



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

CITIZEN'S CHARTER

(2021) 3rd Edition



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

CITIZEN'S CHARTER

(2021) 3rd Edition

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!

A blue ink signature of Ramon M. Lopez is positioned above his name and title.

RAMON M. LOPEZ
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 Decree 1746 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 the construction industry not just domestically but also internationally. Among its services are: contractors' licensing and registration, manpower development, domestic construction development, developing overseas markets including assistance to Filipino 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 these services of licensing and registration, training, efficiency in construction and if ready to go abroad, to register and get assistance. Construction arbitration, which is built into government contracts and by agreement of the parties in private contracts, is available in 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 our clients 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.

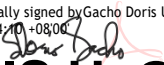
There are challenges in the fight against red tape. CIAP and its Implementing Boards remain committed to adhere to good governance standards and provide services to stakeholders and the public anchored on the Philippine Construction Industry Roadmap 2020-2030's "Tatag at Tapat" battlecry.

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.

Digitally signed by Gacho Doris Umali Date: 2021.10.11

10:24:10 +0800


DORIS U. GACHO
CIAP Executive Director-in-Charge

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. It exercises 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 pre-qualification, bidding and contract award for public infrastructure projects;
- b. 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 projects
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.



LIST OF SERVICES

I. Philippine Contractors Accreditation Board	Page Number
A. Contractors Licensing and Registration	
1. Application for New Regular License (for Sole Proprietorship)	15
2. Application for New Regular License (for Corporation or Partnership)	30
3. Application for Renewal of Regular License (for Sole Proprietorship)	46
4. Application for Renewal of Regular License (for Corporation or Partnership)	58
5. Application for Upgrading of Category of Regular License	69
6. Application for Additional/Revision in Classification of Regular License	83
7. Application for Change of Business Name	92
8. Application for Change of Business Name and Status	99
9. Application for Change of Authorized Managing Officer	111
10. Application for New Special License by a Foreign Contractor	120
11. Application for Renewal of Special License by a Foreign Contractor	137
12. Application for New Special License-Joint Venture	149
13. Application for Renewal of Special License-Joint Venture / Consortium	157
14. Application for New Special License-Consortium	165
15. Application for Registration for Government Infrastructure Project (New, Re-registration, Upgrading of Size-Range, Additional Project Kind)	174



II. Philippine Overseas Construction Board	
A. Issuance of POCB Registration Certificate (New)	185
B. Issuance of POCB Registration Certificate (Renewal)	192
C. Issuance of Project Authorization	198
D. Issuance of Certified True Copy of POCB Certificate of Registration	201
E. Feedback and Complaints Mechanism	203
III. Philippine Domestic Construction Board	
A. Prescreening, Evaluation, and Approval of New Application for Accreditation as CPES Evaluator	206
B. Prescreening, Evaluation, and Approval of Renewal of Application for Accreditation as CPES Evaluator	209
C. Prescreening and Approval for Accreditation of CPES Trainers	212
IV. Construction Industry Arbitration Commission	
A. Construction Arbitration	216
B. Construction Mediation	233
V. Construction Manpower Development Foundation	
A. Provision of Customized Training	244
B. Replacement of Damaged or Lost Certificate	247
C. Rental of Training Facilities	249
C. Provision of Customized Training – Regional/Field Office	254
E. Replacement of Damaged or Lost Certificate – Regional/Field Office	256
F. Administration of Training Prior to Assessment	260
G. Administration of Certification Programs	265
H. Feedback and Mechanism	270
VI. Construction Industry Authority of the Philippines	
A. Handling Service Inquiry	272
B. Implementation of Writ of Execution	276



C. Technical Assistance to Governing Boards	281
D. Preparation of Disbursement Voucher Payment of Drugs And Medicines Procured Thru Public Bidding	283
E. Preparation of Disbursement Voucher Payment of First Salary Job Order/ Casual/ Contractual Personnel	289
i. For Non-Transferees	295
ii. Transferees	298
F. Preparation of Disbursement Voucher Payment	
i. Last Salary	302
ii. Salary Differential	305
iii. Job Order/ Casual/ Contractual Personnel	309
iv. Overtime Pay (Permanent)	312
v. Regular Payroll	318
G. Preparation of Disbursement Voucher Payment of Supplies, Materials, Equipment and Motor Vehicles Procured	
i. Public Bidding	322
ii. Direct Contracting	327
iii. Limited Source Bidding	331

iv. Negotiated Procurement (In Case of Two Failed Biddings)	335
v. Negotiated Procurement (In Case of Emergency Cases)	339
vi. Negotiated Procurement (In Case of Small Value Procurement)	343
vii. Negotiated Procurement (In Case of Takeover Of Contracts)	348
viii. Preparation of Disbursement Voucher Payment of Supplies, Materials, Equipment and Motor Vehicles Produced Thru Repeat Order	353
ix. Purchase Request for Goods (Items, Supplies, and Materials) through Public Bidding	357
x. Purchase Request for Goods (Items, Supplies, and Materials) through Alternative Method of Procurement (Limited Source, Direct Contracting, Repeat Order, Shopping, Negotiated Procurement)	360
xi. Preparation of Disbursement Voucher Payment of Supplies, Materials, Equipment and Motor Vehicles Produced Thru Shopping	363
xii. Corrective Maintenance (Internal Service)	367
I. Dispatch of Service Vehicles (Internal Service)	369
m. Personnel Services	
iv. Hiring and Selection For Permanent Positions	371
v. Hiring For Contractual Positions	375
vi. Performance Evaluation For Contract Of Service Personnel	377
VII. Feedback and Complaints Mechanism	380

Construction Industry Authority of the Philippines
Department of Trade and Industry
Approved Organizational Structure





Philippine Contractors Accreditation Board

External Services

1. Application for New Regular License (For Sole Proprietorship)

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:	<ul style="list-style-type: none"> • 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	
1. Categorization and Classification Table (included in the set of Application Forms / Table No. PCAB-SD-INQ-001)		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:		1 set	website: ciap.dti.gov.ph
A. Legal			
A.1.	Fill-out, accomplish and notarize <ul style="list-style-type: none"> a) Affidavit of Attestation b) Integrity Pledge 	1	Form No. PCAB-F-SVD-001a
A.2.	Fill-out and accomplish <ul style="list-style-type: none"> • Contractor's General Information with valid e-mail address of the company; 	1	Form No. PCAB-F-SVD-001a
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 style="list-style-type: none"> a) Territorial scope of the business is National; b) Construction business is one of the activities of the company; 	1	Department of Trade & Industry (DTI) Business Name Registration

A.2.2	Certificates of Employer's Membership with the following agencies: a) SSS, b) PHILHEALTH and c) PAG-IBIG;	1	SSS, PHILHEALTH and PAG-IBIG
A.3.	Fill-out and accomplish: a) Authority to verify documents with Depository Bank, b) Authority to verify documents with BIR and c) Authority to verify documents with other Government Agencies;	2 copies each	Form No. PCAB-F-SVD-001a
B. Technical			
B.1.	For Authorized Managing Officer (AMO)		
B.1.1	Fill-out, accomplish and notarize: AMO Affidavit;	1	Form No. PCAB-F-SVD-001a
B.1.2	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
B.1.5	AMO with any of the following criteria is subject to interview by the Board Member/s: a) Applying for category “B”, “A”, “AA” or “AAA” b) Non-academic discipline (Educational Attainment)	none	PCAB Board Members
B.2.	For Sustaining Technical Employee/s (STE/s):		
B.2.1	Fill-out and accomplish: • List of Sustaining Technical Employee/s (STE/s);	1	Form No. PCAB-F-SVD-001a
B.2.2	Fill-out, accomplish and notarize: a) Affidavit of Undertaking with copy of valid PRC ID/s; b) STE/s Affidavit of Construction Experience;	1	Form No. PCAB-F-SVD-001a / PRC
B.2.3	Original NBI Clearance/s;	1	National Bureau of Investigation
B.2.4	Fill-out and accomplish • STE/s Personal Appearance;	1	Form No. PCAB-F-SVD-001a
B.2.5	STE Certificate of Completion 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. Financial			

C.1.	<p>For NEWLY ESTABLISHED COMPANY (established within the same fiscal year): Certified copy of Complete Audited Financial Statements (AFS):</p> <ul style="list-style-type: none"> a) with Accompanying Auditor's Opinion 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 <p>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</p> <ul style="list-style-type: none"> 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 proof of payment of Income Tax paid, if applicable; 	1	Certified Public Accountant with valid PRC-BOA accreditation / Bureau of Internal Revenue (BIR)
C.2.	<p>For EXISTING/OLD COMPANY (operational for more than one (1) year):</p> <ul style="list-style-type: none"> a) 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) <p>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</p> <ul style="list-style-type: none"> b) Photocopy of valid CPA Certificate of BOA Accreditation; c) 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; 	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR

C.2.1	<i>If the company's equity based on the AFS falls below the minimum capital requirement of the applied category</i>		
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 applicable;	1	BIR
C.2.1.2.	Original copy of Interim Audited Financial Statements (AFS) dated within the last six (6) months immediately preceding the filing of application with: <ul style="list-style-type: none"> 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; 	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
C.3.	Additional documents to prove ownership of assets 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:		
C.3.1	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;	1	Depository Bank/s
C.3.2	Fill-out and accomplish: <ul style="list-style-type: none"> • List of Constructor's Real Properties; 	1	Form No. PCAB-F-SVD-001a

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 AMO/SPOUSE/COMPANY;	1	Land Registration Authority (LRA)
C.3.2. 2.	Certified copy of Condominium Certificate of Title and Deed of Sale or Tax Declaration/Realty Tax Receipt of Condominium IN THE NAME OF THE AMO/SPOUSE/COMPANY;	1	Housing and Land Use Regulatory Board
C.3.2. 3.	Certified copy of Tax Declaration/Realty Tax Receipt of Building and Improvements IN THE NAME OF THE AMO/SPOUSE/COMPANY;	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.3.2.4. 1.	Certified copy of Tax Declaration of Building and Improvements IN THE NAME OF THE LESSOR;	1	Assessor's Office
C.3.2.4. 2.	Notarized contract between the Lessor and Contractor for the Cost of Building and Improvements	1	Lessor / Contractor
C.3.3 .	Fill-out and accomplish: <ul style="list-style-type: none"> List of Constructor's Plants, Vehicles and Equipment reflecting their individual cost and net book value; 	1	Form No. PCAB-F-SVD-001a
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 AMO/SPOUSE/COMPANY;	1	Land Transportation Office

C.3.3. 2.	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
C.3.4 .	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 SHEET DATE;	1	Securities and Exchange Commission / LRA / Issued by the Company / Depository Bank/s
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;	1	Form No. PCAB-F-SVD-001a
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-001a
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 IN THE NAME OF THE AMO/SPOUSE/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. Others			
D.1.	<i>Fill-out, accomplish and notarize:</i> <ul style="list-style-type: none"> Authorized Representatives Affidavit; 	1	Form No. PCAB-F-SVD-001a
D.2.	Original signature (preferably with blue ink) of AMO on <u>each and every page of the application forms including supporting documents</u>;	none	Authorized Managing Officer (AMO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
STEP 1 (Download and 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 / Helpdesk
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 to the 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 (Prescreening)				

<p>3.1. Submit duly accomplished application forms with supporting documents as specifically stated in the checklist fastened in a regular legal size folder.</p> <p>*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).</p> <p>Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall</p>	<p>3.1. Pre-screen / check submitted documents for completeness.</p> <p>*If the application is found <u>incomplete</u>, the application folder shall be returned to the client for completion and compliance.</p>	<p>None</p>	<p>1 day from entering the PCAB / CIAP Window</p> <p>30 mins from receipt of application for pre-screening</p> <p>*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.</p>	<p>Pre-screener / CIAP Window Staff</p>
--	--	-------------	--	---

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	4.1. Review order payment	See License Fee Structure (New Regular License Application)	10 minutes	Accounting Staff

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 Official Reference Number)				
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, 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		Encoding Staff

6.2 None	6.2. Prepare Technical and Financial Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.	None	18 business days *If AMO is subject for Board interview, a notice of schedule and 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 of back fees, if any	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of License Certificate)				

7.1. (Option 1) Claim license certificate at PCAB Office: a) Bring valid ID (Authorized Representative/s or AMO) and the Official Receipt b) Sign in the Client Log Form in the office lobby c) Get a queuing number for Releasing (Counter 1)	7.1. Check the pool of Authorized Representatives: a) If nominated, release the license certificate and then create log b) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None	1 business day *If AMO is subject for Board interview, a notice of schedule and extension of processing will be sent to the applicant	Releasing Staff /CIAP Window Staff
7.2. (Option 2) Claim license certificate at CIAP Window: a) Sign in the Client Log Form in the office lobby b) Approach the CIAP Window Staff	7.2. Check the pool of Authorized Representatives. a) If nominated, release the license certificate and then create log b) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	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)				

Licensing Fee Structure: New Regular License Application

	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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	150,000	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)	158,542	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)								

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:	<ul style="list-style-type: none"> • 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" 		
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		

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

	shareholders:		
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	<p>Certified copy of latest General Information Sheet duly filed with SEC showing the names of stockholders and directors, nationality and shareholdings;</p> <p>*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";</p>	1	SEC

A.4.	Fill-out and accomplish: d) Authority to verify documents with Depository Bank, e) Authority to verify documents with BIR and f) Authority to verify documents with other Government Agencies;	2 copies each	Form No. PCAB-F-SVD-001b
B. Technical			
B.1.	For Authorized Managing Officer (AMO)		
B.1.1	Fill-out, accomplish and notarize: a) AMO Affidavit and b) Corporate Secretary's Certification;	1	Form No. PCAB-F-SVD-001b
B.1.2	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
B.1.5	If AMO is NOT the President:		
B.1.5.1.	Board Resolution of AMO's duties and responsibilities specifically indicating the 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 answer for the corporation; and	1	Issued by the Corporate Board

	e) oversee all contracts of the company;		
B.1.6	For FOREIGN AMO (in addition to B.1):		
B.1.6.1.	a) Original NBI Clearance if resided in the Philippines for six (6) months or longer or b) Equivalent clearance from AMO's home country duly authenticated by the Philippine Embassy;	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 with any of the following criteria is subject to interview by the Board Member/s: c) Applying for category "B", "A", "AA", "AAA" or "AAAA" d) Non-academic discipline (Educational Attainment) e) Foreign AMO f) Company with Foreign Equity Participation	none	PCAB Board Members
B.2.	For Sustaining Technical Employee/s (STE/s)		
B.2.1	Fill-out and accomplish: • List of Sustaining Technical Employee/s (STE/s);	1	Form No. PCAB-F-SVD-001b
B.2.2	Fill-out, accomplish and notarize: c) Affidavit of Undertaking with copy of valid PRC ID/s; d) STE/s Affidavit of Construction Experience;	1	Form No. PCAB-F-SVD-001b / Professional Regulation Commission (PRC)
B.2.3	Original NBI Clearance/s;	1	National Bureau of Investigation
B.2.4	Fill-out and accomplish	1	Form No. PCAB-F-SVD-001b

	<ul style="list-style-type: none"> • STE/s Personal Appearance; 		
B.2.5	STE Certificate of Completion 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. Financial			
C.1.	For NEWLY ESTABLISHED COMPANY (established within the same fiscal year): Certified copy of Complete Audited Financial Statements (AFS): <ol style="list-style-type: none"> with Accompanying Auditor's Opinion Report and Auditor's Notes to Financial Statements dated within the last six (6) months immediately preceding the filing of application *Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice); <ol style="list-style-type: none"> Photocopy of valid CPA Certificate of BOA Accreditation (public practice) 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; 	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
C.2.	For EXISTING/OLD COMPANY (operational for more than one (1) year): <ol style="list-style-type: none"> 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) *Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice); <ol style="list-style-type: none"> Photocopy of valid CPA Certificate of BOA Accreditation Certified copy of Annual Income Tax Return (ITR) or Quarterly ITR certified by 	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR

	the BIR and proof of payment of Income Tax paid, if applicable ;		
C.2.1	<i>If the company's equity based on the AFS falls below the minimum capital requirement of the applied category</i>		
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 applicable;	1	BIR
C.2.1.2.	Original copy of Interim Audited Financial Statements (AFS) dated within the last six (6) months immediately preceding the filing of application with: <ul style="list-style-type: none"> 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; 	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
C.3.	Additional documents to prove ownership of assets stated in the AFS (C.1 or C.2 whichever applicable) *Supporting documents proving ownership must be IN THE NAME OF THE COMPANY:		

C.3.1.	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;	1	Depository Bank/s
C.3.2.	Fill-out and accomplish: <ul style="list-style-type: none"> List of Constructor's Real Properties; 	1	Form No. PCAB-F-SVD-001b
C.3.2.1.	TO PROVE OWNERSHIP AND 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;	1	Land Registration Authority (LRA)
C.3.2.2.	Certified copy of Condominium Certificate of Title and Deed of Sale or Tax Declaration/Realty Tax Receipt of Condominium IN THE NAME OF THE COMPANY;	1	Housing and Land Use Regulatory Board (HLURB)
C.3.2.3.	Certified copy of Tax Declaration/ Realty Tax Receipt of Building and Improvements IN THE NAME OF THE COMPANY;	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.3.2.4.1.	Certified copy of Tax Declaration of Building and Improvements IN THE NAME OF THE LESSOR;	1	Assessor's Office
C.3.2.4.2.	Notarized contract between the Lessor and Contractor for the Cost of Building and Improvements	1	Lessor / Contractor
C.3.3.	Fill-out and accomplish: <ul style="list-style-type: none"> List of Constructor's Plants, Vehicles and Equipment reflecting their individual cost and net book value; 	1	Form No. PCAB-F-SVD-001b
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 /	1	Land Transportation Office

	Equipment reported IN THE NAME OF THE COMPANY;		
C.3.3.2.	Deed of Sale or Deed of Assignment or sales invoices/official receipts of other construction equipment/machineries UNDER THE NAME OF THE COMPANY;	1	Merchant / Seller
C.3.4.	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: <ul style="list-style-type: none"> e) Certificate of Shares of Stock f) 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 g) Notarized Contract Investment Agreement in Joint Venture h) 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; 	1	SEC / LRA / Issued by the Company / Depository Bank/s
C.3.6.	Fill-out and accomplish: <ul style="list-style-type: none"> • Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth; 	1	Form No. PCAB-F-SVD-001b

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-001b
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 IN THE 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. Others			
D.1.	<i>Fill-out, accomplish and notarize:</i> • Authorized Representatives Affidavit;	1	Form No. PCAB-F-SVD-001b
D.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 BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
STEP 1 (Download and Accomplish)				
1.1. Download whole set of application forms (Form No. PCAB-F-SVD-001b) 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			
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 to the 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 (Prescreening)				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>3.1. Submit duly accomplished application forms with supporting documents as specifically stated in the checklist fastened in a regular legal size folder.</p> <p>*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).</p> <p>Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of</p>	<p>3.1. Pre-screen / check submitted documents for completeness.</p> <p>*If the application is found <u>incomplete</u>, the application folder shall be returned to the client for completion and compliance.</p>	None	<p>1 day from entering the PCAB / CIAP Window</p> <p>30 mins from receipt of application for pre-screening</p> <p>*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.</p>	Pre-screener / CIAP Window Staff

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	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), 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	4.1. Review order payment	See License Fee Structure (New Regular)	10 minutes	Accounting Staff

Electronic Payment Portal (EPP guidelines is posted at website: ciap.dti.gov.ph)		License Application)		
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 Official Reference Number)				
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, AMO Interview and License Preparation)				
6.1. Verify result of Board Action via e-mail, landline,	6.1. Receive application folder and encode at the database	None		Encoding Staff

helpdesk or website: ciap.dti.gov.ph				
6.2 None	6.2. Prepare Technical and Financial Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.	None	18 business days *If AMO is subject for Board interview, a notice of schedule and 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 of back fees, if any	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of License Certificate)				

7.1. (Option 1) Claim license certificate at PCAB Office: d) Bring valid ID (Authorized Representative/s or AMO) and the Official Receipt e) Sign in the Client Log Form in the office lobby f) Get a queuing number for Releasing (Counter 1)	7.1. Check the pool of Authorized Representatives: c) If nominated, release the license certificate and then create log d) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None	1 business day *If AMO is subject for Board interview, a notice of schedule and extension of processing will be sent to the applicant	Releasing Staff / CIAP Window Staff
7.2. (Option 2) Claim license certificate at CIAP Window: c) Sign in the Client Log Form in the office lobby d) Approach the CIAP Window Staff	7.2. Check the pool of Authorized Representatives. c) If nominated, release the license certificate and then create log d) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	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)				

Licensing Fee Structure: New Regular License Application

Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	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	150,000	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)	158,542	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 SECURE	

