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| **Instruction**: Read Important Reminders (page 11). The following pertinent documents and information shall be submitted in support to PCAB Additional/Revision of Classification Application. |
| **Checklist of Requirements** | **Remarks** |
| **A. LEGAL** |
| A.1. | Affidavit of Attestation and General Information (page 2 and page 4); |  |
| A.2. | PCAB Integrity Pledge (page 3); |  |
| **B. TECHNICAL** |
| B.1.  | List of Sustaining Technical Employee/s - STE (page 5) with applicable documents (listed below) for each STE; |  |
| B.1.1. | Completion of 40-hour Safety Seminar (COSH) of at least one of the listed qualified Sustaining Technical Employees; |  |
| **For newly nominated STE/s:** |  |  |  |
| B.1.2.  | STE Affidavit/s with recent passport size picture/s (page 6); |  |  |  |
| B.1.3.  | Certified true copy of valid PRC ID of STE as licensed professional; |  |  |  |
| B.1.4.  | NBI clearance/s of new STE/s; |  |  |  |
| B.1.5.  | STE Affidavit/s of Construction Experience (page 8); |  |  |  |
| B.1.6.  | Personal Appearance Form duly accomplished and signed by the STE/s appearing before the designated officer of the PCAB or the nearest DTI Regional/Provincial Office/CIAP Window (page 9); |  |  |  |
| **For previously nominated STE/s:**  |  |  |  |
| B.1.7.  | STE Affidavit/s with recent passport size picture/s (page 6); |  |  |  |
| B.1.8.  | Proofs of Employment; |  |  |  |
| B.1.8.1.  | **For STE/s below 60 years old**: Certified true copy of the pertinent page of CCL (formerly SSS Form R-3) submitted to SSS for the quarter immediately preceding the filing of application; |  |  |  |
| B.1.8.2.  | **For STEs 60 years old and above**: Certified true copy of Certificate of Income Tax Withheld on compensation (BIR Form 2316, formerly BIR W-2) for the taxable year immediately preceding the filing of application issued by the firm to the employee and duly stamped received by BIR/ or accredited bank;  |  |  |  |
| B.2.  | Certificate of DOLE-accredited Safety Practitioner for Category “AAA” applicants **(for additional credit points)**; |  |  |  |
| **C. GENERAL INFORMATION** (page 4) |
| C.1.  | Membership with SSS, PHILHEALTH & PAG-IBIG; |  |  |  |
| C.2.  | E-mail Address; |  |  |  |
| C.3.  | Certificate of ISO accreditation **(for additional credit points)**; |  |  |  |
| **D. OTHERS** |
| D.1.  | Firm’s Authorized Representatives **(note: must be an employee of the firm)** Affidavit with recent passport size picture (page 10); |  |  |  |
| D.1.1.  | Copy of company ID of the Authorized Representatives; |  |  |  |
| D.1.2.  | Latest CCL - formerly SSS Form R-3 (for below 60 years old) or Certificate of Income Tax Withheld - BIR Form 2316, formerly BIR W-2 (for 60 years old and above) of the representatives; |  |  |  |
| D.2.  | Original signature of AMO on each and every page of the application forms including supporting documents; |  |  |  |
| D.3.  | Certified documents. In lieu of certified copies, photocopies may be accepted provided original copies are presented for authentication; |  |  |  |
| D.4.  | Self-stamped envelopes for verification of supporting documents (one self-stamped envelope per supporting document); |  |  |  |
| D.5.  | Mode of Release of License (please check only one): [ ] Mail using the attached prepaid courier pouch; [ ] Claim at PCAB Makati; [ ] Claim at CIAP Window / DTI ROG Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |  |  |
| **FOR PCAB / DTI-ROG USE ONLY** |
| **Item No.** | **1st Prescreening** | **2nd Prescreening**  | **3rd Prescreening** | **4th Prescreening** |
| [ ] PCAB Makati [ ] DTI-ROG \_\_\_\_\_\_ | [ ] PCAB Makati[ ] DTI-ROG \_\_\_\_\_\_ | [ ] PCAB Makati[ ] DTI-ROG \_\_\_\_\_\_ | [ ] PCAB Makati[ ] DTI-ROG \_\_\_\_\_ |
| Prescreener: | Date: |
| [ ] Accepted [ ] Comply lacking items |
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| **AFFIDAVIT OF ATTESTATION** |
| In behalf of |  |  |
|  | (Name of Firm) |  |
| holder of Contractor's License No. \_\_\_\_\_\_\_\_\_\_\_, originally issued on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and last renewed for CFY 20\_\_ to 20\_\_, I hereby request for a revision of my contracting classification/s as follows:

|  |  |  |
| --- | --- | --- |
| **Classification** | **Present** | **Applied For** |
| Principal: | [ ] General Engineering [ ] General Building[ ] Trade [ ] Specialty (please specify below): | [ ] General Engineering [ ] General Building[ ] Specialty (please specify below): |
| Other/s: | [ ] General Engineering [ ] General Building[ ] Specialty (please specify below): | [ ] General Engineering [ ] General Building[ ] Specialty (please specify below): |
|  |  |  |
| Additional: | [ ] General Engineering [ ] General Building [ ] Specialty (please specify below): |

I certify to the completeness of the information/documents contained in this application appertaining to the category/classification the company is applying for and that the information/documents are true and correct.I further certify that the business name and/or SEC registration of this firm is valid and existing.I certify furthermore that the SSS, Pag-IBIG, and PhilHealth contributions were remitted in favor of the employees of this firm.I am fully aware that:1. All documents submitted in support to this application are subject to verification before PCAB action;
2. Any discovered misrepresentation of information and/or manifestations of fraud on the application documents submitted by my firm applicant or its Authorized Representative/Agent/Liaison Officer shall be subjected to investigation which may result to the disapproval of my application, denial/suspension/revocation of license and blacklisting of my firm and myself as its Authorized Managing Officer; and
3. Unconfirmed information/documents submitted to support my firm's qualifications shall be excluded for categorization/classification purposes.
4. The evaluation of my qualification shall be solely based on the documents submitted at the time the application was filed/accepted by PCAB.
 |
|  |  |  |
|  | **Authorized Managing Officer** (Signature over Printed Name) |  |
| Republic of the Philippines )Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)City/Municipality of \_\_\_\_\_\_\_\_\_\_\_) S.S |
| **SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_. |
|  **NOTARY PUBLIC**Until December 31, 20 \_\_\_\_Doc. No.Page No.Book No.Series of 20 \_\_. |

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| **PCAB INTEGRITY PLEDGE** |
| We believe that the construction industry is one of the most susceptible to all forms of corruption that hampers the noble objectives towards national progress and global competitiveness.As frontrunners of nation-building, we acknowledge our major role and responsibility in ensuring that we carry out our tasks guided by ethical standards and equipped with the necessary capability for the successful prosecution of our contracts.In view thereof, we pledge the following:* We will present only true qualifications to PCAB so that we may be evaluated properly and be given the category and classification where we should rightfully belong;
* We will uphold the dignity of the license and not be instruments for unlicensed contractors to undertake construction projects through license lending nor through false joint ventures/consortium or pseudo combinations which is inimical to the public safety/interest;
* We will not employ unlicensed sub-contractors/specialty contractors which is a clear circumvention of the requirement that all contractors must be licensed;
* We will absolutely shun away from any form of collusion that destroys the very essence and integrity of biddings;
* We will not engage in bribery or do any act which constitutes graft or corrupt practice which is the root cause of bloated contract amounts;
* We will not use sub-standard materials which will in any way compromise the safety, reliability and performance of the built environment;
* We will not abandon our contracts and we will implement our projects faithfully in accordance with the prescribed specifications thereof;
* We will provide the necessary resources, financial and technical capability in carrying out our contractual obligations, and as far as possible, within the stipulated time of completion;
* We are aware that we will be imposed disciplinary action should we violate any of the commitments hereof or the PCAB Code of Ethics or be found to be a party to corruption.
 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Authorized Managing Officer** (Signature over Printed Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Company** |
| Republic of the Philippines )Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)City/Municipality of \_\_\_\_\_\_\_\_\_\_\_) S.S |
| **SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_. |
|  **NOTARY PUBLIC**Until December 31, 20 \_\_\_\_Doc. No.Page No.Book No.Series of 20 \_\_. |

