



**Board Resolution No. 086, Series of 2011**

**ADOPTING A REVISED PROCEDURE IN THE PROCESSING OF  
LICENSE RENEWAL APPLICATIONS**

WHEREAS, under the Citizen's Charter (Republic Act 9485), the time allowed for action by a government agency is ten (10) working days;

WHEREAS, an application for a contractor's license undergoes the following critical steps: prescreening, filing, recording, evaluation, board action, license printing and signing, and lastly issuance, which at present take more than the prescribed ten-day period;

WHEREAS, in order to comply with the prescribed window for action, a re-engineering of procedures and practices must be effected to reduce the time required for processing, approval, and releasing of licenses;

WHEREAS, renewals constitute the bulk of the transactions filed with PCAB throughout the year especially in the months of February to June, and may be immediately re-engineered in as much as applicants already have records with the PCAB Secretariat;

WHEREAS, there is a need to avoid if not totally eliminate the extension of the license validity beyond June 30 and/or the issuance of temporary license certificates for renewals;

WHEREAS, upfront payment of renewal fees is essential in the re-engineering of the procedure in issuing licenses; and

WHEREAS, pre-payment of postal or courier services by the applicants is vital for the efficient delivery of licenses to the contractor's place of business.

NOW THEREFORE, based on the foregoing premises and in compliance with R.A. 9485, the Board RESOLVES as it hereby RESOLVED to adopt a streamlined processing of renewal applications starting with contracting fiscal year 2011 to 2012 with the following features:

- a) Ten (10) working day maximum processing time
- b) Upfront payment of renewal fees
- c) Provisions by applicants of self-addressed self-stamped or pre-paid courier's envelopes together with renewal applications
- d) Initial evaluation of networth and STE compliance requirements together with pre-screening
- e) Post audit and post verification of documents submitted

The Board further RESOLVED that licenses may be recalled if a finding would show that the contractor is no longer eligible for the category and/or classification/s issued in its renewal. Likewise, licenses may be suspended or cancelled if the contractor is found to have submitted falsified, spurious or defective documents, or misrepresented information filed in its application for renewal.

SO ORDERED.

24 January 2011

**VICTORINO BENJAMIN V. LAHOZ**  
Member

**RAMON F. ALLADO**  
Chairman

**FAROUK M. MACARAMBON, SR.**  
Member

ATTESTED BY:

**RENE E. FAJARDO**  
Officer-in-Charge

**CONSOLACION C. VILLAFUERTE**  
Board Secretary