

## CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

# CITIZEN'S CHARTER

(2021) 3<sup>rd</sup> Edition



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#### FOREWORD

Through this Citizen's Charter, the Construction Industry Association of the Philippines (CIAP), an attached agency of the Department of Trade and Industry (DTI), commits to abide by Republic Act (RA) No. 11032 or the "Ease of Doing Business and Effective Delivery of Government Services Act of 2018." This also signals CIAP's commitment to continuously innovate its processes to better serve its stakeholders as we help on implementing our "Build, Build, Build" infrastructure program.

The **Citizen's Charter** is a requirement of the Ease of Doing Business (EODB) Law to promote transparency in government transactions. With the agency's Citizen's Charter present before the public, all requirements are published upfront, and frontline service officers cannot impose additional requirements. The Citizen's Charter and the entire Ease of Doing Business Act are answers to President Rodrigo Roa Duterte's vision of a more comfortable life for Filipinos by reducing long queues and by minimizing the need to repeatedly returning to government offices just to submit additional requirements. While we are hopeful that this law will encourage the entrepreneurial spirit of Filipinos to go into business, it will also surely benefit the construction industry in facilitating the building of their construction projects.

With the increasing number of public and private construction projects—a sign of our country's booming economy—CIAP aims to be an efficient enabler of construction companies and contractors for projects to begin as quickly as possible with the guidance of the EODB Law. These projects will create a virtuous cycle for the Philippines: better infrastructure creates more jobs and attracts more investments, which in turn, will create the need for more infrastructure. The "Build, Build, Build" program has already begun this cycle and we are eager to see this cycle progress forward into the future.

While this is just the start of better delivery of government services, CIAP and DTI reiterate their commitment to ensure efficient and effective government service that Filipinos deserve.

Mabuhay!

Secretary



# **MESSAGE OF SUPPORT**

The construction industry is one of the major industrial sectors in the Philippines which highly contributes to the nation's development and economic growth.

Cognizant of the industry's vast contributions to nation building, the Construction Industry Authority of the Philippines (CIAP) was incepted through Presidential Decree1746 in November 1980. CIAP is mandated to promote, accelerate and regulate the growth and development of the construction industry in conformity with national goals.

CIAP together with its five (5) implementing boards namely: Philippine Contractors Accreditation Board (PCAB), Philippines Overseas Construction Board (POCB), Philippine Domestic Construction Board (PDCB), Construction Manpower Development Foundation (CMDF), and Construction Industry Arbitration Commission(CIAC) offer wide range of services essential in the development and promotion of theconstruction industry not just domestically but also internationally. Among its services are: contractors' licensing and registration, manpower development, domestic construction development, development, development, and registration development, development, and construction contractors undertaking projects outside of the country and construction contract dispute resolution.

The delivery of CIAP services is guided by Republic Act No. 11032, or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", an act essential for the speedy delivery of government services to increase our country's competitiveness. With this, our organization fully commits to the efficient and speedy delivery of services to our clients.

The CIAP Citizen's Charter envisions how a construction stakeholder can avail of theservices of licensing and registration, training, efficiency in construction and if ready to go abroad, to register and get assistance. Construction arbitration, which is built intogovernment contracts and by agreement of the parties in private contracts, is available case of disputes. Most of the services have migrated to online and virtual, even arbitration. With the use of internet technology, CIAP services are available online without going to the office.

We continue to update the CIAP's Citizen Charter Handbook which serves as the primary tool in communicating CIAP's services. The CIAP's Citizen Charter Handbook is a genuine representation of transparency in the speedy delivery of services for ourclients as well as stakeholders in the construction industry.

NOEL PATRICK S. PRUDENTE Supervising Assistant Secretary, CIAP



# **MESSAGE OF SUPPORT**

The Construction Industry Authority of the Philippines (CIAP) and its Implementing Boards believe that public service should always embrace integrity, accountability and transparency in the speedy disposition of services to its clients and the public.

There are challenges in the fight against red tape. CIAP and its Implementing Boards remain committed to adhere to good governance standards and provide services to stakeholders and the public anchored on the Philippine Construction Industry Roadmap 2020-2030's "Tatag at Tapat" battlecry.

In pursuit of transparency and guided with Republic Act No. 11032, or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", CIAP humbly created its own Citizen Charter Handbook, a comprehensive handbook that will serve as a guideline to its employees as well as to its clients and the public on CIAP services.

The CIAP Citizen's Charter Handbook is a representation of the agency's commitment to ensure that transparency remains a vital part of the agency. This Handbook, too, espouses CIAP's pledge to deliver a high standard of public service.





#### I. Mandates:

#### **Construction Industry Authority of the Philippines (CIAP)**

The CIAP was created by virtue of P.D. 1746 (as amended by E.O. 679 dated April 21, 1981 and E.O. 768 dated January 19, 1982; E.O. 1008 dated February 4, 1985; E.O. 133 dated February 27, 1987). It is mandated to promote, accelerate and regulate the growth and development of the construction industry in conformity with national goals. Itexercises jurisdiction and supervision over the following implementing arms.

#### Philippine Contractors Accreditation Board (PCAB)

Exercises regulatory power and functions of the defunct Philippine Contractors Licensing Board (PLB) created under RA 4566 (Contractors Licensing Law). Among others, it shall:

- a. Issue, suspend and revoke licenses of contractors so that only reliable and responsible contractors shall be allowed to practice in the construction industry.
- b. Evaluate and classify contractors in accordance with their specialization's and capacities so that contractors are only allowed to participate in public bidding or enter into contract with a private party to do contractual work within the field of its license.
- c. Investigate violations of the Contractor's License Law and the regulations hereunder;
- d. Adopt such relevant and necessary rules and regulations to effect the classifications of contractors in a manner consistent with established usage and procedures found in the construction business.

#### Philippine Overseas Construction Board (POCB)

POCB shall continue to exercise its power, duties and function under P.D. 1167 (Overseas Construction Incentives Decree. Among others, POCB shall:

- a. Formulate strategies and programs for developing the Philippine Overseas Construction Industry
- b. Regulate and control the participation of construction contractors in overseas construction project.

#### Philippine Domestic Construction Board (PDCB)

Created under PD 1746, it is mandated to recommend and implement policies and programs for the efficient implementation of public and private construction in the country. Among others, it shall:



- a. Formulate and recommend appropriate policies and guidelines for prequalification, bidding and contract award for public infrastructure projects;
- Monitor and evaluate information on the status of public construction project as well as on the performance and contracting capacity of contractors engaged in such
   Formulate and recommend approximate and standardized contract terms/conditions and guidelines for determining contract price adjustments in private construction;
- c. Perform such other functions as may be assigned by the Authority.

#### Construction Industry Arbitration Commission (CIAC)

Vested with original and exclusive jurisdiction over construction disputes except labor, under E.O. 1008, CIAC shall:

- a. Formulate and adopt an arbitration program for the construction industry
- b. Enunciate policies and prescribe rules and procedures for construction arbitration
- c. Supervise the arbitration program and exercise authority related thereto as regards the appointment, replacement or challenging of arbitrators

#### Construction Manpower Development Foundation (CMDF)

Created under Section 7 of P.D. 1746, CMDF shall serve as the manpower development arm of the Construction Industry Authority of the Philippines. Among others, it shall:

- a. Draw up an overall construction manpower development plan and relevant strategies
- b. Develop and implement manpower training programs for the construction industry
- c. Formulate and adopt construction skills standards and establish training and certification facilities in coordination with Technical Education Skills and Development Authority (TESDA)
- d. Recommend appropriate policies and measures to rationalize training and export of trained manpower in the construction industry in coordination with the Department of Labor and Employment (DOLE)
- e. Perform such other functions as may be assigned by the Authority



#### II. Vision 2022:

We are the central authority of the Philippine construction industry in the forefront of construction policy and program formulation, development and implementation.

#### III. Mission:

Spearhead initiatives for the growth of the construction industry, through regulation, human resource capacity building, dispute resolution and domestic and overseas program development.

#### IV. Service Pledge:

We, the Construction Industry Authority of the Philippines, commit to;

- a. Work for an environment conducive to the growth and development of the Construction Industry;
- b. Ensure that only competent and reliable contractors are allowed to engage in construction contracting;
- c. Promote Filipino capabilities and corporate export of construction and related services;
- d. Promote an environment for the effective and efficient implementation of public and private construction in the country;
- e. Provide speedy and expeditious settlement of claims/disputes arising from construction contracts;
- f. Enhance the competencies and capabilities of the human resource of the construction industry;
- g. Promote greater participator of the private sector in the formulation of the policies and resolutions of issues affecting the industry;
- h. Promote the implementation of streamlined services and procedures to expedite the delivery of our services to the internal and external clients;
- i. Continually improve our processes while upholding the value of professionalism, integrity and commitment to public service;
- j. Utilize optimally the resources and harness the fullest potential of our people adhering to the R.A. 11032 or the 'Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and
- k. Address the need of all clients or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break.



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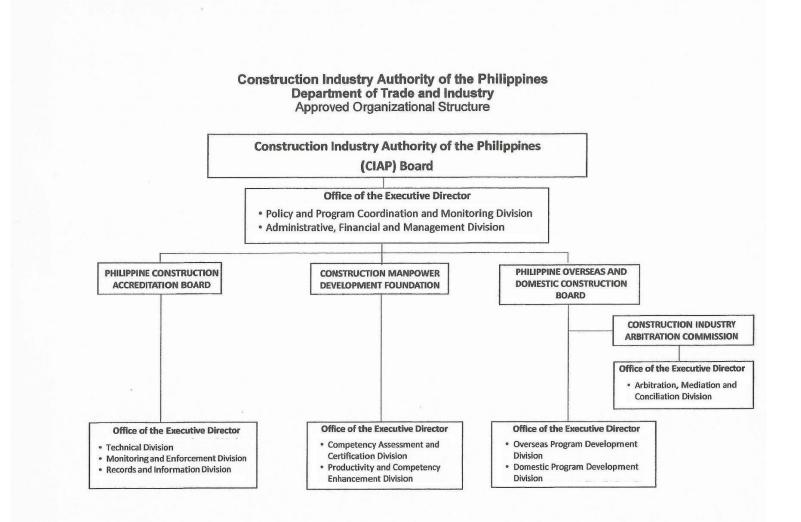


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# **Philippine Contractors Accreditation Board**

# **External Services**



### 1. Application for New Regular License (For SoleProprietorship)

Processing of applications for new regular license under R.A. 4566

Office or Division:	Philippine Contractors Accreditation Board		
Classification:	Highly Technical		
Type of	Government to Business		
Transaction:			
Who may avail:	New applicants		
	Returning delisted contractors		
	• Filipino Individuals / Sole Proprietors applying for category "E /		
	Trade", "D", "C", "B", "A", "AA" and "AAA"		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			

	Item	No. of copies	
	tegorization and Classification Table (included in et of Application Forms / Table No. PCAB-SD- 101)	None	website: ciap.dti.gov.ph
2. Duly accomplished New Regular Contractor's License Application Forms for Sole Proprietorship (Form No. PCAB-F-SVD-001a) and its Supporting Documents:			website: ciap.dti.gov.ph
A. Le	gal		
A.1.	<ul> <li>Fill-out, accomplish and notarize         <ul> <li>a) Affidavit of Attestation</li> <li>b) Integrity Pledge</li> </ul> </li> </ul>	1	Form No. PCAB-F-SVD- 001a
A.2.	<ul> <li><i>Fill-out and accomplish</i></li> <li>Contractor's General Information with valid e-mail address of the company;</li> </ul>	1	Form No. PCAB-F-SVD- 001a
<ul> <li>A.2.1 Certified copy of valid Business Name Registration Certificate registered in the name of the applicant (to prove the existence and authenticity of registration):         <ul> <li>a) Territorial scope of the business is National;</li> <li>b) Construction business is one of the activities of the company;</li> </ul> </li> </ul>		1	Department of Trade & Industry (DTI) Business Name Registration



A.2.2	2 Certificates of Employer's Membership with the following agencies: a) SSS,	1	SSS, PHILHEALTH and PAG-IBIG
	<ul><li>b) PHILHEALTH and</li><li>c) PAG-IBIG;</li></ul>		
<ul> <li>A.3. <i>Fill-out and accomplish:</i> <ul> <li>a) Authority to verify documents with Depository Bank,</li> <li>b) Authority to verify documents with BIR and</li> <li>c) Authority to verify documents with other Government Agencies;</li> </ul> </li> </ul>		2 copie s each	Form No. PCAB-F-SVD- 001a
B. Techn	ical		
B.1. <b>Fo</b>	r Authorized Managing Officer (AMO)		
B.1.1	<i>Fill-out, accomplish and notarize:</i> AMO Affidavit;	1	Form No. PCAB-F-SVD- 001a
B.1.2	2 Original NBI Clearance;	1	National Bureau of Investigation



B.1.3	AMO Certificate of Attendance of 2-day AMO Seminar (AMO should pass the examination);	1	Construction Manpower Development Foundation / PCAB Accredited Contractors Associations (schedule is posted at website: ciap.dti.gov.ph)
B.1.4	AMO Certificate of Completion of 40- hour Construction Safety and Health Seminar (COSH);	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
	<ul> <li>AMO with any of the following criteria is subject to interview by the Board Member/s:</li> <li>a) Applying for category "B", "A", "AA" or "AAA"</li> <li>b) Non-academic discipline (Educational Attainment)</li> </ul>	none	PCAB Board Members
	Sustaining Technical Employee/s (STE/s):		
B.2.1	<ul> <li>Fill-out and accomplish:</li> <li>List of Sustaining Technical Employee/s (STE/s);</li> </ul>	1	Form No. PCAB-F-SVD- 001a
B.2.2	<ul> <li>Fill-out, accomplish and notarize:</li> <li>a) Affidavit of Undertaking with copy of valid PRC ID/s;</li> <li>b) STE/s Affidavit of Construction Experience;</li> </ul>	1	Form No. PCAB-F- SVD-001a /PRC
B.2.3	•	1	National Bureau of Investigation
B.2.4	<ul> <li><i>Fill-out and accomplish</i></li> <li>STE/s Personal Appearance;</li> </ul>	1	Form No. PCAB-F-SVD- 001a
	<b>STE Certificate of Completion</b> of 40-hour Construction Safety and Health Seminar (COSH) of at least one (1) of the qualified nominated STEs;	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
C. Financ	181		



			CIAP
C.1.	For NEWLY ESTABLISHED COMPANY	1	Certified Public
	(established within the same fiscal year):		Accountant with valid
	Certified copy of Complete Audited Financial		PRC-BOA accreditation /
	Statements (AFS):		Bureau of Internal
	a) with Accompanying Auditor's Opinion		Revenue (BIR)
	Report and Auditor's Notes to Financial Statements		
	b) dated within the last six (6) months		
	immediately preceding the filing of		
	application		
	c) intended for construction contracting		
	business		
	*Duly audited and signed on every page by		
	an Independent CPA with valid PRC-BOA		
	accreditation (public practice);		
	d) Photocopy of valid CPA Certificate of BOA		
	Accreditation		
	e) Certified copy of Annual Income Tax		
	Return (ITR) or		
	Quarterly ITR certified by the BIR and proc	t	
	of payment of Income Tax paid, if		
C.2.	applicable; For EXISTING/OLD COMPANY (operational fo	r 1	Certified Public
0.2.	more than one (1) year):		Accountant with valid
	a) Certified copy of AFS for the immediately	,	PRC-BOA accreditation /
	preceding taxable year with Accompanying		BIR
	Auditor's Opinion Report, Statement of		
	Changes in Equity, Cash Flow and Auditor'		
	Notes to Financial Statements (duly file		
	with the BIR)		
	*Duly audited and signed on every page by		
	an Independent CPA with valid PRC-BOA		
	accreditation (public practice);		
	b) Photocopy of valid CPA Certificate of BC	A	
	Accreditation;		
	c) Certified copy of Annual Income Tax Return		
	(ITR) or Quarterly ITR certified by the BIF		
	and proof of payment of Income Tax paid, i	T	
	applicable;	1	



	04 16 4	e company's equity based on the AFS		
C.				
•		s below the		
		imum capital requirement of the applied		
		egory		
		Certified copy of the Quarterly ITR duly	1	BIR
	1.	filed with the BIR covering the income		
		reported in the AFS submitted and official		
		receipt evidencing payment of tax on		
		income		
		earned during the interim period, if		
	<u> </u>	applicable;		
		Original copy of Interim Audited Financial	1	Certified Public
	2.	Statements (AFS) dated within the last six		Accountant with valid
		(6) months immediately preceding the		PRC-BOA accreditation /
		filing of application with:		BIR
		a) Accompanying Auditor's Opinion		
		Report, Statement of Changes in		
		Equity, Cash Flow and Auditor's		
		Notes to Financial Statements;		
		*Duly audited and signed on every		
		page by an Independent CPA with		
		valid PRC-BOA accreditation (public		
		practice);		
		b) Photocopy of valid CPA Certificate		
		of BOA Accreditation;		
C.3.		nal documents to prove ownership of		
		stated in the AFS (C.1 or C.2 whichever		
	applicable)			
*Supporting documents proving ownership must be IN THE				
		OF THE AMO/SPOUSE/COMPANY:		
C	C.3.1 Cash in Bank: Original copy of Bank			Depository Bank/s
. Certification / Bank statement of account /		I		
passbook certified by Bank Manager of				
cash deposits as of the BALANCE SHEET				
DATE;				
C	32 Fill-	out and accomplish:	1	Form No PCAB-E-SVD-
C.	.3.2 <i>Fill</i> -	out and accomplish: List of Constructor's Real Properties;	1	Form No. PCAB-F-SVD- 001a



				CIAP
C.3.2. 1.		ROVE OWNERSHIP AND ATION OF REALPROPERTY:	1	Land Registration Authority (LRA)
		ed copy of Transfer of Certificate		
		e (TCT) including back page and		
		of Sale or Deed of Assignment or eclaration/Realty Tax Receipt of		
		IN THE NAME OF THE		
		SPOUSE/COMPANY;		
C.3.2.	Certif	ed copy of Condominium Certificate	1	Housing and Land Use
2.		e and Deed of Sale or Tax		RegulatoryBoard
		ration/Realty Tax Receipt of		
		ominium IN THE E OF THE		
		SPOUSE/COMPANY;		
C.3.2.		ed copy of Tax Declaration/Realty	1	Assessor's Office
3.		eceipt of		
		ng and Improvements IN THE		
		E OF THE SPOUSE/COMPANY;		
C.3.2.		ed copy of Lease Contract	1	Land Owner / Lessor /
4.		ement between		Lessee
	•	essor (Land Owner) and Lessee;		
		Certified copy of Tax Declaration	1	Assessor's Office
1.		of Building and Improvements IN		
C	.3.2.4.	LESSOR; Notarized contract between the	1	Lessor / Contractor
2		Lessor and		
	•	Contractor for the Cost of		
		Building and Improvements		
C.3.3 Fill-		d accomplish:	1	Form No. PCAB-F-SVD-
		of Constructor's Plants, Vehicles		001a
		Equipment reflecting their individual		
C.3.3. Certified copy by Land Transportation		1	Land Transportation Office	
		(LTO) Certificate of Registration		
		current Official Receipt of		
•		tration of Construction and/or		
		portation / Delivery Vehicles /		
		HE AMO/SPOUSE/COMPANY;		



C.( 2.	3.3. Deed of Sale or Deed of Assignment or sales invoices/official receipts of other construction equipment/machineries UNDER THE NAME OF THE AMO/SPOUSE/COMPANY;	1	Merchant / Seller				
	Independent Appraiser's Report of Plant, Properties and Equipment;	1	Issued by the Independent Appraiser				
	C.3.5 Supporting Documents for Investment whichever is applicable: a) Certificate of Shares of Stock b) Certified copy of Transfer of Certificate of Title (TCT) including back page and Deed of Sale or Tax Declaration/Realty Tax Receipt of Land IN THE NAME OF THE AMO/SPOUSE/COMPANY c) Notarized Contract Investment Agreement in Joint Venture d) Cash in Bank: Original copy of Bank Certification / Bank statement of account/passbook certified by Bank Manager of cash deposits as of the BALANCE		Securities and Exchange Commission / LRA / Issued by the Company / Depository Bank/s				
C.3.6	SHEET DATE;         C.3.6       Fill-out and accomplish:         .       • Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth;		Form No. PCAB-F-SVD- 001a				
	· · ·		Issued by the Company / Form No.PCAB-F-SVD- 001a				
C.3.8	Appropriate documents in support of <b>Other</b> <b>Assets</b> stated in the AFS (C.1 or C.2 whichever applicable); *Supporting documents proving ownership must be IN THE NAME OF THE AMO/SPOUSE/COMPANY	1	Various Sources				



C.	C.3.9 The Board, however, may require documents other than those listed above to fully ascertain the financial qualification of the applicant;		Various Sources
D. Ot	hers		
D.1.	Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-
	<ul> <li>Authorized Representatives Affidavit;</li> </ul>		001a
D.2.	Original signature (preferably with blue ink) of	none	Authorized Managing
	AMO on <u>each</u>		Officer(AMO)
	and every page of the application forms		· ·
	including supporting documents;		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
STEP 1 (Download a	nd Accomplish)			
1.1. Download whole set of application forms (Form No. PCAB-F- SVD-001a) at CIAP website (ciap.dti.gov.ph)	1.1. Upload the latest set of application forms at CIAP website	None	None	IT Staff / Helpde sk
1.2. Accomplish each form	1.2 None			
STEP 2 (Submission				·
2.1. (Option 1) Proceed to PCAB office, sign in the Client Log Form in the office lobby and get a queuing number for Pre- screening (Counter 2 or 3)	2.1. Issue a queuing number tothe client upon signing in.	None	3 minutes	Guard on duty
2.2. (Option 2) Proceed to CIAP Window and sign in the Client Log Form in the office lobby	2.2. Proceed to Step 3	None	3 minutes	Guard on duty
STEP 3 (Prescreenin	g)			



				CIAP
3.1. Submit duly accomplished application forms with supporting documents as specifically stated in the checklist fastened in a regular legal size folder. *For purposes of this Citizens Charter, PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document). Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall	3.1. Pre-screen / check submitted documents for completeness. *If the application is found <u>incomplete</u> , the application folder shall be returned to the client for completion and compliance.	None	1 day from entering the PCAB / CIAP Window 30 mins from receipt of application for pre-screening and STE interview takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	Pre- screener / CIAP Window Staff



		1		UIAF
be deemed incomplete and deficient ab initio.				
3.2. Personal appearance of newly nominated Sustaining Technical Employee/s (STE/s), <b>if any</b>	3.2. Verify the record of STE/s in the database for employment status with other firm.	None		
	*Upon completion of this step, the application folder shall be returned to the clienttogether with the Order of Payment			
STEP 4 (Payment)		-		
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> <b>Landbank</b>	4.1. Review order payment	See License Fee Structure (New Regular License	10 minutes	Accounting Staff
Electronic Payment Portal (EPP		Application		



guidelines is				
posted at				
website:				
ciap.dti.gov.ph				
)				
4.2 Make payment	4.2. Receive payment			Cashier /
through cashier	or proof of payment			CIAP
or Landbank	through Landbank			Window
Electronic	EPP and issue Official			Cashier
Payment Portal.	Receipt			/ Landbank
	Official Reference Numb	er)		
5.1. Return to the	5.1. Receive application	None	5 minutes	Pre-screener
Pre-screening	folder		• • • • • • • • • • • • • • • • • • • •	/
(Counter 2 or 3) after				, Issuance of
payment of	reference			
legal (upfront) fees	number			Reference
with corresponding				
official reference				Number Staff
number				
5.2. Provide courier	5.2. Receive courier	Fees are	5 minutes	Pre-screener
prepaid pouch	prepaid	1000 010	o minuco	/
addressed to the	pouch for license mailing	provided		, Issuance of
company for mailing		by		
of license certificate		the courier		Reference
(optional)				Reference
(optional)				Number Staff
5.3. Refer to Step 1	5.3. Send application	None	1 business day	CIAP Window
to 4 if application	folder to	None	r business uay	Staff
is filed at CIAP	PCAB Main office			Otan
Window	T CAD Main onice			
VIIIdow			*delay in the	
			delivery of the	
			courier may affect the	
			processing	
			days of the	
STED 6 /Evoluction	AMO Interview and Licen	CO Dronorot	application	
	AMO Interview and Licen			Franding
6.1. Verify result of	6.1. Receive application	None		Encoding
Board Action via e-	folderand encode at the			Staff
mail, landline,	database			
helpdesk or website:				
ciap.dti.gov.ph				



6.2 None	<ul> <li>6.2. Prepare Technical and Financial Evaluation Report.</li> <li>*If not qualified, a notice of downgrading /</li> </ul>	None	18 business days *If AMO is	Technic al / Financi al Evaluator
	disapproval will be sent to the client via e- mail.		subject for Board interview, a notice of	
6.3 None	6.3. Recommendation for approval of the Board	None	scheduleand extension of processing will be sent to the applicant	Division Chief / Executive Director / Board Members
6.4 None	6.4. AMO Interview	None		Board Member/s
6.5 None	6.5. Prepare and print License Certificate	None		License Printing Staff
6.6 None	6.6. Inform client of back fees, if any	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Releas	e of License Certificate)			



<ul> <li>7.1. (Option 1) Claim license certificate at PCAB Office: <ul> <li>a) Bring valid ID</li> <li>(Authorized</li> <li>Representativ</li> <li>e/s or AMO)</li> <li>and the</li> <li>Official</li> <li>Receipt</li> </ul> </li> <li>b) Sign in the Client Log Form in the office lobby</li> <li>c) Get a queuing number for Releasing (Counter 1)</li> <li>7.2. (Option 2) Claim license certificate at CIAP Window: <ul> <li>a) Sign in the Client Log Form in the</li> </ul> </li> </ul>	<ul> <li>7.1. Check the pool of Authorized Representatives: <ul> <li>a) If nominated, release the license certificate and then create log</li> <li>b) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011</li> </ul> </li> <li>7.2. Check the pool of Authorized Representatives. <ul> <li>a) If nominated, release the license certificate</li> </ul> </li> </ul>	None	1 business day *If AMO is subject for Board interview, a notice of scheduleand extension of processing will be sent to the applicant	Releasing Staff /CIAP Window Staff
b) Approach the CIAP Window Staff	log b) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	Nono		
7.3. (Option 3) Wait for the	7.3. Mail the license certificate via courier	None		
mailedlicense	pouch provided by			
via courier	the client (Step 5.2)			
TOTAL PROCESSING DAYS: 20 Business Days (From Payment of Fees and Acceptance of COMPLETE Application to Release of License which shall not include the number of days for AMO interview. Accordingly, it should be understood that the AMO interview is scheduled upon the availability of the Board Members)				



Licensir	Licensing Fee Structure: New Regular License Application							
		С	ategory					
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Classification Fee								
Principal	4,800	4,800	2,400	480	240	144	48	nil
Other/s (chargeable 2,400 2,400 1,200 240 120 72 for each classification)						24	nil	
Categorization Fee	150,00 0	43,200	21,600	7,200	4,800	2,400	1,200	nil
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total (P) 158,54 51,742 26,542 9,262 6,502 3,958 2,614 1,342 2								
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check payable to "CIAP" / Online payment via Landbank E-Payment Portal (visit ciap.dti.gov.ph for more information)								



### 2. Application for New Regular License (For Corporation or Partnership)

Processing of applications for new regular license under R.A. 4566

Office or Division:	Philippine Contractors Accreditation Board				
Classification:	Highly Technical				
Type of Transaction:	Government to Business				
Who may avail:	New applicants				
	Returning delisted contractors				
	Corporation or Partnership with at least 60% Filipino equity				
	applying for category "E / Trade", "D", "C", "B", "A", "AA" and "AAA"				

#### CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

lte m	No. of copies	
1. Categorization and Classification Table (included in the set of	None	website: ciap.dti.gov.ph
Application Forms / Table No. PCAB-SD-INQ-001)		
2. Duly accomplished New Regular Contractor's License	1	website: ciap.dti.gov.ph
Application Forms for Corporation or Partnership (Form	set	
No. PCAB-F-SVD-001b) and its		
Supporting Documents:		
A. Legal		
A.1. Fill-out, accomplish and notarize	1	Form No. PCAB-F-SVD-
c) Affidavit of Attestation		001b
d) Integrity Pledge		
A.2. <i>Fill-out and accomplish</i> • Contractor's General Information with valid	1	Form No. PCAB-F-SVD-
		001b
e-mail address of the company;A.2.1Certified copy of valid SEC Certificate of	1	Securities and
. Registration (toprove the existence and	set	Exchange
authenticity of registration):	301	Commission
c) Articles of Partnership/Incorporation		(SEC)
and By-Laws with <b>Construction works</b>		(020)
as one of the purposes and		
d) subsequent amendments thereto, if any		
A.2.2 Certificates of Employer's Membership	1	SSS, PHILHEALTH and
with the following agencies:		PAG-IBIG
d) SSS,		
e) PHILHEALTH and		
f) PAG-IBIG;		
A.3. For CORPORATION with FOREIGN		



sha	areholders:		
A.3.1	Original Secretary's Certification as to the present composition of the company's Shareholdings and Board of Directors showing the names, nationalities, shareholdings of Stockholders and Directors;	1	Issued by the Corporate Secretary
A.3.2	Certified copy of latest General Information Sheet duly filed with SEC showing the names of stockholders and directors, nationality and shareholdings;	1	SEC
	*Shares of stocks and number of seats in the Board shall in NO case be occupied by foreigners exceeding 40% EXCEPT for applicants applying for regular license with annotation or Quadruple "A";		



A.4.	Fill-ou	t and accomplish:	2	Form No. PCAB-F-SVD-
<b>A.4</b> .		Authority to verify documents with	copie	001b
		Depository Bank,	S	0015
		Authority to verify documents with BIR and	each	
		Authority to verify documents with	Cuon	
		other Government Agencies;		
B. Tec				
		thorized Managing Officer (AMO)		
		I-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-
		a) AMO Affidavit and		001b
		b) Corporate Secretary's Certification;		
В.	1.2 Ori	ginal NBI Clearance;	1	National Bureau of
				Investigation
В.	1.3 AN	IO Certificate of Attendance of 2-day	1	Construction
	AM	10 Seminar (AMO should pass the		Manpower
	exa	amination);		Development
				Foundation / PCAB
				Accredited
				Contractors
				Associations (schedule i
				posted at website:
				ciap.dti.gov.ph)
В.	1.4 <b>AN</b>	10 Certificate of Completion of 40-	1	Construction Manpower
	ho	ur Construction Safety and Health		Development
	Se	minar (COSH);		Foundation / DOLE
				Accredited Safety
				Training
				Organization
В.	1.5 <b>If /</b>	AMO is NOT the President:		
	B.1.5		1	Issued by the Corporate
	1.	responsibilities specifically indicating the		Board
		following:		
		a) authority to sign checks and		
		other financial documents;		
		b) authority to hire and fire		
		employees;		
		c) authority to approve, negotiate		
		and sign contracts;		
		d) authority and capability to commit		
		and answerfor the corporation;		
		and 32   Page		



	<ul> <li>e) oversee all contracts of the company;</li> </ul>		
B.1.6 For	FOREIGN AMO (in addition to B.1):		
B.1.6. 1.	<ul> <li>a) Original NBI Clearance if resided in the Philippines for six (6) months or longer or</li> <li>b) Equivalent clearance from AMO's home country duly authenticated by the Philippine Embassy;</li> </ul>	1	National Bureau of Investigation / Philippine Embassy
B.1.6. 2.	Valid Working Visa;	1	Bureau of Immigration
B.1.6. 3.	Valid Alien Certificate of Registration;	1	Bureau of Immigration
B.1.7 AMO . subj	<ul> <li>D with any of the following criteria is ject to interviewby the Board Member/s:</li> <li>Applying for category "B", "A", "AA", "AAA" or "AAAA"</li> <li>Non-academic discipline (Educational Attainment)</li> <li>Foreign AMO</li> <li>Company with Foreign Equity Participation</li> </ul>	none	PCAB Board Members
B.2. For Sus	taining Technical Employee/s (STE/s)		
	<ul> <li>out and accomplish:</li> <li>List of Sustaining Technical Employee/s (STE/s);</li> </ul>	1	Form No. PCAB-F-SVD- 001b
	<ul> <li>out, accomplish and notarize:</li> <li>Affidavit of Undertaking with copy of valid PRC ID/s;</li> <li>STE/s Affidavit of Construction Experience;</li> </ul>	1	Form No. PCAB-F-SVD- 001b / Professional Regulation Commission (PRC)
B.2.3 Orig	inal NBI Clearance/s;	1	National Bureau of Investigation
B.2.4 <b>Fill</b> -	out and accomplish	1	Form No. PCAB-F-SVD- 001b



	STE/s Personal Appearance;		
	<b>STE Certificate of Completion</b> of 40-hour Construction Safety and Health Seminar (COSH) of at least one (1) of the qualified nominated STEs;	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
C. Financ			
(es Ce	<ul> <li>r NEWLY ESTABLISHED COMPANY</li> <li>stablished within the same fiscal year):</li> <li>stified copy of Complete Audited Financial</li> <li>atements (AFS): <ul> <li>a) with Accompanying Auditor's Opinion</li> <li>Report and Auditor's Notes to Financial</li> <li>Statements</li> </ul> </li> <li>b) dated within the last six (6) months <ul> <li>immediately preceding the filing of</li> <li>application</li> </ul> </li> <li>*Duly audited and signed on every page by <ul> <li>an Independent CPA with valid PRC-BOA</li> <li>accreditation (public practice);</li> <li>c) Photocopy of valid CPA Certificate of BOA</li> <li>Accreditation (public practice)</li> <li>d) Certified copy of Annual Income Tax Return</li> </ul></li></ul>	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
	(ITR) or Quarterly ITR certified by the BIR and proof of payment of Income Tax paid, if		
C.2. <b>Fo</b>	applicable; r EXISTING/OLD COMPANY (operational for	1	Certified Public
	<ul> <li>b) Certified copy of AFS for the immediately preceding taxable year with Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes to Financial Statements (duly filed with the BIR)</li> </ul>	1	Accountant with valid PRC-BOA accreditation / BIR
	*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);		
	c) Photocopy of valid CPA Certificate of BOA Accreditation		
	d) Certified copy of Annual Income Tax Return (ITR) or Quarterly ITR certified by 34 I Page		



		the BIR and proof of payment of Income Tax paid <b>, if applicable</b> ;		
C.		ne company's equity based on the AFS s below the		
•		imum capital requirement of the applied		
		egory		
	C.2.1. 1.	Certified copy of the Quarterly ITR duly filed with the BIR covering the income reported in the AFS submitted and official receipt evidencing payment of tax on income earned during the interim period, if	1	BIR
	C.2.1. 2.	<ul> <li>applicable;</li> <li>Original copy of Interim Audited Financial Statements (AFS) dated within the last six</li> <li>(6) months immediately preceding the filing of application with: <ul> <li>a) Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes to Financial Statements;</li> </ul> </li> </ul>	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
		*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice); b) Photocopy of valid CPA Certificate		
	•	of BOA Accreditation;		
C.3.	assets applica *Suppo	nal documents to prove ownership of stated in theAFS (C.1 or C.2 whichever able) orting documents proving ownership oe IN THENAME OF THE COMPANY:		



	h in Bank: Original copy of Bank	1	Depository Bank/s
	tification / Bank ement of account / passbook certified by		
	k Manager of cash deposits as of the		
BAL	ANCE ŠHEET DATE;		
C.3.2. <i>Fill-</i>	out and accomplish:	1	Form No. PCAB-F-SVD-
	List of Constructor's Real Properties;		001b
C.3.2. 1.	TO PROVE OWNERSHIP AND VALUATION OF REAL PROPERTY:	1	Land Registration Authority (LRA)
	Certified copy of Transfer of Certificate of Title (TCT) including back page and Deed of Sale or Deed of Assignment or Tax Declaration/Realty Tax Receipt of Land IN THE NAME OF THE COMPANY;		
C.3.2. 2.	Certified copy of Condominium Certificate of Title and Deed of Sale or Tax Declaration/Realty Tax Receipt of	1	Housing and Land Use RegulatoryBoard (HLURB)
	Condominium IN THE NAME OF THE COMPANY;		
C.3.2.		1	Assessor's Office
3.	Tax Receipt of Building and Improvements IN THE		
	NAME OF THE COMPANY;		
C.3.2.	Certified copy of Lease Contract	1	Land Owner / Lessor /
4.	Agreement between		Lessee
	the Lessor (Land Owner) and Lessee;		
C 1.	.3.2.4. Certified copy of Tax Declaration of Building and Improvements IN THE NAME OF THE LESSOR;	1	Assessor's Office
	C.3.2.4. Notarized contract between the 2. Lessor and Contractor for the Cost of Building and Improvements		Lessor / Contractor
C.3.3. Fill-	out and accomplish:	1	Form No. PCAB-F-SVD-
•	<ul> <li>List of Constructor's Plants, Vehicles and Equipment reflecting their individual cost and net book value;</li> </ul>		001b
C.3.3.			Land Transportation Office
1.	Office (LTO) Certificate of Registration	1	
	and Current Official Receipt of		
	Registration of Construction and/or		
	Transportation / Delivery Vehicles / 36   Page		



				OTAT
		Equipment reported IN THE NAME OF THE COMPANY;		
C 2.	.3.3.	Deed of Sale or Deed of Assignment or sales invoices/official receipts of other construction equipment/machineries UNDER THE NAME OF THE COMPANY;		Merchant / Seller
C.3.4.	Pro	ependent Appraiser's Report of Plant, perties and ipment;	1	Issued by the Independent Appraiser
C.3.5.	Sup whic f	porting Documents for Investment chever is applicable: ) Certificate of Shares of Stock	1	SEC / LRA / Issued by the Company / Depository Bank/s
C.3.6.	Fill-	<ul> <li>Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth;</li> </ul>	1	Form No. PCAB-F-SVD- 001b



C.:	C.3.7 Construction in Progress if the amount exceeds 10% of the Net Worth: Statement of Annual Value of Work Accomplished/On- going as of the Balance Sheet Date;		Issued by the Company / Form No.PCAB-F-SVD- 001b
C.:	C.3.8 Appropriate documents in support of Other Assets stated in the AFS (C.1 or C.2 whichever applicable); *Supporting documents proving ownership must be INTHE NAME OF THE COMPANY		Various Sources
C.:	C.3.9 The Board, however, may require documents other than those listed above to fully ascertain the financial qualification of the applicant;		Various Sources
D. Oth	ners		
D.1.	D.1. <i>Fill-out, accomplish and notarize:</i> • Authorized Representatives Affidavit;		Form No. PCAB-F-SVD- 001b
D.2.			Authorized Managing Officer (AMO)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
STEP 1 (Download a	nd Accomplish)			
1.1. Download	1.1. Upload the	None	None	IT Staff /
whole set of	latest set of			Helpdesk
application forms	application			
(Form No. PCAB-	forms			
F-SVD-001b)	at			
at CIAP website	CIAP			
(ciap.dti.gov.ph)	website			
1.2. Accomplish each	1.2 None			
form				
STEP 2 (Submission	1	1	1	1
2.1. (Option 1)	2.1. Issue a	None	3 minutes	Guard on duty
Proceed to PCAB	queuing number			
office, sign in the	to the client upon			
Client Log Form	signing in.			
in the office lobby				
and get a queuing				
number for Pre-				
screening				
(Counter 2 or 3)				
2.2. (Option 2)	2.2. Proceed to	None	3 minutes	Guard on duty
Proceed to CIAP	Step 3			
Window and				
sign in the Client				
Log				
Form in the office				
lobby	、 、			
STEP 3 (Prescreenin	ig)			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
3.1. Submit duly	3.1. Pre-	None	1 day from	Pre-screener /
accomplished	screen /		enteringthe	CIAP Window
application forms	check		PCAB / CIAP	Staff
with supporting	submitted		Window	
documents as	documents			
specifically stated in	for		30 mins from	
the checklist	completene		receipt of	
fastened in a	SS.		application for	
regular legal size	55.		pre-screening	
folder.	*If the		pre-screening	
			*nro corooning	
*Ear nurnages of	application is found		*pre-screening and STE	
*For purposes of				
this Citizens	incomplete, the		interview	
Charter,	application		takes only	
PRESCREENING	folder shall be		about 30	
shall mean the	returned to the		minutes	
initial assessment	client for		however the	
and inspection of	completion and		queuing and	
the completeness	compliance.		line up for the	
of the application.			service may	
The very purpose			take the whole	
of which is to			day	
check whether			depending on	
the application			the number of	
contains all the			applicants and	
necessary			STE/s present	
documents as			in PCAB that	
indicated and				
stated in the			day.	
checklist (without				
looking into what				
is contained in				
each document).				
Pursuant to the				
ARTA Law and				
EODB Law, PCAB				
shall NOT				
ACCEPT				
incomplete				
•				
applications				
wanting of		40   Page		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
required documents. Accordingly, such applications shall be deemed incomplete and deficient ab initio.				
3.2. Personal appearance of newly nominated Sustaining Technical Employee/s (STE/s), <b>if any</b>	3.2. Verify the record of STE/s in the database for employment status with other firm.	None		
	*Upon completion of this step, the application folder shall be returned to the client together with the Order of Payment			
STEP 4 (Payment)				
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> Landbank	4.1. Review order payment	See License Fee Structure (New Regular	10 minutes	Accounting Staff



Electronic		License		
Payment Portal		Applicati		
(EPP guidelines		on)		
is posted at website:				
ciap.dti.gov.ph)				
	4.2. Receive payment			Cashier /
4.2 Make	or proof of payment			CIAP
payment through cashieror	through Landbank			Window
Landbank	EPP and issue Official			Cashier
Electronic	Receipt			/ Landbank
Payment Portal.	·			
	Official Reference Numb	er)		
5.1. Return to the	5.1. Receive application	None	5 minutes	Pre-screene
Pre-screening	folder			/
(Counter 2 or 3) after	and issue official			Issuance of
payment of	reference			
legal (upfront) fees	number			Reference
with corresponding				
official reference				Number Stat
number 5.2. Provide courier	5.2. Receive courier	Fees are	5 minutes	Dra aaraana
prepaid pouch	prepaid	rees ale	5 minutes	Pre-screene
addressed to the	pouch for license mailing	provided		/ Issuance of
company for mailing	podon for noenice maning	by		
of license certificate		the courier		Reference
(optional)				
				Number Staf
5.3. Refer to Step 1	5.3. Send application	None	1 business day	CIAP Windov
to 4 if application	folder to			Staff
is filed at CIAP	PCAB Main office			
Window				
			*delay in the	
			delivery of the	
			courier may affect	
			anect	
			the proposing	
			the processing	
			days of the	
STEP 6 (Evaluation.	AMO Interview and Licen	se Preparat	days of the application	
	AMO Interview and Licen 6.1. Receive application	se Preparat	days of the application	Encodina
<b>STEP 6 (Evaluation,</b> 6.1. Verify result of Board Action via e-	<b>AMO Interview and Licen</b> 6.1. Receive application folderand encode at the		days of the application	Encoding Staff



	1	1		1
helpdesk or website:				
ciap.dti.gov.ph				
6.2 None	<ul> <li>6.2. Prepare Technical and Financial Evaluation Report.</li> <li>*If not qualified, a notice of downgrading / disapproval will be sent to the client via</li> </ul>	None	18 business days *If AMO is subject for Board	Technic al / Financi al Evaluat or
6.3 None	e-mail. 6.3.	None	interview, a	Division
6.3 None	Recommendation	None	notice of scheduleand	Chief / Executive
	for approval of the Board		extension of	Director /
	Doard		processing will	Board
			be sent to the	Members
6.4 None	6.4. AMO Interview	None	<ul> <li>applicant</li> </ul>	Board Member/s
6.5 None	6.5. Prepare and print	None		License
	License			Printing
	Certificate			Staff
6.6 None	6.6. Inform client of	None		Helpdesk
	back fees, ifany			Staff /
				CIAP Window
				Staff
STED 7 (Poloasa of I	iconco Cortificato)	1		Sidli
STEP 7 (Release of I				



T (Option 1) Claim	z. Chook the zeel of	Nana		[]			
7.1. (Option 1) Claim	7.1. Check the pool of	None					
license certificate at	Authorized						
PCAB Office:	Representatives:						
d) Bring valid ID	c) If nominated,						
(Authorized	release the						
Representativ	license certificate						
e/s or AMO)	and then create		1 business				
and the	log		day				
Official	d) If not		day				
Receipt	nominated,			Delegaing			
e) Sign in the	inform the client		*If AMO is	Releasing			
Client Log	to comply PCAB			Staff /CIAP			
Form in the	Board		subject for Board	Window			
office lobby	Resolution 515,			Staff			
f) Get a queuing	series of 2011		interview, a				
number for			notice of				
Releasing			scheduleand				
(Counter 1)			extension of				
7.2. (Option 2) Claim	7.2. Check the pool of	None	processing will be sent to the				
license certificate at	Authorized						
CIAP Window:	Representatives.		applicant				
c) Sign in the	c) If nominated,						
Client Log	release the						
Form in the	license certificate						
office lobby	and then create						
d) Approach	log						
the CIAP	d) If not						
Window	nominated,						
Staff	inform the client						
	to comply PCAB						
	Board						
	Resolution 515.						
	series of 2011						
7.3. (Option 3)	7.3. Mail the license	None	1				
Wait for the	certificate via courier						
mailedlicense	pouch provided by						
via courier	the client (Step 5.2)						
	TOTAL PROCESSING DA	YS: 20 Busi	iness Davs	<u> </u>			
			•	ation			
	(From Payment of Fees and Acceptance of COMPLETE Application to Release of Licensewhich shall not include the number of days for AMO						
interview. Accordingly, it should be understood that the AMO interview is							
scheduled upon the availability of the Board Members)							



Licensing Fee Structure: New Regular License Application								
		Category						
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Classification Fee								
Principal	4,800	4,800	2,400	480	240	144	48	nil
Other/s (chargeable for each classification)	2,400	2,400	1,200	240	120	72	24	nil
Categorization Fee	150,00 0	43,200	21,600	7,200	4,800	2,400	1,200	nil
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total ( <del>P</del> )	158,54 2	51,742	26,542	9,262	6,502	3,958	2,614	1,342
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check payable to "CIAP" / Online payment via Landbank E-Payment Portal (visit ciap.dti.gov.ph for more information)								



## 3. Application for Renewal of Regular License (For Sole Proprietorship)

Processing of application for renewal of regular license certificate

Office or Division:	Philippine Contractors Accreditation Board		
Classification:	Highly Technical		
Type of Transaction:	Government to Business		
Who may avail:	PCAB Licensed Contractors		
CHECKLIST OF REQUIREMENTS WHERE TO SECUR			

	14 -	No. of	
	lte	copies	
	m	•	
	tegorization and Classification Table (included in	None	website: ciap.dti.gov.ph
the s			
	ication Forms / Table No. PCAB-SD-INQ-001)		
	ly accomplished Renewal of Regular Contractor's	1	website: ciap.dti.gov.ph
	se Application Forms for Sole Proprietorship (Form	set	
No. F	CAB-F-SVD-002a) and its Supporting		
Docu	ments:		
A. Le	gal		
A.1.	Letter request to restore license, if applicable;	1	Issued by the Authorized
			Managing
			Officer
A.2.	Fill-out, accomplish and notarize	1	Form No. PCAB-F-SVD-
	e) Affidavit of Attestation		002a
	f) Integrity Pledge		
A.3.	Fill-out and accomplish	1	Form No. PCAB-F-SVD-
	Contractor's General Information with valid		002a
	e-mail address of the company;		
A.4.	Fill-out and accomplish:	2	Form No. PCAB-F-SVD-
	g) Authority to verify documents with	copie	002a
	Depository Bank,	S	
	h) Authority to verify documents with BIR and	each	
	i) Authority to verify documents with		
	other Government Agencies;		
B. Ex	perience of the Firm		
B.1.	Statement of Annual Value of Work	1	Form No. PCAB-F-SVD-
	Accomplished/On-going as of the Balance Sheet	-	002a
	Date for the year immediately preceding the filing		
	of application		
L		1	



C. Technical			
C.1. For Su	ustaining Technical Employee/s (STE/s):		
C.1.1 <i>Fi</i>	Il-out and accomplish:	1	Form No. PCAB-F-SVD-
	<ul> <li>List of Sustaining Technical Employee/s (STE/s);</li> </ul>		002a
C.1.2 Fc	or NEWLY nominated STE/s:		
C.1.2. 1.	<ul> <li><i>Fill-out, accomplish and notarize</i>:</li> <li>a) Affidavit of Undertaking with copy of valid PRCID/s;</li> <li>b) STE/s Affidavit of Construction Experience;</li> </ul>	1	Form No. PCAB-F-SVD- 002a / Professional Regulation Commission (PRC)
C.1.2. 2.	Original NBI Clearance/s;	1	National Bureau of Investigation
C.1.2.	.2. Fill-out and accomplish		Form No. PCAB-F-SVD-
3.	<ul> <li>STE/s Personal Appearance;</li> </ul>		002a
C.1.2.	STE Certificate of Completion of 40-	1	Construction
4.	hour Construction Safety and Health		Manpower
	Seminar (COSH) of atleast one (1) of		Development
	the qualified nominated STEs;		Foundation /



