

CITIZEN'S CHARTER HANDBOOK

2023 (1ST Edition)



NATIONAL ACADEMY OF SPORTS

CITIZEN'S CHARTER

2023 (1st Edition)

I. Brief History of the National Academy of Sports

The National Academy of Sports (NAS) was created when former President Rodrigo Duterte signed into law, RA 11470 last June 9, 2020.

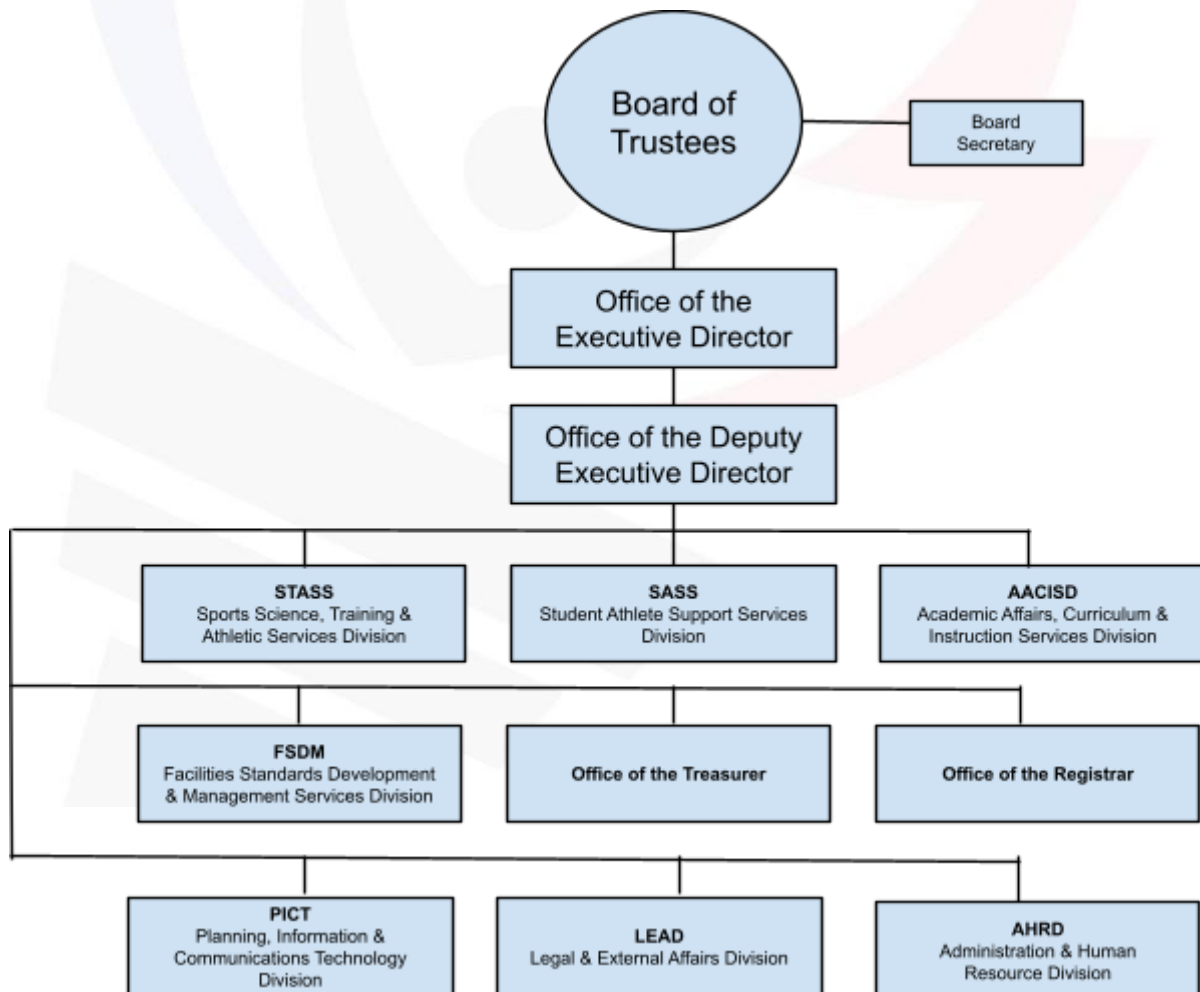
It is hereby created and established a National Academy of Sports System (NAS System) to develop the athletic skills and talents of students in world-class sports facilities that are at par with international standards.

The NAS System is hereby mandated to implement a quality and enhanced secondary education program, integrated with a special curriculum on sports.

It shall be geared toward the early recognition and development of highly talented and exceptionally gifted students and those who have demonstrated the potential to excel in the field of sports.

The NAS System shall be attached to the Department of Education, in close coordination with the Philippine Sports Commission.”

I.I. NAS Management Structure



II. Mandate

The Academy shall implement a quality and enhanced secondary education program, integrated with a special curriculum on sports.

III. Mission

1. We provide a platform for academically competent and athletically talented Filipino youth to become responsible world-class student-athletes playing a vital role in nation-building.
2. We endeavor to provide a holistic approach towards the development of physical, moral, social, intellectual, and spiritual well-being of the student-athletes.
3. We provide world-class facilities at par with international standards and opportunities to compete internationally to enhance the athletic skills and abilities of student-athletes.
4. We institutionalize an educational system in implementing quality and enhanced secondary education programs integrated with a special curriculum on sports.

IV. Vision

To be at the forefront of global sports development and education, producing well-rounded student-athletes equipped with the ability and passion to become a source of national pride.

V. Service Pledge

We, the officials and employees of the National Academy of Sports, pledge and commit to delivering a quality and enhanced secondary education program, integrated with a special curriculum on sports through:

S - Servicing our stakeholders with honor and excellence.

P - Promoting efficiency in all divisions and every member of our agency.

O - Overcoming challenges and setbacks with resilience.

R - Reassuring the relevance and timeliness of the services we provide

T - Translating our mission and vision into purposeful action.

S - Sharing responsibility and empowering all individuals who constitute the National Academy of Sports.

VI. LIST OF SERVICES

Classification	Proposed Services	Division
External	1. Recruitment, Screening and Selection of Student-Athletes	Admission Committee (OR, LEAD, AACISD, SSTAS)
	2. Student Support Service	SASS
	3. Recruitment and Selection of Regular Employees	AHRD
	4. Recruitment and Selection of Contract of Service (COS) Employees	
	5. Request for Student Records	OR
	6. Participation in Outside Competition	SSTAS
Internal	7. Request for COE, Service Record, Leave Credits, Locator Slip	AHRD
	8. Request for Authority to Travel	AHRD
	9. Request for Disbursement Voucher / Cash Advance for Activities	OT
	10. Payment of Cash Advance	
	11. Payment of Obligations thru Checks or LDDAP	
	12. Certificate of No Pending Administrative Case	LEAD
	13. Salaries for COS	OT
	14. Facilities And Equipment Incident Reporting Service	FSDM
	15. ICT Technical Assistance	PICTD

**NATIONAL ACADEMY OF SPORTS
MAIN CAMPUS**

External Services

A. Recruitment, Screening, and Selection of Student-Athletes

A.1 Admissions (NASCENT SAS)

NAS recognizes the need to conduct an annual search to identify and offer scholarships to academically competent and athletically talented natural-born Filipino youth from all sectors of the society to fulfill its mandate as stated in RA 11470.

