



SETTING AMENDMENTS TO THE MANDATORY SCHEDULE FOR FILING OF RENEWAL APPLICATIONS  
Board Resolution № 376, series of 2014

WHEREAS, to facilitate the renewal of contractor's license, the Board has installed a staggered renewal filing schedule as follows:

LICENSE NUMBER ENDING	FILING MONTH
0-1	February
2-3	March
4-5	April
6-7	May
8-9	June

Newly approved license from January to June may file their application in June.

WHEREAS, to encourage compliance with the above schedule, an Additional Processing Fee (APF) of PhP 5,000.00 is assessed on contractors filing beyond their scheduled month;

WHEREAS, the schedule of two license number endings with one deadline results in a large number of contractors clustering at each end of the month;

WHEREAS, assigning a specific schedule or time frame for each number ending will avoid the large cluster at the end of each month.

NOW, THEREFORE, based on the foregoing premises, the Board RESOLVED to revise the staggered renewal filing schedule as follows:

LICENSE NUMBER ENDING	FILING SCHEDULE
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	June 1-15
9	June 16-30.

The Board RESOLVED FURTHER that licenses approved from January to March may file their renewal applications in June 1-15 while licenses approved from April to June may file in June 16-30.



*Enabling Business, Empowering Consumers*

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The Board RESOLVED FURTHERMORE that:

1. 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.
2. 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.
3. 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.

The Board RESOLVED FINALLY that 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.

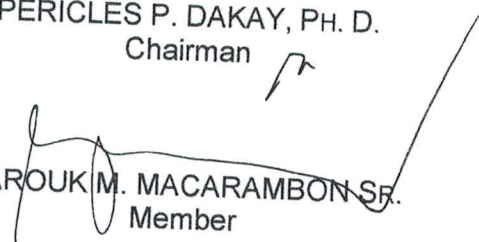
This schedule shall be effective starting renewal applications for CFY 2015-2016.

SO ORDERED.

14 October 2014, Makati City.



PERICLES P. DAKAY, PH. D.  
Chairman



FAROUK M. MACARAMBON SR.  
Member

Attested by:



ATTY. ALEJANDRIA G. GOMEZ  
Officer-in-Charge



SERGIE T. RETOME  
Board Secretary