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

C. Technical			
C.1.	For Sustaining Technical Employee/s (STE/s):		
C.1.1 .	Fill-out and accomplish: <ul style="list-style-type: none"> List of Sustaining Technical Employee/s (STE/s); 	1	Form No. PCAB-F-SVD-002a
C.1.2 .	For NEWLY nominated STE/s:		
C.1.2. 1.	Fill-out, accomplish and notarize: <ol style="list-style-type: none"> Affidavit of Undertaking with copy of valid PRCID/s; STE/s Affidavit of Construction Experience; 	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. 3.	Fill-out and accomplish <ul style="list-style-type: none"> STE/s Personal Appearance; 	1	Form No. PCAB-F-SVD-002a
C.1.2. 4.	STE Certificate of Completion 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.1.3	For PREVIOUSLY nominated STE/s:		
C.1.3.1.	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. Financial			
D.1.	Certified copy of the Annual Income Tax Return (ITR) filed with the BIR and proof of payment of Income Tax paid for the taxable year immediately preceding the filing of renewal application;	1	BIR
D.2.	<p>Certified copy of Audited Financial Statements (AFS) for the preceding taxable year with:</p> <p>a) Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes to Financial Statements (duly filed with the BIR)</p> <p>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</p> <p>b) Photocopy of valid CPA Certificate of BOA Accreditation;</p> <p>Note: Pursuant to Board Resolution No. 376, s. 2014 on the staggered and early filing as stated:</p> <ul style="list-style-type: none"> Contractors filing their renewal application on or before April 15 may use the previously submitted AFS. If 	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR

	<p>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;</p> <ul style="list-style-type: none"> • 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; • 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; • Contractors filing their renewal applications beyond the assigned filing schedule shall be assessed an Additional Processing Fee (APF) of Php 5,000; • If the renewal application is filed after June 30, an Additional License Fee (ALF) of Php 5,000 will also be imposed; 		
D.3.	<p>Fill-out and accomplish:</p> <ul style="list-style-type: none"> • Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth; 	1	Form No. PCAB-F-SVD-002a

E. Others			
E.1.	Fill-out, accomplish and notarize: <ul style="list-style-type: none"> Authorized Representatives Affidavit; 	1	Form No. PCAB-F-SVD-002a
E.2.	Original signature (preferably with blue ink) of AMO on <u>each</u> 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 RESPONSIBLE
STEP 1 (Download and Accomplish)				
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 / Helpdesk
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 to the 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 (Prescreening)				

<p>3.1. Submit duly accomplished application forms with supporting documents as specifically stated in the checklist fastened in a regular legal size folder.</p> <p>*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).</p> <p>Pursuant to the ARTA Law and EODB Law, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such applications shall</p>	<p>3.1. Pre-screen / check submitted documents for completeness.</p> <p>*If the application is found <u>incomplete</u>, the application folder shall be returned to the client for completion and compliance.</p>	<p>None</p>	<p>1 day from entering the PCAB / CIAP Window</p> <p>30 mins from receipt of application for pre-screening</p> <p>*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.</p>	<p>Pre-screener / CIAP Window Staff</p>
--	--	-------------	--	---

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 (Renewal of Regular License Application)	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 issue Official Receipt			Cashier / CIAP Window Cashier / Landbank
STEP 5 (Issuance of Official Reference Number)				
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	CIAP Window Staff

			*delay in the delivery of the courier may affect the processing days of the application	
STEP 6 (Evaluation 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 days	Encoding Staff
6.2 None	6.2. Prepare Technical and Financial Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.	None		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. 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 License Certificate)				

<p>7.1. (Option 1) Claim license certificate at PCAB Office:</p> <ul style="list-style-type: none"> g) Bring valid ID (Authorized Representative/s or AMO) and the Official Receipt h) Sign in the Client Log Form in the office lobby i) Get a queuing number for Releasing (Counter 1) 	<p>7.1. Check the pool of Authorized Representatives:</p> <ul style="list-style-type: none"> e) If nominated, release the license certificate and then create log f) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011 	None	1 business day	Releasing Staff /CIAP Window Staff
<p>7.2. (Option 2) Claim license certificate at CIAP Window:</p> <ul style="list-style-type: none"> e) Sign in the Client Log Form in the office lobby f) Approach the CIAP Window Staff 	<p>7.2. Check the pool of Authorized Representatives.</p> <ul style="list-style-type: none"> e) If nominated, release the license certificate and then create log f) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011 	None		
<p>7.3. (Option 3) Wait for the mailed license via courier</p>	<p>7.3. Mail the license certificate via courier pouch provided by the client (Step 5.2)</p>	None		
<p align="center">TOTAL PROCESSING DAYS: 20 Business Days (From Payment of Fees and Acceptance of COMPLETE Application to Release of License)</p>				

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

	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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	14,400	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 (P)	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	AAAA	AAA	AA	A	B	C	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	14,400	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 Structure: Renewal of Regular License Application (Filing After 30th of June)

	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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	14,400	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 (P)	161,320	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 Accreditation Board	
Classification:		Highly Technical	
Type of Transaction:		Government to Business	
Who may avail:		PCAB Licensed Contractors	
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE
Item		No. of copies	
1. Categorization and Classification Table (included in the set of Application Forms / Table No. PCAB-SD-INQ-001)		None	website: ciap.dti.gov.ph
2. Duly accomplished Renewal of Regular Contractor's License Application Forms for Corporation or Partnership (Form No. PCAB-F-SVD-002b) and its Supporting Documents:		1 set	website: ciap.dti.gov.ph
A. Legal			
A.1.	Letter request to restore license, if applicable;	1	Issued by the Authorized Managing Officer
A.2.	Fill-out, accomplish and notarize g) Affidavit of Attestation h) Integrity Pledge	1	Form No. PCAB-F-SVD-002b
A.3.	Fill-out and accomplish • Contractor's General Information with valid e-mail address of the company;	1	Form No. PCAB-F-SVD-002b
A.3.1	Certified true copy of: • Latest SEC General Information Sheet (GIS) showing the updated list of directors, officers, stockholders and their shareholdings & nationalities;	1	Securities and Exchange Commission (SEC)
A.4.	Fill-out and accomplish: j) Authority to verify documents with Depository Bank, k) Authority to verify documents with BIR and l) Authority to verify documents with other Government Agencies;	2 copies each	Form No. PCAB-F-SVD-002b
B. Experience of the Firm			

B.1.	Statement of Annual Value of Work Accomplished/On-going as of the Balance Sheet Date for the year immediately preceding the filing of application	1	Form No. PCAB-F-SVD-002b
C. Technical			
C.1.	For FOREIGN Authorized Managing Officer (AMO):		
C.1.1	Valid Working Visa;	1	Bureau of Immigration
C.1.2	Valid Alien Certificate of Registration;	1	Bureau of Immigration
C.2.	For Sustaining Technical Employee/s (STE/s):		
C.2.1	Fill-out and accomplish: <ul style="list-style-type: none"> List of Sustaining Technical Employee/s (STE/s); 	1	Form No. PCAB-F-SVD-002b
C.2.2	For NEWLY nominated STE/s:		
C.2.2.1.	Fill-out, accomplish and notarize:	1	Form No. PCAB-F-SVD-002b / PRC

	c) Affidavit of Undertaking with copy of valid PRC ID/s; d) STE/s Affidavit of Construction Experience;		
C.2.2.2.	Original NBI Clearance/s;	1	National Bureau of Investigation
C.2.2.3.	Fill-out and accomplish • STE/s Personal Appearance;	1	Form No. PCAB-F-SVD-002b
C.2.2.4.	STE Certificate of Completion 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.2.3	For PREVIOUSLY nominated STE/s:		
C.2.3.1.	Affidavit of Undertaking with copy of valid PRC ID/s;	1	Form No. PCAB-F-SVD-002b / PRC
C.2.3.2.	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.2.3.3.	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
D. Financial			
D.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;	1	BIR

D.2.	<p>Certified copy of Audited Financial Statements (AFS) for the preceding taxable year with:</p> <ul style="list-style-type: none"> 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) <p>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</p> <ul style="list-style-type: none"> d) Photocopy of valid CPA Certificate of BOA Accreditation <p>Note: Pursuant to Board Resolution No. 376, s. 2014 on the staggered and early filing as stated:</p> <ul style="list-style-type: none"> • 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; • 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; • 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; • Contractors filing their renewal applications beyond the assigned filing schedule shall be assessed an Additional Processing Fee (APF) of Php 5,000; 	1	<p>Certified Public Accountant with valid PRC-BOA accreditation / BIR</p>
------	---	---	---

	<ul style="list-style-type: none">If the renewal application is filed after June 30, an Additional License Fee (ALF) of Php 5,000 will also be imposed;				
D.3	Fill-out and accomplish: <ul style="list-style-type: none">Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth;	1	Form No. PCAB-F-SVD-002b		
E. Others					
E.1.	Fill-out, accomplish and notarize: <ul style="list-style-type: none">Authorized Representatives Affidavit;	1	Form No. PCAB-F-SVD-002b		
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 RESPONSIBLE
STEP 1 (Download and Accomplish)					
1.1. Download whole set of application forms (Form No. PCAB-F-SVD-002b) 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			
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 to the 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 (Prescreening)					

<p>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 be deemed incomplete and deficient ab initio.</p>	<p>3.1. Pre-screen / check submitted documents for completeness.</p> <p>*If the application is found <u>incomplete</u>, the application folder shall be returned to the client for completion and compliance.</p>	<p>None</p>	<p>1 day from entering the PCAB / CIAP Window</p> <p>30 mins from receipt of application for pre-screening</p> <p>*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.</p>	<p>Pre-screener / CIAP Window Staff</p>
--	--	-------------	--	---

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 (Renewal of Regular License Application)	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 and issue Official Receipt			Cashier / CIAP Window Cashier / Landbank
STEP 5 (Issuance of Official Reference Number)				
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 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 days	Encoding Staff
6.2 None	6.2. Prepare Technical and Financial Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.	None		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. 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 License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: j) Bring valid ID (Authorized Representative/s or AMO) and the Official Receipt k) Sign in the Client Log Form in the office lobby l) Get a queuing number for Releasing (Counter 1)	7.1. 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	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 mailed license	7.3. Mail the license certificate via courier pouch	None		

via courier	provided by the client (Step 5.2)		
TOTAL PROCESSING DAYS: 20 Business Days (From Payment of Fees and Acceptance of COMPLETE Application to Release of License)			

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

	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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	14,400	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 (P)	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	AAAA	AAA	AA	A	B	C	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	14,400	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 Structure: Renewal of Regular License Application (Filing After 30th of June)

Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	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	14,400	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 (P)	161,382	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)								

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:	PCAB Licensed Contractors
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

Item		No. of copies	
1. Categorization and Classification Table (included in the set of Application Forms / Table No. PCAB-SD-INQ-001)		None	website: ciap.dti.gov.ph
2. Duly accomplished Upgrading of License Category Application Forms (Form No. PCAB-F-SVD-003) and its Supporting Documents:		1 set	website: ciap.dti.gov.ph
A. Legal			
A.1.	Fill-out, accomplish and notarize: i) Affidavit of Attestation j) Integrity Pledge	1	Form No. PCAB-F-SVD-003
A.2.	Fill-out and accomplish: • Contractor's General Information with valid e-mail address of the company;	1	Form No. PCAB-F-SVD-003
A.3.	For CORPORATION/PARTNERSHIP:		
A.3.1.	Certified copy of SEC Certificate of Filing of Increase in Authorized Capital and/or Amended Articles of Incorporation/Increase in Capital Stock before approval and Receipt of Amended Articles of Incorporation with Receipt of payment filed and issued by the SEC, if applicable;	1	Securities and Exchange Commission (SEC)
A.3.1. 1.	Amended Articles of Incorporation particularly Article 2 (purpose of the corporation) to include construction contracting as one of the purposes;	1	SEC
A.3.1. 2.	Amended Articles of Incorporation particularly Article 7 (increase in the Authorized Capital Stock);	1	SEC

A.3.2	If with 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; *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";	1	SEC	
A.4.	Fill-out and accomplish: m) Authority to verify documents with Depository Bank, n) Authority to verify documents with BIR and		2 copies each	Form No. PCAB-F-SVD-003

	o) Authority to verify documents with other Government Agencies;		
B. Technical			
B.1.	For Authorized Managing Officer (AMO):		
B.1.1	AMO with the following criteria is subject to interview by the Board Member/s: <ul style="list-style-type: none"> Applying for category “B”, “A”, “AA”, “AAA” or “AAAA” 	n/a	PCAB Board Members
B.2.	For Sustaining Technical Employee/s (STE/s):		
B.2.1	Fill-out and accomplish: <ul style="list-style-type: none"> List of Sustaining Technical Employee/s (STE/s); 	1	Form No. PCAB-F-SVD-003
B.2.2	For NEWLY nominated STE/s:		
B.2.2.1.	Fill-out, accomplish and notarize: <ul style="list-style-type: none"> e) Affidavit of Undertaking with copy of valid PRC ID/s; f) STE/s Affidavit of Construction Experience; 	1	Form No. PCAB-F-SVD-003 / PRC
B.2.2.2.	Original NBI Clearance/s;	1	National Bureau of Investigation
B.2.2.3.	Fill-out and accomplish <ul style="list-style-type: none"> STE/s Personal Appearance; 	1	Form No. PCAB-F-SVD-003
B.2.2.4.	STE Certificate of Completion 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
B.2.3	For PREVIOUSLY nominated STE/s:		
B.2.3.1.	Affidavit of Undertaking with copy of valid PRC ID/s;	1	Form No. PCAB-F-SVD-003 / PRC
B.2.3.2.	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

B.2.3. 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)
C. Financial			
C.1.	Certified copy of the Annual Income Tax Return (ITR) filed with the BIR and proof of payment of the Income Tax paid for the taxable year immediately preceding the filing of upgrading application;	1	BIR
C.2.	<p>Certified copy of Audited Financial Statements (AFS) for the preceding taxable year with:</p> <ul style="list-style-type: none"> e) 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); b) Photocopy of valid CPA Certificate of BOA Accreditation; 	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
<i>Note: If the company's equity based on the AFS for the preceding taxable year falls below the minimum capital requirement of the applied category:</i>			
C.3.	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 applicable;	1	BIR

C.4.	Original copy of Interim Audited Financial Statements (AFS) dated within the last six (6) months immediately preceding the filing of application with: <ul style="list-style-type: none"> e) Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes to Financial Statements; <p>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</p> <ul style="list-style-type: none"> f) Photocopy of valid CPA Certificate of BOA Accreditation; 	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
C.3.	Additional documents to prove ownership of assets stated in the AFS (C.2 or C.4 whichever applicable) *Supporting documents proving ownership must be IN THE NAME OF THE COMPANY (SOLE PROPRIETORSHIP/CORPORATION/PARTNERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP):		
C.3.1	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;	1	Depository Bank/s
C.3.2	Fill-out and accomplish: <ul style="list-style-type: none"> List of Constructor's Real Properties; 	1	Form No. PCAB-F-SVD-003
C.3.2.1.	TO PROVE OWNERSHIP AND 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 (SOLE PROPRIETORSHIP/CORPORATION/PARTNERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP):	1	Land Registration Authority

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/PARTNERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP);	1	Housing and Land Use Regulatory Board (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.3.2.4. 1.	Certified copy of Tax Declaration of Building and Improvements IN THE NAME OF THE LESSOR;	1	Assessor's Office
C.3.2.4. 2.	Notarized contract between the Lessor and Contractor for the Cost of Building and Improvements	1	Lessor / Contractor
C.3.3 .	Fill-out and accomplish: <ul style="list-style-type: none"> 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. 2.	Deed of Sale or Deed of Assignment or sales invoices/official receipts of other construction equipment/machineries UNDER THE NAME OF THE COMPANY (SOLE PROPRIETORSHIP/CORPORATION/PARTNERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP);	1	Merchant / Seller
C.3.4 .	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: <ul style="list-style-type: none"> i) Certificate of Shares of Stock 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 l) 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; 	1	SEC / LRA / Issued by the Company / Depository Bank
C.3.6 .	Fill-out and accomplish: <ul style="list-style-type: none"> • Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth; 	1	Form No. PCAB-F-SVD-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 Other Assets stated in the AFS (C.2 or C.4); *Supporting documents proving ownership must be IN THE NAME OF THE COMPANY (SOLE PROPRIETORSHIP/CORPORATION/PARTNERSHIP) OR OWNER/SPOUSE (SOLE PROPRIETORSHIP)	1	Various Sources
C.3.10	The Board, however, may require documents other than those listed above to fully ascertain the financial qualification of the applicant;		Various Sources
D. Others			
D.1.	Fill-out, accomplish and notarize: • Authorized Representatives Affidavit;	1	Form No. PCAB-F-SVD-003
D.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 RESPONSIBLE
STEP 1 (Download and 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			

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 to the 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 (Prescreening)				
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	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 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	Pre-screener / CIAP Window Staff

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.			STE/s present in PCAB that day.	
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	4.1. Review order payment	See License Fee Structure (Upgrading of License Category)	10 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 Official Reference Number)				
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, 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 days *If AMO is subject for Board interview, a notice of schedule and extension of processing will be sent to the applicant	Encoding Staff
6.2 None	6.2. Prepare Technical and Financial Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.	None		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 of back fees, if any	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: m) Bring valid ID (Authorized Representative/s or AMO) and the Official Receipt	7.1. Check the pool of Authorized Representatives: i) If nominated, release the license certificate and then create log j) If not nominated,	None	1 business day *If AMO is subject for Board interview, a notice of schedule and extension of	Releasing Staff / CIAP Window Staff

<ul style="list-style-type: none"> n) Sign in the Client Log Form in the office lobby o) Get a queuing number for Releasing (Counter 1) 	<p>inform the client to comply PCAB Board Resolution 515, series of 2011</p>		<p>processing will be sent to the applicant</p>	
<p>7.2. (Option 2) Claim license certificate at CIAP Window:</p> <ul style="list-style-type: none"> i) Sign in the Client Log Form in the office lobby j) Approach the CIAP Window Staff 	<p>7.2. Check the pool of Authorized Representatives.</p> <ul style="list-style-type: none"> i) If nominated, release the license certificate and then create log j) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011 	None		
<p>7.3. (Option 3) Wait for the mailed license via courier</p>	<p>7.3. Mail the license certificate via courier pouch provided by the client (Step 5.2)</p>	None		
<p align="center">TOTAL PROCESSING DAYS: 20 Business Days</p> <p align="center">(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)</p>				

License Fee Structure: Upgrading of License Category								
	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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 (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 payment via Landbank (visit ciap.dti.gov.ph for more information)								

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	

Item		No. of copies	
1. Categorization and Classification Table (included in the set of Application Forms / Table No. PCAB-SD-INQ-001)		None	website: ciap.dti.gov.ph
2. Duly accomplished Additional/Revision in Classification Application Forms (Form No. PCAB-F-SVD-004) and its Supporting Documents:		1 set	website: ciap.dti.gov.ph
A. Legal			
A.1.	Fill-out, accomplish and notarize k) Affidavit of Attestation l) Integrity Pledge	1	Form No. PCAB-F-SVD-004
A.2.	Fill-out and accomplish • Contractor's General Information with valid e-mail address of the company;	1	Form No. PCAB-F-SVD-004
B. Technical			
B.1.	For Sustaining Technical Employee/s (STE/s):		
B.1.1	Fill-out and accomplish: • List of Sustaining Technical Employee/s (STE/s);	1	Form No. PCAB-F-SVD-004
B.1.2	For NEWLY nominated STE/s:		
B.1.2.1.	Fill-out, accomplish and notarize: g) Affidavit of Undertaking with copy of valid PRCID/s; h) STE/s Affidavit of Construction Experience;	1	Form No. PCAB-F-SVD-004 / PRC
B.1.2.2.	Original NBI Clearance/s;	1	National Bureau Investigation

B.1.2.3.	Fill-out and accomplish • STE/s Personal Appearance;	1	Form No. PCAB-F-SVD-004
B.1.2.4.	STE Certificate of Completion 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
B.1.3.	For PREVIOUSLY nominated STE/s:		
B.1.3.1.	Affidavit of Undertaking with copy of valid PRC ID/s;	1	Form No. PCAB-F-SVD-004 / PRC
B.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
B.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)
C. Others			
C.1.	Fill-out, accomplish and notarize: • Authorized Representatives Affidavit;	1	Form No. PCAB-F-SVD-004
C.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 RESPONSIBLE
STEP 1 (Download and Accomplish)				
1.1. Download whole set of application forms (Form No. PCAB-F-SVD-004) 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			
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 to the 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 (Prescreening)				
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	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	Pre-screener / CIAP Window Staff

<p>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).</p> <p>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.</p>			<p>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.</p>	
<p>3.2. Personal appearance of newly nominated Sustaining Technical Employee/s (STE/s), if any</p>	<p>3.2. Verify the record of STE/s in the database for employment status with other firm.</p>	<p>None</p>		

	*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 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 (Additional / Revision in Classification)	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 Number)				
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 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 days	Encoding Staff
6.2. None	6.2. Prepare Technical Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.	None		Technical 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	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Approved Applications with Conditions)				
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 are based on the result of evaluation		Cashier / CIAP Window Staff

