



BOARD RESOLUTION NO. 60
SERIES OF 2011

**Adopting Revised Procedure in the Conduct of Interview
of New Authorized Managing Officer**

In the interest of service, the Philippine Contractors Accreditation Board in the meeting held on 13 January 2011, RESOLVED to adopt the following procedures in the conduct of interview of new Authorized Managing Officers (AMOs), AMOs of firms upgrading to category B and above, foreign AMOs, and AMOs whose qualification cannot be fully determined by their submitted documents, pursuant to Sections 19 and 20 of R.A. 4566:

1. All new Authorized Managing Officers (AMOs), AMOs of firms upgrading to category B and above, and foreign AMOs regardless of category will be interviewed by the Board on or before their respective applications are deliberated by the Board. *Provided that*, an AMO who had served in such a capacity for at least two (2) years in a licensed firm is exempted from interview. *Provided further*, that the Board may require the interview of applicants for category below B if in their submitted qualification, the two (2) years experience in the construction industry cannot be established. The AMO of a sole proprietorship is the proprietor;
2. Interviews may be conducted by a panel of all three members or by an individual member as circumstances require. The interviewing board member may refer the applicant to panel interview for further determination of the applicant's qualification;
3. The Board may conduct its interview in the PCAB office in Makati or in the Visayas and Mindanao, as may be warranted. Interviews in the Visayas and Mindanao shall be conducted in the presence of regional or provincial DTI personnel;
4. All interviews are conducted by appointment. Interviewees will be notified through email, fax, or any other expedient means at least five (5) days before schedule who, in turn, should confirm their attendance within two (2) days from receipt;
5. Specific time will be allotted to each interviewee. Interviewees are advised to come on time; otherwise, their slots are forfeited and will be re-scheduled. A five-minute grace period will be afforded the interviewee;
6. Failure to appear in the scheduled interview may cause the disapproval of the application.

SO ORDERED.

13 January 2011, Makati City.

VICTORINO BENJAMIN V. LAHOZ
Member

RAMON F. ALLADO
Chairman

FAROUK M. MACARAMBON
Member

ATTESTED BY:

RENE E. FAJARDO
Officer-in-Charge

CONSOLACION S. VILLAFUERTE
Board Secretary