



SPORTS SCIENCE CENTER

- Services:**
- 1. Health Care Unit**
 - 2. Sport Rehab Unit**
 - 3. Sports Massage Unit**
 - 4. Sports Psychology Unit**
 - 5. Doping Unit**
 - 6. Sports Nutrition Unit**
 - 7. Sports Physiology Unit**
 - 8. Strength and Conditioning Unit**
 - 9. Dental Unit**
 - 10. Sports Science Center Admin Unit**

Health Care Unit

Schedule of Availability of Services: Day: Mondays to Fridays Time: 8:00 AM to 5:00 PM (No noon breaks)

Who may avail of the Services: Athletes, coaches, employees, stakeholders

What are the Requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General.
2. List of National athletes and coaches endorsed by the NSAAO of PSC

Duration:
15-20 minutes

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Nurse- Health Care Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the athletes and coaches with medical forms and initial services (vital signs, medical history, vision and etc.)	10 minutes	Nurse	FREE	PPPE Forms
2	Proceed to Doctor for consultation (Family Medicine/Orthopedic)	Doctor will examined and evaluate the athlete or coach.	10 minutes	Doctor	FREE	PPPE Forms
		Doctor will prescribed medicines/ or will give referrals.	5 minutes	Doctor	FREE	Prescription Form
3	Patient will return to the health care unit to record the prescribed medicines.	Nurse will give medicine and record It to our medical census for documentation.	5 minutes	Nurse	FREE	Medical Census
End of Transaction						

Health Care Unit / Emergency Treatment

Schedule of Availability of Services: Day: Mondays to Fridays Time: 8:00 AM to 5:00 PM (No noon breaks)

Who may avail of the Services: Athletes, coaches, employees, stakeholders

What are the Requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General.
2. List of National athletes and coaches endorsed by the NSAAO of PSC
3. List of PSC Employees (Permanent/COC/JO)

Duration:

10-15 minutes

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Athlete/Coach/Employee/Walk in client of PSC	Initial assessment and evaluation from the health care unit.	5 minutes	Nurse/Doctor	FREE	Medical Form
2		Doctor/Nurse will provide emergency treatment.	10-15 minutes	Doctor	FREE	Medical Form
3		Nurse will make a chart and record it for documentation purposes.	5 minutes	Nurse	FREE	Medical Form
4		Transport to the nearest hospital of patient choice.	5-10 minutes	Nurse	FREE	Medical Form
End of Transaction						

Sport Rehabilitation Unit

Schedule of Availability of Services: Day: Mondays to Fridays Time: 8:00 AM to 5:00 PM (No noon breaks)

Who may avail of the Services: Athletes, coaches, employees

What are the Requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General.
2. List of National athletes and coaches endorsed by the NSAAO of PSC
3. PSC Employees

Duration:

45 minutes to 1 hour

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Nurse- Health Care Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the athletes and coaches with medical forms and initial services (vital signs, medical history, vision and etc.)	5 minutes	Nurse	FREE	PPPE Forms
2	National Athlete/National Coach and PSC Employees	Assess and evaluate injured athlete/coaches and employee and record it at the Rehab Progress Note. <ol style="list-style-type: none"> 1. Therapeutic Exercise 2. Application of Modalities as treatment 3. Manual Therapy 4. Dry Needling 5. Various athletic taping techniques 	1 to 1 ½ hours	Physical Therapist	FREE	PPPE Form

3		Conduct Musculoskeletal Examination for PPPE.	10-15 minutes	Physical Therapist	FREE	PPPE Form
4		Record and File for documentation	1 minute	Physical Therapist	FREE	Sports Rehab Form
End of Transaction						

Sport Massage Unit

Schedule of Availability of Services: Day: Mondays to Fridays Time: 8:00 AM to 5:00 PM (No noon breaks)

Who may avail of the Services: Athletes, coaches, employees

What are the Requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General.
2. List of National athletes and coaches endorsed by the NSAAO of PSC
3. PSC Employees

Duration:
30-45 minutes

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Nurse- Health Care Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the athletes and coaches with medical forms and initial services	5 minutes	Nurse	FREE	PPPE Forms
2	National Athlete/National Coach and PSC Employees	Conduct massage to athletes and coaches. Whole body massage Half body massage	30-45 minutes	Sports Massage Therapist	FREE	Massage Census Form
		Conduct stretching	10 minutes	Sports Massage Therapist	FREE	Massage Census Form
		Myofacial Release/Kneading – Hard Massage (Nodules)	10 minutes	Sports Massage Therapist	FREE	Massage Census Form

3		Record and File for documentation	5 minutes	Sports Massage Therapist	FREE	Massage Census Form
End of the Transaction						

Sport Psychology Unit

Schedule of Availability of Services: Day: Mondays & Wednesdays Time: 7:00 AM to 10:00 AM

Who may avail of the Services: Athletes, coaches, employees

What are the Requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General.
2. List of National athletes and coaches endorsed by the NSAAO of PSC
3. LGU's request to conduct lectures/seminars, with the approval from the Office of the Executive Director.

