



Republic of the Philippines  
Office of the President  
**Philippine Sports Commission**

Ref NSA 0036

## **NSA ADVISORY**

*Re New Procedure for PSC Payroll*

In our goal for a more systematized and orderly implementation of financial grants to the different National Sports Associations (NSAs) particularly in the release of allowances / salaries of members of the National Training Pool (NTP), the Commission hereby institutes a new timetable and procedure as recommended by the PSC Accounting Office:

1. Effective April 2011, the new cut-off date for Daily Time Records (DTRs) as bases for attendance during trainings of all members of the NTP will be the **end of every month** (and no longer the 20<sup>th</sup> of every month).
2. Consequently, actual release of allowances / salaries of NTP members will now be on the 10<sup>th</sup> of every month.
3. This means that for this month and henceforth, the Commission shall expect these documents prior release of training allowances and salaries, to wit:

<b>PAYROLL PERIOD</b>	<b>DEADLINE</b> <i>(for submission of DTRs)</i>	<b>DATE OF RELEASE</b> <i>(of Allowances / Salaries)</i>
a. 21 to 31 March 2011	23 April	30 April
b. 01 to 30 April 2011	03 May	10 May
c. From 1 <sup>st</sup> day to last day of every month thereafter	3 <sup>rd</sup> day of the following month	10 <sup>th</sup> day of the following month

4. All names in the DTRs of the NTP members should be identical with the names as they appear in their respective passports and/or birth certificates.

For your guidance and compliance.

  
**GERALDINE G. BERNARDO**  
Executive Director

19 April 2011