



Republic of the Philippines  
Department of Trade and Industry  
Construction Industry Authority of the Philippines  
**PHILIPPINE OVERSEAS CONSTRUCTION BOARD**  
5/F, Executive Bldg. Center, Buendia cor. Makati Ave., Makati City 1200, Philippines  
Telephone: 896-1831 & 33    Telefax: 896-4569    E-mail: [pocb@skynet.net](mailto:pocb@skynet.net) or pocb2009@yahoo.com



- Frontline Service** : **Issuance of Notice of Project Authorization (Project Contracts)**  
**Description of Service** : Processing of applications for the issuance of notice of project authorization under PD 1167  
**Clients** : POCB Registered Contractors or consultancy firms who intend to bid or negotiate for overseas projects:

**Requirements:** Detailed checklist of requirements indicated in the application form (*Forms are available at the DTI website*)

1. Data on Prospective Overseas Project
2. Information on Personnel Complement
3. Agreement to be Monitored
4. Latest Audited Financial Statement and Interim Financial Statement
5. Initial Project Bar-Schedule and S-Curve

**Schedule of Availability of Service:** 8:00 a.m. – 5:00 p.m. (Monday thru Friday)

**Address and Contact Information:** 5<sup>th</sup> Floor, Executive Building Center  
369 Sen. Gil J. Puyat Ave., Makati City  
Tel. No.: 896-1831 or 33, Telefax: 896-4569

**Fees:** Free

**How to Avail of the Service:**

<b>No.</b>	<b>Client Steps</b>	<b>Agency's Action</b>	<b>Office/Person Responsible</b>	<b>Office Location</b>
1.	Secure Application Form		Frontline Officer/ download application form from the DTI Website ( <a href="http://www.dti.gov.ph">www.dti.gov.ph</a> )	POCB Makati
2.	Submit duly accomplished application together with supporting documents	Pre-screening of submitted application	Pre-screener	POCB Makati
	Evaluation & recommendation	Prepare evaluation report & recommend for Board Action	Evaluator/Division Chief/Executive Director/Board Members	POCB Makati
4.	Verify result of Board Action	Issue notice of Board Action	Frontline Officer	POCB Makati
5.	Claim	Release notice of project authorization thru counter	Releasing Clerk	POCB Makati
END OF TRANSACTION				

**Total Processing Time:** 15 - 20 business days