Office or Division	Office of the Registrar	
Classification	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<p>Incoming Grade 7 and 8 student-athlete who meet the following criteria are eligible to apply for NAS Annual Search for Competent, Exceptional, Notable, and Talented Student-Athlete Scholarship (NASCENT SAS):</p> <ol style="list-style-type: none"> a. Natural-born Filipino citizen b. Currently enrolled as a Grade 6 (for incoming Grade 7) or Grade 7 (for incoming Grade 8) pupil or a graduate of elementary school at the time of application. If not currently enrolled, show evidence of equivalency is required (i.e. A & E, PPT) c. Must have a general weighted average of at least 80% d. Show evidence of potential in a particular sport e. Not older than 14 years old (for incoming Grade 7) or 15 years old (for incoming Grade 8) at the start of the school year f. Show evidence of being in good health and physical fitness to undergo a rigorous athletic program g. Must be under the specified NAS focus sports – aquatics (swimming), athletics, badminton, gymnastics (rhythmic), judo, table tennis, taekwondo and weightlifting 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) fully accomplished NASCENT-SAS Scholarship Application Form 2. One (1) fully accomplished Student-Athlete’s Profile Form 3. Proof of achievement, participation in any sanctioned national sports competition/s such as medals, certificates, copy of competition results, video or photos. 		<p>1 - 2 . NASCENT-SAS Scholarship Application Form and Student-Athlete’s Profile Form</p> <p>NAS Office of the Registrar, National Academy of Sports, New Clark City, Capas, Tarlac or online at the</p>

			<p>NASCENT SAS Facebook Page / bit.ly/NASCENTSASForms</p>	
<ol style="list-style-type: none"> 4. One (1) Coach's Recommendation Form with the Coach's valid ID with signature 5. One (1) Teacher's Recommendation Form with the Teacher's valid ID with signature 6. One (1) Photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA) 7. One (1) photocopy each of Grade 5 and 6 report cards (for incoming Grade 7) or Grade 6 and 7 report cards (for incoming Grade 8) or evidence of equivalency 8. One (1) fully accomplished Preparticipation Physical Evaluation Clearance Form 9. One (1) Photocopy of at least one (1) valid ID with signature of the designated guardian 			<ol style="list-style-type: none"> 3. DepEd School Sports Division (SSD), Philippine Sports Commission, Philippine Olympic Committee or National Sports Association 4. Applicant's coach 5. Applicant's former adviser/teacher 6. Philippine Statistics Authority (PSA) 7. Applicant's originating school 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Secure the NAS Application Forms <p>Or</p> <ol style="list-style-type: none"> 1. Download the NAS Application Forms from the link posted in the NASCENT SAS Facebook Page 	<ol style="list-style-type: none"> 1. Issue the forms 	<p>None</p> <p>None</p>	<p>10 minutes per applicant</p>	<p>Administrative Officer V / STAI Admission Services Section</p>

2. Accomplish and submit the application forms together with the other documentary requirements	2.1. Receive and review/ pre-screen the submitted documents	None	145 days	Administrative Officer V / STA I Admission Services Section
	2.2. Upload the complete application documents for	None	1 working day	Administrative Officer V / STA I Admission
	first-level assessments	None	5 working days	Services Section
	2.3. Assess the academic and sports requirements			Sports Science, Training, and Athletic Services Division (SSTAS); Academic Affairs, Curriculum, and Instruction Services Division (AACISD)
	2.4. Record the first-level assessment scores	None	1 working day	Administrative Officer V / STA I Admission Services Section
	2.5. Schedule and inform the applicant on the second-level assessments	None	15 working days	Administrative Officer V / STA I Admission Services Section

3. Attend the second-level assessments	3.1. Conduct the exam, interview and physiological assessments	None	10 working days	Student-Athlete Support Services Division (SASS); Sports Science, Training, and Athletic Services Division (SSTAS); and Academic Affairs, Curriculum,
	3.2. Consolidate all assessment scores and ranking	None	1 working day	and Instruction Services Division (AACISD) Administrative Officer V / STA I Admission Services Section
4. Wait for the notification on their application status	4.1. List of qualified applicants will be forwarded to the Admissions Committee, Executive Committee, and NAS Board of Trustees' approval 4.2. Notify the applicant via email regarding their application status	None	15 working days	Admissions Committee; Executive Committee; and NAS Board of Trustees
		None	1 working day	Administrative Officer V / STA I Admissions Services Section
END OF TRANSACTION				

Total Processing Time: 194 working days and 10 minutes

Total Fees to be Paid: None

Working Time: Monday – Friday (8:00am to 5:00pm)
Except Holidays

B. STUDENT SUPPORT SERVICE

B.1. AVAILING OF MEDICAL CONSULTATION AND TREATMENT

The purpose of the service is to diagnose and treat illnesses and provide appropriate basic initial medical services. The school clinic caters to all student-athletes, employees, and guests of NAS. The service includes triage, assessment, emergency care, dispensing of basic treatment/medicines, and referral for advanced cases.

Office/Division:	SASS - Health and Medical Services Section			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	Students-Athletes, Employees, and Guests of NAS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Prior accomplished Health Assessment Form (for student-athletes) (1 Original)		Medical and Dental Clinic		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Nurse-Health and Medical Services Section (Clinic) to secure Health Assessment forms and to get the medical records before undergoing consultation.	Provide the client/patient with medical forms and initial services Forms: 1. Health Assessment Form	None	10 minutes	Nurse
2. Proceed to Doctor for consultation (Family medicine/Orthopedic)	Doctor will examine and evaluate the client/patient Forms: 1. Health Assessment Form	None	30 minutes	Doctor

	<p>Doctor will prescribe medicines and/or give referrals</p> <p>Forms: 1. Prescription form 2. Referral Slip</p>		5 minutes	
3. The client/patient will return to the Nurse counter to record the prescribed medicines	<p>Nurse will give medicine, record for documentation and issue clinic slip.</p> <p>Forms: 1. Medical Census 2. Clinic slip</p>	None	5 minutes	Nurse
	TOTAL:	None	50 Minutes	No. of Signatures: 3

Schedule of Availability of Service:

Day: Monday to Friday

Time: 8:00 am to 5:00 pm (no noon breaks)

C. Recruitment & Selection of Employees

C.1. Hiring of Teaching, Related Teaching and Non-Teaching Personnel

Any individual with interest in applying for any vacant position in NAS, and that is qualified for the position may submit his/her credentials and other requirements

Office or Division:	Administration and Human Resource Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen
Who may avail:	Interested applicants to NAS vacant positions

Checklist of Requirements	Where to Secure
1. Letter of intent addressed to the Executive Director of NAS	Applicant
2. Personal Data Sheet and Work Experience Sheet (CSC form 212)	CSC Website
3. Photocopy of Transcript of Records; Photocopy of Diploma and/or Certificate of Graduation	Applicant
4. Photocopy of Eligibility	Applicant
5. Photocopy of Service Record or Certificate of Employment with duties and responsibilities	Previous/Current employer
6. Photocopy of Certificate of Trainings and Seminars	Applicant
7. Performance rating in the last rating period (if applicable)	Previous/current employer

CLIENT STEPS*	ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents through courier or via email	1.1 Receive and check completeness of submitted requirements for application	None	2 hours	AHRD, RAO Unit
	1.2 Check applicants via email with completed documents and sort it by position	None	10 days	AHRD, RAO Unit
	1.3 Evaluate paper evaluation as to QS. 1.4 Send schedule of interview for qualified applicants 1.5 Notify applicants who were also disqualified thru SMS or email	None None None	10 days 2 days 2 days	AHRD, RAO Unit

2. Attend interview	2.1 Conduct interview of qualified applicants	None	1 hour	RAO Unit and HRMPSB members
	2.2 Conduct initial HRMPSB deliberation	None	20 minutes	AHRD, RAO Unit and HRMPSB Members
	2.3 Collate and consolidate scoresheets from the panel	None	2 days	AHRD, RAO Unit AHRD, RAO Unit
	2.4 Prepare Selection Line Up	None	1 day	
3. Review assessment and inform RAO Unit of discrepancy	3.1 Send final assessment to applicants and post in 3 conspicuous place while conducting background investigation	None	15 calendar days	AHRD, RAO Unit
	3.2 Preparation of Board Resolution and submission of short list for the approval of the Appointing Authority	None	2 hours	AHRD, RAO Unit
	3.3 Final assessment and selection of appointee	None	3 days	Appointing Authority
	3.4 Preparation of appointment	None	3 days	

	documents for successful applicant			AHRD, RAO Unit
4. Acknowledge email and SMS from RAO Unit	Communicate results of selection process to applicants thru email and SMS	None	10 minutes	AHRD, RAO Unit
Total			48 days, 5 hours, 30 minutes	

C.2. RECRUITMENT AND SELECTION OF CONTRACT OF SERVICE (COS) EMPLOYEES

Any individual who is interested in applying for a COS position in NAS, where he/she is qualified.