				DOLE Accredited Safety TrainingOrganization
C.	C.1.3 <b>Fo</b>	PREVIOUSLY nominated STE/s:		
	1.	Affidavit of Undertaking with copy of valid PRC ID/s;	1	Form No. PCAB-F-SVD- 002a / PRC
	C.1.3. 2.	For STE/s below 60 years old: Copy of the pertinent page of latest SSS Collection List Details reflecting the name/s of the nominated STE/s for the three (3) months immediately preceding the filing of application	1	SSS
	C.1.3. 3.	For STE/s 60 years old and above: BIR 1604 CF / Alphabetical List of Employees/Payees from Whom Taxes Were Withheld filed with the BIR	1	Bureau of Internal Revenue (BIR)
D. Fir	nancial			
D.1.	(ITR) fil Income	d copy of the Annual Income Tax Return ed with theBIR and proof of payment of Tax paid for the taxable year ately preceding the filing of renewal tion;	1	BIR
D.2.	(AFS) fo a) / S a (	d copy of Audited Financial Statements or the preceding taxable year with: Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes to Financial Statements duly filed with the BIR)	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
	an l acc	ly audited and signed on every page by ndependentCPA with valid PRC-BOA reditation (public practice);		
	,	Photocopy of valid CPA Certificate of BOA Accreditation;		
		e: Pursuant to Board Resolution No. 376, 014 on the staggered and early filing as ed:		
		<ul> <li>Contractors filing their renewal application on or before April 15 may use the previously submitted AFS. If</li> </ul>		



			CIAP
	the renewal application is filed after April 15, the contractor shall submit the required Annual ITR and AFS duly filed with the BIR for preceding taxable year;		
	<ul> <li>Submission of the required ITR and AFS duly filed with the BIR for preceding taxable year can be done on or before the release of the renewed license certificate;</li> </ul>		
	<ul> <li>Should the contractor failed to meet the qualification requirement based on the current AFS for its present category, the license category shall be downgraded to the next lower sustainable category;</li> </ul>		
	<ul> <li>Contractors filing their renewal applications beyond the assigned filing schedule shall be assessed an Additional Processing Fee (APF) of Php 5,000;</li> </ul>		
	<ul> <li>If the renewal application is filed after June 30, an Additional License Fee (ALF) of Php 5,000 will also be imposed;</li> </ul>		
D.3.	<ul> <li>Fill-out and accomplish:</li> <li>Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth;</li> </ul>	1	Form No. PCAB-F-SVD- 002a



E. Ot	hers		
E.1.	Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-
	<ul> <li>Authorized Representatives Affidavit;</li> </ul>		002a
E.2.	Original signature (preferably with blue ink) of	n/a	Authorized Managing
	AMO on <u>each</u>		Officer (AMO)
	and every page of the application forms		
	including supporting documents;		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
STEP 1 (Download a				
1.1. Download whole set of application forms (Form No. PCAB-F- SVD-002a) at CIAP website (ciap.dti.gov.ph)	1.1. Upload the latest set of application forms at CIAP website	None	None	IT Staff / Helpde sk
1.2. Accomplish each form				
STEP 2 (Submission	)			
2.1. (Option 1) Proceed to PCAB office, sign in the Client Log Form in the office lobby and get a queuing number for Pre- screening (Counter 2 or 3)	2.1. Issue a queuing number tothe client upon signing in.	None	3 minutes	Guard on duty
2.2. (Option 2) Proceed to CIAP Window and sign in the Client Log Form in the office lobby	2.2. Proceed to Step 3	None	3 minutes	Guard on duty
STEP 3 (Prescreenin	g)			



				CIAP
<ul> <li>3.1. Submit duly accomplished application forms with supporting documents as specifically stated in the checklist fastened in a regular legal size folder.</li> <li>*For purposes of this Citizens Charter, PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document).</li> <li>Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall</li> </ul>	3.1. Pre-screen / check submitted documents for completeness. *If the application is found <u>incomplete</u> , the application folder shall be returned to the client for completion and compliance.	None	1 day from entering the PCAB / CIAP Window 30 mins from receipt of application for pre-screening and STE interview takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	Pre- screener / CIAP Window Staff



			T
be deemed incomplete and deficient ab initio.			
3.2. Personal appearance of newlynominated Sustaining Technical Employee/s (STE/s), <b>if any</b>	3.2. Verify the record of STE/s in the database for employment status with other firm.	None	
	*Upon completion of this step, the application folder shall be returned to the clienttogether with the Order of Payment		



STEP 4 (Payment)				
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> <b>Landbank</b> <b>Electronic</b> <b>Payment Portal</b> (EPP guidelines is posted at website: ciap.dti.gov.ph)	4.1. Review order payment	See License Fee Structure (Renewal of Regular License Applicatio n)	10 minutes	Accounting Staff
4.2 Make payment through cashieror Landbank Electronic Payment Portal.	4.2. Receive payment or proof of payment through Landbank EPP issue Official Receipt Official Reference Numb	or)		Cashier / CIAP Window Cashier / Landbank
5.1. Return to the		er) None	5 minutes	Dra aaraanar
Pre-screening (Counter 2 or 3) after payment of	5.1. Receive application folder and issue official reference	NONE		Pre-screener / Issuance of
legal (upfront) fees with corresponding official reference number	number			Reference Number Staff
5.2. Provide courier prepaid pouch addressed to the company for mailing of license certificate (optional)	5.2. Receive courier prepaid pouch for license mailing	Fees are provided by the courier	5 minutes	Pre-screener / Issuance of Reference Number Staff
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day	CIAP Window Staff



			delivery of the courier may affect the processing days of the application	
6.1. Verify result of	and License Preparation) 6.1. Receive application	None		Encoding
Board Action via e- mail, landline, helpdesk or website: ciap.dti.gov.ph	folderand encode at the database	None		Staff
6.2 None	<ul> <li>6.2. Prepare Technical and Financial Evaluation Report.</li> <li>*If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.</li> </ul>	None	18 business days	Technic al / Financi al Evaluator
6.3 None	6.3. Recommendation for approval of the Board	None		Division Chief / Executive Director / Board Members
6.4 None	6.4. Prepare and print License Certificate	None		License Printing Staff
6.5 None	6.5. Inform client of back fees, if any License Certificate)	None		Helpdesk Staff /CIAP Window Staff



7.1. (Option 1) Claim license certificateat PCAB Office:       7.1. Check the pool of Authorized Representatives:       None         9) Bring valid ID (Authorized Representative):       e) If nominated, release the license certificate and the Official       nominated, inform the client to comply PCAB       1 business day       Releasing Staff /CLAP         h) Sign in the Client Log form in the office lobby       inform the client to comply PCAB       1 business day       Releasing Staff /CLAP         nominated, office lobby       7.2. Check the pool of Releasing (Counter 1)       None       None         7.2. (Option 2) Claim ficense certificateat       7.2. Check the pool of Authorized       None         Porm in the office lobby       e) If nominated, release the client Log number for Releasing       None         r.2. (Option 2) Claim ficense certificateat       7.2. Check the pool of Authorized       None         e) Sign in the client Log Form in the dicense certificate office lobby       e) If nominated, release the license certificate and then create       None         n) Approach the CLAP       n) If not nominated, Resolution 515, series of 2011       None         7.3. (Option 3)       7.3. Mail the license of 2011       None					
PCAB Office:       Representatives:       Persentatives:       Perse		•	None		
g)Bring valid ID (Authorized Representativ e/s or AMO) and then create and the log Officialif not nominated, nominated, inform the client client Log to comply PCAB board office lobby remained fice lobby Resolution 515, i)1 business dayReleasing Staff /CIAP Window Staff1. Dusiness dominated mominated, office lobby Resolution 515, i)1 business dayReleasing staff /CIAP Window Staff1. Dusiness office lobby Resolution 515, i)1 business dayReleasing staff /CIAP Window Staff1. Counter 1)7.2. Check the pool of Authorized Client Log icrease the office lobby and then create office lobbyNone1. Client Log icrease certificate office lobby icrease the office lobby icrease the office lobby icrease the office lobby icrease the office lobby icrease the office lobby inform the client to comply PCAB board the CIAP if not inform the client to comply PCAB board release the licrease certificate inform the client to comply PCAB board release the inform the client to comply PCAB board release the inform the client to comply PCAB board resolution 515, series of 2011None7.3. (Option 3)7.3. Mail the license cortificate via courier pouch provided by via courierNone					
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TOTAL PROCESSING DAYS: 20 Business Days	-		YS: 20 Busi	ness Days	
(From Payment of Fees and Acceptance of COMPLETE Application to	(From Pay	ment of Fees and Accepta	nce of COM	PLETE Application	to
Release of License)				-	



License Fee Structure: Renewal of Regular License Application (Early Filing / On Schedule)								
				Cat	tegory			
Fee Particulars	ΑΑΑΑ	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Category Review	150,00 0	28,800	14,40 0	4,800	3,600	1,920	960	nil
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total ( <del>P</del> )	151,342	30,142	15,742	6,142	4,942	3,262	2,302	1,342

License Fee Structure: Renewal of Regular License Application (Filing After Respective Schedule)

		Category						
Fee Particulars	ΑΑΑΑ	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Category Review	150,00 0	28,800	14,40 0	4,800	3,600	1,920	960	nil
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Additional Processing Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Grand Total (P)	156,342	35,142	20,742	11,142	9,942	8,262	7,302	6,342



License Fee Str of June)	ucture: R	Renewal	of Regu	lar Lice	nse Appli	ication (F	Filing Af	fter 30 <sup>th</sup>
			_	Ca	tegory		_	
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Category Review	150,00 0	28,800	14,40 0	4,800	3,600	1,920	960	nil
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Additional Processing Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Additional License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Surcharge	40	40	40	40	40	40	40	40
Grand Total ( <del>P</del> )	161,32	40,182	25,782	16,182	14,982	13,302	12,342	11,382
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check payable to "CIAP" / Online payment via Landbank E-Payment Portal (visit ciap.dti.gov.ph for more information)								



# 4. Application for Renewal of Regular License (for Corporation or Partnership)

Processing of application for renewal of regular license certificate

Office or Division:	Philippine Contractors Accred	litation B	oard				
Classification:	tion: Highly Technical						
Type of Transaction:	Sovernment to Business						
Who may avail:	PCAB Licensed Contractors						
	CHECKLIST OF REQUIREMENTS WHERE						
1+	<u></u>	No. of					
п	em	copies					
1. Categorization and Class	ification Table (included in	None	website: ciap.dti.gov.ph				
the set of							
<b>Application Forms / Table</b>							
2. Duly accomplished Rene		1	website: ciap.dti.gov.ph				
License Application Forms for		Corporation or set					
Partnership (Form No. PCA	B-F-SVD-002b) and						
its Supporting Documents:							
A. Legal							
A.1. Letter request to rest	ore license, if applicable;	1	Issued by the Authorized				
			Managing				
			Officer				
A.2. Fill-out, accomplish		1	Form No. PCAB-F-SVD-				
g) Affidavit of Att			002b				
h) Integrity Pledg		1					
A.3. Fill-out and accomp	General Information with valid	1	Form No. PCAB-F-SVD- 002b				
			0020				
A.3.1 Certified true co	s of the company;	1	Securities and				
	C General Information Sheet	I	Exchange				
	owing the updated list of		Commission				
	officers, stockholders and		(SEC)				
	eholdings & nationalities;						
A.4. Fill-out and accomp		2	Form No. PCAB-F-SVD-				
	rify documents with	copie	002b				
Depository Ba		S	-				
	rify documents with BIR and	each					
	erify documents with						
	nentAgencies;						
B. Experience of the Firm							



A D	ate fo	ent of Annual Value of Work olished/On-going as ofthe Balance Sheet r the year immediately preceding the filing	1	Form No. PCAB-F-SVD- 002b
0	of appli	cation		
C. Tech	nical			
C.1. F	or FO	REIGN Authorized Managing Officer		
(/	AMO):			
C.1	.1 Va	lid Working Visa;	1	Bureau of Immigration
C.1	.2 Va	lid Alien Certificate of Registration;	1	Bureau of Immigration
C.2. F	or Su	staining Technical Employee/s (STE/s):		
		<ul> <li>I-out and accomplish:</li> <li>List of Sustaining Technical Employee/s (STE/s);</li> </ul>	1	Form No. PCAB-F-SVD- 002b
C.2	.2 <b>Fo</b>	r NEWLY nominated STE/s:		
	C.2.2. 1.	Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD- 002b / PRC



			ГТ
	c) Affidavit of Undertaking with copy		
	of valid PRCID/s;		
	d) STE/s Affidavit of Construction		
	Experience;		
C.2.2	Original NBI Clearance/s;	1	National Bureau of
2.			Investigation
C.2.2	Fill-out and accomplish	1	Form No. PCAB-F-SVD-
3.	<ul> <li>STE/s Personal Appearance;</li> </ul>		002b
C.2.2	STE Certificate of Completion of 40-	1	Construction Manpower
4.	hour Construction Safety and Health		Development
	Seminar (COSH) of at least one (1) of		Foundation / DOLE
	the qualified nominated STEs;		Accredited Safety
			Training
			Organization
C.2.3 F	or PREVIOUSLY nominated STE/s:		
C.2.3	Affidavit of Undertaking with copy of valid	1	Form No. PCAB-F-SVD-
1.	PRC ID/s;	-	002b /
			PRC
C.2.3	For STE/s below 60 years old: Copy of	1	SSS
2.	the pertinent page of latest SSS	•	
2.	Collection List Details reflecting the		
	name/s of the nominated STE/s for the		
	three (3)		
	months immediately preceding the filing of		
	application		
C.2.3		1	Bureau of Internal Revenue
3.	BIR 1604 CF / Alphabetical List of	I	Dureau or internal revenue
J.	Employees/Payees from Whom		
	Taxes Were Withheld filed with the BIR		
D. Financial			
	ad early of the Annual Income Tay Deturn	1	BIR
	ed copy of the Annual Income Tax Return	I	DIR
	ith the BIR		
	roof of payment of Income Tax paid for		
	xable yearimmediately preceding the filing of		
renew	al application;		



D.2.	Certified copy of Audited Financial Statements (AFS) for the preceding taxable year with: c) Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes to Financial Statements (duly filed with the BIR) *Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
	<ul> <li>d) Photocopy of valid CPA Certificate of BOA Accreditation</li> </ul>		
	Note: Pursuant to Board Resolution No. 376, s. 2014 on the staggered and early filing as stated:		
	<ul> <li>Contractors filing their renewal application on or before April 15 may use the previously submitted AFS. If the renewal application is filed after April 15, the contractor shall submit the required Annual ITR and AFS duly filed with the BIR for preceding taxable year;</li> <li>Submission of the required ITR and AFS duly filed with the BIR for preceding taxable year can be done on or before the release of the renewed license certificate;</li> </ul>		
	<ul> <li>Should the contractor failed to meet the qualification requirement based on the current AFS for its present category, the license category shall be downgraded to the next lower sustainable category;</li> </ul>		
	<ul> <li>Contractors filing their renewal applications beyond the assigned filing schedule shall be assessed an Additional Processing Fee (APF) of Php 5,000;</li> </ul>		



It the repo	wel explication is files	offer			
June 30.	ewal application is filed	aller			
Additional will also b	License Fee (ALF) of F eimposed;	Php 5,000			
June 30, an     Additional License Fee (ALF) of Php 5,000       Will also beimposed;     1       D.3     Fill-out and accomplish:       Schedule of Perceivables (Accounts /					
Schedule of the second se	of Receivables (Account	002b			
Trade / Co	ontracts / Retention) with				
complete a	address of the client if the	е			
	ceeds 50% of the Net W	'orth;			
E. Others					
E.1. <i>Fill-out, accomp</i> • Authorized	lish and notarize: Representatives Affidav re (preferably with blue	∕it;	1	Form No. F 002b	CAB-F-SVD-
AMO on each an application form	re (preferably with blue ad every page of the as including supporting	e ink) of I	n/a	Authorized Officer(AM	•••
documents;					DEDOON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		CESSING E	PERSON RESPONSI BLE
STEP 1 (Download and	Accomplish)				
1.1. Download whole	1.1. Upload the	None	None	Э	IT
set of application	latest set of				Staff /
forms ( <b>Form No.</b>	application				Helpde
PCAB-F-SVD-002b)	forms at				sk
at CIAP website	CIAP				
(ciap.dti.gov.ph)	website				
1.2. Accomplish each	1.2 None				
form					
STEP 2 (Submission)					
2.1. (Option 1)	2.1. Issue a queuing	None	3 mii	nutes	Guard on
Proceed to PCAB	number tothe client				duty
office, sign in the	upon signing in.				
Client Log Form in					
the office lobby and					
get a queuing					
number for Pre-					
screening					
(Counter 2 or 3)					
2.2. (Option 2)	2.2. Proceed to Step 3	None	3 mii	nutes	Guard on
Proceed to CIAP					duty
Window and sign in					
the Client LogForm					
in the office lobby					
STEP 3 (Prescreening)					



				CIAP
3.1. Submit duly accomplished application forms with supporting documents as specifically stated in the checklist fastened in a regular legal size folder. *For purposes of this Citizens Charter, PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document). Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required	3.1. Pre-screen / check submitted documents for completeness. *If the application is found incomplete, the application folder shall be returned to the client for completion and compliance.	None	1 day from entering the PCAB / CIAP Window 30 mins from receipt of application for pre-screening and STE interview takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	Pre- screener / CIAP Window Staff
incomplete applications wanting				



3.2. Personal appearance of newly nominated Sustaining Technical Employee/s (STE/s), <b>if any</b>	<ul> <li>3.2. Verify the record of STE/s in the database for employment status with other firm.</li> <li>*Upon completion of this step, the application folder shall be returned to the client together with the Order of Payment</li> </ul>	None		
STEP 4 (Payment)				
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> <b>Landbank</b> <b>Electronic</b> <b>Payment Portal</b> (EPP guidelines is posted at website: ciap.dti.gov.ph)	4.1. Review order payment	See License Fee Structure (Renewal of Regular License Applicatio n)	10 minutes	Accounting Staff
4.2 Make payment through cashieror Landbank Electronic Payment Portal.	4.2. Receive payment or proof of payment through Landbank EPP and issue Official Receipt			Cashier / CIAP Window Cashier / Landbank
STEP 5 (Issuance of	<b>Official Reference Numb</b>	er)		·
5.1. Return to the Pre-screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding official reference number	5.1. Receive application folderand issue official reference number	None	5 minutes	Pre- screener / Issuance of Reference Number Staff



			-	UIAP
5.2. Provide courier	5.2. Receive courier	Fees	5 minutes	Pre-
prepaid pouch	prepaidpouch for	are		screener /
addressed to the	license mailing	provided		Issuance
company for		bythe		of
mailing of license		courier		Referenc
certificate				e Number
(optional)				Staff
5.3. Refer to Step 1	5.3. Send application	None	1 business day	CIAP
to 4 if application is	folder to PCAB Main			Window
filed at CIAP	office		*dolov in the	Staff
	once		*delay in the	Stall
Window			delivery of the	
			courier may	
			affect	
			the processing	
			days of the	
			application	
STEP 6 (Evaluation a	and License Preparation)			
6.1. Verify result of	6.1. Receive application	None		Encoding
Board Action via e-	folderand encode at the			Staff
mail, landline,	database			
helpdesk or website:				
ciap.dti.gov.ph				
6.2 None	6.2. Prepare Technical	None	-	Technic
	and Financial Evaluation	i tonto	18 business	al /
	Report.		days	Financi
			uays	al
	*If not qualified a			Evaluat
	*If not qualified, a			
	notice of			or
	downgrading /			
	disapproval will be			
	sent to the client via			
	e-mail.			
6.3 None	6.3.	None		Division Chief
	Recommendation			/ Executive
	for approval of the			Director /
	Board			Board
				Members
6.4 None	6.4. Prepare and print	None	-	License
	License			Printing
	Certificate			Staff
L	UCITINUALE			Jian



6.5 None	6.5. Inform client of back fees, if any	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of L	icense Certificate)			
<ul> <li>7.1. (Option 1) Claim</li> <li>license certificate at</li> <li>PCAB Office: <ul> <li>j) Bring valid ID</li> <li>(Authorized</li> <li>Representativ</li> <li>e/s or AMO)</li> <li>and the</li> <li>Official</li> <li>Receipt</li> <li>k) Sign in the</li> <li>Client Log</li> <li>Form in the</li> <li>office lobby</li> <li>i) Get a queuing</li> <li>number for</li> <li>Releasing</li> <li>(Counter 1)</li> </ul></li></ul>	<ul> <li>7.1. Check the pool of Authorized Representatives: <ul> <li>g) If nominated, release the license certificate and then create log</li> <li>h) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011</li> </ul> </li> </ul>	None	1 business day	Releasing Staff /CIAP Window Staff
7.2. (Option 2) Claim license certificate at CIAP Window: g) Sign in the Client Log Form in the office lobby h) Approach the CIAP Window Staff	7.2. Check the pool of Authorized Representatives. g) If nominated, release the license certificate and then create log h) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None		
7.3. (Option 3) Wait for the mailedlicense	7.3. Mail the license certificate via courier pouch	None		



via courier	provided by the client (Step 5.2)			
	TOTAL PROCESSING DA	YS: 20 Busi	ness Days	
(From Pay	ment of Fees and Accepta	ance of COM	PLETE Application	to
	Release of	License)		

### License Fee Structure: Renewal of Regular License Application (Early Filing / On Schedule)

		Category						
Fee Particulars	ΑΑΑΑ	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Category Review	150,000	28,800	14,40 0	4,800	3,600	1,920	960	nil
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total ( <del>P</del> )	151,342	30,142	15,742	6,142	4,942	3,262	2,302	1,342

# License Fee Structure: Renewal of Regular License Application (Filing After Respective Schedule)

Category								
E/Trade	D	С	В	Α	AA	AAA	ΑΑΑΑ	Fee Particulars
200 1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	Filing Fee
960 nil	960	1,920	3,600	4,800	14,40 0	28,800	150,000	Category Review
100 100	100	100	100	100	100	100	100	License Fee
30 30	30	30	30	30	30	30	30	Documentary Stamp Tax
12 12	12	12	12	12	12	12	12	Legal Research Fund
5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	Additional Processing Fee
6,342	7,302	8,262	9,942	11,14	20,74	35,142	156,342	Grand Total (P)
00	5,00	5,000	5,000	5,000	5,000	5,000	5,000	Legal Research Fund Additional Processing Fee



License Fee Structure: Renewal of Regular License Application (Filing After 30 <sup>th</sup> of June)								
	Category							
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Category Review	150,00 0	28,800	14,40 0	4,800	3,600	1,920	960	nil
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Additional Processing Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Additional License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Surcharge	40	40	40	40	40	40	40	40
Grand Total ( <del>P</del> )	161,38 2	40,182	25,78 2	16,18 2	14,98 2	13,30 2	12,34 2	11,382
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check payable to "CIAP" / Online payment via Landbank E-Payment Portal (visit ciap.dti.gov.ph for more								
information)								



#### 5. Application for Upgrading of Category of Regular License

Processing of applications for upgrading of category of regular license

Office or Division:	Philippine Contractors Accreditation Board			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Vho may avail: PCAB Licensed Contractors			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE				

lte m					
1. Categorization and Classification Table (included in			on and Classification Table (included in	None	website: ciap.dti.gov.ph
the se					
			orms / Table No. PCAB-SD-INQ-001)		
			lished Upgrading of License Category	1	website: ciap.dti.gov.ph
Applic				set	
•			AB-F-SVD-003) and its Supporting		
Docur		S:			
A. Le					
A.1.	Fill-	-	accomplish and notarize:	1	Form No. PCAB-F-SVD-
	i)	,	ffidavit of Attestation		003
	j)		tegrity Pledge		
A.2.	Fill-		and accomplish:	1	Form No. PCAB-F-SVD-
	•	-	ontractor's General Information with valid		003
			mail address of the company;		
A.3.	-		RPORATION/PARTNERSHIP:		
A			ified copy of SEC Certificate of Filing of	1	Securities and
			ease in Authorized Capital and/or		Exchange
			ended Articles of Incorporation/Increase in		Commission
			ital Stock before approval and Receipt of		(SEC)
			ended Articles of Incorporation with Receipt		
		of			
		payr	ment filed and issued by the SEC, if		
	applicable;				
			Amended Articles of Incorporation	1	SEC
			particularly Article 2 (purpose of the		
			corporation) to include construction		
	contracting as one of the purposes;				
	A.3.1. Amended Articles of Incorporation		1	SEC	
	2.		particularly Article 7 (increase in the		
			Authorized Capital Stock);		
<u>.</u>			69   Page		



A	.3.2 <b>If w</b> i	th FOREIGN Shareholders:		
	A.3.2. 1.	Original Secretary's Certification as to the present composition of the company's Shareholdings and Board of Directors showing the names, nationalities, shareholdings of Stockholders and Directors;	1	Issued by the Corporate Secretary
	A.3.2. 2.	Certified copy of latest General Information Sheet duly filed with SEC showing the names of stockholders and directors, nationality and shareholdings;	1	SEC
		*Shares of stocks and number of seats in the Board shall in NO case be occupied by foreigners exceeding 40% EXCEPT for applicants applying for		
		regular license with annotation or Quadruple "A";		
A.4.	A.4. Fill-out and accomplish:		2	Form No. PCAB-F-SVD-
	m) Authority to verify documents with		copie	003
	Depository Bank,		s each	
	n) Authority to verify documents with BIR and			



	Authority to verify documents with other Government Agencies;		
B. Technica			
	Authorized Managing Officer (AMO):		
. ii	MO with the following criteria is subject to nterview by the Board Member/s: Applying for category "B", "A", "AA", "AAA" or "AAAA"	n/a	PCAB Board Members
B.2. For S	Sustaining Technical Employee/s (STE/s):		
	Fill-out and accomplish: List of Sustaining Technical Employee/s (STE/s);	1	Form No. PCAB-F-SVD- 003
B.2.2 F	or NEWLY nominated STE/s:		
B.2.2 1.	<ul> <li>2. Fill-out, accomplish and notarize:         <ul> <li>e) Affidavit of Undertaking with copy of valid PRCID/s;</li> <li>f) STE/s Affidavit of Construction Experience;</li> </ul> </li> </ul>	1	Form No. PCAB-F-SVD- 003 / PRC
B.2.2 2.		1	National Bureau of Investigation
B.2.2 3.	<ol> <li>Fill-out and accomplish         <ul> <li>STE/s Personal Appearance;</li> </ul> </li> </ol>	1	Form No. PCAB-F-SVD- 003
B.2.2 4.		1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
B.2.3 F	For PREVIOUSLY nominated STE/s:		
B.2.3 1.	<ol> <li>Affidavit of Undertaking with copy of valid PRC ID/s;</li> </ol>	1	Form No. PCAB-F-SVD- 003 / PRC
B.2.3 2.	<ul> <li>For STE/s below 60 years old: Copy of the pertinent page of latest SSS Collection List Details reflecting the name/s of the nominated STE/s for the three (3) months immediately preceding the filing of application</li> </ul>	1	SSS



				CIAP
	3.	For STE/s 60 years old and above: BIR 1604 CF / Alphabetical List of Employees/Payees from Whom Taxes Were Withheld filed with the BIR	1	Bureau of Internal Revenue (BIR)
C. Fir	nancial			
C.1.	(ITR) file the Inco	d copy of the Annual Income Tax Return ed with the BIR and proof of payment of ome Tax paid for the taxable mediately preceding the filing of upgrading ion;	1	BIR
	(AFS) fo e) <i>A</i> S a <b>t</b> <b>t</b> <b>t</b> <b>t</b> <b>t</b> <b>t</b> <b>t</b> <b>t</b> <b>t</b> <b>t</b>	d copy of Audited Financial Statements or the preceding taxable year with: Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes to Financial Statements duly filed with the BIR); y audited and signed on every page by ndependent CPA with valid PRC-BOA reditation (public practice); Photocopy of valid CPA Certificate of BOA reditation; company's equity based on the AFS ding taxable year falls below the	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
		dingtaxable year falls below the		
	•	ital requirement of the applied		
categ				
C.3.	the BIR submitte of tax o	d copy of the Quarterly ITR duly filed with covering the income reported in the AFS ed and official receipt evidencing payment on income earned during the interim if applicable;	1	BIR



C.4.	<ul> <li>Original copy of Interim Audited Financial Statements (AFS) dated within the last six (6) months immediately preceding the filing of application with:         <ul> <li>e) Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes to Financial Statements;</li> <li>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA</li> </ul> </li> </ul>			Certified Public Accountant with valid PRC-BOA accreditation / BIR
	f) <b>f</b>	<b>reditation (public practice);</b> Photocopy of valid CPA Certificate of BOA Accreditation;		
C.3.	assets applica *Suppo must b (SOLE PROPF RSHIP)	orting documents proving ownership be IN THENAME OF THE COMPANY RIETORSHIP/CORPORATION/PARTNE		
C.	3.1 Cas Cer acce	h in Bank: Original copy of Bank tification/Bank statement of ount/passbook certified by Bank Manager of h deposits as of the BALANCE SHEET	1	Depository Bank/s
C.		<ul> <li><i>out and accomplish:</i></li> <li>List of Constructor's Real Properties;</li> </ul>	1	Form No. PCAB-F-SVD- 003
	C.3.2. 1.	TO PROVE OWNERSHIP AND VALUATION OF REALPROPERTY: Certified copy of Transfer of Certificate of Title (TCT) including back page and Deed of Sale or Deed of Assignment or Tax Declaration/Realty Tax Receipt of Land IN THE NAME OF THE COMPANY (SOLE PROPRIETORSHIP/CORPORATION/PA RTNERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP):	1	Land Registration Authority



			CIAP
C.3.2. 2.	Certified copy of Condominium Certificate of Title and Deed of Sale or Tax Declaration of Condominium IN THE NAME OF THE COMPANY (SOLE PROPRIETORSHIP/CORPORATION/PA RTNERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP);	1	Housing and Land Use RegulatoryBoard (HLURB)
C.3.2. 3.	Certified copy of Tax Declaration of Building and Improvements IN THE NAME OF THE COMPANY (SOLE PROPRIETORSHIP / CORPORATION/PARTNERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP);	1	Assessor's Office
C.3.2. 4.	Certified copy of Lease Contract Agreement between the Lessor (Land Owner) and Lessee;	1	Land Owner / Lessor / Lessee
C 1	.3.2.4. Certified copy of Tax Declaration of Building and Improvements IN THE NAME OF THE LESSOR;	1	Assessor's Office
C 2	.3.2.4. Notarized contract between the Lessor and Contractor for the Cost of Building and Improvements	1	Lessor / Contractor
C.3.3 <i>Fill-</i>	out and accomplish: List of Constructor's Plants, Vehicles and Equipment reflecting their individual cost and net book value;	1	Form No. PCAB-F-SVD- 003
C.3.3. 1.	Certified copy by Land Transportation Office (LTO) Certificate of Registration and Current Official Receipt of Registration of Construction and/or Transportation / Delivery Vehicles / Equipment reported IN THE NAME OF THE COMPANY (SOLE PROPRIETORSHIP/ CORPORATION/PARTNERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP);	1	Land Transportation Office (LTO)



C.3.3. Deed of Sale or Deed of Assignment or		Merchant / Seller
2. sales invoices/official receipts of other construction equipment/machineries UNDER THE NAME OF THE COMPANY (SOLE		
PROPRIETORSHIP/CORPORATION/PAR TNERSHIP)OR OWNER/SPOUSE (SOLE PROPRIETORSHIP);		
C.3.4 Independent Appraiser's Report of Plant, Properties and	1	Issued by the Independent Appraiser
Equipment;         C.3.5       Supporting Documents for Investment whichever is applicable: <ul> <li>i) Certificate of Shares of Stock</li> <li>j) Certified copy of Transfer of Certificate of Title (TCT) including back page and Deed of Sale or Tax Declaration/Realty Tax Receipt of Land IN THE NAME OF THE COMPANY (SOLE PROPRIETORSHIP / CORPORATION / PARTNERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP)           k) Notarized Contract Investment Agreement in Joint Venture           i) Cash in Bank: Original copy of Bank Certification / Bank statement of account/passbook certified by Bank Manager of cash deposits as of the</li></ul>	1	SEC / LRA / Issued by the Company / Depository Bank
BALANCE SHEET DATE;       C.3.6     Fill-out and accomplish:	1	Form No. PCAB-F-SVD-
Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth;		003
C.3.7 If additional capital infusion on sole proprietorship exceeds 100% of the previous Net Worth, proper disclosure/explanation in the Notes to Financial Statements should be made;	1	Certified Public Accountant with valid PRC-BOA accreditation
C.3.8 Construction in Progress if the amount exceeds 10% of	1	Issued by the Company / Form No.PCAB-F-SVD-



	the Net Worth: Statement of Annual Value of Work Accomplished/On-going as of the Balance Sheet Date;		003
C.3.9 Appropriate documents in support of Othe Assets stated in the AFS ( <i>C.2 or C.4</i> ); *Supporting documents proving ownership must be IN THE NAME OF 1 COMPANY (SOLE PROPRIETORSHIP/CORPORATION/PA NERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP)		1	Various Sources
C.3.1 0.	C.3.1 The Board, however, may require documents		Various Sources
D. Othe	rs		
D.1. <b>F</b>	<ul> <li>D.1. <i>Fill-out, accomplish and notarize:</i></li> <li>Authorized Representatives Affidavit;</li> </ul>		Form No. PCAB-F-SVD- 003
A <u>a</u>			Authorized Managing Officer (AMO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
STEP 1 (Download a	nd Accomplish)			
1.1. Download whole set of application forms (Form No. PCAB-F- SVD-003) at CIAP website (ciap.dti.gov.ph)	1.1. Upload the latest set of application forms at CIAP website	None	None	IT Staff / Helpdesk
1.2. Accomplish each form	1.2 None			



3 minutes 3 minutes 3 minutes	Guard on duty Guard on duty Pre-
1 day from	duty
-	Pre-
-	
entering the PCAB / CIAP Window 30 mins from receipt of application for pre-screening and STE interview takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on	screener / CIAP Window Staff
	Window 30 mins from receipt of application for pre-screening and STE interview takes only about 30 minutes however the queuing and line up for the service may take the whole day



				CIAP
documents as indicated and stated in the checklist (without looking into what is contained in each document). Pursuant to the			STE/s present in PCAB that day.	
ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall be deemed incomplete and deficient ab initio.				
3.2. Personal appearance of newly nominated Sustaining Technical	3.2. Verify the record of STE/s in the database for employment status with other firm.	None		
Employee/s (STE/s), if any	*Upon completion of this step, the application folder shall be returned to the clienttogether with the Order of Payment			
STEP 4 (Payment) 4.1. Receive the	4.1. Review order	See	10 minutes	Accounting
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> Landbank Electronic	4.1. Review order payment	See License Fee Structure (Upgradin g of License Category)	i o minutes	Accounting Staff



Payment Portal (EPP guidelines is posted at website: ciap.dti.gov.ph)				
4.2 Make payment through cashier or Landbank Electronic Payment Portal.	4.2. Receive payment or proof of payment through Landbank EPP if applicable and issue Official Receipt			Cashier / CIAP Window Cashier / Landbank
STEP 5 (Issuance of	<b>Official Reference Numb</b>	ber)		
5.1. Return to the Pre-screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding official reference number	5.1. Receive application folder and issue official reference number	None	5 minutes	Pre- screener / Issuance of Reference Number Staff
5.2. Provide courier prepaid pouch addressed to the company for mailing of license certificate (optional)	5.2. Receive courier prepaidpouch for license mailing	Fees are provided by the courier	5 minutes	Pre- screener / Issuance of Reference Number Staff
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day *delay in the delivery of the courier may affect the processing days of the application	CIAP Window Staff



STEP 6 (Evaluation, AMO Interview and License Preparation)					
6.1. Verify result of Board Action via e- mail, landline, helpdesk or website: ciap.dti.gov.ph	6.1. Receive application folder and encode at the database	None	18 business	Encoding Staff	
6.2 None	<ul> <li>6.2. Prepare Technical and Financial Evaluation Report.</li> <li>*If not qualified, a notice of downgrading / disapproval will be sent to the client via e- mail.</li> </ul>	None	*If AMO is subject for Board interview, a notice of scheduleand extension of processing will	Technic al / Financi al Evaluat or	
6.3 None	6.3. Recommendation for approval of the Board	None	be sent to the applicant	Division Chief / Executive Director / Board Members	
6.4 None	6.4. AMO Interview	None		Board Member/s	
6.5 None	6.5. Prepare and print License Certificate	None		License Printing Staff	
6.6 None	6.6. Inform client of back fees, if any	None		Helpdesk Staff /CIAP Window Staff	
STEP 7 (Release of L	License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: m) Bring valid ID	7.1. Check the pool of Authorized Representatives: i) If nominated,	None	1 business day * <b>If AMO is</b>	Releasing	
(Authorized Representativ e/s or AMO) and the Official Receipt	release the license certificate and then create log j) If not nominated,		subject for Board interview, a notice of scheduleand extension of	Staff /CIAP Window Staff	



				UTAT		
<ul> <li>n) Sign in the Client Log Form in the office lobby</li> <li>o) Get a queuing number for Releasing (Counter 1)</li> </ul>	inform the client to comply PCAB Board Resolution 515, series of 2011		processing will be sent to the applicant			
<ul> <li>7.2. (Option 2) Claim</li> <li>license certificate at</li> <li>CIAP Window: <ul> <li>i) Sign in the</li> <li>Client Log</li> <li>Form in the</li> <li>office lobby</li> <li>j) Approach</li> <li>the CIAP</li> <li>Window</li> <li>Staff</li> </ul> </li> </ul>	<ul> <li>7.2. Check the pool of Authorized</li> <li>Representatives. <ul> <li>i) If nominated,</li> <li>release the</li> <li>license certificate</li> <li>and then create</li> <li>log</li> <li>j) If not</li> <li>nominated,</li> <li>inform the client</li> <li>to comply PCAB</li> <li>Board</li> <li>Resolution 515,</li> <li>series of 2011</li> </ul> </li> </ul>	None				
7.3. (Option 3) Wait for the mailed license via courier	7.3. Mail the license certificate via courier pouch provided by the client (Step 5.2)	None				
TOTAL PROCESSING DAYS: 20 Business Days (From Payment of Fees and Acceptance of COMPLETE Application to Release of License which shall not include the number of days for AMO interview. Accordingly, it should be understood that the AMO interview is scheduled upon the availability of the Board Members)						



License Fee Structure: Upgrading of License Category								
		Category						
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Categorization Fee	150,000	43,600	21,600	7,200	4,800	2,400	1,200	n.a.
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total ( <del>P</del> )	Grand Total (P) 151,342 44,942 22,942 8,542 6,142 3,742 2,542 1,342							
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check								
payable to "CIAP" /								
Online paym	ent via La	ndbank (	visit ciap	.dti.gov	.ph for r	nore info	ormatior	n)



## 6. Application for Additional/Revision in Classification of Regular License

Processing of applications for additional/revision in classification of regular license

Office or Division:	Philippine Contractors Accreditation Board		
Classification:	Highly Technical		
Type of Transaction:	Government to Business		
Who may avail:	PCAB Licensed Contractors		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			

		lte	No. of copies				
		m	•				
1. Ca	tegoriza	ation and Classification Table (included in	None	website: ciap.dti.gov.ph			
the s							
Appli	cation	Forms / Table No. PCAB-SD-INQ-001)					
2. Du	ly accor	nplished Additional/Revision in Classification	1	website: ciap.dti.gov.ph			
Applic	cation F	orms	set				
(Forn	n No. P	CAB-F-SVD-004) and its Supporting					
Docu	ments:						
A. Le	gal						
A.1.		<i>it, accomplish and notarize</i>	1	Form No. PCAB-F-SVD-			
	k)	Affidavit of Attestation		004			
	I)	Integrity Pledge					
A.2.	Fill-ou	It and accomplish	1	Form No. PCAB-F-SVD-			
	•	Contractor's General Information with valid		004			
		e-mail address					
		of the company;					
B. Te	chnica						
B.1.	For S	ustaining Technical Employee/s (STE/s):					
E		II-out and accomplish:	1	Form No. PCAB-F-SVD-			
		<ul> <li>List of Sustaining Technical Employee/s</li> </ul>		004			
		(STE/s);					
E	3.1.2 <b>F</b>	or NEWLY nominated STE/s:					
	B.1.2	Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-			
	1. g) Affidavit of Undertaking with copy		-	004 / PRC			
		of valid PRCID/s;					
		Experience;					
	B.1.2		1	National Bureau			
	2.		•	Investigation			
		2. Inv					



		-	1
B.1.2.	Fill-out and accomplish	1	Form No. PCAB-F-SVD-
3.	<ul> <li>STE/s Personal Appearance;</li> </ul>		004
B.1.2.	STE Certificate of Completion of 40-	1	Construction Manpower
4.	hour Construction Safety and Health		Development
	Seminar (COSH) of atleast one (1) of		Foundation / DOLE
	the qualified nominated STEs;		Accredited Safety
			Training
			Organization
B.1.3 Fo	r PREVIOUSLY nominated STE/s:		
B.1.3.	Affidavit of Undertaking with copy of valid	1	Form No. PCAB-F-SVD-
1.	PRC ID/s;		004 / PRC
B.1.3.	For STE/s below 60 years old: Copy of	1	SSS
2.	the pertinent page of latest SSS		
	Collection List Details reflecting the		
	name/s of the nominated STE/s for the		
	three (3)		
	months immediately preceding the filing of		
	application		
B.1.3.	For STE/s 60 years old and above:	1	Bureau of Internal Revenue
3.	BIR 1604 CF / Alphabetical List of		(BIR)
	Employees/Payees from Whom		
	Taxes Were Withheld filed with the BIR		
C. Others			
C.1.	Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-
	<ul> <li>Authorized Representatives</li> </ul>		004
	Affidavit;		
C.2.	Original signature (preferably with blue	n/a	Authorized Managing
	ink) of AMO on <u>each</u>		Officer (AMO)
	and every page of the application		
	forms including supporting		
	<u>documents;</u>		



		FEES TO	DDOOFOOINO	PERSON
CLIENT STEPS	AGENCY ACTIONS	BE	PROCESSING TIME	RESPONSI
SILFS		PAID		BLE
STEP 1 (Download a	nd Accomplish)			
1.1. Download	1.1. Upload the latest	None	None	IT
whole set of	set of application forms			Staff /
applicationforms	at CIAP			Helpde
(Form No. PCAB-F-	website			sk
SVD-004)				
at CIAP website				
(ciap.dti.gov.ph)				
1.2. Accomplish each	1.2 None			
form				
STEP 2 (Submission	)			
2.1. (Option 1)	2.1. Issue a queuing	None	3 minutes	Guard on
Proceed to PCAB	number to the client			duty
office, sign in the	upon signing in.			
Client Log Form in				
the office lobby				
and get a queuing				
number for Pre-				
screening				
(Counter 2 or 3)				
2.2. (Option 2)	2.2. Proceed to Step 3	None	3 minutes	Guard on
Proceed to CIAP				duty
Window and sign				
in the Client Log				
Form in the				
office lobby				
STEP 3 (Prescreenin	0/			
3.1. Submit duly	3.1. Pre-screen /	None	1 day from	Pre-
accomplished	check submitted		enteringthe	screener /
application forms	documents for		PCAB / CIAP	CIAP
with supporting	completeness.		Window	Window
documents as				Staff
specifically stated in	*If the application is		30 mins from	
thechecklist	found <u>incomplete</u> , the		receipt of	
fastened in a	application folder		application for	
regular legal size	shall be returned to		pre-screening	
folder.	the client for			
	completion and		*pre-screening	
*For purposes of	compliance.		and STE	



				CIAP
this Citizens Charter, PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document).			interview takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	
Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall be deemed incomplete and deficient ab initio. 3.2. Personal appearance of newly nominated Sustaining Technical Employee/s (STE/s), if any	3.2. Verify the record of STE/s in the database for employment status with other firm.	None		



STEP 4 (Payment)	*Upon completion of this step, the application folder shall be returned to the clienttogether with the Order of Payment			
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> <b>Landbank</b> <b>Electronic</b> <b>Payment Portal</b> (EPP guidelines is posted at website: ciap.dti.gov.ph)	4.1. Review order payment	See License Fee Structure (Additiona I / Revision in Classificat ion)	10 minutes	Accounting Staff
4.2 Make payment through cashier or Landbank Electronic Payment Portal.	4.2. Receive payment or proof of payment through Landbank EPP if applicable and issue Official Receipt			Cashier / CIAP Window Cashier / Landbank



STEP 5 (Issuance of	Official Reference Numb	er)		
5.1. Return to the Pre-screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding official reference number	5.1. Receive application folder	None	5 minutes	Pre-screener / Issuance of Reference Number Staff
5.2. Provide courier prepaid pouch addressed to the company for mailing of license certificate (optional)	5.2. Receive courier prepaid pouch for license mailing	Fees are provided by the courier	5 minutes	Pre-screener/ Issuance of Reference Number Staff
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day *delay in the delivery of the courier may affect the processing days of the application	CIAP Window Staff
<b>STEP 6 (Evaluation a</b>	and License Preparation)			
6.1. Verify result of Board Action via e- mail, landline, helpdesk or website: ciap.dti.gov.ph	6.1. Receive application folderand encode at the database	None		Encoding Staff
6.2. None	<ul> <li>6.2. Prepare Technical</li> <li>Evaluation Report.</li> <li>*If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.</li> </ul>	None	18 business days	Techni cal Evalua tor
6.3. None	6.3. Recommendation for approval of the Board 88 I Page	None		Division Chie / Executive Director / Board



				Members
6.4. None	6.4. Prepare and print License Certificate	None		License Printing Staff
6.5. None	6.5. Inform client of back fees, if any	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Approved A	pplications with Condition	ons)		
7.1. Comply necessary documents required before the release of license, if any. Otherwise proceed to next step	7.1. Receive compliance	None	1 business day	Releasing Staff
7.2. Pay back fees at the Cashier, if any. Otherwise proceed to next step	7.2. Issue Order of Payment	Back fees arebased on the result of evaluation		Cashier / CIAP Window Staff



license certificate at	8.1. Check the pool of Authorized	None		
	Authorized			
PCAB Office:	/ tatilon 200			
	Representatives:			
p) Bring valid ID	k) If nominated,			
(Authorized	release the			
Representativ	license certificate			
e/s or AMO)	and then create			
and the	log			
Official	ı) If not			
Receipt	nominated,		18 business	Releasing
<sub>q)</sub> Sign in the	inform the client		days	Staff /CIAP
Client Log	to comply PCAB		uays	Window
Form in the	Board			Staff
office lobby	Resolution 515,			
r) Get a queuing	series			
number for	of 2011			
Releasing				
(Counter 1)				
· · · · · · · · · · · · · · · · · · ·	8.2. Check the pool of	None		
	Authorized			
CIAP Window:	Representatives.			
k) Sign in the	k) If nominated,			
Client Log	release the			
Form in the	license certificate			
office lobby	and then create			
i) Approach	log Nulf not			
the CIAP	i) If not			
Window	nominated,			
Staff	inform the client			
	to comply PCAB Board			
	Resolution 515,			
	series			
	of 2011			
8.3. (Option 3)	8.3. Mail the license	None		
Wait for the	certificate via courier			
mailedlicense	pouch provided by			
via courier the client (Step 5.2)				
	TOTAL PROCESSING DA	YS: 20 Busi	ness Davs	
	ment of Fees and Accepta		-	to
(	Release of			



License Fee Structure: Additional / Revision in Classification								
		Category						
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Additional Classification Fee	2,400	2,400	1,200	240	120	72	24	12
Revision/Reissue	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total (P) 3,742 3,742 2,542 1,582 1,462 1,414 1,366 1,354								
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check payable to "CIAP" / Online payment via Landbank (visit ciap.dti.gov.ph for more information)								



## 7. Application for Chance of Business Name

Processing of applications for change of business name for regular license

Office or Division: Philippine Contractors Accreditation Board		
Classification: Complex		
Type of Transaction: Government to Business		
Who may avail: PCAB Licensed Contractors		
CHECKLIST OF REQUIREMENTS WHERE TO SEC		

	Item	No. of copies	
1. Dul	y accomplished Change of Business Name	1	website: ciap.dti.gov.ph
	ation Forms (Form	set	
	CAB-F-SVD-005a) and its Supporting Documents:		
A. Le			
A.1.	Fill-out, accomplish and notarize	1	Form No. PCAB-F-SVD-
	m) Affidavit of Attestation		005a
	n) Integrity Pledge		
A.2.	For SOLE PROPRIETORSHIP:		
A	.2.1 Certified true copy of:	1	DTI Business Name
	Business Name Registration Certificate (to		Registration
	prove the existence and authenticity of		
	registration),		
	• with <b>National</b> as scope of the business and		
A 2	with Construction as nature of business;		
A.3.	For CORPORATION / PARTNERSHIP:	4	Coovrition Evologian
	3.1 Certified true copy of:	1	Securities Exchange
•	e) SEC Certificate of Registration and		Commission (SEC)
	f) Amended Articles of Incorporation and		
	By-Lawsshowing the new name of the		
	corporation or		
A.4.	Driginal copy of Affidavit from the		Issued by the Authorized
7.4.	Proprietor/Authorized Managing Officer (AMO)		Managing Officer
	containing the reason for the change of business		Managing Oncer
	name and that the construction firm has no		
	pending case;		
A.5.	Original copy (news clipping) of		Publication in a Broadsheet
/	announcement/publication in a newspaper of		
	general circulation (broadsheet only) re: Change		
	of		
	00   D		