STEP 8 (Release of License Certificate)				
8.1. (Option 1) Claim license certificate at PCAB Office: p) Bring valid ID (Authorized Representative/s or AMO) and the Official Receipt q) Sign in the Client Log Form in the office lobby r) Get a queuing number for Releasing (Counter 1)	8.1. Check the pool of Authorized Representatives: k) If nominated, release the license certificate and then create log l) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None	18 business days	Releasing Staff /CIAP Window Staff
8.2. (Option 2) Claim license certificate at CIAP Window: k) Sign in the Client Log Form in the office lobby l) Approach the CIAP Window Staff	8.2. Check the pool of Authorized Representatives. k) If nominated, release the license certificate and then create log l) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None		
8.3. (Option 3) Wait for the mailed license via courier	8.3. 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)				

License Fee Structure: Additional / Revision in Classification								
	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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 SECURE	

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

	Business Name;		
B. Others			
B.1.	<i>Fill-out, accomplish and notarize:</i> <ul style="list-style-type: none"> Authorized Representatives Affidavit; 	1	Form No. PCAB-F-SVD-005a
B.2.	Original signature (preferably with blue ink) of AMO on <u>each</u> and every page of the application forms <u>including supporting documents</u>;	n/a	Authorized Managing Officer (AMO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
STEP 1 (Download and Accomplish)				
1.1. Download whole set of application forms (Form No. PCAB-F-SVD-005a) 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			
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 to the 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 (Prescreening)				
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	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

<p>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).</p> <p>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.</p>	<p>* If the application is found <u>complete</u>, the application folder shall be returned to the client together with the Order of Payment</p>		<p>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.</p>	
STEP 4 (Payment)				
<p>4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the Cashier or Landbank</p>	<p>4.1. Review order payment</p>	<p>See License Fee Structure (Change of Business Name)</p>	<p>10 minutes</p>	<p>Accounting Staff</p>

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 Official Reference Number)				
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 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	5 business days	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		Records 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	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: s) Bring valid ID (Authorized Representative/s or AMO) and the Official Receipt t) Sign in the Client Log Form in the	7.1. Check the pool of Authorized Representatives: m) If nominated, release the license certificate and then create log n) If not nominated, inform the client to comply PCAB Board	None	1 business day	Releasing Staff / CIAP Window Staff

office lobby u) Get a queuing number for Releasing (Counter 1)	Resolution 515, series of 2011			
7.2. (Option 2) Claim license certificate at CIAP Window: m) Sign in the Client Log Form in the office lobby n) Approach the CIAP Window Staff	7.2. Check the pool of Authorized Representatives. m) If nominated, release the license certificate and then create log n) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	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: 7 Business Days (From Payment of Fees and Acceptance of COMPLETE Application to Release of License)				

License Fee Structure: Change of Business Name								
	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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 (P)	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 Transaction:	Government to Business
Who may avail:	PCAB Licensed Contractors
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

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

	subscribed must belong to the previous Proprietor/Owner/Authorized Managing Officer (AMO);		
A.2.2	Corporate Secretary's Certification on the: <ul style="list-style-type: none"> a) List of stockholders showing their nationalities and shareholdings and b) List of Board of Directors showing their names and nationality; 	1	Issued by the Corporate Secretary
A.2.3	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 Managing Officer
A.2.4	Original copy (news clipping) of announcement/publication in a newspaper of general circulation (broadsheet only) re: Change of Business Name & Status;	1	Newspaper Company
A.2.5	Fill-out, accomplish and notarize <ul style="list-style-type: none"> • AMO Nomination Form showing the same AMO; 	1	Form No. PCAB-F-SVD-005b
A.3.	Fill-out and accomplish: <ul style="list-style-type: none"> p) Authority to verify documents with Depository Bank, q) Authority to verify documents with BIR and r) Authority to verify documents with other Government Agencies; 	2 copies each	Form No. PCAB-F-SVD-005b
B. Technical (To be accomplished and complied in behalf of the Corporation / Partnership)			
B.1.	For Sustaining Technical Employee/s (STE/s), if any:		
B.1.1.	Fill-out and accomplish: <ul style="list-style-type: none"> • List of Sustaining Technical Employee/s (STE/s); 	1	Form No. PCAB-F-SVD-005b

B.1.2	For NEWLY nominated STE/s:		
B.1.2.1.	Fill-out, accomplish and notarize: <ul style="list-style-type: none"> i) Affidavit of Undertaking with copy of valid PRCID/s; j) STE/s Affidavit of Construction Experience; 	1	Form No. PCAB-F-SVD-005b / PRC
B.1.2.2.	Original NBI Clearance/s;	1	National Bureau of Investigation
B.1.2.3.	Fill-out and accomplish: <ul style="list-style-type: none"> • STE/s Personal Appearance; 	1	Form No. PCAB-F-SVD-005b
B.1.2.4.	STE Certificate of Completion 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
B.1.3	For PREVIOUSLY nominated STE/s:		
B.1.3.1.	Fill-out, accomplish and notarize: <ul style="list-style-type: none"> • Affidavit of Undertaking with copy of valid PRCID/s; 	1	Form No. PCAB-F-SVD-005b / PRC
C. Financial			
C.1.	Certified copy of Complete Audited Financial Statements (AFS): <ul style="list-style-type: none"> f) with accompanying Auditor's Opinion Report and Auditor's Notes to Financial Statements 	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
	<ul style="list-style-type: none"> g) dated within the last six (6) months immediately preceding the filing of application <p>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</p> <ul style="list-style-type: none"> 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; 		

C.2.	Additional documents to prove ownership of assets stated in the AFS (C.1) *Supporting documents proving ownership must be IN THE NAME OF THE CORPORATION/PARTNERSHIP:			
C.2.1	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;	1	Depository Bank/s	
C.2.2	Fill-out and accomplish: • List of Constructor's Real Properties;	1	Form No. PCAB-F-SVD-005b	
C.2.2.1.	TO PROVE OWNERSHIP AND 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 CORPORATION/PARTNERSHIP;	1	Land Registration Authority (LRA)	
C.2.2.2.	Certified copy of Condominium Certificate of Title and Deed of Sale or Tax Declaration/Realty Tax Receipt of Condominium IN THE NAME OF THE CORPORATION/PARTNERSHIP;	1	Housing and Land Use Regulatory Board (HLURB)	
C.2.2.3.	Certified copy of Tax Declaration/Realty Tax Receipt of Building and Improvements IN THE NAME OF THE CORPORATION/PARTNERSHIP;	1	Assessor's Office	
C.2.2.4.	Certified copy of Lease Contract Agreement between the Lessor (Land Owner) and Lessee;	1	Land Owner / Lessor / Lessee	
C.3.2.4.1.	Certified copy of Tax Declaration of Building and Improvements IN THE NAME OF THE LESSOR;	1	Assessor's Office	
C.3.2.4.2.	Notarized contract between the Lessor and Contractor for the Cost of Building and Improvements	1	Lessor / Contractor	
C.2.3	Fill-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-005b	

C.2.3. 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 CORPORATION/PARTNERSHIP;	1	Land Transportation Office (LTO)
C.2.3. 2.	Deed of Sale or Deed of Assignment or sales invoices/official receipts of other construction equipment/machineries UNDER THE NAME OF THE CORPORATION/PARTNERSHIP;	1	Merchant / Seller
C.2.4.	Independent Appraiser's Report of Plant, Properties and Equipment;	1	Issued by the Independent Appraiser
C.2.5.	Supporting Documents for Investment whichever is applicable: m) Certificate of Shares of Stock 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;	1	SEC / LRA / Issued by the Company / Depository Bank

C.2.6	Fill-out and accomplish: <ul style="list-style-type: none"> Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth; 	1	Form No. PCAB-F-SVD-005b
C.2.7	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. 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 IN THE NAME OF THE CORPORATION/PARTNERSHIP	1	Various Sources
C.3.	Certified copy of latest SEC General Information Sheet duly filed with SEC on: <ul style="list-style-type: none"> 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. Others			
D.1.	Fill-out, accomplish and notarize: <ul style="list-style-type: none"> Authorized Representatives Affidavit; 	1	Form No. PCAB-F-SVD-005b
D.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 RESPONSIBLE
STEP 1 (Download and Accomplish)				
1.1. Download whole set of application forms (Form No. PCAB-F-SVD-005b) 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			
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 to the 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 (Prescreening)				
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 takes only	Pre-screener / CIAP Window Staff

<p>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).</p> <p>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.</p>			<p>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.</p>	
<p>3.2. Personal appearance of newly nominated Sustaining Technical Employee/s (STE/s), if any</p>	<p>3.2. Verify the record of STE/s in the database for employment status with other firm.</p>	<p>None</p>		

	*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 Cashier 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 Number)				
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 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 Technical Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be sent to the client via	None		Technical Evaluator
			18 business days	

	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 License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: v) Bring valid ID (Authorized Representative/s or AMO) and the Official Receipt w) Sign in the Client Log Form in the office lobby x) Get a queuing number for Releasing (Counter 1)	7.1. Check the pool of 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 of 2011	None	1 business day	Releasing Staff / CIAP Window Staff

7.2. (Option 2) Claim license certificate at CIAP Window: o) Sign in the Client Log Form in the office lobby p) Approach the CIAP Window Staff	7.2. Check the pool of 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 of 2011	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)				

License Fee Structure: Change of Business Name and Status								
	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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 (P)	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 SECURE	

Item		No. of copies	
1. Categorization and Classification Table (included in the set of Application Forms / Table No. PCAB-SD-INQ-001)		None	website: ciap.dti.gov.ph
2. Duly accomplished Change of Authorized Managing Officer Application Forms (Form No. PCAB-F-SVD-005c) and its Supporting Documents:		1 set	website: ciap.dti.gov.ph
A. Legal			
A.1.	Fill-out, accomplish and notarize c) Affidavit of Attestation; d) Integrity Pledge;	1	Form No. PCAB-F-SVD-005c
A.2.	Fill-out and accomplish a) Change of Authorized Managing Officer Pre-application; b) Contractor's General Information with valid e-mail address of the company;	1	Form No. PCAB-F-SVD-005c
A.3.	For CORPORATION/PARTNERSHIP:		
A.3.1	Certified copy of the firm's latest SEC General Information Sheet (GIS) showing the names of stockholders and directors, nationality and shareholdings;	1 set	Securities Exchange Commission (SEC)
A.3.2	If with FOREIGN shareholders:		
A.3.2.1.	Corporate Secretary's Certification on the: c) List of stockholders showing their nationalities and shareholdings and d) List of Board of Directors showing their names and nationality;	1	Issued by the Corporate Secretary
B. Technical			

B.1.	For Authorized Managing Officer (AMO):		
B.1.1	Fill-out, accomplish and notarize: • AMO Affidavit	1	Form No. PCAB-F-SVD-005c
B.1.2	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
B.1.5	For SOLE PROPRIETORSHIP: Change of AMO between Spouses (in addition to B.1):		
B.1.5.1.	Letter nominating his/her spouse as AMO in his/her stead;	1	Issued by the Proprietor/Owner
B.1.5.2.	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 CORPORATION/PARTNERSHIP (in addition to B.1):			
B.1.6.1.	Fill-out, accomplish and notarize: <ul style="list-style-type: none">Corporate Secretary's Certification;		1	Form No. PCAB-F-SVD-005c
B.1.6.2.	If AMO is NOT the President:			
	Board Resolution of AMO's duties and responsibilities specifically indicating the following: <ul style="list-style-type: none">f) authority to sign checks and other financial documents,g) authority to hire and fire employees,h) authority to approve, negotiate and sign contracts,i) authority and capability to commit and answer for the corporation andj) oversee all contracts of the company;		1	Issued by the Corporate Board
B.1.6.3.	For FOREIGN AMO (in addition to B.1):			
B.1.6.3.1.	<ul style="list-style-type: none">a) Original NBI Clearance if resided in the Philippines for six (6) months or longer orb) Equivalent clearance from AMO's home country duly authenticated by the Philippine Embassy;		1	NBI / Philippine Embassy
B.1.6.3.2.	Valid Working Visa;		1	Bureau of Immigration
B.1.6.3.3.	Valid Alien Certificate of Registration;		1	Bureau of Immigration
B.1.7.	AMO interview by the Board Member/s;		n/a	PCAB Board Members
C. Others				
C.1.	Fill-out, accomplish and notarize: <ul style="list-style-type: none">Authorized Representatives Affidavit;		1	Form No. PCAB-F-SVD-005c
C.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 RESPONSIBLE
STEP 1 (Download and Accomplish)				
1.1. Download whole set of application forms (Form No. PCAB-F-SVD-005c) 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			
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 to the 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 (Prescreening)				

<p>3.1. Submit duly accomplished application forms with supporting documents as specifically stated in the checklist fastened in a regular legal size folder.</p> <p>*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).</p> <p>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.</p>	<p>3.1. Pre-screen / check submitted documents for completeness.</p> <p>*If the application is found <u>incomplete</u>, the application folder shall be returned to the client for completion and compliance.</p> <p>*If the application is found <u>complete</u>, the application folder shall be returned to the client together with the Order of Payment</p>	<p>None</p>	<p>1 day from entering the PCAB / CIAP Window</p> <p>30 mins from receipt of application for pre-screening</p> <p>*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.</p>	<p>Pre-screener / CIAP Window Staff</p>
---	--	-------------	---	---

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 (Change of Authorized 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
STEP 5 (Issuance of Official Reference Number)				
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, 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 days	Encoding Staff
6.2. None	6.2. Prepare Technical Evaluation Report.	None	*If AMO is subject for Board interview, a notice of schedule and extension of processing will be sent to the applicant	Technical Evaluator
	*If not qualified, a notice of downgrading / disapproval will be sent to the client via 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. 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 License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: y) Bring valid ID (Authorized Representative/ s or AMO) and the Official Receipt z) Sign in the Client Log Form in the office lobby aa) Get a queuing number for Releasing (Counter 1)	7.1. Check the pool of 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	1 business day *If AMO is subject for Board interview, a notice of schedule and extension of processing will be sent to the applicant	Releasing Staff / CIAP Window Staff
7.2. (Option 2) Claim license certificate at CIAP Window: q) Sign in the Client Log Form in the office lobby r) Approach the CIAP Window Staff	7.2. Check the pool of 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		
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								
	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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 (P)	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)								

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 and Classification Table (included in the set of Application Forms / Table No. PCAB-SD-INQ-001)		None	website: ciap.dti.gov.ph
2. Duly accomplished New Special License by a Foreign Contractor Application Forms (Form No. PCAB-F-SVD-007) and its Supporting Documents:		1 set	website: ciap.dti.gov.ph
A. Legal			
A.1.	Fill-out, accomplish and notarize e) Affidavit of Attestation f) Integrity Pledge	1	Form No. PCAB-F-SVD-007
A.2.	Fill-out and accomplish • Contractor's General Information with valid e-mail address of the company;	1	Form No. PCAB-F-SVD-007
A.2.1	Certified copy of valid SEC Certificate of Registration (to prove the existence and authenticity of registration):	1 set	Securities of Exchange Commission

	g) Articles of Partnership/Incorporation and By-Laws with Construction works as one of the purposes and h) Subsequent amendments thereto, if any;		
A.2.2	Certificates of Employer's Membership with the following agencies: g) SSS, h) PHILHEALTH and i) PAG-IBIG;	1	SSS, PHILHEALTH and PAG-IBIG
A.3.	For new Foreign Resident Alien Representative (RAR)/AMO only:		
A.3.1	Fill-out, accomplish and notarize: a) AMO/RAR Affidavit; and; b) Corporate Secretary's Certification;	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 in behalf of the company, and defining the scope and/or limitations of the powers of the RAR/AMO;	1	Philippine Embassy / Consulate Office
A.3.2.1.	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 / Consulate Office

A.3.3	a) Original NBI Clearance if resided in the Philippines for six (6) months or longer; or b) Equivalent clearance from AMO's home country duly authenticated by the Philippine Embassy	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 Filipino new AMO only:		
A.4.1	Fill-out, accomplish and notarize: a) AMO/RAR Affidavit; and; b) Corporate Secretary's Certification;	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 / 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	Philippine Embassy / Consulate Office
A.4.3.	Original NBI Clearance;	1	NBI
A.4.4.	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.4.5.	AMO Certificate of Completion of 40-hour Construction Safety and Health Seminar (COSH);	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
A.4.6.	New RAR/AMO is subject to interview by the Board Member/s	n/a	PCAB Board Members

A.6.	Authenticated copy of valid Contractor's License/Permit/Authority issued by the appropriate government agency duly authenticated by the Philippine Embassy in the home country of the foreign contractor applicant;	1	Philippine Embassy / Consulate Office
A.7.	Certification from the appropriate 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	1	Tendering Agency
A.8.	Original or certified true copy of "Invitation to Bid" or "Invitation to Bidders" or "Notice to Bidders" or original ad/clipping of the project applied for showing the date of bidding;	1	Tendering Agency
A.9.	Back-to-back guarantee from the parent company if the applicant is a subsidiary of a foreign contractor;	1	Issued by the Parent Company
A.10	<p>Fill-out and accomplish:</p> <ul style="list-style-type: none"> s) Authority to verify documents with Depository Bank, t) Authority to verify documents with BIR and u) Authority to verify documents with other Government Agencies; 	2 copies each	Form No. PCAB-F-SVD-007

B. Technical			
B.1.	For Sustaining Technical Employee/s (STE/s)		
B.1. 1.	Fill-out and accomplish: <ul style="list-style-type: none"> List of Sustaining Technical Employee/s (STE/s); 	1	Form No. PCAB-F-SVD-007
B.1. 2.	Fill-out, accomplish and notarize: <ul style="list-style-type: none"> k) Affidavit of Undertaking with copy of valid PRC ID/s; l) STE/s Affidavit of Construction Experience; 	1	Form No. PCAB-F-SVD-007 / PRC
B.1. 3.	Original NBI Clearance/s;	1	NBI
B.1. 4.	Fill-out and accomplish <ul style="list-style-type: none"> STE/s Personal Appearance; 	1	Form No. PCAB-F-SVD-007
B.1. 5.	STE Certificate of Completion 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. Financial			
C.1.	For NEWLY ESTABLISHED COMPANY (established within the same fiscal year): Certified copy of Complete Audited Financial Statement (AFS): e) with Accompanying Auditor's Opinion Report and Auditor's Notes to Financial Statements	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR

	<p>f) dated within the last six (6) months immediately preceding the filing of application</p> <p>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</p> <p>g) Photocopy of valid CPA Certificate of BOA Accreditation;</p> <p>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;</p>		
C.2.	<p>For EXISTING/OLD COMPANY (operational for more than one (1) year):</p> <p>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)</p> <p>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</p> <p>h) Photocopy of valid CPA Certificate of BOA Accreditation;</p> <p>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;</p>	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
C.2.1	<p><i>If the company's equity based on the AFS falls below the minimum capital requirement of the applied category</i></p>		
C.2.1.1.	<p>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 applicable;</p>	1	BIR

C.2.1. 2.	<p>Original copy of Interim Audited Financial Statements (AFS) dated within the last six (6) months immediately preceding the filing of application with:</p> <p>j) Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes to Financial Statements;</p> <p>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</p> <p>Photocopy of valid CPA Certificate of BOA Accreditation;</p>	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
C.3.	<p>Additional documents to prove ownership of assets stated in the AFS (C.1 or C.2 whichever applicable)</p> <p>*Supporting documents proving ownership must be IN THE NAME OF THE COMPANY:</p>		
C.3.1	<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;</p>	1	Depository Bank/s
C.3.2	<p>Fill-out and accomplish:</p> <ul style="list-style-type: none"> List of Constructor's Real Properties; 	1	Form No. PCAB-F-SVD-007
C.3.2.1.	<p>TO PROVE OWNERSHIP AND VALUATION OF REAL PROPERTY:</p> <p>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;</p>	1	Land Registration Authority
C.3.2.2.	<p>Certified copy of Condominium Certificate of Title and Deed of Sale or Tax Declaration/Realty Tax Receipt of Condominium IN THE NAME OF THE COMPANY;</p>	1	Housing and Land Use Regulatory Board

C.3.2.3.	Certified copy of Tax Declaration/Realty Tax Receipt of Building and Improvements IN THE NAME OF THE COMPANY;	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.3.2.4.1.	Certified copy of Tax Declaration of Building and Improvements IN THE NAME OF THE LESSOR;	1	Assessor's Office
C.3.2.4.2.	Notarized contract between the Lessor and Contractor for the Cost of Building and Improvements	1	Lessor / Contractor
C.3.3.	Fill-out and accomplish: <ul style="list-style-type: none"> List of Constructor's Plants, Vehicles and Equipment reflecting their individual cost and net book value; 	1	Form No. PCAB-F-SVD-007
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;	1	Land Transportation Office
C.3.3.2.	Deed of Sale or Deed of Assignment or sales invoices/official receipts of other construction equipment/machineries UNDER THE NAME OF THE COMPANY;	1	Merchant / Seller
C.3.4.	Independent Appraisal's Report of Plant, Properties and Equipment;	1	Issued by the Independent Appraiser
C.3.5.	Supporting Documents for Investment whichever is applicable: <ul style="list-style-type: none"> q) Certificate of Shares of Stock r) 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 s) Notarized Contract Investment 	1	SEC / LRA / Issued by the Company / Depository Bank

