



CITIZENS CHARTER PSC DORMITORY ASSISTANCE TO NATIONAL SPORTS ASSOCIATIONS

•Accommodation Arrangement

Applicable in all dormitory facilities of PSC in RMSC, Philsports and Baguio Training Camp.

Schedule of Availability of Service:

Securing Approval:	Monday – Friday	8:00AM – 5:00PM
Check-in / Check-out:	Monday – Sunday	6:00AM – 10:00PM

Who May Avail of the Services:

- National Athletes/Coaches
- Transient duly authorized by PSC Chairman or Executive Director.

What are the Requirements:

FOR NATIONAL SPORTS ASSOCIATIONS

- NSA President/Secretary – General's Request Letter
- Names and Number of Persons to be billeted
- Accommodation Form

Duration:

- Check – in: 16 minutes
- Check – out: 5 minutes

How to Avail of the Service:

Client Check – IN

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON – IN - CHARGE	FEES	FORM
1	Present the approved letter request and any valid ID at the Dormitory Office.	Verify identity of guest and request the client to fill – up the Admission Form.	3 minutes	Dormitory Office/Head/ Admin Assistant/Dorm Attendant.	None	Admission Form
2	Secure a copy and listen to the orientation of House Rules and Regulations and sign / conforme.	Give client a copy of the PSC Approved House Rules and Regulations.	1 minute	Admin Assistant or Dorm Attendant.	None	Admission Form
3	Listen to orientation on the House Rules and Regulations	Orient client with the House Rules and Regulations	5 minutes	Admin Assistant or Dorm Attendant.	None	PSC Issuance Form
4	Receive Dormitory supplies/beddings and sign issuance slip.	Issues supplies and get the issuance slip.	5 minutes	Admin Assistant or dorm Attendant.	None	PSC Issuance Form
5	Proceed to assigned room.	Accompany client to the assigned room.	2 minutes	Admin Assistant or Dorm Attendant.	None	Issuance Form
END OF TRANSACTION						

Client Check – OUT

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON – IN - CHARGE	FEES	FORM
1	Proceed to Dormitory Office and return the issued key, supplies and beddings.	Check issued beddings. Issue Camp Pass.	5 minutes	Admin Assistant or Dorm Attendant.	None	
END OF TRANSACTION						