	Business Name;		
B. Ot	hers		
B.1.	Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-
	<ul> <li>Authorized Representatives Affidavit;</li> </ul>		005a
B.2.	Original signature (preferably with blue ink) of AMO on <u>each</u> <u>and every page of the application forms</u> <u>including supportingdocuments</u> ;	n/a	Authorized Managing Officer (AMO)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSI	
		PAID		BLE	
STEP 1 (Download a			<b>.</b>		
1.1. Download whole	1.1. Upload the latest	None	None	IT Staff	
set of application	set of			/	
forms (Form No.	application forms			Helpde	
PCAB-F-SVD-	at CIAP			sk	
005a) at CIAP	website				
website					
(ciap.dti.gov.ph)	1.2 None				
1.2. Accomplish each	1.2 None				
form	<u> </u>				
STEP 2 (Submission		Nana		Cuard an	
2.1. (Option 1)	2.1. Issue a queuing	None	3 minutes	Guard on	
Proceed to PCAB	number to the client			duty	
office, sign in the	upon signing in.				
Client Log Form in the office lobby					
and get a queuing					
number for Pre-					
screening					
(Counter 2 or 3)					
2.2. (Option 2)	2.2. Proceed to Step 3	None	3 minutes	Guard on	
Proceed to CIAP		None	o mindico	duty	
Window and sign				duty	
in the Client Log					
Form in the					
office lobby					
STEP 3 (Prescreenin	g)				
3.1. Submit duly	3.1. Pre-screen /	None	1 day from	Pre-	
accomplished	check submitted		enteringthe	screener /	
application forms	documents for		PCAB / CIAP	CIAP	
with supporting	completeness.		Window	Window	
documents as				Staff	
specifically stated in	specifically stated in <b>*If the application is</b>		30 mins from		
thechecklist	found incomplete, the		receipt of		
fastened in a	application folder		application for		
regular legal size	shall be returned to		pre-screening		
folder.	the client for				
	completion and		*pre-screening		
*For purposes of	compliance.		and STE		
this Citizens			interview		



			CIAP
* If the application is found <u>complete</u> , the application folder shall be returned to the client together with the Order of Payment		takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	
4.1. Review order payment	See License Fee Structure	10 minutes	Accounting Staff
	(Change of Business Name)		
	found <u>complete</u> , the application folder shall be returned to the client together with the Order of Payment 4.1. Review order	found complete, the application folder shall be returned to the client together with the Order of Payment       Image: Complete state	found complete, the application folder shall be returned to the client together with the Order of Paymentabout 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.4.1. Review order paymentSee License Fee Structure (Change of Business10 minutes



	1			
Electronic Payment Portal (EPP guidelines is posted at website: ciap.dti.gov.ph)				
4.2 Make payment through cashier or Landbank Electronic Payment Portal.	4.2. Receive payment or proof of payment through Landbank EPP and issue Official Receipt			Cashier / CIAP Window Cashier / Landbank
STEP 5 (Issuance of	<b>Official Reference Numb</b>	er)		
5.1. Return to the Pre-screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding official reference number	5.1. Receive application folder and issue official reference number	None	5 minutes	Pre- screener / Issuance of Reference Number Staff
5.2. Provide courier prepaid pouch addressed to the company for mailingof license certificate (optional)	5.2. Receive courier prepaidpouch for license mailing	Fees are provide d bythe courier	5 minutes	Pre- screener / Issuance of Reference Number Staff
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day *delay in the delivery of the courier may affect the processing days of the application	CIAP Window Staff



STEP 6 (Evaluation a	and License Preparation)			
6.1. Verify result of Board Action via e- mail, landline, helpdesk or website: ciap.dti.gov.ph	6.1. Receive application folder and encode at the database	None		Encoding Staff
6.2 None	6.2. Prepare Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.	None	5 business days	Record s Evalua tor
6.3 None	6.3. Recommendation for approval of the Board	None		Division Chief / Executive Director / Board Members
6.4 None	6.4. Prepare and print License Certificate	None		License Printing Staff
6.5 None	6.5. Inform client of back fees, if any	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of L	icense Certificate)			
<ul> <li>7.1. (Option 1) Claim</li> <li>license certificate at</li> <li>PCAB Office: <ul> <li>s) Bring valid ID</li> <li>(Authorized</li> <li>Representativ</li> <li>e/s or AMO)</li> <li>and the</li> <li>Official</li> <li>Receipt</li> <li>t) Sign in the</li> </ul> </li> </ul>	<ul> <li>7.1. Check the pool of Authorized Representatives:</li> <li>m) If nominated, release the license certificate and then create log</li> <li>n) If not nominated, inform the client</li> </ul>	None	1 business day	Releasing Staff /CIAP Window
Client Log Form in the	to comply PCAB Board			Staff



			CIA
office lobby u) Get a queuing number for Releasing (Counter 1)	Resolution 515, series of 2011		
<ul> <li>7.2. (Option 2) Claim</li> <li>license certificate at</li> <li>CIAP Window: <ul> <li>m) Sign in the</li> <li>Client Log</li> <li>Form in the</li> <li>office lobby</li> </ul> </li> <li>n) Approach</li> <li>the CIAP</li> <li>Window</li> <li>Staff</li> </ul>	<ul> <li>7.2. Check the pool of Authorized Representatives.</li> <li>m) If nominated, release the license certificate and then create log</li> <li>n) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011</li> </ul>		
7.3. (Option 3) Wait for the mailedlicense via courier	7.3. Mail the license certificate via courier pouch provided by the client (Step 5.2) TOTAL PROCESSING DA	None	

(From Payment of Fees and Acceptance of COMPLETE Application to Release of License)

License Fee Structure: Change of Business Name								
				Ca	tegory			
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total ( <del>P</del> )	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check payable to "CIAP" / Online payment via Landbank (visit ciap.dti.gov.ph for more information)								



## 8. Application for Change of Business Name and Status

Processing of applications for change of business name and status

Office or Division:	Philippine Contractors Accreditation Board		
Classification:	Highly Technical		
Type of	Government to Business		
Transaction:			
Who may avail:	PCAB Licensed Contractors		
CHECKLIST OF REQUIREMENTS WHERE TO SECUR			

	Item	No. of copies	
	egorization and Classification Table (included in	None	website: ciap.dti.gov.ph
the se Applie	et of cation Forms / Table No. PCAB-SD-INQ-001)		
2. Dul	accomplished Change of Business Name and	1	website: ciap.dti.gov.ph
	Application Forms (Form No. PCAB-F-SVD- and its Supporting Documents:	set	
A. Leg			
A.1.	<i>Fill-out, accomplish and notarize</i> a) Affidavit of Attestation	1	Form No. PCAB-F-SVD- 005b
	b) Integrity Pledge		
A.2.	<ul> <li>Fill-out and accomplish</li> <li>Contractor's General Information with valid e-mail address of the company;</li> </ul>	1	Form No. PCAB-F-SVD- 005b
A	<ul> <li>2.1 Certified copy of:         <ul> <li>a) SEC Certificate of Registration under the new status</li> <li>b) Articles of Incorporation and By-laws</li> </ul> </li> </ul>	1	Securities and Exchange Commission
	<ul> <li>showing that:</li> <li>For Sole Proprietorship to Corporation: 70% of shares subscribed must belong to the previous Proprietor/Owner/Authorized ManagingOfficer (AMO);</li> </ul>		
	<ul> <li>For Sole Proprietorship to Partnership: 51% of shares</li> <li>99   Page</li> </ul>		



		n	CIAP
	subscribed must belong to the previous Proprietor/Owner/Authorized ManagingOfficer (AMO);		
A.2.2	<ul> <li>Corporate Secretary's Certification on the:</li> <li>a) List of stockholders showing their nationalities and shareholdings and</li> <li>b) List of Board of Directors showing</li> </ul>	1	Issued by the Corporate Secretary
	their names and nationality;		
	Original copy of Affidavit from the Proprietor/AMO that the construction company under the Sole Proprietorship or Partnership has no pending case (administrative, civil and/or criminal);	1	Issued by the Authorized ManagingOfficer
A.2.4	Original copy (news clipping) of announcement/publication in a newspaper of general circulation <b>(broadsheet only)</b> re: Change of Business Name & Status;	1	Newspaper Company
A.2.5	<ul> <li><i>Fill-out, accomplish and notarize</i></li> <li>AMO Nomination Form showing the same AMO;</li> </ul>	1	Form No. PCAB-F-SVD- 005b
A.3.	Fill-out and accomplish:	2	Form No. PCAB-F-SVD-
	<ul> <li>P) Authority to verify documents with Depository Bank,</li> </ul>	copies each	005b
	<ul> <li>q) Authority to verify documents with BIR and</li> </ul>		
	<ul> <li>Authority to verify documents with other Government Agencies;</li> </ul>		
	<b>cal</b> (To be accomplished and complied in behalf poration / Partnership)		
B.1. For any	Sustaining Technical Employee/s (STE/s), if :		
B.1.1	<ul> <li>Fill-out and accomplish:</li> <li>List of Sustaining Technical Employee/s (STE/s);</li> </ul>	1	Form No. PCAB-F-SVD- 005b



B	3.1.2 Fo	or NEWLY nominated STE/s:		
			1	
	B.1.2. 1.	<ul> <li>Fill-out, accomplish and notarize:</li> <li>i) Affidavit of Undertaking with copy of valid PRCID/s;</li> </ul>		Form No. PCAB-F- SVD-005b /PRC
		<li>j) STE/s Affidavit of Construction Experience;</li>		
	B.1.2. 2.	Original NBI Clearance/s;	1	National Bureau of Investigation
	B.1.2. 3.	<ul> <li><i>Fill-out and accomplish:</i></li> <li>STE/s Personal Appearance;</li> </ul>	1	Form No. PCAB-F-SVD- 005b
	B.1.2. 4.	hour Construction Safety and Health Seminar (COSH) of at least one (1) of the qualified nominated STEs;	1	Construction Manpower Development Foundation / DOLE Accredited Safety TrainingOrganization
B	3.1.3 <b>Fo</b>	or PREVIOUSLY nominated STE/s:		
	B.1.3. 1.	<ul> <li><i>Fill-out, accomplish and notarize</i>:</li> <li>Affidavit of Undertaking with copy of valid PRCID/s;</li> </ul>	1	Form No. PCAB-F-SVD- 005b / PRC
C. Fin	nancial			
C.1.		ed copy of Complete Audited Financial nents (AFS): with accompanying Auditor's Opinion Report and Auditor's Notes to Financial Statements	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
	g) dated within the last six (6) months immediately preceding the filing of application			
	an	uly audited and signed on every page by IndependentCPA with valid PRC-BOA creditation (public practice);		
	h) Photocopy of valid CPA Certificate of BOA Accreditation			
	i)	Certified copy of Annual Income Tax Return (ITR) or Quarterly ITR certified by the BIR and proof of payment of Income Tax paid, if applicable;		



as * <b>s</b> m	ssets s Suppo lust b	stated orting o e IN T	cuments to prove ownership of in theAFS (C.1) documents proving ownership THENAME OF THE DN/PARTNERSHIP:		
C.2.1	Cert acco	ificatio punt/pa ish dep	nk: Original copy of Bank n / Bank statement of ssbook certified by Bank Manager posits as of the BALANCE SHEET	1	Depository Bank/s
C.2.2	2 <i>Fill-</i>		<i>d accomplish:</i> of Constructor's Real Properties;	1	Form No. PCAB-F-SVD- 005b
1	1.		ROVE OWNERSHIP AND ATION OF REALPROPERTY: ed copy of Transfer of Certificate e (TCT) including back page and of Sale or Deed of Assignment or eclaration/Realty Tax Receipt of IN THE NAME OF THE PORATION/PARTNERSHIP;	1	Land Registration Authority (LRA)
C 2	.2.2.			1	Housing and Land Use RegulatoryBoard (HLURB)
C 3	.2.2.	Certifi Tax R Impro	ed copy of Tax Declaration/Realty ecceipt of Building and vements IN THE NAME OF THE PORATION/PARTNERSHIP;	1	Assessor's Office
	4. Agre Owr		ed copy of Lease Contract ment between the Lessor (Land r) and Lessee;	1	Land Owner / Lessor / Lessee
			Certified copy of Tax Declaration of Buildingand Improvements IN THE NAME OF THE LESSOR;	1	Assessor's Office
		<ul> <li>C.3.2.4. Notarized contract between the</li> <li>2. Lessor and Contractor for the</li> <li>Cost of Building and</li> <li>Improvements</li> </ul>		1	Lessor / Contractor
C.2.3	3 <i>Fill-</i> •	List and	d accomplish: of Constructor's Plants, Vehicles Equipment reflecting their individual and net book value; 102 I	1	Form No. PCAB-F-SVD- 005b



			CIAP
C.2.3. 1.		1	Land Transportation Office (LTO)
1.	Office (LTO) Certificate of Registration and Current		
	Official Receipt		
	of Registration of Construction and/or		
	Transportation / Delivery Vehicles /		
	Equipment reported IN THE NAME OF		
	THE CORPORATION/PARTNERSHIP;		
C.2.3.	Deed of Sale or Deed of Assignment or	1	Merchant / Seller
2.	sales invoices/official receipts of other		
	construction equipment/machineries		
C.2.4.	CORPORATION/PARTNERSHIP;	1	loound by the
0.2.4.	Independent Appraiser's Report of Plant, Properties and Equipment;	I	Issued by the Independent
			Appraiser
C.2.5.	Supporting Documents for Investment	1	SEC / LRA / Issued
	whichever is applicable:		by the Company /
	m) Certificate of Shares of Stock		Depository Bank
	n) Certified copy of Transfer of		
	Certificate of Title (TCT) including		
	back page and Deed of Sale or		
	Tax Declaration/Realty Tax		
	Receipt of Land IN THE NAME		
	OF THE		
	CORPORATION/PARTNERSHIP		
	o) Notarized Contract Investment		
	Agreement in Joint Venture		
	p) Cash in Bank: Original copy of		
	Bank Certification / Bank		
	statement of account/passbook		
	certified by Bank Manager of		
	cash deposits as of the		
	BALANCE SHEET DATE;		



C	<ul> <li>2.6 <i>Fill-out and accomplish:</i> <ul> <li>Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth;</li> </ul> </li> </ul>	1	Form No. PCAB-F-SVD- 005b
C	2.7 <b>Construction in Progress if the amount</b> <b>exceeds 10% of the Net Worth:</b> Statement of Annual Value of Work Accomplished/On- going as of the Balance Sheet Date;	1	Issued by the Company / Form No.Form No. PCAB-F-SVD-005b
C.:	2.8 Appropriate documents in support of Other Assets stated in the AFS (C.1); *Supporting documents proving ownership must be INTHE NAME OF THE CORPORATION/PARTNERSHIP	1	Various Sources
C.3.	Certified copy of latest SEC General Information Sheet duly filed with SEC on: a) Assignment of Shares of Stocks b) Increase in Paid-up Capital	1	SEC
C.4.	Certified copy of SEC Certificate of Filing of Increase in Authorized Capital and/or Amended Articles of Incorporation, if applicable;	1	SEC
D. Oth	ners		
D.1.	<ul><li><i>Fill-out, accomplish and notarize:</i></li><li>Authorized Representatives Affidavit;</li></ul>	1	Form No. PCAB-F-SVD- 005b
D.2.	Original signature (preferably with blue ink) of AMO on <u>each and every page of the</u> <u>application forms including supporting</u> <u>documents</u> ;	n/a	Authorized Managing Officer (AMO)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB LE		
STEP 1 (Download a	STEP 1 (Download and Accomplish)					
1.1. Download whole	1.1. Upload the latest set	None	None	IT Staff /		
set of application	of			Helpdes		
forms (Form No.	application forms			k		
PCAB-F-SVD-	at CIAP website					
005b)at CIAP						
website						
(ciap.dti.gov.ph)						
1.2. Accomplish each	1.2. None					
form	-					
STEP 2 (Submission		1				
2.1. (Option 1)	2.1. Issue a queuing	None	3 minutes	Guard on duty		
Proceed to PCAB	number to the client					
office, sign in the	upon signing in.					
Client Log Form in						
the office lobby						
and get a queuing						
number for Pre-						
screening						
(Counter 2 or 3)	2.2 Dropped to Stop 2	None	3 minutes	Cuard on duty		
2.2. (Option 2) Proceed to CIAP	2.2. Proceed to Step 3	none	5 minutes	Guard on duty		
Window and sign						
in the Client Log						
Form in the office						
lobby						
STEP 3 (Prescreenin	a)	I				
3.1. Submit duly	3.1. Pre-screen /	None	1 day from	Pre-		
accomplished	check submitted		enteringthe	screener /		
application forms	documents for		PCAB / CIAP	CIAP		
with supporting	completeness.		Window	Window		
documents as				Staff		
specifically stated in	*If the application is		30 mins from			
thechecklist	found <u>incomplete</u> , the		receipt of			
fastened in a	application folder		application for			
regular legal size	shall be returned to		pre-screening			
folder.	the client for					
	completion and		*pre-screening			
*For purposes of	compliance.		and STE			
this Citizens			interview			
Charter,			takes only			



				CIAP
PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document). Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall be deemed incomplete and deficient ab initio. 3.2. Personal appearance of newlynominated	3.2. Verify the record of STE/s in the database for employment status	None	about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	



				VIAL
	*Upon completion of this step, the application folder shall be returned to the client together with the Order of Payment			
STEP 4 (Payment)				
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees	4.1. Review order payment	See License Fee Structure (Change of	10 minutes	Accounting Staff
at the <b>Cashier</b> or Landbank Electronic Payment Portal (EPP guidelines is posted at website: ciap.dti.gov.ph)		Busine ss Name and Status)		
4.2 Make payment through cashier or Landbank Electronic Payment Portal.	4.2. Receive payment or proof of payment through Landbank EPP if applicable and issue Official Receipt			Cashier / CIAP Window Cashier / Landbank



STEP 5 (Issuance of	Official Reference Numb	er)		
5.1. Return to the Pre-screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding official reference number	reference number	None	5 minutes	Pre-screener / Issuance of Reference Number Staf
5.2. Provide courier prepaid pouch addressed to the company for mailing of license certificate (optional)	5.2. Receive courier prepaid pouch for license mailing	Fees are provided by the courier	5 minutes	Pre-screener / Issuance of Reference Number Staf
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day *delay in the delivery of the courier may affect the processing days of the application	CIAP Windo Staff
STEP 6 (Evaluation a 6.1. Verify result of Board Action via e- mail, landline, helpdesk or website: ciap.dti.gov.ph	nd License Preparation) 6.1. Receive application folderand encode at the database	None		Encoding Staff
6.2 None	<ul> <li>6.2. Prepare Technical</li> <li>Evaluation Report.</li> <li>*If not qualified, a notice of downgrading / disapproval will be</li> </ul>	None	18 business days	Techni cal Evalua tor



				U
	e- mail.			
6.3 None	6.3. Recommendation for approval of the Board	None		Division Chief / Executive Director / Board Members
6.4 None	6.4. Prepare and print License Certificate	None		License Printing Staff
6.5 None	6.5. Inform client of back fees, if any	None		Helpdesk Staff /CIAP Window Staff
STEP 7 (Release of L	icense Certificate)			
<ul> <li>7.1. (Option 1) Claim</li> <li>license certificate at</li> <li>PCAB Office: <ul> <li>v) Bring valid ID</li> <li>(Authorized</li> <li>Representativ</li> <li>e/s or AMO)</li> <li>and the</li> <li>Official</li> <li>Receipt</li> <li>w) Sign in the</li> <li>Client Log</li> <li>Form in the</li> <li>office lobby</li> </ul></li></ul>	<ul> <li>7.1. Check the pool of Authorized</li> <li>Representatives: <ul> <li>o) If nominated, release the license certificate and then create log</li> <li>p) If not nominated, inform the client to comply PCAB Board</li> <li>Resolution 515, resolution 51</li></ul></li></ul>	None	1 business	Releasing
<ul> <li>x) Get a queuing number for Releasing (Counter 1)</li> </ul>	series of 2011		day	Staff /CIĂP Window Staff



CIAP Window: o) Sign in the Client Log Form in the office lobby p) Approach the CIAP Window Staff	Authorized Representatives. o) If nominated, release the license certificate and then create log p) If not nominated, inform the client to comply PCAB Board Resolution 515, series				
$7 2 (0 \mathbf{n} \mathbf{t} \mathbf{i} \mathbf{n} 2)$	of 2011	Nene			
7.3. (Option 3) Wait for the	7.3. Mail the license certificate via courier	None			
mailedlicense					
	pouch provided by				
via courier the client (Step 5.2) TOTAL PROCESSING DAYS: 20 Business Days					

Release of License)

License Fee Structure: Change of Business Name and Status								
		Category						
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total ( <del>P</del> )	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check payable to "CIAP" / Online payment via Landbank (visit ciap.dti.gov.ph for more information)								



## 9. Application for Change of Authorized Managing Officer

Processing of applications for change of Authorized Managing Officer

Office or Division:	Philippine Contractors Accreditation Board		
Classification:	Highly Technical		
Type of Transaction:	Government to Business		
Who may avail:	PCAB Licensed Contractors		
CHECKLIST OF REQUIREMENTS WHERE TO SECU			

	lte	No. of	
	m	copies	
-	on and Classification Table (included in	None	website: ciap.dti.gov.ph
the set of			
	orms / Table No. PCAB-SD-INQ-001)		
	olished Change of Authorized Managing	1	website: ciap.dti.gov.ph
Officer Applica		set	
Documents:	No. PCAB-F-SVD-005c) and its Supporting		
A. Legal			
	, accomplish and notarize	1	Form No. PCAB-F-SVD-
c) A	ffidavit of Attestation;		005c
d)	ntegrity Pledge;		
	and accomplish	1	Form No. PCAB-F-SVD-
	Change of Authorized Managing Officer Pre-		005c
	pplication;		
,	Contractor's General Information with valid		
	-mail address of the company;		
	RPORATION/PARTNERSHIP:	4	Coourition Exchange
	tified copy of the firm's latest SEC neral InformationSheet (GIS) showing the	1 set	Securities Exchange Commission (SEC)
	nes of stockholders and directors,	561	Commission(SEC)
	onality and shareholdings;		
	ith FOREIGN shareholders:		
A.3.2.		1	Issued by the Corporate
1.	c) List of stockholders showing their		Secretary
	nationalities and shareholdings		
	and		
	d) List of Board of Directors showing		
B. Technical	their names and nationality;		
D. Technical	444 1		



B.1. <b>For</b>	Authorized Managing Officer (AMO):		
	<ul><li><i>Fill-out, accomplish and notarize:</i></li><li>AMO Affidavit</li></ul>	1	Form No. PCAB-F-SVD- 005c
B.1.2	Original NBI Clearance;	1	National Bureau of Investigation
B.1.3	<b>AMO Certificate of Attendance</b> of 2-day AMO Seminar (AMO should pass the examination);	1	Construction Manpower Development Foundation / PCAB Accredited Contractors Associations (schedule is posted atwebsite: ciap.dti.gov.ph)
B.1.4	<b>AMO Certificate of Completion</b> of 40- hour Construction Safety and Health Seminar (COSH);	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
B.1.5	For SOLE PROPRIETORSHIP: Change of AMO between Spouses (in addition to B.1):		
	B.1.5. Letter nominating his/her spouse as AMO 1. in his/her stead;		Issued by the Proprietor/Owner
B. 2.	1.5. Joint Affidavit that the property relations existing in the marriage is either Absolute Community of Property or Conjugal Partnership of Gains;	1	Issued by the Proprietor/Owner



B.1.6 For	CORF	PORATION/PARTNERSHIP (in		
	ition to			
B.1.6.	Fill-o	out, accomplish and notarize:	1	Form No. PCAB-F-SVD-
1.	•	Corporate Secretary's Certification;		005c
B.1.6.	If AM	O is NOT the President:		
2.	_			
		d Resolution of AMO's duties and	1	Issued by the Corporate
		onsibilities specifically indicating the		Board
	following: f) authority to sign checks and			
	other financial documents,			
	a)	authority to hire and fire		
	9/	employees,		
	h)	authority to approve, negotiate		
	,	and sign contracts,		
	i)	authority and capability to commit		
		and answerfor the corporation		
		and		
	j)	oversee all contracts of the		
<b>.</b>		company;		
B.1.6. 3.	For F	<b>OREIGN AMO</b> (in addition to B.1):		
	1.6.3.	a) Original NBI Clearance if	1	NBI / Philippine Embassy
1.		resided in the Philippines		
		for six (6) months or longer		
		or		
		<ul><li>b) Equivalent clearance from</li></ul>		
		AMO's home country duly		
		authenticated by the		
	4.0.0	Philippine Embassy;	4	
B. <sup>2</sup>	1.6.3.	Valid Working Visa;	1	Bureau of Immigration
	163	Valid Alien Certificate of	1	Bureau of Immigration
В. 3.	1.0.3.	Registration;	I	
	) inter	view by the Board Member/s;	n/a	PCAB Board Members
C. Others			1	
,	C.1. Fill-out, accomplish and notarize:			Form No. PCAB-F-SVD-
		zed Representatives Affidavit;		
		ature (preferably with blue ink) of	n/a	Authorized Managing
		and every page of the		Officer (AMO)
docume		rms including supporting		
	<del>, iii3</del> ,			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE	
STEP 1 (Download a	nd Accomplish)				
1.1. Download whole set of application forms ( <b>Form No.</b> <b>PCAB-F-SVD-</b> <b>005c</b> ) at CIAP website (ciap.dti.gov.ph)	1.1. Upload the latest set of application forms at CIAP website	None	None	IT Staff / Helpde sk	
1.2. Accomplish each form	1.2 None				
STEP 2 (Submission					
2.1. (Option 1) Proceed to PCAB office, sign in the Client Log Form in the office lobby and get a queuing number for Pre- screening (Counter 2 or 3)	2.1. Issue a queuing number tothe client upon signing in.	None	3 minutes	Guard on duty	
2.2. (Option 2) Proceed to CIAP Window and sign in the Client Log Form in the office lobby	2.2. Proceed to Step 3	None	3 minutes	Guard on duty	
STEP 3 (Prescreenin	g)				



<ul> <li>3.1. Submit duly accomplished application forms with supporting documents as specifically stated in the checklist fastened in a regular legal size folder.</li> <li>*For purposes of this Citizens Charter, PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document).</li> <li>Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall be deemed incomplete and deficient ab initio.</li> </ul>	<ul> <li>3.1. Pre-screen / check submitted documents for completeness.</li> <li>*If the application is found <u>incomplete</u>, the application folder shall be returned to the client for completion and compliance.</li> <li>*If the application is found <u>complete</u>, the application folder shall be returned to the client together with the Order of Payment</li> </ul>	None	1 day from entering the PCAB / CIAP Window 30 mins from receipt of application for pre-screening and STE interview takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	Pre- screener / CIAP Window Staff
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STEP 4 (Payment)						
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> <b>Landbank</b> <b>Electronic</b> <b>Payment Portal</b> (EPP guidelines is posted at website: ciap.dti.gov.ph)	4.1. Review order payment	See License Fee Structure (Change of Authorize d Managing Officer)	10 minutes	Accounting Staff		
4.2 . Make payment through cashier or Landbank Electronic Payment Portal.	4.2. Receive payment or proof of payment through Landbank EPP if applicable and issue Official Receipt			Cashier / CIAP Window Cashier / Landbank		
	Official Reference Numb			<b>D</b>		
5.1. Return to the Pre-screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding official reference number	5.1. Receive application folder and issue official reference number	None	5 minutes	Pre- screener / Issuance of Reference Number Staff		
5.2. Provide courier prepaid pouch addressed to the company for mailingof license certificate (optional)	5.2. Receive courier prepaidpouch for license mailing	Fees are provided bythe courier	5 minutes	Pre- screener / Issuance of Reference Number Staff		
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day *delay in the delivery of the courier may affect the processing days of the application	CIAP Window Staff		



STEP 6 (Evaluation,	AMO Interview and Licer	nse Prepar	ation)	
6.1. Verify result of Board Action via e- mail, landline, helpdesk or website: ciap.dti.gov.ph	6.1. Receive application folderand encode at the database	None	18 business days * <b>If AMO is</b>	Encoding Staff
6.2. None	6.2. Prepare Technical Evaluation Report.	None	a notice of	Techni cal Evalua tor
	*If not qualified, a notice of downgrading / disapproval will be sent to the client via e- mail.		scheduleand extension of processing will be sent to the applicant	
6.3. None	6.3. Recommendation for approval of the Board	None		Division Chief / Executive Director / Board Members
6.4. None	6.4. AMO Interview	None		Board Member/s
6.5. None	6.5. Prepare and print License Certificate	None		License Printing Staff
6.6. None	6.6. Inform client of back fees, if any	None		Helpdesk Staff /CIAP Window Staff



STEP 7 (Release of Lic	ense Certificate)			
<ul> <li>7.1. (Option 1) Claim</li> <li>license certificate at</li> <li>PCAB Office: <ul> <li>y) Bring valid ID</li> <li>(Authorized</li> <li>Representative/</li> <li>s or AMO) and</li> <li>the Official</li> <li>Receipt</li> <li>z) Sign in the</li> <li>Client Log Form</li> <li>in the office</li> <li>lobby</li> <li>aa) Get a queuing</li> <li>number for</li> <li>Releasing</li> <li>(Counter 1)</li> </ul> </li> <li>7.2. (Option 2) Claim</li> </ul>	<ul> <li>7.1. Check the pool of Authorized Representatives: <ul> <li>q) If nominated, release the license certificate and then create log</li> <li>r) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011</li> </ul> </li> <li>7.2. Check the pool of</li> </ul>	None	1 business day *If AMO is subject for Board interview, a notice of schedule and extension	Releasing Staff / CIAP Window Staff
<ul> <li>icense certificate at</li> <li>CIAP Window:         <ul> <li>a)</li> <li>Sign in the</li> <li>Client Log Form</li> <li>in the office</li> <li>lobby</li> <li>r)</li> <li>Approach the</li> <li>CIAP Window</li> <li>Staff</li> </ul> </li> </ul>	Authorized Authorized Representatives. q) If nominated, release the license certificate and then create log r) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None	of processing will be sent to the applicant	
7.3. (Option 3) Wait for the mailed license via courier	7.3. Mail the license certificate via courier pouch provided by the client (Step 5.2)	None		
TOTAL PROCESSING DAYS: 20 Business Days (From Payment of Fees and Acceptance of COMPLETE Application to Release of License which shall not include the number of days for AMO interview. Accordingly, it should be understood that the AMO interview is scheduled upon the availability of the Board Members)				



License Fee Structure: Change of Authorized Managing Officer								
				Cate	egory			
Fee Particulars	AAAA	ΑΑΑ	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,20	1,200
_							0	
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total ( <del>P</del> )	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's								
Check payable to "	Check payable to "CIAP" /							
	Online pay	vment via	Landbank (v	isit ciap.dti	gov.ph for m	nore inform	ation)	



## 10. Application for New Special License by a Foreign Contractor

Processing of application for new special license by a Foreign Contractor who will engage in the construction of a single undertaking/project PROVIDED that the project is foreign financed/internationally funded and that international bidding is required or the participation of foreign contractors is allowed under the terms of the Bilateral Agreement entered into by and between the Philippine Government and the Foreign/International Financing Institution; or Certification that the project is to be implemented in accordance with the Expanded BOT Law or Republic Act. No. 7718 or Public-Private-Partnership (PPP) OR locally-funded government or private projects where there is inadequate or no local capability in the technology being required by the project owner.

Office or Division:	Philippine Contractors Accreditation Board		
Classification:	Highly Technical		
Type of Transaction:	Government to Business		
Who may avail:	Corporation with 100% Foreign equity applying for special license for		
	a specific project		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			

Item		No. of copies	
1. Categorization an	d Classification Table (included in	None	website: ciap.dti.gov.ph
the set of			
Application Forms	/ Table No. PCAB-SD-INQ-001)		
2. Duly accomplishe	d New Special License by a Foreign	1	website: ciap.dti.gov.ph
Contractor Application	on Forms (Form No. PCAB-F-SVD-	set	
007) and its Support			
Documents:			
A. Legal			
A.1. Fill-out, acco	omplish and notarize	1	Form No. PCAB-F-SVD-
e) Affidav	vit of Attestation		007
f) Integrit	ty Pledge		
A.2. Fill-out and a	accomplish	1	Form No. PCAB-F-SVD-
Contra	ctor's General Information with valid		007
e-mail	address of the company;		
A.2.1 Certified copy of valid SEC Certificate of		1	Securities of
. Registration (toprove the existence and		set	Exchange
authenticity of registration):			Commission
	120		



	<ul> <li>g) Articles of Partnership/Incorporation and By-Lawswith Construction works as one of the purposes and</li> <li>h) Subsequent amendments thereto, if any;</li> </ul>		
	Certificates of Employer's Membership with the followingagencies: g) SSS, h) PHILHEALTH and i) PAG-IBIG;	1	SSS, PHILHEALTH and PAG-IBIG
	r new Foreign Resident Alien presentative(RAR)/AMO y:		
A.3.1	<ul> <li>Fill-out, accomplish and notarize:</li> <li>a) AMO/RAR Affidavit; and;</li> <li>b) Corporate Secretary's Certification;</li> </ul>	1	Form No. PCAB-F-SVD- 008 Issued by the Corporate Secretary
A.3.2	Authenticated copy of Board Resolution authorizing its Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and inbehalf of the company, and defining the scope and/or limitations of the powers of the RAR/AMO;	1	Philippine Embassy / ConsulateOffice
A 1.	.3.2. Authenticated copy of Appointment	1	Philippine Embassy / ConsulateOffice



· · · · · ·		1	
A.3.3	<ul> <li>Philippines for six</li> <li>(6) months or longer; or</li> <li>b) Equivalent clearance from AMO's home country dulyauthenticated by the Philippine Embassy</li> </ul>	1	National Bureau of Investigation / Philippine Embassy / Consulate Office
A.3.4	Valid Working Visa;	1	Bureau of Immigration
A.3.5	Valid Alien Certificate of Registration;	1	Bureau of Immigration
A.3.6	Authenticated copy of diploma and/or transcript of records or PRC Special Permit to practice his profession (if nominated also as one of the sustaining technical employees)	1	Philippine Embassy/Professional Regulation Commission
A.3.7	AMO Certificate of Attendance of 2-day AMO Seminar (AMO should pass the examination);	1	Construction Manpower Development Foundation / PCAB Accredited Contractors Associations (schedule is posted at website: ciap.dti.gov.ph)
A.3.8	AMO Certificate of Completion of 40- hour Construction Safety and Health Seminar (COSH);	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
A.3.9	New RAR/AMO is subject to interview by the Board Member/s	n/a	PCAB Board Members
A.4. For	<sup>r</sup> Filipino new AMO only:		
	<ul> <li><i>Fill-out, accomplish and notarize:</i></li> <li>a) AMO/RAR Affidavit; and;</li> <li>b) Corporate Secretary's Certification;</li> </ul>	1	Form No. PCAB-F-SVD- 008 Issued by the Corporate Secretary
A.4.2	Authenticated copy of Board Resolution authorizing its Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and in behalf of the company, and defining the scope and/or limitations of the powers of the RAR/AMO;	1	Philippine Embassy / ConsulateOffice



			VIAL
A.4.2. 1.	. Authenticated copy of Appointment paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR;	1	Philippine Embassy / ConsulateOffice
A.4.3 Ori	iginal NBI Clearance;	1	NBI
	<b>NO Certificate of Attendance</b> of 2-day AMO eminar (AMO should pass the examination);	1	Construction Manpower Development Foundation / PCAB Accredited Contractors Associations (schedule is posted at website: ciap.dti.gov.ph)
. Co	<b>IO Certificate of Completion</b> of 40-hour onstruction Ifety and Health Seminar (COSH);	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
	ew RAR/AMO is subject to interview the Board Member/s	n/a	PCAB Board Members



;	License/Permit/Authority issued by the		
	appropriate acularizant adapau dulul		/ Consulate Office
	appropriate government agency duly authenticated by the Philippine Embassy in		
	the home country of the foreign		
	contractor applicant;		
	Certification from the appropriate	1	Tendering Agency
	Tendering Agency that the project is		
	foreign financed/internationally funded and		
	that international bidding is required, or		
•	the participation of foreign contractors is		
;	allowed under the terms of the Bilateral		
	Agreement entered into by and between		
+	the Philippine Government and the		
	Foreign/International Financing Institution;		
	or Certification that the project is to be		
	implemented in accordance with the		
	Expanded BOT Law or RA No. 7718, or		
	other laws of similar nature, and that other		
	requirements, under existing laws, have		
	been waived in the		
	loan agreement, if any	4	Tandarina America
	Original or certified true copy of "Invitation	1	Tendering Agency
	to Bid" or "Invitation to Bidders" or "Notice		
	to Bidders" or original ad/clipping of the		
	project applied for showing the date of bidding;		
	Back-to-back guarantee from the parent	1	Issued by the Parent
	company if the applicant is	•	Company
	a subsidiary of a foreign contractor;		Company
	Fill-out and accomplish:	2	Form No. PCAB-F-
	s) Authority to verify documents with	copi	SVD-007
	Depository Bank,	es	
	t) Authority to verify documents with BIR	eac	
	and	h	
	u) Authority to verify documents with		
	other Government Agencies;		



B. Tech	nical		
B.1. <b>Fo</b>	r Sustaining Technical Employee/s TE/s)		
	<ul> <li>Fill-out and accomplish:</li> <li>List of Sustaining Technical Employee/s (STE/s);</li> </ul>	1	Form No. PCAB-F- SVD-007
B.1. 2.		1	Form No. PCAB-F- SVD-007 / PRC
B.1. 3.	Original NBI Clearance/s;	1	NBI
B.1. 4.	<ul> <li>Fill-out and accomplish</li> <li>STE/s Personal Appearance;</li> </ul>	1	Form No. PCAB-F- SVD-007
B.1. 5.	<b>STE Certificate of Completion</b> of 40- hour Construction Safety and Health Seminar (COSH) of at least one (1) of the qualified nominated STEs;	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
C. Finan	icial		
(es Ce	<ul> <li>r NEWLY ESTABLISHED COMPANY</li> <li>stablished within the same fiscal year):</li> <li>ertified copy of Complete Audited</li> <li>nancial Statement (AFS):</li> <li>e) with Accompanying Auditor's Opinion</li> <li>Report and Auditor's Notes to</li> <li>Financial Statements</li> </ul>	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR



C 1.	2.2.1. Certified copy of the Quarterly ITR duly		BIR
	minimum capital requirement of the applied category		
0.2.1	If the company's equity based on the AFS falls below the		
6.2.1	<ul> <li>accreditation (public practice);</li> <li>h) Photocopy of valid CPA Certificate of BOA Accreditation;</li> <li>i) Certified copy of Annual Income Tax Return (ITR) or Quarterly ITR certified by the BIR and proof of payment of Income Tax paid, if applicable;</li> </ul>		
	*Duly audited and signed on every page by an IndependentCPA with valid PRC-BOA		
	<ul> <li>ore than one (1) year):</li> <li>g) Certified copy of AFS for the immediately preceding taxable year with Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes to Financial Statements (duly filed with the BIR)</li> </ul>		Accountant with valid PRC-BOA accreditation / BIR
C.2. Fc	<ul> <li>f) dated within the last six (6) months immediately preceding the filing of application</li> <li>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</li> <li>g) Photocopy of valid CPA Certificate of BOA Accreditation;</li> <li>h) Certified copy of Annual Income Tax Return (ITR) or Quarterly ITR certified by the BIR and proof of payment of Income Tax paid, if applicable;</li> <li>br EXISTING/OLD COMPANY (operational for</li> </ul>	1	Certified Public



			CIAP
C.2.1.	Original copy of Interim Audited Financial	1	Certified Public
2.	Statements (AFS) dated within the last six		Accountant with valid
	(6) months immediately preceding the		PRC-BOA accreditation /
	filing of application with:		BIR
	j) Accompanying Auditor's Opinion		
	Report, Statement of Changes in		
	Equity, Cash Flow and Auditor's		
	Notes to Financial Statements;		
	*Duly audited and signed on every		
	page by an Independent CPA with		
	valid PRC-BOA accreditation (public		
	practice);		
	Photocopy of valid CPA Certificate of BOA		
	Accreditation;		
	nal documents to prove ownership of		
	stated in the AFS (C.1 or C.2 whichever		
applica			
	orting documents proving ownership		
	be IN THENAME OF THE COMPANY:	4	Den esitem · Den l./.
	h in Bank: Original copy of Bank	1	Depository Bank/s
	tification / Bank statement of		
	ount/passbook certified by Bank Manager of		
DA	h deposits as of the BALANCE SHEET		
	out and accomplish:	1	Form No. PCAB-F-SVD-
	<ul> <li>List of Constructor's Real Properties;</li> </ul>	•	007
C.3.2.		1	Land Registration Authority
1.	VALUATION OF REAL PROPERTY:		
	Certified copy of Transfer of Certificate of		
	Title (TCT) including back page and Deed		
	of Sale or Deed of Assignment or Tax		
	Declaration/Realty Tax Receipt of Land IN		
	THE NAME OF THE COMPANY;		
C.3.2.	Certified copy of Condominium Certificate	1	Housing and Land Use
2.	of Title and Deed of Sale or Tax		RegulatoryBoard
	Declaration/Realty Tax Receipt of		
	Condominium IN THE NAME OF THE		
	COMPANY;		



C.3.2.		1	Assessor's Office
3.	Tax Receipt of		
	Building and Improvements IN THE		
	NAME OF THE COMPANY;		
C.3.2.	Certified copy of Lease Contract	1	Land Owner / Lessor /
4.	Agreement between the Lessor (Land		Lessee
	Owner) and Lessee;		
C	.3.2.4. Certified copy of Tax Declaration	1	Assessor's Office
1.	of Building and Improvements IN		
	THE NAME OF THE		
	LESSOR;		
C	.3.2.4. Notarized contract between the	1	Lessor / Contractor
2	Lessor and Contractor for the		
	Cost of Building and		
	Improvements		
C.3.3 Fill-	out and accomplish:	1	Form No. PCAB-F-SVD-
	List of Constructor's Plants, Vehicles		007
	and Equipment reflecting their individual		
	cost and net book value;		
C.3.3.	Certified copy by Land Transportation	1	Land Transportation Office
1.	Office (LTO) Certificate of Registration		
	and Current Official Receipt of		
	Registration of Construction and/or		
	Transportation / Delivery Vehicles /		
	Equipment reported IN THE NAME		
	OF THE COMPANY;		
C.3.3.	Deed of Sale or Deed of Assignment or	1	Merchant / Seller
2.	sales invoices/official receipts of other		
	construction equipment/machineries		
	UNDER THE NAME OF THE		
	COMPANY;		
C.3.4 Inde	ependent Appraisal's Report of Plant,	1	Issued by the Independent
	perties and	-	Appraiser
	ipment;		
	porting Documents for Investment	1	SEC / LRA / Issued
	chever is applicable:		by the Company /
	Certificate of Shares of Stock		Depository Bank
	Certified copy of Transfer of Certificate		
	of Title (TCT) including back page and		
	Deed of Sale or Tax Declaration/Realty		
	Tax Receipt of Land IN THE NAME OF		
	THE COMPANY		
	Notarized Contract Investment		
S			



			UIAF
	Agreement in Joint Venture t) Cash in Bank: Original copy of Bank Certification / Bank statement of account/passbook certified by Bank Manager of cash deposits as of the BALANCE SHEET DATE;		
0.00		4	
	<ul> <li>Fill-out and accomplish:         <ul> <li>Schedule of Receivables (Accounts / Trade / Contracts/ Retention) with complete address of the client if the amount exceeds 50% of the Net Worth;</li> </ul> </li> </ul>	1	Form No. PCAB-F-SVD- 007
C.3.7	Construction in Progress if the amount exceeds 10% of the Net Worth: Statement of Annual Value of Work Accomplished/On-going as of the Balance Sheet Date;	1	Issued by the Company / Form No.PCAB-F-SVD- 007
C.3.8	Appropriate documents in support of Other Assets stated in the AFS (C.1 or C.2 whichever applicable); *Supporting documents proving ownership must be INTHE NAME OF THE COMPANY	1	Various Sources
C.3.9	The Board, however, may require documents other than those listed above to fully ascertain the financial qualification of the applicant;	1	Various Sources
D. Track	Record		
cc ar ar Co ur of	opy of single largest relevant construction ontract or subcontract agreement completed nd/or Change Order/ Supplemental Agreement, if ny, certified true by the Project Owner or Prime ontractor for sub-contract work. If project was ndertaken outside the Philippines, the aforesaid documents must a duly	1	Tendering Agency / Project Owner



	authentiacted by the Dhilipping Embagay at		
	authenticated by the Philippine Embassy or		
	Consulate Office in the		
	country where project is located;		
D.2.	Copy of Certificate of Completion/Acceptance certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside the Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate office in the country where project is located;	1	Tendering Agency / Project Owner
D.3.	For privately owned projects only - Certified True Copy of Certificate of Creditable Income Tax Withheld (Form 1743.1/ 1743.750/2307) stamped received by the BIR for each contract/subcontract.	1	BIR
E. Ot	hers		
E.1.	<ul> <li><i>Fill-out, accomplish and notarize:</i></li> <li>Authorized Representatives Affidavit;</li> </ul>	1	Form No. PCAB-F-SVD- 007
E.2.	Original signature (preferably with blue ink) of AMO on <u>each</u> <u>and every page of the application forms</u> <u>including supportingdocuments</u> ;	n/a	Authorized Managing Officer (AMO)



CLIENT	AGENCY ACTIONS	FEES TO	PROCESSING	PERSON
STEPS		BE PAID	TIME	RESPONSIB LE
STEP 1 (Download a	nd Accomplish)			
1.1. Download whole set of application forms (Form No. PCAB-F- SVD-007) at CIAP website (ciap.dti.gov.ph)	1.1. Upload the latest set of application forms at CIAP website	None	None	IT Staff / Helpdes k
1.2. Accomplish each form	1.2. None			
STEP 2 (Submission				
2.1. (Option 1) Proceed to PCAB office, sign in the Client Log Form in the office lobby and get a queuing number for Pre- screening (Counter 2 or 3)	2.1. Issue a queuing number tothe client upon signing in.	None	3 minutes	Guard on duty
2.2. (Option 2) Proceed to CIAP Window and sign in the Client Log Form in the office lobby	2.2. Proceed to Step 3	None	3 minutes	Guard on duty
STEP 3 (Prescreenin		1	1	1
3.1. Submit duly accomplished application forms with supporting documents as specifically stated in the checklist fastened in a regular legal size folder. *For purposes of this Citizens Charter,	<ul> <li>3.1. Pre-screen / check submitted documents for completeness.</li> <li>*If the application is found <u>incomplete</u>, the application folder shall be returned to the client for completion and compliance.</li> </ul>	None	1 day from entering the PCAB / CIAP Window 30 mins from receipt of application for pre-screening and STE interview takes only	Pre- screener / CIAP Window Staff



		CIAP
PRESCREENING	about 30	
shall mean the	minutes	
initial assessment	however the	
and inspection of	queuing and	
the completeness	line up for the	
of the application.	service may	
The very purpose	take the whole	
of which is to	day	
check whether the	depending on	
application	the number of	
contains all the	applicants and	
necessary	STE/s present	
documents as	in PCAB that	
indicated and	day.	
stated in the		
checklist (without		
lookinginto what		
is contained in		
each document).		
Pursuant to the		
ARTA Law and		
EODB Law,		
PCAB shall NOT		
ACCEPT		
incomplete		
applications		
wanting of		
required		
documents.		
Accordingly, such		



applications shall be deemed incomplete and deficient ab initio. 3.2. Personal appearance of newly nominated Sustaining Technical Employee/s (STE/s), if any	3.2. Verify the record of STE/s in the database for employment status with other firm. *Upon completion of this step, the application folder shall be returned to the client together with the Order of Payment	None		
STEP 4 (Payment) 4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the Cashier or Landbank Electronic Payment Portal (EPP guidelines is posted at website: ciap.dti.gov.ph)	4.1. Review order payment	See License Fee Structure (New Special License - Foreign Applicatio n)	10 minutes	Accounting Staff
4.2. Make payment through cashier or Landbank Electronic Payment Portal.	4.2. Receive payment or proof of payment through Landbank EPP if applicable and issue Official Receipt			Cashier / CIAP Window Cashier / Landbank
STEP 5 (Issuance of 5.1. Return to the Pre-screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding	Official Reference Numb 5.1. Receive application folder and issue official reference number	None	5 minutes	Pre- screener / Issuance of Reference Number Staff



		1		UIAF
official reference number				
5.2. Provide courier prepaid pouch addressed to the company for mailing of license certificate (optional)	5.2. Receive courier prepaidpouch for license mailing	Fees are provided by the courier	5 minutes	Pre- screener / Issuance of Reference Number Staff
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day *delay in the delivery of the courier may affect the processing days of the application	CIAP Window Staff
STEP 6 (Evaluation,	AMO Interview and Licer	se Preparat	ion)	
6.1. Verify result of Board Action via e- mail, landline, helpdesk or website: ciap.dti.gov.ph	6.1. Receive application folderand encode at the database	None	18 business days	Encoding Staff
6.2. None	<ul> <li>6.2. Prepare Technical and Financial Evaluation Report.</li> <li>*If not qualified, a notice of downgrading / disapproval will be sent to the client via e- mail.</li> </ul>	None	*If AMO is subject for Board interview, a notice of scheduleand extension of processing will be sent to the applicant	Technical / Financial Evaluator
6.3. None	6.3. Recommendation for approval of the Board	None		Division Chief / Executive Director / Board Members



6.4. None	6.4. AMO Interview	None		Board Member/s
6.5. None	6.5. Prepare and print License Certificate	None		License Printing Staff
6.6. None	6.6. Inform client (including documents and back fees which are condition/s before the release of the license certificate) via e-mail, landline, mobile number and upload approved application at the CIAP website	None		Helpdesk Staff /CIAP Window Staff
STEP 7 (Release of L	icense Certificate)			
7.1. (Option 1) Claim license certificate at PCAB Office: bb) Bring valid ID (Authorized Representativ e/s or AMO) and the Official Receipt cc) Sign in the Client Log Form in the office lobby dd) Get a queuing number for Releasing (Counter 1)	<ul> <li>7.1. Check the pool of Authorized Representatives: <ul> <li>s) If nominated, release the license certificate and then create log</li> <li>t) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011</li> </ul> </li> </ul>	None	1 business day *If AMO is subject for Board interview, a notice of scheduleand extension of processing will	Releasing Staff /CIAP Window Staff
<ul> <li>7.2. (Option 2) Claim</li> <li>license certificate at</li> <li>CIAP Window: <ul> <li>s) Sign in the</li> <li>Client Log</li> <li>Form in the</li> <li>office lobby</li> <li>t) Approach</li> <li>the CIAP</li> </ul> </li> </ul>	<ul> <li>7.2. Check the pool of Authorized Representatives.</li> <li>s) If nominated, release the license certificate and then create log</li> <li>t) If not</li> </ul>	None	be sent to the applicant	



Window Staff	nominated, inform the client to comply PCAB Board Resolution 515, series of 2011						
7.3. (Option 3)	7.3. Mail the license	None					
Wait for the	certificate via courier						
mailedlicense	pouch provided by						
via courier	the client (Step 5.2)						
	TOTAL PROCESSING D	AYS: 20 Bus	siness Days				
(From P	ayment of Fees and Accep	otance of CO	MPLETE Application	on to			
Release of I	License which shall not inc	lude the num	nber of days for AM	0			
interview. A	interview. Accordingly, it should be understood						
that	the AMO interview is sche	duled upon t	he availability of the	e Board			
Men	nbers)						

License Fee Structure: New Special License – Foreign Application							
		Category					
Fee Particulars	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Classification Fee							
Principal	4,800	2,400	480	240	144	48	nil
Other/s (chargeable for	2,400	1,200	240	120	72	24	nil
each classification)							
Categorization Fee	43,200	21,600	7,200	4,800	2,400	1,200	nil
License Fee	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12
Grand Total (P)	51,742	26,542	9,262	6,502	3,973	2,629	1,342



## 11. Application for Renewal of Special License by a Foreign Contractor

Processing of applications for renewal of special license by a Foreign Contractor.

