



Republic of the Philippines

DAVAO DEL NORTE STATE COLLEGE

New Visayas, Panabo City, Davao del Norte, Philippines 8105

Website: www.dnsc.edu.ph; Tel. 63 84 6284301;

Email: dnscpanabo@gmail.com; jab@dnsc.edu.ph

STUDENT SERVICES

SPORTS SERVICES

The Sports Unit provides athletic involvement of students to maintain their physical fitness and mental development. It is managed by a Chairperson.

This unit drafts annual sports utilization program for all sports and athletic activities to the Dean of Students Services and for the approval and implementation; establishes linkages to the PSC and other agencies involved in sports development; ensures safe keeping and maintenance sports equipment in the gymnasium and initiates faculty and staff development programs by creating dynamic and sustainable physical and fitness programs. Thereafter, generate quarterly accomplishment report and annual inventory report.

Main Functions:

The OSS Sports Development Program functions with the objectives as follows:

1. to provide activities for the development of physical fitness of students;
2. cultivate the spirit of sportsmanship and solidarity among students;
3. promote the value of discipline;
4. design recreational activities through sports that will deviate students' attention from vices;
5. discover the athletic potentials of students for participation to different levels of inter developmental sports competitions;
6. and further improve the program through a development plan.

Services Rendered:

1. Establishing intramural sports to provide structured contests, meets, tournaments and leagues, limiting participation to campus members;
2. organizing special events, either within or outside institution, to introduce new sport or related activities that are unique in approach;
3. offering outdoor programmes and activities in local or regional competitions, providing participants with opportunities to experience natural environment new challenges;
4. participating the annual MASTS Friendship Game, SCUAA Regional Sports & Socio-Cultural competitions and PASUC Sports and Socio-cultural competitions;
5. selecting the newly member for varsity teams;
6. and coordinating recreational programming, facilities and equipment.



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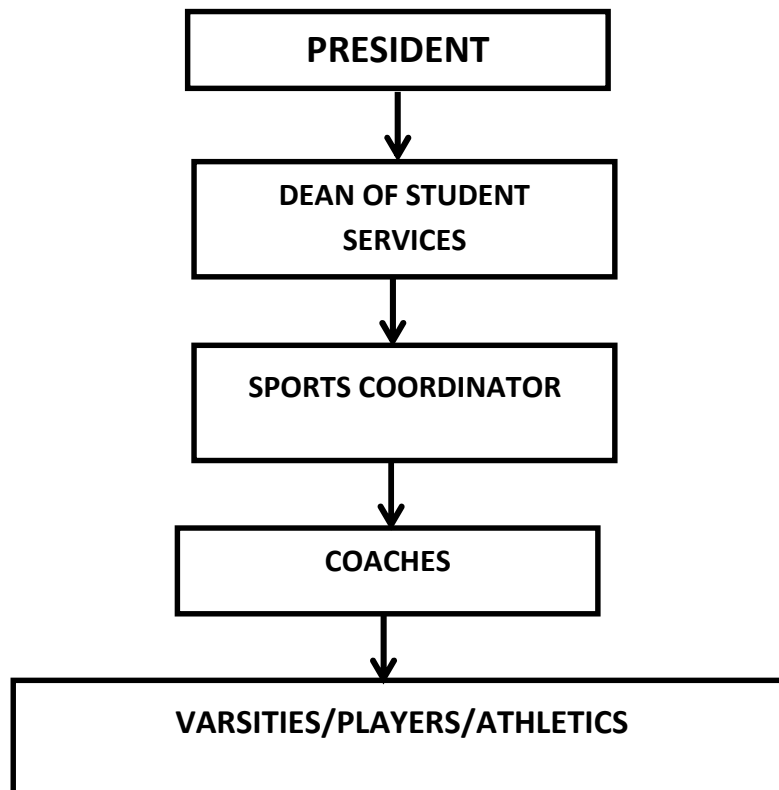
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Organizational Chart:



SELECTING OF VARSITIES

Information Dissemination for Varsities

(Post announcements for varsities selection at the bulletin boards)



Conduct try-outs

(Coaches for Basketball, Volleyball, Badminton, and Table tennis facilitates the try-outs of the players)



Selection

(Coaches will select the varsities)



Recommendation for scholarship

(Coaches will recommend to the scholarship coordinator the newly set grant-in-aid scholars for athletes)



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PROGRAM SERVICE AREA QUALITY

Staffing:

NAME	POSITION/DESIGNATION	NATURE OF APPOINTMENT	EDUCATIONAL ATTAINMENT	SIGNATURE
Prof. Edison Q. Bernaldez	Instructor I Sports Program Coordinator	Permanent	BS in Education major in History	

Materials & Equipment:

1 L-shape table, 1 executive table, 1 set computer unit, 1 printer Epson L210, 1 divider, 1 air con, 1 water dispenser, 6 file box, 6 basketball Ball, 2 set softball, 1 pair lawn tennis racket, 4 sepak takraw ball, 1 sepak takraw net, 4 pcs. Pingpong racket, 2 pcs pingpong table, 60 pcs pingpong ball, 3 chess board, 2 dart board; 1 gymnasium; 1 open court

Citizen's Charter:

SPORTS

Title of Frontline Service: Borrowing of Sports of Equipment

Schedule of Availability: Monday – Friday, 8:00am-5:00pm

Who may avail of the service: Students

What are the requirements:

1. Accomplished Borrowing Slip

Duration (total processing time) : 10 minutes

HOW TO AVAIL OF THE SERVICE

Step	Applicant/ Client Activity	Service Provider Activity	Duration of Activity Under Normal Circumstances	Person In Charge	Fees	Forms	Output from the Service Provider
1	Request for Borrowing of Sports of Equipment to the Sports Office	Sports Office discuss and explain the Borrowing of Sports of Equipment	5 mins.	Coordinator, Sports	None	None	Issuance of Borrowing Form



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2	Accomplishes & submits Borrowing Form	Sports Office receives accomplished Borrowing Form together with School ID of the Student	5 mins.	Coordinator, Sports	None	Borrowing Form	Borrowing Form received & entered into Sports Office official file. Release of Equipment to the borrower. End of Transaction.
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Action Plan:

ACTION PLAN 2016

CORE FUNCTIONS	INDICATORS	STRATEGIES	BUDGET ALLOCATION
Goal 1. Students Participation in Sports Services Initiated Activities ➤ Annual Intramural	No. of sports events during the intramurals No. of students participated in cultural related events	Coordinate with the OSS dean, SSC	September 2016
Goal 2. Organization of sports team	No. of students participated in cultural related events Assign coaches to facilitate	Post announcement to the bulletin board	3 rd Quarter of the Year
Goal 3. Participation in Sports Activities ➤ Sub Goal. Institutional/Local/Regional competitions ➤ Sub Goal 2.Participation in Competitions ➤ Sub Goal 3. Participation of players in trainings. ➤ Sub Goal 4. Quality of Service	Number of events in Institutional competitions No. of competition participated (MAST/ SCUAA) Percentage of attendance No. of regular trainings per month No. of seminars and training attended by personnel	Event organizers must write letter of request/invitation for sports competition addressed to the president for approval. Strictly monitor the trainings of players Check attendance regularly Administer quarterly performance evaluation Send personnel to trainings	2 nd Quarter of the Year
Provision of sports facilities	Percentage of requested sports equipment	Identify the needed sports equipment by different sports event	4 th Quarter of the Year
Monitoring and evaluation	Number of monitoring and evaluation conducted	Coaches must conduct a performance evaluation of their players	4 th Quarter of the Year