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| **CONTRACTOR’S GENERAL INFORMATION** |
| Note: Please use additional sheets if necessary. |
| **Name of Firm:** (as per SEC or DTI) |
|  |
| **Office Address** | **Telephone/Fax No.** (include area code) |
|  |  |
| **If Provincial based, contact address in Manila, if any** |
|  |
| **Website** | **E-mail Address** (required) | **Mobile No.** |
|  |  |  |
| **Type of Firm** (please check only one) | **Equity** |
| [ ] Sole Proprietorship [ ] Partnership [ ] Corporation  | Filipino: % | Foreign: % | Nationality: |
| **International Organization for Standardization (ISO) Certification** (please check, if any) |
| [ ] ISO 14001:2004 [ ] OSHAS 18001:2007 [ ] ISO 9001:2008 [ ] ISO 9001:2015 |
| **SEC / Business Name Registration No.** | **Registration Date** (mm/dd/yyyy) | **Expiry Date** (mm/dd/yyyy) |
|  |  |  |
| **Firm’s SSS No.** | **Tax Identification No.** | **PhilHealth No.** | **PAG-IBIG No.** |
|  |  |  |  |
| **Original Contractor’s License No.** | **Date Issued** (mm/dd/yyyy) | **Last Renewal of License** |
|  |  | CFY 20\_\_\_\_ - 20\_\_\_\_ |
| **Present Category** (please check only one) |
| [ ] AAAA [ ] AAA [ ] AA [ ] A [ ] B [ ] C [ ] D [ ] E/Trade |
| **2-day AMO Seminar** |
| Participant | Host/Organizer | Inclusive Dates | Venue |
|  |  |  |  |
| **40-hour Safety Seminar** ( [ ] COSH / [ ] BOSH with Construction Safety Components ) |
| Participant | Company Position | Course Provider | Inclusive Dates | Venue |
|  |  |  |  |  |
| **Owners / Stockholders / Officers** (for corporation / partnership) |
| Name | Position | Nationality | Capital Subscription | Paid-up Capital | Percentage |
| Shares | Peso value |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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| **Directors / Officers** (for corporation only) |
| Name | Position | Nationality | Address |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  | Certified correct by: |
|  |  |  |
|    | **Authorized Managing Officer**(Signature over printed name) |

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| **LIST OF NOMINATED SUSTAINING TECHNICAL EMPLOYEES** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of STE** | **PRC Registration** | **Date Employed** | **Position****in the Firm** |
| **Prof.** | **License****Number** | **Date of**  |
| **Registration** | **Validity** |
| **Previously Nominated** |
| 1. |  |  |  |  |  |  |
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| 13. |  |  |  |  |  |  |
| **Newly Nominated**  |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature over Printed Name of Authorized Managing Officer  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Picture of**

**STE**

see Important Reminders

(page 11, item no. 4) for

specification

|  |
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| **SUSTAINING TECHNICAL EMPLOYEE AFFIDAVIT** |
| Note: Please accomplish this affidavit properly. Refer to the next page for STE qualification requirements.  |
| Republic of the Philippines )Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_)City/Municipality of \_\_\_\_\_\_\_\_) S.S