Office or Division:	Philippine Contractors Accreditation Board		
Classification:	Highly Technical		
Type of Transaction:	Government to Business		
Who may avail:	Corporation with 100% Foreign equity applying for special license for		
-	a specific project		
CHECKLIST OF REQUIREMENTS WHERE TO SECUR			

	Item	No. of copies	
1. Cat	tegorization and Classification Table (included in the		website: ciap.dti.gov.ph
set of			
	cation Forms / Table No. PCAB-SD-INQ-001)		
	ly accomplished Renewal of Special License by a	1	website: ciap.dti.gov.ph
	gn Contractor Application Forms (Form No.	set	
PCAE	B-F-SVD-008) and its Supporting		
Docur	ments:		
A. Le	gal		
A.1.	Fill-out, accomplish and notarize	1	Form No. PCAB-F-SVD-
	g) Affidavit of Attestation		008
	h) Integrity Pledge		
A.2.	Fill-out and accomplish	1	Form No. PCAB-F-SVD-
	<ul> <li>Contractor's General Information with valid</li> </ul>		008
	e-mail address of the company;		
A.3.	Copy of Special License previously issued by PCAB	1	PCAB
	to the applicant		
	and for which renewal is sought;		
A	3.3.1 For a project which original completion date	1	Tendering Agency
	has lapsed, certified true copy of approved time		
	extension reflecting new		
	completion date;		
A.4.	For new Foreign Resident Alien		
	Representative(RAR)/AMO		
	only:		
A	.4.1 Fill-out, accomplish and notarize:		Form No. PCAB-F-SVD-
	c) AMO/RAR Affidavit; and;		008
	d) Corporate Secretary's Certification;		Issued by the Corporate



			Secretary
. aut (AM the con limi	henticated copy of Board Resolution horizing its Authorized Managing Officer I/O)/Resident Alien Representative (RAR) in Philippines to act for and in behalf of the npany, and defining the scope and/or tations of the vers of the RAR/AMO;	1	Issued by the Corporate Secretary /Philippine Embassy / Consulate Office
A.4.2. 1.	Authenticated copy of Appointment paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR;	1	Issued by the Corporate Secretary /Philippine Embassy / Consulate Office



<ul> <li>A.4.3 c) Original NBI Clearance if resided in the Philippines for six (6) months or longer; or</li> <li>d) Equivalent clearance from AMO's home country duly authenticated by the Philippine Embassy</li> <li>A.4.4 Valid Working Visa;</li> <li>A.4.5 Valid Alien Certificate of Registration;</li> <li>A.4.6 Authenticated copy of diploma and/or transcript of records or PRC Special Permit to practice his profession (if nominated also as one of the sustaining technical employees)</li> <li>A.4.7 AMO Certificate of Attendance of 2-day AMO Seminar (AMO should pass the examination);</li> </ul>	1	National Bureau of Investigation / Philippine
A.4.4       Valid Working Visa;         A.4.5       Valid Alien Certificate of Registration;         .       A.4.6         Authenticated copy of diploma and/or transcript         .       of records or PRC Special Permit to practice his profession (if nominated also as one of the sustaining technical employees)         A.4.7       AMO Certificate of Attendance of 2-day AMO Seminar (AMO should pass the examination);		Embassy / Consulate Office
A.4.6       Authenticated copy of diploma and/or transcript of records or PRC Special Permit to practice his profession (if nominated also as one of the sustaining technical employees)         A.4.7       AMO Certificate of Attendance of 2-day AMO Seminar (AMO should pass the examination);	1	Bureau of Immigration
<ul> <li>of records or PRC Special Permit to practice his profession (if nominated also as one of the sustaining technical employees)</li> <li>A.4.7 AMO Certificate of Attendance of 2-day AMO Seminar (AMO should pass the examination);</li> </ul>	1	Bureau of Immigration / Consulate Office
. Seminar (AMO should pass the examination);	1	Philippine Embassy / Consulate Office / Professional Regulation Commission
	1	Construction Manpower Development Foundation / PCAB Accredited Contractors Associations (schedule is posted atwebsite: ciap.dti.gov.ph)
A.4.8 AMO Certificate of Completion of 40-hour Construction Safety and Health Seminar (COSH);	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
A.4.9 New RAR/AMO is subject to interview by the Board Member/s	n/a	PCAB Board Members
A.5. For Filipino new AMO only:		
A.5.1 <i>Fill-out, accomplish and notarize:</i> e) AMO/RAR Affidavit; and; f) Corporate Secretary's Certification;	1	Form No. PCAB-F-SVD- 008 Issued by the Corporate Secretary
A.5.2 Authenticated copy of Board Resolution authorizing its Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and in behalf of the company, and defining the scope and/or limitations of the	1	Issued by the Corporate Secretary /Philippine Embassy / Consulate Office



					OIAF
	powers of the RAR/AMO;				
A 1.		A.5.2. Authenticated copy of Appointment 1. paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR;		1	Issued by the Corporate Secretary /Philippine Embassy / Consulate Office
A	5.3	Origi	inal NBI Clearance;	1	NBI
		AMC exan	<b>D Certificate of Attendance</b> of 2-day D Seminar (AMO should pass the nination);	1	Construction Manpower Development Foundation / PCAB Accredited Contractors Associations (schedule is posted at website: ciap.dti.gov.ph)
A	5.5	hour	<b>D Certificate of Completion</b> of 40- Construction Safety and Health inar (COSH);	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
	5.6		RAR/AMO is subject to interview by the d Member/s	n/a	PCAB Board Members
A.6.	For	' old	Foreign RAR/AMO		
	\.6.	Valio	d Working Visa;	1	Bureau of Immigration
A 2	\.6. <u>?</u> .	Valio	d Alien Certificate of Registration;	1	Bureau of Immigration / Consulate Office
A.7.	<ul> <li>Fill-out and accomplish:         <ul> <li>v) Authority to verify documents with Depository Bank,</li> <li>w) Authority to verify documents with BIR and</li> <li>x) Authority to verify documents with other Government Agencies;</li> </ul> </li> </ul>		1	Form No. PCAB-F-SVD- 008	
A.8.	Not	ot pr	eviously submitted - Copy of Contract or f Award g to the project awarded to the firm;	1	Tendering Agency
			1401		



B. Technica	al				
B.3. For Sustaining Technical Employee/s (STE/s):					
B.3.1 <i>Fill-out and accomplish:</i> <ul> <li>List of Sustaining Technical Employee/s (STE/s);</li> </ul>			Form No. PCAB-F-SVD- 008		
B.3.2 F	For NEWLY nominated STE/s:				
B.3. 1.	<ul> <li>Fill-out, accomplish and notarize:         <ul> <li>a) Affidavit of Undertaking with copy of valid PRCID/s;</li> <li>b) STE/s Affidavit of Construction Experience</li> </ul> </li> </ul>	1	Form No. PCAB-F-SVD- 008/ PRC		
B.3. 2.	2. Original NBI Clearance/s;	1	NBI		
B.3. 3.	<ul> <li>STE/s Personal Appearance;</li> </ul>	1	Form No. PCAB-F-SVD- 008		
B.3. 4.	2. <b>STE Certificate of Completion</b> of 40- hour Construction Safety and Health Seminar (COSH) of at least one (1) of the qualified nominated STEs;	1	Construction Manpower Development Foundation / DOLE Accredited Safety TrainingOrganization		
B.3.3 F	or PREVIOUSLY nominated STE/s:				
B.3. 1.	.3. Affidavit of Undertaking with copy of valid PRC ID/s;	1	Form No. PCAB-F-SVD- 008		
B.3. 2.	<ul> <li>For STE/s below 60 years old: Copy of the pertinent page of latest SSS Collection List Details reflecting the name/s of the nominated STE/s for the three (3) months immediately preceding the filing of application</li> </ul>	1	SSS		
B.3. 3.	<ul> <li>For STE/s 60 years old and above: BIR</li> <li>1604 CF /</li> <li>Alphabetical List of</li> <li>Employees/Payees from Whom Taxes</li> <li>Were Withheld filed with the BIR</li> </ul>	1	Bureau Internal Revenue		
C. Financial					
C.1. Certified copy of the Annual Income Tax Return filed with the BIR and proof of payment of Income Tax paid for the taxable year immediately preceding the filing of renewal application;			Certified Public Accountant with valid PRC-BOA accreditation / BIR		



			UIAF		
C.2.	Certified copy of the Audited Financial Statements (AFS) or the preceding taxable year with: k) Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes (duly filed with the BIR)	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR		
	*Duly audited and signed on every page by an IndependentCPA with valid PRC-BOA accreditation (public practice);				
	<ul> <li>Photocopy of valid CPA Certificate of BOA Accreditation;</li> </ul>				
C.3.	<ul> <li>Fill-out and accomplish:         <ul> <li>Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth;</li> </ul> </li> </ul>	1	Form No. PCAB-F-SVD- 008		
D. Ex	perience of the Firm				
D.1.	List of Completed/On-Going construction project(s) in the Philippines during the last three (3) years;	1	Form No. PCAB-F-SVD- 008 Tendering Agency / Project Owner		
E. Ot	E. Others				
E.1.	<ul> <li><i>Fill-out, accomplish and notarize:</i></li> <li>Authorized Representatives Affidavit;</li> </ul>	1	Form No. PCAB-F-SVD- 008		
E.2.	Original signature (preferably with blue ink)of AMO on each and every page of the application forms including supporting documents;	n/a	Authorized Managing Officer (AMO)		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE				
STEP 1(Download and Accomplish)								
1.1. Download whole set of application forms (Form No. PCAB-F- SVD-008)	1.1. Upload the latest set of application forms at CIAP website	None	None	IT Staff / Helpde sk				
at CIAP website (ciap.dti.gov.ph)								
1.2. Accomplish each form								
STEP 2 (Submission								
2.1.(Option 1) Proceed to PCAB office, sign in the Client Log Form in the office lobby and get a queuing numberfor Pre- screening	2.1. Issue a queuing number tothe client upon signing in.	None	3 minutes	Guard on duty				
(Counter 2 or 3)								
2.2. (Option 2) Proceed to CIAP Window and sign in the Client Log Form in the office lobby	2.2. Proceed to Step 3	None	3 minutes	Guard on duty				
STEP 3 (Prescreenin								
3.1. Submit duly accomplished application forms with supporting documents as specifically stated in the checklist fastened in a regular legal size folder. *For purposes of this Citizens Charter,	3.1. Pre- screen/check submitted documents for completeness. *If the application is found <u>incomplete</u> , the application folder shall be returned to the client for completion and compliance.	None	1 day from entering the PCAB / CIAP Window 30 mins from receipt of application for pre-screening *pre-screening and STE interview	Pre- screener / CIAP Window Staff				



				CIAI
PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document).			takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	
Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall be deemed incomplete and deficient ab initio.				
3.2. Personal appearance of newly nominated Sustaining Technical Employee/s (STE/s), <b>if any</b>	3.2. Verify the record of STE/s in the database for employment status with other firm.	None		



			_	CIAP
	*Upon completion of this step, the application folder shall be returned to the clienttogether with the Order of Payment			
STEP 4 (Payment)				•
4.1.Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> <b>Landbank</b> <b>Electronic</b> <b>Payment Portal</b> (EPP guidelines is posted at website: ciap.dti.gov.ph }	4.1. Review order payment	See License Fee Structure (Renewal of Special License - Foreign Applicatio n)	10 minutes	Accounting Staff
4.2. Make payment through cashier or Landbank Electronic Payment Portal.	4.2. Receive payment or proof of payment through Landbank EPP if applicable and issue Official Receipt			Cashier / CIAP Window Cashier / Landbank



STEP 5 (Issuance of C	Official Reference Numb	er)		
5.1. Return to the Pre- screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding official reference number	5.1. Receive application folder and issue official reference number	None	5 minutes	Pre-screener / Issuance of Reference Number Staff
5.2. Provide courier prepaid pouch addressed to the company for mailing of license certificate (optional)	5.2. Receive courier prepaid pouch for license mailing	Fees are provided by the courier	5 minutes	Pre-screener / Issuance of Reference Number Staff
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day *delay in the delivery of the courier may affect the processing days of the application	CIAP Window Staff
STEP 6 (Evaluation, A	MO Interview and Licen	se Preparatio	n)	
6.1. Verify result of Board Action via e- mail, landline, helpdesk or website: ciap.dti.gov.ph	6.1. Receive application folder and encode at the database			Encoding Staff
6.2. None	<ul> <li>6.2. Prepare Technical and Financial Evaluation Report.</li> <li>*If not qualified, a notice of downgrading / disapproval will be</li> </ul>	None	18 business days * <b>If AMO is</b>	Technic al / Financi al Evaluat or



6.3. None	sent to the client via e-mail. 6.3. Recommendation for approval of the Board	None	subject for Board interview, a notice of scheduleand extension of processing will be sent to the applicant	Division Chief / Executive Director / Board Members
6.4. None	6.4. AMO Interview	None		Board Member/s
6.5. None	6.5. Prepare and print License Certificate	None		License Printing Staff
6.6. None	6.6. Inform client of back fees, if any	None		Helpdesk Staff /CIAP Window Staff
STEP 7 (Release of Li	icense Certificate)			
<ul> <li>7.1. (Option 1) Claim</li> <li>license certificate at</li> <li>PCAB Office: <ul> <li>ee) Bring valid ID</li> <li>(Authorized</li> <li>Representative</li> <li>/s or AMO) and</li> <li>the Official</li> <li>Receipt</li> </ul> </li> <li>ff) Sign in the</li> <li>Client Log</li> <li>Form in the</li> <li>office lobby</li> <li>gg) Get a queuing</li> <li>number for</li> <li>Releasing</li> <li>(Counter 1)</li> </ul>	v) If not	None	1 business day *If AMO is subject for Board interview, a notice of scheduleand extension of processing will be sent to the applicant	Releasing Staff /CIAP Window Staff



			1		
7.2. (Option 2) Claim	7.2. Check the pool of	None			
license certificate at	Authorized				
CIAP Window:	Representatives.				
u) Sign in the	u) If nominated,				
Client Log	release the				
Form in the	license certificate				
office lobby	and then create				
v) Approach	log				
the CIAP	v) If not				
Window	nominated,				
Staff	inform the client				
	to comply PCAB				
	Board				
	Resolution 515,				
	series of 2011				
7.3. (Option 3)	7.3. Mail the license	None			
Wait for the	certificate via courier				
mailedlicense	pouch provided by				
via courier	the client (Step 5.2)				
	TOTAL PROCESSING DA	YS: 20 Busi	iness Days		
(From P	ayment of Fees and Accep	tance of CO	MPLETE Application	on to	
Release of License which shall not include the number of days for AMO					
interview. A	ccordingly, it should be und	derstood that	the AMO interview	<i>i</i> s	
scheduled u	pon the availability of the E	Board Membe	ers)		

License Fee Structure: Renewal of Special License – Foreign Application							
				Cate	gory		
Fee Particulars	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Category Review	28,800	14,400	4,800	3,600	1,920	960	nil
License Fee	100	100	100	100	100	100	100
Documentary Stamp	15	15	15	15	15	15	15
Tax							
Legal Research Fund	12	12	12	12	12	12	12
Grand Total (P)	30,127	15,727	6,127	4,927	3,247	2,287	1,327



## **12.** Application for New Special License-Joint Venture

Processing of application for New Special License-Joint Venture, a cooperative arrangement between licensed construction contractors (all Filipinos, all Non-Filipinos, or a combination of Filipinos and Non-Filipinos) to jointly perform a single specific undertaking/project with each of the partners contributing to the performance.

Office	e or Division: Philippine Contractors Accreditation Board				
	sification:	Complex			
Type	of Transaction:	Government to Business			
	may avail:	PCAB Licensed Contractors			
		ST OF REQUIREMENTS		WHERE TO SECURE	
		tem	No. of copies		
Ventu Forms Docu	1. D\uly accomplished New Special License of a Joint Venture Application Forms (Form No. PCAB-F-SVD-009) and its Supporting Documents:			website: ciap.dti.gov.ph	
A. Le					
A.1.	<i>Fill-out, accomplis</i> i) Affidavit of At j) Integrity Pled	testation;	1	Form No. PCAB-F-SVD- 009	
A.2.	Project/s in th	mation Sheet; eted/On-going Construction	1	Form No. PCAB-F-SVD- 009	
A.3.	<ul> <li>Fill-out, accomplis</li> <li>Joint Venture Ag among others, th</li> </ul>	reement which includes,	1	Form No. PCAB-F-SVD- 009	
	A.3.1 Notarized Joint appointing an A Managing Office Joint Venture;	Resolution of all partners uthorized er (AMO) to act on behalf of the	1	Form No. PCAB-F-SVD- 009	
<ul> <li>A.3.2 Stipulation as to the specific role/participation</li> <li>of constructor partner/s and non-constructor partner/s, capital contribution, profit &amp; loss sharing and joint liability of partners;</li> </ul>		1	Form No. PCAB-F-SVD- 009		
Α	A.3.3 Identification of owner/tendering location;		1	Tendering Agency	



A.4.	Copy of "Invitation to Bid" or "Instruction to Bidders"	1	Tendering Agency /
	or "Notice to Bidders"		Publication in the
	published in newspapers disseminated by the		Newspaper
	owners/tendering agency showing the following:		
A	A.4.1 Deadline for submission of Intent/Interest	1	Tendering Agency /
	to Prequalify, deadline for qualification		Publication in the
	and the date of bidding;		Newspaper
l A	A.4.2 Funding Source, Loan Agreement Number,	1	Tendering Agency /
	Approved Budget		Publication in
	for the Project;		the Newspaper
l A	A.4.3 Required License Category Project Kind and	1	Tendering Agency /
	Size Ranges;		Publication in
			the Newspaper
A.5.	Copy of valid PCAB License and Registration for	1	PCAB
	Government		
	Project of each Filipino Constructor Partner;		
A.6.	Copy of Special License of Foreign Constructor	1	PCAB
	Partner, if		
	applicable;		
A.7.	Affidavit of Disclosure (if with pending case)	1	Tendering Agency
	stamped received by		
	the Tendering Agency;		
B. Ot			
B.1.	Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-
	<ul> <li>Authorized Representatives Affidavit;</li> </ul>		009
B.2.	Original signature (preferably with blue ink) of	n/a	Authorized Managing
	AMO on <u>each and every</u>		Officer (AMO)
	page of the application forms including		, , , , , , , , , , , , , , , , , , ,
	supporting documents;		
L			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB LE
STEP 1 (Download a		1	1	
1.1. Download	1.1. Upload the latest	None	None	IT Staff /
whole set of	set of			Helpdes
application forms	application forms			k
(Form No. PCAB-F-	at CIAP			
SVD-009)	website			
at CIAP website				
(ciap.dti.gov.ph)				
1.2. Accomplish each	1.2. None			
form				
STEP 2 (Submission	)			
2.1. (Option 1)	2.1. Issue a queuing	None	3 minutes	Guard on duty
Proceed to PCAB	number to the client			
office, sign in the	upon signing in.			
Client Log Form in				
the office lobby				
and get a queuing				
number for Pre-				
screening				
(Counter 2 or 3)				
2.2. (Option 2)	2.2. Proceed to Step 3	None	3 minutes	Guard on duty
Proceed to CIAP				
Window and sign				
in the Client Log				
Form in the				
office lobby				
STEP 3 (Prescreenin	g)			
3.1. Submit duly	3.1. Pre-screen /	None	1 day from	Pre-
accomplished	check submitted		enteringthe	screener /
application forms	documents for		PCAB / CIAP	CIAP
with supporting	completeness.		Window	Window
documents as				Staff
specifically stated in	*If the application is		30 mins from	
thechecklist	found <u>incomplete</u> , the		receipt of	
fastened in a	application folder		application for	
regular legal size	shall be returned to		pre-screening	
folder.	the client for			
	completion and		*pre-screening	
*For purposes of	compliance.		and STE	



			CIAP
this Citizens Charter, PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document). Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such	* If the application is found <u>complete</u> , the application folder shall be returned to the client together with the Order of Payment	interview takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	
applications wanting of required documents.			



				UTAF
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> <b>Landbank</b> <b>Electronic</b> <b>Payment Portal</b> (EPP guidelines is posted at website: ciap.dti.gov.ph)	4.1. Receive payment and issue Official Receipt	See License Fee Structure (Special License- Joint Venture / Consortiu m and Additional Processin g Fee)	10 minutes	Cashier / CIAP Window Cashier / Landbank
STEP 5 (Issuance of C	Official Reference Numbe	er)		
5.1. Return to the Pre-screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding official reference number	5.1. Receive application folder and issue official reference number	None	5 minutes	Pre- screener / Issuance of Reference Number Staff
5.2. Provide courier prepaid pouch addressed to the company for mailing of license certificate (optional)	5.2. Receive courier prepaidpouch for license mailing	Fees are provided bythe courier	5 minutes	Pre- screener / Issuance of Reference Number Staff
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day *delay in the delivery of the courier may affect the processing days of the application	CIAP Window Staff



6.1. Verify result of	and License Preparation)	None		Encoding
Board Action via e-	folderand encode at the			Staff
mail, landline,	database			
helpdesk or website:				
ciap.dti.gov.ph				
6.2. None	6.2. Prepare Evaluation	None		Record
	Report.			S
	*If not qualified, a		5 business	Evalua
	notice of		days	tor
	downgrading /		days	
	disapproval will be			
	sent to the client via			
	e-mail.			
6.3. None	6.3.	None		Division
	Recommendation			Chief /
	for approval of the			Executive
	Board			Director /
				Board
C. A. Navas	C. 4. Dreneurs and a director	Nees	_	Members
6.4. None	6.4. Prepare and print	None		License
	License Certificate			Printing Staff
6.5. None	6.5. Inform client of	None	_	Helpdesk
0.5. NOTE	back fees, if any	None		Staff /CIAP
	back lees, liaily			Window
				Staff
STEP 7 (Release of I	_icense Certificate)			Otan
	7.1. Check the pool of	None		
license certificate at	Authorized			
PCAB Office:	Representatives:			
hh) Bring valid ID				Releasing
(Authorized	release the		1 business	Staff /CIAP
Representativ	license certificate		day	Window
e/s or AMO)	and then create			Staff
and the	log			
Official	x) If not			
Receipt	nominated,			
ii) Sign in the	inform the client			
Client Log	to comply PCAB			
Form in the	Board			
office lobby	Resolution 515,			
jj) Get a queuing	series			



		r	CIAP
Releasing (Counter 1)			
<ul> <li>7.2. (Option 2) Claim</li> <li>license certificate at</li> <li>CIAP Window: <ul> <li>w) Sign in the</li> <li>Client Log</li> <li>Form in the</li> <li>office lobby</li> </ul> </li> <li>x) Approach</li> <li>the CIAP</li> <li>Window</li> <li>Staff</li> </ul>	<ul> <li>7.2. Check the pool of Authorized Representatives.</li> <li>w) If nominated, release the license certificate and then create log</li> <li>x) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011</li> </ul>	None	
7.3. (Option 3) Wait for the mailed license via courier	7.3. Mail the license certificate via courier pouch provided by the client (Step 5.2)	None	
	s and Acceptance of COM		of License)



	Category							
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee								
(per project basis)	100	100	100	100	100	100	100	100
Categorization Fee								
(per CFY basis)	150,00	43,200	21,60	7,200	4,800	2,400	1,200	nil
	0		0					
Documentary Stamp	30	30	30	30	30	30	30	30
Tax								
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total	151,34	44,542	22,94	8,542	6,142	3,742	2,542	1,342
( <del>P</del> )	2		2					
Forms of Payment	- Cash /	Postal N	loney O	rder or	Manage	r's Cheo	k or Ca	shier's Check
-		р	ayable	to "CIAF	o" /			
Online pay	ment via	Landba	nk (visit	ciap.dti	.gov.ph	for more	e informa	ation)

License Fee Structure: Additional Processing Fee (for applications filed less than (5) working days but at least one (1) day before bidding or negotiation date - PCAB Board Resolution No. 365, series of 2014)				
Registration Size	Additional Processing Fee			
Range				
Large B	25,000			
Large A	20,000			
Medium A & B	15,000			
Small A & B	10,000			
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check				
paya	ble to "CIAP" /			
Online payment via Landbank (	visit ciap.dti.gov.ph for more information)			



## 13. Application for Renewal of Special License-Joint Venture / Consortium

Processing of application for Renewal of Special License-Joint Venture / Consortium

Office or Division:	Philippine Contractors Accreditation Board		
Classification:	Highly Technical		
Type of Transaction:	Government to Business		
Who may avail:	PCAB Licensed Contractor/s		
CHEC	WHERE TO SECURE		

Item	No. of	
	copies	
1. Duly accomplished Renewal of Special License of	1	website: ciap.dti.gov.ph
a Joint Venture/Consortium Application (Form No.	set	
PCAB-F-SVD-010) and its Supporting Documents:		
A. Legal		
A.1. Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-
<ul><li>k) Affidavit of Attestation;</li></ul>		010
i) Integrity Pledge;		
A.2. Fill-out, accomplish:	1	Form No. PCAB-F-SVD-
c) General Information Sheet;		010
d) List of Completed/On-going Construction		
Project/s in the Philippines During the Last		
Three (3) Years		
A.3. Copy of Special License previously issued by		PCAB
PCAB to the		
applicant and for which renewal is sought		
A.3.1 For a project which original completion		Tendering Agency
. date has lapsed, certified true copy of		
approved time extension reflecting new		
completion date		
A.4. Copy of Construction Contract or Notice of Award		Tendering Agency
pertaining to the		
project awarded to the Joint Venture / Consortium;		
A.5. Copy of valid PCAB License and Registration for		PCAB
Government		
Project of each Filipino Constructor Partner;		
A.6. Copy of valid special license or special license		PCAB
renewal application		
of each Foreign Constructor Partner		
B. Financial		



B.1.	In case of Consortium, Non-contractor Partner/s must submit certified true copies of the Annual Income Tax Return (ITR) and Audited Financial Statements (AFS) as of the end of the taxable year immediately preceding the filing of renewal application, dulyfiled with the Bureau of Internal Revenue;		BIR
C. Ot	hers		
C.1.	Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-
	<ul> <li>Authorized Representatives Affidavit;</li> </ul>		010
C.2.	Original signature (preferably with blue ink) of	n/a	Authorized
	AMO on each and every page of the		Managing Officer
	application forms including supporting		(AMO)
	documents;		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
STEP 1 (Download a	nd Accomplish)		I	1
1.1. Download	1.1. Upload the latest	None	None	IT
whole set of	set of			Staff /
application forms	application forms			Helpde
(Form No. PCAB-F-	at CIAP			sk
SVD-010)	website			
at CIAP website				
(ciap.dti.gov.ph)				
1.2. Accomplish each	1.2. None			
form				
<b>STEP 2 (Submission</b>	)			
2.1. (Option 1)	2.1. Issue a queuing	None	3 minutes	Guard on
Proceed to PCAB	number tothe client			duty
office, sign in the	upon signing in.			
Client Log Form in				
the office lobby				
and get a queuing				
number for Pre-				
screening				
(Counter 2 or 3)				
2.2. (Option 2)	2.2. Proceed to Step 3	None	3 minutes	Guard on
Proceed to CIAP				duty
Window and sign				
in the Client Log				
Form in the				
office lobby				
STEP 3 (Prescreenin			Γ	1
3.1. Submit duly	3.1. Pre-screen /	None	1 day from	Pre-
accomplished	check submitted		enteringthe	screener /
application forms	documents for		PCAB / CIAP	CIAP
with supporting	completeness.		Window	Window
documents as				Staff
specifically stated in	*If the application is		30 mins from	
thechecklist	found <u>incomplete</u> , the		receipt of	
fastened in a	application folder		application for	
regular legal size	shall be returned to		pre-screening	
folder.	the client for			
	completion and		*pre-screening	
*For purposes of	compliance.		and STE	



				CIAP
this Citizens Charter, PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document). Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall be deemed incomplete and deficient ab initio.	* If the application is found <u>complete</u> , the application folder shall be returned to the client together with the Order of Payment		interview takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	
STEP 4 (Payment)				
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b>	4.1. Receive payment and issueOfficial Receipt	See License Fee Structure (Renewal of Special License-	10 minutes	Cashier / CIAP Window Cashier / Landbank



<b></b>	1			CIAF
Landbank		Joint		
Electronic		Venture /		
Payment Portal		Consortium		
(EPP guidelines is		)		
posted at website:				
ciap.dti.gov.ph)				
	<b>Official Reference Numb</b>	er)		
5.1. Return to the	5.1. Receive	None	5 minutes	Pre-
Pre-screening	application folder and			screener /
(Counter 2 or 3)	issue official reference			Issuance
after payment of	number			of
legal (upfront) fees				Reference
with corresponding				Number
official reference				Staff
number				Otan
5.2. Provide courier	5.2. Receive courier	Fees	5 minutes	Pre-
prepaid pouch	prepaidpouch for	are	5 minutes	screener /
addressed to the				Issuance
	license mailing	provided		of
company for		bythe		•
mailing of license		courier		Reference
certificate				Number
(optional)				Staff
5.3. Refer to Step 1	5.3. Send application	None	1 business day	CIAP
to 4 if application is	folder to PCAB Main			Window
filed at CIAP	office		*delay in the	Staff
Window			delivery of the	
			courier may	
			affect	
			the processing	
			days of the	
			application	
STEP 6 (Evaluation a	and License Preparation)			
6.1. Verify result of	6.1. Receive application	None		Encoding
Board Action via e-	folderand encode at the			Staff
mail, landline,	database			
helpdesk or website:				
ciap.dti.gov.ph				
6.2. None	6.2. Prepare Evaluation	None		Record
	Report.			S
	*If not qualified, a		18 business	Evalua
	notice of downgrading		days	tor
	/ disapproval will be			
	sent to the client via e-			
	mail.			



				CIAI
6.3. None	6.3. Recommendation for approval of the Board	None		Division Chief / Executive Director / Board Members
6.4. None	6.4. Prepare and print License Certificate	None		License Printing Staff
6.5. None	6.5. Inform client of back fees, if any	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of L	icense Certificate)			
7.1. (Option 1) Claim license certificate at PCAB Office: kk) Bring valid ID (Authorized Representativ e/s or AMO) and the Official Receipt II) Sign in the Client Log Form in the office lobby mm)Get a queuing number for Releasing (Counter 1)	Authorized Representatives: y) If nominated, release the license certificate and then create log z) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None	1 business day	Releasing Staff /CIAP Window Staff
<ul> <li>7.2. (Option 2) Claim</li> <li>license certificate at</li> <li>CIAP Window: <ul> <li>y) Sign in the</li> <li>Client Log</li> <li>Form in the</li> <li>office lobby</li> </ul> </li> <li>z) Approach</li> <li>the CIAP</li> <li>Window</li> </ul>	<ul> <li>7.2. Check the pool of Authorized</li> <li>Representatives.</li> <li>y) If nominated, release the license certificate and then create log</li> <li>z) If not nominated,</li> </ul>	None		



Staff	inform the client to comply PCAB Board Resolution 515, series of 2011		
7.3. (Option 3) Wait for the mailed license	7.3. Mail the license certificate via courier pouch provided by the client (Step 5.2)	None	
via courier	the client (Step 5.2)		
	TOTAL PROCESSING D		
(From Pay	ment of Fees and Acceptance	of COMPLET	E Application to Release of License)

License Fee Stru	icture: Re	enewal o	f Specia	I Licens	se – Joi	nt Ventu	ire / Cons	sortium
				Ca	tegory			
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee								
(per project basis)	100	100	100	100	100	100	100	100
Categorization Fee								
(per CFY basis)	150,000	43,200	21,600	7,200	4,800	2,400	1,200	nil
Documentary Stamp	30	30	30	30	30	30	30	30
Тах								
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total ( <del>P</del> )	151,342	44,542	22,942	8,542	6,142	3,742	2,542	1,342
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check								
payable to "CIAP" /								
Online pay	ment via	Landban	k (visit ci	ap.dti.go	ov.ph for	more in	formation	)



License Fee Structure: Renewal of Special License – Joint Venture / Consortium (Filing								
after 30 <sup>th</sup> of June)								
				Ca	tegory			
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee								
(per project basis)	100	100	100	100	100	100	100	100
Categorization Fee								
(per CFY basis)	150,000	43,200	21,600	7,200	4,800	2,400	1,200	nil
Documentary Stamp	30	30	30	30	30	30	30	30
Тах								
Legal Research Fund	12	12	12	12	12	12	12	12
Additional License	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Fee								
Grand Total ( <del>P</del> )	156,342	49,542	27,942	13,542	11,142	8,742	7,542	6,342
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check								
payable to "CIAP" /								
Online pay	ment via	Landban	k (visit ci	iap.dti.go	ov.ph for	more in	formation	)

License Fee Structure: Renewal of Special License – Joint Venture / Consortium (Non-renewal of one CFY)								
				Ca	tegory			
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee								
(per project basis)	100	100	100	100	100	100	100	100
Categorization Fee								
(per CFY basis)	300,000	86,400	43,200	14,400	9,600	4,800	2,400	nil
Documentary Stamp	30	30	30	30	30	30	30	30
Тах								
Legal Research Fund	12	12	12	12	12	12	12	12
Additional License	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Fee								
Grand Total ( <del>P</del> )	Grand Total (P) 306,342 92,742 49,542 20,742 15,942 11,142 8,742 6,342							
Forms of Payment - Cash / Postal Money Order or Manager's Check or Cashier's Check								
payable to "CIAP" /								
Online pay	ment via	Landban	k (visit c	iap.dti.go	ov.ph fo	r more in	formation	ı)



## 14. Application for New Special License-Consortium

Processing of application for New Special License-Consortium, a cooperative arrangement between PCAB licensed constructor(s) and non-constructor(s) to jointly perform a single specific undertaking/projects with the licensed constructor(s) as managing and operating partner(s) and others as financier(s) or any such other construction supportive role.

Office or Division:	Philippine Contractors Accreditation Board			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	PCAB Licensed Contractor/s with non-constructor partner/s			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE				

		lte m	No. of copies	
1. Du	ly acco	mplished New Special License of a	1	website: ciap.dti.gov.ph
Cons	ortium /	Application	set	
Form	s <b>(Forn</b>	n No. PCAB-F-SVD-009) and its Supporting		
Docu	ments:			
A. Le	gal			
A.1.	Fill-o	ut, accomplish and notarize:	1	Form No. PCAB-F-SVD-
	m)	Affidavit of Attestation;		009
	n)	Integrity Pledge;		
A.2.	Fill-o	ut, accomplish:	1	Form No. PCAB-F-SVD-
	e)	General Information Sheet;		009
	f)	List of Completed/On-going Construction		
		Project/s in the Philippines During the Last		
		Three (3) Years		
A.3.		ut, accomplish and notarize:	1	Form No. PCAB-F-SVD-
		onsortium Agreement which includes,		009
	an	nong others, the following:		
A	A.3.1 N	otarized Joint Resolution of all partners	1	Form No. PCAB-F-SVD-
		ppointing the AMO		009
	of	f the lead constructor partner as		
	Authorized Managing Officer (AMO) of			
	th	ne Consortium;		
	A.3.′		1	Philippine Embassy
	1.	from each foreign non-constructor		
		partner appointing their respective		
		representative for the Consortium, duly		



		authenticated by the Philippine Embassy in the country of origin;		
A.3.2 Stipulation as to the specific role/participation of constructor partner/s and non-constructor partner/s, capital contribution, profit & loss sharing and joint liability of partners;				Form No. PCAB-F-SVD- 009
	A.3.3 Identification of the Project title, . owner/tendering agency location;		1	Tendering Agency
A.4.	Bidde news	of "Invitation to Bid" or "Instruction to ers" or "Notice to Bidders" published in papers disseminated by the rs/tendering agency showing the following:	1	Tendering Agency / Publication in the Newspaper
	to	Deadline for submission of Intent/Interest Deadline for qualification nd the date of bidding;	1	Tendering Agency / Publication in the Newspaper
	A	unding Source, Loan Agreement Number, opproved Budget or the Project;	1	Tendering Agency / Publication in the Newspaper
		Required License Category Project Kind and Size Ranges;	1	Tendering Agency / Publication in the Newspaper



A.5.		alid PCAB License and Registration for	1	PCAB
	Government			
	Project of	each Filipino Constructor Partner;		
A.6.		Special License of Foreign Constructor	1	PCAB
	Partner, it			
	applicable			
A.7.	For NON	-CONSTRUCTOR Partner/s only:		
A	A.7.1. If Fil	lipino:		
	A.7.1.1.	DTI Certificate of Registration of	1	DTI Business Name
		Business Name or SEC Registration		Registration / SEC
		and Articles of Partnership or		
		Incorporation, whichever is applicable;		
	A.7.1.2.		1	BIR
		with the Bureau		
		of Internal Revenue		
A	A.7.2. If Fo	preign:		
	A.7.2.1.		1	SEC
		business in the Philippines or if not yet		
		doing business, certificate of		
		registration of representative office. In		
		the absence of a representative office,		
		submit a copy of Board Resolution		
		appointing the authenticated		
		Representative of the firm;		
	A.7.2.2.	Company Brochure;	1	Issued by the Company
	A.7.2.3.		1	BIR
		with accompanying Auditor's notes for		
		the preceding taxable year and Income		
		Tax Return filed with the BIR		
		for the preceding taxable year, if old		
		company.		
A.7.	Affidavit o	of Disclosure (if with pending case)	1	Tendering Agency
		received by		
the Tendering Agency;				
B. Ot				
B.1.	1	accomplish and notarize:	1	Form No. PCAB-F-SVD-
	-	thorized Representatives Affidavit;		009
B.2.	Original	signature (preferably with blue ink) of	n/a	Authorized Managing
	-	each and every page of the		Officer (AMO)
		on forms including supporting		
	documer			
	1	· · ·	1	1



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
STEP 1 (Download a	nd Accomplish)			
1.1. Download whole set of application forms (Form No. PCAB-F-	1.1. Upload the latest set of application forms at CIAP website	None	None	IT Staff / Helpde sk
SVD-009) at CIAP website (ciap.dti.gov.ph)				
1.2. Accomplish each form				
STEP 2 (Submission		Nene		Quandan
2.1. (Option 1) Proceed to PCAB office, sign in the Client Log Form in the office lobby and get a queuing number for Pre- screening (Counter 2 or 3)	2.1. Issue a queuing number tothe client upon signing in.	None	3 minutes	Guard on duty
2.2. (Option 2) Proceed to CIAP Window and sign in the Client Log Form in the office lobby STEP 3 (Prescreenin	2.2. Proceed to Step 3	None	3 minutes	Guard on duty
3.1. Submit duly	3.1. Pre-screen /	None	1 day from	Pre-
accomplished application forms with supporting documents as	check submitted documents for completeness.	NOTE	entering the PCAB / CIAP Window	screener / CIAP Window Staff
specifically stated in the checklist fastened in a regular legal size folder.	*If the application is found <u>incomplete</u> , the application folder shall be returned to the client for completion and		30 mins from receipt of application for pre-screening *pre-screening	
*For purposes of this Citizens	compliance.		and STE interview	



				CIAP
Charter, PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document). Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall be deemed incomplete and deficient ab initio.	* If the application is found <u>complete</u> , the application folder shall be returned to the client together with the Order of Payment		takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	
STEP 4 (Payment)				
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> <b>Landbank</b>	4.1. Receive payment and issueOfficial Receipt	See License Fee Structure (Special License- Joint Venture /	10 minutes	Cashier / CIAP Window Cashier / Landbank



				UIAI
Electronic Payment Portal (EPP guidelines is posted at website: ciap.dti.gov.ph)		Consortiu m and Additional Processin g Fee)		
STEP 5 (Issuance of	<b>Official Reference Numb</b>	per)		
5.1. Return to the Pre-screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding official reference number	5.1. Receive application folderand issue official reference number	None	5 minutes	Pre- screener / Issuance of Reference Number Staff
5.2. Provide courier prepaid pouch addressed to the company for mailing of license certificate (optional)	5.2. Receive courier prepaidpouch for license mailing	Fees are provided by the courier	5 minutes	Pre- screener / Issuance of Reference Number Staff
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day *delay in the delivery of the courier may affect the processing days of the application	CIAP Window Staff



STEP 6 (Evaluation a	nd License Preparation)			
6.1. Verify result of Board Action via e- mail, landline, helpdesk or website: ciap.dti.gov.ph	6.1. Receive application folder and encode at the database			Encoding Staff
6.2. None	6.2. Prepare Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.	None	18 business days	Record s Evalua tor
6.3. None	6.3. Recommendation for approval of the Board	None		Division Chief / Executive Director / Board Members
6.4 None	6.4. Prepare and print License Certificate	None		License Printing Staff
6.5. None	6.5. Inform client of back fees, ifany	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of Li	cense Certificate)		·	
7.1. (Option 1) Claim license certificate at PCAB Office: nn) Bring valid ID (Authorized Representative /s or AMO) and the Official Receipt oo) Sign in the Client Log Form in the	7.1. Check the pool of Authorized Representatives: aa) If nominated, release the license certificate and then create log bb) If not nominated, inform the client to comply	None	1 business day	Releasing Staff /CIAP
office lobby pp) Get a queuing	PCAB Board Resolution 515,			Window Staff



				UIAF
number for Releasing <b>(Counter 1)</b>	series of 2011			
7.2. (Option 2) Claim license certificate at CIAP Window: aa) Sign in the Client Log Form in the office lobby bb) Approach the CIAP Window Staff	7.2. Check the pool of Authorized Representatives. aa) If nominated, release the license certificate and then create log bb) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None		
7.3. (Option 3)	7.3. Mail the license	None		
Wait for the mailedlicense via	certificate via courier			
courier	pouch provided by			
	the client (Step 5.2)			
	TOTAL PROCESSING DA			a of Liconco
(From Paymen	t of Fees and Acceptance o		Application to Releas	se of License)



	Structure			-	tegory			
Fee Particulars	AAAA	AAA	AA	Α	B	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee								
(per project basis)	100	100	100	100	100	100	100	100
Categorization Fee								
(per CFY basis)	150,000	43,200	21,600	7,200	4,800	2,400	1,200	ni
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total ( <del>P</del> )	151,342	44,542	22,942	8,542	6,142	3,742	2,542	1,342
L (for applica) before biddir		d less tha	an (5) wo	rking da	ys but a	t least o	ne (1) da	
	3 3 -		of 201					
Registration Size Additional Range					al Proce	essing Fo	ee	
Large B				25,000				
3	Large A			20,000				
Large								
Large Medium	A & B					15,000		
Large	A & B A & B					10,000		

Online payment via Landbank (visit ciap.dti.gov.ph for more information)



## 15. Application for Registration for Government Infrastructure Project (New, Re-Registration. Upgrading of Size Range, Additional Project Kind)

Processing of application for Registration for Government Infrastructure Projects

Office or Division:	Philippine Contractors Accreditation Board			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	New Applicants			
-	Returning delisted contractors			
	PCAB Licensed Contractors			
CHECKLIST OF REQUIREMENTS WHERE TO SE				

Item			
	e Range and Project Kinds Table (included in the	None	website: ciap.dti.gov.ph
	f Application		
	s / Table No. PCAB-SD-INQ-001)		
	ly accomplished Registration and Classification of	1	website: ciap.dti.gov.ph
	actors for	set	
	rnment Infrastructure Projects Application Forms		
•	n No. PCAB-F-SVD-006) and its Supporting ments:		
A. Le			
A.1.	Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-
	<ul> <li>Affidavit of Attestation</li> </ul>		006
	p) Integrity Pledge		
A.2.	Fill-out and accomplish:	1	Form No. PCAB-F-SVD-
	a) Data Privacy Consent		006
	b) Contractor's General Information with valid		
	e-mail address of the company;		
	c) Concerned Government Agency/Project		
	Owner		
A.3.	Fill-out and accomplish:	1	Form No. PCAB-F-SVD-
	Authority to verify documents relative to the		006
	firm's application:		
	<ul><li>a) Payment Bank (Withholding Tax Payments)</li><li>b) BIR-RDO Branch</li></ul>		
	,		
	<ul> <li>c) Concerned Government Agency/Project Owner</li> </ul>		
L	Owner		



B. Track Record				
B.1.	Fill-o Tr Si	out and accomplish: rack Record Form (1 copy each for every ingle LargestProject submitted).	1	Form No. PCAB-F-SVD- 006
	w	or application WITHOUT a track record, rite "NONE".Otherwise, fill-out the form operly.		
		For Applied Size Range of Small A or Small B, <b>notrack record requirement;</b> For Applied Size Range from Medium A to Large B, see <b>Track Record Requirement Table</b> ;		
B.1. 1.	100% Proje proje	<b>y of Contract Agreement, Certificates of</b> <b>Completion/Acceptance per applied</b> <b>ect Kind/s</b> duly authenticated by the ct owner/designated person (complete e, signature and designation);	1	Concerned Project Owner (government or private entities)
B.1. 2.	certifi photo firm p	<b>r Supporting Documents</b> (In lieu of ied copies, peopies may be accepted provided that the presented theoriginal copy for authentication):	1	
B.1.	.2.   <b>Fo</b>	r Government Projects:		
	B.1.2. 1.1.	Sub-contract project, submit Certificate of Approval issued by the Tendering Agency/Project Owner that the sub-contract agreement between the main contractor and sub-contractor was approved.	1	Tendering Agency
	B.1.2. 1.2.	For joint venture project/track record, submit copy of joint venture license certificate	1	PCAB
B.1. 2.		r Non-Government/Private and Sub- Intracted Projects:		
	B.1.2. 2.1.	<ul> <li>Copy of the following BIR documents duly paid (paymentbank) and filed at concerned BIR-RDO Branch</li> <li>a) Certificate of Creditable Tax Withheld at Source (BIR Form 2307)</li> <li>b) Quarterly Value-Added Tax Return (BIR Form 2550-Q)</li> <li>c) Summary of Alphabetical List of Withholding Taxes (SAWT) of firm's clients</li> </ul>	1	BIR



B.1.2.2. 2.		Copy of Building Permit and Occupancy Permit for a Building project completed	1	Concerned City/Municipal Engineering Office
3. app		y of Cost Breakdown/Bill of Quantities for the ied project , if applicable	1	Project Owner
C. Oth	hers			
C.2.	AMO o and ev	al signature (preferably with blue ink) of on <u>each</u> ery page of the application forms ing supportingdocuments;	n/a	Authorized Managing Officer (AMO)

Track Record Requirement Table					
Applied Size Range	License Category	Single Largest Project (SLP) Costs Completed			
Medium A	B up to AAAA	Above 15 Million to PHP 75 Million PHP			
Medium B	A up to AAAA	Above 75 Million to PHP 150 Million PHP			
Large A	AA to AAAA	Above PHP 150 Million to PHP 225 Million			
Large B	AAA to AAAA	Above 225 Million PHP			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
STEP 1 (Download a	nd Fill-out)			
1.1. Download whole set of application forms (Form No. PCAB-F- SVD-006) at CIAP website (ciap.dti.gov.ph)	1.1. Upload the updated set of application forms at CIAP website	None	None	IT Staff / Helpde sk
1.2. Accomplish each form				
STEP 2 (Submission				
2.1. (Option 1) Proceed to PCAB office, sign in the Client Log Form in the office lobby and get a queuing number for Pre- screening (Counter 6)	2.1. Issue a queuing number to the client upon signing in and affix Pre-screening Details Form on the application folder.	None	3 minutes	Guard on duty
2.2. (Option 2) Proceed to CIAP Window and sign in the Client Log Form in the office lobby	2.2. Proceed to Step 3	None	3 minutes	Guard on duty
STEP 3 (Prescreenin		Nono	1 dout from	Dro
3.1. Submit duly accomplished application forms with supporting documents as specifically stated in	<ul> <li>3.1. Pre-screen / check submitted documents for completeness.</li> <li>*If the application is</li> </ul>	None	1 day from entering the PCAB / CIAP Window 30 mins from	Pre- screener / CIAP Window Staff
the checklist fastened in a regular legal size folder.	found <u>incomplete</u> , the application folder shall be returned to the client for completion and		receipt of application for pre-screening *pre-screening	
*For purposes of this Citizens	compliance.		and STE interview	