Office or Division:	Administration and Human Resource Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen
Who may avail:	Interested applicants to NAS COS vacant positions

Checklist of Requirements	Where to Secure
1. Approved MRF	Requesting Office
2. Letter of intent addressed to the Executive Director of NAS	Applicant
3. Personal Data Sheet and Work Experience Sheet (PDS 212)	CSC Website
4. Photocopy of Transcript of Records	Applicant
5. Photocopy of Diploma and/or Certificate of Graduation	Applicant
6. Photocopy of Certificate of Employment with duties and responsibilities	Previous/Current employer
7. Photocopy of Certificate of Trainings and Seminars	Applicant

CLIENT STEPS*	ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents through courier or via email	1.1 Received and check completeness of submitted requirements for application	None	1 day	AHRD, RAO Unit
	1.2 Check applicants via email with completed documents and sort it by position	None	5 days	AHRD, RAO Unit
	<p>1.3 Schedule paper evaluation as to QS.</p> <p>If qualified, will go through the interview</p> <p>If not qualified: applicant will be notified of thru email and SMS</p>	None	8 days	AHRD, RAO Unit
2. Attend interview	2.1 Conduct interview of qualified applicants, and make deliberations	None	1 day	RAO Unit and the panel composed of Heads of Division and his representatives

	2.2 Collate final scoresheets, prepare the summary, and present results to the chief	None	3 days	AHRD, RAO Unit
	2.3 Endorse the candidate recommended by the panel to the Head of the Agency	None	1 day	AHRD, RAO Unit
	2.4 Final approval by the Head of Agency	None	2 days	Head of the Agency
	2.4 Preparation of Job Offer of successful applicant	None	3 days	AHRD, RAO Unit
	2.5 Preparation of Contract and route for signature	None	3 days	AHRD, RAO Unit
3. Acknowledge email and SMS from RAO Unit	Communicate Job Offer and identify first day of assumption thru email or SMS	None	1 day	AHRD, RAO Unit
Total			22 days	

D. PROCESSING OF STUDENT RECORDS

D.1. Enrollment of Grade 7 to Grade 12

In the month of August, the announced qualified applicants from the NASCENT SAS, after confirming their intent to enroll, will be offered with the scholarship contract and school enrollment forms. The soft copy of enrollment forms will be sent to their emails. They must accomplish all documents for their enrollment. This will be the start of being a NAS Scholar.

Office or Division	Office of the Registrar			
Classification	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Grade 7 to Grade 12 Students Parents/Guardians of Grade 7 to Grade 12 Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Fully accomplished NAS Student Information Form 2. Fully accomplished DepEd Basic Education Enrollment Form 3. Four Original signed Scholarship Agreement 4. Two Piece recent 1x1 and 2x2 ID Picture with white background 			Office of the Registrar, New Clark City, Capas, Tarlac	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Submit the following duly accomplished forms: <ul style="list-style-type: none"> • Fully accomplished NAS Student Information Form • Fully accomplished DepEd Basic 	<ol style="list-style-type: none"> 1. Receive and validate the submitted forms and requirements 	None	3 working days	Records Officer / STA I Records Management Section
	<ol style="list-style-type: none"> 2. Send a copy of Certificate of Registration 	None	10 minutes	Records Officer / STA I Records Management

<p>Education Enrollment Form</p> <ul style="list-style-type: none"> • Four Original signed Scholarship Agreement • Two Piece recent 1x1 and 2x2 ID Picture with white background 	(COR) to the enrollee.			Section
2. Submit via email the signed COR.	2.1. Acknowledge s receipt of signed COR.	None	5 minutes	Records Officer / STA I Records Management Section
	2.2. File COR in student document jacket.		5 minutes	Records Officer / STA I Records Management Section
END OF TRANSACTION				
Total Processing Time: 3 days and 20 minutes per student				
Total Fees to be Paid: None				
Working Time: Monday – Friday (8:00am to 5:00pm) Except Holidays				

D.2. Processing of Request for School Credentials (Current NAS students)

NAS acknowledges the current students who need their school credentials such as Form 137/SF10 - Transcript of Records (TOR), Evaluation of Grades, Certificate of Enrolment and others.

Office or Division	Office of the Registrar			
Classification	Simple: Certificate of Enrollment Complex: F137/SF10			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	NAS Students, Parents/Guardians or Authorized Representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. One (1) copy of Request for Records Form (Physical Form or E-Form) 2. Authorization Letter for Authorized Representative (if applicable) 3. Valid ID of Authorized Representative (if applicable) 			Office of the Registrar, New Clark City, Capas, Tarlac	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure, accomplish and submit the request for records form.	1.1 Accept the submitted form	None	5 minutes	Records Officer / STA I Records Management Section
	1.2 Retrieve and prepare the requested document/s and forwarded to the Head of the Agency or Registrar for signature (if applicable)	None	2 working days (Simple) 6 working days (Complex)	Records Officer / STA I Records Management Section

	1.3 Sign documents	None	1 working day	Chief Administrative Office/ Executive Director III
2. Receive the requested document/s.	2. Release the document to the client.	None	5 minutes	Records Officer / STA I Records Management Section
END OF TRANSACTION				
Total Processing Time: 3 working days and 10 minutes (Simple) 7 working days and 10 minutes (Complex)				
Total Fees to be Paid: None				
Working Time: Monday – Friday (8:00am to 5:00pm) Except Holidays				

D.2. Certification, Authentication and Verification of student records

NAS acknowledges alumni who need their school credentials such as Form 137/SF10 - Transcript of Records (TOR), Evaluation of Grades, Certificate of Graduation, English translation, Diploma reconstruction and others.

Office or Division	Office of the Registrar			
Classification	Simple: Certificate of Completion; Certificate of Graduation; Complex: F137/SF10 and F138/SF9 Highly Technical: Request for a Second Copy of Diploma			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Requesting School, Alumni, Parents/Guardians or Authorized Representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) copy of Request for Records Form (Physical Form or E-Form) 2. Authorization Letter for Authorized Representative (if applicable) 3. Valid ID of Authorized Representative (if applicable)			Office of the Registrar, New Clark City, Capas, Tarlac	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Secure, accomplish and submit the request form.	1.1 Accept the submitted form	None	5 minutes	Records Officer / STA Records Management Section
	1.2 Retrieve and prepare the requested document/s and forwarded to the Head of the Agency or Registrar for signature (if applicable)	None	2 working days (Simple)	Records Officer / STA Records Management Section
			5 working days (Complex)	Records Management Section
1.3 Sign documents	None	1 working day	Chief Administrative Officer; Executive Director III	
2. Receive the requested document/s.	2. Release the document to the client.	None	5 minutes	Records Officer / STA Records Management Section
END OF TRANSACTION				
Total Processing Time: (Simple) 3 working days and 10 minutes (Complex) 6 working days and 10 minutes (Highly Technical) 11 working days and 10 minutes				
Total Fees to be Paid: None				
Working Time: Monday – Friday (8:00am to 5:00pm) Except Holidays				

E. Participation in Outside NAS Competitions

E.1. Participation in Outside NAS Competitions

The competitions for the NAS student-athletes are composed of 3 (three) types: (1) *NAS Represented Competitions*, (2) *NAS Initiated Competitions*, and (3) *Outside NAS Competitions*. The third type of competition is where the NAS student-athletes and their parents request to participate in competitions not part of the planned competitions plotted by the NAS Sports Coaches and represent their current clubs, gyms or chapters.

PARTICIPATION IN NAS OUTSIDE COMPETITIONS				
Office or Division	Sports Science, Training and Athletic Services Division (SSTAS)			
Classification	Simple/Complex			
Type of Transaction	Government to Citizen			
Who may Avail	NAS Student-Athletes and Parent/Guardian of NAS Student-Athletes			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. NAS Outside Competition Guidelines 2. NAS Outside Competition Excuse Form 3. NAS Outside Competition Waiver 4. Copy of Official Competition Details 5. Copy of Signed Competition Registration Form 6. Copy of Signed Waiver 			<ol style="list-style-type: none"> 1. The documents can be downloaded and accessed through the NAS Student-Athletes' respective Google Classrooms (Focus Sport) 2. The Official Competition Details and Competition Registration Form will be coming from the Competition Organizer/s 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The student-athlete logs in to his/her Google Classroom to access and downloads the Competition Excuse Form and Waiver via the Outside NAS Competition Participation Guidelines	None	None	10 minutes	None
2. The parent/guardian of	2.1 The Athletic	None	10 minutes	Athletic Services

<p>the student- athlete fills out the details in the Google Form and Waiver at least 14 calendar days before the start of the Local Competition and 30 calendar days before the start of the International Competitions. The parent/guardian submits the printed copies of the following documents and upload them on the competition excuse form:</p> <ul style="list-style-type: none"> a. Copy of official competition details (e.g. formal invitation, schedule, etc.) b. Copy of signed official registration form c. Copy of signed waiver 	<p>Services Section Head/Assistant Section Head receives the Google Form Notification via email</p>			<p>Section Head (SDO III)</p> <p>Athletic Services Assistant Section Head (SDO II)</p> <p>Sport Specific Coach (STA II)</p>
	<p>2.2 The Sport Specific Coach and the Training Section Head reviews the request for the competition to be participated in. Evaluation Criteria includes:</p> <ul style="list-style-type: none"> • Alignment with NAS Calendar of Activities • Alignment with NAS Training Model 	None	<p><i>3 Working Days (Simple)</i></p> <p><i>7 Working Days (Complex)</i></p>	<p>Sport Specific Coach (STA II)</p> <p>Training Section Head (SDO III)</p>
	<p>2.3 The Sport Specific Coach contacts the parent/guardian via email who sent a request within 3 to 7 days after submitting the form regarding approval or disapproval of the request</p> <ul style="list-style-type: none"> • If APPROVED: The parent/guardian fills out the notice for Foreseen Absence Form • If DISAPPROVED: The student-athlete adheres to the regular training 	None	<i>10 minutes</i>	Sport Specific Coach (STA II)