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I, | **Last Name** | **First Name** | **Ext. Name** (Jr/Sr, if any) | **Middle Name** |
|  |  |  |  |
| Born on | **mm** | **dd** | **yyyy** | Single / Married to | **Last Name** | **First Name** | **Middle Name** |
|  |  |  |  |  |  |
| and residing at | **Room/Floor/Unit/Bldg. Name, Lot/Block/Phase No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code** |
|  |
| with | **Telephone / Mobile No.** (required) | **Email Address** (required) |
|  |  |
| having been duly sworned in accordance with law depose and say: 1. That I am a duly licensed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and holder of PRC License No. \_\_\_\_\_\_\_\_\_\_ (Profession) valid up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as evidenced by a copy of my PRC ID posted below; |
| 2. | That I hold a Bachelor's Degree in | **Course / Profession** |
|  |
| Given at: | **Name of School** | Given on: | **Inclusive Dates** |
|  |  |
| 3. | That my Tax Identification Number is :  |  |
| and my Social Security System Number: |  |
| 4. | That I am employed on a regular and full-time basis by: | **Name of Firm** |
|  |
| With the position of | **Position in the Firm** | as STE for | **CFY** |
|  |  |
| 5. | That I am not presently employed by either a private company or any government office or government owned/controlled corporation, nor a full time instructor, nor working abroad; |
| 6. | That I am not a holder of a valid contractor's license; |
| 7. | That I am not involved in any construction malperformance suggestive of negligence, incompetence or malpractice or any act or omission liable for disciplinary action by myself or in collaboration with any other person; |
| 8. | That I have not been convicted by a court of competent jurisdiction of any offense involving moral turpitude; |
| 9. | That I am fully aware that my failure to notify the PCAB of my disassociation from my present employer **within 30 days from such disassociation** shall cause my disqualification from being a Sustaining Technical Employee, an Authorized Managing Officer and an applicant for a contractor’s license with PCAB; |
| 10. | That I authorize the PCAB to verify and investigate any or all information in this affidavit from whatever sources PCAB may consider appropriate; |
| 11. | That I am executing this affidavit to attest to the truth of the foregoing. |
| **FURTHER AFFIANT SAYETH NAUGHT.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Affiant****SUBSCRIBED and sworn** to before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; affiant exhibited his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_.Doc. No. **Notary Public**Page No. Until December 31, 20 \_\_\_Book No. Series of 20 \_\_\_  |
| PASTEPROF. I.D. CARDVALID FORCURRENT YEAR(Front)(photocopy) |  | PASTEPROF. I.D. CARDVALID FORCURRENT YEAR(Back)(photocopy) |

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| **QUALIFICATION REQUIREMENTS FOR STE** |
| 1. A technology professional, such as engineer or architect, duly licensed by the Professional Regulation Commission (PRC).
2. Holder of a valid PRC I.D.
3. With three (3) years minimum actual construction experience.
4. A full-time employee of the nominating contractor, not associated professionally or by employment with any other party, particularly a party engaged in construction or construction-related activities.
5. Have none of the following disqualifications:
6. Involvement, in any capacity, in any construction malperformance of grave consequence, suggestive of his negligence, incompetence and/or malpractice;
7. Involvement, by himself or in collaboration with any other person or firm, in any act or omission liable for disciplinary action of which he/she is or the other person or firm was found guilty by the PCAB Board ;
8. Conviction by a court of competent jurisdiction of any offense involving moral turpitude; and
9. If formerly a Sustaining Technical Employee or an Authorized Managing Officer of any construction firm but disassociated there from, failure to notify the Board of his disassociation in accordance with paragraph 5 and 6 of the Affidavit of Undertaking.

This is to certify that I have verified with PRC the abovestated professional eligibility/registration of the Sustaining Technical Employee. Affiant herein and found the same to be true and correct.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Authorized Managing Officer** (Signature over printed name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** |

|  |
| --- |
| **AFFIDAVIT OF STE CONSTRUCTION WORK EXPERIENCE** |
| Note: Please use additional sheets if necessary. |
| Republic of the Philippines )Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_)City/Municipality of \_\_\_\_\_\_\_\_) S.SI, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, single/married, Filipino, of legal age, with postal address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having been duly sworn in accordance with law depose and say that the projects enumerated below constitute my full & complete construction experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and****Complete Address of Employer/****Name & Location of Projects Undertaken** | **Work****Classification**(GE, GB, SP) | **Nature/Scope of Work Assignment**(Proj. Engr.) | **Project Duration**(mm/dd/yyyy) |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

That I authorize the PCAB to verify and investigate any or all information in this affidavit from whatever sources PCAB may consider appropriate; That I am executing this affidavit to attest to the truth of the foregoing.**FURTHER AFFIANT SAYETH NAUGHT.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Affiant****SUBSCRIBED and sworn** to before me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; affiant exhibited his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_. **Notary Public**Until December 31, 20 \_\_\_Doc. No Page No.Book No. Series of 20 \_\_\_\_\_.  |