				CIAP
Charter, PRESCREENING shall mean the initial assessment and inspection of the completeness of the application. The very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (without looking into what is contained in each document). Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall be deemed incomplete and deficient ab initio.	*If the application is found <u>complete</u> , the application folder shall be returned to the client together with the Order of Payment		takes only about 30 minutes however the queuing and line up for the service may take the whole day depending on the number of applicants and STE/s present in PCAB that day.	
STEP 4 (Payment)		I	ſ	
4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the <b>Cashier or</b> Landbank	4.1. Review order payment	See License Fee Structure (Registrati on for Governm ent	10 minutes	Accounting Staff



				CIAP
Electronic Payment Portal (EPP guidelines is posted at website: ciap.dti.gov.ph)		Infrastruct ure Project)		
4.2. Make payment through cashier or Landbank Electronic Payment Portal.	4.2. Receive payment or proof of payment through Landbank EPP if applicable and issue Official Receipt			Cashier / CIAP Window Cashier / Landbank
STEP 5 (Issuance of	<b>Official Reference Numb</b>	er)		
5.1. Return to the Pre-screening (Counter 6) after payment of legal (upfront) fees with corresponding official reference number	5.1. Receive application folder and issue official reference number	None	5 minutes	Pre-screener
5.2. Provide courier prepaid pouch addressed to the company for mailing of license certificate (optional)	5.2. Receive courier prepaidpouch for license mailing	Fees are provided bythe courier	5 minutes	Pre-screener
5.3. Refer to Step 1 to 4 if application is filed at CIAP Window	5.3. Send application folder to PCAB Main office	None	1 business day *delay in the delivery of the courier may affect the processing days of the application	CIAP Window Staff
STEP 6 (Processing/	Evaluation and License F	Preparation)		
6.1. Verify result of Board Action via e- mail, landline, helpdesk or website: ciap.dti.gov.ph	6.1. Receive application folder and encode at the database	None		Encoding Staff



6.2 None.	6.2. Prepare Evaluation Reportand submit for review of the Division Chief	None	18 business days	ARC Evaluator / Division Chief
6.3 None.	6.3. Recommendation for action of the Board *If disapproved, a notice of will be sent to the client via e- mail. Otherwise, proceed to next step	None		Executive Director / Board Members
6.4. None	6.4. Prepare and print License Certificate	None		License Printing Staff
6.5. None	6.5. Inform client of back fees, if any	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of L	icense Certificate)			
7.1. (Option 1) Claim license certificate at PCAB Office: qq) Bring valid ID (Authorized Representativ e/s or AMO) and the Official Receipt rr) Sign in the Client Log Form in the office lobby ss) Get a queuing number for Releasing (Counter 6)	<ul> <li>7.1. Check the pool of Authorized Representatives:</li> <li>cc) If nominated, release the license certificate and then create log</li> <li>dd) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011</li> </ul>	None	1 business day	Releasing Staff /CIAP Window Staff



7.2. (Option 2) Claim	7.2. Check the pool	None			
license certificate at	of Authorized				
CIAP Window:	Representatives.				
cc) Sign in the	cc) If nominated,				
Client Log	release the				
Form in the	license certificate				
office lobby	and then create				
dd) Approach the	log				
CIAP Window	dd) If not				
Staff	nominated,				
	inform the client				
	to comply PCAB				
	Board				
	Resolution 515,				
	series				
	of 2011				
7.3. (Option 3)	7.3. Mail the license	None			
Wait for the	certificate via courier				
mailedlicense	pouch provided by				
via courier	the client (Step 5.2)				
	TOTAL PROCESSING DA	YS: 20 Busi	ness Days		
	(From Payment of Fees and Acceptance of COMPLETE Application to				
Ì	Release of				

Fixed Fees	PHP 1,342
Filling Fee	PHP 1,200
License Fee	PHP 100
Legal Research Fund Fee	PHP 12
Documentary Stamp Tax	PHP 30



Fees per type of Registration Application
<ul> <li><u>Registration and Re-registration</u></li> </ul>
<ul> <li>For First Project Kind with Largest Size Range of:</li> </ul>
1) Small A/B PHP 2,400 + PHP 1,200/each succeeding project kinds
2) Medium A/B PHP 4,800 + PHP 1,200/each succeeding project kinds
3) Large A/B PHP 7,200 + PHP 1,200/each succeeding project kinds
<ul> <li>Upgrading of Registration Size Range</li> </ul>
From Small A to Small B     PHP 120
From Small A/B to Medium A/B     PHP 2,400
From Small A/B to Large A/B     PHP 4,800
From Medium A to Medium B     PHP 120
From Medium A/B to Large A/B     PHP 2,400
From Large A to Large B     PHP 120
<ul> <li>Additional Project Kinds</li> </ul>
<ul> <li>Current Project Kind with Size Range of:</li> </ul>
1) Small A to Large B PHP 1,200/each project kinds
2) Small A/B and applied for:
<ul> <li>Medium A/B PHP 3,600 (1<sup>st</sup> PK) + PHP 1,200/each succeeding project kinds</li> </ul>
<ul> <li>Large A/B PHP 4,800 (1<sup>st</sup> PK) + PHP 1,200/each succeeding project kinds</li> </ul>
3) Medium A/B and applied for:
Small A/B or Medium A/B PHP 1,200/each additional project kinds
Large A/B PHP 4,800 (1 <sup>st</sup> PK) + PHP 1,200/each succeeding additional
project kinds
4) Large A/B PHP 1,200 each additional project kinds



Additional Fees / Case to Case Fees	
Certified True Copy of License	PHP 54
Certificate/each	
<ul> <li>Documentary Stamp Tax PHP 30</li> </ul>	
<ul> <li>Certified True Copy PHP 24</li> </ul>	
Additional License Fee (ALF) / per year	PHP 5,000
<ul> <li>Undertaking government projects</li> </ul>	
withouta valid/expired government	
registration -per year or a fraction	
thereof on non-re- registration	
Additional Processing Fee (APF)/per validity	PHP 5,000
Non-re-registration/renewal of	,
government registration for a three-	
year(3-yr) validity period or a fraction	
thereof	
(from June 2014 to present)	
ARC back fees/balance	
Additional License Fee and Renewal Back Fee	e for Joint Venture Projects as firm's Track
Record	
Non-renewal of Joint Venture License with A	LF + Renewal Back Fee/per year as
follows:	
Old Fees: Up to June 30	<u>, 2018 New Fees: from July 1, 2018</u>
ALF PHP 5,000 + AAA -PHP 15,000	PHP 30,000
AA - PHP 7,800	PHP 15,600
A - PHP 3,000	PHP 6,000
B - PHP 2,400	PHP 4,800
C - PHP 1,560	PHP 3,120
D - PHP 1,080	PHP 2,160
Trade - PHP 600	PHP 1,200
	Order or Manager's Check/Cashier's Check
payable to "CIAP"	
(3) Online payment via Landbank (vis	it: www.ciap.dti.gov.ph) for more
information Note: PK - Project Kind	



## **Philippine Overseas Construction Board**

## **External Services**





## 1. Issuance of POCB Registration Certificate (New)

Pursuant to P.D. 1167 Section 7. Construction contractors undertaking or who intend to undertake overseas construction projects shall register with the Philippine Overseas Construction Board (POCB). No construction contractor shall tender or bid on any overseas construction project unless authorized by POCB.

POCB Registration has a validity of two (2) years from date of approval of registration.

Office or Division:	Philippine Overseas Construction Board
Classificati on:	Complex *P.D. 1167 IRR, Rule III Sec. 9 states that, "the Board shall act on the application for registration and renewal thereof within thirty (30) working days after the submission of all the requirements pertinent to the application. The Board's action shall be immediately communicated in writing to the applicant.
Type of Transactio n:	G2B - Government to Business
Who may avail:	A. Construction contractor (as defined under P.D. 1167 Sec. 3 (a)) - natural or juridical person organized and licensed under Philippine laws, who undertakes or offers to undertake, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, remove, move, wreck, or demolish any structure, facility, project development or improvement, or to do any part thereof.
	The term contractor includes general engineering contractor, general building contractor, and specialty contractor; construction management, engineering, and specialized consultancy group.
	Specialized consultancy group (as defined under Rule 2, Sec. 1(i) of IRR of PD1167) shall refer to those engaged in offering or rendering professional, technical, and other services such as architecture, surveying, construction-related management consultancy services, and project development.
	<ul> <li>Qualifications:</li> <li>1. PCAB Licensed Contractor</li> <li>✓ General Construction Contractor with PCAB Category "AA" or higher; with classifications of General Engineering (GE) and/or General Building (GB); and with at least one (1) general engineering / building</li> </ul>



	CIAP
Who may avail:	<ul> <li>project costing not less than PHP10M successfully completed during the immediate five (5) years;</li> <li>Specialty Contractor with PCAB Category "A" or higher; with classification relevant to the specialization being applied for; and with at least one (1) project falling within its field/s of specialization costing not less than PHP5M successfully completed during the immediate five (5) years;</li> <li>Specialized Consultancy Group -</li> <li>May or may not have a PCAB License;</li> <li>Must have at least three (3) permanently employed staff with appropriate degrees and professional training along the line of consultancy services offered by the company and with aggregate experience of twenty-five (25) man-years. One of the staff must have been actively engaged in the practice of his profession for at least ten (10) years;</li> <li>Must have at least five (5) years of continuous actual operation as a specialized consultant, counted from the date of the firm's earliest contract;</li> <li>Successfully completed during the immediate past five (5) years at least one (1) consultancy project costing not less than PHP1M;</li> <li>Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD 1167)</li> <li>refers to one who undertakes manpower service contracts in which the contractor provides workmen with administrative support, but in such manner that the contractor does not have responsibility for a distinct physical part, or</li> </ul>
	distinct phase, of the project. In all instances, manpower service contractor shall be the employer of the workers and shall assume among others the following employer responsibilities: (1) payrolling and remittance services; (2) enrolling employees in the Social Security System, Medicare, and other benefits required in the Labor Code; (3) site administration in the country of work; (4) general responsibility over the conduct of personnel, to include the power to hire and fire employees and to impose discipline.
	<ul> <li>*Note: LOI 852, series of 1979 – to be verified with DOJ if this issuance has not been repealed</li> <li>1. Effective this date (01 May 1979), only Filipino construction companies may export Filipino construction workers. The Ministry of Labor and the Overseas Construction Board shall determine the appropriate rules and regulations in this regard.</li> <li>2. The Ministry of Labor shall process construction workers for employment in</li> </ul>
	overseas construction projects, only if such workers are employed by companies registered with the Overseas Construction Board. Companies now registered with the Bureau of Employment Services, Ministry of Labor, but not registered



	construction worker	CONSTRUCTION BOARD, MAY CONTINUE TO EXPORT S provided that said companies shall register with the ion Board within one (1) year from the date of this Letter of
CHEC	KLIST OF	WHERE TO SECURE
REQUI	REMENTS	
1. Duly acc	•	Download (POCB-F-SVD-002 Revision 07) online at
	on form as	http://ciap.dti.gov.ph/content/philippines-overseas-
	ed by the	construction-board
	e Overseas	
	ction Board	
	and sworn to	
	notary public (one	
	nal copy)	Developed (DOOD E O) (D 000h) and in a st
-	complished form for	Download (POCB-F-SVD-003b) online at
	c Project ion for the last five	http://ciap.dti.gov.ph/content/philippines-overseas- construction-board
	s (one (1) original	
copy)	s (one (1) onginal	
3. Brief his	tory of the	Applicant company
	y (one (1) original	Applicant company
copy)		
4. For <b>Cor</b>	poration.	Securities and Exchange Commission (SEC)
	s and Exchange	<b>o</b> ( , ,
	sion (SEC)	
Certifica	te of Registration,	
Articles	of Incorporation	
and By-l	aws and General	
Informat	ion Sheet (GIS)	
(one (1)	certified copy of	
the origin	nal)	Department of Trade and Industry (DTI) – Business
		Name Registration Office
For Sing		
Propriet	•	
	ent of Trade and	
	(DTI) Certificate of	
	tion of Business one (1) certified	
	the original)	
	andemic, scanned	Philippine Contractors Accreditation Board (PCAB) –
	valid PCAB	Window 1
	POCB to verify	· · · · · · · ·
	AB the authenticity	



				CIAP	
of the validity	license category and				
Resolu filing o the Ph Constr (POCE person for and applica origina				applicant company	
PCAB LICEN					
7. Duly a of key	ccomplished biodata technical personnel I) original each)	http://ciap.	Download (POCB-F-SVD-004) online at http://ciap.dti.gov.ph/content/philippines-overseas- construction-board		
of appl the las years	<ol> <li>Audited financial statement of applicant company for the last three (3) preceding years (one (1) copy certified by company)</li> </ol>		Applicant company		
<ul> <li>9. Income tax return of the applicant company for the last three (3) preceding years (one (1) copy certified by company)</li> </ul>		Applicant of	company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<ol> <li>Due to pandemi c, submit scanned copy of applicati on form/s and supporti ng docume</li> </ol>	<ul> <li>1.1. Receive the application filed thru email and check for completeness.</li> <li>*POCB will notify the applicant thru email to secure order of payment and to pay the</li> </ul>	None	5 minutes	Administrative Assistant Philippine Overseas Construction Board	



		1	1	CIAP
nts to POCB official email/s	corresponding fee upon pick up of POCB Registration Certificate.			
	1.2. Start processing request. Evaluate application, prepare evaluation report, and submit/send thru email to Board Secretary for review.	None	3 hours	Senior Technical Staff Philippine Overseas Construction Board
	1.3 Review recommendatio n report and endorse/send thru email to the Executive Director for her approval and digital signature.	None	30 minutes	<i>Board Secretary</i> Philippine Overseas Construction Board
	1.4. Approve and digitally sign the recommendatio n report for endorsement to the POCB Board for action/ approval.	None	30 minutes	<i>Executive Director</i> Philippine Overseas Construction Board
	1.5. The Board shall act upon the application (either physical or virtual)	None	15 days **Rule III Section 9 of the IRR of PD 1167 states "The Board shall act	<i>Members of the Board</i> Philippine Overseas Construction Board



<b></b>			-	CIAP
	1.6. Communicate thru email - Board Action in	None	on the application for registration and renewal within thirty ( <b>30</b> ) working days after the submission of all the requirements pertinent to the application". 30 minutes	<i>Board Secretary</i> Philippine Overseas Construction Board
	writing through a Notice of Board Action.			
	1.7. E-mail Order of Payment to Applicant.	None	5 minutes	Administrative Assistant Philippine Overseas Construction Board
<ol> <li>Pay the required fees at the CIAP Cashier by showing the Order of Payment.</li> <li>*Make sure to secure Official Receipt that will be issued upon payment.</li> </ol>	<ul> <li>2.1. Accept the payment based on the Order of Payment.</li> <li>2.2. Issue the Official Receipt.</li> </ul>	PHP20,0 00.00	5 minutes	Cashier Construction Industry Authority of the Philippines
3. Return to POCB Frontline Officer for the	<ul><li>3.1. Check and photocopy the Official Receipt.</li><li>3.2. Attach Documentary</li></ul>	None	10 minutes	Administrative Assistant Philippine Overseas Construction Board
		100 1 0		



			VIAL
Stamp to the POCB Certificate of Registration 3.3. Issue the POCB Certificate of Registration to the Client			
4.1. Update incoming/ outgoing e-logbook	None	5 minutes	Administrative Assistant Philippine Overseas Construction Board
•	Total	15 days and 5 hours	
	POCB Certificate of Registration 3.3. Issue the POCB Certificate of Registration to the Client 4.1. Update incoming/ outgoing	POCB Certificate of Registration 3.3. Issue the POCB Certificate of Registration to the Client 4.1. Update incoming/ outgoing e-logbook	POCB       Certificate of         Registration       3.3. Issue the         POCB       Certificate of         Registration to       the Client         4.1. Update       None       5 minutes         incoming/       outgoing         e-logbook       Total       15 days and 5

\*\*Service is covered under Presidential Decree (P.D.) No. 1167



## 2. Issuance of POCB Registration Certificate (Renewal)

Pursuant to P.D. 1167 Section 7. Construction contractors undertaking or who intend to undertake overseas construction projects shall register with the Philippine Overseas Construction Board (POCB). No construction contractor shall tender or bid on any overseas construction project unless authorized by the Board.

Per Sec. 4, Rule III of the IRR of P.D. 1167, all contractors registered with the Board are required to renew their registration every two (2) years during the month when their applications for registration were approved.

Office or Division:	Philippine Overseas Construction Board
Classification:	Complex *P.D. 1167 IRR, Rule III Sec. 9 states that, "the Board shall act on the application for registration and renewal thereof within thirty (30) working days after the submission of all the requirements pertinent to the application. The Board's action shall be immediately communicated in writing to the applicant.
Type of Transaction:	G2B - Government to Business
Who may avail:	A. Construction contractor (as defined under P.D. 1167 Sec. 3 (a)) - natural or juridical person organized and licensed under Philippine laws, who undertakes or offers to undertake, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, remove, move, wreck, or demolish any structure, facility, project development or improvement, or to do any part thereof.
	The term contractor includes general engineering contractor, general building contractor, and specialty contractor; construction management, engineering, and specialized consultancy group.
	Specialized consultancy group (as defined under Rule 2, Sec. 1(i) of IRR of PD1167) shall refer to those engaged in offering or rendering professional, technical, and other services such as architecture, surveying, construction-related management consultancy services, and project development.
	<ul> <li>Qualifications:</li> <li>1. PCAB Licensed Contractor</li> <li>✓ General Construction Contractor with PCAB Category "AA" or higher; with classifications of General Engineering (GE) and General Building (GB); and with at least one (1) general engineering</li> </ul>



		CIAP		
		ing project costing not less than PHP10M successfully		
		eted during the immediate five (5) years;		
		Ity Contractor with PCAB Category "A" or higher; with		
		cation relevant to the specialization being applied for; and		
		with at least one (1) project falling within its field/s of specialization		
		not less than PHP5M successfully completed during the		
		iate five (5) years;		
		Consultancy Group -		
		may not have a PCAB License;		
		nave at least three (3) permanently employed staff with		
		riate degrees and professional training along the line of		
		tancy services offered by the company and with aggregate		
		ence of twenty-five (25) man-years. One of the staff must		
		een actively engaged in the practice of his profession for at		
		en (10) years;		
		ave at least five (5) years of continuous actual operation as		
		ialized consultant, counted from the date of the firm's earliest		
	contrac	ssfully completed during the immediate past five (5) years at		
		ne (1) consultancy project costing not less than PHP1M;		
Who may				
avail:	B. Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD 1167) - refers to one who undertakes manpower service contracts in which the			
	contractor provides workmen with administrative support, but in such manner			
	that the contractor does not have responsibility for a distinct physical part, or			
	distinct phase, of the project.			
	In all instances, manpower service contractor shall be the employer of the			
		nall assume among others the following employer		
		) payrolling and remittance services; (2) enrolling employees		
		urity System, Medicare, and other benefits required in the		
		site administration in the country of work; (4) general		
		the conduct of personnel, to include the power to hire and		
01150		d to impose discipline.		
		WHERE TO SECURE		
1. Duly act	REMENTS	Download (POCB-F-SVD-002 Revision 07) online at		
	ion form as	http://ciap.dti.gov.ph/content/philippines-overseas-		
		construction-board		
prescribed by the Philippine Overseas				
	ction Board			
	and sworn to			
	notary public			
(one (1) original copy)				



-				CIAP	
2. Duly accomplished form		Download (POCB-F-SVD-003a Revision 01) online at			
for Overseas Project		http://ciap.dti.gov.ph/content/philippines-overseas-			
Information for the last		construction-	<u>board</u>		
five (5) y	ears (one (1)				
original o	copy)				
3. For <b>Cor</b>	poration,scanned	Securities an	d Exchange Com	mission (SEC)	
copy of (	General				
Informat	ion Sheet (GIS)				
4. Appropri	ate and valid	Philippine Co	ntractors Accredi	tation Board (PCAB) –	
PCAB lic	cense (one (1)	Window 1			
certified	true copy of the				
original)					
Due to pa	andemic, scanned				
copy of a	pproved PCAB				
	OCB to verify				
with PCA	B the authenticity				
of the lice	ense category and				
validity					
ADDITIONAL I	REQUIREMENTS F	OR SPECIAL	IZED CONSULT	ANCY GROUPS (WITHOUT	
PCAB LICENS	E)				
5. Duly acc	complished	Download (POCB-F-SVD-004) online at			
biodata	of key technical	http://ciap.dti.gov.ph/content/philippines-overseas-			
personn	el (one (1) original	construction-board			
each)					
6. Audited	financial	Applicant con	npany		
stateme	nt of applicant				
	y for the last two				
	eding years (one				
(1) copy	certified by				
company					
	tax return of the	Applicant company			
	t company for the				
	(2) preceding				
	ne (1) copy				
certified	by company)				
			1		
CLIENT	AGENCY	FEES TO	PROCESSIN	PERSON RESPONSIBLE	
STEPS	ACTIONS	BE PAID	G TIME		
1. Due to	1.1.Receive the	None	5 minutes	Administrative Assistant	
pandemic,	application			Philippine Overseas	
submit	filed thru email			Construction Board	
scanned	and check for				
copy of	completeness.				



		r		CIAP
application form/s and supporting documents to POCB official email/s	*POCB will notify the applicant thru email to secure order of payment and to pay the corresponding fee upon pick up of POCB Registration Certificate.			
	1.2. Start processing request. Evaluate application, prepare evaluation report, and submit/send thru email to Board Secretary for review.	None	3 hours	Senior Technical Staff Philippine Overseas Construction Board
	1.3. Review recommendati on report and endorse/send thru email to the Executive Director for her approval and digital signature.	None	30 minutes	Board Secretary Philippine Overseas Construction Board
	1.4. Approve and digitally sign the recommendati on report for endorsement to the POCB Board for	None	30 minutes	Executive Director Philippine Overseas Construction Board



			1	CIAP
	action/			
	approval.			
	1.5. The Board	None	15 days	Members of the Board
	shall act upon			Philippine Overseas
	the application		**Rule III	Construction Board
	(either		Section 9 of	
	physical or		the IRR of PD	
	virtual)		1167 states	
			"The Board	
			shall act on	
			the application	
			for registration	
			and renewal	
			thereof within	
			thirty ( <b>30</b> )	
			working days	
			after the	
			submission of	
			all the	
			requirements	
			pertinent to	
			the	
		Nene	application".	Deputer Security in i
	1.6. Communicate	None	30 minutes	Board Secretary
	thru email -			Philippine Overseas
	Board Action			Construction Board
	in writing			
	through a Notice of			
	Board Action.			
	1.7. E-mail Order	None	5 minutes	Administrative Assistant
	of Payment to Applicant.			Philippine Overseas Construction Board
2. Pay the	2.1. Accept the	PHP10,00	5 minutes	Construction Board
required	payment	0.00		Construction Industry
fees at the	based on the			Authority of the Philippines
CIAP	Order of	Penalty – a		
Cashier by	Payment.	penalty		
showing	2.2. Issue the	equivalent		
the Order	Official	to 50% of		
of	Receipt.	the total		
Payment.		amount		
*Make sure		due in		
to secure		addition to		



F		1			CIAP
	Official Receipt that will be issued upon payment.		the application fee, shall be paid by companies which failed to renew its registration within the prescribed period.		
	3. Return to POCB Frontline Officer for the processing and release of POCB Certificate of Registratio n *Make sure to bring on (1) Documenta ry Stamp.	<ul> <li>3.1. Check and photocopy the Official Receipt.</li> <li>3.2. Attach Documentary Stamp to the POCB Certificate of Registration</li> <li>3.3. Issue the POCB Certificate of Registration to the Client</li> </ul>	None	10 minutes	Administrative Assistant Philippine Overseas Construction Board
	4. Acknowled ge receipt of original POCB Certificate of Registratio n	4.1. Update incoming/ outgoing e-logbook	None	5 minutes	Administrative Assistant Philippine Overseas Construction Board
ſ			Total	15 days and 5 hours	
L					

\*\*Service is covered under Presidential Decree (P.D.) No. 1167



### 3. Issuance of Project Authorization

Pursuant to Rule IV, Section 1 (a) of P.D. 1167 Construction Contractors must secure an authorization from the Philippine Overseas Construction Board before bidding or negotiating for an overseas project. Such authorization shall be applicable only to the particular project subject of the application and to no other.

Project Authorization is valid for the duration of the project contract.

R.A. 8042 "Migrant Workers and Overseas Filipinos Act of 1995" Revised IRR 2016, Rule IV (Licensing of Companies Registered with POCB)

Section 43. Licensing of POCB-Registered Companies – POCB-registered companies with overseas projects may apply in writing for a special license to deploy their workers to their overseas projects, subject to submission of [the following} requirements and payment of fees.

Section 45. The Administration shall issue a special license to POCB-registered companies within twenty-four (24) hours from receipt of application, provided all the requirements are met by the applicant. Only applications with complete supporting documents shall be deemed filed.

Office or	Philippine Oversea	as Construction Board			
Division:					
<b>Classification:</b>	Complex				
	*P.D. 1167 IRR, Rule IV. 6 states that, "the Board shall act on the application (for Project Authorization) within fifteen (15) working days after the applicant has complied all the application requirements. The Board's action shall be immediately communicated in writing to the applicant.				
Type of	G2B - Governmen	t to Business			
Transaction:					
Who may	POCB Registered	Construction Contractors			
evel.	i i good i i i i i i i i i i i i i i i i i i				
avail:					
	REQUIREMENTS	WHERE TO SECURE			
		WHERE TO SECURE Download (POCB-F-SVD-006) online at			
CHECKLIST OF 1. Duly acc	omplished	Download (POCB-F-SVD-006) online at			
CHECKLIST OF 1. Duly accuracy application	omplished on form as	Download (POCB-F-SVD-006) online at http://ciap.dti.gov.ph/content/philippines-overseas-			
CHECKLIST OF 1. Duly acco application prescriber	omplished on form as ed by the	Download (POCB-F-SVD-006) online at			
CHECKLIST OF 1. Duly acc application prescriber Philipping	omplished on form as ed by the e Overseas	Download (POCB-F-SVD-006) online at http://ciap.dti.gov.ph/content/philippines-overseas-			
CHECKLIST OF 1. Duly accurate application prescribe Philippine Construct	omplished on form as ed by the e Overseas tion Board	Download (POCB-F-SVD-006) online at http://ciap.dti.gov.ph/content/philippines-overseas-			
CHECKLIST OF 1. Duly accurate application prescribe Philippine Construct (POCB) a	omplished on form as ed by the e Overseas tion Board and sworn to	Download (POCB-F-SVD-006) online at http://ciap.dti.gov.ph/content/philippines-overseas-			
CHECKLIST OF 1. Duly accurate application prescribe Philippine Construct (POCB) a before a	omplished on form as ed by the e Overseas tion Board and sworn to notary public (one	Download (POCB-F-SVD-006) online at http://ciap.dti.gov.ph/content/philippines-overseas-			
CHECKLIST OF 1. Duly accurate application prescribe Philippine Construct (POCB) a	omplished on form as ed by the e Overseas tion Board and sworn to notary public (one	Download (POCB-F-SVD-006) online at http://ciap.dti.gov.ph/content/philippines-overseas-			



CLIENT		FEES TO	PROCESSING	CIAP
STEPS	AGENCY ACTIONS	BE PAID	TIME	PERSON RESPONSIBLE
1. Due to pandemic , submit scanned copy of	1.1 Receive the application filed thru email and check for completeness.	None	5 minutes	Administrative Assistant Philippine Overseas Construction Board
applicatio n form/s to POCB official email/s	1.2. Start processing request. Evaluate application, prepare evaluation report, and submit/send thru email to Board Secretary for review.	None	1 hour	Senior Technical Staff Philippine Overseas Construction Board
	1.3. Review recommendation report and endorse/send thru email to the Executive Director for her approval and digital signature.	None	30 minutes	Board Secretary Philippine Overseas Construction Board
	1.4. Approve and digitally sign the recommendation report for endorsement to the POCB Board for action/ approval.	None	30 minutes	Executive Director Philippine Overseas Construction Board
	1.5. The Board shall act upon the application (either physical or virtual)	None	7 days **Rule IV Section 6 of the IRR of PD 1167 states "The Board shall act on the application within fifteen (15) working days after the applicant has complied with	<i>Members of the Board</i> Philippine Overseas Construction Board



				UTAF
			all the applications requirements".	
	1.6. Communicate thru email - Board Action in writing through a Notice of Board Action thru email.	None	30 minutes	Board Secretary Philippine Overseas Construction Board
2. Return to POCB for the release of the Original Copy of Notice of Board Action	2. Issue the POCB Notice of Board Action to the client.	None	5 minutes	Administrative Assistant Philippine Overseas Construction Board
<ol> <li>Acknowle dge receipt of original Copy of POCB Notice of Board Action</li> </ol>	<ol> <li>Update ongoing/ outgoing e-logbook</li> </ol>	None	5 minutes	Administrative Assistant Philippine Overseas Construction Board
/ 1001011	1	Total	7 days, 2 hours, and 45	
	ad under Dresidentiel D		minutes	

\*\*Service is covered under Presidential Decree (P.D.) No. 1167



## 2. Issuance of Certified True Copy of POCB Certificate of Registration

R.A. 8042 "Migrant Workers and Overseas Filipinos Act of 1995" Revised IRR 2016, Rule IV (Licensing of Companies Registered with POCB)

Section 43. Licensing of POCB-Registered Companies – POCB-registered companies with overseas projects may apply in writing for a special license to deploy their workers to their overseas projects, subject to submission of [the following} requirements and payment of fees.

Section 45. The Administration shall issue a special license to POCB-registered companies within twenty-four (24) hours from receipt of application, provided all the requirements are met by the applicant. Only applications with complete supporting documents shall be deemed filed.

Office or Division:	Philippine Overseas Construction Board					
Classification:	Simple	Simple				
Type of	G2B - Governm	ent to Busine	ess			
Transaction:						
Who may avail:		ed Construct				
CHECKL			WHERE <sup>-</sup>	TO SECURE		
REQUIRE						
1. POCB Cer		Applicant co	ompany			
Registratio	· · · /					
original cop 2. POCB Cer		Applicant co	mpany			
	n (photocopied		Jinpany			
	er based on					
	copies required					
by the com						
	ary Stamp (one	Applicant company				
(1) per pho	otocopy)					
	-	-				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE		
1. Sign in client logbook at the Reception Area	<ol> <li>Give the logbook to the client.</li> </ol>	None	5 minutes	Administrative Assistant Philippine Overseas Construction Board		
2. Present original and photocopies of POCB	2.1. Start processing request. Check, verify,	None 201 I Pa	15 minutes	Administrative Assistant Philippine Overseas Construction Board		



-					CIAF
	Certificate of Registration to the Administrativ	and submit to Board Secretary for review			
	e Assistant	2.2. Review and certify photocopies	None	10 minutes	Board Secretary Philippine Overseas Construction Board
3.	Claim Certified Copies of POCB Certificate of Registration	3. Issue Certified Copy/ies of POCB Certificate of Registration to the client.	None	10 minutes	Administrative Assistant Philippine Overseas Construction Board
			Total	40 minutes	



FFFDD	
FEEDBA	ACK AND COMPLAINTS MECHANISM
How to send feedback	Answer the Client Feedback Form and drop it at the
	designated drop box at the Receiving Area of POCB.
	Contact info: +63.2.8-8961831 / 8-8961833 or
	POCB@construction.gov.ph
	MaLeaCriseIdaAnolin@construction.gov.ph
	DorisGacho@construction.gov.ph
How feedbacks are processed	Every Friday, the POCB Board Secretary and Executive
	Director open the drop box and compile and record all
	feedback submitted.
	Feedback requiring answers are forwarded to the relevant
	personnel and they are required to answer within three (3)
	working days upon receipt of the feedback.
	working days upon receipt of the reedback.
	The answer of the office is then relayed to the client.
	The answer of the office is then relayed to the cheft.
	For inquiries and follow-ups, clients may contact the
	following telephone numbers +63.2.8-8961831 / 8-8961833
	or email POCB@construction.gov.ph
	MaLeaCriseIdaAnolin@construction.gov.ph
Llow to file a completed	DorisGacho@construction.gov.ph
How to file a complaint	Answer the Client Complaint Form and drop it at the
	designated drop box at the Receiving Area of POCB.
	Complaints can also be filed via telephone numbers
	+63.2.8-8961831 / 8-8961833 or email
	POCB@construction.gov.ph /
	MaLeaCriseldaAnolin@construction.gov.ph/
	DorisGacho@construction.gov.ph. Make sure to provide the
	following information: (1) name of person being complained,
	(2) incident, (3) evidence.
	For inquiries and follow-ups, clients may contact the
	following telephone numbers +63.2.8-8961831 / 8-8961833
	or email POCB@construction.gov.ph
	MaLeaCriseldaAnolin@construction.gov.ph
	DorisGacho@construction.gov.ph
How complaints are processed	The POCB Board Secretary and Executive Director open
	the Complaints drop box on a daily basis and evaluate each
	complaint.



	CIAP
	Upon evaluation, the Board Secretary shall start the investigation and forward the complaint to the relevant personnel for their explanation.
	The Board Secretary will prepare a report after the investigation and shall submit it to the Executive Director for appropriate action.
	The Board Secretary will give feedback to the client.
	For inquiries and follow-ups, clients may contact the following telephone numbers +63.2.8-8961831 / 8-8961833 or email POCB@construction.gov.ph <u>MaLeaCriseIdaAnolin@construction.gov.ph</u> DorisGacho@construction.gov.ph
Contact Information of CCB, PCC, ARTA	Anti-Red Tape Authority (ARTA): complaints@arta.gov.ph Telephone number: +63.2.84785093
	Presidential Complaints Center (PCC): 8888
	Contact Center ng Bayan (CCB): +63.908.8816565 (SMS)





# Philippine Domestic Construction Board External Services



### 1. Prescreening, Evaluation, and Approval of New Application for Accreditation as CPES Evaluator

Section 12, Annex E of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act) states that, all government procuring entities implementing infrastructure projects are mandated to evaluate the performance of constructors using the CPES. CPES evaluation shall be undertaken by CPES Evaluators who are duly accredited by the PDCB.

For purposes of this Citizens Charter **PRESCREENING** shall mean the initial assessment and inspection of the *completeness* of the application, the very purpose of which is to check whether the application contains all the necessary documents as indicated and stated in the checklist (*without looking into what is contained in each document*).

Pursuant to the ARTA Law, the PDCB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall be deemed incomplete and deficient *ab initio*.

Office or Division:	Philippine Domestic Construction Board		
Classification:	Complex		
Type of	G2G – Government to Gov	vernment	
Transaction:	G2C – Government to Clie	ent	
Who may avail:	PRC licensed (engineers &	architects)	
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE	
<ol> <li>Duly accomplished and signed CPES Application Form (One (1) copy each)         <ul> <li>PDCB-F-SVD-002a: Individual Application Form for Accreditation</li> <li>PDCB-F-SVD-002b: Certificate of Endorsement for CPE Accreditation</li> <li>PDCB-F-SVD-002c: Continuing Professional Education Program/s</li> <li>PDCB-F-SVD-002d: Work Experience</li> </ul> </li> </ol>		website: ciap.dti.gov.ph/content/ philippine-domestic- construction-board	
2. Certified true copy of at least three most recent certificates of construction related trainings attended (One (1) copy each)		Agency host	
3. Certified true copy of certificate of participation/ attendance in 3-day CPES Accreditation Training (One (1) copy)		Agency host	
4. Certified true copy of certificate of employment and/or service record ( <i>One (1) copy</i> )		Agency where employed	
Certified true copy of valid PRC license with signature (One (1) copy)		Professional Regulation Commission (PRC)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIB LE
<ol> <li>Download and accomplish application form from CIAP website (ciap.dti.gov.ph /philippine- domestic- construction- board)</li> </ol>	None		None	Applicant
2. Submit duly accomplished application together with supporting	2.1 Prescreening – checking the completeness of the submitted documents;		0 minutes from receipt of application/s for pre- screening	PDCB Receiving/ Administrative Staff
documents	2.2 If the application is found <u>incomplete</u> , the application shall be pending and the client will be notified of deficiencies for completion and compliance;	None	1 hour	TIDS/ Administrative Staff
	2.3 If complete, the application/s will be received and forwarded to Executive Director for instructions;		2 hours	Administrative Staff/ Executive Director
	2.4 Evaluate and review the applications;		3 days	TIDS/Sr. TIDS
	<ul><li>2.5 Endorse and sign the summary evaluation/s</li><li>2.6 Prepare and sign the Notice of Approval of</li></ul>		2 hours	TIDS/ Sr. TIDS/
	Accreditation 7 Notify agency of the		1 hour	Chief TIDS



			CIAP
	approval and inclusion of the applicants in the		Executive Director
	Roster of Accredited CPES Evaluators thru e- mail B Prepare and print the individual certificates of new accredited CPES Evaluators	2 hours 2 hours	TIDS/ Administrative Staff
3. Issuance of the CPES Accreditation Certificate/s	3.1 Prepare transmittal letter for issuance of the CPES Accreditation Certificate/s	1 hour	Administrative Staff
	3.2 Send out CPES Certificate/s with covering letter/s via e-mail	30 minutes	Administrative Staff
	3.3 Send out via CIAP messenger and/or courier	2 days	CIAP-AFMD



# 2. Prescreening, Evaluation, and Approval of Renewal of Application for Accreditation as CPES Evaluator

The CPE accreditation shall be valid for a period of three (3) years from the date of accreditation. An application for renewal of CPE accreditation may be filed with the CIAP's PDCB not later than two (2) years from expiry date.

Office or Division:	Philippine Domestic Construction Board		
Classification:	Complex (5 days)		
Type of		ent to Government	
Transaction:	G2C – Governme	nt to Client	
Who may avail:	Accredited CPES	Evaluator/s	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
<ul> <li>1. Duly accomplished and signed CPES Application Form</li> <li>(One (1) copy each)         <ul> <li>PDCB-F-SVD-003a: Individual Application Form for Renewal of Accreditation</li> <li>PDCB-F-SVD-003b: Certificate of Endorsement for Renewal of Accreditation</li> <li>PDCB-F-SVD-003c: Continuing Professional Education Program/s</li> <li>PDCB-F-SVD-003d: Work Experience</li> </ul> </li> </ul>		website: ciap.dti.gov.ph/content/ philippine-domestic-construction-board	
<ul> <li>2. For those who have conducted project evaluation: (One (1) copy each) <ul> <li>Certified true copy of at least three most recent certificates of construction related trainings attended;</li> <li>Project evaluation/s conducted and submitted to PDCB duly signed by CPES Implementing Unit Head;</li> </ul> </li> <li>For those who have not conducted using CPES evaluation, you are required to attend a CPES refresher training and submit the following: (One (1) copy) <ul> <li>Certified true copy of certificate of participation/attendance in 3-day CPES Accreditation Training</li> </ul> </li> </ul>			
		Agency host	
		CPES Implementing Unit Head	
		CPES Implementing Unit Head	
3. Certified true copy of ce and/or service record (One (1	) copy)	Agency where employed	
4. Certified true copy of v signature (One (1) copy)	alid PRC license with	Professional Regulation Commission (PRC)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download and accomplish application form from CIAP website (ciap.dti.gov.p h/philippine- domestic- construction- board)	None		None	Applicant
2. Submit duly accomplished application together with	2.1 Prescreening – checking the completeness of the submitted documents;		30 minutes from receipt of application/s for pre-	PDCB Receiving/ Administrative Staff
supporting documents	2.2 If the application is found <u>incomplete</u> , the application shall be pending and the client will be notified of deficiencies for	None	screening 1 hour	TIDS/ Administrative Staff
	2.3 If complete, the application/s will be received and forwarded to Executive Director for	None	2 hours	Administrative Staff/ Executive Director
	instructions; 2.4 Evaluate and review		3 days	TIDS/Sr. TIDS
	the applications; 2.5 Endorse and sign the summary evaluation/s		2 hours	TIDS/ Sr. TIDS/ Chief TIDS
	2.6 Prepare and sign the Notice of Approval of Accreditation		1 hour	Executive Director
				TIDS/



		CIAP
2.7 Notify agency of the		Administrative
approval and inclusion		Staff
of the applicants in the	2 hours	
	2 hours	
	2 10013	
of new accredited CPES		
Evaluators		
3.1 Prepare transmittal		
	1 hour	Administrative
	Thour	Staff
		Stall
Certificate/s		
3.2 Send out CPES	30 minute	s Administrative
Certificate/s with		Staff
covering letter/s via e-		
0		
man	2 days	
	2 days	CIAP-AFMD
messenger and/or		
courier		
	approval and inclusion of the applicants in the Roster of Accredited CPES Evaluators thru e- mail 2.8 Prepare and print the individual certificates of new accredited CPES Evaluators 3.1 Prepare transmittal letter for issuance of the CPES Accreditation Certificate/s 3.2 Send out CPES Certificate/s with covering letter/s via e- mail 3.3 Send out via CIAP messenger and/or	approval and inclusion of the applicants in the Roster of Accredited CPES Evaluators thru e- mail 2.8 Prepare and print the individual certificates of new accredited CPES Evaluators2 hours 2 hours3.1 Prepare transmittal letter for issuance of the CPES Accreditation Certificate/s1 hour3.2 Send out CPES Certificate/s30 minute 2 days3.3 Send out via CIAP messenger2 days



## 3. Prescreening and Approval for Accreditation of CPES Trainers

This will establish the uniform criteria for CPES Evaluators who shall be accredited as CPES Trainers. This is applicable only to individuals who are active and accredited CPES evaluators. Only those with complete requirements will be considered for the processing of accreditation.

Office or Division:	Philippine Domestic Construction Board			
Classification:	Complex (7 working days)			
Type of	G2G – Government to C			
Transaction:	G2C – Government to C			
Who may avail:	Active Accredited CPES			
	<b>FREQUIREMENTS</b>		WHERE TO S	ECURE
Certified true copy of Completion in CPE copy)	of Certificate of S Trainers' Training (1	of Certificate of PDCB or its partner which organized the CPES Trainers' Training (1 Trainers' Training		
Duly accomplished Application Form (1				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Download and accomplish application form from CIAP website (www.ciap.dti.g ov.ph/content/p hilippine- domestic- construction- board)	-	None	-	Applicant
2 Submit duly accomplished application form together with requirements			30 minutes from receipt of application/s 1 hour	Receiving/ Administrative Staff TIDS/ Administrative Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 If complete, the application will be received and forwarded to Executive Director for instructions;		2 hours	Administrative Staff/ Executive Director
	2.3 Evaluate and review the application;		3 days	TIDS/Sr. TIDS
	2.4 Endorse and sign the summary evaluation;		2 hours	TIDS/ Sr. TIDS/ Chief TIDS
	2.5 Prepare and sign the Notice of Approval of Accreditation;		1 hour	Executive Director
	2.6 Notify applicants of the result of application; and		2 hours	TIDS/ Administrative Staff
	2.7 Prepare and print the certificate of accredited CPES Trainer.	None	2 hours	Administrative Staff
3 Pick-up of CPES Trainer	3 Applicant to register its request		10 minutes	Administrative Staff
Accreditatio n Certificate	3.1 Issue CPES Trainer Accreditation Certificate		5 minutes	Administrative Staff
4 Issuance of CPES Trainer Accreditatio n Certificate	4 Prepare transmittal letter for issuance of the CPES Trainer Accreditation Certificate		10 minutes	Administrative Staff
	4.1 Send out via e-mail		30 minutes	Administrative Staff
	4.2 Send out via CIAP messenger and/or courier		2 days	CIAP-AFMD

#### MINIMUM CRITERIA AND REQUIRED DOCUMENTS FOR NEW/RENEWAL OF ACCREDITATION OF GOVERNMENT CONSTRUCTORS' PERFORMANCE EVALUATORS (CPEs)



### MINIMUM CRITERIA:

- 1. Must be physically fit to do field work, if necessary, in different locations in the Philippines;
- 2. Must be of good moral character and have not been convicted of a crime involving moral turpitude;
- 3. Must be regularly renewing its PRC license;
- 4. Must have a minimum five (5) years' work experience in construction project implementation and related fields. Office work experiences may be considered provided that jobs are related/necessary to construction project implementation;
- 5. Must have attended seminars and training in any of the following:
  - Quality control/assurance;
  - Materials testing;
  - Project management;
  - Project evaluation/supervision;
  - Construction safety; and
  - Other construction related seminars and training.
- 6. Must have conducted project evaluation using the CPES and submitted to the PDCB or attended the refresher training for CPES.

### DOCUMENTS REQUIRED

- 1. Duly accomplished application forms:
  - PDCB-F-SVD-003a Individual Application Form for Accreditation
  - PDCB-F-SVD-003b Certificate of Endorsement for CPE Accreditation
  - PDCB-F-SVD-003c Continuing Professional Education Programs (attach copies of at least three most recent training certificates related to construction)
- PDCB-F-SVD-003d Work Experience (attach service record or certificate of employment); and
- 2. Copy of valid PRC license/ID with signature;





# **Construction Industry Arbitration Commission**



### 1. Construction Arbitration

For purposes of this Citizens Charter, **CONSTRUCTION ARBITRATION** shall mean the resolution of **disputes** arising from, or connected with, government or private contracts entered into by parties involved in construction in the Philippines, by one (Sole Arbitrator) or three persons (Arbitral Tribunal) accredited by the CIAC to act as arbitrators in quasijudicial proceedings in accordance with the CIAC rules of procedure prescribing time periods for resolution which were promulgated by the CIAC pursuant to Executive Order No. 1008 (Construction Industry Arbitration Law).

Office or Division:	Construction Industry Arbitration Commission		
Classification:	Highly Technical <sup>1</sup>		
Type of Transaction:	Government to Client (G2C)		
	Government to Business (G2B)		
	Government to Government (G2G)		
Who may avail:	Parties involved in construction in the Philippines who are otherwise		
	bound, directly or by reference, by an arbitration agreement for the		
	resolution of their contractual dispute/s, whether such parties are		
	project owner, contractor, subcontractor, fabricator, project manager,		
	design professional, consultant, quantity surveyor, bondsman or		
	issuer of an insurance policy in a construction project		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			

Item	No. of	
	copies	
A. FOR THE CLAIMANT		
A.1. Duly accomplished Request for Arbitration (RFA)	3 copies for	CIAC Office (or CIAP
Form		
CIAC-F-SVD-001/Rev 1 dated 1/14/12/2018	Sole	Window at nearest DTI
*Additional copy for additional Respondent/s	Arbitrator. 5	Regional Office) and
	copies for	CIAP website:
	Arbitral	ciap.dti.gov.ph/content/c
		0
	Tribunal	nstruction-industry-
		arbitration-commission

<sup>&</sup>lt;sup>1</sup> The CIAC Rules of Procedure Governing Construction Arbitration provides for the arbitral award to be rendered within thirty (30) days from the time the case is submitted for resolution (i.e., from the termination of the hearing, or from the filing of additional documents, or from the submission of memoranda, pleadings, documents or evidences whichever is later) but not more than six (6) months from the signing of the Terms of Reference (TOR) or from the date of the last preliminary conference call for the purpose of finalizing and/or signing of the TOR (Sections 13.18 and 16.1 of the CIAC Rules). The above time periods are inextendible unless approved by the Commission on justifiable grounds. The resolution of a construction



arbitration case may involve several issues (technical and legal), substantial amounts of claims and counterclaims, more than one (1) contract between the parties, and more than one (1) Claimant and/or Respondent. The evaluation/determination of the issues and claims/counterclaims subject of arbitration entails the reception of documentary and testimonial evidence and validation of these evidence through hearings, site inspections, expert witnesses, and all other reasonable means to ascertain the facts in each case speedily and objectively in the interest of substantive due process. Attached for reference are a copy of the CIAC Rules and Time Indicator reports for the last three (3) years (2017-2019) showing the time lapses per case from filing to award and TOR signing to award, and the average time lapse per year from TOR signing to award. In view of the quasi-judicial nature of construction arbitration and the foregoing circumstances, exemption from the time periods in RA11032 is justified.