	<p>schedule with the National Academy of Sports. A coach-parent conference may be requested in this case. The request may be sent directly to the Sport Specific Coaches' email address.</p>			
<p>3. After the competition, the parent/guardian accomplishes the post-competition report form at least 2 days after the competition</p>	<p>The Athletic Services Section Head/Assistant Section Head archives the documents in the Division Google Drive</p>	<p>None</p>	<p><i>10 minutes</i></p>	<p>Athletic Services Section Head (SDO III)</p> <p>Athletic Services Assistant Section Head (SDO II)</p> <p>Sport Specific Coach (STA II)</p>
END OF TRANSACTION				
Total Processing Time:	<p>3 Working Days and 40 minutes (Simple)</p> <p>7 Working Days and 40 minutes (Complex)</p>			
Total Fees to be Paid:	<p>None</p>			
Schedule of Working Days:	<p>Monday to Friday (8:00AM to 5:00PM)</p> <p>Except Holidays</p>			

**NATIONAL ACADEMY OF SPORTS
MAIN CAMPUS**

Internal Services

F. REQUEST FOR COE, SERVICE RECORD, LEAVE CREDITS, LOCATOR SLIP

F.1. Request for Service Record/Certificate of Employment/Engagement

Office or Division:	Administration and Human Resource Division
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	NAS Officials and Employees

Checklist of Requirements	Where to Secure
1. Letter request (1 Original Copy)	Employee

CLIENT STEPS*	ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request of SR or COE (1 Original Copy)	1. Received and acknowledged request letter	None	5 minutes	AHRD, CBER Unit
	2. Prepare Service Record/ Certificate of Employment and/or Engagement	None	1 day	AHRD, CBER Unit
2. Acknowledge SR or COE via hard copy or email once signed	3. Route to the AHRD chief for signature	None	1 day	AHRD, CBER Unit AHRD Chief
Total			2 days 5 mins	

A. REQUEST FOR TRAVEL AUTHORITY (AHRD)

1. Foreign Travel Authority Request on Personal Travel

All NAS officials and employees are required to process authority to travel before being allowed to travel on foreign country.

Office or Division:	Administration and Human Resource Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen
Who may avail:	NAS Officials and Employees

Checklist of Requirements	Where to Secure
1. Letter of Leave with approval from the head of office	Employee
2. CSC Form 6 – Leave Form (1 Original Copy)	AHRD
3. Certificate of No Pending Administrative Case	LEAD
4. CSC Form No. 7 - Clearance Form (1 Original Copy)	AHRD

CLIENT STEPS*	ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1 Received and check completeness of submitted requirements for application of TA	None	1 day	AHRD, GS Unit

	1.2 Check accuracy of travel details and prepare TA and route for signature of the DepEd Secretary and/or Head of Agency	None	5 days	AHRD, GS Unit Head of Agency for NAS employees DepEd Secretary for Head of Agency	
1	Acknowledge TA form and all attached documents	Place control number to TA	None	1 day	AHRD, GS Unit
	Total			7 days	

G. Travel Authority – Travel Abroad (Official Business/Official Time)

Office or Division:	Administration and Human Resource Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen
Who may avail:	NAS Officials and Employees

Checklist of Requirements	Where to Secure
1. Letter of Invitation	Applicant/Requesting Office
2. Approval from the head of office	Division Head
3. Certificate of No Pending Administrative Case	LEAD
4. Funding requirements form	OT

CLIENT STEPS*	ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents	1. Received and check completeness of submitted requirements for application of TA	None	2 days	AHRD, GS Unit
	2. Prepare TA and route for signature of the DepEd Secretary and/or Head of Agency	None	5 days	AHRD, GS Unit Head of Agency for NAS employees DepEd Secretary for Head of Agency
2. Acknowledge TA form and all attached documents	Place control number to TA	None	1 day	AHRD, GS Unit
Total			8 days	

H. REQUEST FOR DISBURSEMENT VOUCHER / CASH ADVANCE FOR ACTIVITIES (OT)

H.1. Processing of Cash Advance request for activities (Except for Local and Foreign Travels)

Processing of claims of NAS offices and divisions of CAs for various activities apart from travel CAs.

Office or Division:	Office of the Treasurer
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Bonded employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.0 Photocopy of Authority of the Accountable Officer issued by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance) (2 copies)	Requesting personnel – NAS Offices & Divisions
2.0 Original Copy of Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books (2 copies)	Accountant III, Accounting Section – Office of the Treasurer
3.0 Photocopy of Approved application for bond and/or Fidelity Bond for the year for cash accountability of above Php 5,001.00 (upon set-up of new/renewed accountability) (2 copies)	Chief Treasury Operations Officer II/ Bureau of Treasury
4.0 Original Copy of Approved Activity Proposal (2 copies)	Requesting personnel – NAS Offices & Divisions
5.0 Approved Request to Hold Cash Advance (2 copies)	Requesting personnel – NAS Offices & Divisions
6.0 Approved Authority to Hold Cash Advance (2 copies)	Requesting personnel – NAS Offices & Divisions
7.0 Disbursement Voucher – box A – Approved (3 copies)	Requesting personnel – NAS Offices & Divisions
8.0 Checklist of Requirements (1 copy)	Budget Section – Office of the Treasurer
9.0 Obligation Request and Status – box A – Approved (3 copies)	Requesting personnel – NAS Offices & Divisions
10.0 Photocopy of EM/WFP and/or Approved APP (2 copies)	Requesting personnel – NAS Offices & Divisions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Budget Section				
<p>1.0 Requesting personnel submits complete required documents to the Budget Section.</p>	<p>1.0 Receive the documents and attach the checklist of requirements.</p> <p>1.1. Using the checklist, reviews the submitted supporting documents, assign ORS number, and forward it to the Administrative Officer V.</p>	<p>NONE</p>	<p>3 hours</p>	<p>Administrative Officer IV (Budget Officer)</p>
	<p>2.0 Certifies the availability of allotment and obligates for the purpose/adjustment necessary as indicated in the ORS.</p> <p>2.1 If the activity proposal is included in the EM/WFP and/or APP, the AO V will sign box B of the ORS, assign the respective fund source and object codes necessary to be recorded to the registries of allotment,</p>	<p>NONE</p>	<p>5 hours</p>	<p>Administrative Officer V (Budget Officer)</p>

	<p>obligation and disbursement, and forward it to the Accounting Section.</p> <p>2.2 If the activity proposal is not included in the EM/WFP and/or APP, list the findings on the Remarks area on the checklist and forward it to Administrative Officer IV for tracking to be sent back to the proponent for compliance (Requesting personnel will go back to Step 1.0)</p>			
Accounting Section				
	<p>3.0 Receives the documents from the Budget Unit.</p> <p>3.1 Using the checklist, reviews the submitted supporting documents, assign DV number and forward it to the accountant for final review.</p>	NONE	3 hours	Accountant II

	<p>4.0 Certifies the completeness and validity of the supporting documents and the propriety of the amount claimed.</p> <p>4.1 If the documents are complete and valid, the Accountant will sign box C of the DV, make the necessary Journal Entry Voucher (JEV) to be recorded to the respective original books of accounts and forward it to the Cash Section for payment.</p> <p>4.2 If the documents are incomplete and invalid, list the findings on the Remarks area on the checklist and forward it to Administrative Officer IV for tracking to be sent back to the proponent</p>	NONE	5 hours	Accountant III
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	for compliance (Requesting personnel will go back to Step 1.0)			
Cash Section				
	5.0 Prepares payment through List of Due and Demandable Accounts Payable-Advice to Debit (LDDAP-ADA) and forward it to the Supervising Administrative Officer (SAO).	NONE	4 hours	Administrative Officer III (Cashier)
	6.0 Review and sign the LDDAP-ADA.	NONE	3 hours	SAO – Office of the Treasurer
	7.0 Endorses the documents/transaction to ED and/or to other authorized signatories for approval.	NONE	3 hours	Chief Administrative Officer (CAO) – Office of the Treasurer
	8.0 Sign the LDDAP-ADA and other supporting documents.	NONE	4 hours	Executive Director (ED) III and/or other authorized signatories
	9.0 Transmits duplicate approved LDDAP to the GSB for crediting.	NONE	2 hours	Administrative Officer I (Cashier)
	10.0 EA evaluates the completeness of the submitted documents. Crediting of payment shall take effect not earlier than 24 hours.	NONE	1 Day	Executive Assistant (EA)/Head LBP Requisitioning Unit (RU)
		TOTAL	5 working days	