Duration:

45 minutes to 1 hour

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Nurse- Health Care Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the athletes and coaches with medical forms and initial services (vital signs, medical history, vision and etc.)	1 minute	Nurse	FREE	PPPE Forms
2	National Athlete/National Coach and PSC Employees	Proceed to Sports Psychology Unit to provide Psychological counselling, assessment of Mental Toughness.	40-45minutes	Sports Psychologist	FREE	Psychological Assessment Forms
		Provide Psychological Assessment Test	40-45 minutes	Sports Psychologist	FREE	Psychological Assessment Forms
3		Record and File for Documentation	5 minutes	Sports Psychologist	FREE	Record Book
End of the Transaction						

Doping Unit

Schedule of Availability of Services: Day: Tuesday & Friday Time: 3:00 PM to 5:00 PM

Who may avail of the Services: Athletes, coaches, employees

What are the Requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General.
2. List of National athletes and coaches endorsed by the NSAAO of PSC
3. LGU's request to conduct lectures/seminars, with the approval from the Office of the Executive Director.

Duration: 1-2 hours

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Nurse- Health Care Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the athletes and coaches with medical forms and initial services (vital signs, medical history, vision and etc.)	5 minutes	Nurse	FREE	PPPE Forms
2	National Athlete/National Coach and PSC Employees	Conduct Doping Education 2 nd testing assessment	30-45 minutes	Doping Control Officer/ Doping Staff	FREE	Doping Forms
		DCO will conduct Random Drug Testing to athletes who are bound for Sea Games, Asian Games, Olympic Games and for local competitions.	1-2 hours or more depending on the athlete ability to urinate	Doping Control Officer/ Doping Staff	FREE	Doping Forms
3		Record and File for documentation	5 minutes	Doping Control Officer/ Doping Staff	FREE	Record Book

End of the Transaction

Sports Nutrition Unit

Schedule of Availability of Services:

Day: Monday to Friday Time: 8:00 AM to 5:00 PM for COS Employees
9:00 AM to 4:00 PM for Ms. Karen L. Pineda, RND, MSPH

Who may avail of the Services:

Athletes, coaches, employees

What are the Requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General.
2. List of National athletes and coaches endorsed by the NSAAO of PSC
3. LGU's request to conduct lectures/seminars, with the approval from the Office of the Executive Director.

Duration: 30-45 minutes

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Nurse- Health Care Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the athletes and coaches with medical forms and initial services (vital signs, medical history, vision and etc.)	1 minute	Nurse	FREE	PPPE Forms
2	National Athlete/National Coach and PSC Employees	Conduct Nutrition Counselling	30-45 minutes	Nutritionist	FREE	PPPE Nutrition Forms/Food Models
		Conduct Nutrition Assessment	10 minutes	Nutritionist	FREE	PPPE Nutrition Assessment Forms
		Conduct Nutrition Education to athletes, coaches, interns and LGU's. (Guest)	1-2 hours/depends on the topics	Nutritionist	FREE	Nutrition Education Materials

		Prepare cycle menu for the athlete (individual or team event)	2-3 days	Nutritionist	FREE	List Menu
		Record and File for Documentation	1 minute	Nutritionist	FREE	Record Book
End of the Transaction						

Sports Physiology Unit

Schedule of Availability of Services: Day: Monday to Friday Time: 8:00 AM to 5:00 PM for COS Employees
12:00 NN to 4:00 PM for Ms. Josephine Joy B. Reyes, MPE

Who may avail of the Services: Athletes, coaches, employees

What are the Requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General.
2. List of National athletes and coaches endorsed by the NSAAO of PSC
3. LGU's request to conduct lectures/seminars, with the approval from the Office of the Executive Director.