A.2. Complaint/Narration of Facts		Claimant or Counsel
*Additional copy for additional Respondent/s		
A.3. Construction Contract		Claimant's files
*Additional copy for additional Respondent/s		
A.4. Agreement to Arbitrate CIAC-F-SVD-002a or		CIAC Office (or CIAP
CIAC-F-SVD-002b (if no arbitration		Window at nearest DTI
clause/subsequent agreement)		Regional Office) and
*Additional copy for additional Respondent/s		CIAP website:
		ciap.dti.gov.ph/content/
		CO
		nstruction-industry-
		arbitration- commission
A 5 Decuments establishing the sireumstances of the		
A.5. Documents establishing the circumstances of the case		Construction Project files;
*Additional copy for additional Respondent/s		Witnesses
A.6. Communications made with the highest		Claimant's files
authority forexhaustion of administrative remedies		Claimant's mes
(in case of government contract)		
*Additional copy for additional Respondent/s		
B. FOR THE RESPONDENT		
B.1. Answer / Answer with Counterclaim / Motion to	2 copies	Respondent or Counsel
Dismiss	forSole	
/ Motion for Extension of Time to File Answer	Arbitrator.	
	4copies	
*Additional copy for additional Respondent/s	for Arbitral	
**One copy furnished to the Claimant.	Tribunal	
C. FOR ALL PARTIES		
C.1 Post-Award Motions covered by CIAC	2 copies	Party or Counsel
Resolution No.11-2007	forSole	
	Arbitrator.	
*One copy furnished to the other party.	4copies	
	for Arbitral	
	Tribunal	
C.2 Motions/Requests covered by CIAC Resolution	2 copies	Party or Counsel
No. 06-2014 (Imposing Administrative Fees on	forSole	
Requests and	Arbitrator.	
Motions Relative to the Cases filed with the CIAC)	4copies	
	for Arbitral	
*One copy furnished to the other party.	Tribunal	

				CLAP
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB L E
<b>STEP 1. FILING OF CO</b>	MPLAINT/REQUEST FC	R ARBITRA	TION	
1.1. Secure RFA Form from the CIAC (or CIAP Window atnearest DTI Regional Office) or download from the CIAP website (ciap.dti.gov.ph / content/construction- industry-arbitration- commission)	1.1 None	None	-	Applicant
<b>1.2.</b> Fill up and submit duly accomplished RFA form with Complaint/Narration of Facts and supporting documents toCIAC (or CIAP Window at the nearest DTI Regional Office)	1.2. Check if the requirements submitted are complete and notifythe Claimant of the deficiencies	None		CIAC receivingclerk or CIAP window staff Chief TIDS/Spvng TIDS/OIC of Arbitration, Mediation & Conciliation Division (AMCD)
1.3. None	1.3. If the claim does not exceed PhP1,000,000.00, the same shall be categorized as a smallclaim. Inform the Claimant of Mediation as an alternative dispute resolution. If both parties agreed on mediation, refer to CIAC Mediation Rules	See CIAC Table of Fees	-	Chief TIDS/Spvn gTIDS/OIC of Arbitration, Mediation & Conciliation Division (AMCD)



1.4. None	1.4. Calculate fees through the Integrated System for Construction Arbitration (ISCA) or through the Arbitration Fees Online Calculator; if complaint contains prayer for interim relief/measures, include fee under CIACRes. No. 06- 2014	See CIAC Table ofFees	-	Chief TIDS/Spvn gTIDS/OIC of Arbitration, Mediation & Conciliatio n Division (AMCD)
1.5. None	1.5. Issue Order ofPayment	₱1,000 perrelief sought	_	Chief TIDS/Spvn gTIDS/OIC of Arbitration, Mediation & Conciliation Division (AMCD)



STEP 2. Payment of fees			
2.1. Pay the required initial deposit of arbitration fees atthe	2.1. Accept the payment based on theOrder of	See Tableof CIAC	CIAP Cashier
CIAP Cashier	Payment	Arbitratio nFees	CIAC Administrativ eAssistant III/ Administrativ eAide IV
2.2. None	2.2. Encode arbitration details in the ISCA	None	CIAC Administrative Assistant III/ Administrative Aide IV
2.3. None	2.3. Assign Case Number	None	CIAC Administrative Assistant III/ Administrative Aide IV
2.4. None	2.4. Notify Respondentof the Request for Arbitration	None	AMCD ChiefTIDS/ Spvng TIDS/OIC
<b>3</b> Respondent: file Motion forExtension of Time to file Answer, if necessary	<ol> <li>Receive Motion forExtension of Time to file Answer</li> <li>Issue Order</li> </ol>	₱500.00	CIAC Receivin gClerk
<b>4</b> Pay the required fees at theCIAP Cashier	<ul> <li>ofPayment</li> <li>4. Accept the payment based onthe Order of</li> </ul>		-do- CIAP Cashier
	Payment 4.1. Issue Order resolving Motion forExtension of Time to file Answer		CIAC Executiv e Director
5 Respondent: file Motion to Dismiss, if	5. Receive Motion to Dismiss and refer to the 221 I Pag	None	CIAC Receiving



1	l		1 1	CIAP
	necessary	Commission or appointed arbitrator/s		Clerk/Staff-in- charge of the case
		5.1. If referred to the Commission, resolve motion		Commission
		5.2. If referred to arbitrator/s, resolvemotion or issue Notice of Case Management Conference		Appointed Arbitrator/ s
6	Claimant & Respondent: attendCase Management Conference	6. Conduct Case Managemen t Conference	None	Appointed Arbitrator/ s
7	Respondent: fileAnswer to RFA	<ol> <li>Receive Answer tothe RFA and refer to the Staff- in- charge of the case</li> </ol>	None	CIAC Receivin gClerk
		<ul> <li>7.1. Check answer andif there is a counterclaim, calculate fees through the ISCA or through the Arbitration Fees Online Calculator</li> <li>7.2. Issue Order of</li> </ul>		Staff-in- chargeof the case
		Payment		-do-



7	Respondent: fileAnswer to RFA	<ol> <li>Receive Answer tothe RFA and refer to the Staff- in- charge of the case</li> <li>Check answer andif there is a counterclaim, calculate fees through the ISCA or through the Arbitration Fees Online Calculator</li> <li>Issue Order of Payment</li> </ol>	None		CIAC Receivin gClerk Staff-in- chargeof the case
8	Respondent: pay the required initial depositof arbitration fees for the counterclaim/s	<ul> <li>8. Accept the payment based onthe Order of Payment</li> <li>8.1. Encode payment details in the ISCA</li> <li>8.2. Notify nominated arbitrators</li> </ul>	See Tableof CIAC Arbitratio nFees	3 days from receipt of list ofnominees	CIAP Cashier Staff-in- chargeof the case Staff-in- chargeof the case
		(submitted within prescribed period)		ononinees	Case
		8.3. Appoint Arbitrators		After due deliberation on the appointment during the CIACmeeting as part of the agenda	Commission



		<ul> <li>8.4. Draft initial Termsof Reference (TOR)</li> <li>8.5. Set date and issueNotice of Preliminary Conference (PC)</li> </ul>		20 working days from receipt of Answer/ lapse of periodto file Answer 15 days from appointment	Staff-in- chargeof the case Sole Arbitrator/(S A)Arbitral Tribunal/(AT)
PRE	LIMINARY CONFEREN	· · · ·		1	. , ,
9	Claimant, Respondent and all other parties and/or authorized representatives/ counsels: attend Preliminary Conferencefor finalization/signing of the Terms of Reference (TOR) Parties: pay the required arbitration feesdue upon TOR signing	<ul> <li>9. Conduct Preliminary Conference; finalize and signthe TOR</li> <li>9.1. Process paymentsto arbitrator/s</li> <li>9.2. Issue Statement of Account to parties</li> <li>10. Issue Order/s of Payment</li> <li>10.1. Accept payment based on the Order of Paymen</li> </ul>	None Based on sharing of arbitratio n fees in theTOR	On date set butnot later than 5days from last PC held 3 days from PC	SA/AT Staff-in- chargeof the case -do- -do- CIAP Cashier
HEA	RING/S			l	
11	Parties and/or authorized representative/ counsel/witnesses :attend ocular inspection, if needed	<ul> <li>11. Conduct ocular inspection</li> <li>11.1. Issue Statement of Account to parties</li> </ul>	None	7 days before date of hearing	SA/AT Staff-in- chargeof the case



				CIAP
12	Parties and/or authorized	12. Conduct hearing/s 12.1. Process	None	SA/AT
	representative/ counsel/witnesses: attend scheduled hearing/s; present witnesses & documentary evidence; cross- examine other party's witnesses (if no hearings, submit additional pleadings, documents, evidences)	arbitrators		Staff-in- chargeof the case
13	Parties: pay the required arbitration feesdue before final hearingat the CIAP Cashier	<ul> <li>13. Issue Order ofPayment</li> <li>13.1. Accept payment based on the Order of Paymen t</li> </ul>	See sharing of arbitratio nfees in theTOR	Staff-in- chargeof the case CIAP Cashier



AFT	ER HEARING/S				
14	Party/ies: Submit FinalMemorandum / Draft Decision	<ul> <li>14. Submit Award</li> <li>14.1. Receive copy of Decision/Final Award</li> <li>14.2. Issue Notice of Award to parties</li> </ul>	None	30 days from submission of case for resolution but not more than 6months from date of TOR signing/date of last PC held or time extension/s granted 1 day from receipt of Award/full payment of arbitration fees	SA/AT Staff-in- chargeof the case CIAC Executiv e Director
15	Party/ies: File Motionfor Correction, if necessary	<ul> <li>15. Resolve Motion forCorrection; issue Order or Amended/ Corrected Award</li> <li>15.1. Issue notice ofresolution on Motion for Correction/ Amended or Corrected Award</li> </ul>	For grounds other than those under Rule17.1: FilingFee- ₱3,000 Arbitrator' sFee SA- ₱6,000 AT- ₱10,000	30 days fromreceipt of motion 1 day from receipt of Order/ Corrected or Amended Award	SA/AT Staff-in- chargeof the case/CIAC Executive Director



16	Party/ies: File appealwith the Court of Appeals and/or Supreme Court, ifnecessary	16. Receive copy ofNotice of Appeal	None		CIAC Receiving clerk/Staff- in-charge of the case
17	Concerned party/ies: File Motion for Execution / Motion to Stay Execution or comply with SA/AT orders to comment in motion/comply with requirements	17. Resolve Motion forExecution/ Motion to Stay Execution	None	20 working days from receipt of comment/ last hearing date.	SA/AT
	for the posting of bond to stay execution	17.1. Prepare and signWrit of Execution/ Order approving bond to stay		7 working days from issuance of Order granting motion.	SA/AT
		17.2. Act on request forconcurrence w/ Writ of Execution/ approval of bond to stay		After due deliberation on the request during the CIAC meeting as part of the agenda	Commission
		<ul> <li>17.3. Release Writ of Execution</li> <li>17.3. Release Writ of Concurring with approval of bond to stay execution to Movant</li> </ul>		1 day from receipt of writ ororder signed by SA/AT and Commissioner s	Staff-in- chargeof the case



					CIAP
18	Submit Writ of Execution to concernedSheriff; pay / deposit Sheriff's estimated expenses	18. None	See CIAP Sheriff' sFees		
19	Party/ies: file post- award motions, if necessary (e.q. Motionfor alias writ of execution, examination of judgment debtor, correction/clarificatio n/interpretation of the award, motion to quash& others under CIAC Res. No. 11-2007)	19. Resolve motion/s after hearing/s, if needed SA- ₱6,000AT- ₱10,000	Filing Fee- ₱3,000 Arbitrator' sFee	30 days from close of post- award hearings/ Proceedings	SA/AT



#### CIAC TABLE OF ARBITRATION FEES (Revised under CIAC Resolution No. 06-2019; effective 01 July 2019)

#### A. For Monetary Claims

1. SCHEDULE OF FILING AND ADMINISTRATIVE FEES				
SUM IN DISPUTE <sup>1</sup> (M=Million)	FILING FEE <sup>2</sup>	ADMINISTRATIVE FEE <sup>3</sup>		
Less than P100,000.00	P4,320.00	P11,600.00		
-	<b>P4,320.00</b> + 0.36% of excess over P100,000	<b>P11,600.00</b> + 0.24% of excess over P100,000		
P1.0M to P10.0M	<b>P8,208.00</b> + 0.12% of excess over P1.0M	P15,700.00 + 0.12% of excess over P1.0M		
P10.0M to P50.0M	<b>P21,168.00</b> + 0.06% of excess of P10.0M	<b>P36,800.00</b> + 0.06% of excess over P10.0M		
More than P50.0M	<b>P49,968.00</b> + 0.03% of excess of P50.0M	<b>P83,200.00</b> + 0.03% of excess over P50.0M		

<sup>1</sup> See Rules for Computing the Sum in Dispute pursuant to CIAC Resolution No. 04-2016 (attached

as Annex "A") amending CIAC Resolution No. 07-2013

<sup>2</sup> 20% increase in the base amounts approved in the CIAC Special Meeting held on 13 February 2001

<sup>3</sup> Base amounts adjusted under CIAC Resolution No. 06-2019

**Note**: Pursuant to CIAC Res. No. 02-1996 (dtd. May 28, 1996), a special assessment fee for the establishment of the Arbitration Development Fund (ADF), equivalent to 1/10 of <u>1.5%</u> of the Sum in Dispute (SID), as amended by CIAC Resolution No. 07-2013, shall be imposed on cases with SID over

P1.0 Million.

### II. ARBITRATOR'S FEES

(The honoraria of the arbitrators shall consist of a Base Amount plus Adjustments to reflect complexity of the case, number of disputants and number of arbitrators

1. SUM IN DISPUTE (SID)	BASE AMOUNT (for arbitrator's fees)*
≤ P 1 Million	3% of SID but not < <b>P19,400</b> or as may be prescribed by CIAC**



Over 1M – 5.0M	P 38,500.00 + 1.00% in excess of P1.0M				
Over P5M - P10.0M	P 116,500.00 + 0.75% in excess of 5.0M				
Over P10M - P20.0M	P 189,500.00 + 0.50% in excess of P10.0M				
Over P20M - P50.0M	P 287,000.00 + 0.20% in excess of P20.0M				
Over P50M - P100.0M	<b>P 403,500.00</b> + 0.10% in excess of P50.0M				
Over P100M - P500.0M	P 500,500.00 + 0.05% in excess of P100.0M				
Over P500M – P1 Billion	<b>P 890,000.00</b> + 0.035% in excess of P500.0M				
Above 1 Billion	<b>P1,230,000.00</b> + 0.025% in excess of P1 Billion				
* Base amounts adjusted pursuant to CIAC Resolution No. 06-2019					



2. Adjustment Factors: The Base amount computed in Item No. 1 shall be adjusted to take into account

the following:

Complexity (AF1)		No. of Di	sputants (AF2)	No. d	of Arbi	trators (AF3)	
Nature	Adjustment	No.	of Parties	Adjustment	No. of	f	Adjustmen
	Factor			Factor	Arbitra	ators	t Factor
		2		1.0			
Simple/Com	1.0	3		1.1	1		1.0
monComplex	1.5	4		1.2	3		2.0
		5 a	nd over	1.3			
3. Overall Adj	ustment Factor	(OA	F) = (AF1	4. Total Honora	ria = Ba	ase An	nount x (OAF +
+ AF2				1.0)			
+ AF3) – 3.0				-			
		<b>III</b> .	Schedule (	of Payments *			
A. Upon Filing	of the Request f	or	B. Upon s	igning of the Term	s of	C. Be	fore the Final
Arbitration (RF	A)		Reference (TOR)		Hearing		
<ul> <li>Filing Fee</li> </ul>	1	00%					
<ul> <li>Initial Deposit</li> </ul>	t for Arbitrator's I	ees					
- 25% of a	rbitrator's		<ul> <li>50% of the Arbitrator's Fee</li> </ul>		<ul> <li>25% of the</li> </ul>		
	fees				Arbitrator's Fee		
• 100% of adm	ninistrative						
	fees						
	ssment fee (ADF						
	Res. No. 02-199	6,					
if applicable							
- 100%							
Note: Respondent to deposit							
	similaramount of fees						
based on I							
countercla		1:00		Q (affective OF live	. 0040		
As amended	DY CIAC RESOLU	lion	NO. 09-201	2 (effective 05 Jul	y 2012)		



### **B.** For Non-Monetary Claims

	FOR NON-MONETARY AIMS
<ul> <li>B.1 PURELY NON-MONETARY AWARDINVOLVED</li> <li>1. Filing Fee P4,320.00 plus 9.0% of arbitrators' fees (20% increase in the base amount approvedon 13 February 2001)</li> </ul>	SCHEDULE OF PAYMENTS* - 100% upon filing of the Request for
2. Administrative Fees P10,200 plus 6.0% of total Arbitrators' Fees (70% increase in the base amount approvedon 13 February 2001)	<ul> <li>100% upon filing of the Request for Arbitration based on estimated total arbitrators' fees for 3 sessions of 3 hours per session</li> <li>Before the final hearing, balance of administrative fees based on actual total arbitrators' fees</li> </ul>
<ul> <li>3. Arbitrator's Fees <ul> <li>(70% increase in the amounts approved on 25 August 1989)</li> <li>3.1 Acceptance Fee</li> <li>3.2 Fees per session For a Tribunal:</li> <li>Chairman:</li> <li>Minimum of P7,650.00 per session of 2 hours or loss plus P2 550 00 in</li> </ul> </li> </ul>	- <b>P17,000.00</b> upon filing of the Request for Arbitration
<ul> <li>3 hours or less plus P2,550.00 in excess of 3 hours</li> <li>Members</li> <li>Minimum of P5,100.00 per session of 3 hours or less plus P1,700.00 per hour inexcess of 3 hours</li> <li>For Sole Arbitrator:</li> </ul>	<ul> <li>Upon signing of the TOR, 50% of the estimated arbitrators' fees</li> <li>Before the final hearing, balance or arbitrator's fees based on actual number or sessions</li> </ul>
<ul> <li>Minimum of P12,750.00 per session of 3hours or less plus P4,250.00 per hour inexcess of 3 hours 3.3 Award Drafting P17,000.00</li> <li>B.2. FOR NON-MONETARY CLAIMS BUT W</li> </ul>	<ul> <li>Before the final hearing</li> <li>*Amended by CIAC Resolution No. 09-2012 (Effective 5 July 2012)</li> </ul>

• Fees will be based on the schedule of monetary claims



### **1. Construction Mediation**

For purposes of this Citizens Charter, **CONSTRUCTION MEDIATION** shall mean a voluntary process in which a mediator, selected by disputing parties involved in construction in the Philippines, whether the dispute arose before or after the completion of the contract, or after the abandonment or breach thereof, facilitates communication and negotiation between the parties and assists them in reaching a voluntary compromise agreement/settlement regarding their dispute. The mediation process conducted under the auspices of the CIAC is governed by the CIAC Mediation Rules. These disputes may involve government or private contracts.

Office or Division:	Construction Industry Arbitration Commission				
Classification:	Highly Technical <sup>2</sup>				
Type of	Government to Client (G2C)				
Transaction:	Government to Business (G2B)				
	Government to Government (G2G)				
Who may avail:	Parties involved in construction in the Philippines (such as, but not limited to project owner, contractor, subcontractor, fabricator, project manager, design professional, consultant, quantity surveyor,bondsman or issuer of an insurance policy in a construction project)who wish to submit their dispute to mediation.				

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

Item	No. of copies	
1. Duly accomplished Request for Mediation Form (RFM)CIAC-F-SVD-003	2	CIAC Office (or CIAP Window at the nearest DTI Regional Office) and CIAP website: ciap.dti.gov.ph/conten t/construction- industry-arbitration- commission

<sup>&</sup>lt;sup>2</sup> The CIAC Mediation Rules provide for a period for mediation, to wit: "Section 14. The Mediation Process - The Mediator shall commence the mediation proceedings as soon as possible after his/her acceptance of the appointment and shall use his or her best efforts to conclude the mediation within thirty (30) calendar days of his/her appointment. The appointment shall not extend beyond said period without the written consent of the Parties.



2. Case Abstract/Relief Sought	2	Claimant or counsel
3. Construction Contract	2	Project Files/Claimant's files/records
4. Mediation Agreement CIAC-F-SVD-004a or CIAC-F- SVD-004b (if no mediation clause/subsequent agreement)	2	CIAC Office (or CIAP Window at the nearest DTI Regional Office) and CIAP website: ciap.dti.gov.ph/conten t/construction- industry-arbitration- commission
5. Authority to Stipulate and to Compromise (in a form of Secretary's Certificate, Board Resolution or Special Power of Attorney)	2	Claimant's Board Secretary
6. Documents establishing the circumstances of the case	2	Construction Project files

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1	Secure RFM Form fromthe CIAC (or CIAP Window at nearest DTI Regional Office) or download from the CIAP website (ciap.dti.gov.ph / content/construction- industry-arbitration- commission)	1. None	None		
2	Fill up the RFM and deliver, together withthe required documents, to Respondent/s	2. None			



			1 1	UIAF
3	Submit a copy of the RFM together with therequired documents and nominee/s for	2. Receive RFM	None	CIAC Receiving Clerk/CIAP window staff Chief
	Mediator to CIAC (orCIAP Window at the nearest DTI RegionalOffice)	3.1. Check completenes sof th e requirements and inform theClaimant o fthe deficiencies (ifany)	None	TIDS/Spvn g TIDS/OIC, Arbitration, Mediation & Conciliation Division (AMCD)/CIA P window staff
		3.2. Calculate feesthrough the Integrated System for Construction Arbitration (ISCA) or through the Arbitration Fees Online Calculator.	See Tableof CIAC Mediatio nFees	CIAC Administrativ eAsst. III/ Administrativ eAide IV/CIAP window staff
		3.3. Issue Order ofPayment		



4	Pay the required initial deposit of mediation fees (100% Filing and Administrative Fees and 50% Mediator's Fees)	<ul> <li>4. Accept payment based on the Order of Payment</li> <li>4.1. Encode payment detailsin the ISCA</li> <li>4.2. Assign Case Number</li> </ul>	None		CIAP Cashier/CIA Pwindow staff CIAC Administrativ eAsst. III/ Administrativ eAide IV
WED					
		<ul> <li>4.3. Notify Respondent of the Request for Mediation</li> <li>*If no Answer or Respondent objects to</li> </ul>	None	3 days	Staff-in- Chargeof the case
		objectsto Mediation, CIAC			
		shall issue a Noticeto Claimant that mediation cannot proceed; Dismissalof the case due to the lack of consentfrom Respondent			



					CIAP
5	Respondent files Answer and agrees tomediation *If there is counterclaim, Pay therequired initial depositof mediation fees (100% Filing and Administrative Fees and 50% Mediator'sFees)	<ul> <li>5. Receive Answer to the RFM and referto staff- in- charge of the case</li> <li>*Repeat process3.2, 3.3, &amp; 4.</li> </ul>	None		CIAC Receiving Clerk
6	If Respondent not agreeable with Claimant's nominee/s for Mediator, parties to nominate/agree on a Mediator/file Application for Appointment	<ol> <li>Appointment ofMediator</li> <li>Issue Statement ofAccount</li> </ol>	None	Governe d by Sections9 – 13, CIAC Mediatio nRules	Commission Staff-in- Chargeof the case
7	Pay balance of the Mediator's Fees (50%)	<ul> <li>7. Issue Order ofPayment</li> <li>7.1. Accept payment basedon the Order of Payment</li> </ul>	See Tableof CIAC Mediatio nFees		CIAC Administrativ eAsst. III/ Administrativ eAide IV CIAP Cashier
8	Parties: Attend Mediation proceedingsand sign Mediation Agreement with the	<ol> <li>Facilitate signing of the Mediation Agreement and</li> </ol>	None	30 days from acceptanc e by the	Mediator



	Mediator (if none wassubmitted by the Claimant)	conduct Mediation sessions		parties & Mediator of appointme ntor within extensions of time with written consent of the parties	
9	Parties: Sign Settlement Agreement(for successful mediation)	<ol> <li>Receive a copy of the Settlement Agreement</li> <li>Prepare and submit Mediator's Report</li> </ol>	None	30 days from acceptanc e of appointme ntor agreed time extensions	Staff-in- Chargeof the case Mediator
10	Notify CIAC of compliance with the Settlement Agreement	10. Receive compliance	None		CIAC Receiving Clerk
11	Parties: In case of default in the Settlement Agreement, file a request to the CIAC for the appointment of the Mediator as Sole Arbitrator for rendition of Arbitral Award and issuance of a Writ of Execution	<ul><li>11. Receive request</li><li>11.1. Issue Order of Payment</li></ul>	None ₱3,000.00 Adminis- trative Feeand 20% Arbitrator' sFee		CIAC Receiving Clerk CIAC Administrati veAsst. III/ Administrati veAide IV



12	Pay the required Fees	12.1.	Accept payment based on the Order of Payment		CIAP Cashier
					Commission
		12.2.	Appoint Mediator as Sole Arbitrator	After deliberation on the appointment during the CIAC meeting as part of the agenda	Sole Arbitrator
		12.3.	Submit Award based on settlement agreement	30 days from receipt of settlement agreement	Sole Arbitrator
		12.4.	Prepare and sign Writ of Execution	7 working days from resolution of motion for execution	Commission
		12.5.	Concur with the Writ of Execution	After deliberation on the request during the CIAC meeting as part of the agenda	Staff-in-
		12.6.	Release Writ of Execution to Movant 239 I Page	agenda 1 day from receipt of writ signed by Sole Arbitrator	Chargeof the case



			-		VIAL
				and Commission -ers	
13	Submit Writ of Execution to concernedSheriff; pay / deposit Sheriff's estimated expenses	13. None	None	See CIAP Sheriff's Fees	None



### TABLE OF MEDIATION FEES

### (Revised under CIAC Resolution No. 07-2013; effective 11 December 2013) I. From Filing to Formulation of Settlement Agreement

A. Mediation Fees (Filing, Administrative and Mediator's Fees)

S11	M IN	<b>MEDIATION FEE*</b>			
	PUTE	MEDIATIONTEE			
1 <sup>st</sup> Php 1M		1.79	% of the		
			SID		
Next 4M	5M	17,000+0.5	0% in excess	s of 1M	
Next 5M	10M	68,000+0.375% in excess of 5M			
Next 10M	20M	110,500+0.2	25% in exces	s of 10M	
Next 20M	50M	153,000+0.1	0% in exces	s of 20M	
Next 50M	100M	204,000+0.0	)5% in exces	s of 50M	
Above 100M		246,500+0.2	5% in excess	s of 100M	
B. Breakdown: 10% Mediator's Fee	Filing Fee	30% Administra	itive Fee	60%	
C. Payment Schedul Mediation	e**: ● Full Filing and Admini	strative Fees upon	filing of Requ	lest for	
modiation	<ul> <li>Mediator's Fee</li> </ul>				
		f Request for Media	ition		
	- 50% upon Appoir	•			
Sampla Computatio	n: SID: 1M to 100M	Mad	liation Eag		
Sample Computation	n: SID: 1M to 100M		liation Fee		
Sample Computatio	n: SID: 1M to 100M	17,000			
Sample Computatio	n: SID: 1M to 100M				
Sample Computatio		17,000 145,	,000		
Sample Computatio	Filing Fee	17,000 145,  1,700	,000  14,500		
Sample Computatio	Filing Fee Administrative Fee	17,000 145,  1,700 5,100	,000  14,500 43,500	000	
	Filing Fee Administrative Fee Mediator's Fee	17,000 145, 1,700 5,100 10,200	,000 	000	
0% increase in the ba	Filing Fee Administrative Fee Mediator's Fee se amounts approved on 19	17,000 145, 1,700 5,100 10,200 November 2005; N	,000  14,500 43,500 87,0 OTE: Mediat	ion Fees	
0% increase in the bas nclusive of Filingand A	Filing Fee Administrative Fee Mediator's Fee	17,000 145, 1,700 5,100 10,200 November 2005; N	,000  14,500 43,500 87,0 OTE: Mediat	ion Fees	
0% increase in the bas nclusive of Filingand <i>i</i> rbitrator's Fees	Filing Fee Administrative Fee Mediator's Fee se amounts approved on 19 Administrative Fees) are cor	17,000 145, 1,700 5,100 10,200 November 2005; N nputed at 50% of th	,000  14,500 43,500 87,0 OTE: Mediat	ion Fees	
0% increase in the bas inclusive of Filingand A Arbitrator's Fees	Filing Fee Administrative Fee Mediator's Fee se amounts approved on 19	17,000 145,  1,700 5,100 10,200 November 2005; N nputed at 50% of th re 5 July 2012)	,000 14,500 43,500 87,1 OTE: Mediat e Base Amou	ion Fees unts for	
0% increase in the bas inclusive of Filingand A rbitrator's Fees Pursuant to CIAC Res	Filing Fee Administrative Fee Mediator's Fee se amounts approved on 19 Administrative Fees) are con olution No. 09-2012 (effectiv	17,000 145, 1,700 5,100 10,200 November 2005; N nputed at 50% of th <u>re 5 July 2012)</u> II. Exec	,000 14,500 43,500 87,0 OTE: Mediat e Base Amou	ion Fees unts for lement A	
70% increase in the bas inclusive of Filingand A Arbitrator's Fees Pursuant to CIAC Res If the Settlement A	Filing Fee Administrative Fee Mediator's Fee se amounts approved on 19 Administrative Fees) are cor olution No. 09-2012 (effectiv greement (SA) is required to	17,000 145, 1,700 5,100 10,200 November 2005; N nputed at 50% of th re 5 July 2012) II. Exec b be converted into	,000 14,500 43,500 0TE: Mediat e Base Amou ution of Sett	ion Fees unts for Iement A ward	
70% increase in the bas (inclusive of Filingand A Arbitrator's Fees Pursuant to CIAC Res If the Settlement A	Filing Fee Administrative Fee Mediator's Fee se amounts approved on 19 Administrative Fees) are con olution No. 09-2012 (effectiv	17,000 145, 1,700 5,100 10,200 November 2005; N nputed at 50% of th re 5 July 2012) II. Exec b be converted into	,000 14,500 43,500 0TE: Mediat e Base Amou ution of Sett	ion Fees unts for Iement A ward	
0% increase in the bas nclusive of Filingand A rbitrator's Fees Pursuant to CIAC Res If the Settlement A forPurposes of Exc	Filing Fee Administrative Fee <u>Mediator's Fee</u> se amounts approved on 19 Administrative Fees) are cor <u>olution No. 09-2012 (effectiv</u> greement (SA) is required to ecution in case of default, th SA into an Arbitral Award	17,000 145, 1,700 5,100 10,200 November 2005; N nputed at 50% of th re 5 July 2012) II. Exec b be converted into e following schedule - No additional	,000 14,500 43,500 0TE: Mediat e Base Amou ution of Sett an Arbitral Ave e of fees shall	ion Fees unts for Ilement A ward II apply:	
% increase in the bas clusive of Filingand A bitrator's Fees irsuant to CIAC Res If the Settlement A forPurposes of Exc	Filing Fee Administrative Fee <u>Mediator's Fee</u> se amounts approved on 19 Administrative Fees) are cor <u>olution No. 09-2012 (effectiv</u> greement (SA) is required to ecution in case of default, th	17,000 145, 1,700 5,100 10,200 November 2005; N nputed at 50% of th re 5 July 2012) II. Exec b be converted into e following schedule - No additional	,000 14,500 43,500 0TE: Mediat e Base Amou ution of Sett an Arbitral Ave e of fees shall	ion Fees unts for I <b>lement A</b> ward II apply:	



Mediator - Only minimum work is required by the Mediator No additional chargesto adopt the SA into an Arbitral Award

B. [1] CIAC Responsibility

Appointment of Mediator as Sole Arbitrator by CIAC - PHP 3,000 (Administrative cost of

CIAC)

Promulgation of the AwardRecords Keeping

[2] Arbitrator's Responsibility (Execution Phase) - 20% of Arbitrator's Fee per CIACSchedule of Hearing of Motion (if necessary)
 Fees computed on amount of Award in the SA

Issuance of Writ of Execution Approval of Bond

**Note:** The amount under item II (B1) shall become due before the appointment of the Mediator as Sole Arbitrator by the CIAC. The amount in item II (B2)shall become due upon the filing of the Motion for Execution to be paid by the movant but shall be recoverable as part of cost of execution like Sheriff's fee.

**III. Other Charges** 

- A. Registration of Non-accredited Mediator for every case to be mediated
  - 1. Local Php 2,500 for SID Php 10M and below Php 5,000 for SID > Php 10M
  - 2. Foreigner Php 5,000 for SID 10M and below Php 10,000 for SID > Php10M





# Construction Manpower Development Foundation

# **External Services**

# Productivity and Competency Enhancement Division



## 1. Provision of Customized Training

The CMDF-PCED implements a customized Productivity Training and Development Program to enhance the competencies and capabilities of the human resources of the Construction Industry, with the end-in-view of making the industry globally competitive.

Office or Division:	Productivity and Competency Enhancement Division									
Classification:	Highly Technical									
Type of Transaction:	G2G, G2B									
Who may avail:	All (engineering/vocatio	nal/technolo	gy schools/univ	ersities,						
	construction firms, gove	construction firms, government institution)								
CHECKLIST OF	REQUIREMENTS		WHERE TO S	SECURE						
Company Name/Addre	ess/Contact Numbers	Client								
Signatory to the propo	sal	Client								
Number and profile of	participants	Client								
Venue of training		Client								
Preferred training obje		Client								
	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE						
1. Submit requestfor customize training	<ul> <li>1.Acknowledge receipt of request</li> <li>1.1 Forward request tothe Executive Director (ED) for endorsement</li> </ul>	None	30 minutes 30 minutes	Administrativ eAssistant Administrativ eAssistant						
	1.2 Upon endorsement by the ED, Division Chief (DC) / Asst. Division Chief (ADC) assigns a program-in-charge		30 minutes	DC/ADC						
	1.3 Conduct Training Needs Analysis (TNA)		7 days	Program- in-charge						



1	1	. i	1	CIAP
	1.4 Identify resources needed, secure commitment of Trainer, and prepare draft Proposal		7 days	Program inCharge
	1.5 Review draftProposal		1 hour	DC/ADC
	1.6 Endorse draft Proposal to the ED for approval		30 mins	DC/ADC
	1.7 Upon approval by ED, forward the Proposal to the		30 mins	Program- in-Charge
	Client for approval			



2. Accept proposal	2. Upon receipt of theClient's approved Proposal, facilitate notarization	None	4 hours	Client
	2.1 Schedule and conduct venue inspection and preparation of pertinentdocuments	None	4 days	Program-in-Charge
3. Attend Training	<ol> <li>Conduct training</li> <li>Upon payment issue appropriate Training Certificate</li> </ol>	As per Agree -ment	N/A (Depends on training duration agreed upon) N/A (Issue immediate I y after training)	Program-in-Charge Program-in-Charge
	•	TOTAL	18 days, 7 hours and	30 minutes
			Note: Exclu	uding training time



# 2. Replacement of Damaged or Lost Certificate

CMDF acknowledges the importance of training certificates for job application and promotion purposes. That is why CMDF allows the replacement/reissuance of damage or loss certificate provided that the said training certificate was issued not more than 5 years from the date of application.

Office or Division:	Productivity and	Competency	y Enhancemen	t Division							
Classification:	Simple										
Type of Transaction:	G2G, G2B, G2C										
Who may avail:		All who were issued certificate 5 years from the date of application									
CHECKLIST OF RE			WHERE TO	SECURE							
Filled out Application Fo	orm for Loss or	Administrati	ve Assistant								
Damaged Certificate		_									
Damaged Certificate		Client									
Notarized Affidavit of Lo		Client									
Photocopy of Any Gove		Client									
Authorization letter (if a	pplication not done	Client									
personally)		Oliant									
Payment Fee		Client FEES	DDOOFCOIN	DEDCON							
CLIENT STEPS	AGENC Y	TOBE	PROCESSIN GTIME	PERSON RESPONSIBL							
		PAID	GTIME	E							
	S	FAID		L							
1. Submit filled out application form together with the prescribed requirements	1. Receive filled out application form together with the requirements and facilitate verification, once verified print duplicate copy of certificate	None	6 hours	Administrat ive Assistant							
2. Pay the fee and receive the duplicate copy ofcertificate	2. Upon payment and presentation of original official receipt, release the duplicate copy of certificate	P200.00/ copy	2 hours (inclusive of paymen ttime)	Administrat ive Assistant							
	Total	P200.00	1 day								

### Sample Application Form "Replacement of Lost or Damaged Certificate







#### APPLICATION FORM REPLACEMENT OF LOST OR DAMAGED CERTIFICATE

LAST NAME:					Τ											Т				
FIRST NAME:																T				
MIDDLE NAME					+	$\vdash$									$\square$	t				
ID PRESENTED: (Indicate ID No.)				;	SEX:		CIVI STA	L TUS:		s M W	сп	IZEN	SHIP		Alle CR			acify	natio	nalit ž
PRESENT: (no., www	<b>white</b>	ŝ	~~	Ś	/															
ADDRESS											۲¢	0000	•							
CONTACT NUMBERS							e-m	nall A	ddree	8	+									
DATE OF BIRTH	M	M	D	D		~	PL/	ACE	OF BI	RTH	$\vdash$	$\vdash$			+	$\neg$				
HIGHEST EDUCATION ATTAINMENT INSTITUTION/ SCHOO	and																			
OCCUPATION		Stude	nt	W	arker	S	Safety	Office	er	Supe	ervís	or	M	anage	er		Oth	ers		
COMPANY NAME																				
	SE	EMIN	AR/T	RAI	NINGI	DETA	IL S						FOR	D/AI	Мe	Ы.	W	isiai	ER O	NLY
TRAINING	COU	RSE	ATTE	ENIDE	Ð			INC	LUSI	VE D	ATE	s	Т	RAIN	EE IC	)/C	ΈR	TIFIC	ATE :	¥
							+													
							+													

I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT.

SIGNATURE OF APPLICANT

FOR CMDF USE ONLY DO NOT FILL UP THIS PORTION

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

OR NUMBER: \_

DATES

(FOR CASHIER'S USE ONLY)

For Lost Certificate - submit Notarized Affidavit of Lost

For Damaged Certificate - present damaged Certificate



### **3.Rental of Training Facilities**

CMDF operates 10 Ha training facility located at Brgy. Salawag, Dasmarinas, Cavite comprised of different construction trade workshops for rebar works, formworks and scaffolding, plumbing works, building wiring, welding works, heavy equipment operation and maintenance.

We offer this facility at a reasonable price to construction companies, training institutions, and other groups that will complement CMDF mandate.

Office or Division:	Productivity and Co	mpetency I	Enhancement D	Division						
Classification:	Simple									
Type of	G2G, G2B									
Transaction:										
Who may avail:	Construction companies, training institutions, construction event									
CHECKLIST OF I	organizers	CURE								
Request letter		Client		JOORL						
Number of occupants		Client								
		Client								
Specific dates and mo			PROCESSING	PERSON						
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE						
1. Submit request	1. Accept requestand facilitate conduct of ocular inspection of the training facility bythe Client	None	1 day 1 hour	Administrativ eAssistant Administrativ eAssistant						
	<ul> <li>1.1 Endorse request to ExecutiveDirector (ED) for approval</li> <li>1.2 Upon approval by the ED,prepare draft</li> </ul>	None	4 hours 4 hours	Administrativ eAssistant DC/ADC						
	Agreement 1.3 Division	None								

Chief/Asst. DivisionChief (DC/ADC) to review draft agreement and submit for approvalby the ED		1 hour	
1.4 Upon approval by the ED, submit agreement for clientapproval	None		Administrativ eAssistant

2. Approve	2. Upon receipt ofClient's approved Agreement, start notarization process and notifyCMDF- TC Adminpersonnel to reserve requested facilities 2.1 Furnish AFMD with notarized Agreement for themto facilitate payment.	None	4 hours 2 hours	Administ rative Assistan t Administ rative Assistan t	CIAP
3. Client use offacility as per Agreement	3. Ensure observance of Agreement by both parties.	None	As per Agreement	Administ rative Assistan t	
TOTAL		See tables 1 and 2	3 days		



Table 1

# CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION - TRAINING CENTER

Brgy. Salawag,

Dasmarinas,

Cavite UPDATED

### RENTALRATES

ITEM NO.	ROOM	RATES (Php/Day A/O Oct 2019)	REMARKS
1	Audio Visual Room (Main Building)	3,100.00	10 hrs usage/day
2	Lecture Room 1 (Main Building)	2,000.00	10 hrs usage/day
3	Lecture Room 2 (Main Building)	2,000.00	10 hrs usage/day
4	Conference Room (Main Building)	4,000.00	10 hrs usage/day
5	Sunken Hall (Main Building)	3,100.00	10 hrs usage/day
6	Rooms 1-8 (Old Dorm. 14 in a rm.)	2,200.00	12 hrs usage/day
7	Rooms 1-4 (New Dorm. 2 in a rm.)	1,500.00	12 hrs usage/day
8	Rooms 5-8 (New Dorm. 4 in a rm.)	1,500.00	12 hrs usage/day
9	Rooms 14-24 (New Dorm. 4 in a rm.)	1,800.00	12 hrs usage/day
10	Small Room (Main Bldg.)	800.00	10 hrs usage/day
11	Executive Room 1 and 2 (Main Bldg.)	1,800.00	10 hrs usage/day
12	Infirmary (Main Bldg.)	1,000.00	10 hrs usage/day
13	Study Room (Old Dorm.)	850.00	10 hrs usage/day



Table 2

# CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION - TRAINING CENTER

Brgy. Salawag,

Dasmarinas, Cavite

### UPDATED RENTAL

### RATES

ITEM NO.	ROOM	Equipment/Tools	Rate/Day (10hrs a day)	Rate/Day (per Eqmt)	REMARK S
1	Welding Workshop		1,500.00		Rental rate includes electricity, tools and eqmt.
		Welding Machine		500.00	
2	Rebar Workshop		1,500.00		
3	Electrical Workshop		1,500.00		
4	Plumbing Workshop		1,500.00		Rental rate
5	Masonry Workshop		1,500.00		includes electricity,
6	Formworks Workshop		1,500.00		tools and eqmt.
7	Concreting Workshop		1,500.00		



# 4. Provision of Customized Training – Training Regional/FieldOffice

The CMDF-PCED implements a customized Productivity Training and Development Program to enhance the competencies and capabilities of the human resources of the Construction Industry, with the end-in-view of making the industry globally competitive.

Office or Division:	Productivity and Cor	npetency E	Inhancement Di	vision				
Classification:	Highly Technical	Highly Technical						
Type of	G2G, G2B							
Transaction:								
Who may avail:	All (engineering/vocati	ional/technc	logy schools/uni	versities,				
	construction firms, gov	vernment in:	stitution)					
CHECKLIST OF	REQUIREMENTS		WHERE TO	SECURE				
Company Name/Addr	ess/Contact Numbers	Client						
Signatory to the propo		Client						
Number and profile of	participants	Client						
Venue of training		Client						
Preferred training obje	ectives	Client						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE				
1. Submit requestfor customize training	1. Acknowledge receipt of request and schedule meeting with Client	None	30 minutes	Administrativ eAssistant				
	1.1 Meet with Client and Conduct TrainingNeeds Analysis (TNA)	None	7 days	Program-in-charge				
	1.2 Identify resources needed, secure commitmentof Trainer, and prepare draft Proposal	None	7 days	Program-in-charge				



1	1	1	I	CIAP
	<ul> <li>1.3 Endorse draft</li> <li>Proposal to</li> <li>Division Chief</li> <li>(DC) / Asst.</li> <li>Division Chief</li> <li>(ADC) for review</li> <li>and endorsement</li> <li>to Executive</li> <li>Director (ED) for</li> <li>approval</li> <li>1.4 Upon approval</li> <li>by ED, forward the</li> <li>Proposal to the</li> <li>Client for approval</li> </ul>	None	1 day 30 mins	Program-in-charge Program-in- Charge
2. Accept proposal	2. Upon receipt of the Client's approved Proposal, facilitate notarization	None	4 hours	Client
None	2.1 Schedule and conduct venue inspection and preparation of pertinent documents	None	4 days	Program-in-Charge
3. Attend Training	3. Conduct training	As per Agree- ment	N/A (Depends on training duration agreed upon)	Program-in-Charge
None	3.1 Upon payment issue appropriate Training Certificate	None	N/A (Issue immediately after training)	Program-in-Charge
TOTAL	Minimum of PhP2,000.00/pax/da at 20 pax	ıy	19 days and Note: Exclud	5 hours ing training time



### 5. Replacement of Damaged or Lost Certificate – Regional/FieldOffice

CMDF acknowledges the importance of training certificates for job application and promotion purposes. That is why CMDF allows the replacement/reissuance of damage or loss certificate provided that the said training certificate was issued not more than 5 years from the date of application.

Office or Division:	Productivity and C	Competency	Enhancement	Division				
Classification:	Simple	Simple						
Type of Transaction:	G2G, G2B, G2C	G2G, G2B, G2C						
Who may avail:	All who were issued	d certificate 5	years from the	date of application				
CHECKLIST OF RI			WHERE TO S	ECURE				
Filled out Application F	orm for Loss or	Administrat	ive Assistant					
Damaged Certificate								
Damaged Certificate		Client						
Notarized Affidavit of Lo	oss	Client						
Photocopy of Any Gove		Client						
Authorization letter (if a	pplication not done	Client						
personally)								
Payment Fee		Client						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E				
1. Submit filled out application form together with theprescribed requirements	1. Receive filled out application form together with the requirements and facilitate verification, once verified, request printing of duplicate copy of certificate	None	3.5 hours	Administr ative Assistant				

2. Pay required fees and received duplicatecopy of certificate	2. Received payment from Client and request printing of duplicatecopy of certificate from the Head Office	P200.00/c opy None	30 minutes	Administ rative <b>CIAP</b> Assistan t
2.1 None	2.1 Upon receipt of duplicate copy of certification from the Head Office, inform Client, and release correspondin gly	None	<i>courier</i> <i>timefrom</i> <i>Head</i> <i>Office</i> )	Administ rative Assistan t
	Total	200.00 +Couri	3 days	
		er fee		



### Sample Application Form "Replacement of Lost or Damaged Certificate"





### APPLICATION FORM

## REPLACEMENT OF LOST OR DAMAGED CERTIFICATE

LAST NAME:																				$\square$
FIRST NAME:	:																			$\square$
MIDDLE NAM	E																			Н
ID PRESENTE (Indicate ID N					5	EX:		CIVI STA	L TUS:		s M W	сп	IZEN	SHIP		R		ecify	natio	nality &
PRESENT:	(10. 000	<b>NAN</b>	inina	~~~	ŝ	• {														
ADDRESS												۷¢	0008							$\neg$
CONTACT NU	MBERS							e-m	all A	ddree	8	+								$\neg$
DATE OF BIR	тн	M	м	D	D	Y	Ŷ	PL/	ACE (	OF BI	RTH	F			+	+	+		$\square$	$\neg$
HIGHEST E ATTAINMENT INSTITUTION		and																		
OCCUPATION	N I		Stude	nt [	We	arker	L S	afety	Office	97	Supe	rviso	or i	M	anage	sr [	Ott	ters		
COMPANY NA	AME																			
		SE	EMIN	AR/T	RAIN	ing e	DETA	IL S						FOR	DAT	АБА	SE V	a si al	ER C	NLY
AL	RAINING	COU	RSE/	ATTE	INDE	D			INC	LUSI	VE D	ATE	S	Т	RAIN	EE ID	/ CEF	TIFIC	ATE:	¥

I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT.

SIGNATURE OF APPLICANT										
FOR CMDF USE ONLY DO NOT FILL UP THIS PORTION										
VERIFIED BY:	DATE:									
OR NUMBER:	DATES									
For Lost Certificate - submit Notarized Affidavit of										

For Damaged Certificate - present damaged Certificate





# COMPETENCY ASSESSMENT AND CERTIFICATION DIVISION

**External Services** 



## **1. ADMINISTRATION OF TRAINING PRIOR TO ASSESSMENT**

The purpose of this document is to provide guidance to interested parties in relation to training prior to assessment.

Office or Division	Construction Man		n na ant Eaunalatian						
Office or Division	Construction Manpower Development Foundation								
Classification	Complex								
Type of Transaction		Government to Client							
Who may avail	Project Engineers,	Project Mana	agers, Supervisors	s, Trainers,					
	Foremen								
CHEC	KLIST OF REQUIR	REMENTS		WHERE TO					
			<u> </u>	SECURE					
	ltem		No. of copies						
1. Memorandum o	f Agreement		1	To be provided by CMDF					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E					
1. Secure a notarized Memorandum ofAgreement	Prepare a Program Proposal, which includes Memorandum of Agreement (MOA), based on the agreed information with the client including dates of implementatio n, budget, costing, etc.	none	3 days	Program Coordinat or					

2. Prepare the venue of the training in accordance tothe standardsset by CMDF.	Evaluate the venueto ensure the conduciveness for learning and compliance to the minimum venue requirements. NOTE: The evaluation shall take place two weeks before thetraining engagement.	none	1 day	Program Coordinat or
--	--	------	-------	----------------------------

3. Attend thetraining.	Conduct thetraining. Training is administered byAccredited	none	N/A (Days vary depending on the agreement between CMDFand the client)	Resource speaker, to <b>CIAP</b> be assisted by the Program Coordinator
	third party service providers			
-After the training,fill-out and submit the Program Evaluation Form (F- PIM-006) to be provided by CMDF.	Distribute the Program EvaluationForm and collect it upon accomplishment of the participants.			Program Coordinat or
GWDI .			3 days	
4. Obtain the certificate.	CMDF shall issue acertificate for a candidate who successfully completed the training and passedthe written and oral examination.	P200.00/ certificate	7 4	Program Coordinat or
TOTAL NUMBER OF DAYS:			7 days (excluding the training time and the 15- working day application for CPD points to PRC)	



## Sample image of the venue checklist form:

Venue Checklist Form			
Company:			
Assessment Date:			
Venue:			
Date of Training /Certification Program:			
	Y	N	N/A
1. Training room/venue	-		
Adequate lighting? Can read document at distance of 12" for those with 20/20 visi	on 🗖		
Electrical power supply sufficient?			
Adequate room temperature?			
Adequate seat distance between participants?			
• Flexibility of room layout with plenty of space to move around for activities?			
Access to male and female toilets? Appropriate distance from the seminar room.			
<ul> <li>Location – easy to find on the map, convenient location?</li> </ul>	ם		
2. Equipment/accessories needed			
LCD projector?	ם		
OHP projector?	□		
Screenfor projector?	ם		
White board/white board marker?			
Laptop/computer?			
Laser pointer/slide controller?	□		
Microphone/loudspeaker?			
<ul> <li>Back-up equipment provided (laptop/LCD/sound systems)?</li> </ul>	ם		
Wirelessand Internet access?			
Availability of photocopying/printing/email facilities?			
<ul> <li>Tools &amp; Equipment (electrical, plumbing, welding etc.)?</li> </ul>	□		
<ul> <li>Consumables (permanent marker, bond paper, tape, wire, welding rod, etc.)</li> </ul>	?.□		
Remarks:			
[] Approved [] Disapproved			
Checked\prepared by: Date:		_	
Noted by: Date:			
(Company Representative)		-	
F-PIM-028			
Rev. 0 30/07/18			



### Sample image of the Program Evaluation Form:



### PROGRAM EVALUATION FORM



Very Indiective (VI

#### PROGRAM:

We commit to continually extend utmost service to our clients and stakeholders, your feedback is very important to enable us to assess the effectiveness of the seminar and to improve the program in the future. Please be assured that all information shall be treated with strict confidentiality.

