

B. BOXING AND OTHER CONTACT SPORTS DIVISION

I. Procedures in the application of professional license

Step	Client	Activity	Duration of Activity	Person-in-charge
1	Proceed to the Boxing and Other Contact Sports Division and secure application form and get a list of mandatory requirements supporting the application and likewise proceed to Medical Section for medical requirements. Make inquiries, if needed.	Provide the client with a list of mandatory requirements needed in the application of license. Medical Section provides the specific and mandatory requirements. Answer all queries, if any.	15 mins	Action Officer/ Boxing Division and Other Contact Sports Division
2	Submit the accomplished application form with supporting documentary requirements to the Boxing and Other Contact Sports Division	Receive the application for review/evaluation of the documentary requirements submitted as listed in the mandatory requirements. Advise the client/applicant to wait	20 mins	Action Officer/ Boxing Division and Other Contact Sports Division
		Forward the application and its documentary requirements to the Legal Division for verification as to the information placed in the application and the supporting documents (Notarial and legal clearance purposes.)	15 mins	Action Officer/ Legal Division
3	Applicant/Client proceeds to the Medical Section	Forward the notarized application and its documentary requirements to the Medical Section for physical examination of the applicant and determine the authenticity of the required medical documents.	20 mins (with complete documents)	Action Officer/ Boxing Division and Other Contact Sports Division
		Forward to the Chief of the Division, the application and the required documents for his/her signature signifying his/her recommendation for approval to the Chairman	10 mins	Action Officer/ Boxing Division and Other Contact Sports Division
		Forward the application and supporting documents to the Office of Commissioner for Operations for his initial	Maximum of 1 day	Action Officer/ Office of the Commissioner
		Forward the application and supporting documents to the Office of the Chairman for his signature/approval	Maximum of 1 day	Action Officer/ Office of the Chairman
4	Proceed to the Cashier Section for payment of the corresponding license fee and get the original official receipt	Issue a corresponding official receipt by the Cashier Section	5-10 mins	Action Officer/ Cashier Section
5	Proceed to the Information Technology (IT) Unit	For picture taking and ID processing	5-10 mins	Action Officer/ I.T. Section
6	Receive the license and ID	Forward the ID and all supporting documents to the Boxing and Other Contact Sports Division for	5-10 mins	Action Officer/ Boxing Division and Other Contact

		the release of the same		Sports Division
		Information Technology Unit will provide the Office of the Chairman a list of ID issued for recording and comparison purposes in a daily basis		Action Officer/ I.T. Section

II. Procedures in the application of permit to hold boxing and other contact sports

Step	Client	Activity	Duration of Activity	Person-in-charge
1	Proceed to the Boxing and Other Contact Sports Division and secure an application form and other documentary requirements for the holding of boxing and other contact sports promotions/events. Make queries, if needed.	Provide the client/applicant a list of required documents for the application of permit to hold boxing and other contact sports promotions/events. Answer all queries.	5- 10 mins	Action Officer/ Boxing Division and Other Contact Sports Division
2	Submit the application and other mandatory documents for permit to hold boxing and other contact sports promotions or events.	Receive and review/evaluate the application and other mandatory requirements for permit to hold boxing and other contact sports promotions or events. Advise the applicant/client to wait	15-20 mins	Action Officer/ Boxing Division and Other Contact Sports Division
		Forward the application and other mandatory requirements to the Chief of the Division for his/her signature, signifying his/her recommendation for approval to the Chairman	5-10 mins	Action Officer/ Boxing Division and Other Contact Sports Division
		Forward the application and other mandatory requirements to the Office of Commissioner for Operations for his initial	Maximum of 1 day	Action Officer/ Office of the Commissioner
		Forward the application and other mandatory requirements to the Office of the Chairman for his signature or approval	Maximum of 1 day	Action Officer/ Office of the Chairman
3	Proceed to the Cashier Section for payment of corresponding permit fee and get the original official receipt	Issuance of an official receipt by the Cashier Section	5 mins	Action Officer/ Cashier Section
		Prepare the permit to hold professional boxing and other contact sports events/promotions by the Boxing and Other Contact Sports Division	20 mins	Action Officer/ Boxing Division and Other Contact Sports Division
		Forward the Permit to the Office of the Commissioner for Operations for his initial	Maximum of 1 day	Action Officer/ Office of the Commissioner
		Forward the Permit to the Office of the Chairman for his signature or approval	Maximum of 1 day	Action Officer/ Office of the Chairman
4	Receive the Permit to hold	Forward the Permit to the Boxing		Action Officer/