	<p>Agreement in Joint Venture</p> <p>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;</p>		
C.3.6	<p>Fill-out and accomplish:</p> <ul style="list-style-type: none"> Schedule of Receivables (Accounts / Trade / Contracts/ Retention) with complete address of the client if the amount exceeds 50% of the Net Worth; 	1	Form No. PCAB-F-SVD-007
C.3.7	<p>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;</p>	1	Issued by the Company / Form No. PCAB-F-SVD-007
C.3.8	<p>Appropriate documents in support of Other Assets stated in the AFS (C.1 or C.2 whichever applicable);</p> <p>*Supporting documents proving ownership must be IN THE NAME OF THE COMPANY</p>	1	Various Sources
C.3.9	<p>The Board, however, may require documents other than those listed above to fully ascertain the financial qualification of the applicant;</p>	1	Various Sources
D. Track Record			
D.1.	<p>Copy of single largest relevant construction contract or subcontract agreement completed and/or Change Order/ Supplemental Agreement, if any, certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside of the Philippines, the aforesaid documents must be duly</p>	1	Tendering Agency / Project Owner

	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. Others			
E.1.	<i>Fill-out, accomplish and notarize:</i> • Authorized Representatives Affidavit;	1	Form No. PCAB-F-SVD-007
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 RESPONSIBLE
STEP 1 (Download and 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 / Helpdesk
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 to the 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 (Prescreening)				
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 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 *pre-screening and STE interview takes only	Pre-screener / CIAP Window Staff

<p>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).</p> <p>Pursuant to the ARTA Law and EODBLaw, PCAB shall NOT ACCEPT incomplete applications wanting of required documents. Accordingly, such</p>			<p>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.</p>	
--	--	--	--	--

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 Application)	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 Number)				
5.1. Return to the Pre-screening (Counter 2 or 3) after payment of legal (upfront) fees with corresponding	5.1. Receive application folder and issue official reference number	None	5 minutes	Pre-screener / Issuance of Reference Number Staff

official reference number				
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, 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 days *If AMO is subject for Board interview, a notice of schedule and extension of processing will be sent to the applicant	Encoding Staff
6.2. None	6.2. Prepare Technical and Financial Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be sent to the client via e-mail.	None		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 License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: bb) Bring valid ID (Authorized Representative/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)	7.1. Check the pool of Authorized Representatives: s) If nominated, release the license certificate and then create log t) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None	1 business day *If AMO is subject for Board interview, a notice of schedule and extension of processing will be sent to the applicant	Releasing Staff /CIAP Window Staff
7.2. (Option 2) Claim license certificate at CIAP Window: s) Sign in the Client Log Form in the office lobby t) Approach the CIAP	7.2. Check the pool of Authorized Representatives. s) If nominated, release the license certificate and then create log t) If not	None		

Window Staff	nominated, inform the client to comply PCAB Board Resolution 515, series of 2011			
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: New Special License – Foreign Application							
Fee Particulars	Category						
	AAA	AA	A	B	C	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 each classification)	2,400	1,200	240	120	72	24	nil
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 SECURE	

Item		No. of copies	
1. Categorization and Classification Table (included in the set of Application Forms / Table No. PCAB-SD-INQ-001)		None	website: ciap.dti.gov.ph
2. Duly accomplished Renewal of Special License by a Foreign Contractor Application Forms (Form No. PCAB-F-SVD-008) and its Supporting Documents:		1 set	website: ciap.dti.gov.ph
A. Legal			
A.1.	Fill-out, accomplish and notarize g) Affidavit of Attestation h) Integrity Pledge	1	Form No. PCAB-F-SVD-008
A.2.	Fill-out and accomplish • Contractor's General Information with valid e-mail address of the company;	1	Form No. PCAB-F-SVD-008
A.3.	Copy of Special License previously issued by PCAB to the applicant and for which renewal is sought;	1	PCAB
A.3.1	For a project which original completion date has lapsed, certified true copy of approved time extension reflecting new completion date;	1	Tendering Agency
A.4.	For new Foreign Resident Alien Representative(RAR)/AMO only:		
A.4.1	Fill-out, accomplish and notarize: c) AMO/RAR Affidavit; and; d) Corporate Secretary's Certification;		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	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

A.4.3	c) Original NBI Clearance if resided in the Philippines for six (6) months or longer; or d) Equivalent clearance from AMO's home country duly authenticated by the Philippine Embassy	1	National Bureau of Investigation / Philippine Embassy / Consulate Office
A.4.4	Valid Working Visa;	1	Bureau of Immigration
A.4.5	Valid Alien Certificate of Registration;	1	Bureau of Immigration / 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)	1	Philippine Embassy / Consulate Office / Professional Regulation Commission
A.4.7	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.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	Fill-out, accomplish and notarize: 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

	powers of the RAR/AMO;		
A.5.2.1.	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
A.5.3.	Original NBI Clearance;	1	NBI
A.5.4.	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.5.5.	AMO Certificate of Completion of 40-hour Construction Safety and Health Seminar (COSH);	1	Construction Manpower Development Foundation / DOLE Accredited Safety Training Organization
A.5.6.	New RAR/AMO is subject to interview by the Board Member/s	n/a	PCAB Board Members
A.6.	For old Foreign RAR/AMO		
A.6.1.	Valid Working Visa;	1	Bureau of Immigration
A.6.2.	Valid Alien Certificate of Registration;	1	Bureau of Immigration / Consulate Office
A.7.	Fill-out and accomplish: v) Authority to verify documents with Depository Bank, w) Authority to verify documents with BIR and x) Authority to verify documents with other Government Agencies;	1	Form No. PCAB-F-SVD-008
A.8.	If not previously submitted - Copy of Contract or Notice of Award pertaining to the project awarded to the firm;	1	Tendering Agency

B. Technical			
B.3.	For Sustaining Technical Employee/s (STE/s):		
B.3.1	Fill-out and accomplish: <ul style="list-style-type: none"> List of Sustaining Technical Employee/s (STE/s); 	1	Form No. PCAB-F-SVD-008
B.3.2	For NEWLY nominated STE/s:		
B.3.2.1.	Fill-out, accomplish and notarize: <ul style="list-style-type: none"> e) Affidavit of Undertaking with copy of valid PRCID/s; f) STE/s Affidavit of Construction Experience 	1	Form No. PCAB-F-SVD-008/ PRC
B.3.2.2.	Original NBI Clearance/s;	1	NBI
B.3.2.3.	Fill-out and accomplish <ul style="list-style-type: none"> STE/s Personal Appearance; 	1	Form No. PCAB-F-SVD-008
B.3.2.4.	STE Certificate of Completion 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
B.3.3	For PREVIOUSLY nominated STE/s:		
B.3.3.1.	Affidavit of Undertaking with copy of valid PRC ID/s;	1	Form No. PCAB-F-SVD-008
B.3.3.2.	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
B.3.3.3.	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 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;	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR

C.2.	<p>Certified copy of the Audited Financial Statements (AFS) or the preceding taxable year with:</p> <ul style="list-style-type: none"> k) Accompanying Auditor's Opinion Report, Statement of Changes in Equity, Cash Flow and Auditor's Notes (duly filed with the BIR) <p>*Duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation (public practice);</p> <ul style="list-style-type: none"> l) Photocopy of valid CPA Certificate of BOA Accreditation; 	1	Certified Public Accountant with valid PRC-BOA accreditation / BIR
C.3.	<p>Fill-out and accomplish:</p> <ul style="list-style-type: none"> • Schedule of Receivables (Accounts / Trade / Contracts / Retention) with complete address of the client if the amount exceeds 50% of the Net Worth; 	1	Form No. PCAB-F-SVD-008
D. Experience 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. Others			
E.1.	<p>Fill-out, accomplish and notarize:</p> <ul style="list-style-type: none"> • Authorized Representatives Affidavit; 	1	Form No. PCAB-F-SVD-008
E.2.	Original signature (preferably with blue ink) of AMO on <u>each and every page of the application forms including supporting documents</u>;	n/a	Authorized Managing Officer (AMO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
STEP 1(Download and Accomplish)				
1.1. Download whole set of application forms (Form No. PCAB-F-SVD-008) 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			
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 to the 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 (Prescreening)				
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

<p>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).</p> <p>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.</p>			<p>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.</p>	
<p>3.2. Personal appearance of newly nominated Sustaining Technical Employee/s (STE/s), if any</p>	<p>3.2. Verify the record of STE/s in the database for employment status with other firm.</p>	<p>None</p>		

	*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 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 (Renewal of Special License - Foreign Application)	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 Number)				
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, 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 days *If AMO is	Encoding Staff
6.2. None	6.2. Prepare Technical and Financial Evaluation Report. *If not qualified, a notice of downgrading / disapproval will be	None		Technical / Financial Evaluator

	sent to the client via e-mail.		subject for Board interview, a notice of schedule and 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 License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: ee) Bring valid ID (Authorized Representative /s or AMO) and the Official Receipt ff) Sign in the Client Log Form in the office lobby gg) Get a queuing number for Releasing (Counter 1)	7.1. Check the pool of Authorized Representatives: u) If nominated, release the license certificate and then create log v) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None	1 business day *If AMO is subject for Board interview, a notice of schedule and extension of processing will be sent to the applicant	Releasing Staff / CIAP Window Staff

7.2. (Option 2) Claim license certificate at CIAP Window: u) Sign in the Client Log Form in the office lobby v) Approach the CIAP Window Staff	7.2. Check the pool of Authorized Representatives. u) If nominated, release the license certificate and then create log v) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	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: Renewal of Special License – Foreign Application							
Fee Particulars	Category						
	AAA	AA	A	B	C	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 Tax	15	15	15	15	15	15	15
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 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 SECURE	
Item		No. of copies	
1. Duly accomplished New Special License of a Joint Venture Application Forms (Form No. PCAB-F-SVD-009) and its Supporting Documents:		1 set	website: ciap.dti.gov.ph
A. Legal			
A.1.	Fill-out, accomplish and notarize: i) Affidavit of Attestation; j) Integrity Pledge;	1	Form No. PCAB-F-SVD-009
A.2.	Fill-out, accomplish: a) General Information Sheet; b) List of Completed/On-going Construction Project/s in the Philippines During the Last Three (3) Years	1	Form No. PCAB-F-SVD-009
A.3.	Fill-out, accomplish and notarize: • Joint Venture Agreement which includes, among others, the following:	1	Form No. PCAB-F-SVD-009
A.3.1	Notarized Joint Resolution of all partners appointing an Authorized Managing Officer (AMO) to act on behalf of the Joint Venture;	1	Form No. PCAB-F-SVD-009
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;	1	Form No. PCAB-F-SVD-009
A.3.3	Identification of the Project title, owner/tendering agency location;	1	Tendering Agency

A.4.	Copy of “Invitation to Bid” or “Instruction to Bidders” or “Notice to Bidders” published in newspapers disseminated by the owners/tendering agency showing the following:	1	Tendering Agency / Publication in the Newspaper
A.4.1	Deadline for submission of Intent/Interest to Prequalify, deadline for qualification and the date of bidding;	1	Tendering Agency / Publication in the Newspaper
A.4.2	Funding Source, Loan Agreement Number, Approved Budget for the Project;	1	Tendering Agency / Publication in the Newspaper
A.4.3	Required License Category Project Kind and Size Ranges;	1	Tendering Agency / Publication in the Newspaper
A.5.	Copy of valid PCAB License and Registration for Government Project of each Filipino Constructor Partner;	1	PCAB
A.6.	Copy of Special License of Foreign Constructor Partner, if applicable;	1	PCAB
A.7.	Affidavit of Disclosure (if with pending case) stamped received by the Tendering Agency;	1	Tendering Agency
B. Others			
B.1.	<i>Fill-out, accomplish and notarize:</i> • Authorized Representatives Affidavit;	1	Form No. PCAB-F-SVD-009
B.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 RESPONSIBLE
STEP 1 (Download and Accomplish)				
1.1. Download whole set of application forms (Form No. PCAB-F-SVD-009) 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			
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 to the 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 (Prescreening)				
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	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	Pre-screener / CIAP Window Staff

<p>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).</p> <p>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.</p>	<p>* If the application is found <u>complete</u>, the application folder shall be returned to the client together with the Order of Payment</p>		<p>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.</p>	
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. Receive payment and issue Official Receipt	See License Fee Structure (Special License-Joint Venture / Consortium and Additional Processing Fee)	10 minutes	Cashier / CIAP Window Cashier / Landbank
STEP 5 (Issuance of Official Reference Number)				
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 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	5 business days	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		Records 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	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: hh) Bring valid ID (Authorized Representative/s or AMO) and the Official Receipt ii) Sign in the Client Log Form in the office lobby jj) Get a queuing number for	7.1. Check the pool of Authorized Representatives: w) If nominated, release the license certificate and then create log x) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None	1 business day	Releasing Staff / CIAP Window Staff

Releasing (Counter 1)				
7.2. (Option 2) Claim license certificate at CIAP Window: w) Sign in the Client Log Form in the office lobby x) Approach the CIAP Window Staff	7.2. Check the pool of Authorized Representatives. w) If nominated, release the license certificate and then create log x) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	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: 7 Business Days (From Payment of Fees and Acceptance of COMPLETE Application to Release of License)				

License Fee Structure: New Special License – Joint Venture / Consortium								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	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 Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total (P)	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 payment via Landbank (visit ciap.dti.gov.ph for more information)								

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 Range	Additional Processing Fee
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 payable 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:	<ul style="list-style-type: none"> PCAB Licensed Contractor/s
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

Item		No. of copies	
1. Duly accomplished Renewal of Special License of a Joint Venture/Consortium Application (Form No. PCAB-F-SVD-010) and its Supporting Documents:		1 set	website: ciap.dti.gov.ph
A. Legal			
A.1.	Fill-out, accomplish and notarize: k) Affidavit of Attestation; l) Integrity Pledge;	1	Form No. PCAB-F-SVD-010
A.2.	Fill-out, accomplish: c) General Information Sheet; d) List of Completed/On-going Construction Project/s in the Philippines During the Last Three (3) Years	1	Form No. PCAB-F-SVD-010
A.3.	Copy of Special License previously issued by PCAB to the applicant and for which renewal is sought		PCAB
A.3.1	For a project which original completion date has lapsed , certified true copy of approved time extension reflecting new completion date		Tendering Agency
A.4.	Copy of Construction Contract or Notice of Award pertaining to the project awarded to the Joint Venture / Consortium;		Tendering Agency
A.5.	Copy of valid PCAB License and Registration for Government Project of each Filipino Constructor Partner;		PCAB
A.6.	Copy of valid special license or special license renewal application of each Foreign Constructor Partner		PCAB
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, duly filed with the Bureau of Internal Revenue;		BIR
C. Others			
C.1.	<i>Fill-out, accomplish and notarize:</i> <ul style="list-style-type: none"> Authorized Representatives Affidavit; 	1	Form No. PCAB-F-SVD-010
C.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 RESPONSIBLE
STEP 1 (Download and Accomplish)				
1.1. Download whole set of application forms (Form No. PCAB-F-SVD-010) 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			
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 to the 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 (Prescreening)				
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	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	Pre-screener / CIAP Window Staff

<p>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).</p> <p>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.</p>	<p>* If the application is found <u>complete</u>, the application folder shall be returned to the client together with the Order of Payment</p>		<p>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.</p>	
STEP 4 (Payment)				
<p>4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the Cashier or</p>	<p>4.1. Receive payment and issue Official Receipt</p>	<p>See License Fee Structure (Renewal of Special License-</p>	<p>10 minutes</p>	<p>Cashier / CIAP Window Cashier / Landbank</p>

Landbank Electronic Payment Portal (EPP guidelines is posted at website: ciap.dti.gov.ph)		Joint Venture / Consortium)		
STEP 5 (Issuance of Official Reference Number)				
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 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 days	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		Records 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	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: kk) Bring valid ID (Authorized Representative/s or AMO) and the Official Receipt ll) Sign in the Client Log Form in the office lobby mm) Get a queuing number for Releasing (Counter 1)	7.1. Check the pool of 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
7.2. (Option 2) Claim license certificate at CIAP Window: y) Sign in the Client Log Form in the office lobby z) Approach the CIAP Window	7.2. Check the pool of Authorized Representatives. y) If nominated, release the license certificate and then create log z) If not nominated,	None		

Staff	inform the client to comply PCAB Board Resolution 515, series of 2011			
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)				

License Fee Structure: Renewal of Special License – Joint Venture / Consortium								
	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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 Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total (P)	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 payment via Landbank (visit ciap.dti.gov.ph for more information)								

License Fee Structure: Renewal of Special License – Joint Venture / Consortium (Filing after 30th of June)

	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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 Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Additional License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Grand Total (P)	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 payment via Landbank (visit ciap.dti.gov.ph for more information)								

License Fee Structure: Renewal of Special License – Joint Venture / Consortium (Non-renewal of one CFY)

	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	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 Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Additional License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
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 payment via Landbank (visit ciap.dti.gov.ph for more information)								

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:	<ul style="list-style-type: none"> PCAB Licensed Contractor/s with non-constructor partner/s
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

Item		No. of copies	
1. Duly accomplished New Special License of a Consortium Application Forms (Form No. PCAB-F-SVD-009) and its Supporting Documents:		1 set	website: ciap.dti.gov.ph
A. Legal			
A.1.	Fill-out, accomplish and notarize: <ul style="list-style-type: none"> m) Affidavit of Attestation; n) Integrity Pledge; 	1	Form No. PCAB-F-SVD-009
A.2.	Fill-out, accomplish: <ul style="list-style-type: none"> e) General Information Sheet; f) List of Completed/On-going Construction Project/s in the Philippines During the Last Three (3) Years 	1	Form No. PCAB-F-SVD-009
A.3.	Fill-out, accomplish and notarize: <ul style="list-style-type: none"> Consortium Agreement which includes, among others, the following: 	1	Form No. PCAB-F-SVD-009
A.3.1.	Notarized Joint Resolution of all partners appointing the AMO of the lead constructor partner as Authorized Managing Officer (AMO) of the Consortium;	1	Form No. PCAB-F-SVD-009
A.3.1.1.	Authenticated copy of Board Resolution from each foreign non-constructor partner appointing their respective representative for the Consortium, duly	1	Philippine Embassy

	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;	1	Form No. PCAB-F-SVD-009
A.3.3	Identification of the Project title, owner/tendering agency location;	1	Tendering Agency
A.4.	Copy of “Invitation to Bid” or “Instruction to Bidders” or “Notice to Bidders” published in newspapers disseminated by the owners/tendering agency showing the following:	1	Tendering Agency / Publication in the Newspaper
A.4.1	Deadline for submission of Intent/Interest to Prequalify, deadline for qualification and the date of bidding;	1	Tendering Agency / Publication in the Newspaper
A.4.2	Funding Source, Loan Agreement Number, Approved Budget for the Project;	1	Tendering Agency / Publication in the Newspaper
A.4.3	Required License Category Project Kind and Size Ranges;	1	Tendering Agency / Publication in the Newspaper

A.5.	Copy of valid PCAB License and Registration for Government Project of each Filipino Constructor Partner;	1	PCAB
A.6.	Copy of Special License of Foreign Constructor Partner, if applicable;	1	PCAB
A.7.	For NON-CONSTRUCTOR Partner/s only:		
A.7.1.	If Filipino:		
A.7.1.1.	DTI Certificate of Registration of Business Name or SEC Registration and Articles of Partnership or Incorporation, whichever is applicable;	1	DTI Business Name Registration /SEC
A.7.1.2.	Annual Income Tax Return duly filed with the Bureau of Internal Revenue	1	BIR
A.7.2.	If Foreign:		
A.7.2.1.	SEC Certificate of Registration to do 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;	1	SEC
A.7.2.2.	Company Brochure;	1	Issued by the Company
A.7.2.3.	Complete Audited Financial Statement 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.	1	BIR
A.7.	Affidavit of Disclosure (if with pending case) stamped received by the Tendering Agency;	1	Tendering Agency
B. Others			
B.1.	Fill-out, accomplish and notarize: • Authorized Representatives Affidavit;	1	Form No. PCAB-F-SVD-009
B.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 RESPONSIBLE
STEP 1 (Download and Accomplish)				
1.1. Download whole set of application forms (Form No. PCAB-F-SVD-009) 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			
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 to the 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 (Prescreening)				
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	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

<p>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).</p> <p>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.</p>	<p>* If the application is found <u>complete</u>, the application folder shall be returned to the client together with the Order of Payment</p>		<p>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.</p>	
STEP 4 (Payment)				
<p>4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the Cashier or Landbank</p>	<p>4.1. Receive payment and issue Official Receipt</p>	<p>See License Fee Structure (Special License-Joint Venture /</p>	<p>10 minutes</p>	<p>Cashier / CIAP Window Cashier / Landbank</p>