NAME COMPANY	:				(option	nal)Sex:
E-mail Addr	ess :					
		5	4	3	2	1
Criterior		81-100%	61-80%	41-60%	21-40%	0-20%
Competency	Sup	erior Competence (SC)	Adequate Competence (AC)	Basic Competence (BC)	Minimal Competence (MC)	No Competence (NC)
Satisfaction	Ve	ery Satisfied (VS)	Satisfied (S)	Neutral (N)	Dissatisfied (D)	Very Dissetisfied (VD)
Approval	Str	onely Arree (SA)	Arree (A)	Sometimes (S)	Disagree (D)	Strongly Disagree (SD)

#### PLEASE CHECK THE BOX THAT BEST REFLECT YOUR RATING:

Effective (E)

#### A. SATISFACTION ON THE TOPIC

Effectiveness Very Effective (VE)

	5	4	3	2	1	Comments/ Suggestions
Subject Coverage (completeness)						
Time Allocation (adequacy)						
Quality of Information (relevance)						

Neutral (N)

Ineffective (I)

#### B. COMPETENCY OF RESOURCE PERSON/s

Name of Speaker		Speaker 1 Speaker 2				Speaker 3											
Items for Evaluation	5	4	3	2	1	1	5	4	3	2	1		5	4	3	2	1
Mastery of the Subject						1											
Matter																	
Manner of Delivery						1											
Topics Covered						1											
Ability to Answer						1											
Queries																	

#### C. SATISFACTION ON THE LOCATION AND SERVICES OFFERED

Items for Evaluation	5	4	3	2	1	Comments/ Suggestions
Organization						
Support Staff/ Staff Assistance						
Seminar Materials/Handouts/Visual Aids						
Seminar Venue (place/convenience)						
Facilities (equipment, sound system, etc.)						
Meals/ Food Served						

#### D. EFFECTIVENESS OF THE PROGRAM

	5	4	3	2	1	Comments/ Suggestions
Extent of accomplishment of the seminar						
objectives						
Extent of personal expectation from the						
seminar						
Extent of own learning/acquisition of						
knowledge						
What one thing can we do to improve your						
satisfaction?						
Other comments/suggestions						



## 2. Administration of Certification Programs

The purpose of this document is to provide guidance to interested parties in relation to administration of certification programs of CMDF.

		<u> </u>	<b></b>				
Office or Division	Competency Assessment and Certification Division						
Classification	Complex						
Type of Transaction	Government to Client						
Who may avail:	Project Engineers, Project Mar Foremen	Project Engineers, Project Managers, Supervisors, Trainers,					
CHEC	KLIST OF REQUIREMENTS	1	WHERE TO SECURE				
	Item	No. of					
		copies					
PRE-SCREENING RE							
1. Letter of Intent	which includes:						
- Name							
- Address							
	e desired certification						
	rainees (minimum of						
15,maximur	n of 25)		Can be sent through				
- Target date			mail to the CMDF				
5	ed statement that the	1	Office, or through e-				
	rees to comply with the		mail at				
	requirements and to supply		cacd.cmdf@gmail.co				
5	tion needed for the		m				
	t and any supporting						
	to demonstrate objectively						
•	with the scheme pre-						
requisites.							
NOTE: Where a	permitted by law, other						
methods, includ							
signatures, are	•						
2. Self-Assessmen		1	Website:				
		_	http://cmdf.dti.gov.ph/				
3. Eligibility Requi	rements:		Company				
	f Employment indicating	1					
	of years of work						
experience	2						
project man							
	agon	1	1				



A	SSESSMENT PROC	ESS REQUIREMENT:	1				
1. Registration Form					1	Websit	-
						http://c	mdf.dti.gov.ph/
E	XAMINATION REQU					<del></del>	
	1. Answer and accord Questionnaire.	omplish the Examinatio	n		1	To be p CMDF	provided by
		AGENCY	FEES T		PROCE		PERSON
	CLIENT STEPS	ACTIONS	BEPAI	-		TIME	RESPONSIBL
1	Write a letter of intent addressed to the program coordinator.	Prepare Program Calendar (F-PIM- 002) detailing the scheduled conduct of training.	None	9	1 da	ay	Applicant
2	Submit the letter of intent together with the self- assessment form (F-PIM-018) which can be downloaded from the CMDF website cmdf.dti.gov.p h	1. Receive Registration Form (F- PIM- 004) and Application for Certification Form (F- PIM- 018)	None	•	1 day		Program Coordina tor
3	Submit the eligibility requirement s.	FOR ECOMTCP: 1. Assess the applicant's education background andjob exposure.	None	•	1 d	ay	Program Coordina tor

CI	AP

<ul> <li>2. Identify the chosencore and elective modules in the Personalized Training Program (F-PIM-012)</li> <li>3. Evaluate and approve the Personalized Training Programbased on the results of self-assessment and credential assessment.</li> <li>FOR FTCP/CSTCP/TCP:</li> <li>1. Assess the applicant's s education background and job</li> </ul>
chosencore and elective modules in the Personalized Training Program (F- PIM-012) 3. Evaluate and approve the Personalized Training Programbased on the results of self- assessment and credential assessment. FOR FTCP/CSTCP/ TCP: 1. Assess the applicant' s education background



4	Examinatio nProcess:		None	2 days	Psychom <sup>CIAI</sup> etrician
	a. Take the examination. NOTE: If the candidate fails on any portion of the examinations, he/she has the option to retake theexamination as long as he/she communicates withCMDF for the schedule.	Review the examination and evaluate the results.			
	b. Panel Interview	Invite members of thepanel, who are industry experts, by sending out invitation letters.		2 days	Program Coordin ator
	TOTAL NUMBEROF DAYS:			7 days	



Sample image of the Registration Form:

Construction Industry Authority of the Philippines CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION								
Construction Industry One Registry System								
Registration Form								
PROGRAM/SEMINAR TITLE: DATE(S):								
FIRST NAME								
SECOND NAME								
MID. NAME								
AGE SEX:  Male  Female CIVIL STATUS:  Single  Married  Separated  Widowed								
DATE OF BIRTH: (DD/M/YYYY) PLACE OF BIRTH: CITIZENSHIP:								
( / / )       □ Filipino □ IfAlien, specify nationality         PRESENT ADDRESS: No./Street/Subdivision/Barangay/City/Municipality/ Province       CONTACT DETAILS         Mobile No.:								
CMDF Website								
HIGHEST EDUCATIONAL ATTAINMENT(pls. specify course if any): SCHOOL/ADDRESS:								
JOB CLASS (pls. check & specify) Years of Experience								
Manager & Supervisors (sg.AMQ, Proj.Mgr., Const.Proj.Mgr.etc.)								
□Technical ( <sub>65,</sub> STE, Draftsman, Estimator, etc.)								
□Skilled Worker (gg, Foreman/Jeadman Carpenter, Mason, etc.)								
Unskilled Worker/Laborer (say, Helper Carpenter, Helper Mason, etc.)								
DOthers, specify								
COMPETENCIES/CERTIFICATION/ACCREDITATION								
Professional Certification								
a Others, specify								
TESDA Certification (p/s. specify)								
Others (pls. specify)								
I hereby certify that the forpoing statements are true and correct to the best of my knowledge. I also consent to								
Place attach colored       the use of my personal information by CN/DF for purposes of job matching and other similar activities         Place attach colored       information by CN/DF for purposes of job matching and other similar activities         Bedgeound 20 picture in white       Signature of Registrant         Signature of Registrant       (Please sign inside the box)								



FEEDBACK AND	COMPLAINTS MECHANISM
How to send feedback	Answer the client feedback form and drop it at thedesignated drop box inside the CMDF Office Contact info: 8890-1610 or 8511-1054 or 8511-1056 marketing@cmdf.dti.gov.ph
How feedbacks are processed	Every Monday, the Administrative Assistant opens the drop box and compiles and records all feedback submitted. Feedback requiring answers are forwarded to the office of the executive director and are answered within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the followingtelephone numbers: 8890-1610 or 8511-1054.
How to file a complaint	Answer the client Complaint Form and drop it at thedesignated drop box inside the CMDF Office. Complaints can also be filed via telephone. Make sure toprovide the following information: - Name of person being complained - Incident - Evidence For inquiries andfollow-ups, clients may contact the following telephone numbers: 8890- 1610and 8511-1054
How complaints are processed	The Executive Secretary opens the complaints drop box on a daily basis and forward to the Executive Director. Upon evaluation, the Executive Director shall start the investigation and forward the complaint to the relevant division for their explanation. The Division will create a report after the investigation and shall submit it to the Executive Director for appropriate action. The Executive Secretary will give thefeedback to the client. For inquiries and follow-ups, clients may contact the following telephone numbers: 8890-1610, 8511-1054 and 8511-1056
Contact Information	marketing@cmdf.dti.gov.ph



# Construction Industry Authority of the Philippines (CIAP)

# Office of the Executive Director



## 1. Service Inquiry

For the purpose of this Citizen's Charter, HANDLING **SERVICE INQUIRY** shall cover activities from receipt of stakeholders' inquiries/concerns up to identification of the team knowledgeable in addressing such issue/concern. This is to ensure internal and external stakeholders' concerns/inquiries are reviewed, understood, and fully addressed in a timely manner.

Office or Division:		Construction Industry Authority of the Philippines (CIAP) - Office of the Executive Director							
	Policy and Proc	Policy and Program Coordination and Monitoring Division							
Classification:	Complex	Complex							
Type of Transaction:       G2C - Government to Client         G2B - Government to       Business         G2G - Government to Government									
Who may avail:		General Public All Government Agencies, LGUs, GOCCs, and other GovernmentInstrumentalities							
CHECKL	IST OF REQUIREN	IENTS		WHERE	TO SECURE				
<b>.</b> .		ence from the client (general public, gencies) including its attachment/s, if person/office/agencies							
CLIENT STEPS	AGENC Y ACTION S	FEES TO BEPAID	PR	OCESSIN GTIME	PERSON RESPONSIB LE				
WALK-IN									
1.1 Submit original copy of the correspondence including its attachments, if any	<ul> <li>1.1. Receive, stamp, and log the correspondenc eto the online Inquiry Log</li> <li>(CIAP-F-INQ- 001a) and Logbook. Check for the attachments, if</li> </ul>	None		1 day	Secretary/ Administrat ive Assistant				



	there's any			
1.2 None	1.2. Stamp "received" on the receiving copy of the correspondence	None		Secretary/ Admin. Assistant
1.3. None		None		Secretary/ Admin. Assistant
1.4. None	I.4. Identify nature of the inquiry	None	1 day	Executive Director/ Division Chief/ Asst. Division Chief/ Officer-In- Charge/ Secretary
1.5. None	I.5. Forward to Appropriate Section or Board/ Concerned Personnel	None		Assigned Technical Staff
1.6. None	I.6. Appropriate Section or Board/ Concerned Personnel to take action on the inquiry/ correspondence and prepare reply	None	4 days	Section or Board/ Concerned Personnel/ Technical Staff
I.7. Receive reply from CIAP	1.7. Proceed to External Communication. Send reply to inquiry via mail, email, and/or messenger	None	1 day	Secretary/ Administrative Assistant



VIA EMAIL				
1.1.Submit scannedcopy of the correspondence including its attachments, if any	1.1 . Receive, stamp, and log the correspondence to the online Inquiry Log (CIAP-F-INQ- 001a) and Logbook.Check for the attachments, if there's any	None	1 day	Secretary/ Administrat ive Assistant
1.2. None	1.2. Send "Acknowledg ereceipt "email Note: Upon viewingof CIAP official email	None		Secretary/ Administrat ive Assistant



1.3. None	1.3. Print	None		Secretary/
	correspondence and its			Administrativ eAssistant
	attachments			
1.4. None	1.4. Stamp	None		Secretary/
	"received" on			Administrativ
	thereceiving			eAssistant
	copy of the			
1.5. None	correspondence	None		Executive
1.5. None	1.5. Identify natureof the	None	1 day	Director/Division
	inquiry			Chief/ Asst.
	inquiry			Division
				Chief/ Officer-In-
				Charge/
				Secretary
1.6. None	1.6. Forward to	None		Assigned
	Appropriate			Technical Staff
	Section or			
	Board/ Concerne			
	d			
	Personnel			
1.7. None	1.7.	None	4 days	Section or
	Appropriat		- days	Board/
	eSection or			Concerned
	Board/			Personnel/
	Concerned			Technical Staff
	Personnel to take action on			
	the inquiry/			
	correspondence			
	and prepare reply			
1.8. Receive	1.8. Proceed	None	1 day	Secretary/
replyfrom CIAP	toExternal		, day	Administrativ
	Communication.			eAssistant
	Send reply to			
	inquiry via mail,			
	email, and/or			
	messenger TOTAL:	None	7 deve	
	IUIAL.		7 days	



## 2. Implementation of Writ of Execution

For a just, expeditious, and inexpensive execution of Arbitral Awards, judgments, orders of the CIAP, Construction Industry Arbitration Commission (CIAC), and the Philippine Contractors Accreditation Board (PCAB), including final judgment of the Court of Appeals and the Supreme Court in appealed cases.

Office or Division:	Policy & Program Coordination & Monitoring Division (PPCMD)			
Classification:	Highly Technical * (The Writ of Execution shall be enforced/executed			
	beyond the twenty (20) days rule as valid until FULLY SATISFIED as			
	provided in the Rule 39, Rules of Court and Interim Manual Of			
	Instructions For Sheriffs/Judgment Enforcement Officer of The			
	Construction Industry Authority of The Philippines			
Type of Transaction:	G2G – Government to GovernmentG2C			
	<ul> <li>Government to Client</li> </ul>			
	G2B – Government to Business			
Who may avail:	Winning Parties in the final award and judgment of CIAC			
CHECKLIST OF REQUI	REMENTS Copies WHERE TO SECURE			

1. Writ of Execu designate entEnforcemen	Sheriff/Judgm	1			uction Industry Ar Commission (CIA0	
2. Twenty Eight ofCert Copies of the W	tified True	28		CIAC		
3. Photocopy of To Reference	erms of	1			CIAC	
4. Certified Copy of Execution	of the Order	1		CIAC		
5. Photocopy of C		1		CIAP Cashier		
CLIENT STEPS	AGENCY ACT	IONS	FE	EES TO BEPAID	PROCESSIN GTIME	PERSON RESPONSIB LE



				CIAI
1. Submit the Writ of Execution to the designated Sheriff with at least 28 Certified True Copies of the Writ.	1. Receive, docket andfile the Writ with corresponding File Number.	None	Within Twenty- Four (24) hours after receipt of Writ (docketingand filing)	Designated Sheriff/Judg ment Enforcement Officer
2. Pay execution fee and depositfee	2.Issue Order ofPayment	0.01 or 1% of judgement award and initial depositfee of Php 1,000 which is subject to liquidation and replenishme n t	5 minutes	CIAP Cashier
3. None	3. Issue Demand for Satisfaction with attached CTC of Writ andserve the same to LosingParty.	None	Within Seventy-Two Hours from issuance of Demand for Satisfaction.	Designated Sheriff/Judg ment Enforcement Officer
4. None	4. Upon failure of the Losing Party to Pay, theexecuting Sheriff shall issue Notice of Garnishment/Levy uponpersonal properties of the Losing Party being held by third parties e.g. Banks.		After One Hundred Twenty (120) hours or Five days fromserving of Demand.	Designated Sheriff/Judg ment Enforcement Officer



			CIAP
5. None	5. Properties found in possession of the banksor third parties, shall be garnished and or levied in favor of the Winning Party within Forty-Eight (48) Hours or Two (2) days from receipt of the Bank Replies. The executing Sheriff shall issue an order to the Bank holding the property of the Losing Party to issue a Manager's Check be issued corresponding tothe amount garnished infavor or in the name of the Winning Party, who shall receive the same within Seventy-Two (72) Hours from issuance thereof	Within Forty- Eight (48) Hoursor Two (2) days from receipt of the Bank Replies. Winning Party shall receive theManager's Check issued inhis/her favor within Seventy- Two (72) Hours or Three (3)days from issuance thereof.	Designated Sheriff/Judg ment Enforcement Officer



6. None	6. If there are no personal properties to begarnished and the same is verified, the executing Sheriff shall start the process of levying of the Real Properties of the Losing Party, within One Hundred Twenty (120) Hours or Five (5) Days after receipt of document/s certifying thenon-availability of personal properties of the Losing Party	None	Within One Hundred Twenty (120) Hours orFive (5) days after receipt of documents certifying the non- availabilityof properties of the Losing Party.	Designated Sheriff/Judg ment Enforcement Officer
7.1. None	7.1. The Real Properties levied shall be sold through Public Auction subject to the Rules and Regulations provided in the Interim manual for Sheriff DTI- CIAP and Rule 39 of the Rules of Court such as the Rule of Notice of Sale.	Publication and other related expenses in the conduct of Public action shall be advancedby the winning party	The proceeds thereof shall be awarded to the Winning Party toeither partially orfully satisfy the judgment award, within Twenty- Four (24) Hours after the	Designated Sheriff/Judg ment Enforcement Officer
7.2. None	7.1 In case of personal property, posting of notice in three (3) publicplaces for not less than Five (5) days;		conduct of the Public Auction.	Designated Sheriff/Judg ment Enforcement Officer



				UIAF
7.3. None	7.2 In case of Real Property, posting Notice of Sale for Twenty (20) days in Three (3) conspicuous places;			Designated Sheriff/Judg ment Enforcement Officer
7.4. None	7.3. If the assessed valueof the property exceeds Fifty thousand (PhP50,000.) pesos,publishing a copy of the notice once (1) aweek for Two (2) consecutive weeks in one newspaper selected by raffle.			Designated Sheriff/Judg ment Enforcement Officer
7.5. None	7.4. In all cases, written notice of sale shall be given to the losing party,at least Three (3) days before sale.			Designated Sheriff/Judg ment Enforcement Officer
8. None	<ul> <li>8. If the judgment award has been fully or partiallysatisfied, the Executing Sheriff shall issue a Return/Report on the Writ containing the processes /activities of enforcement /execution and satisfy the Writ, Thirty (30) days from receipt of the Writ of Execution or every Thirty (3) days thereafter until the Writ of execution hasbeen FULLY satisfied.</li> </ul>	None	Thirty (30) days from receipt of the Writ of Execution or every Thirty (30)days thereafter until the Writ of Execution has been FULLY SATISFIED.	Designated Sheriff/Judg ment Enforcement Officer



### 3. Technical Assistance to Governing Boards

For the purpose of this Citizen's Charter **TECHNICAL ASSISTANCE TO GOVERNING BOARDS** shall cover activities from receipt of implementing boards' request up to identification and resolution of the team knowledgeable in addressing such issue/concern/request. This includes technical assistance on the following: a) IT equipment specifications, b) Hardware Troubleshoot, c) Network Assistance, d) Software Installation, e) ISSP, and f) Media Assistance, among others. This is to ensure internal stakeholders' request/inquiries are reviewed, understood, and fully addressed on a timely manner.

Office or Division:	Construction Industry Authority of the Philippines (CIAP) - Policy and Program Coordination and Monitoring Division (PPCMD)			
Classification:	Complex			
Type of Transaction:	G2G - Governme	ent to Government		
	Internal Service			
CHECKLIST OF RE	REQUIREMENTS WHERE TO SECURE			
1. Accomplished Techn	ical	CIAP - PPCMD		
AssistanceRequest Form, and/or				
2. Accomplished Internet Access				
Request				
Form.				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Fill-up appropriate Technical	1.1. Received the accomplished Technical Assistance	None	10 minutes	Secretary/ Administrative Assistant
Assistance Request Form	Request Form			
1.2. None	1.2. Log the request to the online Inquiry Log (CIAP-F-INQ- 001a) and forward to the approving authority	None	10 minutes	Secretary/ Administrative Assistant (insert office)
1.3. None	1.3. Evaluate Request and assign to concern staff	None	6 hours	Approving Authority



				CIAP
1.4. None	1.4. Conduct diagnosis	None	1 day	Assigned Personnel
1.5. None	1.5. Proceed to Service Delivery Note: Technical Assistance to governing boards' depend on the nature of request	None		Assigned ICT Personnel/ Technical Staff
1.6. None	1.6. If assistance is request for internet access, media assistance, IT equipment specifications, ISSP,Hardware troubleshoot, Network Assistance,and Software Installation (Complex)	None	4 days	Assigned ICT Personnel/ Technical Staff
2.1. Receive feedback on therequest	2.1. Provide feedback to requester and close	None	1 day	Assigned ICT Personnel/ Technical Staff
	the request <b>TOTAL:</b>		6 days, 6 hours, and 20 minutes	



### 4. Preparation of Disbursement Voucher Payment of Drugs and Medicines Procedure thru Public Bidding

The disbursement voucher is a form used to pay the obligation to creditors. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

Finance Division shall not accept incomplete and non-compliant documents as defined by the Commission on Audit (COA) issued Circular No. 2012-001 dated June 14, 2012 which prescribes the guidelines and documentary requirements for common government transactions.

Office or Division:	Finance		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Client		
Who may avail:	Creditors/ Suppliers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

Item	No. of copies	
Authenticated photocopy of the approved APP and any amendment thereto	1	Supply Section
Approved Contract	1	Supply Section
Invitation to Apply for Eligibility to Bid	1	Supply Section
Letter of Intent	1	To be provided by the Supplier
Results of Eligibility Check/ Screening	1	Supply Section
Bidding Documents	1	Supply Section
Minutes of Pre-bid Conference (Approved Budget for Contract (ABC) Php1 million and above)	1	Supply Section
Bidders Technical and Financial Proposals	1	Supply Section
Minutes of Bid Opening	1	Supply Section
Abstract of Bids	1	Supply Section
Post-Qualification Report of Technical Working Group	1	Supply Section
BAC Resolution declaring winning bidder	1	Supply Section
Notice of Post-Qualification	1	Supply Section



BAC Resolution recommending approval and approval by	1	Supply Section
the Head of the Procuring Entity of the Resolution of the	I	Supply Section
BAC recommending award of the		
contract		
Notice of Award	1	Supply Section
Performance Security	1	Supply Section
Program of Work and Detailed Estimates	1	Supply Section
Notice to Proceed	1	Supply Section
Bid Evaluation Report	1	Supply Section
Ranking of Short-listed bidders	1	Supply Section
Post Qualification Evaluation Report	1	Supply Section
Print out copy of posting of award in the PhilGEPS;	1	Supply Section
<ul> <li>Notice of Award</li> </ul>		
Notice to Proceed		
Contract		
Approved Purchase Request	1	Supply Section
Original copy of Supplier's Invoices showing the	1	To be provided by
quantity, description of articles, unit and total valueduly		the Supplier
signed by the supplier		
Delivery Receipt	1	To be provided by
		the Supplier
Inspection and Acceptance Report	1	Supply Section
Certificate of product registration from FDA	1	Food and Drugs
		Authority
Certificate of good manufacturing practice	1	Food and Drugs
		Authority
Batch Release Certificate	1	Food and Drugs
		Authority
If the supplier is not the manufacturer, certification from	1	To be provided by
the manufacturer that the supplier is an		the Supplier
authorized distributor/ dealer of the products		
Approved Purchase Request	1	Supply Section



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
<b>1.1.</b> Submit duly accomplished required documents. (*Wait for the receiving person to log thereceipt and/or sign the receiving copy of the employee)	1.1.Check and Reviewby the receiving person	None	1 working Day	Administrativ eAssistant II



1.2. None 1.3. None	1.2. Checking as to the completeness of the 	None	Administrativ eAssistant II Administrativ
	document as to its validity for claiming.		eAssistant II
1.4. None	1.4. If the documentsare not found to be in compliance and/or complete, the claim shall be denied and such will not bereceived.	None	Administrativ eAssistant II
1.5. None	1.5 If the documentsare not found to be in compliance and/or complete, the claim shall be denied and such will not bereceived.	None	Administrativ eAssistant II
1.6. None	1.6. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receiptand/or sign the receiving copy of the employee.	None	Administrativ eAssistant II



					CIAP
2	Secure a copy of	1. Prepare the	None	3	Budget
	thereceipt of	Obligation Request		working	Officer/
	documents	and Status (ORS)		Days	Administrativ
	submitted for	andassign a			e Assistant II
	proper monitoring.	number to obligate			
	proper morntoning.	the amount claimed.			
		(*Includes checking			
		of authority to incur			
		expense and			
		working out of funds			
		for fund/ allotment			
		availability)			
		avanaonity)			
				10	
		2. Review the		working	Budget Officer
				days	Budget Officer
		completeness of		uays	
		documents and			
		certify			



		U
the ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction.		
3. Prepare the Disbursement Voucher (DV) — amounts based on theapproved DTR and ascomputed by the payroll officer/ accountant.	2 working Days	Administrativ eAssistant II
3. Forward the DV andits supporting attachments to the accounting division.	20 Minutes	Administrativ eAssistant II
4. Receive, review the accuracy of computation and certify the DV and its supporting documents.	3 working Days	Accountant
5. Assign DV Numberand DV release	20 Minutes	Accountant
TOTAL	19 working Days, 2 Hours and 40 Minute s	
Please proceed to the next step (General Serv	vice Section)	



### 5. Preparation of Disbursement Voucher Payment of First Salary (Job Order/Casual/ Contractual Personel)

The disbursement voucher is a form used to pay the obligation to Job Order/ Casual/ Contractual Personnel. Such form conveys the amount due to the employee as well as the corresponding amount of obligation and withholding tax.

Office or Division:	Finance	
Classification:	Complex	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Job Order/ Casual/ Contractual Personnel	
CHECKLIST OF REQUIREMENTS WHERE TO SECURE		

Item	No. of copies	
Certified true copy of pertinent contract/ appointment/ job order	1	Personnel Section
Certification by the Personnel Officer that the activities/ services cannot be provided by regular or permanent personnel of the agency	1	Personnel Section
Approved DTR	1	Personnel Section
Accomplishment Report	1	To be accomplished by the requesting person



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/orsign the receiving copy of the employee)	<ol> <li>Check and Reviewby the receiving person</li> <li>Checking as to the completenessof the documents needed.</li> <li>Review the document as to its</li> </ol>	None	2 Hours	Administrative Assistant II
	validity for claiming. 2. If the documents are not found to be incompliance and/or complete, the claim shall be			
	<ul> <li>denied and such will not be received.</li> <li>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receiptand/or sign the receipting conv</li> </ul>			
	receiptand/or sign the receiving copy of the employee.			



				CIAI
Secure a copy of thereceipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) andassign number to obligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment	None	1 working Day	Budget Officer/ Administrative Assistant II
	availability)		2 working Days	Budget Officer
	2. Review the completeness of documents and certifythe ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction.		1 working Day	Administrative Assistant II
	3. Prepare the Disburseme nt			



Voucher (DV) — amounts based on theapproved DTR and ascomputed by the payroll officer/ accountant. (*Includes computation for lates and absences and deductions)		Administrative
3. Forward the DV andits supporting attachments to the accounting division.	2 working Days	Assistant II
4. Receive, review the accuracy of computation and certify the DV and itssupporting documents.	20 Minutes	Accountant
5. Assign DV Numberand DV release		Accountant
ΤΟΤΑΙ	- 6 working Days, 2 Hours and 40Minutes	
Please proceed to the next step (GeneralService Section)		



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES				
Status of Funds				
	As of October 31	, 2019		
				%
	Approved Budget	Obligations	Balance	of Utilization*
Personnel Services	54,078,000	46,714,695	7,363,305	86.38%
Maintenance & Other Operating Expenses	65,186,000	55,536,969	9,649,031	85.20%
Capital Outlay	3,878,000	2,323,776	1,554,224	59.92%
Total	123,142,000	104,575,440	18,566,560	84.92%
Add: RLIP	4,903,000	3,661,969	1,241,031	74.69%
GRAND TOTAL	128,045,000	108,237,409	19,807,591	84.53%

\*Percentage of utilization equals to obligations incurred divided by the approved budget

#### Balance of allotment

#### PERSONNEL SERVICES

Personnel services balance of allotment amounting to 7,363,305.00 represents the balance of unutilized allotment to be used for original purpose of the appropriation i.s., personnel services accounts.

### MAINTENANCE AND OTHER OPERATING EXPENSES

The balance 9,649,031 represents the following balances from CIAP variousimplementing boards:

 General Administrative and Support Services — to employ Information System Strategic Plan. This also conveys the fund appropriated for Commission on Audi- Information Technology Audit Office (COA-ITAO) audit of the information system of CIAP which was put into a pending status due to COA auditors' availability. This balance is also being made available for ongoing purchases from Procurement Service and to be held available for CAN incentive of CIAP employees amounting to 25,000.00 each.

CIAP OED/ PPCMD – portion of the balance represents the unexpended amount for ISOwhich has been agreed to be continued for the next budget year 2020, during an Executive



- Committee meeting.
- Other implementing boards position of allotment available to convey out their respective Programs, Activities and Projects.

## CAPITAL OUTLAY

The available allotment for is for the procurement of one sedan car already posted for Public Bidding.

Please refer to the attached sheets for MOOE Breakdown of Status of Allotment, Obligationand Balance per PAP.



# 5.i. Preparation of Disbursement Voucher Payment of First Salary (For Non-Transferees)

The disbursement voucher is a form used to pay the obligation to employees. Such form conveys the amount due to the employee as well as the corresponding amount of obligation and deductions such as GSIS, Philhealth and PAG-IBIG contributions and withholding tax, among others.

Office or Division:	Finance		
Classification:	Complex		
Type of	G2G – Government to Government Employee/Official		
Transaction:			
Who may avail:	Newly hired employees with no existing government service		
	experience		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			

Item	No. of copies	
Certified true copy of Duly approved Appointment	1	Personnel Section
Assignment Order, if applicable	1	Previous Employer
Certified true copy of Oath of Office	1	Personnel Section
Certificate of Assumption	1	Personnel Section
Statement of Assets, Liabilities and Net Worth	1	CSC Website:
		http://csc.gov.ph/2014-
		02-21-08-28-23/pdf-
		files/category/193-
		statement-of-assets,-
		liabilities,-and-net-worth-
		saln-form-for-the-year-
		2012-and-onwards.html
Approved Daily Time Record	1	Personnel Section
Bureau of Internal Revenue (BIR) withholding	1	Previous employer
certificates (Forms 1902, 2305 and 2316)		



	CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCESSI NG TIME	PERSON RESPONSI BLE
1	Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	<ol> <li>Check and Review by the receiving person</li> <li>Checking as to the completenessof the documents needed.</li> <li>Review the document as to its validity for claiming.</li> <li>If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the receiving person will have to log the receiptand/or sign the receiving copy of the employee.</li> </ol>	None	2 Hours	Administrativ eAssistant II
2	Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)	None	1 working Days	Budget Officer/ Administrative Assistant II



	Review the	2 working	Budget
doc cer ava allo coo the con the	npleteness of suments and tifythe ORS as to ilability of tment. Includes rdination with requesting/ cernedunit as to technicalities of transaction.	Days	Officer
Dis Voi ame the and the acc (*In con late	Prepare the bursement ucher (DV) — bunts based on approved DTR l ascomputed by payroll officer/ ountant. cludes mputation for es and absences d deductions)	1 working Day	Administrative Assistant II
andata	Forward the DV lits supporting chments to the ounting division.	20 Minutes	Administrative Assistant II
the con cer itss	Receive, review accuracy of nputation and tify the DV and upporting tuments.	2 working Days	Accountant
Nur	Assign DV mberand DV ease	20 Minutes	Accountant
	TOTAL	6 working Days, 2 Hours and 40 Minutes	
Please proceed to the ne	ext step (General ServiceSection)		
297   Page			



# 5.ii. Preparation of Disbursement Voucher Payment of First Salary (Transferees)

The disbursement voucher is a form used to pay the obligation to employees. Such form conveys the amount due to the employee as well as the corresponding amount of obligation and deductions such as GSIS, Philhealth and PAG-IBIG contributions and withholding tax, among others.

Office or	Finance		
Division:			
Classification:	Complex		
Type of	G2G – Government to Government Employee/Official		
Transaction:			
Who may avail:	Newly hired employees with existing government service experience		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			

Item	No. of copies	
Certified true copy of Duly approved Appointment	1	Personnel Section
Assignment Order, if applicable	1	Previous Employer
Certified true copy of Oath of Office	1	Personnel Section
Certificate of Assumption	1	Personnel Section
Statement of Assets, Liabilities and Net Worth	1	CSC Website:
		http://csc.gov.ph/2014-
		02-21-08-28-23/pdf-
		files/category/193-
		statement-of-assets,-
		liabilities,-and-net-worth-
		saln-form-for-the-year-
		2012-and-onwards.html
Approved Daily Time Record	1	Personnel Section
Bureau of Internal Revenue (BIR) withholding	1	Previous employer
certificates (Forms 1902, 2305 and 2316)		
Clearance from money, property and legal	1	Previous Office
accountabilities		
Certified true copy of pre-audited disbursement voucher of	1	Previous Office
last salary from previous agency and/or		



	eived duly verified by the assi reat.	gned auditor			
Cei	rtificate of Available Leave Cro	edits	1	Previous (	Office
Ser	Service Record			Previous (	
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSI BLE
1	Submit duly accomplished required documents. (*Waitfor the receiving person to log the receipt and/or sign the receiving copy of the employee)	<ol> <li>Check and Reviewby the receiving person</li> <li>Checking as to the completeness of the documents needed.</li> <li>Review the document as toits validity for claiming.</li> <li>If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the receiving person willhave to log the receipt and/or sign the receiving copy of the employee.</li> </ol>	None	2 Hours	Administrativ eAssistant II
2	Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. <i>(*Includes</i>	None	1 working Day	Budget Officer/ Administrative Assistant II



	<ul> <li>checking of authorityto incur expense and working out of funds for fund/ allotment availability)</li> <li>2. Review the completeness of documents and certify the ORS as toavailability of allotment. Includes coordination with</li> </ul>	2 working Days	Budget Officer
	therequesting/ concerned unit as to the technicalities of the transaction. <i>3.</i> Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR	1 working Day	Administrativ eAssistant II
	and as computed by the payroll officer/ accountant. (*Includes computation for latesand absences and deductions)	20 Minutes	Administrativ eAssistant II Accountant
	<ul> <li>3. Forward the DV and its supporting attachments to the accounting division.</li> <li>4. Receive, review the accuracy of 300   Page</li> </ul>	2 working Days	Accountant



				V & 44 A
	computation and certify the DV and itssupporting documents. 5. Assign DV Numberand DV release		20 Minutes	
	TOTAL		6 working Days, 2 Hours and 40 Minutes	
Please proceed to the next	step (General Service Section)			



# 6.i. Preparation of Disbursement Voucher Payment of Last Salary

The disbursement voucher is a form used to pay the obligation to employees. Such form conveys the amount due to the employee as well as the corresponding amount of obligation and deductions such as GSIS, Philhealth and PAG-IBIG contributions and withholding tax, among others.

Office or Division:	Finance			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government Employee/Official			
Who may avail:	Permanent employees who tendered their retirement/ resignation			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE				

	No. of copies				
Clearance from money, property and legal accountabilities			1	Copy to be provided by Personnel Section	
Approved DTR			1	Persor	nnel Section
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCE G TI		PERSON RESPONSIBLE
Secure and duly accomplish copy ofclearance from Personnel Section	None	None	3 workin	g Days	None



Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	<ol> <li>Check and Reviewby the receiving person</li> <li>Checking as to the completeness of the documents needed.</li> <li>Review the document as to its validity for claiming.</li> <li>If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign</li> </ol>	None	2 Hours	Administrativ eAssistant II
	receipt and/or sign the receiving copy ofthe employee.			



				UTAF
Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number toobligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)	None	1 working Day	Budget Officer/ Administrativ e Assistant II
	Review the completeness of documents and certify the ORS as toavailability of allotment. Includes coordination with therequesting/ concerned unit as to the technicalities of the transaction.		1 working Day	Budget Officer



Disb Vou amo the a and by th offic acco (*Ind com lates abse dedu 3. Fo and	repare the bursement cher (DV) — unts based on approved DTR as computed ne payroll er/ ountant. cludes putation for sand ences and uctions) orward the DV its supporting chments to	1 working Day	Administrativ eAssistant II Administrativ eAssistant II
the	accounting	20 Minutes	
the a com certi itssu	eceive, review accuracy of putation and fy the DV and ipporting iments.	1 Hour	Accountant
5. As Num relea	ssign DV Iberand DV ase	20 Minutes	Accountant
	TOTAL		
		6 working Days, 3 Hours and 40Minutes	
Please proceed to the next st (GeneralService Section)	tep		



## 6.ii.Preparation of Disbursement for Salary Deferential

The disbursement voucher is a form used to pay the obligation to employees. Such form conveys the amount payable to the employee due to a promotion and/or step increment, as well as the corresponding amount of obligation and deductions such as GSIS, Philhealth and PAG-IBIG contributions and withholding tax, among others.

Finance Division shall not accept incomplete and non-compliant documents as defined by the Commission on Audit (COA) issued Circular No. 2012-001 dated June 14, 2012 which prescribes the guidelines and documentary requirements for common government transactions.

Office or Division:	Finance			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government Employee/Official			
Who may avail:	Who may avail: Promoted/ With Step Increment Permanent Employees			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE				

	Item				
Certified true copy of appointment in case of promotion or Notice of Salary Adjustment in case of step increment/ salary increase			1	Personr	nel Section
Certificate of Assumption			1	Personr	nel Section
Approved DTR			1	Personr	nel Section
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		ESSING ME	PERSON RESPONSIB LE
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	<ol> <li>Check and Review by the receiving person</li> <li>Checking as to the completeness of the documents needed.</li> <li>Review the</li> </ol>	None	2 Hours	\$	Administrative Assistant II

document as to its validity for claiming.



	Г			CIAP
	<ol> <li>If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the receivingperson will have to log the receipt and/or sign the receiving copy of the employee</li> </ol>			
Secure a copy of thereceipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (*Includes checking of authority toincur expense and working out of funds forfund/ allotment availability) 2. Review the completeness of documents and	None	2 working Days 2 working	Budget Officer/ Administrative Assistant II Budget Officer
	certify the ORS as to availability of allotment.Includes coordination with the requesting/ concerned unit as to the technicalities of thetransaction. 3. Prepare the Disbursement Voucher(DV) – amounts basedon the approved DTR		2 working Days 1 working Days	Administrative Assistant II



				CIAP
	and as computed by the payroll officer/ accountant. (*Includes computation for lates and absences and deductions)	20 Mi	nutes	Administrative Assistant II
	3. Forward the DV andits supporting attachments to the accounting division.	2 wor Days	king	Accountant
	4. Receive, review theaccuracy of computation and certifythe DV and its supporting documents.	20 Mi	nutes	Accountant
	5. Assign DV Numberand DV release			
	TOTAL	6 wor Days and 4 Minut s	, 2 Hours 10	
Please proceed to the ne ServiceSection)	ext step (General			



### 6.iii. Preparation of Disbursement Voucher Payment of Salary (Job Order/ Casual/ Contractual Personnel)

The disbursement voucher is a form used to pay the obligation to Job Order/ Casual/ Contractual Personnel. Such form conveys the amount due to the employee as well as the corresponding amount of obligation and withholding tax. Finance Division shall not accept incomplete and non-compliant documents as defined by the Commission on Audit(COA) issued Circular No. 2012-001 dated June 14, 2012 which prescribes the guidelinesand documentary requirements for common government transactions.

Office or Division:	Finance			
Classification:	Complex	Complex		
Type of Transaction:	G2G - Government to Government Employee/Official			
Who may avail:	Job Order/ Casual/ Contractual Personnel			
CHECKLI	ST OF REQUIREMENTS	WHERE TO SECURE		

ltem	No. of copies	
Approved DTR	1	Personnel Section
Accomplishment Report	1	To be accomplished by the requesting person

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	<ol> <li>Check and Review by the receiving person</li> <li>Checking as to the completeness of the documents needed.</li> <li>Review the document as to its validity for claiming.</li> </ol>	None	2 Hours	Administrative AssistantII



			•	
	<ol> <li>If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</li> </ol>			
Secure a copy of the receipt of documents submitted for proper monitoring.	<i>1.</i> Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. ( <i>*Includes</i> checking of authority to incur expense and working out of funds for fund/ allotment availability)	None	1 working Day	Budget Officer/ Administrative AssistantII Budget
	2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.		2 working Days	Officer
	3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as		1 working day	AssistantII



	computed by the		
	computed by the payroll officer/ accountant. (*Includes computation for lates and absences and deductions)		
	3. Forward the DV and its supporting attachments to the accounting division.	20 Minutes	Administrative AssistantII
	, C		Accountant
	4. Receive, review the accuracy of computation and certify the DV and its supporting	2 working Days	
	documents. 5. Assign DV Number and DV release	20 Minutes	Accountant
	TOTAL	6 working Days, 2 Hours and 40 Minutes	
Please proceed to the next Services Section)	step (General		



# 6.iv. Preparation of Disbursement Voucher Payment of Overtime Pay (Permanent)

The disbursement voucher is a form used to pay the obligation for overtime services rendered. Such form conveys the amount due to the employee as well as the corresponding amount of obligation and withholding tax.

As a general rule, the total overtime pay of the employee for a given calendar year shall not exceed 50 percent of his annual basic salary. Finance Division shall not accept incomplete and non-compliant documents as defined by the Commission on Audit (COA)issued Circular No. 2012-001 dated June 14, 2012 which prescribes the guidelines and documentary requirements for common government transactions.

Office or Division:	Finance				
Classification:	Complex				
Type of Transaction:	G2G – Government to Gov	vernment Employ	/ee/Official		
Who may avail:	CIAP Permanent Employee	es			
CHECKLI	ST OF REQUIREMENTS		WHERE TO SECURE		
lte	Item No. of copies				
	ertime authority stating the f the work to be done, and work	1	To be accomplished bythe requesting person		
Overtime Work Program		1	To be accomplished by the requesting person		
Quantified Overtime according by the employee and sup		1	To be accomplished by the requesting person		
Certified true copy of app	proved DTR	1	Personnel Section		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	<ol> <li>Check and Reviewby the receiving person</li> <li>Checking as tothe completenessof the documents needed.</li> </ol>	None	2 Hours	Accountant I



1.14 Review the document as to itsvalidity for claiming.	
2. If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received.	
3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receiptand/or sign the receiving copy of the employee.	



				CIAP
Secure a copy of thereceipt of documents submitted for	1. Computation of theamount of overtime pay due to the employee.	None	3 working Days*	Accountant I
proper monitoring.	2. Prepare the Obligation Request and Status (ORS) andassign number to obligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)		1 working Day	Administrativ eAssistant II Budget Officer
	3. Review the completeness of documents and certifythe ORS as to availability of allotment. Includes coordination with the		1 working Day	



	requesting/			
	concernedunit as to			
	the technicalities of the transaction.			
				Administrativ
	4. Prepare the	1 wor	king Day	eAssistant II
	Disbursement	1 1101	illig Day	
	Voucher (DV) —			
	amounts based on			
	theapproved DTR			
	and ascomputed by			
	the payroll officer/			
	accountant.	20 Mi	nutes	Administrativ
				eAssistant II
	5. Forward the DV			
	andits supporting			
	attachments to the			
	accounting division.			Accountant
	6. Receive, review	5 hou	rs	Accountant
	the accuracy of			
	computation and			
	certify the DV and			
	itssupporting			
	documents.			
	supporting	20 Mi	nutoo	- · · · · · ·
	documents.	20 1/11	nutes	Accountant
	7. Assign DV			
	Numberand DV			
	release			
	TOTAL	6 wor	king	
			7 Hours	
		and 4	40	
		Minut		
		(starts		
			5 <sup>th</sup> day	
		follow month	ving the	
		reque		
		actua		
		overti		
		servic		



* CIAP exercises the use of flexi-time which allows the employees to alter workday start and finish times which is from 7:30AM to 9:30AM in the morning and 4:30PM to 6:30PM in the afternoon (except every Mondays where flexi-time is from 7:30AM to 8:00AM in the morning and 4:30PM to 5:00PM in the afternoon). It is, therefore, deemed to be more practical to pay the overtime services by batch since the computation of the actual amount to be paid requires scrutiny over the approved daily time recordsubmitted.		
Please proceed to the next step (GeneralServices Section)		

CONSTRUCTION IN	CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES							
Status of Funds								
	As of October 31	, 2019						
	Approved Budget	Obligations	Balance	%				
	Approved Budget	Obligations	Datance	of Utilization*				
Personnel Services	54,078,000	46,714,695	7,363,305	86.38%				
Maintenance & Other Operating Expenses	65,186,000	55,536,969	9,649,031	85.20%				
Capital Outlay	3,878,000	2,323,776	1,554,224	59.92%				
Total	123,142,000	104,575,440	18,566,560	84.92%				
Add: RLIP	4,903,000	3,661,969	1,241,031	74.69%				
GRAND TOTAL	128,045,000	108,237,409	19,807,591	84.53%				



\*Percentage of utilization equals to obligations incurred divided by the approved budget Balance of allotment

#### PERSONNEL SERVICES

Personnel services balance of allotment amounting to 7,363,305.00 represents the balance of unutilized allotment to be used for original purpose of the appropriation i.s., personnel services accounts.

#### MAINTENANCE AND OTHER OPERATING EXPENSES

The balance 9,649,031 represents the following balances from CIAP various implementingboards:

- General Administrative and Support Services to employ Information System Strategic Plan. This also conveys the fund appropriated for Commission on Audi-Information Technology Audit Office (COA-ITAO) audit of the information system of CIAP which was put into a pending status due to COA auditors' availability. This balance is also being made available for ongoing purchases from Procurement Service and to be held available for CAN incentive of CIAP employees amounting to 25,000.00 each.
- CIAP OED/ PPCMD portion of the balance represents the unexpended amount for ISO which has been agreed to be continued for the next budget year 2020, during an ExecutiveCommittee meeting.
- Other implementing boards position of allotment available to convey out their respectivePrograms, Activities and Projects.

### CAPITAL OUTLAY

The available allotment for is for the procurement of one sedan car already posted for Public Bidding.

Please refer to the attached sheets for MOOE Breakdown of Status of Allotment, Obligation and Balance per PAP.



# 6.v. Preparation of Disbursement Voucher Payment of Salary (Regular)

The disbursement voucher is a form used to pay the obligation to employees. Such form conveys the amount due to the employee as well as the corresponding amount of obligation and deductions such as GSIS, Philhealth and PAG-IBIG contributions and withholding tax, among others.

Office or Division:	Finance			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government Employee/Official			
Who may avail:	Newly hired employees with existing government service experience			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE				

Item		No. of copies			
Salary Payroll		3		Personnel Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCESSIN GTIME		PERSON RESPONSIB LE
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of theemployee)	<ol> <li>Check and Review bythe receiving person</li> <li>Checking as to the completeness of the documents needed.</li> <li>Review the document as to its validity for claiming.</li> <li>If the documents are notfound to be in compliance and/or complete, the claimshall</li> </ol>	None	2 Hou	irs	Administrati veAssistant II



				CIAI
	be denied and such will not be received. 3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.			
Secure a copy of thereceipt of documents submitted for propermonitoring.	<ol> <li>Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (*Includes checking of authority to incur expense and workingout of funds for fund/ allotment availability)</li> <li>Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unitas to the</li> </ol>	None	1 working Day 2 working Days	Budget Officer/ Administrativ e Assistant II Budget Officer
	technicalities of the transaction. 3. Prepare the Disbursement Voucher (DV) – amounts based onthe approved DTR and ascomputed by the payroll officer/ accountant. (*Includes computation forlates and absences and deductions)		1 working Day	Administrati veAssistant II



3. Forward the DV and its supporting attachments to the accounting division.		
4. Receive, review the accuracy of computation and certify the DV and its supporting documents.	20 Minutes	



	5. Assign DV Number andDV release		Administrati veAssistant II
		2 working Days	
		20 Minutes	Accountant
			Accountant
	TOTAL	6 working Days, 2 Hours and 40 Minute s	
Ρ	lease proceed to the next step		



## 7.i. Preparation of Disbursement Voucher payment of Supplies Materials, Equipment and Motor Vehicles Produced Thru Public Bidding

The disbursement voucher is a form used to pay the obligation to creditors. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, except if authorized by the head of the agency, it may be increased in anticipation of cost increases, or if necessitated by a national emergency or of an impending shortage in theitems concerned.

