



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, pcabphil@yahoo.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)
- 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

New Registration & Re-Registration						
		Size Range				
		Large A/B	Medium A/B	Small A/B		
Filing Fee		60	60	60		
Project Kind Fee	First Project Kind	3,600	2,400	1,200		
	Succeeding Project Kind/s (if any)	600	600	600		
Documentary Stamp Tax		15	15	15		
Legal Research Fund		10	10	10		
Grand Total (Php)		4,285	3,085	1,885		
Additional Project Kind						
	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	60	60	60	60	60	
First Additional Project Kind	1,200	600	2,400	1,200	600	
Succeeding Project Kind/s (if any)	600	600	600	600	600	
Documentary Stamp Tax	15	15	15	15	15	
Legal Research Fund	10	10	10	10	10	
Grand Total (Php)	1,885	1,285	3,085	1,885	1,285	
Upgrading of Size Range						
	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	60	60	60	60	60	60
Size Range Fee	60	1200	60	2400	1200	60
Documentary Stamp Tax	15	15	15	15	15	15
Legal Research Fund	10	10	10	10	10	10
Grand Total (Php)	145	1,285	145	2,485	1,285	145

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		
		Prepare evaluation report		Evaluator	PCAB Makati / CIAP Window		
		Recommend for Board Action		Division Chief / Executive Director / Board Members	PCAB Makati		
4	Verify result of Board Action	Upload approved application in the website/Issue notice of Board Action	10 business days	Frontline Officer / CIAP Helpdesk / CIAP Website	-do-		
5	Claim/wait for mailed License Certificate	Release license certificate thru mail/counter		Releasing Clerk	-do-		
END OF TRANSACTION							

Total Processing Time: 10 business days