



1. Frontline Service with Description

- **Issuance of Registration for Government Infrastructure Project (New, Re-registration, Upgrading of Size Range, Additional Project Type)** - Processing of application & issuance of Registration for Government Infrastructure Projects

2. Schedule of Availability of Service

- 8:00 a.m. – 5:00 p.m. (Monday thru Friday)

3. Address and Contact Information of Frontline Office

- 5th Floor, Executive Building Center, 369 Sen. Gil J. Puyat Ave., Makati City
- Tel. No.: 895-4258, Telefax: 895-4220
- pcab@dti.gov.ph, ciappcab.main@gmail.com

4. Who May avail of the Service

- Licensed contractors with at least 75% Filipino equity participation

5. What are the Requirements

- Detailed checklist of requirements indicated in the application form.
 - Duly accomplished application form for registration (forms are available at CIAP website: www.ciap.dti.gov.ph)
 - Certified copy of contract agreement and certificate of completion or acceptance of the single largest project undertaken for the project type applied for.
 - If a private project or sub-contract, certified copy of withholding tax for the project.

6. Fees

Registration for Government Infrastructure Projects (New Registration & Re-registration)			
Fee Particulars	Size Range		
	Large A/B	Medium A/B	Small A/B
Filing Fee	1,200	1,200	1,200
Project Kind Fee			
First Project Kind	7,200	4,800	2,400
Succeeding Project Kind/s (if any)	1,200	1,200	1,200
Documentary Stamp Tax	15	15	15
Legal Research Fund	12	12	12
Grand Total (P)	9,627	7,227	4,827

Registration for Government Infrastructure Projects (Additional Project Kind)					
Fee Particulars	Large A/B & presently with all Medium A/B	Medium A/B & presently with all Medium A/B	Large A/B & presently with all Small A/B	Medium A/B & presently with all Small A/B	Small A/B & presently with all Small A/B
Filing Fee	1,200	1,200	1,200	1,200	1,200
Project Kind Fee					
First Project Kind	2,400	1,200	4,800	2,400	1,200
Succeeding Project Kind/s	1,200	1,200	1,200	1,200	1,200
Documentary Stamp Tax	15	15	15	15	15
Legal Research Fund	12	12	12	12	12
Grand Total (P)	4,827	3,627	7,227	4,827	3,627

Registration for Government Infrastructure Projects (Upgrading)						
Fee Particulars	Large A to Large B	Medium A/B to Large A/B	Medium A to Medium B	Small A/B to Large A/B	Small A/B to Medium A/B	Small A to Small B
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200
Upgrading of Size Range	nil	2,400	nil	4,800	2,400	nil
Documentary Stamp Tax	15	15	15	15	15	15
Legal Research Fund	12	12	12	12	12	12
Grand Total (P)	1,227	3,627	1,227	6,027	3,627	1,227

- Form of Payment: Cash / Postal Money Order payable to "CIAP" / Manager's Check / Cashier's Check

7. How to Avail of the Service

Step No.	Applicant / Client's Steps (What to Do)	Agency's Action	Duration of Action (under normal circumstances)	Officer or Employee Responsible for Each Step	Office Location	Amount of Fees, if necessary	Documents to be submitted by the Client
1	Download and fill out application form at CIAP Website (www.ciap.dti.gov.ph)						
2	Submit duly accomplished application together with supporting documents	Pre-screening of submitted application	20 minutes	Pre-screener	PCAB Makati / DTI Provincial or Regional Office / CIAP Window		
3	Pay corresponding upfront fee	Receive payment and issue Official Receipt	10 minutes	Cashier	PCAB Makati / CIAP Window		
		Receive application folder and issue official reference number	5 minutes	Assigned Staff			
		Prepare evaluation report	10 working days	Evaluator			
		Recommend for Board Action		Division Chief / Executive Director / Board Members	PCAB Makati		
		Prepare and print License Certificate		Assigned Staff			
4	Verify result of Board Action	Upload approved application in the website		Frontline Officer / CIAP Helpdesk / CIAP Website			
5	Claim/wait for mailed License Certificate	Release license certificate thru counter/mail		Assigned Staff			
END OF TRANSACTION							

Total Processing Time: 10 working days