Electronic Payment Portal (EPP guidelines is posted at website: ciap.dti.gov.ph)		Consortium and Additional Processing Fee)		
STEP 5 (Issuance of Official Reference Number)				
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 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 days	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		Records 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	None		Helpdesk Staff / CIAP Window Staff
STEP 7 (Release of License 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 office lobby pp) Get a queuing	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 PCAB Board Resolution 515,	None	1 business day	Releasing Staff / CIAP Window Staff



number for Releasing (Counter 1)	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) 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: 7 Business Days (From Payment of Fees and Acceptance of COMPLETE Application to Release of License)				

License Fee Structure: New Special License – Joint Venture / Consortium								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	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 Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total (P)	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 payment via Landbank (visit ciap.dti.gov.ph for more information)								

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 Range	Additional Processing Fee
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 payable to "CIAP" / 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:	<ul style="list-style-type: none"> • New Applicants • Returning delisted contractors • PCAB Licensed Contractors
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

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

B. Track Record			
B.1.	<i>Fill-out and accomplish:</i> Track Record Form (1 copy each for every Single Largest Project submitted). *For application WITHOUT a track record, write “NONE”. Otherwise, fill-out the form properly. a) For Applied Size Range of Small A or Small B, no track record requirement; b) For Applied Size Range from Medium A to Large B, see Track Record Requirement Table;	1	Form No. PCAB-F-SVD-006
B.1.1.	Copy of Contract Agreement, Certificates of 100% Completion/Acceptance per applied Project Kind/s duly authenticated by the project owner/designated person (complete name, signature and designation);	1	Concerned Project Owner (government or private entities)
B.1.2.	Other Supporting Documents (In lieu of certified copies, photocopies may be accepted provided that the firm presented the original copy for authentication):	1	
B.1.2.1.	For 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.1.2.2.	For Non-Government/Private and Sub-Contracted Projects:		
B.1.2.2.1.	Copy of the following BIR documents duly paid (payment bank) and filed at concerned BIR-RDO Branch a) Certificate of Creditable Tax Withheld at Source (BIR Form 2307) b) Quarterly Value-Added Tax Return (BIR Form 2550-Q) c) Summary of Alphabetical List of Withholding Taxes (SAWT) of firm's clients	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
B.1.2. 3.	Copy of Cost Breakdown/Bill of Quantities for the applied project kind, if applicable	1	Project Owner
C. Others			
C.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)

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
STEP 1 (Download and 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 / Helpdesk
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 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 (Prescreening)				
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	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

<p>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).</p> <p>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.</p>	<p>*If the application is found <u>complete</u>, the application folder shall be returned to the client together with the Order of Payment</p>		<p>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.</p>	
STEP 4 (Payment)				
<p>4.1. Receive the application folder together with the Order of Payment and corresponding legal (upfront) fees at the Cashier or Landbank</p>	<p>4.1. Review order payment</p>	<p>See License Fee Structure (Registration for Government</p>	<p>10 minutes</p>	<p>Accounting Staff</p>

Electronic Payment Portal (EPP guidelines is posted at website: ciap.dti.gov.ph)		Infrastructure 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 Official Reference Number)				
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 prepaid pouch for license mailing	Fees are provided by the 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 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 and 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 License Certificate)				
7.1. (Option 1) Claim license certificate at PCAB Office: qq) Bring valid ID (Authorized Representative/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)	7.1. Check the pool of Authorized Representatives: cc) If nominated, release the license certificate and then create log dd) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	None	1 business day	Releasing Staff / CIAP Window Staff

7.2. (Option 2) Claim license certificate at CIAP Window: cc) Sign in the Client Log Form in the office lobby dd) Approach the CIAP Window Staff	7.2. Check the pool of Authorized Representatives. cc) If nominated, release the license certificate and then create log dd) If not nominated, inform the client to comply PCAB Board Resolution 515, series of 2011	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)				

• Fixed Fees		PHP 1,342
Filing 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 style="list-style-type: none"> ○ <u>Registration and Re-registration</u> <ul style="list-style-type: none"> ▪ For First Project Kind with Largest Size Range of: <ul style="list-style-type: none"> 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 style="list-style-type: none"> ○ <u>Upgrading of Registration Size Range</u> <table> <tr> <td>▪ From Small A to Small B</td><td>PHP 120</td></tr> <tr> <td>▪ From Small A/B to Medium A/B</td><td>PHP 2,400</td></tr> <tr> <td>▪ From Small A/B to Large A/B</td><td>PHP 4,800</td></tr> <tr> <td>▪ From Medium A to Medium B</td><td>PHP 120</td></tr> <tr> <td>▪ From Medium A/B to Large A/B</td><td>PHP 2,400</td></tr> <tr> <td>▪ From Large A to Large B</td><td>PHP 120</td></tr> </table> 		▪ 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
▪ 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 style="list-style-type: none"> ○ <u>Additional Project Kinds</u> <ul style="list-style-type: none"> ▪ Current Project Kind with Size Range of: <ul style="list-style-type: none"> 1) Small A to Large B PHP 1,200/each project kinds 2) Small A/B and applied for: <ul style="list-style-type: none"> ▫ Medium A/B PHP 3,600 (1st PK) + PHP 1,200/each succeeding project kinds ▫ Large A/B PHP 4,800 (1st PK) + PHP 1,200/each succeeding project kinds 3) Medium A/B and applied for: <ul style="list-style-type: none"> ▫ Small A/B or Medium A/B PHP 1,200/each additional project kinds ▫ Large A/B PHP 4,800 (1st PK) + PHP 1,200/each succeeding additional project kinds 4) Large A/B PHP 1,200 each additional project kinds 													

<ul style="list-style-type: none"> • Additional Fees / Case to Case Fees 		
<ul style="list-style-type: none"> ▪ Certified True Copy of License Certificate/each <ul style="list-style-type: none"> ▫ Documentary Stamp Tax PHP 30 ▫ Certified True Copy PHP 24 	PHP 54	
<ul style="list-style-type: none"> ▪ Additional License Fee (ALF) / per year <ul style="list-style-type: none"> ▫ Undertaking government projects without a valid/expired government registration -per year or a fraction thereof on non-re- registration 	PHP 5,000	
<ul style="list-style-type: none"> ▪ Additional Processing Fee (APF)/per validity <ul style="list-style-type: none"> ▫ Non-re-registration/renewal of government registration for a three-year(3-yr) validity period or a fraction thereof (from June 2014 to present) 	PHP 5,000	
<ul style="list-style-type: none"> ▪ ARC back fees/balance 		
<ul style="list-style-type: none"> ▪ Additional License Fee and Renewal Back Fee for Joint Venture Projects as firm's Track Record <ul style="list-style-type: none"> ▫ Non-renewal of Joint Venture License with ALF + Renewal Back Fee/per year as follows: 		
	<u>Old Fees: Up to June 30, 2018</u>	<u>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
Type of Payments: (1) Cash (2) Postal Money Order or Manager's Check/Cashier's Check payable to "CIAP"		
(3) Online payment via Landbank (visit: 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
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:	<p>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.</p> <p>The term contractor includes general engineering contractor, general building contractor, and specialty contractor; construction management, engineering, and specialized consultancy group.</p> <p>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.</p> <p>Qualifications:</p> <ol style="list-style-type: none"> 1. PCAB Licensed Contractor <ul style="list-style-type: none"> ✓ 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

	<p>project costing not less than PHP10M successfully completed during the immediate five (5) years;</p> <ul style="list-style-type: none"> ✓ 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; <p>2. Specialized Consultancy Group -</p> <ul style="list-style-type: none"> ✓ May or may not have a PCAB License; ✓ 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; ✓ 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; ✓ Successfully completed during the immediate past five (5) years at least one (1) consultancy project costing not less than PHP1M;
<p>Who may avail:</p>	<p>B. Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD 1167)</p> <ul style="list-style-type: none"> - 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. <p>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.</p> <p><i>*Note: LOI 852, series of 1979 – to be verified with DOJ if this issuance has not been repealed</i></p> <p><i>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.</i></p> <p><i>2. The Ministry of Labor shall process construction workers for employment in 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</i></p>

of the license category and validity				
6. For Corporation , Board Resolution authorizing the filing of the application with the Philippine Overseas Construction Board (POCB) and naming the person empowered to act for and on behalf of the applicant company (one (1) original copy)		Corporate Board Secretary of applicant company		
ADDITIONAL REQUIREMENTS FOR SPECIALIZED CONSULTANCY GROUPS (WITHOUT PCAB LICENSE)				
7. Duly accomplished biodata of key technical personnel (one (1) original each)		Download (POCB-F-SVD-004) online at http://ciap.dti.gov.ph/content/philippines-overseas-construction-board		
8. Audited financial statement of applicant company for the last three (3) preceding years (one (1) copy certified by company)		Applicant company		
9. Income tax return of the applicant company for the last three (3) preceding years (one (1) copy certified by company)		Applicant company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Due to pandemic, submit scanned copy of application form/s and supporting documents	1.1. Receive the application filed thru email and check for completeness. *POCB will notify the applicant thru email to secure order of payment and to pay the	None	5 minutes	Administrative Assistant Philippine Overseas Construction Board

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	<i>Senior Technical Staff</i> 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 <i>**Rule III Section 9 of the IRR of PD 1167 states "The Board shall act</i>	<i>Members of the Board</i> Philippine Overseas Construction Board

			<i>on the application for registration and renewal within thirty (30) working days after the submission of all the requirements pertinent to the application".</i>	
	1.6. Communicate thru email - Board Action in writing through a Notice of Board Action.	None	30 minutes	<i>Board Secretary</i> Philippine Overseas Construction Board
	1.7. E-mail Order of Payment to Applicant.	None	5 minutes	<i>Administrative Assistant</i> Philippine Overseas Construction Board
2. Pay the required fees at the CIAP Cashier by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	2.1. Accept the payment based on the Order of Payment. 2.2. Issue the Official Receipt.	PHP20,000.00	5 minutes	<i>Cashier</i> Construction Industry Authority of the Philippines
3. Return to POCB Frontline Officer for the	3.1. Check and photocopy the Official Receipt. 3.2. Attach Documentary	None	10 minutes	<i>Administrative Assistant</i> Philippine Overseas Construction Board

processing and release of POCB Certificate of Registration *Make sure to bring on (1) Documentary Stamp.	Stamp to the POCB Certificate of Registration 3.3. Issue the POCB Certificate of Registration to the Client			
4. Acknowledge receipt of original POCB Certificate of Registration	4.1. Update incoming/ outgoing e-logbook	None	5 minutes	<i>Administrative Assistant</i> Philippine Overseas Construction Board
Total			15 days and 5 hours	

****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:	<p>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.</p> <p>The term contractor includes general engineering contractor, general building contractor, and specialty contractor; construction management, engineering, and specialized consultancy group.</p> <p>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.</p> <p>Qualifications:</p> <ol style="list-style-type: none"> 1. PCAB Licensed Contractor <ul style="list-style-type: none"> ✓ 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

	<p>/ building project costing not less than PHP10M successfully completed during the immediate five (5) years;</p> <ul style="list-style-type: none"> ✓ 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; <p>2. Specialized Consultancy Group -</p> <ul style="list-style-type: none"> ✓ May or may not have a PCAB License; ✓ 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; ✓ 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; ✓ Successfully completed during the immediate past five (5) years at least one (1) consultancy project costing not less than PHP1M;
Who may avail:	<p>B. Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD 1167)</p> <p>- 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.</p> <p>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.</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Duly accomplished application form as prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public (one (1) original copy)</p>	<p>Download (POCB-F-SVD-002 Revision 07) online at http://ciap.dti.gov.ph/content/philippines-overseas-construction-board</p>

CIAP

2. Duly accomplished form for Overseas Project Information for the last five (5) years (one (1) original copy)	Download (POCB-F-SVD-003a Revision 01) online at http://ciap.dti.gov.ph/content/philippines-overseas-construction-board			
3. For Corporation , scanned copy of General Information Sheet (GIS)	Securities and Exchange Commission (SEC)			
4. Appropriate and valid PCAB license (one (1) certified true copy of the original) Due to pandemic, scanned copy of approved PCAB license; POCB to verify with PCAB the authenticity of the license category and validity	Philippine Contractors Accreditation Board (PCAB) – Window 1			
ADDITIONAL REQUIREMENTS FOR SPECIALIZED CONSULTANCY GROUPS (WITHOUT PCAB LICENSE)				
5. Duly accomplished biodata of key technical personnel (one (1) original each)	Download (POCB-F-SVD-004) online at http://ciap.dti.gov.ph/content/philippines-overseas-construction-board			
6. Audited financial statement of applicant company for the last two (2) preceding years (one (1) copy certified by company)	Applicant company			
7. Income tax return of the applicant company for the last two (2) preceding years (one (1) copy certified by company)	Applicant company			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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	<i>Administrative Assistant</i> Philippine Overseas Construction Board

application form/s and supporting documents to PO CB 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 PO CB 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	<i>Senior Technical Staff</i> 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	<i>Board Secretary</i> Philippine Overseas Construction Board
	1.4. Approve and digitally sign the recommendation report for endorsement to the PO CB Board for	None	30 minutes	<i>Executive Director</i> Philippine Overseas Construction Board

	action/ approval.			
	1.5. The Board shall act upon the application (either physical or virtual)	None	15 days <i>**Rule III Section 9 of the IRR of PD 1167 states “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”.</i>	<i>Members of the Board Philippine Overseas Construction Board</i>
	1.6. Communicate thru email - Board Action in writing through a Notice of Board Action.	None	30 minutes	<i>Board Secretary Philippine Overseas Construction Board</i>
	1.7. E-mail Order of Payment to Applicant.	None	5 minutes	<i>Administrative Assistant Philippine Overseas Construction Board</i>
2. Pay the required fees at the CIAP Cashier by showing the Order of Payment. *Make sure to secure	2.1. Accept the payment based on the Order of Payment. 2.2. Issue the Official Receipt.	PHP10,000.00 Penalty – a penalty equivalent to 50% of the total amount due in addition to	5 minutes	<i>Cashier Construction Industry Authority of the Philippines</i>

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 Registration *Make sure to bring on (1) Documentary Stamp.	3.1. Check and photocopy the Official Receipt. 3.2. Attach Documentary Stamp to the POCB Certificate of Registration 3.3. Issue the POCB Certificate of Registration to the Client	None	10 minutes	<i>Administrative Assistant</i> Philippine Overseas Construction Board
4. Acknowledge receipt of original POCB Certificate of Registration	4.1. Update incoming/ outgoing e-logbook	None	5 minutes	<i>Administrative Assistant</i> Philippine Overseas Construction Board
Total			15 days and 5 hours	

****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 Division:	Philippine Overseas Construction Board	
Classification:	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 Transaction:	G2B - Government to Business	
Who may avail:	POCB Registered Construction Contractors	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form as prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public (one (1) original copy)		Download (POCB-F-SVD-006) online at http://ciap.dti.gov.ph/content/philippines-overseas-construction-board

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Due to pandemic , submit scanned copy of application form/s to POCB official email/s	1.1 Receive the application filed thru email and check for completeness.	None	5 minutes	<i>Administrative Assistant</i> Philippine Overseas Construction Board
	1.2. Start processing request. Evaluate application, prepare evaluation report, and submit/send thru email to Board Secretary for review.	None	1 hour	<i>Senior Technical Staff</i> 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	<i>Board Secretary</i> 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	<i>Executive Director</i> Philippine Overseas Construction Board
	1.5. The Board shall act upon the application (either physical or virtual)	None	7 days <i>**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>	<i>Members of the Board</i> Philippine Overseas Construction Board

			<i>all the applications requirements".</i>	
	1.6. Communicate thru email - Board Action in writing through a Notice of Board Action thru email.	None	30 minutes	<i>Board Secretary</i> 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	<i>Administrative Assistant</i> Philippine Overseas Construction Board
3. Acknowledge receipt of original Copy of POCB Notice of Board Action	3. Update ongoing/ outgoing e-logbook	None	5 minutes	<i>Administrative Assistant</i> Philippine Overseas Construction Board
Total			7 days, 2 hours, and 45 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			
Type of Transaction:	G2B - Government to Business			
Who may avail:	POCB Registered Construction Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. POCB Certificate of Registration (one (1) original copy)		Applicant company		
2. POCB Certificate of Registration (photocopied on A4 paper based on number of copies required by the company)		Applicant company		
3. Documentary Stamp (one (1) per photocopy)		Applicant company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook at the Reception Area	1. Give the logbook to the client.	None	5 minutes	<i>Administrative Assistant</i> Philippine Overseas Construction Board
2. Present original and photocopies of POCB	2.1. Start processing request. Check, verify,	None	15 minutes	<i>Administrative Assistant</i> Philippine Overseas Construction Board

Certificate of Registration to the Administrative Assistant	and submit to Board Secretary for review			
	2.2. Review and certify photocopies	None	10 minutes	<i>Board Secretary</i> 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	<i>Administrative Assistant</i> Philippine Overseas Construction Board
Total			40 minutes	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Answer the Client Feedback Form and drop it at the designated drop box at the Receiving Area of POCB.</p> <p>Contact info: +63.2.8-8961831 / 8-8961833 or POCB@construction.gov.ph MaLeaCriseldaAnolin@construction.gov.ph DorisGacho@construction.gov.ph</p>
How feedbacks are processed	<p>Every Friday, the POCB Board Secretary and Executive Director open the drop box and compile and record all feedback submitted.</p> <p>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.</p> <p>The answer of the office is then relayed to the client.</p> <p>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</p>
How to file a complaint	<p>Answer the Client Complaint Form and drop it at the designated drop box at the Receiving Area of POCB.</p> <p>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.</p> <p>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</p>
How complaints are processed	<p>The POCB Board Secretary and Executive Director open the Complaints drop box on a daily basis and evaluate each complaint.</p>

	<p>Upon evaluation, the Board Secretary shall start the investigation and forward the complaint to the relevant personnel for their explanation.</p> <p>The Board Secretary will prepare a report after the investigation and shall submit it to the Executive Director for appropriate action.</p> <p>The Board Secretary will give feedback to the client.</p> <p>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</p>
<p>Contact Information of CCB, PCC, ARTA</p>	<p>Anti-Red Tape Authority (ARTA): complaints@arta.gov.ph Telephone number: +63.2.84785093</p> <p>Presidential Complaints Center (PCC): 8888</p> <p>Contact Center ng Bayan (CCB): +63.908.8816565 (SMS)</p>



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 Transaction:	G2G – Government to Government G2C – Government to Client	
Who may avail:	PRC licensed (engineers & architects)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished and signed CPES Application Form (One (1) copy each) <ul style="list-style-type: none">PDCB-F-SVD-002a: Individual Application Form for AccreditationPDCB-F-SVD-002b: Certificate of Endorsement for CPE AccreditationPDCB-F-SVD-002c: Continuing Professional Education Program/sPDCB-F-SVD-002d: Work Experience		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)		
3. Certified true copy of certificate of participation/ attendance in 3-day CPES Accreditation Training (One (1) copy)		
4. Certified true copy of certificate of employment and/or service record (One (1) copy)		
Certified true copy of valid PRC license with signature (One (1) copy)		
		Agency host
		Agency host
		Agency where employed
		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.ph /philippine-domestic-construction-board)	None	None	None	Applicant
2. Submit duly accomplished application together with supporting documents	2.1 Prescreening – checking the completeness of the submitted documents;		0 minutes from receipt of application/s for pre-screening	PDCB Receiving/ Administrative Staff
	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;		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
	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	
7. Notify agency of the				



	approval and inclusion of the applicants in the Roster of Accredited CPES Evaluators thru e-mail		2 hours	Executive Director
	3 Prepare and print the individual certificates of new accredited CPES Evaluators		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 Transaction:	G2G – Government to Government G2C – Government to Client
Who may avail:	Accredited CPES Evaluator/s
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

<p>1. Duly accomplished and signed CPES Application Form</p> <p><i>(One (1) copy each)</i></p> <ul style="list-style-type: none"> • PDCB-F-SVD-003a: Individual Application Form for Renewal of Accreditation • PDCB-F-SVD-003b: Certificate of Endorsement for Renewal of Accreditation • PDCB-F-SVD-003c: Continuing Professional Education Program/s • PDCB-F-SVD-003d: Work Experience 	<p>website: ciap.dti.gov.ph/content/philippine-domestic-construction-board</p>
<p>2. <i>For those who have conducted project evaluation: (One (1) copy each)</i></p> <ul style="list-style-type: none"> • Certified true copy of at least three most recent certificates of construction related trainings attended; • Project evaluation/s conducted and submitted to PDCB duly signed by CPES Implementing Unit Head; <p><i>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)</i></p> <ul style="list-style-type: none"> • Certified true copy of certificate of participation/attendance in 3-day CPES Accreditation Training 	<p>Agency host</p> <p>CPES Implementing Unit Head</p> <p>CPES Implementing Unit Head</p>
<p>3. Certified true copy of certificate of employment and/or service record <i>(One (1) copy)</i></p>	<p>Agency where employed</p>
<p>4. Certified true copy of valid PRC license with signature <i>(One (1) copy)</i></p>	<p>Professional Regulation Commission (PRC)</p>

