travel and outside Metro Manila at least 2 days prior travel	Receive Form, Log-in request, check availability of vehicle and recommend approval	5 minutes	Transpo Staff	None	Vehicle Utilization Form
2		If vehicle available, forward to the office of the Executive Director for approval	2 minutes	Transpo Staff	None	Vehicle Utilization Form
3		Receive approved form from the Executive Director's office and inform the requesting party	2 minutes	Transpo Staff	None	None
<b>End of Transaction</b>						