professional boxing and other contact sports events/promotions	and Other Contact Sports Division for the release of the same.	5-10 mins	Boxing Division and Other Contact Sports Division
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III. Procedure in the application of Authority to Fight Abroad

Step	Client	Activity	Duration of Activity	Person-in-charge
1	Proceed to Boxing and Other Contact Sports Division and submits Letter of Application to fight abroad and other documentary requirements	Receives all documents and checks the boxers' records and his availability to fight	20 mins	Action Officer/ Boxing Division and Other Contact Sports Division
2	Proceed to the Medical Section for medical clearance	Boxer undergoes complete medical and physical examination.	15 mins	Action Officer/ Medical Section
		Refer to Legal Division to verify the information placed in the application and the supporting documents (Notarial and legal clearance purposes.)	10-15 mins	Action Officer/ Legal Division
3	Submit to Boxing and Other Contact Sports Division the medical clearance and all attached documents.	Check all documents and prepare Letter of Authority and forward the same to the Chief of the Boxing and Other Contact Sports Division for his initial recommending approval thereof.	15-20 mins	Action Officer/ Boxing Division and Other Contact Sports Division
		Forward the Letter of Authority to the Office of Commissioner for Operations, for his initial, recommending approval to the Chairman	Maximum of 1 day	Action Officer/ Office of the Commissioner
		Forward the Letter of Authority and its supporting documents to the Office of the Chairman for his signature/approval	Maximum of 1 day	Action Officer/ Office of the Chairman
4	Proceed to Cashier Section and pay corresponding fee for the Letter of Authority	Cashier receives payment and issues official receipt	5 mins	Action Officer/ Cashier Section
5	Receives the original copy of the Letter of Authority and official receipt	Boxing & Other Contact Sports Division releases the Letter of Authority	5 mins	Action Officer/ Boxing Division and Other Contact Sports Division

IV. Procedures in the accreditation of professional organization under the jurisdiction of the Boxing and Other Contact Sports Division

Step	Client	Activity	Duration of Activity	Person-in-charge
1	Proceed to the Office of the Boxing and Other Contact Sports Division and inquire as to the lists of requirements needed in the	Provide the applicant/client a list of requirements needed in the accreditation of an organization	5-10 mins	Action Officer/ Boxing Division and Other Contact Sports Division

	application for an accreditation of an organization Make queries, if necessary	Answer all queries.		
2	File a letter addressed to the Office of the Chairman requesting for an accreditation of an organization with supporting documents	Receive the letter request by the Office of the Chairman for an accreditation of an organization and review/evaluate the supporting documents attached thereto.	5-10 mins	Action Officer/ Office of the Chairman
		Advise the client/applicant to follow-up the said request for accreditation, two (2) to five (5) days after filing the same.		Action Officer/ Horse Racing Betting Supervision Division
		The Chairman forwards the letter-request to the Office of the Board Secretary for inclusion in the agenda in the Board's regular meeting	10 mins	Action Officer/ Office of the Chairman
		Board approves the accreditation and the Board Secretary prepares the necessary Resolution and Accreditation Certificate effecting the approval thereof and after signing the Resolution and Accreditation Certificate by the Chairman and Commissioners, the Board Secretary forwards the same to the Boxing and Other Contact Sports Division	30 mins	Action Officer/ Finance and Administrative Division
3	Applicant/client gets the original copy of the Resolution and Accreditation Certificate	The Board Secretary keeps a copy of the Resolution and Certificate of Accreditation for Board's reference.	5 mins	Action Officer/ Finance and Administrative Division