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

	<p>2.7 Notify agency of the approval and inclusion of the applicants in the Roster of Accredited CPES Evaluators thru e-mail</p> <p>2.8 Prepare and print the individual certificates of new accredited CPES Evaluators</p>		<p>2 hours</p> <p>2 hours</p>	Administrative Staff
3. Issuance of the CPES Accreditation Certificate/s	<p>3.1 Prepare transmittal letter for issuance of the CPES Accreditation Certificate/s</p> <p>3.2 Send out CPES Certificate/s with covering letter/s via e-mail</p> <p>3.3 Send out via CIAP messenger and/or courier</p>		<p>1 hour</p> <p>30 minutes</p> <p>2 days</p>	<p>Administrative Staff</p> <p>Administrative Staff</p> <p>CIAP-AFMD</p>

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 Transaction:	G2G – Government to Government G2C – Government to Client			
Who may avail:	Active Accredited CPES Evaluators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified true copy of Certificate of Completion in CPES Trainers' Training (1 copy)		PDCB or its partner which organized the CPES Trainers' Training		
Duly accomplished CPES Trainer Application Form (1 original copy)		www.ciap.dti.gov.ph/content/philippine-domestic-construction-board		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Download and accomplish application form from CIAP website (www.ciap.dti.gov.ph/content/philippine-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; 2.3 Evaluate and review the application; 2.4 Endorse and sign the summary evaluation; 2.5 Prepare and sign the Notice of Approval of Accreditation; 2.6 Notify applicants of the result of application; and 2.7 Prepare and print the certificate of accredited CPES Trainer.	None	2 hours	Administrative Staff/ Executive Director
			3 days	TIDS/Sr. TIDS
			2 hours	TIDS/ Sr. TIDS/ Chief TIDS
			1 hour	Executive Director
			2 hours	TIDS/ Administrative Staff
			2 hours	Administrative Staff
3 Pick-up of CPES Trainer Accreditation Certificate	3 Applicant to register its request 3.1 Issue CPES Trainer Accreditation Certificate		10 minutes	Administrative Staff
			5 minutes	Administrative Staff
4 Issuance of CPES Trainer Accreditation Certificate	4 Prepare transmittal letter for issuance of the CPES Trainer Accreditation Certificate 4.1 Send out via e-mail 4.2 Send out via CIAP messenger and/or courier		10 minutes	Administrative Staff
			30 minutes	Administrative Staff
			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 quasi-judicial 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 ¹
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) Form CIAC-F-SVD-001/Rev 1 dated 1/14/12/2018 <i>*Additional copy for additional Respondent/s</i>	3 copies for Sole Arbitrator. 5 copies for Arbitral Tribunal	CIAC Office (or CIAP Window at nearest DTI Regional Office) and CIAP website: ciap.dti.gov.ph/content/c o nstruction-industry-arbitration-commission

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



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
STEP 1. FILING OF COMPLAINT/REQUEST FOR ARBITRATION				
1.1. Secure RFA Form from the CIAC (or CIAP Window at nearest DTI Regional Office) or download from the CIAP website (ciap.dti.gov.ph / content/construction-industry-arbitration-commission)	1.1 None	None	-	Applicant
1.2. Fill up and submit duly accomplished RFA form with Complaint/Narration of Facts and supporting documents to CIAC (or CIAP Window at the nearest DTI Regional Office)	1.2. Check if the requirements submitted are complete and notify the Claimant of the deficiencies	None		CIAC receiving clerk 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 small claim. 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/Spvng TIDS/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 CIAC Res. No. 06-2014	See CIAC Table of Fees	-	Chief TIDS/Spvn gTIDS/OIC of Arbitration, Mediation & Conciliation Division (AMCD)
1.5. None	1.5. Issue Order of Payment	₱1,000 per relief 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 at the CIAP Cashier		2.1. Accept the payment based on the Order of Payment	See Table of CIAC Arbitration Fees		CIAP Cashier CIAC Administrative Assistant III/ Administrative Aide 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 Respondent of the Request for Arbitration	None		AMCD Chief TIDS/ Spvng TIDS/OIC
3 Respondent: file Motion for Extension of Time to file Answer, if necessary		3. Receive Motion for Extension of Time to file Answer 3.1. Issue Order of Payment	₱500.00		CIAC Receiving Clerk -do-
4 Pay the required fees at the CIAP Cashier		4. Accept the payment based on the Order of Payment 4.1. Issue Order resolving Motion for Extension of Time to file Answer			CIAP Cashier CIAC Executive Director
5	Respondent: file Motion to Dismiss, if	5. Receive Motion to Dismiss and refer to the	None		CIAC Receiving

	necessary	Commission or appointed arbitrator/s 5.1. If referred to the Commission, resolve motion 5.2. If referred to arbitrator/s, resolve motion or issue Notice of Case Management Conference			Clerk/Staff-in-charge of the case Commission Appointed Arbitrator/s
6	Claimant & Respondent: attend Case Management Conference	6. Conduct Case Management Conference	None		Appointed Arbitrator/s
7	Respondent: file Answer to RFA	7. Receive Answer to the RFA and refer to the Staff-in-charge of the case 7.1. Check answer and if there is a counterclaim, calculate fees through the ISCA or through the Arbitration Fees Online Calculator 7.2. Issue Order of Payment	None		CIAC Receiving Clerk Staff-in-charge of the case -do-

7	Respondent: file Answer to RFA	<p>8. Receive Answer to the RFA and refer to the Staff-in-charge of the case</p> <p>8.1. Check answer and if there is a counterclaim, calculate fees through the ISCA or through the Arbitration Fees Online Calculator</p> <p>8.2. Issue Order of Payment</p>	None		<p>CIAC Receiving Clerk</p> <p>Staff-in-charge of the case</p> <p>-do-</p>
8	Respondent: pay the required initial deposit of arbitration fees for the counterclaim/s	<p>8. Accept the payment based on the Order of Payment</p> <p>8.1. Encode payment details in the ISCA</p> <p>8.2. Notify nominated arbitrators (submitted within prescribed period)</p> <p>8.3. Appoint Arbitrators</p>	See Table of CIAC Arbitration Fees	<p>3 days from receipt of list of nominees</p> <p>After due deliberation on the appointment during the CIAC meeting as part of the agenda</p>	<p>CIAP Cashier</p> <p>Staff-in-charge of the case</p> <p>Staff-in-charge of the case</p> <p>Commission</p>

		8.4. Draft initial Terms of Reference (TOR)		20 working days from receipt of Answer/ lapse of period to file Answer 15 days from appointment	Staff-in-charge of the case
		8.5. Set date and issue Notice of Preliminary Conference (PC)			Sole Arbitrator/(S A) Arbitral Tribunal/(AT)
PRELIMINARY CONFERENCE					
9	Claimant, Respondent and all other parties and/or authorized representatives/ counsels: attend Preliminary Conference for finalization/signing of the Terms of Reference (TOR)	9. Conduct Preliminary Conference; finalize and sign the TOR 9.1. Process payments to arbitrator/s 9.2. Issue Statement of Account to parties	None	On date set but not later than 5 days from last PC held 3 days from PC	SA/AT Staff-in-charge of the case -do-
10	Parties: pay the required arbitration fees due upon TOR signing	10. Issue Order/s of Payment 10.1. Accept payment based on the Order of Payment	Based on sharing of arbitration fees in the TOR		-do- CIAP Cashier
HEARING/S					
11	Parties and/or authorized representative/ counsel/witnesses : attend ocular inspection, if needed	11. Conduct ocular inspection 11.1. Issue Statement of Account to parties	None	7 days before date of hearing	SA/AT Staff-in-charge of the case

12	Parties and/or authorized 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)	12. Conduct hearing/s 12.1. Process payments to arbitrators	None		SA/AT Staff-in-charge of the case
13	Parties: pay the required arbitration fees due before final hearing at the CIAP Cashier	13. Issue Order of Payment 13.1. Accept payment based on the Order of Payment	See sharing of arbitration fees in the TOR		Staff-in-charge of the case CIAP Cashier

AFTER HEARING/S					
14	Party/ies: Submit Final Memorandum / Draft Decision	14. Submit Award 14.1. Receive copy of Decision/Final Award 14.2. Issue Notice of Award to parties	None	30 days from submission of case for resolution but not more than 6 months 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-charge of the case CIAC Executive Director
15	Party/ies: File Motion for Correction, if necessary	15. Resolve Motion for Correction; issue Order or Amended/ Corrected Award 15.1. Issue notice of resolution on Motion for Correction/ Amended or Corrected Award	For grounds other than those under Rule 17.1: Filing Fee- ₱3,000 Arbitrator's Fee SA- ₱6,000 AT- ₱10,000	30 days from receipt of motion 1 day from receipt of Order/ Corrected or Amended Award	SA/AT Staff-in-charge of the case/CIAC Executive Director



16	Party/ies: File appeal with the Court of Appeals and/or Supreme Court, if necessary	16. Receive copy of Notice 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 for the posting of bond to stay execution	17. Resolve Motion for Execution/ Motion to Stay Execution	None	20 working days from receipt of comment/ last hearing date.	SA/AT
		17.1. Prepare and sign Writ of Execution/ Order approving bond to stay		7 working days from issuance of Order granting motion.	SA/AT
		17.2. Act on request for concurrence w/ Writ of Execution/ approval of bond to stay execution		After due deliberation on the request during the CIAC meeting as part of the agenda	Commission
		17.3. Release Writ of Execution or Order concurring with approval of bond to stay execution to Movant		1 day from receipt of writ or order signed by SA/AT and Commissioner s	Staff-in-charge of the case

18	Submit Writ of Execution to concerned Sheriff; pay / deposit Sheriff's estimated expenses	18. None	See CIAP Sheriff's Fees		
19	Party/ies: file post-award motions, if necessary (e.g. Motion for alias writ of execution, examination of judgment debtor, correction/clarification/interpretation of the award, motion to quash & others under CIAC Res. No. 11-2007)	19. Resolve motion/s after hearing/s, if needed SA- ₱6,000 AT- ₱10,000	Filing Fee- ₱3,000 Arbitrator's Fee	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

I. SCHEDULE OF FILING AND ADMINISTRATIVE FEES		
SUM IN DISPUTE¹ (M=Million)	FILING FEE²	ADMINISTRATIVE FEE³
Less than P100,000.00	P4,320.00	P11,600.00
P100,000.00 to P1.0M	P4,320.00 + 0.36% of excess over P100,000	P11,600.00 + 0.24% of excess over P100,000
P1.0M to P10.0M	P8,208.00 + 0.12% of excess over P1.0M	P15,700.00 + 0.12% of excess over P1.0M
P10.0M to P50.0M	P21,168.00 + 0.06% of excess of P10.0M	P36,800.00 + 0.06% of excess over P10.0M
More than P50.0M	P49,968.00 + 0.03% of excess of P50.0M	P83,200.00 + 0.03% of excess over P50.0M
¹ 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 ² 20% increase in the base amounts approved in the CIAC Special Meeting held on 13 February 2001 ³ 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 1.5% 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 < P19,400 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	P 403,500.00 + 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	P 890,000.00 + 0.035% in excess of P500.0M
Above 1 Billion	P1,230,000.00 + 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 Disputants (AF2)		No. of Arbitrators (AF3)	
Nature	Adjustment Factor	No. of Parties	Adjustment Factor	No. of Arbitrators	Adjustment Factor
Simple/Common/Complex	1.0	2	1.0	1 3	1.0
	1.5	3	1.1		1.0
		4	1.2		2.0
		5 and over	1.3		

3. Overall Adjustment Factor (OAF) = (AF1 + AF2 + AF3) – 3.0

4. Total Honoraria = Base Amount x (OAF + 1.0)

III. Schedule of Payments *

A. Upon Filing of the Request for Arbitration (RFA)	B. Upon signing of the Terms of Reference (TOR)	C. Before the Final Hearing
<ul style="list-style-type: none"> • Filing Fee ----- 100% • Initial Deposit for Arbitrator's Fees <ul style="list-style-type: none"> - 25% of arbitrator's fees • 100% of administrative fees • Special assessment fee (ADF) under CIAC Res. No. 02-1996, if applicable <ul style="list-style-type: none"> - 100% <p>Note: Respondent to deposit similar amount of fees based on his counterclaim, if any</p>	<ul style="list-style-type: none"> • 50% of the Arbitrator's Fee 	<ul style="list-style-type: none"> • 25% of the Arbitrator's Fee

* As amended by CIAC Resolution No. 09-2012 (effective 05 July 2012)

B. For Non-Monetary Claims

ARBITRATION FEES FOR NON-MONETARY CLAIMS	
B.1 PURELY NON-MONETARY AWARD INVOLVED 1. Filing Fee P4,320.00 plus 9.0% of arbitrators' fees (20% increase in the base amount approved on 13 February 2001)	SCHEDULE OF PAYMENTS* <ul style="list-style-type: none"> - 100% upon filing of the Request for Arbitration based on estimated total arbitrators' fees for 3 sessions of 3 hours per session - Before the final hearing, balance of the filing fee based on actual total arbitrators' fees
2. Administrative Fees P10,200 plus 6.0% of total Arbitrators' Fees (70% increase in the base amount approved on 13 February 2001)	<ul style="list-style-type: none"> - 100% upon filing of the Request for Arbitration based on estimated total arbitrators' fees for 3 sessions of 3 hours per session - Before the final hearing, balance of administrative fees based on actual total arbitrators' fees
3. Arbitrator's Fees (70% increase in the amounts approved on 25 August 1989) 3.1 Acceptance Fee 3.2 Fees per session For a Tribunal: Chairman: <ul style="list-style-type: none"> • Minimum of P7,650.00 per session of 3 hours or less plus P2,550.00 in excess of 3 hours Members <ul style="list-style-type: none"> • Minimum of P5,100.00 per session of 3 hours or less plus P1,700.00 per hour in excess of 3 hours For Sole Arbitrator: <ul style="list-style-type: none"> • Minimum of P12,750.00 per session of 3 hours or less plus P4,250.00 per hour in excess of 3 hours 3.3 Award Drafting P17,000.00	<ul style="list-style-type: none"> - P17,000.00 upon filing of the Request for Arbitration - Upon signing of the TOR, 50% of the estimated arbitrators' fees - Before the final hearing, balance of arbitrator's fees based on actual number of sessions - Before the final hearing <p>*Amended by CIAC Resolution No. 09-2012 (Effective 5 July 2012)</p>
B.2. FOR NON-MONETARY CLAIMS BUT WITH MONETARY AWARD INVOLVED <ul style="list-style-type: none"> • 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 ²
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 (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/content/construction-industry-arbitration-commission

² 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/content/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	PROCESSING TIME	PERSON RESPONSIBLE
1	Secure RFM Form from the 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 with the required documents, to Respondent/s	2. None			

3	Submit a copy of the RFM together with the required documents and nominee/s for Mediator to CIAC (or CIAP Window at the nearest DTI Regional Office)	<p>2. Receive RFM</p> <p>3.1. Check completeness of the requirements and inform the Claimant of the deficiencies (if any)</p> <p>3.2. Calculate fees through the Integrated System for Construction Arbitration (ISCA) or through the Arbitration Fees Online Calculator.</p> <p>3.3. Issue Order of Payment</p>	<p>None</p> <p>None</p> <p>See Table of CIAC Mediation Fees</p>		<p>CIAC Receiving Clerk/CIAP window staff Chief TIDS/Spving TIDS/OIC, Arbitration, Mediation & Conciliation Division (AMCD)/CIAP window staff</p> <p>CIAC Administrative Asst. III/ Administrative Aide IV/CIAP window staff</p>
---	--	--	---	--	--

4	Pay the required initial deposit of mediation fees (100% Filing and Administrative Fees and 50% Mediator's Fees)	4. Accept payment based on the Order of Payment 4.1. Encode payment details in the ISCA 4.2. Assign Case Number	None		CIAP Cashier/CIA Pwindow staff CIAC Administrative Asst. III/ Administrative Aide IV
MEDIATION PROCESS					
		4.3. Notify Respondent of the Request for Mediation *If no Answer or Respondent objects to Mediation, CIAC	None	3 days	Staff-in-Charge of the case
		shall issue a Notice to Claimant that mediation cannot proceed; Dismissal of the case due to the lack of consent from Respondent			

5	<p>Respondent files Answer and agrees to mediation</p> <p>*If there is counterclaim, Pay the required initial deposit of mediation fees (100% Filing and Administrative Fees and 50% Mediator's Fees)</p>	<p>5. Receive Answer to the RFM and refer to staff-in-charge of the case</p> <p>*Repeat process 3.2, 3.3, & 4.</p>	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	<p>6. Appointment of Mediator</p> <p>6.1. Issue Statement of Account</p>	None	Governed by Sections 9 – 13, CIAC Mediation Rules	<p>Commission</p> <p>Staff-in-Charge of the case</p>
7	Pay balance of the Mediator's Fees (50%)	<p>7. Issue Order of Payment</p> <p>7.1. Accept payment based on the Order of Payment</p>	See Table of CIAC Mediation Fees		<p>CIAC Administrative Asst. III/ Administrative Aide IV</p> <p>CIAP Cashier</p>
8	Parties: Attend Mediation proceedings and sign Mediation Agreement with the	8. Facilitate signing of the Mediation Agreement and	None	30 days from acceptance by the	Mediator

	Mediator (if none was submitted by the Claimant)	conduct Mediation sessions		parties & Mediator of appointment within extensions of time with written consent of the parties	
9	Parties: Sign Settlement Agreement (for successful mediation)	9. Receive a copy of the Settlement Agreement 9.1. Prepare and submit Mediator's Report	None	30 days from acceptance of appointment or agreed time extensions	Staff-in-Charge of 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	11. Receive request 11.1. Issue Order of Payment	None ₱3,000.00 Administrative Fee and 20% Arbitrator's Fee		CIAC Receiving Clerk CIAC Administrative Asst. III/ Administrative Aide 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-Charge of the case
		12.6. Release Writ of Execution to Movant		1 day from receipt of writ signed by Sole Arbitrator	



				and Commission -ers	
13	Submit Writ of Execution to concerned Sheriff; 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)

SUM IN DISPUTE		MEDIATION FEE*
1 st Php 1M	----	1.7% of the SID
Next 4M	5M	17,000+0.50% in excess of 1M
Next 5M	10M	68,000+0.375% in excess of 5M
Next 10M	20M	110,500+0.25% in excess of 10M
Next 20M	50M	153,000+0.10% in excess of 20M
Next 50M	100M	204,000+0.05% in excess of 50M
Above 100M	----	246,500+0.25% in excess of 100M

B. Breakdown: 10% Filing Fee	30% Administrative Fee	60% Mediator's Fee
------------------------------	------------------------	--------------------

C. Payment Schedule**:	<ul style="list-style-type: none"> • Full Filing and Administrative Fees upon filing of Request for Mediation • Mediator's Fee <ul style="list-style-type: none"> - 50% upon filing of Request for Mediation - 50% upon Appointment of Mediator
------------------------	--

Sample Computation: SID: 1M to 100M	Mediation Fee
	17,000
	145,000

Filing Fee	1,700
Administrative Fee	5,100
Mediator's Fee	10,200
	14,500
	43,500
	87,000

* 70% increase in the base amounts approved on 19 November 2005; NOTE: Mediation Fees (inclusive of Filing and Administrative Fees) are computed at 50% of the Base Amounts for Arbitrator's Fees

** Pursuant to CIAC Resolution No. 09-2012 (effective 5 July 2012)

II. Execution of Settlement Agreement

If the Settlement Agreement (SA) is required to be converted into an Arbitral Award for Purposes of Execution in case of default, the following schedule of fees shall apply:

A. Conversion of SA into an Arbitral Award _____ - No additional compensation for the _____



Mediator

- Only minimum work is required by the Mediator No additional charge to 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
Award Records
Keeping

[2] Arbitrator's Responsibility (Execution Phase) - 20% of Arbitrator's Fee
per CIAC Schedule 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 >
Php 10M



Construction Manpower Development Foundation

External Services

Productivity and Competency Enhancement Division

1. Provision of Customized Training

The CMDP-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/vocational/technology schools/universities, construction firms, government institution)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company Name/Address/Contact Numbers		Client		
Signatory to the proposal		Client		
Number and profile of participants		Client		
Venue of training		Client		
Preferred training objectives		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for customized training	1. Acknowledge receipt of request	None	30 minutes	Administrative Assistant
	1.1 Forward request to the Executive Director (ED) for endorsement		30 minutes	Administrative Assistant
	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

	1.4 Identify resources needed, secure commitment of Trainer, and prepare draft Proposal		7 days	Program inCharge
	1.5 Review draft Proposal		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 Client for approval		30 mins	Program-in-Charge