H.2. Processing of Cash Advance request for Foreign Travel

Office or Division:	Office of the Treasurer – Accounting Unit
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	NAS bonded officials and employees

CHECKLIST OF REQUIREMENTS (as per COA Circular 2023-004 dated June 14, 2023)	WHERE TO SECURE
1.0 Original Copy Duly Approved Travel Authority (per E.O. No. 77 s. 2019 & DO No. 22 s. 2019) (2 copies)	Requesting personnel – NAS Offices & Divisions
2.0 Original Copy Duly Approved Duly Approved Itinerary of Travel (Appendix No. 45 GAM Vol. II) (2 copies)	Requesting personnel – NAS Offices & Divisions
3.0 Original Copy Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books. (2 copies)	Accountant III, Accounting Section – Office of the Treasurer
4.0 Letter of invitation of the host/sponsoring agency/organization and/or Approved Activity Proposal (2 copies).	Program Provider and/or Requesting personnel – NAS Offices & Divisions
5.0 Copy of plane ticket/ flight itinerary issued by the airline ticketing office/travel agency	Administrative Service/ Airline/ Travel Agency
6.0 Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent.	Administrative Service/ Airline/ Travel Agency
7.0 Approved Certification of Unavailability of Flights (In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor.)	Administrative Service/ Airline/ Travel Agency
8.0 Copy of UNDP DSA Rates for the country destination (month of CA date)	Google Search
9.0 Daily Dollar Peso Rates (latest date from BSP)	BSP
In case of seminars/ trainings abroad: · Invitation addressed to the	

<ul style="list-style-type: none"> agency inviting participants. · Acceptance of the nominees as participants. · Program Agenda and Logistics Information (such as lodging, meals, transportation, etc.) 	Program Provider and/or Requesting personnel – NAS Offices & Divisions
Where applicable, authority to claim representation expense	Office of the Executive Director
Approved Activity Proposal	Requesting personnel – NAS Offices & Divisions
Approved Request to Cash Advance	Requesting personnel – NAS Offices & Divisions
Approved Authority to Hold cash advance	Requesting personnel – NAS Offices & Divisions
Disbursement Voucher – box C – Approved (3 copies)	Requesting personnel – NAS Offices & Divisions
Checklist of Requirements	Budget Section – Office of the Treasurer
Obligation Request and Status – box A – Approved (3 copies)	Budget Section – Office of the Treasurer
Copy of EM/WFP and/or APP	Requesting personnel – NAS Offices & Divisions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Budget Section				
1.0 Requesting personnel submits complete required documents to the Budget Section.	1.0 Receive the documents and attach the checklist of requirements. 1.1. Using the checklist, reviews the submitted supporting documents, assign ORS number, and forward it to the Administrative Officer V.	NONE	3 hours	Administrative Officer IV (Budget Officer)
	2.0 Certifies the availability of allotment and obligates for the purpose/adjustmen	NONE	5 hours	Administrative Officer V (Budget Officer)

	<p>t necessary as indicated in the ORS.</p> <p>2.1 If the activity proposal is included in the EM/WFP and/or APP, the AO V will sign box B of the ORS, assign the respective fund source and object codes necessary to be recorded to the registries of allotment, obligation and disbursement, and forward it to the Accounting Section.</p> <p>2.2 If the activity proposal is not included in the EM/WFP and/or APP, list the findings on the Remarks area on the checklist and forward it to Administrative Officer IV for tracking to be sent back to the proponent</p>			
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	for compliance (Requesting personnel will go back to Step 1.0)			
Accounting Section				
	<p>3.0 Receives the documents from the Budget Unit.</p> <p>3.1 Using the checklist, reviews the submitted supporting documents, assign DV number and forward it to the accountant for final review.</p>	NONE	3 hours	Accountant II
	<p>4.0 Certifies the completeness and validity of the supporting documents and the propriety of the amount claimed.</p> <p>4.1 If the documents are complete and valid, the Accountant will sign box C of the DV, make the necessary Journal Entry Voucher (JEV) to be recorded to the respective original</p>	NONE	5 hours	Accountant III

	<p>books of accounts and forward it to the Cash Section for payment.</p> <p>4.2 If the documents are incomplete and invalid, list the findings on the Remarks area on the checklist and forward it to Administrative Officer IV for tracking to be sent back to the proponent for compliance (Requesting personnel will go back to Step 1.0)</p>			
Cash Section				
	5.0 Prepares payment through List of Due and Demandable Accounts Payable-Advice to Debit (LDDAP-ADA) and forward it to Supervising Administrative Officer (SAO).	NONE	4 hours	Administrative Officer III (Cashier)
	6.0 Review and sign the LDDAP-ADA.	NONE	3 hours	SAO – Office of the Treasurer
	7.0 Endorses the documents/transaction to ED and/or	NONE	3 hours	Chief Administrative Officer (CAO) –

	to other authorized signatories for approval.			Office of the Treasurer
	8.0 Sign the LDDAP-ADA and other supporting documents.	NONE	4 hours	Executive Director (ED) III and/or other authorized signatories
	9.0 Transmits duplicate approved LDDAP to the GSB for crediting.	NONE	2 hours	Administrative Officer I (Cashier)
	10.0 EA evaluates the completeness of the submitted documents. Crediting of payment shall take effect not earlier than 24 hours.	NONE	1 Day	Executive Assistant (EA)/Head LBP Requisitioning Unit (RU)
		TOTAL	5 working days	

Processing of Cash Advance request for Local Travel

Processing of claims of NAS offices and divisions of CAs for local travels.

Office or Division:	Office of the Treasurer
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Bonded employees and/or requesting personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.0 Original Copy Duly Approved Travel Authority (per E.O. No. 77 s. 2019 & DO No. 22 s. 2019) (2 copies)	Requesting personnel – NAS Offices & Divisions
2.0 Original Copy Duly Approved Duly Approved Itinerary of Travel (Appendix No. 45 GAM Vol. II) (2 copies)	Requesting personnel – NAS Offices & Divisions
3.0 Original Copy Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books. (2 copies)	Accountant III, Accounting Section – Office of the Treasurer
4.0 Original Copy of Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. (2 copies)	Procurement Section - AHRD/ Airline/ Travel Agency
5.0 Original Copy of Approved Certification of Unavailability of Flights (In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor.) (2 copies)	Procurement Section - AHRD/ Airline/ Travel Agency
6.0 Photocopy of Letter of invitation of the host/sponsoring agency/organization and/or Approved Activity Proposal (2 copies).	Program Provider and/or Requesting personnel – NAS Offices & Divisions
7.0 Approved Request to Hold Cash Advance (2 copies)	Requesting personnel – NAS Offices & Divisions
8.0 Approved Authority to Hold cash Advance (2 copies)	Requesting personnel – NAS Offices & Divisions
9.0 Disbursement Voucher – box C – Approved (3 copies)	Requesting personnel – NAS Offices & Divisions
10.0 Checklist of Requirements (1 copy)	Budget Section – Office of the Treasurer
11.0 Obligation Request and Status – box A – Approved (3 copies)	Requesting personnel – NAS Offices & Divisions

12.0 Copy of EM/WFP and/or Approved APP (2 copies)	Requesting personnel – NAS Offices & Divisions
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Budget Section				
1.0 Requesting personnel submits complete required documents to the Budget Section.	<p>1.0 Receive the documents and attach the checklist of requirements.</p> <p>1.1. Using the checklist, reviews the submitted supporting documents, assign ORS number, and forward it to the Administrative Officer V.</p>	NONE	3 hours	Administrative Officer IV (Budget Officer)
	<p>2.0 Certifies the availability of allotment and obligates for the purpose/adjustment necessary as indicated in the ORS.</p> <p>2.1 If the activity proposal is included in the EM/WFP and/or APP, the AO V will sign box B of the ORS, assign the respective fund source and object codes necessary to be recorded</p>	NONE	5 hours	Administrative Officer V (Budget Officer)

