

LIST OF FRONTLINE SERVICES						
TYPE OF FRONTLINE SERVICE		FEES	FORM	PROCESSING TIME (under circumstances per transaction)	PERSONNEL-IN-CHARGE	
<b>MAIN OFFICE CASHIER OFFICE</b>						
I.	A.					
	1	Collection of Rental of Venues	None	AD/SFD forms	15 minutes	AD/SFD staff
	2	Affiliation Fee Payment				
	3	Bid Documents Payment				
	4	Refunds of Financial Assistance				
B.	Releasing of Checks	None	None	6 minutes	Cashier staff	
<b>NATIONAL SPORTS ASSOCIATION AFFAIRS OFFICE</b>						
II.	A.	For PSC Board Decision				
	1	Financial Assistance For International Events	None	None	40 minutes	Cluster Coordinator/Over-all Cluster Head
	2	Financial Assistance For Purchase Of Supplies And Equipment				
	3	Inclusion, Replacement And Reclassification Of Athletes and Coaches				
	B.	With PSC Board Decision				
	1	Financial Assistance For International Events	None	None	20 minutes	Cluster Coordinator/Over-all Cluster Head
	2	Financial Assistance For Purchase Of Supplies And Equipment				
	3	Inclusion, Replacement And Reclassification Of Athletes and Coaches				
	C.	Travel Tax Exemption	None	None	12 minutes	NSAAO Office Staff
	D.	Request for Venue Usage	None	None	33 minutes	NSAAO Office Staff/Over-all Cluster Head/Executive Director
	E.	Duty Tax Exemption	None	None	26 minutes	Over-all Cluster Head/NSAAO Office Staff/Chairman
	F.	Request for Passport Processing through the Courtesy Lane	None	None	24 minutes	NSAAO Office Staff/Head/Executive Director
	G.	Visa Processing	None	None	24 minutes	NSAAO Staff/Head/Chairman
	H.	Request for Detailed Service Endorsement (for Military Athletes)	None	None	26 minutes	NSAAO Staff/Head/Executive Director/ED Staff
<b>ASSISTANCE AND COORDINATION DIVISION</b>						
III.	A.	Travel Tax And Terminal Fee Exemptions	None	None	42 minutes	ACD Head/ EDO Staff/ Executive Director
	B.	Use Of Vehicles	None	None	26 minutes	Transpo Unit Head/Executive Director/EDO Staff/ Deputy ED/Transpo Unit staff
<b>SPORTS FACILITIES DIVISION</b>						
IV.	A.	Ocular Inspection of Venue	None	None	32 minutes	Reservation Officer
	B.	Reservation for Use of Venue	None	None	45 minutes	Reservation Officer/Booking Officer/Chief, Sports Facilities Division
	C.	Tickets Selling For Venue Use (Walk-In Clients)	Please refer to Schedule of Rental Fees	None	8 minutes	Ticketing Office Staff /Venue Caretaker/Gatekeeper
<b>SPORTS SCIENCE CENTER</b>						
V.	A.	Health Care Unit	None	PPE form	25 minutes	Nurse/Doctor
	B.	Emergency Service	None	PPE form/Medical form	15 to 35 minutes	Nurse/Doctor
	C.	Rehabilitation Unit	None	PPE form	31 to 61 minutes	Nurse/Physical Therapist
	D.	Massage Unit	None	PPE form	47 to 66 minutes	Nurse/Sports Massage Therapist
	E.	Psychology Unit	None	PPE form/Psychological Assessment Form	86 to 96 minutes	Nurse/Sports Psychologist
	F.	Doping Unit	None	PPE form/Doping Form	51 to 81 minutes	Nurse/Doping Control Officer/Staff
	G.	Nutrition Unit	None	PPE form/Nutrition Assessment Form	46 to 61 minutes	Nurse/Nutritionist
	H.	Physiology Unit	None	PPE form/Physiological Assessment Form	3 hours and 52 minutes	Nurse/Sports Physiologist
	I.	Strength and Conditioning Unit	None	PPE form/Strength and Conditioning Form	2 hours and 6 minutes	Nurse/Strength and Conditioning Specialist
	J.	Dental Unit	None	PPE form/Dental Assessment Form	1 hour and 21 minutes	Nurse/Dentist
	K.	Request for Medical Assistance	None	Endorsement letter	15 minutes	Sports Science Center Staff
	L.	Request for Medicine	None	Endorsement letter	40 minutes	Sports Science Center Staff
<b>PHILSPORTS - PASIG</b>						
VI.	A.	Ocular Inspection of Venue	None	None	32 minutes	Philsports Staff
	B.	Reservation for Use of Playing Venues	None	None	1 hour 40 minutes	Philsports Staff/In-Charge/Executive Director/Chairman
	C.	Ticket Selling for Venue Use (Walk-In Clients)	Please refer to Schedule of Rental Fees	None	8 minutes	Ticketing Office Staff/Venue Caretaker/Staff/Guard
	D.	Collection of Venue Rentals	Please refer to Schedule of Rental Fees	None	15 minutes	Reservation Office Staff/Cashier Collecting Officer
<b>BAGUIO TRAINING CAMP</b>						
VII.	A.	Ocular Inspection of Venue	None	None	32 minutes	Camp Staff
	B.	Reservation for Use of Playing Venues	None	None	1 hour 40 minutes	Camp Staff/In-Charge/Executive Director/Chairman
	C.	Ticket Selling for Venue Use (Walk-In Clients)	Please refer to Schedule of Rental Fees	None	8 minutes	Ticketing Office Staff/Venue Caretaker/Staff/Guard
	D.	Collection of Venue Rentals	Please refer to Schedule of Rental Fees	None	15 minutes	Camp-in-Charge/Cashier Collecting Officer
<b>RECORDS SECTION</b>						
VIII.	A.	Receiving of Documents / Letters	None	None	4 minutes	Records Section Staff
	B.	Research Assistance	None	None	16 minutes	Records Section Staff