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| **STE PERSONAL APPEARANCE** |
| **Note: To be accomplished by the STE. The STE Personal Appearance is valid only for three (3) months from the date signed by the PCAB/DTI Personnel.** |
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| --- |
| **Name of STE** |
| Last Name | First Name | Ext. Name (Jr/Sr, if any) | Middle Name |
|  |  |  |  |
| **Profession** | **PRC ID No.** | **Expiration Date** |
|  |  |  |
| **Present Employer** |
|  |

I hereby confirm the following:1. The veracity of the information reflected on the STE Affidavit and Affidavit of Construction Experience that I executed in favor of the above present employer;
2. That I am fully aware that my failure to notify the PCAB of my disassociation from the above-stated nominating firm and any misrepresentation in the attached forms shall cause my disqualification as sustaining technical employee, or authorized managing officer, or a licensee applicant with PCAB per Board Resolution No. 401, Series of 2001.

3. That I have been previously connected with the following companies and disassociated therefore:

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employers** | **Date of Employment** | **Date of Resignation** | **Position** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

4. Other Remarks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Valid I.D.(s) Presented: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 STE’s Signature1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

|  |
| --- |
| **To be filled out by PCAB/DTI ROG Personnel** |
|  | STE’s Specimen Signature (during interview): |
| Signature over Printed Name |  |
| Date: | Date: |
| PCAB/DTI Office: |  |

 |

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| --- |
| **AUTHORIZED REPRESENTATIVES AFFIDAVIT** |
| Note: To be accomplished by the AMO. |
| Republic of the Philippines )Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_)City/Municipality of \_\_\_\_\_\_\_\_) S.S

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I, | **Last Name** | **First Name** | **Ext. Name** (Jr/Sr, if any) | **Middle Name** |
|  |  |  |  |
| born on | **mm** | **dd** | **yyyy** | Single / Married to | **Last Name** | **First Name** | **Middle Name** |
|  |  |  |  |  |  |
| and residing at: | **Room/Floor/Unit/Bldg. Name, Lot/Block/Phase No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code** |
|  |
| having duly sworn to in accordance with law depose and say: |
| 1. | That I am the Authorized Managing Officer of : | **Name of Firm** |
|  |
| with office address at: | **Room/Floor/Unit/Bldg. Name, Lot/Block/Ph. No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code** |
|  |
| 2. | That I appoint two (2) representatives, whose pictures and signatures appear below: |
| **Name of Representatives and****Positions in the Firm** | **Pictures (1x1) of Representatives**  | **Signature of Representatives****over Printed Name** |
| Representative 1 | Representative 1 | Representative 1 |
| Representative 2  | Representative 2 | Representative 2 |
| to transact business with PCAB; i.e, present for pre-screening my application for contractor’s license or any application related thereto, file/follow-up, submit documents, receive notices/license in connection with the said application and the like. |
| 3. | That I am aware that I am responsible/liable for any or all acts/representation made by my representatives in connection with the functions stated herein. |
| 4. | That I undertake to notify PCAB in the event that this appointment is modified, amended or revoked. |
| 5. | That I have read and fully understood and complied with the requirements of PCAB Board Resolution No. 515 s. 2011 (copies of required documents are attached). |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Affiant** (Authorized Managing Officer of Firm)**SUBSCRIBED and sworn** to before me this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; affiant exhibited his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_. **Notary Public** Until December 31, 20 \_\_\_Doc. No. Page No.Book No. Series of 20 \_\_\_  |