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	3. Conduct training	As per Agree-ment	N/A (Depends on training duration agreed upon)	Program-in-Charge
	3.1 Upon payment issue appropriate Training Certificate		N/A (Issue immediately after training)	Program-in-Charge
TOTAL			18 days, 7 hours and 30 minutes Note: Excluding 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 Enhancement 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 REQUIREMENTS		WHERE TO SECURE		
Filled out Application Form for Loss or Damaged Certificate		Administrative Assistant		
Damaged Certificate		Client		
Notarized Affidavit of Loss		Client		
Photocopy of Any Government Issued ID		Client		
Authorization letter (if application not done personally)		Client		
Payment Fee		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	Administrative Assistant
2. Pay the fee and receive the duplicate copy of certificate	2. Upon payment and presentation of original official receipt, release the duplicate copy of certificate	P200.00/ copy	2 hours (inclusive of payment time)	Administrative 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:									
FIRST NAME:									
MIDDLE NAME:									
ID PRESENTED: (Indicate ID No.)		SEX: <input type="checkbox"/> F <input checked="" type="checkbox"/> M		CIVIL STATUS: <input type="checkbox"/> S <input checked="" type="checkbox"/> M <input type="checkbox"/> W		CITIZENSHIP: <input type="checkbox"/> Filipino <input type="checkbox"/> Alien, specify nationality & ACR NO.			
PRESENT: (no. <u>00000000000000000000</u>)									
ADDRESS						ZIP CODE			
CONTACT NUMBERS						e-mail Address			
DATE OF BIRTH		MM		DD		YY		PLACE OF BIRTH	
HIGHEST EDUCATIONAL ATTAINMENT and INSTITUTION/ SCHOOL									
OCCUPATION <input type="checkbox"/> Student <input type="checkbox"/> Worker <input type="checkbox"/> Safety Officer <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Others									
COMPANY NAME									
SEMINAR/TRAINING DETAILS						FOR DATABASE VERIFIER ONLY			
TRAINING COURSE ATTENDED						INCLUSIVE DATES		TRAINEE ID/ CERTIFICATE #	

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

SIGNATURE OF APPLICANT

FOR CMDP USE ONLY DO NOT FILL UP THIS PORTION

VERIFIED BY: _____

DATE: _____

OR NUMBER: _____

DATE: 00/00/00

(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 Competency Enhancement Division			
Classification:	Simple			
Type of Transaction:	G2G, G2B			
Who may avail:	Construction companies, training institutions, construction event organizers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		Client		
Number of occupants		Client		
Specific dates and mode of use		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	1. Accept request and facilitate conduct of ocular inspection of the training facility by the Client	None	1 day	Administrative Assistant
	1.1 Endorse request to Executive Director (ED) for approval	None	1 hour	Administrative Assistant
	1.2 Upon approval by the ED, prepare draft Agreement	None	4 hours	Administrative Assistant
	1.3 Division	None	4 hours	DC/ADC

	Chief/Asst. Division Chief (DC/ADC) to review draft agreement and submit for approval by the ED		<i>1 hour</i>	
	1.4 Upon approval by the ED, submit agreement for client approval	None		Administrative Assistant



2. Approve	2. Upon receipt of Client's approved Agreement, start notarization process and notify CMDF- TC Admin personnel to reserve requested facilities	None	4 hours	Administrative Assistant
	2.1 Furnish AFMD with notarized Agreement for them to facilitate payment.	None	2 hours	Administrative Assistant
3. Client use of facility as per Agreement	3. Ensure observance of Agreement by both parties.	None	As per Agreement	Administrative Assistant
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)	REMARKS
1	Welding Workshop		1,500.00		Rental rate includes electricity, tools and eqmt.
		Welding Machine		500.00	
2	Rebar Workshop		1,500.00		Rental rate includes electricity, tools and eqmt.
3	Electrical Workshop		1,500.00		
4	Plumbing Workshop		1,500.00		
5	Masonry Workshop		1,500.00		
6	Formworks Workshop		1,500.00		
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 Competency Enhancement Division			
Classification:	Highly Technical			
Type of Transaction:	G2G, G2B			
Who may avail:	All (engineering/vocational/technology schools/universities, construction firms, government institution)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company Name/Address/Contact Numbers		Client		
Signatory to the proposal		Client		
Number and profile of participants		Client		
Venue of training		Client		
Preferred training objectives		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for customize training	1. Acknowledge receipt of request and schedule meeting with Client	None	30 minutes	Administrative Assistant
	1.1 Meet with Client and Conduct Training Needs Analysis (TNA)	None	7 days	Program-in-charge
	1.2 Identify resources needed, secure commitment of Trainer, and prepare draft Proposal	None	7 days	Program-in-charge

	1.3 Endorse draft Proposal to Division Chief (DC) / Asst. Division Chief (ADC) for review and endorsement to Executive Director (ED) for approval 1.4 Upon approval by ED, forward the Proposal to the Client for approval	None	1 day	Program-in-charge
		None	30 mins	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 Agreement	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/day at 20 pax	19 days and 5 hours Note: Excluding 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 Competency Enhancement 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 REQUIREMENTS		WHERE TO SECURE		
Filled out Application Form for Loss or Damaged Certificate		Administrative Assistant		
Damaged Certificate		Client		
Notarized Affidavit of Loss		Client		
Photocopy of Any Government Issued ID		Client		
Authorization letter (if application not done personally)		Client		
Payment Fee		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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, request printing of duplicate copy of certificate	None	3.5 hours	Administrative Assistant



Sample Application Form "Replacement of Lost or Damaged Certificate"



APPLICATION FORM REPLACEMENT OF LOST OR DAMAGED CERTIFICATE

LAST NAME:																					
FIRST NAME:																					
MIDDLE NAME:																					
ID PRESENTED: (Indicate ID No.)		SEX: <input type="checkbox"/> F <input type="checkbox"/> M		CIVIL STATUS: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> W		CITIZENSHIP <input type="checkbox"/> Filipino <input type="checkbox"/> Alien, specify nationality & ACR NO.															
PRESENT: (no. 0903456789012345)																					
ADDRESS																		ZIP CODE			
CONTACT NUMBERS																		e-mail Address			
DATE OF BIRTH		MM		DD		YY		PLACE OF BIRTH													
HIGHEST EDUCATIONAL ATTAINMENT and INSTITUTION/ SCHOOL																					
OCCUPATION		<input type="checkbox"/> Student <input type="checkbox"/> Worker <input type="checkbox"/> Safety Officer <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Others																			
COMPANY NAME																					
SEMINAR/TRAINING DETAILS																				FOR DATABASE VERIFIER ONLY	
TRAINING COURSE ATTENDED										INCLUSIVE DATES					TRAINEE ID/ CERTIFICATE #						

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

SIGNATURE OF APPLICANT

FOR CMDP USE ONLY DO NOT FILL UP THIS PORTION

VERIFIED BY: _____

DATE: _____

OR NUMBER: _____

DATE: 2020

(FOR CASHIER'S USE ONLY)

- For Lost Certificate - submit Notarized Affidavit of Lost
- 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 Manpower Development Foundation			
Classification	Complex			
Type of Transaction	Government to Client			
Who may avail	Project Engineers, Project Managers, Supervisors, Trainers, Foremen			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Item			No. of copies	
1. Memorandum of Agreement			1	To be provided by CMDF
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a notarized Memorandum of Agreement	Prepare a Program Proposal, which includes Memorandum of Agreement (MOA), based on the agreed information with the client including dates of implementation, budget, costing, etc.	none	3 days	Program Coordinator

2. Prepare the venue of the training in accordance to the standards set by CMDP.	<p>Evaluate the venue to ensure the conduciveness for learning and compliance to the minimum venue requirements.</p> <p>NOTE: The evaluation shall take place two weeks before the training engagement.</p>	none	1 day	Program Coordinator
--	---	------	-------	---------------------




3. Attend the training.	Conduct the training. Training is administered by Accredited third party service providers . Distribute the Program Evaluation Form and collect it upon accomplishment of the participants.	none	N/A (Days vary depending on the agreement between CMDF and the client)	Resource speaker, to be assisted by the Program Coordinator
-After the training, fill-out and submit the Program Evaluation Form (F- PIM-006) to be provided by CMDF.			3 days	Program Coordinator
4. Obtain the certificate.	CMDF shall issue a certificate for a candidate who successfully completed the training and passed the written and oral examination.	P200.00/ certificate		Program Coordinator
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 vision	<input type="checkbox"/>	<input type="checkbox"/>	
• Electrical power supply sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	
• Adequate room temperature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adequate seat distance between participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Flexibility of room layout with plenty of space to move around for activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Access to male and female toilets? Appropriate distance from the seminar room	<input type="checkbox"/>	<input type="checkbox"/>	
• Location – easy to find on the map, convenient location?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Equipment/accessories needed			
• LCD projector?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• OHP projector?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Screen for projector?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• White board/white board marker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Laptop/computer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Laser pointer/slide controller?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Microphone/loudspeaker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Back-up equipment provided (laptop/LCD/sound systems)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Wireless and Internet access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Availability of photocopying/printing/email facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tools & Equipment (electrical, plumbing, welding... etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consumables (permanent marker, bond paper, tape, wire, welding rod, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: _____			

<div style="display: flex; justify-content: space-around;"> [] Approved [] Disapproved </div>			
Checked/prepared by: _____		Date: _____	
Noted by: _____		Date: _____	
(Company Representative)			

Sample image of the Program Evaluation Form:



PROGRAM EVALUATION FORM



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 : _____ (optional) Sex: _____

COMPANY : _____

E-mail Address : _____

Equivalent %	5	4	3	2	1
Criterion	81-100%	61-80%	41-60%	21-40%	0-20%
Competency	Superior Competence (SC)	Adequate Competence (AC)	Basic Competence (BC)	Minimal Competence (MC)	No Competence (NC)
Satisfaction	Very Satisfied (VS)	Satisfied (S)	Neutral (N)	Dissatisfied (D)	Very Dissatisfied (VD)
Approval	Strongly Agree (SA)	Agree (A)	Sometimes (S)	Disagree (D)	Strongly Disagree (SD)
Effectiveness	Very Effective (VE)	Effective (E)	Neutral (N)	Ineffective (I)	Very Ineffective (VI)

PLEASE CHECK THE BOX THAT BEST REFLECT YOUR RATING:

A. SATISFACTION ON THE TOPIC

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

B. COMPETENCY OF RESOURCE PERSON/s

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

Office or Division	Competency Assessment and Certification Division	
Classification	Complex	
Type of Transaction	Government to Client	
Who may avail:	Project Engineers, Project Managers, Supervisors, Trainers, Foremen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	
PRE-SCREENING REQUIREMENTS:		
1. Letter of Intent which includes: <ul style="list-style-type: none"> - Name - Address - Scope of the desired certification - Number of trainees (minimum of 15, maximum of 25) - Target date - Duly notarized statement that the applicant agrees to comply with the certification requirements and to supply any information needed for the assessment and any supporting information to demonstrate objectively compliance with the scheme pre-requisites. NOTE: Where permitted by law, other methods, including electronic signatures, are acceptable.	1	Can be sent through mail to the CMDF Office, or through e-mail at cacd.cmdf@gmail.com
2. Self-Assessment Form	1	Website: http://cmdf.dti.gov.ph/
3. Eligibility Requirements: <ul style="list-style-type: none"> a. Certificate of Employment indicating the number of years of work experience as a project manager. 	1	Company



ASSESSMENT PROCESS REQUIREMENT:					
1. Registration Form		1	Website: http://cmdf.dti.gov.ph/		
EXAMINATION REQUIREMENTS:					
1. Answer and accomplish the Examination Questionnaire.		1	To be provided by CMDF		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Write a letter of intent addressed to the program coordinator.	Prepare Program Calendar (F-PIM-002) detailing the scheduled conduct of training.	None	1 day	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.ph	1. Receive Registration Form (F-PIM-004) and Application for Certification Form (F-PIM-018)	None	1 day	Program Coordinator
3	Submit the eligibility requirements.	FOR ECOMTCP: 1. Assess the applicant's education background and job exposure.	None	1 day	Program Coordinator

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



4	Examination Process:		None	2 days	Psychometician
	<p>a. Take the examination. NOTE: If the candidate fails on any portion of the examinations, he/she has the option to retake the examination as long as he/she communicates with CMDP for the schedule.</p> <p>b. Panel Interview</p>	<p>Review the examination and evaluate the results.</p> <p>Invite members of the panel, who are industry experts, by sending out invitation letters.</p>		2 days	Program Coordinator
	TOTAL NUMBER OF DAYS:			7 days	

269 | Page

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Answer the client feedback form and drop it at the designated 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 following telephone numbers: 8890-1610 or 8511-1054.
How to file a complaint	Answer the client Complaint Form and drop it at the designated drop box inside the CMDF Office. Complaints can also be filed via telephone. Make sure to provide the following information: - Name of person being complained - Incident - Evidence For inquiries and follow-ups, clients may contact the following telephone numbers: 8890-1610 and 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 the feedback 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 Program Coordination and Monitoring Division			
Classification:	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 Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Signed correspondence from the client (general public, other government agencies) including its attachment/s, if any			From the emanating person/office/agencies	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN				
1.1 Submit original copy 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	None	1 day	Secretary/ Administrative 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	1.3. Send Acknowledgement memo/letter	None		Secretary/ Admin. Assistant
1.4. None	1.4. Identify nature of the inquiry	None	1 day	Executive Director/ Division Chief/ Asst. Division Chief/ Officer-In- Charge/ Secretary
1.5. None	1.5. Forward to Appropriate Section or Board/ Concerned Personnel	None		Assigned Technical Staff
1.6. None	1.6. 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
1.7. 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 scanned copy 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	<i>Secretary/ Administrative Assistant</i>
1.2. None	1.2. Send "Acknowledgment receipt" email <i>Note: Upon viewing of CIAP official email</i>	None		<i>Secretary/ Administrative Assistant</i>

1.3. None	1.3. Print correspondence and its attachments	None		<i>Secretary/ Administrative Assistant</i>
1.4. None	1.4. Stamp "received" on the receiving copy of the correspondence	None		<i>Secretary/ Administrative Assistant</i>
1.5. None	1.5. Identify nature of the inquiry	None	1 day	<i>Executive Director/Division Chief/ Asst. Division Chief/ Officer-In-Charge/ Secretary</i>
1.6. None	1.6. Forward to Appropriate Section or Board/ Concerned Personnel	None	4 days	<i>Assigned Technical Staff</i>
1.7. None	1.7. Appropriate Section or Board/ Concerned Personnel to take action on the inquiry/ correspondence and prepare reply	None		<i>Section or Board/ Concerned Personnel/ Technical Staff</i>
1.8. Receive reply from CIAP	1.8. Proceed to External Communication. Send reply to inquiry via mail, email, and/or messenger	None	1 day	<i>Secretary/ Administrative Assistant</i>
TOTAL:		None	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 Government G2C – Government to Client G2B – Government to Business		
Who may avail:	Winning Parties in the final award and judgment of CIAC		
CHECKLIST OF REQUIREMENTS		Copies	WHERE TO SECURE

1. Writ of Execution issued to designate Sheriff/Judgment Enforcement Officer.	1	Construction Industry Arbitration Commission (CIAC)		
2. Twenty Eight (28) copies of Certified True Copies of the Writ.	28	CIAC		
3. Photocopy of Terms of Reference	1	CIAC		
4. Certified Copy of the Order of Execution	1	CIAC		
5. Photocopy of Official Receipt for Execution Fees	1	CIAP Cashier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the Writ of Execution to the designated Sheriff with at least 28 Certified True Copies of the Writ.	1. Receive, docket and file the Writ with corresponding File Number.	None	<i>Within Twenty- Four (24) hours after receipt of Writ (docketing and filing)</i>	Designated Sheriff/Judgment Enforcement Officer
2. Pay execution fee and deposit fee	2. Issue Order of Payment	0.01 or 1% of judgment award and initial deposit fee of Php 1,000 which is subject to liquidation and replenishment	<i>5 minutes</i>	CIAP Cashier
3. None	3. Issue Demand for Satisfaction with attached CTC of Writ and serve the same to Losing Party.	None	<i>Within Seventy-Two Hours from issuance of Demand for Satisfaction.</i>	Designated Sheriff/Judgment Enforcement Officer
4. None	4. Upon failure of the Losing Party to Pay, the executing Sheriff shall issue Notice of Garnishment/Levy upon personal properties of the Losing Party being held by third parties e.g. Banks.		<i>After One Hundred Twenty (120) hours or Five days from serving of Demand.</i>	Designated Sheriff/Judgment Enforcement Officer

5. None	<p>5. Properties found in possession of the banks or 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 to the amount garnished in favor or in the name of the Winning Party, who shall receive the same within Seventy-Two (72) Hours from issuance thereof</p>		<p><i>Within Forty-Eight (48) Hours or Two (2) days from receipt of the Bank Replies.</i></p> <p><i>Winning Party shall receive the Manager's Check issued in his/her favor within Seventy-Two (72) Hours or Three (3) days from issuance thereof.</i></p>	Designated Sheriff/Judgment Enforcement Officer

6. None	6. If there are no personal properties to be garnished 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 the non-availability of personal properties of the Losing Party	None	<i>Within One Hundred Twenty (120) Hours or Five (5) days after receipt of documents certifying the non-availability of properties of the Losing Party.</i>	Designated Sheriff/Judgment 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 advanced by the winning party	The proceeds thereof shall be awarded to the Winning Party to either partially or fully satisfy the judgment award, within Twenty-Four (24) Hours after the conduct of the Public Auction.	Designated Sheriff/Judgment Enforcement Officer
7.2. None	<i>7.1 In case of personal property, posting of notice in three (3) public places for not less than Five (5) days;</i>			Designated Sheriff/Judgment Enforcement Officer

7.3. None	7.2 <i>In case of Real Property, posting Notice of Sale for Twenty (20) days in Three (3) conspicuous places;</i>			Designated Sheriff/Judg ment Enforcement Officer
7.4. None	7.3. <i>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.</i>			Designated Sheriff/Judg ment Enforcement Officer
7.5. None	7.4. <i>In all cases, written notice of sale shall be given to the losing party,at least Three (3) days before sale.</i>			Designated Sheriff/Judg ment Enforcement Officer
8. None	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.	None	<i>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.</i>	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 - Government to Government
Who may avail:	Internal Service
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Technical Assistance Request Form, and/or 2. Accomplished Internet Access Request Form.	CIAP - PPCMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Fill-up appropriate Technical Assistance Request Form	1.1. Received the accomplished Technical Assistance Request Form	None	10 minutes	Secretary/ Administrative Assistant
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

1.4. None	1.4. Conduct diagnosis	None	1 day	<i>Assigned Personnel</i>
1.5. None	1.5. Proceed to Service Delivery Note: Technical Assistance to governing boards' depend on the nature of request	None		<i>Assigned ICT Personnel/ Technical Staff</i>
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 <i>(Complex)</i>	None	4 days	<i>Assigned ICT Personnel/ Technical Staff</i>
2.1. Receive feedback on therequest	2.1. Provide feedback to requester and close the request	None	1 day	<i>Assigned ICT Personnel/ Technical Staff</i>
TOTAL:			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	

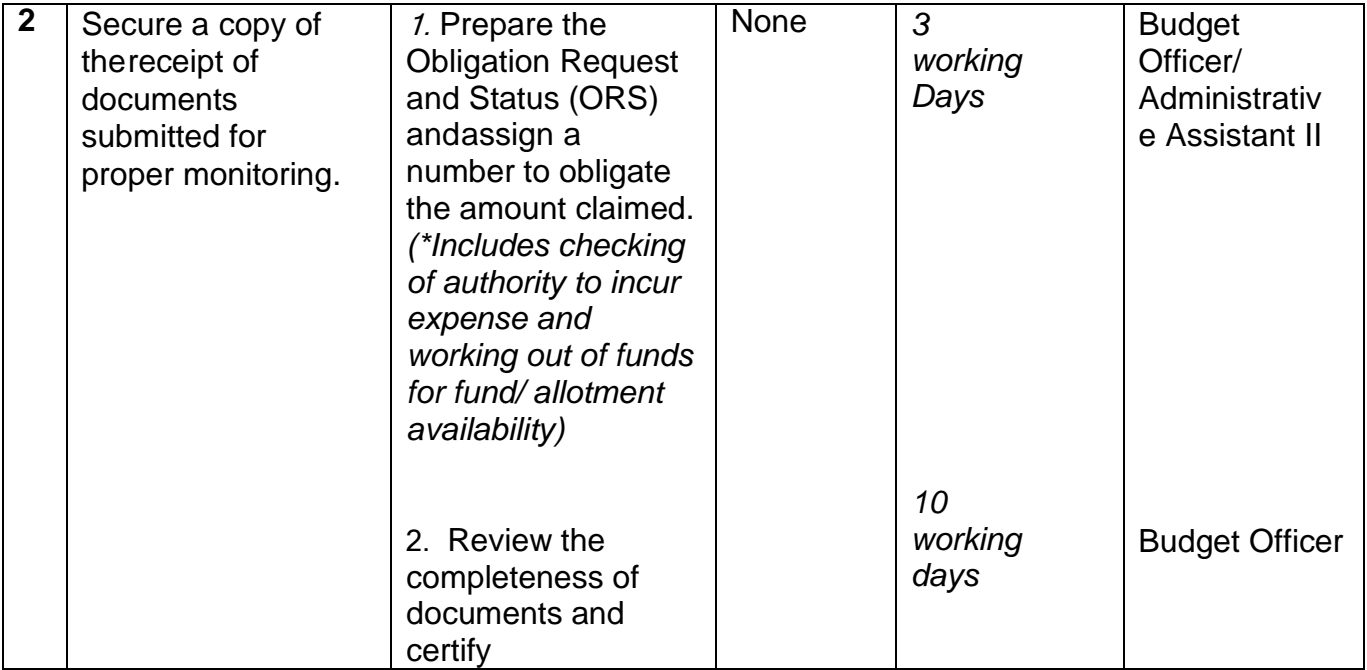
Item	No. of copies	
Authenticated photocopy of the approved APP and any amendment thereto	1	Supply Section
Approved Contract	1	Supply Section
Invitation to Apply for Eligibility to Bid	1	Supply Section
Letter of Intent	1	To be provided by the Supplier
Results of Eligibility Check/ Screening	1	Supply 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 the Head of the Procuring Entity of the Resolution of the BAC recommending award of the contract	1	Supply Section
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; <ul style="list-style-type: none"> • 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
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 the manufacturer that the supplier is an authorized distributor/ dealer of the products	1	To be provided by the Supplier
Approved Purchase Request	1	Supply Section



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

1.2. None	1.2. Checking as to the completeness of the documents needed.	None		Administrative Assistant II
1.3. None	1.3. Review the document as to its validity for claiming.	None		Administrative Assistant II
1.4. None	1.4. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.	None		Administrative Assistant II
1.5. None	1.5.. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.	None		Administrative Assistant 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 receipt and/or sign the receiving copy of the employee.	None		Administrative Assistant II



	<p>the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.</p> <p>3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant.</p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p><i>2 working Days</i></p> <p><i>20 Minutes</i></p> <p><i>3 working Days</i></p> <p><i>20 Minutes</i></p>	<p>Administrative Assistant II</p> <p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
TOTAL			<p><i>19 working Days, 2 Hours and 40 Minutes</i></p>	
<i>Please proceed to the next step (General Service Section)</i>				

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.