Duration: 1 hour for Fitness testing / 3-4 hours for Specific Sports

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Nurse- Health Care Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the athletes and coaches with medical forms and initial services (vital signs, medical history, vision and etc.)	1 minute	Nurse	FREE	PPPE Forms
2	National Athlete/ Coach LGUs	Monitor Physical Fitness level (PPPE) Sports Specific.	30 minutes 1-4 hours	Sports Physiologist and Staff	FREE	Physiological Assessment Forms
3		Lactate testing for Specific sports (Water sports, endurance event)	3-4 hours	Sports Physiologist and Staff	FREE	Physio Form
4		Encoding and analysis	1 -4 hour depends on the athlete tested	Sports Physiologist and Staff	FREE	Hand outs/ materials
5		Conduct Evaluation session athletes/coaches -Presentation-	1 hour	Sports Physiologist and Staff	FREE	Hand outs/ materials Powerpoint
End of the Transaction						

Strength and Conditioning Unit

Schedule of Availability of Services: Day: Monday to Friday Time: 8:00 AM to 5:00 PM for COS Employees

Who may avail of the Services: Athletes, coaches, employees

What are the Requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General.
2. List of National athletes and coaches endorsed by the NSAAO of PSC
3. LGU's request to conduct lectures/seminars, with the approval from the Office of the Executive Director.

Duration: 1 hour for Fitness testing / 3-4 hours for Specific Sports

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Nurse- Health Care Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the athletes and coaches with medical forms and initial services (vital signs, medical history, vision and etc.)	1 minute	Nurse	FREE	PPPE Forms
2	National Athlete/National Coach	Conduct movement competency screen	1 ½ hours base on team or number of athletes	Strength and Conditioning Specialist (CSCS)	FREE	Strength and Conditioning Form
		Conduct specific training consultation	1 hour	Strength and Conditioning Specialist (CSCS)	FREE	Strength and Conditioning Form
		Conduct scientifically based strength and conditioning program.	1-2 hours depending on the number of athletes	Strength and Conditioning Specialist (CSCS)	FREE	Strength and Conditioning Form

		Conduct return-to-play program for injured athletes/coaches, employees	30-45 minutes	Strength and Conditioning Specialist (CSCS)	FREE	Strength and Conditioning Form
		Record and File for documentation	5 minutes	Strength and Conditioning Specialist (CSCS)	FREE	Log Book
End of the Transaction						

Dental Unit

Schedule of Availability of Services: Day: Monday to Friday Time: 1:00 PM to 5:00 PM
 Dr. Shirley J. Ingaran

Who may avail of the Services: Athletes, coaches, employees

What are the Requirements:

1. List of National Athletes endorsed by NSA President/Secretary-General.
2. List of National athletes and coaches endorsed by the NSAAO of PSC
3. LGU's request to conduct lectures/seminars, with the approval from the Office of the Executive Director.

Duration: 45 minutes to 1 hour

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Proceed to Nurse- Health Care Unit to secure PPPE forms and to get the medical records before undergo consultation.	Provide the athletes and coaches with medical forms and initial services (vital signs, medical history, vision and etc.)	1 minute	Nurse	FREE	PPPE Forms
2	National Athlete/National Coach and employees of PSC	Conduct dental consultation and examination.	1 hour	Dentist	FREE	Dental Assessment Form
3		Give dental referral form	1 minute	Nurse	FREE	Dental Form
4		Record and File for documentation	1 minute	Dental Staff	FREE	Record Book
End of the Transaction						

Sports Science Center Admin Unit For Medical Assistance

Schedule of Availability of Services: Day: Monday to Friday Time: 8:00 AM to 5:00 PM

Who may avail of the Services: Athletes, coaches, employees

- What are the Requirements:
1. List of National Athletes endorsed by NSA President/Secretary-General with the approval of the Executive Director.
 2. List of National athletes and coaches endorsed by the NSAAO of PSC

Duration: 10 to 15 minutes

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	National Athletes / Coaches / Employees	<p>Requirements:</p> <ol style="list-style-type: none"> 1. Endorsement form their NSA's 2. Incident Report from Head Coach or Assistant Coach 3. Medical Certificate or Abstract from the Doctor 4. Official Receipts <p>For those who are asking for the medical assistance, should first seek the advice and consult first our Sports Science Center Department for their medical finance assistance.</p>	10-15 minutes	SSC –In-Charge	FREE	Sports Science Center Endorsement letter

2		Check all the supporting documents and endorsed to record section to put the PSC Bar Code	5 minutes	SSC –In-Charge	For Board Approval	SSC Endorsement Letter
3		Make a photocopy of all the documents and Record and File for documentation purposes.	5 minutes	SSC –In-Charge	FREE	Photocopy
End of Transaction						