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| **IMPORTANT REMINDERS** |
| 1. All required information in the application forms should be properly filled out. Do not leave an item blank. If an item is not applicable, indicate “N/A”.
2. The recommended paper size in printing the application forms is 8.27” x 11.69” (A4 size).
3. Application forms and its corresponding supporting documents/attachments should be:
	* 1. arranged according to page number with index tabs;
		2. fastened in a long size folder.
4. The **required** **picture specification** fortheSTE / Authorized Representatives Affidavit as follows:
	1. taken within the last three (3) months prior to filing of application;
	2. Philippine passport size (4.5 cm x 3.5 cm or 1.78” x 1.38”);
	3. colored, with white background and printed on good quality photo paper;
	4. in standard close-up shot, taken in full-face view directly facing the camera;
	5. in bare face (with no eyeglasses or any accessories that may cover the facial features), showing left and right ears;
	6. with handwritten (not computer-generated) name tag legibly showing signature over printed full name in the format: First Name, Middle Initial, Last Name and Extension Name, if any;
5. Only the Authorized Managing Officer or one of the two (2) Authorized Representatives of the Firm is allowed to transact with PCAB (Board Resolution No. 515, s. 2011).
6. All applicants are required to pay non-refundable upfront fees for all types of license applications upon acceptance (Board Resolution No. 313, s. 2011).
7. Avoid the rush and delay in the **filing/processing of renewal application**. Observe and follow the revised filing schedule (Board Resolution No. 376, s. 2014) as stated below:

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| **Last Digit of License No.** | **Filing Month** |
| 0 | February 1-14 |
| 1 | February 15-28 |
| 2 | March 1-15 |
| 3 | March 16-31 |
| 4 | April 1-15 |
| 5 | April 16-30 |
| 6 | May 1-15 |
| 7 | May 16-31 |
| 8 and new license approved from January to March | June 1-15 |
| 9 and approved from April to June | June 16-30 |

* Contractors with license number ending 0-3 filing on their time schedule and whose accounting period is on calendar year i.e., from January 1-December 31 may submit the previous year’s Audited Financial Statements (AFS). For contractors whose accounting periods are other than calendar year may submit the latest AFS submitted to the Bureau of Internal Revenue;
* Release of the license certificate for these contractors is subject to the submission of the current AFS filed with the BIR and that no significant erosion of networth or equity is suffered by the contractor as not to qualify it for its present category;
* Should the contractor become unqualified for its present category due to financial erosion, the application shall be reviewed by the Board for issuance of the highest category sustainable by the contractor’s qualification;
* Contractors filing their renewal applications beyond the schedule for their license number ending shall be assessed an Additional Processing Fee (APF) of PhP 5,000.00; and
* If the renewal application is filed after the end of the CFY which is 30 June, an Additional License Fee (ALF) which existed before the APF will still be imposed or a total of Php 10,000 will be collected on top of the regular renewal fees for each category.
1. Filing/submission of application/s can be done at PCAB Makati / CIAP Windows / DTI Regional or Provincial Offices / PCAB Accredited Contractors’ Associations & Professional Organizations.
2. Application Forms (i.e. ARC, Amendments, Special License, etc.), Citizen’s Charter, Board Resolutions, Advisories and other relevant information about PCAB application can be downloaded at [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph)
3. For further inquiries or clarifications, please communicate with us thru email or thru contact numbers below:

Department of Trade & Industry PhilippinesConstruction Industry Authority of the Philippines**Philippine Contractors Accreditation Board**5F Executive Building Center, 369 Sen. Gil J. Puyat Ave.,Makati City 1209Tel/TeleFax: 895-4258 / 895-4220 / 09178482427E-mail Address: ciappcab.main@gmail.com, pcab@dti.gov.ph  |
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| **GUIDELINES FOR CLASSIFICATION AND CATEGORIZATION OF CONTRACTORS** |
| * + 1. ***Classification*** means the area of operation that a contractor can engage is based on the technical experience of his sustaining technical employee (STE). A contractor may apply for and be issued more than one classification, one of which shall be designated as his principal classification.
		2. ***Category*** indicates the graded level of aggregate capability of a contractor with respect to his principal classification and is based on predetermined qualification criteria which include financial capacity, experience of STE, track record and equipment. Evaluation of category shall be based on the following criteria quantified by credit points in scales as determined by the Board.