	<p>to the registries of allotment, obligation and disbursement, and forward it to the Accounting Section.</p> <p>2.2 If the activity proposal is not included in the EM/WFP and/or APP, list the findings on the Remarks area on the checklist and forward it to Administrative Officer IV for tracking to be sent back to the proponent for compliance (Requesting personnel will go back to Step 1.0)</p>			
Accounting Section				
	<p>3.0 Receives the documents from the Budget Unit.</p> <p>3.1 Using the checklist, reviews the submitted supporting documents, assign DV number and forward it to the</p>	NONE	3 hours	Accountant II

	accountant for final review.			
	<p>4.0 Certifies the completeness and validity of the supporting documents and the propriety of the amount claimed.</p> <p>4.1 If the documents are complete and valid, the Accountant will sign box C of the DV, make the necessary Journal Entry Voucher (JEV) to be recorded to the respective original books of accounts and forward it to the Cash Section for payment.</p> <p>4.2 If the documents are incomplete and invalid, list the findings on the Remarks area on the checklist and forward it to Administrative Officer IV for tracking</p>	NONE	5 hours	Accountant III

	to be sent back to the proponent for compliance (Requesting personnel will go back to Step 1.0)			
Cash Section				
	5.0 Prepares payment through List of Due and Demandable Accounts Payable-Advice to Debit (LDDAP-ADA) and forward it to the Supervising Administrative Officer (SAO).	NONE	4 hours	Administrative Officer III (Cashier)
	6.0 Review and sign the LDDAP-ADA.	NONE	3 hours	SAO – Office of the Treasurer
	7.0 Endorses the documents/transaction to ED and/or to other authorized signatories for approval.	NONE	3 hours	Chief Administrative Officer (CAO) – Office of the Treasurer
	8.0 Sign the LDDAP-ADA and other supporting documents.	NONE	4 hours	Executive Director (ED) III and/or other authorized signatories
	9.0 Transmits duplicate approved LDDAP to the GSB for crediting.	NONE	2 hours	Administrative Officer I (Cashier)
	10.0 EA evaluates the completeness of the submitted documents. Crediting of payment shall take effect not earlier than 24 hours.	NONE	1 Day	Executive Assistant (EA)/Head LBP Requisitioning Unit (RU)
		TOTAL	5 working days	

I. REQUEST FOR CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE

Certificate of No Pending Administrative Case is one of the requirements when applying for clearance. This is to ensure that the requesting NAS' personnel has no pending administrative case filed before any office of the Department/Division before allowing him/her to travel to foreign countries or to permanently leave his/her office through resignation or retirement.

Office or Division:	Legal Section of Legal and External Affairs Division (LEAD)	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	NAS Regular Employees and Contract of Service Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Request letter with signature (1 copy) indicating the following details: <ol style="list-style-type: none"> a. Name of the Requestor b. Designation and Permanent Station/ Division c. Purpose d. Date needed e. Number of copies 2. Photocopy of any Government Issued I.D. (1 copy) 3. If sending a representative to process the request, provide Authorization Letter (1 copy) and photocopy of any Government Issued I.D. of the authorized representative (1 copy) 		Requesting personnel

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Legal and External Affairs Division (LEAD) office and submit the complete requirements	1.1. Receive, check, and acknowledge the request; provide the requestor 1 receiving copy	None	10 minutes	Technical Assistant II (Legal Section - LEAD)
	1.2. Log the documents submitted by the requestor		5 minutes	Technical Assistant II (Legal Section - LEAD)
	1.3. Prepare the Personnel Records Confirmation Slip (PRCS)		15 minutes	Technical Assistant II (Legal Section -LEAD)
	1.4. Submit the PRCS to Compensation , Benefits, and Employee Relations - Administration and Human Resources Division (CBER-AHRD) for checking of records of the requestor		15 minutes	Technical Assistant II (Legal Section -LEAD)
	1.5. Upon confirmation, CBER-AHRD shall return the accomplished and signed PRCS to LEAD		4 hours	Senior Technical Assistant I (CBER-AHRD)
	1.6. Prepare and print the		2 hours	

	<p>Certificate of No Pending Administrative Case / Certificate with Pending Administrative Case and submit to the Division Chief for signature</p> <p>1.7. Sign the Certificate of No Pending Administrative Case / Certificate with Pending Administrative Case and return it to Legal Assistant</p>		5 minutes	<p>Technical Assistant II (Legal Section -LEAD)</p> <p>Attorney V (LEAD)</p>
2. Receive the document	<p>2.1. Log the document and release the signed Certificate to the requestor</p> <p>2.2. Conduct Satisfaction Survey</p>		<p>10 minutes</p> <p>5 minutes</p>	<p>Technical Assistant II (Legal Section -LEAD)</p> <p>Technical Assistant II (Legal Section -LEAD)</p>
TOTAL:			7 hours and 5 minutes	

J. PROCESSING OF PAYMENT OF SALARIES & OTHER BENEFITS OF CONTRACT OF SERVICE (COS) PERSONNEL

Office or Division:	Office of the Treasurer
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	NAS COS Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Payment of Regular Monthly Payroll	
1.0 Original Duly Signed Payroll Register (2 copies)	STA III, CBER Unit, AHRD
2.0 Original Approved Daily Time Record (DTR) (2 copies) with the following if necessary: 2.1 Photocopy of Approved Logbook (for deficiencies in DTR) 2.2 Photocopy of Approved Travel Authority 2.3 Photocopy of Approved Locator Slip	COS Personnel – NAS Offices & Divisions
3.0 Photocopy of Approved Accomplishment Report (IDLAR) (2 copies)	COS Personnel – NAS Offices & Divisions
4.0 Certified True Copy of Approved Notarized Contract for first claim (2 copies)	STA III, RAO Unit, AHRD
5.0 Photocopy of Approved Manpower Requisition Form for first claim (2 copies)	STA III, RAO Unit, AHRD
6.0 Photocopy of Sworn Declaration of Mode of Income Tax for first claim (2 copies)	STA III, CBER Unit, AHRD
7.0 Photocopy of BIR Form 0605 for annual payment of registration for first claim (2 copies)	STA III, CBER Unit, AHRD
8.0 Disbursement Voucher – box A – Approved (3 copies)	STA III, CBER Unit, AHRD
9.0 Checklist of Requirements	Budget Section – Office of the Treasurer
11.0 Obligation Request and Status – box A – Approved (3 copies)	STA III, CBER Unit, AHRD
For COS Premium Salaries	

1.0 Original Copy of Duly Signed Payroll Register (2 copies)	STA III, CBER Unit, AHRD
2.0 Photocopy of Masterlist certified by the Division Chief for payment of Premiums (2 copies)	CAO – NAS Offices & Divisions
3.0 Disbursement Voucher – box A – Approved (3 copies)	STA III, CBER Unit, AHRD
4.0 Checklist of Requirements (1 copy)	Budget Section – Office of the Treasurer
5.0 Obligation Request and Status – box A – Approved (3 copies)	STA III, CBER Unit, AHRD
For Payment of Last Salary Upon Termination of Service	
1.0 Photocopy of Letter of Resignation (2 copies)	COS Personnel – NAS Offices & Divisions
2.0 Photocopy of Acceptance of Resignation (2 copies)	COS Personnel – NAS Offices & Divisions
3.0 Photocopy of Clearance from money, property, and legal accountabilities (2 copies)	COS Personnel – NAS Offices & Divisions
4.0 Original Copy of Approved DTR (2 Copies)	COS Personnel – NAS Offices & Divisions
5.0 Photocopy Authority to deduct accountabilities, if any (2 copies)	COS Personnel – NAS Offices & Divisions
6.0 Original Copy of Final Computation of Withholding Tax for BIR 2307 (2 copies)	Accountant III, Accounting Unit – Office of the Treasurer
7.0 Disbursement Voucher – box A – Approved (3 copies)	STA III, CBER Unit, AHRD
8.0 Checklist of Requirements (1 copy)	Budget Section – Office of the Treasurer
9.0 Obligation Request and Status – box A – Approved (3 copies)	STA III, CBER Unit, AHRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Budget Section				
1.0 Requesting personnel submits complete required documents to the Budget Section.	1.0 Receive the documents and attach the checklist of requirements. 1.1. Using the checklist, reviews the submitted supporting documents,	NONE	3 hours	Administrative Officer IV (Budget Officer)

	assign ORS number, and forward it to the Administrative Officer V.			
	<p>2.0 Certifies the availability of allotment and obligates for the purpose/adjustment necessary as indicated in the ORS.</p> <p>2.1 Sign box B of the ORS, assign the respective fund source and object codes necessary to be recorded to the registries of allotment, obligation and disbursement, and forward it to the Accounting Section.</p>	NONE	5 hours	Administrative Officer V (Budget Officer)
Accounting Section				
	<p>3.0 Receives the documents from the Budget Unit.</p> <p>3.1 Using the checklist, reviews the submitted supporting documents, assign DV number and forward it to the Accountant for final review.</p>	NONE	3 hours	Accountant II

