



STANDARD MODE FOR RELEASE OF LICENSE CERTIFICATES
Board Resolution № 514, series of 2011

WHEREAS, the PCAB has re-engineered its processes to reduce the time to act on and issue the corresponding license in earliest possible time;

WHEREAS, claiming the license certificates in the PCAB office in Makati is an unnecessary and expensive step when cheaper and more expedient modes such as by direct mail to the contractor's address on record is available;

WHEREAS, province-based contractors may also realize substantial savings if their certificates can be claimed in the nearest DTI provincial or regional office; and

WHEREAS, the institution of the self-addressed stamped envelop or a pre-paid envelop of a courier company of choice should be strengthened.

NOW, THEREFORE, based on the foregoing, PCAB RESOLVED to standardize the release of license certificates, which shall be part of the application, as follows:

1. All license certificates shall be released by registered mail. For this purpose, the applicant shall provide, together with the complete application documents, a large envelop with stamps sufficient to reach his address on record and for the return card. The contractor may also opt that license be released through:
 - a. the DTI regional or provincial office where the application was filed; and
 - b. a courier company of choice and attaching the prepaid courier envelop;
2. Should the applicant require certified copies of the license certificate, he shall indicate the same in the application and pay the appropriate fees for the number of copies requested. The certified copies shall be sent together with the license certificate.

SO ORDERED.

25 July 2011, Makati City.



RAMON F. ALLADO
Chairman



VICTORINO BENJAMIN V. LAHOZ
Member



FAROUK M. MACARAMBON Sr.
Member

Attested by:



RENE E. FAJARDO
Officer-in-Charge



CONSOLACION C. VILLAFUERTE
Board Secretary