2.1 **Financial capacity**Financial capacity shall be in term of Networth based on the latest audited financial statements submitted to the Bureau of Internal Revenue (BIR), or paid-up capital based on the latest audited financial statements submitted to the Securities and Exchange Commission (SEC), if a newly-organized partnership or corporation. PCAB has the right to reject or reduce portion thereof if, upon verification, the reported assets of the contractor were found to be erroneous or not adequately supported with appropriate documents. Corresponding credit points is 1 for every P100,000.00 of the value of Networth/Stockholder’s Equity.2.2 **Equipment Capacity**Equipment capacity shall be in term of book value as reflected in the constructor’s latest audited financial statement submitted to the BIR or the SEC, whichever is applicable, or equipment owned which are in operational condition and applicable to construction of the classification in which the constructor is to be categorized. Said owned equipment shall include units under installment and/or under lease purchase. Corresponding credit points is 1 for every P100,000.00 of the NBV of the contractor owned equipment.2.3 **Experience of firm**Experience of firm shall be in terms of:2.3.1 Aggregate number of years in which the constructor firm, under the same business identify, has been actively engaged in construction contracting operation. Corresponding credit points is 10 for every year of actual construction operation as a licensed contractor; and2.3.2 Average annual value of work completed by the firm during the past three (3) years or, if constructor’s license is less than three (3) years, since being licensed, based on the audited financial statements submitted to the BIR. Corresponding credit points is one (1) for every P100,000.00 of the annual value of work accomplishment. 2.4 **Experience of technical personnel**Experience of technical personnel shall be the sum total of individual experience of each STE nominated to the classification and shall be subject to the qualification requirement of each category as indicated in the PCAB Classification and Categorization Table. Said individual experience of the STE shall be as defined and qualified below:2.4.1. The experience shall be in term of aggregate number of years in which the STE, in his present employment as well as previous, has been involved in construction is to be categorized.2.4.2. It shall include only the years in which he was performing in managerial/supervisory capacity bearing on construction operation and/or contract implementation.2.4.3. It shall be subject to a creditable ceiling of thirty (30) years, over which no excess shall be recognized. Corresponding credit point is five (5) for every year of experience in construction.The category of a contractor shall be determined on the basis of the number of points credited on the aggregate/combined experience of all its qualified STE. Only STEs who meet the minimum individual experience required shall be considered in determining aggregate experience and credit points. Thus, in order to qualify to the technical capacity requirement for category “AAA”, the contractor must have qualified STEs whose individual experience is not less than ten (10) years with a creditable ceiling of thirty (30) years and have an aggregate/combined experience of at least sixty (60) years.* + 1. In determining a contractor’s category, his qualification must satisfy all the minimum requirements, corresponding to the classification and category applied for, qualified and rated according to equivalent credit points and shall be the lowest sustainable by all three determinants as follows:

 3.1 Financial Capacity 3.2 Experience of STE 3.3 Overall credit points based on the four qualification criteria referred to in item 2 of these guidelines. |
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| **PCAB Categorization – Classification Table**(Board Resolution No. 201, series of 2017) |
| **Classification** | **Category** | **Minimum Qualification Requirements** |
| **(1)****\*Financial Capacity** | **(2)****\*\*Sustaining Technical Employee (STE) Construction Experience** | **(3)****\*\*\*Overall****Credit Points** |
| **Minimum Networth /** **Equity (P)** | **Credit Points** | **Indivi-dual (years)** | **Aggre-gate (man-years)** | **Minimum****Credit Points** |
| **A. GENERAL ENGINEERING****GE-1** (Road, Highways, Pavement, Railways, Airport Horizontal Structure, and Bridges)**GE-2** (Irrigation or Flood Control)**GE-3** (Dam, Reservoir or Tunneling)**GE-4** (Water Supply)**GE-5** (Port, Harbor or Offshore Engineering) | AAAA | 1,000,000,000.00 | 10,000.00 | 10 | 60 | 300 | 10,300.00 |
| AAA | 180,000,000.00 | 1,800.00 | 10 | 60 | 300 | 2,850.00 |
| AA | 90,000,000.00 | 900.00 | 10 | 50 | 250 | 1,365.15 |
| A | 30,000,000.00 | 300.00 | 7 | 21 | 105 | 475.00 |
| B | 10,000,000.00 | 100.00 | 5 | 10 | 50 | 177.50 |
| C | 6,000,000.00 | 60.00 | 3 | 3 | 15 | 105.50 |
| D | 2,000,000.00 | 20.00 | 3 | 3 | 15 | 35.00 |
| **B. GENERAL BUILDING****GB-1** (Building or Industrial Plant)**GB-2** (Sewerage or Sewage System)**GB-3** (Water Treatment Plant & System)**GB-4** (Park, Playground or Recreational Work) | AAAA | 1,000,000,000.00 | 10,000.00 |  10 | 60 | 300 | 10,300.00 |
| AAA | 180,000,000.00 | 1,800.00 |  10 | 60 | 300 | 2,810.00 |
| AA | 90,000,000.00 | 900.00 | 10 | 50 | 250 | 1,345.00 |
| A | 30,000,000.00 | 300.00 |  7 | 21 | 105 | 471.00 |
| B | 10,000,000.00 | 100.00 |  5 | 10 | 50 | 175.50 |
| C | 6,000,000.00 | 60.00 |  3 | 3 | 15 | 96.50 |
| D | 2,000,000.00 | 20.00 |  3 | 3 | 15 | 35.00 |
| **C. SPECIALTY****SP-FW** (Foundation Work)**SP-SS** (Structural Steel Work)**SP-CC** (Concrete Pre-casting, Pre-Stressing or Post-tensioning)**SP-PS** (Plumbing & Sanitary Work)**SP-EE** (Electrical Work)**SP-ME** (Mechanical Work)**SP-AC** (Air-conditioning or Refrigeration)**SP-ES** (Elevator or Escalator)**SP-FP** (Fire Protection Work)**SP-WP** (Waterproofing Work)**SP-PN** (Painting Work)**SP-WD** (Well-Drilling Work)**SP-CF** (Communication Facilities)**SP-MS** (Metal Roofing & Siding  Installation)**SP-SD** (Structural Demolition)**SP-LS** (Landscaping)**SP-EM** (Electro Mechanical Work)**SP-NF** (Navigational Facilities) | AAAA | 1,000,000,000.00 | 10,000.00 | 10 | 60 | 300 | 10,300.00 |
| AAA | 180,000,000.00 | 1,800.00 | 10 | 60 | 300 | 2,410.00 |
| AA | 90,000,000.00 | 900.00 | 10 | 50 | 250 | 1,145.00 |
| A | 30,000,000.00 | 300.00 | 7 | 21 | 105 | 421.00 |
| B | 10,000,000.00 | 100.00 | 5 | 10 | 50 | 165.50 |
| C | 6,000,000.00 | 60.00 | 3 | 3 | 15 | 90.50 |
| D | 2,000,000.00 | 20.00 | 3 | 3 | 15 | 35.00 |
| **D. SP-TRADE** | Trade/E | 100,000.00 | 1.00 | none | none | none | 1.00 |
|  \* Minimum Qualification Requirements for Principal Classification \*\* For Other Classification/s, Minimum of 3 Years Actual Construction Experience\*\*\* Overall credit points inclusive of Equipment Capacity (1 point/P100Th); Experience of Firm (10 points/year of active existence); and  1 point/P100Th of 3 year Average Annual Volume of Work Accomplished; and COMTCP points if STEs are COMTCP certified |

**FEE STRUCTURE**

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| **Additional / Revision of Classification** |
|  | **Category** |
| **Fee Particulars** | **AAAA** | **AAA** | **AA** | **A** | **B** | **C** | **D** | **E/Trade** |
| Filing Fee | 1,200  | 1,200  | 1,200  | 1,200  | 1,200  | 1,200  | 1,200  | 1,200  |
| Additional Classification Fee | 2,400  | 2,400  | 1,200  | 240  | 120  | 72  | 24  | 12  |
| Revision/Reissue | 100  | 100  | 100  | 100  | 100  | 100  | 100  | 100  |
| Documentary Stamp Tax | 30  | 30  | 30  | 30  | 30  | 30  | 30  | 30  |
| Legal Research Fund | 12  | 12  | 12  | 12  | 12  | 12  | 12  | 12  |
| **Grand Total (P)** | **3,742**  | **3,742**  | **2,542**  | **1,582**  | **1,462**  | **1,414**  | **1,366**  | **1,354**  |

**Forms of Payment:**

Cash / Manager’s Check or Cashier’s Check payable to “CIAP” /

Online payment via Landbank

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