	<p>4.0 Certifies the completeness and validity of the supporting documents and the propriety of the amount claimed.</p> <p>4.1 If the documents are complete and valid, the Accountant will sign box C of the DV, make the necessary Journal Entry Voucher (JEV) to be recorded to the respective original books of accounts and forward it to the Cash Section for payment.</p> <p>4.2 If the documents are incomplete and invalid, list the findings on the Remarks area on the checklist and forward it to Administrative Officer IV for tracking to be sent back to the</p>	NONE	5 hours	Accountant III
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	proponent for compliance (Requesting personnel will go back to Step 1.0)			
Cash Section				
	5.0 Prepares payment through LDDAP-ADA or MDS Check and ACIC. Forward it to Supervising Administrative Officer (SAO).	NONE	4 hours	Administrative Officer III (Cashier)
	6.0 Review and sign the LDDAP-ADA or MDS Check and ACIC	NONE	3 hours	SAO – Office of the Treasurer
	7.0 Endorses the documents/transaction to ED and/or to other authorized signatories for approval.	NONE	3 hours	Chief Administrative Officer (CAO) – Office of the Treasurer
	8.0 Sign the LDDAP-ADA, MDS Check, ACIC and other supporting documents.	NONE	4 hours	Executive Director (ED) III and/or other authorized signatories
	9.0 Transmits duplicate approved LDDAP-ADA, MDS Check and ACIC to the GSB for crediting.	NONE	2 hours	Administrative Officer I (Cashier)
	10.0 EA evaluates the completeness of the submitted documents. Crediting of payment shall take effect not earlier than 24 hours.	NONE	1 Day	Executive Assistant (EA)/Head LBP Requisitioning Unit (RU)
		TOTAL	5 working days	

K. FACILITIES AND EQUIPMENT INCIDENT REPORTING SERVICE

Maintenance and upkeep of NAS Sports facilities is essential to ensuring the quality of services to the NAS Community. This involves delivery of maintenance and repair of services to building, equipment and infrastructure systems including carpentry works, electrical works, mechanical ventilations, plumbing works, painting works, and site development repairs.

Office or Division:	Facilities Standards Development and Management Division	
Classification:	Simple, Complex, and Highly Technical	
Type of Transaction:	Government to Government (G2G)-Internal Services	
Who may avail:	All NAS Staff, Security, and Janitorial Staff	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Service Request Form (2 copies) - 1 original copy, 1 receiving copy	FSDM-Facilities Management Section or NAS Official Website	
2. Additional supporting documents or photographs (if applicable)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Obtain and accomplish Facilities Service Request Form from NAS website or FSDM Facilities Management Section Office.		None	15 minutes	All Staff, Janitorial, Security

<p>2. Requestor to submit accomplished form to website or FSDM Facilities Management Section.</p>		None	15 minutes	All Staff, Janitorial, Security
	<p>2.1. FSDM Facilities Management Section to review requests.</p> <p>2.1.1.FSDM Facilities Management Section to verify on site the request.</p> <p>2.1.2. FSDM Facilities Management Section contacts the requestor for project details.</p> <p>2.2. Submit Service Request Form subject for approval.</p> <p>2.3. Log the control number of the accomplished Service Request Form.</p>	None	<p>(Simple-1 hour) (Complex- 4 hours) (Highly Technical-1 working day)</p> <p>30 minutes</p> <p>15 minutes</p> <p>15 minutes</p>	<p>FSDM - FMS-PDO II</p> <p>FSDM - FMS-PDO II</p> <p>FSDM-Division Chief/ Alternate Signatories (OIC)</p> <p>FSDM-Administrative Assistant</p> <p>FSDM - FMS-PDO II</p>
	<p>2.4. FSDM Facilities Management Section to</p>	None	<p>(Simple-30 minutes)</p>	<p>FSDM - FMS-PDO II</p>

	prepare Work Order Form only if the service request form is approved.		(Complex- 4 hours) (Highly Technical-1 working day)	
	2.5. Submit Work Order Form subject for approval.	None	15 minutes	FSDM-Division Chief/ Alternate Signatories (OIC)
	2.6. Approved Work Order Form is entered in the Project Management System otherwise if disapproved, thus end of transaction.	None	15 minutes	FSDM - FMS-PDO II
	2.7. Facilities Services Request Form receiving copy is returned to the requestor with approval or disapproval mark with remarks.	None	15 minutes	FSDM - FMS-PDO II
3. Client receives Facilities Service Form and will accomplish Customer Satisfaction Feedback Form accessible from FSDMD Office.		None	15 minutes	All Staff, Janitorial, Security
TOTAL:		None	Simple- 4 hours	

		Complex- 1 working day, 2 hours, and 30 minutes	
		Highly Technical- 2 working days, 2 hours, and 30 minutes	
END OF TRANSACTION			

K.1. Execution of Approved Work Order Form

The processing and resolution of the approved work order form ensures the timely and effective handling of reported incidents related to NAS Sports facilities and equipment. This service aims to address and resolve incidents promptly, including arranging for repairs, maintenance, or other necessary measures to rectify the situation.

K.1.2. Execution of Approved Work Order Form – Simple Request Classification

Office or Division:	Facilities Standards Development and Management Division			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)-Internal Services			
Who may avail:	All NAS Staff, Security and Janitorial Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Simple Request Classification (<i>refer to Service request form checklist for list of activities under this category</i>) <ul style="list-style-type: none"> a. Approved Work Order Form b. Additional supporting documents (e.g. photographs) 		a. FSDM-Facilities Management Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Await approved request communication from FSDMD-FMS.		None	30 minutes	All Staff, Janitorial, Security

	<p>1.1. Execution of Approved Work Order Form</p> <p>1.1.1. FSDM Facilities Management Section allocates necessary resources, including personnel and materials, and other documents to fulfill the approved work.</p> <p>1.1.2. FSDM Facilities Management Section communicates the estimated timeline for completing the approved work to the requestor.</p> <p>1.1.3. FSDM Facilities Management Section performs the approved work in a timely manner relative to request classifications.</p> <p>1.1.4. FSDM Facilities Management Section inspects the completed work to ensure it meets quality standards.</p> <p>1.1.5. FSDM Facilities Management Section notifies the requesting party when the work is completed.</p>	None	2 hours	FSDM - FSM Section Head
		None	2 hours	FSDM - FMS-PDO II
		None	4 hours	FSDM - FMS
		None	2 hours	FSDM - FMS Section Head
		None	1 hour	FSDM - FMS-PDO II
<p>2. Client to accomplish Customer Satisfaction Feedback</p>		None	15 minutes	All Staff, Janitorial, Security

Form accessible from FSDMD Office.				
TOTAL:		None	1 working day, 3 hours, and 45 minutes	
END OF TRANSACTION				

K.1.2. Execution of Approved Work Order Form – Complex and Highly Technical Request Classification

Office or Division:	Facilities Standards Development and Management Division		
Classification:	Complex, Highly Technical		
Type of Transaction:	Government to Government (G2G)-Internal Services		
Who may avail:	All NAS Staff, Security and Janitorial Staff		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>1. Complex Request Classification (<i>refer to Service request form checklist for list of activities under this category</i>)</p> <ul style="list-style-type: none"> a. Approved Work Order Form b. Bidding Documents <ul style="list-style-type: none"> i. Terms of Reference ii. Bill of Quantities iii. Program of Works iv. Design and Plans v. Market Surveys c. Other necessary documents (e.g., inter-agency letters and requests) d. Additional supporting documents (e.g. photographs) 		<ul style="list-style-type: none"> a. FSDM-Facilities Management Section b. FSDM-Facilities Management Section c. FSDM-Facilities Management Section 	

<p>2. Highly Technical Request Classification (<i>refer to Service request form checklist for list of activities under this category</i>)</p> <ul style="list-style-type: none"> a. Approved Work Order Form b. Other necessary documents (e.g., inter-agency letters and requests) c. Bidding Documents <ul style="list-style-type: none"> i. Terms of Reference ii. Bill of Quantities iii. Program of Works iv. Design and Plans v. Market Surveys d. Additional supporting documents (e.g. photographs) 		<ul style="list-style-type: none"> a. FSDM-Facilities Management Section b. FSDM-Facilities Management Section c. FSDM-Facilities Management Section 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Await approved request communication from FSDMD-FMS.		None	30 minutes	All Staff, Janitorial, Security
	<p>1.1. Execution of Approved Work Order Form</p> <p>1.1.1. FSDM Facilities Management Section allocates necessary resources, including personnel and materials, and other documents to fulfill the approved work.</p> <p>1.1.1.1. FSDM Facilities Management Section prepares bidding documents and supporting documents.</p>	None	1 working day	FSDM - FSM Section Head
		None	(Complex-15 working days) (Highly Technical-	FSDM - FMS