Sports Science Center Admin Unit

For Requisition of Medicine and Medical Supplies

Schedule of Availability of Services: Day: Monday to Friday Time: 8:00 AM to 5:00 PM

Who may avail of the Services: Athletes, coaches, employees

- What are the Requirements:
1. List of National Athletes endorsed by NSA President/Secretary-General with the approval of the Executive Director.
 2. List of National athletes and coaches endorsed by the NSAAO of PSC

Duration: 10 to 15 minutes

How to Avail of the Services

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Requisition of the SSC units pertaining to the needs of athletes, coaches and employees of PSC.	Make a letter of endorsement to the Executive Director for approval.	5 minutes	SSC Administrator	FREE	Endorsement Letter
2		Make a photocopy and file for documentation	5 minutes	SSC Administrator	FREE	Photocopy
End of Transaction						

Sports Science Center Admin Unit

For Petty Cash Advance of Medicine and Medical Supplies

Schedule of Availability of Services: Day: Monday to Friday Time: 8:00 AM to 5:00 PM

Who may avail of the Services: Athletes, coaches, employees

What are the Requirements:
 1. SSC Unit Request

Duration: 1 day

Duration:
 10-15 minutes

How to Avail of the Services

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Petty Cash Advance	Make a request form cash advance with the approval of the Executive Director and DED-FAS for the revolving funds of medicines and supplies of SSC.	5 minutes	SSC Administrator	FREE	Cash Advance Form
2		Purchase Medicines and Medical Supplies for the use of our national athletes, coaches and employees for the daily consumption of medical unit and rehab unit.	10-15 minutes	SSC Administrator		Photocopy
End of Transaction						

Health Care Unit

Pre-Participation Physical Examination (PPPE)

Schedule of Availability of Services: Day: Monday to Friday Time: 8:00 AM to 5:00 PM

Who may avail of the Services: Athletes, coaches, employees

What are the Requirements:

1. List of line-up coming from the Office of the Chairman

Duration: 1 hour

How to Avail of the Services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	For the new athlete, Asian Games, SEA Games & Olympic athletes are required to undergo medical examination or the Pre-Participation Physical Examination (PPPE).	Provide the athletes and coaches with medical forms and proceed to the different units of the Sports Science Center for assessment and evaluation.	45 minutes to 1 hour	Nurse	FREE	PPPE Form
2	Medical Examination	Conduct General Medical Examination of the athlete.	15-20 minutes	Doctor	FREE	PPPE Forms
3	Vital Signs/Vision Examination	For vital Signs and Vision of the athlete	5-10 minutes	Nurse	FREE	PPPE Forms

4	Sports Psychology Unit	Proceed to the Psychology Unit to conduct Psychological counselling and administer psychological assessment tests.	40-45 minutes	Psychologist	FREE	PPPE Forms/Psyche Form
5	Sports Control Doping Unit	Proceed to the Doping Unit to conduct Doping examination and education	15-20 minutes	Doping Control Officer/Doping Staff	FREE	PPPE Forms/Doping Form
6	Sports Nutrition Unit	Proceed to the Nutrition Unit to conduct Nutrition counselling, examination and create meal plan and diet programs.	15-20 minutes	Nutritionist/Dietician	FREE	PPPE Forms/Nutrition Form
7	Sports Physiology Unit	Proceed to the Physiology Unit to monitor Physical Fitness level and to conduct evaluation sessions and testing.	1 hour	Physiologist	FREE	PPPE Forms/Physio Form
8	Strength and Conditioning Unit	Proceed to the Strength and Conditioning Unit to conduct sports specific consultation and provide scientific exercises prescription.	40-55 minutes	Certifies Strength & Conditioning Specialist (CSCS)	FREE	PPPE Forms/S & S Form
9	Sports Rehabilitation Unit	Proceed to the Sports Rehabilitation Unit for Musculoskeletal Examination.	5-10 minutes	Physical Therapist	FREE	PPPE Forms
10	Dental Unit	Proceed to the Dental Unit to conduct dental consultation and examination	40-45 minutes	Dentist	FREE	PPPE Forms/Dental Form
11	Health Services – Nurse Station Unit	Proceed to the Medical Unit to submit the accomplished PPPE Form and check the form. Record and File for documentation	20-25 minutes	Nurse	FREE	PPPE Forms

End of Transaction