Office or Division:	Finance					
Classification:	Highly Technical					
Type of Transaction:	G2C – Government to Client	G2C – Government to Client				
Who may avail:	Creditors/ Suppliers					
CHECKI	LIST OF REQUIREMENTS		WHERE TO SECURE			
Authenticated photocopy of the approved APP and any amendment thereto			Supply Section			
Approved Contract	Supply Section					
Invitation to Apply for Eligibility to Bid			Supply Section			
Letter of Intent		1	To be provided by the Supplier			
Results of Eligibility Ch	eck/ Screening	1	Supply Section			
Bidding Documents		1	Supply Section			
Minutes of Pre-bid Con Contract (ABC) Php1 m	ference (Approved Budget for nillion and above)	1	Supply Section			
Bidders Technical and		1	Supply Section			



Minutes of Bid Opening			1	Supply	Section	
Abstract of Bids			1	Supply	Section	
Post-Qualification Report of Technical Working Group			1	Supply	Section	
BAC Resolution declaring	winning bidder		1	Supply Section		
Notice of Post-Qualification	1		1	Supply Section		
BAC Resolution recommer by the Head of the Procurir the BAC recommending av	ng Entity of the Resolut		1	Supply Section		
Notice of Award			1	Supply	Section	
Performance Security			1	Supply	Section	
Program of Work and Deta	iled Estimates		1	Supply	Section	
Notice to Proceed			1	Supply	Section	
Bid Evaluation Report			1	Supply	Section	
Ranking of Short-listed bide	ders		1	Supply Section		
Post Qualification Evaluation	on Report		1	Supply Section		
Print out copy of posting of award in the PhilGEPS; • Notice of Award • Notice to Proceed • Contract			1	Supply	Section	
Approved Purchase Request			1	Supply Section		
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier		1	To be provided by the Supplier			
Delivery Receipt			1	To be provided by the Supplier		
Inspection and Acceptance Report			1	Supply Section		
Property Acknowledgement Receipt (equipment only)			1	Supply Section		
Approved Purchase Request			1	Supply Section		
Authority to Purchase (motor vehicle only)			1	Supply	Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	F	ESSI G IME	PERSON RESPONSIBLE	



	1		1	
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	<ol> <li>Check and Review by the receiving person</li> <li>1.17 Checking as tothe completeness of the documents needed.</li> <li>1.18 Review the document as to itsvalidity for claiming.</li> <li>If the documents arenot found to be in compliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the receivingperson will have to log the receipt and/or sign the receiving copy of the employee.</li> </ol>	None	1 working Day	Administrative Assistant II



Secure a copy of thereceipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request andStatus (ORS) and assign number to obligate the amount claimed. (*Includes checking of authority toincur expense and working out of funds forfund/ allotment availability)	None	3 working Days	Budget Officer/ Administrativ e Assistant II
	<ol> <li>Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of thetransaction.</li> <li>Prepare the</li> </ol>		10 working days	Budget Officer
	Disbursement Voucher			



Please proceed to the ne Service Section)	ext step (General		
	TOTAL	19 working Days, 2 Hours and 40 Minutes	
	5. Assign DV Numberand DV release	20 Minutes	Accountant
	4. Receive, review theaccuracy of computation and certifythe DV and its supporting documents.	3 working Days	Accountant
	3. Forward the DV andits supporting attachments to the accounting division.	20 Minutes	Administrativ eAssistant II
	(DV) – amounts basedon the approved DTR and as computed by the payroll officer/ accountant.	2 working Days	Administrativ eAssistant II



# 7.ii. Preparation of Disbursement Voucher Payment of Supplies, Materials, Equipment and Motor Vehicles Produced Thru Direct Contracting

The disbursement voucher is a form used to pay the obligation to creditors whereby the latter is simply asked to submit a price quotation or a pro-forma invoice together with theconditions of sale. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, except if authorized by the head of the agency, it may be increased in anticipation of cost increases, or if necessitated by a national emergency or of an impending shortage in theitems concerned.

Office or Division:	Office or Division: Finance					
Classification:	Highly Technical					
Type of Transaction:	G2C – Government to	Client				
Who may avail:	Creditors/ Suppliers					
CHECKLIST OF REQU		WHERE TO SECURE	0			
Item		No. of copies				
Purchase Order/ Contra	act	1	Supply Section			
Proof of posting of invit	ation or request for	1	Supply Section			
submission of price qu	uotation and Notice of					
Award in the PhilGEPS	website					
Performance and warra	anty securities	1	Supply Section			
BAC Resolution recom	mending the alternative	1	Supply Section			
mode of procurement v	vith approval by the					
	by of the approved APP	1	Supply Section			
and any amendment th						
Approved Purchase Re		1	Supply Section			
Original copy of Supplier's Invoices showing		1	To be provided byt	he		
	on of articles, unit and		Supplier			
total value duly signed						
Delivery Receipt		1	To be provided byt Supplier	he		



	operty Acknowledg	ement Receipt	1		Supply Sec	ction
	quipment only)	tor vahiala anlu)	1		Supply So	otion
	Authority to Purchase (motor vehicle only) Inspection and Acceptance Report		1		Supply Sec Supply Sec	
	ertified True copy of		1		Supply Sec	
	anufacturer/ supplier t		I		Supply Set	
	iotation and conditions o					
	ertificate of Exclusive Dis		1		To be pro	vided by
			•		the Supplie	•
Ce	ertification from the agen	cy that there are no	1		Supply Sec	
	b-dealers selling at low	•				
	nich no suitable substitut					
m	ore advantageous terms	to the government				
	-		FEES TO	DD	OCESSIN	PERSON
CL	IENT STEPS	AGENCY ACTIONS	BE PAID		TIME	RESPONSIBL
	1			_		E
1	-	1. Check and		1 w	orking Day	Administrativ
	accomplished	Review by the	•			eAssistant II
	required documents.	receiving person				
	(*Wait for the	1 10 Charlying as				
	receiving person to					
	log the receipt and/or sign the receiving					
	copy of the employee)	•				
		needed.				
		1.20 Review the				
		document as to				
		its validity				
		forclaiming.				
		2. If the documents				
		arenot found to be in				
		compliance and/or				
		complete, the claim				
		shall be denied and				
		such will not be				
		received.				
	1		1	1		



1	1	1		1	Viar
		3. If the documents are found to be in compliance and/or complete, th e receiving person will have to log the receipt and/or sign the receiving copy of the employee.			
2	Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)	None	3 working Days	Budget Officer/ Administrative Assistant II
		2. Review the completeness of documents and certify the ORS as to availability of allotment.		10 workin gdays	Budget Officer
		Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction. 3. Prepare the Disbursement		2 working Days	Administrativ eAssistant II
	1	Voucher (DV)			
		-amounts			



			CIAI
	based on the approved DTR and ascomputed by thepayroll officer/ accountant.	20 Minutes	Administrativ eAssistant II Accountant
	3. Forward the DV and its supporting attachments to the accounting division.	3 working Days	rooodinant
	4. Receive, review the accuracy of computation an d certify the DV and its supporting documents.		
	5. Assign DV Number and DV release	20 Minutes	Accountant
TOTAL		19 working Days, 2 Hours and 40 Minutes	
Please proceed to the Service Section)	next step (General		



# 7.iii. Preparation of Disbursement Voucher Payment of Supplies, Materials and Equipment and Motor Vehicles Produced Thru Limited Source Bidding

The disbursement voucher is a form used to pay the obligation to creditors. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, except if authorized by the head of the agency, it may be increased in anticipation of costincreases, or if necessitated by a national emergency or of an impending shortage in theitems concerned.

Office or Division:	Finance				
Classification:	Highly Technical				
Type of Transaction:	G2C – Government to Client				
Who may avail:	Creditors/ Suppliers				
CHECKL	IST OF REQUIREMENTS		WHERE TO SECURE		
Item		No. of copies			
Purchase Order/ Contra	act	1	Supply Section		
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website		1	Supply Section		
Performance and warra	nty securities	1	Supply Section		
BAC Resolution recomment with appro-	mending the alternative mode of wal by the HOPE	1	Supply Section		
Authenticated photocopy of the approved APP and any amendment thereto		1	Supply Section		
Approved Purchase Request		1	Supply Section		
• • • • • • •	er's Invoices showing the quantity, init and total value duly signed by	1	To be provided by the Supplier		



Delivery Receipt			1	Supplier	
Property Acknowledgemer		only)	1	Supply Section	
Authority to Purchase (mo	tor vehicle only)		1	Supply S	Section
Inspection and Acceptance	e Report		1	Supply S	Section
Winning Bidder's offer or p	roposal		1	Supply S	Section
Abstract of Bids			1	Supply	Section
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PF	ROCESSIN GTIME	PERSON RESPONSIB E
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	<ol> <li>Check and Reviewby the receiving person</li> <li>Checking as tothe completeness of the documents needed.</li> <li>Review the document as to itsvalidity for claiming.</li> <li>If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the received.</li> <li>If the documents are found to be in compliance and/or complete, the receiving person will have to log the receiptand/or sign the receiving copy of the employee.</li> </ol>	None	1 v	vorking Day	Administrativ eAssistant II



cure a copy of the receipt of documents submitted for proper monitoring.1. Prepare the Obligation Request and Status (ORS) andassign numberNone3 working DaysBudget Officer/ Administrative Assistant IIobligate for amassign number toobligate the amount claimed. ('Includes checking of authorityto incur expense and working out of funds for fund' allotment availability)10 working daysBudget Officer/ Administrative Assistant II2Review the completeness of documents and certifythe ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction.10 working daysBudget Officer Administrative eAssistant II3Review the completeness of documents and certifythe ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction.10 working daysBudget Officer Administrative eAssistant II3Prepare the Disbursement Voucher (DV) - and ascomputed by the payroll officer/ accountant.20 MinutesAdministrative eAssistant II3Forward the DV andits supporting attachments to the accounting division.3 working DaysAccountant					CIAP
amount claimed. (*Includes checking of authorityto incur expense and working out of funds for fund/ allotment availability)10 working documents and coretifythe ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction.10 working documents and cordination with the requesting/ concernedunit as to the technicalities of the transaction.10 working daysBudget Officer3. Prepare the Disbursement Voucher (DV) — amounts based on the payroll officer/ accountant.2 working DaysAdministrativ eAssistant II3. Forward the DV andits supporting attachments to the accounting division.20 Minutes Administrativ eAssistant IIAdministrativ eAssistant II	receipt of documents submitted for	and Status (ORS) andassign number to	None	working	Officer/ Administrative
completeness of documents and certifythe ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction.10 working daysBudget Officer3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR 		amount claimed. (*Includes checking of authorityto incur expense and working out of funds for fund/ allotment			
Disbursement Voucher (DV) — amounts based on theapproved DTR and ascomputed by the payroll officer/ accountant.working DaysAdministrativ eAssistant II20 MinutesAdministrativ eAssistant II3. Forward the DV andits supporting attachments to the accounting division.20 Minutes4. Receive, review3		completeness of documents and certifythe ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of		working	Budget Officer
3. Forward the DV andits supporting attachments to the accounting division. 4. Receive, review 4. Receive, review 4. Receive, review		Disbursement Voucher (DV) — amounts based on theapproved DTR and ascomputed by		working	
4 Receive, review 3 working Accountant		3. Forward the DV andits supporting attachments to the		20 Minutes	
333   Page		4. Receive, review		working	Accountant



the accuracy of computation and certify the DV and itssupporting documents. 5. Assign DV Numberand DV release		20 Minutes	Accountant
ΤΟΤΑ	L	19 working Days, 2 Hours nd 40 Minutes	
Please proceed to the next step (Genera ServiceSection			



## *7.iv.* Preparation of Disbursement Voucher Payment of Supplies, Materials and Equipment and Motor Vehicles Produced Thru Negotiated Procurement (In case of Two Failed Biddings)

The disbursement voucher is a form used to pay the obligation to creditors whereby the procuring entity directly negotiates with a technically, legally and financially capable supplier. Such form conveys the amount due to the creditor as well as the correspondingamount of obligation and withholding tax, among others.

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, except if authorized by the head of the agency, it may be increased in anticipation of cost increases, or if necessitated by a national emergency or of an impending shortage in theitems concerned.

Office or Division:	Finance		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Client		
Who may avail:	Who may avail: Creditors/ Suppliers		
CHECKLIST OF REQUIREMENTS WHERE TO SECURI			

Item	No. of copies	
Purchase Order/ Contract	1	Supply Section
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website	1	Supply Section
Performance and warranty securities	1	Supply Section
BAC Resolution recommending the alternative mode of procurement with approval by the HOPE	1	Supply Section
Authenticated photocopy of the approved APP and any amendment thereto	1	Supply Section
Approved Purchase Request	1	Supply Section



Original copy of Supplier's Invoices showing the quantity,	1	To be provided by the
description of articles, unit and total value duly signed by	•	Supplier
the supplier		
Delivery Receipt	1	To be provided by the
		Supplier
Property Acknowledgement Receipt (equipment only)	1	Supply Section
Authority to Purchase (motor vehicle only)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Price quotation from at least three invited suppliers	1	Supply Section
Abstract of submitted Price Quotation	1	Supply Section
BAC Resolution recommending award of contract to	1	Supply Section
Lowest Calculated Responsive Bid (LCRB)	1	
Agency's offer for negotiations with selected supplier	1	Supply Section
Certification of BAC on the failure of competitive bidding	1	Supply Section
for the second time		
Evidence of invitation of observers in all stages of	1	Supply Section
negotiation		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN GTIME	PERSON RESPONSI BLE
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	<ol> <li>Check and Review by the receiving person</li> <li>Checking as to the completeness of the documents needed.</li> <li>Review the document as to its validity for claiming.</li> <li>If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received</li> </ol>	None	1 working Day	Administrativ e Assistant II
	not be received.			



	3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.			
Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)	None	3 working Days	Budget Officer/ Administrativ e Assistant II
	2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.		10 working days	Budget Officer
	Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant.		2 working Days	Administrativ e Assistant II



	<ul> <li>accounting division.</li> <li>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</li> <li>5. Assign DV Number and DV release</li> </ul>	3 working Days 20 Minutes	Accountant
Please proceed to the ne	TOTAL	19 working Days, 2 Hours and 40 Minutes	



# *7.v.*Preparation of Disbursement Voucher Payment Supplies, Materials, Equipment and Motor Vehicles Produced Thru Negotiated Procurement (In case of Emergency Cases)

The disbursement voucher is a form used to pay the obligation to creditors whereby the procuring entity directly negotiates with a technically, legally and financially capable supplier. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, except ifauthorized by the head of the agency, it may be increased in anticipation of cost increases, or if necessitated by a national emergency or of an impending shortage in the items concerned.

Office or Division:	Finance					
Classification:	Highly Technical	Highly Technical				
Type of Transaction:	G2C – Government to Client					
Who may avail:	Creditors/ Suppliers					
CHECKI	LIST OF REQUIREMENTS		WHERE TO SECURE			
	Item	No. of copies				
Purchase Order/ Contra	act	1	Supply Section			
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website			Supply Section			
Performance and warra	anty securities	Supply Section				
BAC Resolution recomprocurement with appro-	mending the alternative mode of oval by the HOPE	1	Supply Section			
Authenticated photocopy of the approved APP and any amendment thereto		1	Supply Section			
Approved Purchase Re	equest	1	Supply Section			
	er's Invoices showing the quantity, unit and total value duly signed by	1	To be provided by the Supplier			
Delivery Receipt		1	To be provided by the Supplier			



					011	
Property Acknowledgemen	nt Receipt (equipment of	only)	1	Supply S	Section	
Authority to Purchase (motor vehicle only)		1	Supply S	Section		
Inspection and Acceptance	e Report		1	Cumply Continu		
Price quotation from at leas	st three invited supplie	rs	1	Supply S	Section	
Abstract of submitted Price	Quotation		1	Supply S	Supply Section	
BAC Resolution recommer	nding award of contrac	t to	1	Supply S	Section	
Lowest Calculated Respon	sive Bid (LCRB)		•			
Justification as to the nece	ssity of purchase		1	Supply S	Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PR	OCESSIN GTIME	PERSON RESPONSIB E	
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	<ol> <li>Check and Reviewby the receiving person</li> <li>Checking as tothe completenessof the documents needed.</li> <li>Review the document as to itsvalidity for claiming.</li> <li>If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the receiving person will have to log the receiptand/or sign the receiving copy of the employee.</li> </ol>	None	1 и	vorking Day	Administrativ eAssistant II	



Secure a copy of	of <i>1.</i> Prepare the Obligation Request	None	3	Budget
thereceipt of	and Status (ORS)		working	Officer/
documents submitted for	andassign number		Days	Administrativ e Assistant II
proper monitorir	ng. to obligate the			C / (55)5(diff fi
	amount claimed.			
	(*Includes checking of authority to incur			
	expense and			
	working out of funds			
	for fund/ allotment			
	availability)			
	2. Review the		10	Budget Officer
	completeness of		working days	Budget Officer
	documents and		uays	
	certifythe ORS as to availability of			
	allotment. Includes			
	coordination with			
	the requesting/			
	concernedunit as to the technicalities of			
	the transaction.			A ales in interation
			2	Administrativ eAssistant II
	3. Prepare the		working Days	
	Disbursement		Days	
	Voucher (DV) — amounts based on			
	theapproved DTR			
	and ascomputed by			
	the payroll officer/			A ales in interation
	accountant.			Administrativ eAssistant II
	3. Forward the DV		20 Minutes	071001010111 H
	andits supporting			
	attachments to the			
	accounting division.			Accountant
	1 Dessive review		3	Accountant
	4. Receive, review the accuracy of		working Days	
	computation and		Days	
	certify the DV and			
	itssupporting 341   Pac			



documents. 5. Assign DV Numberand DV release	20 Minutes	Accountant
TOTAL	19 working Days, 2 Hou	ırs
	and 40 Minutes	
Please proceed to the next step (General ServiceSection)		



## *7.vi.* Preparation of Disbursement Voucher Payment of Supplies, Materials, Equipment and Motor Vehicles Produced Thru Negotiated Procurement (In case of Small Vallue)

The disbursement voucher is a form used to pay the obligation to creditors whereby the procuring entity directly negotiates with a technically, legally and financially capable supplier. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, except if authorized by the head of the agency, it may be increased in anticipation of cost increases, or if necessitated by a national emergency or of an impending shortage in theitems concerned.

Office or Division:	Finance	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Creditors/ Suppliers	
CHECKI	LIST OF REQUIREMENTS	WHERE TO SECURE

Item	No. of copies	
Purchase Order/ Contract	1	Supply Section
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website	1	Supply Section
Performance and warranty securities	1	Supply Section
BAC Resolution recommending the alternative mode of procurement with approval by the HOPE	1	Supply Section



Authenticated photocopy of the approved APP and any amendment thereto	1	Supply Section
Approved Purchase Request	1	Supply Section
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier
Delivery Receipt	1	To be provided by the Supplier
Property Acknowledgement Receipt (equipment only)	1	Supply Section
Authority to Purchase (motor vehicle only)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Price quotation from at least three invited suppliers	1	Supply Section
Abstract of submitted Price Quotation	1	Supply Section
BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB)	1	Supply Section
Letter/ invitation to submit proposals	1	Supply Section



CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCESSIN GTIME	PERSON RESPONSIBL E
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	<ol> <li>Check and Reviewby the receiving person</li> <li>27 Checking as tothe completenessof the documents needed.</li> <li>28 Review the document as to itsvalidity for claiming.</li> <li>2. If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received.</li> <li>3. If the documentsare found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</li> </ol>	None	1 working Day	Administrativ eAssistant II



Secure a copy of thereceipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) andassign number to obligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)	None	3 working Days	Budget Officer/ Administrativ e Assistant II
	2. Review the completeness of documents and certifythe ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction.		10 working days	Budget Officer
	3. Prepare the Disbursement Voucher (DV) — amounts based on theapproved DTR and ascomputed by the payroll officer/ accountant.		2 working Days	Administrativ eAssistant II
	3. Forward the DV andits supporting attachments to the accounting division.		20 Minutes	Administrativ eAssistant II
	4. Receive, review			



	the accuracy of computation and certify the DV and its supporting documents. 5. Assign DV Number and DV	3 working Days	Accountant
	release	20 Minutes	Accountant
	TOTAL	19 working Days, 2 Hours and 40 Minutes	
ease proceed to the ne rvice Section)	xt step (General		



## *7.vii.* Preparation of Disbursement Voucher payment of Supplies, Materials, Equipment and Motor Vehicles Produced Thru Negotiated Procurement (In case of Take Over of Contract)

The disbursement voucher is a form used to pay the obligation to creditors whereby the procuring entity directly negotiates with a technically, legally and financially capable supplier. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, except if authorized by the head of the agency, it may be increased in anticipation of cost increases, or if necessitated by a national emergency or of an impending shortage in the items concerned.

Office or Division:	Finance		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Client		
Who may avail:	Creditors/ Suppliers		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			

Item	No. of copies	
Purchase Order/ Contract	1	Supply Section
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website	1	Supply Section
Performance and warranty securities	1	Supply Section
BAC Resolution recommending the alternative mode of procurement with approval by the HOPE	1	Supply Section
Authenticated photocopy of the approved APP and any amendment thereto	1	Supply Section
Approved Purchase Request	1	Supply Section



Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier
Delivery Receipt	1	To be provided by the Supplier
Property Acknowledgement Receipt (equipment only)	1	Supply Section
Authority to Purchase (motor vehicle only)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Price quotation from at least three invited suppliers	1	Supply Section
Abstract of submitted Price Quotation	1	Supply Section
BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB)	1	Supply Section
Copy of terminated contract	1	Supply Section
Reasons for the termination	1	Supply Section
Negotiation documents	1	Supply Section
Approval by the Head of Agency to negotiate contract	1	Supply Section



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI B LE
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	<ol> <li>Check and Reviewby the receiving person</li> <li>29 Checking as tothe completeness of the documents needed.</li> <li>30 Review the document as to itsvalidity for claiming.</li> <li>If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</li> </ol>	None	1 working Day	Administrati ve Assistant II



Secure a copy thereceipt of documents submitted for proper monitor	ng. Obligation Request and Status (ORS) andassign number to obligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)	None	3 working Days	Budget Officer/ Administrati ve Assistant II
	2. Review the completeness of documents and certifythe ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction.		10 working days	Budge t Office r
	3. Prepare the Disbursement Voucher (DV) — amounts based on theapproved DTR and ascomputed by the payroll officer/ accountant.		2 working Days 20 Minutes	Administrati ve Assistant II
	3. Forward the DV andits supporting attachments to the accounting division.			Administrati ve Assistant II



4. Receive, review the accuracy of computation and certify the DV and itssupporting documents.	,	3 working Days	Accountant
5. Assign DV Numberand DV release		20 Minutes	Accountant
тот	AL .	19 working Days, 2 Hours and 40Minutes	
Please proceed to the next step (General ServiceSection)			



### 8. Preparation of Disbursement Voucher Payment of Supplies, Materials, Equipment and Motor Vehicles Produced Thru Repeat Order

The disbursement voucher is a form used to pay the obligation to creditors under a contract previously awarded to such through Competitive Bidding. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, except if authorized by the head of the agency, it may be increased in anticipation of cost increases, or if necessitated by a national emergency or of an impending shortage in theitems concerned.

Office or Division:	Finance			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Creditors/ Suppliers			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE				

Item	No. of copies	
Purchase Order/ Contract	1	Supply Section
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website	1	Supply Section
Performance and warranty securities	1	Supply Section
BAC Resolution recommending the alternative mode of procurement with approval by the HOPE	1	Supply Section
Authenticated photocopy of the approved APP and any amendment thereto	1	Supply Section
Approved Purchase Request	1	Supply Section
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier



Delivery Receipt			1		Supplier	
Property Acknowledgement Receipt (equipment only)			1	1 Supply Section		Section
Authority to Purchase (mo	tor vehicle only)		1		Supply S	Section
Inspection and Acceptance	e Report		1		Supply S	Section
Copy of the original contra	ct		1		Supply S	Section
Certification that the suppli requirements under the ori	•		1		Supply S	Section
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID			OCESSI G TIME	PERSON RESPONSIBL E
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	<ol> <li>Check and Reviewby the receiving person</li> <li>Checking as tothe completenessof the documents needed.</li> <li>Review the document as to itsvalidity for claiming.</li> <li>If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the receiving person will have to log the receiptand/or sign the receiving copy</li> </ol>	None		1 wo.	rking Day	Administrativ eAssistant II



Secure a copy thereceipt of documents submitted for proper monitorin	Obligation Request and Status (ORS) andassign number	None	3 working Days	Budget Officer/ Administrativ e Assistant II
	2. Review the completeness of documents and certifythe ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction.		10 working days	Budget Officer
	3. Prepare the Disbursement Voucher (DV) — amounts based on theapproved DTR and ascomputed by the payroll officer/ accountant.		2 working Days	Administrativ eAssistant II Administrativ
	3. Forward the DV andits supporting attachments to the accounting division.		20 Minutes	eAssistant II
	4. Receive, review the accuracy of computation and certify the DV and itssupporting documents. 355   Pag		3 working Days	Accountant



5. Assign DV Number and DV release	20 Minutes	Accountant
TOTAL	19 working	
	Days, 2 Hours	
	and 40 Minutes	
Please proceed to the next step (General Service Section)		



# 9. Purchase Request for Goods (Items, Supplies, and Materials) through Public Bidding

Procurement Request of Goods - Items, Supplies and Materials received by the Procurement Staff of Construction Industry Authority of the Philippines from its Employees. All Procurement shall be done through competitive bidding except as provided in R.A. 9184. Resort to alternative methods shall be made only if: 1) highly exceptional cases 2) To promote economy and efficiency 3) Justified by conditions specified in R.A. 9184 and its IRR.

Office/Division:	CIAP _AFMD Admin Finance and Management Division – Procurement Section				
Classification:	Highly Technical	Highly Technical			
Type of Transaction	n: G2G - Government to Gove	G2G - Government to Government			
Who may avail:	Employees of the CIAP	Employees of the CIAP			
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE			
1. Accomplished Po 1 photocopy)	urchased Request (1 original,	AFMD- Procurement Section			
photocopy) indication not limited to: • Quan • Mater • Color • Dimer • Estim • Estim • Samp	ial (if applicable) (if applicable) nsions (if applicable) ated cost ated delivery date le picture, layout or swatch of procured	Requesting	g Party, CIAP Staff		
3. Approved Budget for the Contract/ Certificate of Avalilability of Funds Complete Specification, Estimated Amount/Cost and Quantity (1 original, 1 photocopy)		Budget Officer			
	ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPON SIBLE	



	1		r	UTAF
1. Submit approved Purchase Request (PR) to Procurement/ BAC Secretariat together with the required documents.	1.1 Validate/review submitted documents	None	1 hour	Procurement/ Admin Officer BAC Secretariat, AFMD – Procurement Office
	1.2 If the PR is properly accomplished and the documents are complete, input item details in the Registry of PRs and assign PR number; otherwise return the PR to the End – user for compliance	None	30 minutes	Procurement/ Admin Officer, BAC Secretariat, AFMD office
	1.3 Approve the Accomplished Purchase Request (PR)	None	1 hour	Approving Authority
	1.4 Prepare the bidding documents.	None	1 day	BAC Secretariat
	1.5 Set schedules for the procurement activities. (from Pre-procurement Conference to approval of Notice of Award (NOA)	None	118 calendar days based on Annex "C" of the 2016 IRR of RA 9184	Procurement/ Admin Officer BAC Secretariat
	1.6 Issue NOA to winning bidder	None	1 calendar day	Procurement BAC Secretariat/ Admin Officer



				CIAF
	1.7 Prepare Purchase Order (PO) for goods or Work Order (WO) for services like printing, as the case may be, and signing	None	10 calendar days (based on Annex "C" of the 2016 IRR of RA 9184)	Procurement/ Admin Officer BAC Secretariat
	1.8 Forward PO or WO for approval	None	20 calendar days (based on Annex "C" of the 2016 IRR of RA 9184)	Procurement/ Admin Officer BAC Secretariat
	1.9 Forward signed WO and PO to Budget and Admin Finance and Management Division	None	2 days	Procurement/ Admin Officer BAC Secretariat,
	1.10 Prepare Obligation Request (OBR)	None	1 day	Budget Officer
	1.11 Issuance of PO or WO and Notice to Proceed (NTP)	None	1 day	BAC Secretariat,
TOTAL:		None	36 Days, 2 Hours, 30 Minutes	

\*Service is covered under RA 9184



## 2. Purchase Request for Goods (Items, Supplies, and Materials) through Alternative Method of Procurement (Limited Source, Direct Contracting, Repeat Order, Shopping, Negotiated Procurement)

Procurement Request of Goods - Items, Supplies and Materials received by the Procurement Staff of Construction Industry Authority of the Philippines from its Employee. All Procurement shall be done through competitive bidding except as provided in R.A. 9184. Resort to alternative methods shall be made only if: 1) highly exceptional cases 2) To promote economy and efficiency 3) Justified by conditions specified in R.A. 9184 and its IRR

Office/Division:	CIAP- AFMD Admin Finance and Management Division – Procrement Section			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees of the CIAP			
CHECKLIST OF REC	DUIREMENTS	WHERE TC	) SECURE	
1. Accomplished Purchase Request (1 original, 1 Photocopy)			Procurement Section	
<ol> <li>Copy of APP or Supplemental APP if item is not included in the original APP. – (1 photocopy)</li> </ol>		2.	Procurement Section	
	signed by the Head of Office (1	3.	Requesting Office	
original)		4.	Budget Section	
	get for the Contract/Certificate	5.	Requesting Office	
of Availability of Funds (1 original, 1 Photocopy)		5.	Requesting Once	
5. List of complete item specifications (for item,				
supplies,				
, ,	Original, 1 Photocopy)			
	Quantity			
	Aaterial (if applicable) Color (if applicable)			
	Size (if applicable)			
	Estimated cost			
	Estimated delivery date			
	Sample picture or layout of item			
to procu				
• F	Purpose			



CLIENT STEPS	AGENCY ACTION	FEES TO B	e paid	PROCE TIME		PERSON RESPONSIBLE
1. Submit signed and approved Purchase Request (PR) and required attachments to Procurement staff at the AFMD Procurement Division	1.1 Validate/revie submitted docume		None	1	hour	BAC Secretariat
	1.2 Prepare Requ Quotation and sec signature from Ap Officer	cure	None	2	hours	BAC Secretariat BAC/Head Secretariat
	1.3 Post the Requ Quotation to Philo CIAP websites, an conspicuous place	GEPS and nd to	None	to (7 ca	iree (3) 5 seven 7) alendar ays	BAC Secretariat,
	1.4 Evaluate and	Rank Bid/s	None		working ay	BAC Secretariat, BAC/TWG
	1.5 Prepare docur award (Abstract o Purchase Order a Resolution)	f Canvass,	None	1	day	BAC Secretariat
	1.6 Sign the docu award	ments for	None		working ays	BAC, Office of the Designated BAC and Head of Procuring Entity (HoPE)
	1.7 Inform the win bidder	ning	None	30 m	) iinutes	BAC Secretariat



		-	-	
	1.8 Winning Bidder to deliver purchased item/supplies	None	Minimum of 26 calendar days per "Annex C" of RA 9184 – 2016 IRR	Admin Finance and Management Division Property/Recei ving Section
2. Send the Statement of Account (SOA)/ Sales Invoice (SI)/ Billing to BAC Secretariat, AFMD Budget/Accounting Office	2.1 Receive the SOA/SI/ Billing and submit the same together with the procurement documents to Budget Officer, for processing of payment	None	1 day	BAC Secretariat, AFMD Property/Suppl y Office
Comitos is concerned un	TOTAL:		34 days 3 hours and 30 minutes	

\* Service is covered under RA 9184



#### 9.i. Preparation of Disbursement Voucher Payment of Supplies, Materials, Equipment and Motor Vehicles Produced Thru Shopping

The disbursement voucher is a form used to pay the obligation to creditors whereby the procuring entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, except if authorized by the head of the agency, it may be increased in anticipation of cost increases, or if necessitated by a national emergency or of an impending shortage in the items concerned.

Finance Division shall not accept incomplete and non-compliant documents as defined by the Commission on Audit (COA) issued Circular No. 2012-001 dated June 14, 2012 which prescribes the guidelines and documentary requirements for common government transactions.

Office or Division:	Finance					
Classification:	Highly Technical					
Type of Transaction:	G2C – Government to Client					
Who may avail:	Creditors/ Suppliers					
CHECKL	IST OF REQUIREMENTS		WHERE TO SECURE			
Item						
Purchase Order/ Contra	act	1	Supply Section			
	ation or request for submission of ice of Award in the PhilGEPS	1	Supply Section			
Performance and warra	inty securities	1	Supply Section			
BAC Resolution recommender procurement with approximation of the second	mending the alternative mode of oval by the HOPE	1	Supply Section			
Authenticated photocop amendment thereto	by of the approved APP and any	1	Supply Section			
Approved Purchase Request			Supply Section			
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier			To be provided by theSupplier			
Delivery Receipt	363 L Page	1	To be provided by theSupplier			



Property Acknowledgemer	nt Receipt (equipment	only)	1	1	Supply S	Section	
Authority to Purchase (motor vehicle only)				1 Supply Sectio			
Inspection and Acceptance	e Report		1	-	Supply S	Supply Section	
Price quotations from at lea reputable suppliers	ast three <i>bonafide</i> and		1	1	Supply S		
Abstract of canvass			1	1	Supply S	Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID			CESSIN STIME	PERSON RESPONSIBL E	
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	<ol> <li>Check and Review by the receiving person</li> <li>33 Checking as to the completeness of the documents needed.</li> <li>A Review the document as to its validity for claiming.</li> <li>If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</li> <li>If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</li> </ol>	None		1 worl Day	king	Administrative Assistant II	



Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)	None	3 working Days	Budget Officer/ Administrative Assistant II
	2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.		10 working days	Budget Officer
	3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant.		2 working Days	Administrative Assistant II
	Forward the DV and its supporting attachments to the accounting division.		20 Minutes	Administrative Assistant II



	4. Receive, review the accuracy of computation and certify the DV and its supporting documents.	3 working Days	Accountant
	5. Assign DV Number and DV release	20 Minutes	Accountant
	19 working Days, 2 Hours and 40 Minutes		
ease proceed to the ne. rvice Section)			



#### 9.ii. Corrective Maintenance (Internal Service)

This Procedure applies to equipment, facilities, and machines issued to CIAP. This procedure covers activities from the occurrence of equipment/facility breakdown/complaint until the repaired equipment/facility is endorsed back to its area of preparation.

Office or Division:	AFMD	
Classification:	Simple	
Type of Transaction:	Internal/Within the Agency-(Gov	vernment to Government)
Who may avail:	CIAP concerned employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

	Item		No. of copies			
1.[	Duly accomplished Re	equest Form.	1	Administrative Officer/Designated Administrative Personnel (AFMD)		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN GTIME	PERSON RESPONSIBLE	
1	End-user submits the duly accomplished Request Form/Report of Equipment Breakdown/ Malfunction	Receive the Request Form	None	5 minutes	Administrativ e Officer/Desig nated Administrative Personnel (AFMD)	
2		Inspect the equipment	None	5 minutes	Administrativ e Officer/Desig nated Administrativ e Personnel (AFMD)	
3		Approval/ Denial of Request	None	2 minutes	Administrative Officer/Desig nated Administrativ e Personnel(AFMD)	



3	Prepare JobOrder	None	5 minutes	Administrative Officer/Desig nated Administrative Personnel (AFMD)
4	Procure Job Order Service	None	Based on R.A.No. 9184	Administrative Officer/Desig nated Administrative Personnel (AFMD)
5	Repair of Equipmen t/ Facility	None	Based on agreeme nt	Job Order Service Provider
6	Conduct Inspection/Te stRun	None	Based on agreemen t/type of equipment	Administrative Officer/Desig nated Administrative Personnel (AFMD)
7	Turn-over equipment/ Facility to End-user	None	5 minutes	Administrative Officer/Desig nated Administrative Personnel (AFMD)
8	Update equipment/ facilityrecords	None	5 minutes	Administrative Officer/Desig nated Administrative Personnel (AFMD)



## **10.** Dispatch of Service Vehicles (Internal Service)

This Procedure applies to requests for service vehicles for all implementing agencies. This procedure covers activities from the receipt of request up to the return of service vehicle to the motor pool.

Office or Division:	AFMD				
Classification:	Simple				
Type of	Internal/Within the Agency-(Government to Government)				
Transaction:					
Who may avail:	CIAP concerned employees				
CHECK	CHECKLIST OF REQUIREMENTS				

	Item					Discolution	
1.L	CHENT STEPS			TO ID			PERSON RESPONSIBL E
1	Submit the duly accomplished RequestForm to dispatcher at least one day before the scheduled trip	Receive the Request Form andindicate the availability/non- availability of vehicle	None		5 mint	utes	Dispatcher
2	(Except in cases of emergency).	Send the RequestForm to the Records Section for assigning of reference number(if vehicle is available)	None		5 mint	utes	Dispatcher
3		Assign reference number	None		5 mini	utes	Records Clerk
4		Approval/Denial of Request	None		2 mint	utes	Administrative Officer V
5		Release of the Trip Ticket	None		5 Mint	utes	Records Clerk



6	Prepare Service Vehicle	None	10 Minutes	Driver
7	Dispatch Service Vehicle	None	2 Minutes	Driver
8	Update Records	None	2 Minutes	Driver
9	Monitor dispatched Service Vehicle	None	5 Minutes	Driver



## **10.i. Hiring and Selection for Permanent Positiion**

Hiring and Selection for Permanent Positions cover activities from request of filling up of vacant position to orientation/job induction of newly hired employees.

Office or Division:	AFMD - Personnel Section				
Classification:	Complex				
Type of Transaction:	G2C - Government to Client				
Who may avail:					
CHEC	KLIST OF REQUIREMENTS	-	WHERE TO SECURE		
	Item	No. of copies			
Request Form for Filling		1	Personnel Section		
Request for Publication	of Vacant Positions	2	Personnel Section		
Hiring Action Report		1	Personnel Section		
Appointment Paper		3	Personnel Section		
Resume/Personnel Dat	ta Sheet	3	Applicant/s		
Authenticated Transcrip	ot of Records	1	Applicant/s		
Certificate of Training		1	Applicant/s		
Authenticated CSC elig		1	Applicant/s		
Birth Certificate certified		1	Applicant/s		
Marriage Certificate cer	tified by PSA, if applicable	1	Applicant/s		
Authenticated Diploma		1	Applicant/s		
NBI, Police, Barangay	Clearance	1	Applicant/s		
Certificate of Trainings/		1	Applicant/s		
Certificate of Previous I	Employment, if any	1	Applicant/s		
	al (Physical Test, Blood	1	Applicant/s		
Test, Urinalysis, Chest	x-ray, Drug Test)				
Performance Appraisal for the last rating Period		1	Applicant/s		
Certificate of Office Clearance		1	Applicant/s		
Service Record from previous office		1	Applicant/s		
Certification of Leave Balance		1	Applicant/s		
Copy of Last Appointme employer	ent certified by Previous	1	Applicant/s		
Accomplished SALN		3	Applicant/s		



				PROCESSING	PERSON
C	LIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE
1	Request for manpower	<ol> <li>The Division Chief will request to fill up vacant position/s using the RequestForm for Filling up Vacant Positions.</li> <li>For approval of their Executive Director</li> </ol>	None	1 working day	Administrative Officer
2	Posting ofVacant Positions	1. To request Posting of vacancies using the form Request for Publication of Vacant Positions	None	1 Working day	Administrative Officer
		2. Vacancies shall be posted for 10 calendar days asprescribed by CSC		calendar days	CSC
3	Received Application s	<ol> <li>Screen Applicants         <ul> <li>qualification versus the</li> <li>Minimum Qualification</li> <li>Standard requirement,</li> <li>Next-in-Rank priority,</li> <li>Residency and</li> <li>Performance Rating</li> </ul> </li> <li>If the applicant/s meet theminimum         <ul> <li>requirements mentioned</li> <li>in No. 1, a letter will be</li> <li>sent to the applicant</li> <li>informing him/her that</li> <li>he/she is being</li> <li>consideredfor the</li> </ul> </li> </ol>	None	1 Working day	Administrative Officer
4	Schedule for Initial Interview	position. 1.Inform the applicant/s forhis/her scheduled initial interview.	None	1 working day	Division Chief and Executive Director where the vacancy exist



Administer Psychologic al Examination Conduct Panel Interview	<ul> <li>1.Applicant/s who qualify and accepted during the initial interview shall be subjected for Psychological Examination</li> <li>1. Applicant/s who passes the Psychological Examination shall be</li> </ul>	None	1 working day	Administrative Officer
Panel	the Psychological	None	1 working day	
	subjected for Panel Interview For Supervisory positions, at least 3 panelist composed of the following will conduct the panel interview: Executive Directors of CIAP except the Director of the board where the vacancy exist. 3.For Technical/Clerical, at least Division Chiefs/Asst. Division Chief of the CIAP group except the DC/ADC where the position to be			HRMA
Personnel Selection Board(PSB) Deliberation	1.Assessment of candidatesfor promotion and hiring based the CIAP PSB Policies and Proceduresguidelines	None	1 day	PSB
Preparation of Appointment	<ol> <li>Preparation of Appointment papers for applicant/s who pass the cut-off score during the PSBdeliberation.</li> <li>Appointment papers for signature of the AppointingAuthority</li> </ol>	None	5 days	Administrative Officer
	Selection Board(PSB) Deliberation Preparation of	at least 3 panelist composed of the following will conduct the panel interview: Executive Directors of CIAP except the Director of the board where the vacancy exist.3.For Technical/Clerical, at least Division Chiefs/Asst. Division Chief of the CIAP group except the DC/ADC where the position to be filled belongs.Personnel Selection Board(PSB) Deliberation1.Assessment of candidatesfor promotion and hiring based the CIAP PSB Policies and ProceduresguidelinesPreparation of Appointment1.Preparation of Appointment papers for applicant/s who pass the cut-off score during the PSBdeliberation.2. Appointment papers for signature of the	at least 3 panelist composed of the following will conduct the panel interview: Executive Directors of CIAP except the Director of the board where the vacancy exist.3.For Technical/Clerical, at least Division Chiefs/Asst. Division Chief of the CIAP group except the DC/ADC where the position to be filled belongs.Personnel Selection Board(PSB) Deliberation1.Assessment of candidatesfor promotion and hiring based the CIAP PSB Policies and ProceduresguidelinesNonePreparation of Appointment1.Preparation of Appointment papers for applicant/s who pass the cut-off score during the PSBdeliberation.None	at least 3 panelist composed of the following will conduct the panel interview: Executive Directors of CIAP except the Director of the board where the vacancy exist.3.For Technical/Clerical, at least Division Chiefs/Asst. Division Chief of the CIAP group except the DC/ADC where the position to be filled belongs.Personnel Selection Board(PSB) Deliberation1.Assessment of candidatesfor promotion and hiring based the CIAP PSB Policies and ProceduresguidelinesNone1 dayPreparation of Appointment1.Preparation of Appointment papers for applicant/s who pass the cut-off score during the PSBdeliberation.None5 days



9	Submission ofPre- employment requirement s	<ul> <li>3. For the position with morethan one (1) applicant who met the cut-off score. The appointing authority has the discretion to choose who to appoint.</li> <li>1.Letter will be sent to applicant/s whose appointment was already signed requiring them to submit the pre-amplayment.</li> </ul>	None	15 days	Administrative Officer
		employment documents.			
10	Oath Taking	Applicants who have alreadycomplied with the pre- employment requirements shall take their oath.	None	1 day	Head of the Agency
11	Orientation	New employees will be subjected to Orientation.	None	1 day	Administrative Officer
			TOTAL	39 working Days	



## **10.ii. Hiring for Contractual Position**

Hiring for Contractual Positions cover activities from request for manpower up to orientation of newly hired employees.

Office or Division:	AFMD – Personnel Section	
Classification:	Complex	
Type of Transaction:	G2C – Government to Client	
Who may avail: Job Order/Contractual Personnel		
CHECK	WHERE TO SECURE	

	Ite		No. of co	pies		
		m				
	Request Form for Contract of Service				Personnel S	
	lication Form		2		Personnel S	
	ng Action Report		1		Personnel S	
	ntract of Service		3		Personnel S	Section
Res	sume/Personnel I	Data Sheet	3		Applicant/s	
	nscript of Record		1		Applicant/s	
	tificate of Trainin		1		Applicant/s	
	C eligibility or PR		1		Applicant/s	
	h Certificate certi		1		Applicant/s	
Mar	riage Certificate	certified by PSA, if applicable	1		Applicant/s	
	loma		1		Applicant/s	
NBI	, Police, Baranga	ay Clearance	1		Applicant/s	
Cer	tificate of Trainin	gs/Seminars	1 Applicant/s			
Cer	tificate of Previou	us Employment, if any	1 Applicant/s			
Pre	-employment Me	dical (Physical Test,	1		Applicant/s	
Blo	odTest, Urinalysi	s, Chest x-ray, Drug Test)				
	CLIENT STEPS	AGENCY ACTIONS	FEES	PR	OCESSING	PERSON
			TO		TIME	
			BE PAID		<u></u>	E
1	Request	1. The requesting party	None	1 W	orking day	Requestin
	for	will request for				gparty
	Manpowe	manpower using the				
	r	Hiring Request Form for				
		Contract of service.				
		2. For approval of the				
	<b></b>	CIAPExecutive Director				
2	Received	1. Requirement for	None	10	) Working	Administrativ
	Request	manpowerwill be			day	eOfficer
	for	published at the CIAP				
	Manpower	website				



3	Received Application s	1.Screen Applicants qualification based on the requirement of the requestingparty.	None	1 Working day	Administrative Officer
		2. If the applicant/s meets the requirements, he/she will be notified that he/she is being considered for the position and will be scheduled for an initial interview		1 working day	Administrative Officer
		3. For Initial interview of therequesting party		1 working day	Requesting party
4	Submission of Pre- employment requirements	1.Applicant/s who pass the screening and accepted by the requesting party shall be notified to submit the pre- employment documents	None	15 working days	Applicant/s
5	Signing of Contract ofService	1.Upon completion of the required pre-employment documents, contract of servicewill be prepared for signature of the COS, the Executive Director of the requesting party, and witnesses	None	3 days	Administrative Officer Executive Director from the requesting party COS
					Witnesses
6	Notarization ofContract of Service	1.Signed contract of serviceshall be notarized	None	1 day	Administrative Officer
11	Orientation	New employees will be subjected to Orientation.	None	1 day	Administrative Officer
		TOTAL		34 working days	



#### **10.iii. Performance Evaluation For Contract of Service Personnel**

Performance Evaluation for Contract of Service Personnel shall cover evaluation of the performance of all contract of service personnel prior to the renewal of their contract of service.

Office or Division:	AFMD – Personnel Section	
Classification:	Complex	
Type of Transaction:	G2C – Government to Client	
Who may avail:	ho may avail: Job Order/Contractual Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

	ltem		N	o. of copies		
Perf	ormance Evaluation Form	)		1	Personnel Section	
Con	tract of Service		4 Personnel Section			
	CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1	Set evaluation schedule	1. Distribute Performance Evaluation Form to Immediate Supervisor and Peer of the COS to be evaluated.	_	None	1 working day	Administrative Officer
2	Evaluate the performance of the COS on the following criteria: A. Outputs/ Accomplishments • Quantity • Quality • Timeliness B. General Behavior	<ol> <li>Rate the COS based on the followingrating scale:</li> <li>Outstanding 4 – Very Satisfactory3 – Satisfactory 2 – Marginal/Belo wSatisfactory</li> <li>Unsatisfactory</li> </ol>	5	None	2 workin gdays	Immediate Supervisor Peer



		1	1	I	CIAP
	<ul> <li>Adaptability/ Flexibility</li> </ul>				
	<ul> <li>Customer/ Service Orientation</li> <li>Work Standard</li> <li>Planning &amp; Organizing</li> <li>Attendance &amp; Punctuality</li> <li>Stress Tolerance</li> <li>Compliance to Office Rules</li> </ul> C. Interpersonal Skills: <ul> <li>Teammanship</li> <li>Deference to Authority</li> <li>Initiative</li> </ul> D. Communication Skills: <ul> <li>Oral Communication</li> <li>Written</li> </ul>				
3	Communication Review Performance Evaluation Results	1.Review of the accomplished Performance Evaluation Results ofCOS.	None	1 worki ngday	Administrative Officer
4	Take Necessary Action	1.Notify the COS onthe results of his/her performance evaluation	None	1 worki ngday	Administrative Officer



					UTAF
5	Renewal of the	1. Preparation	None	4	Administrative
	Contract of Service	of Contract of		workin	Officer
		Service		gdays	
		2. Contract			
		signing bythe			
		000			
		3. Contract			
		signing bythe			
		Executive			
		Directorof the			
		COS and			
		Witnesses			
		4. Notarization			
	TOTAL			9 working	
				days	



	AND COMPLAINTS MECHANISM
How to send feedback	Answer the Client Satisfaction Feedback Survey (CSFS) Formand drop it at the designated drop box in front of
	the front liners' counter Contact Info: 8895-4424 or ciap.feedback@dti.gov.ph
How feedbacks are processed	Every end of the quarter, the designated officer opens the dropbox and compiles and record all feedback submitted. Feedback requiring answers are forwarded to the relevantoffices and they are required to answer within three (3) calendar days of the receipt of the feedback. The answer of the office is then relayed to the citizen.
	For inquiries and follow-ups, clients may contact the followingtelephone number: 8895-4424.
How to file a complaint	Answer the Client Satisfaction Feedback Survey (CSFS) Formand drop it at the designated drop box in front of the front liners' counter. Complaints can also be filed via telephone. Make sure toprovide the following information:
	<ul> <li>Name of person being complained</li> <li>Incident</li> <li>Evidence</li> <li>For inquiries and follow-ups, clients may contact the</li> </ul>
	followingtelephone number: 8895-4424.
How complaints are processed	The designated officer opens the feedback/complaints dropbox on a quarterly basis and evaluates each CSFS.
	Upon evaluation, the designated officer shall forward thefeedback/complaint report to the
	relevant office for their explanation. The designated officer will create a report after the investigation and shall submit it to the Head of the Agency forappropriate action.
	The designated officer will give the feedback to the client, if and only if the client had provided contact information in theCSFS. For inquiries and follow-ups, clients may contact the followingtelephone number: 8895-4424.
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph : 1-ARTA (2782) PCC : 8888 CCB : 0908-861-6565 (SMS)

# VII. Feedback and Complaints Mechanism