	<p>1.1.1.2. Bidding documents are submitted to FSDM Division Chief for review and approval.</p> <p>1.1.1.3. Bidding documents are endorsed to the following division: a. Office of the Treasury- for budgetary purposes. b. Office of the Executive Director- for review and approval. c. Bids and Awards Committee- for procurement processes</p> <p>1.1.1.4. FSDMD awaits document progress from the previous divisions.</p> <p>1.1.2. FSDM Facilities Management Section communicates the estimated timeline for completing the approved work to the requestor.</p> <p>1.1.3. FSDM Facilities Management Section performs the approved work in a timely manner relative to request classifications.</p>	None	30 working days	FSDM-Division Chief/ Alternate Signatories (OIC)
		None	1 working day	
		None	7 working days	FSDM – FMS
		None	90 working days	FSDM - FMS Section Head
		None	1 working day	FSDM - FMS-PDO II
		None	(Complex-30 working days) (Highly Technical-100 working	FSDM – FMS

	<p>1.1.4. FSDM Facilities Management Section inspects the completed work to ensure it meets quality standards.</p> <p>1.1.5. FSDM Facilities Management Section notifies the requesting party when the work is completed.</p>	None	<p>days)</p> <p>(Complex- 1 working day) (Highly Technical- 3 working days)</p>	<p>FSDM - FMS Section Head</p> <p>FSDM - FMS-PDO II</p>
<p>2. Client to accomplish Customer Satisfaction Feedback Form accessible from FSDMD Office.</p>		None	15 minutes	All Staff, Janitorial, Security
TOTAL:		None	<p>Complex- 146 working days, 1 hour, and 45 minutes</p> <p>Highly Technical- 233 working days, 1 hour, and 45 minutes</p>	
END OF TRANSACTION				

L. ICT TECHNICAL ASSISTANCE

This process of troubleshooting of laptops and desktops is the process of identifying, diagnosing, and resolving issues or problems that can occur with these computer systems. This involves a systematic approach to finding and fixing hardware or software-related problems to ensure the computer operates correctly.

Office or Division:	Planning, Information and Communications Technology Division -ICT Unit
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	NAS Student-Athletes, Coaches, Teachers, and Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. ICT Equipment (Laptop, Desktop, Tablet, etc.) 2. ICT Technical Assistance Form 3. ICT Technical Assistance <i>Feedback</i> Form 	<p>Client</p> <p>ICT Senior Admin Assistant II</p> <p>ICT Senior Admin Assistant II</p>

CLIENT STEPS*	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of accomplished ICT technical assistance form	1.1 Evaluation of the document	None	30 minutes	ICT Senior Admin Asst II
	1.2 Setting a schedule of the interview of the client	None	15 minutes	ICT Senior Admin Asst II
	1.3 Interviewing the client.	None	30 minutes	ICT Senior Admin Asst II

2. Handing over the ICT equipment to the ICT Section.	2.1 Diagnose the ICT Equipment	None	1 day	ICT Senior Admin Asst II
	2.1.1 If the diagnosis is resolvable in-house, ICT Section will troubleshoot the ICT equipment	None	2 days	ICT Senior Admin Asst II
	2.1.2 If the diagnosis is not resolvable in-house, ICT Unit will endorse the equipment for repair to the authorized service center.	None	14 days	ICT Senior Admin Asst II
3. Submission of accomplished ICT technical assistance feedback form	3.1 Once repaired, ICT Unit will return the ICT equipment to the client.	None	1 day	ICT Senior Admin Asst II
TOTAL		NONE	18 days, 1 hours and 15 minutes	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	<p>Accomplish the Client Feedback Form located at the Public Information Desk stationed at the entrance of the campus and place it in the Feedback and Complaint drop box or send an email to:</p> <p>nassystemph@gmail.com [pio@nas.gov.edu]</p>
How feedbacks are processed	<p>For walk-ins:</p> <p>The Public Information Officer (PIO) will collect the Client Feedback Forms every week and assess the nature of feedback within one working day. Feedback that requires answers will be forwarded to the concerned division through the Request for Action Form (RFAF) and they are required to answer within three (3) working days. The PIO will monitor the status of the concerns/queries daily. Upon receiving the response from the concerned division, the client will be informed via email or phone call.</p> <p>For follow ups, the contact information are as follows: nassystemph@gmail.com 0919-590-4668 [Smart] 0956-054-6455 [Globe] @nassystemph [social media]</p>
How to file a complaint	<p>For walk-ins, go to the Public Information Desk for immediate assistance and provide the following details to the Public Information Officer:</p> <ul style="list-style-type: none"> - Full name and Contact Information of the Complainant - Sex (Male or Female) - Narrative/Details of the complaint - Evidence (if applicable)

	<p>- Name of the person/division being complained</p> <p>Or the complainant may email through nassystemph@gmail.com</p> <p>Or call the NAS Hotline: 0999-999-9999</p>
<p>How complaints are processed</p>	<p>All complaints received will be evaluated by the Public Information Officer on a daily basis. The PIO will endorse the complaints to the appropriate committee through the Request for Action Form (RFAF) and they are required to respond within the recommended timeframe as mandated by Republic Act 11032. The PIO will monitor the status of the complaint daily. After the complaint has been addressed or after the conduct of the investigation, the PIO shall submit an incident report to the Executive Director for appropriate action. The PIO shall likewise update the complainant through email or phone call.</p>
<p>Contact information of CCB, PCC, ARTA</p>	<p>CCB: 0908-881-6565</p> <p>PCC: 8888</p> <p>ARTA: complaints@arta.gov.ph</p> <p>1-ARTA (2782)</p>

LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
Administration & Human Resources Division	1st floor, Academic and Administrative Bldg., National Academy of Sports Campus, New Clark City, Capas, Tarlac	nas.acads@deped.gov.ph
Office of the Registrar		mary.ramoy@deped.gov.ph
Academic Affairs, Curriculum & Instruction Services Division		franzlawrence.senapilo@deped.gov.ph
Sports Science Training & Athletic Services Division		erikson.torres@deped.gov.ph
Facilities Standards Development & Management Division		lead.nas2020@gmail.com
Office of the Treasurer	2nd floor, Academic and Administrative Bldg., National Academy of Sports Campus, New Clark City, Capas, Tarlac	nas.finance@deped.gov.ph
Student Athlete Support Services Division		nas.sass@deped.gov.ph
Legal & External Affairs Division		nas.josephineramos@gmail.com
Planning, Information & Communications Technology Division		nas.planning@gmail.com
Office of the Executive Director		josephine.reyes020@deped.gov.ph

CERTIFICATE OF COMPLIANCE

Pursuant to Republic Act No. 11032: An act Promoting Ease if Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Authority Act of 2007, and for Other Purposes

I, **Josephine Joy B. Reyes**, Filipino, of legal age, **Executive Director III** of the **National Academy of Sports**, the person responsible and accountable in ensuring compliance with Section 6 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following fact:

- 1) The National Academy of Sports including its divisions has established its service standards known as the Citizen's Charter that enumerates the following:
 - a. Vision and mission of the agency;
 - b. Government services offered.
 - I. Comprehensive and uniform checklist of requirements for each type of application or request;
 - II. Step-by-step procedure to obtain a particular service;
 - III. Person responsible for each step;
 - IV. Documents to be presented by the applicant or requesting party, if necessary;
 - V. Amount of fees, if necessary; and
 - c. Procedure of filing complaint.

2) The Citizen's Charter is posted as an information billboard through interactive information kiosks, electronic billboards, posters, tarpaulin standees, or any other readable materials that could be easily understood by the public.

3) The Citizen's Charter is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.

4) The Citizen's Charter is written either in English or Filipino, and/or in the local dialect and published as in information material.

5) The Citizen's Charter is uploaded on the agency's website through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the website, or as a link under the Transparency Seal

6) The posted Citizen's Charter has been updated within the calendar year 2018 to 2019.

7) There is an established Client Satisfaction Measurement per service in the respective offices.

This certification is being issued to attest the accuracy of all the foregoing based on available records and Information that can be vetted.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ of _____, 2024 in the Province of Tarlac, Philippines.

PROF. JOSEPHINE JOY B. REYES, MPE
Executive Director III
National Academy of Sports

SUBSCRIBED AND SWORN to before me this ___ of ___ in ___, Philippines, with affiant exhibiting to me his/her _____ Issued on _____ at _____

NOTARY PUBLIC

Doc. No.
Page. No.
Book No.
Series of ___