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:	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	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)	1. Check and Review by the receiving person 1.1 Checking as to the completeness of the documents needed. 1.2 Review the document as to its	None	2 Hours	Administrative Assistant II
	validity for claiming. 2. If the documents are not found to be in compliance 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 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. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i>	None	1 working Day	Budget Officer/ Administrative Assistant II
			2 working Days	Budget Officer
	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.		1 working Day	Administrative Assistant II
	3. Prepare the Disbursement			

	<p>Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant. <i>(*Includes computation for lates and absences and deductions)</i></p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p>20 Minutes</p> <p>2 working Days</p> <p>20 Minutes</p>	<p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
TOTAL			6 working Days, 2 Hours and 40 Minutes	
Please proceed to the next step (General Service 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 various implementing 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 ISO which 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, Obligation and 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.

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:	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 certificates (Forms 1902, 2305 and 2316)	1	Previous employer

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i>	<p>1. Check and Review by the receiving person</p> <p>1.3 Checking as to the completeness of the documents needed.</p> <p>1.4 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>	None	2 Hours	Administrative Assistant 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 checking of authority to incur expense and working out of funds for fund/ allotment availability)</i>	None	1 working Days	Budget Officer/ Administrative Assistant II

	<p>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.</p> <p>3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant. <i>(*Includes computation for lates and absences and deductions)</i></p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p>2 working Days</p> <p>1 working Day</p> <p>20 Minutes</p> <p>2 working Days</p> <p>20 Minutes</p>	<p>Budget Officer</p> <p>Administrative Assistant II</p> <p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
TOTAL			6 working Days, 2 Hours and 40 Minutes	
Please proceed to the next step (General Service Section)				

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.

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:	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 certificates (Forms 1902, 2305 and 2316)	1	Previous employer
Clearance from money, property and legal accountabilities	1	Previous Office
Certified true copy of pre-audited disbursement voucher of last salary from previous agency and/or	1	Previous Office

Certification by the Chief Accountant of last salary received duly verified by the assigned auditor thereat.				
Certificate of Available Leave Credits		1	Previous Office	
Service Record		1	Previous Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i>	<p>1. Check and Review by the receiving person</p> <p>1.5 Checking as to the completeness of the documents needed.</p> <p>1.6 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>	None	2 Hours	Administrative Assistant 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

		<p><i>checking of authority to incur expense and working out of funds for fund/ allotment availability)</i></p> <p>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.</p> <p>3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant. <i>(*Includes computation for late and absences and deductions)</i></p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of</p>		<p>2 working Days</p> <p>1 working Day</p> <p>20 Minutes</p> <p>2 working Days</p>	<p>Budget Officer</p> <p>Administrativ eAssistant II</p> <p>Administrativ eAssistant II</p> <p>Accountant</p> <p>Accountant</p>
--	--	---	--	--	---



		computation and certify the DV and its supporting documents. 5. Assign DV Number and DV release		20 Minutes	
TOTAL				6 working Days, 2 Hours and 40 Minutes	
<i>Please proceed to the next step (General Service Section)</i>					

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.

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:	Permanent employees who tendered their retirement/ resignation
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

Item		No. of copies		
Clearance from money, property and legal accountabilities		1	Copy to be provided by Personnel Section	
Approved DTR		1	Personnel Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and duly accomplish copy of clearance from Personnel Section	None	None	3 working Days	None

	<p>Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i></p>	<p>1. Check and Review by the receiving person</p> <p>1.7 Checking as to the completeness of the documents needed.</p> <p>1.8 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>	None	2 Hours	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. <i>(*Includes checking of authority to incur expense and working out of funds for fund/allotment availability)</i>	None	1 working Day	Budget Officer/ Administrative Assistant II
		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.		1 working Day	Budget Officer



	<p>3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant. <i>(*Includes computation for late and absences and deductions)</i></p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p>1 working Day</p> <p>20 Minutes</p> <p>1 Hour</p> <p>20 Minutes</p>	<p>Administrative Assistant II</p> <p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
TOTAL			<p>6 working Days, 3 Hours and 40 Minutes</p>	
Please proceed to the next step (General Service Section)				

6.ii.Preparation of Disbursement for Salary Differential

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:	Promoted/ With Step Increment Permanent Employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

Item		No. of copies			
Certified true copy of appointment in case of promotion or Notice of Salary Adjustment in case of step increment/ salary increase		1	Personnel Section		
Certificate of Assumption		1	Personnel Section		
Approved DTR		1	Personnel Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	1. Check and Review by the receiving person 1.9 Checking as to the completeness of the documents needed. 1.10 Review the document as to its validity for claiming.	None	2 Hours	Administrative Assistant II	



		<p>2. If the documents arenot found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. 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</p>			
	Secure a copy of thereceipt of documents submitted for proper monitoring.	<p>1. Prepare the Obligation Request andStatus (ORS) and assign number to obligate the amount claimed. <i>(*Includes checking of authority toincur expense and working out of funds forfund/ allotment availability)</i></p> <p>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 thetransaction.</p> <p>3. Prepare the Disbursement Voucher(DV) – amounts basedon the approved DTR</p>	None	<p><i>2 working Days</i></p> <p><i>2 working Days</i></p> <p><i>1 working Days</i></p>	<p>Budget Officer/ Administrative Assistant II</p> <p>Budget Officer</p> <p>Administrative Assistant II</p>

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

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 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:	Job Order/ Casual/ Contractual Personnel
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

Item	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 RESPONSIBLE
	Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)	1. Check and Review by the receiving person 1.11 Checking as to the completeness of the documents needed. 1.12 Review the document as to its validity for claiming.	None	2 Hours	Administrative AssistantII

		<p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>			
	Secure a copy of the receipt of documents submitted for proper monitoring.	<p>1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (<i>*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability</i>)</p> <p>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.</p> <p>3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as</p>	None	<p>1 working Day</p> <p>2 working Days</p> <p>1 working day</p>	<p>Budget Officer/ Administrative AssistantII</p> <p>Budget Officer</p> <p>Administrative AssistantII</p>



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

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 Government Employee/Official	
Who may avail:	CIAP Permanent Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	
Certified true copy of overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work	1	To be accomplished by the requesting person
Overtime Work Program	1	To be accomplished by the requesting person
Quantified Overtime accomplishment duly signed by the employee and supervisor	1	To be accomplished by the requesting person
Certified true copy of approved DTR	1	Personnel Section

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	1. Check and Review by the receiving person 1.13 Checking as to the completeness of the documents needed.	None	2 Hours	Accountant I

		<p>1.14 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>			
--	--	---	--	--	--

	Secure a copy of the receipt of documents submitted for proper monitoring.	<p>1. Computation of the amount of overtime pay due to the employee.</p> <p>2. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i></p> <p>3. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the</p>	None	<p>3 <i>working Days*</i></p> <p>1 working Day</p> <p>1 working Day</p>	<p>Accountant I</p> <p>Administrative Assistant II</p> <p>Budget Officer</p>
--	--	--	------	---	--

	requesting/ concerned unit as to the technicalities of the transaction.			
	4. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant.		<i>1 working Day</i>	Administrativ eAssistant II
	5. Forward the DV and its supporting attachments to the accounting division.		<i>20 Minutes</i>	Administrativ eAssistant II
	6. Receive, review the accuracy of computation and certify the DV and its supporting documents.		<i>5 hours</i>	Accountant
	7. Assign DV Number and DV release		<i>20 Minutes</i>	Accountant
TOTAL			<i>6 working Days, 7 Hours and 40 Minutes (starts from the 15th day following the month of requested actual overtime service)*</i>	

<p><i>* 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 records submitted.</i></p>			
<p>Please proceed to the next step (General Services Section)</p>			

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 various implementing boards:

- General Administrative and Support Services — to employ Information System Strategic Plan. This also conveys the fund appropriated for Commission on Audit 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 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, 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.

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:	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 TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)	1. Check and Review by the receiving person 1.15 Checking as to the completeness of the documents needed. 1.16 Review the document as to its validity for claiming. 2. If the documents are not found to be in compliance and/or complete, the claim shall	None	2 Hours	Administrative Assistant II

319 | Page



	<p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p>		<i>20 Minutes</i>	
--	--	--	-------------------	--



		5. Assign DV Number and DV release		2 working Days 20 Minutes	Administrative Assistant II Accountant Accountant
TOTAL				6 working Days, 2 Hours and 40 Minutes	
Please 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.

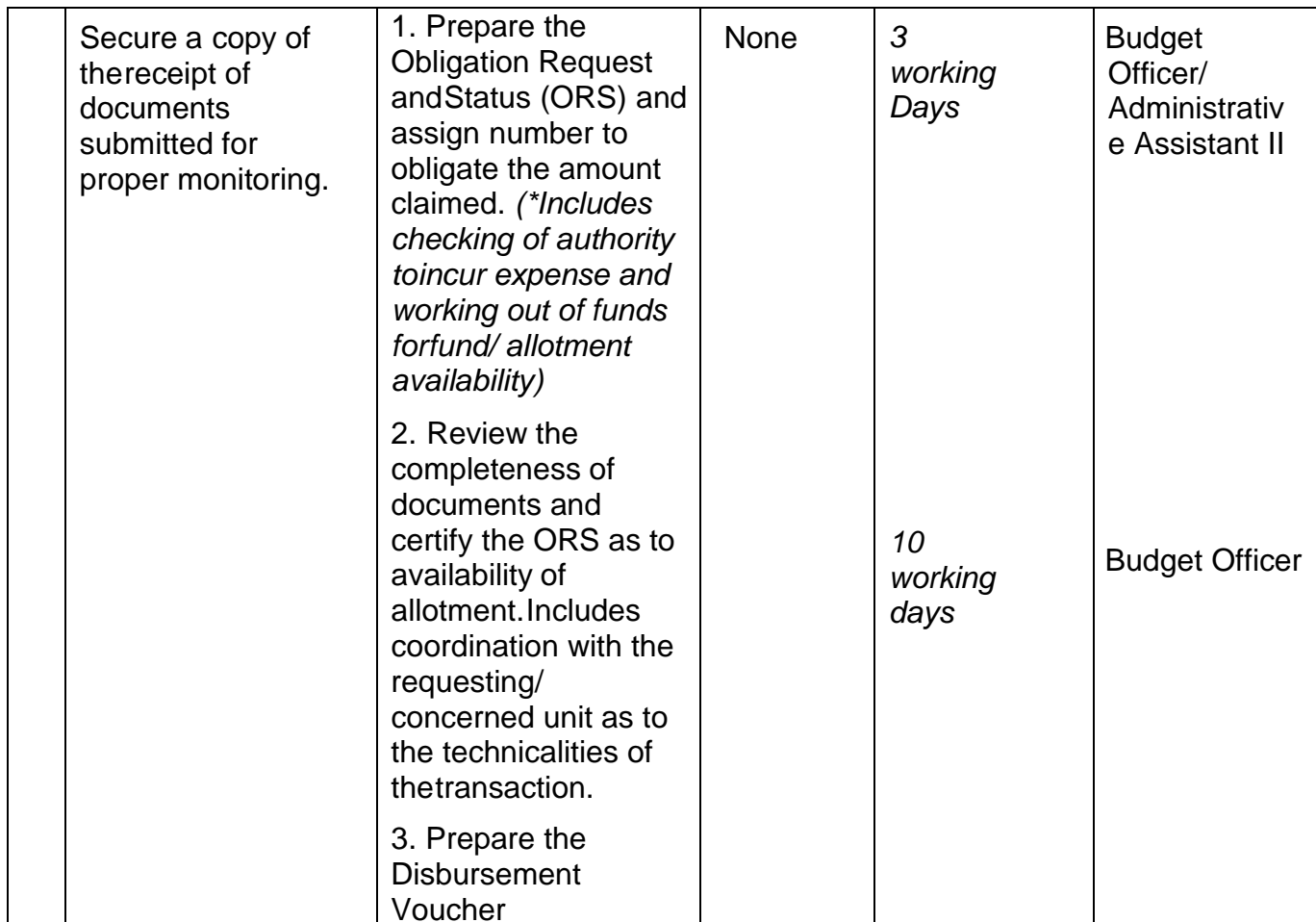
The inventory of supplies, materials and equipment spare parts to be procured out of available funds shall at no time exceed the normal three-month requirement, except if authorized by the head of the agency, it may be increased in anticipation of cost increases, or if necessitated by a national emergency or of an impending shortage in 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	
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 the Head of the Procuring Entity of the Resolution of the BAC recommending award of the contract	1	Supply Section		
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; <ul style="list-style-type: none">● 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 (<i>equipment only</i>)	1	Supply Section		
Approved Purchase Request	1	Supply Section		
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

	<p>Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i></p>	<p>1. Check and Review by the receiving person</p> <p>1.17 Checking as to the completeness of the documents needed.</p> <p>1.18 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>	None	1 working Day	Administrative Assistant II
--	--	---	------	---------------	-----------------------------



		(DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant.		2 working Days	Administrative Assistant II
		3. 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
TOTAL				19 working Days, 2 Hours and 40 Minutes	
Please proceed to the next step (General Service Section)					

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 the conditions 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 the items concerned.

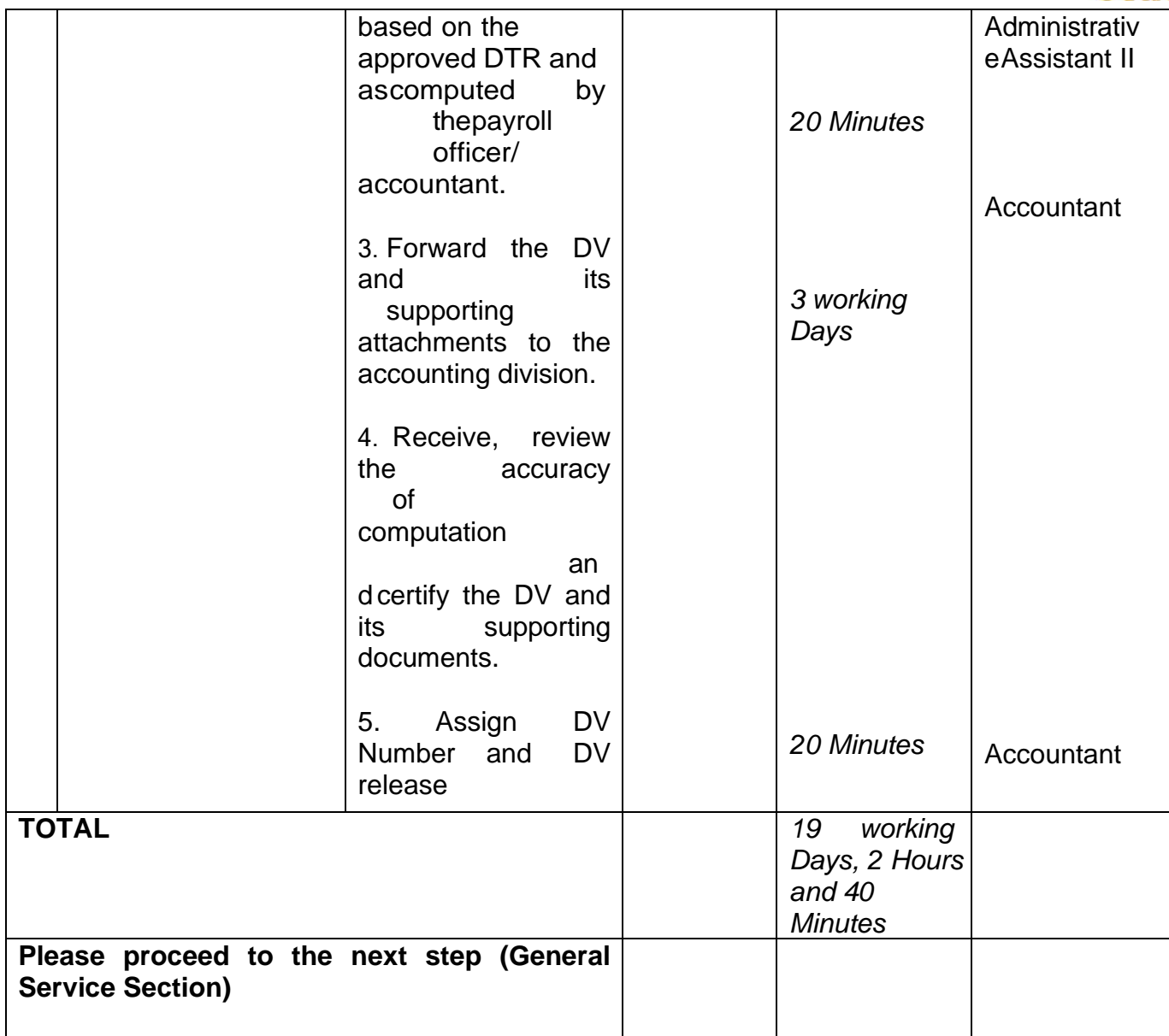
Finance Division shall not accept incomplete and non-compliant documents as defined by the Commission on Audit (COA) issued Circular No. 2012-001 dated June 14, 2012 which prescribes the guidelines and documentary requirements for common government transactions.

Office or Division:	Finance	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Creditors/ Suppliers	
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
Certified True copy of letter to selected manufacturer/ supplier to submit a price quotation and conditions of sale	1	Supply Section
Certificate of Exclusive Distributorship	1	To be provided by the Supplier
Certification from the agency that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government	1	Supply Section

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	<p>1. Check and Review by the receiving person</p> <p>1.19 Checking as to the completeness of the documents needed.</p> <p>1.20 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p>	None	1 working Day	Administrative Assistant II

		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.			
2	Secure a copy of the receipt of documents submitted for proper monitoring.	<p>1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i></p> <p>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.</p> <p>3. Prepare the Disbursement Voucher (DV) —amounts</p>	None	<p>3 working Days</p> <p>10 working days</p> <p>2 working Days</p>	<p>Budget Officer/ Administrative Assistant II</p> <p>Budget Officer</p> <p>Administrative Assistant II</p>



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 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	
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 (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Winning Bidder's offer or proposal	1	Supply Section
Abstract of Bids	1	Supply Section

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	<p>1. Check and Review by the receiving person</p> <p>1.21 Checking as to the completeness of the documents needed.</p> <p>1.22 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>	None	1 working Day	Administrative Assistant II

	cure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to	None	3 <i>working Days</i>	Budget Officer/ Administrative Assistant II
		obligate the amount claimed. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i>			
		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 <i>working days</i>	Budget Officer
		3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant.		2 <i>working Days</i>	Administrative Assistant II
		3. Forward the DV and its supporting attachments to the accounting division.		20 Minutes	Administrative Assistant II
		4. Receive, review		3 <i>working Days</i>	Accountant

		the accuracy of computation and 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	
<i>Please proceed to the next step (General Service Section)</i>					

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 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.

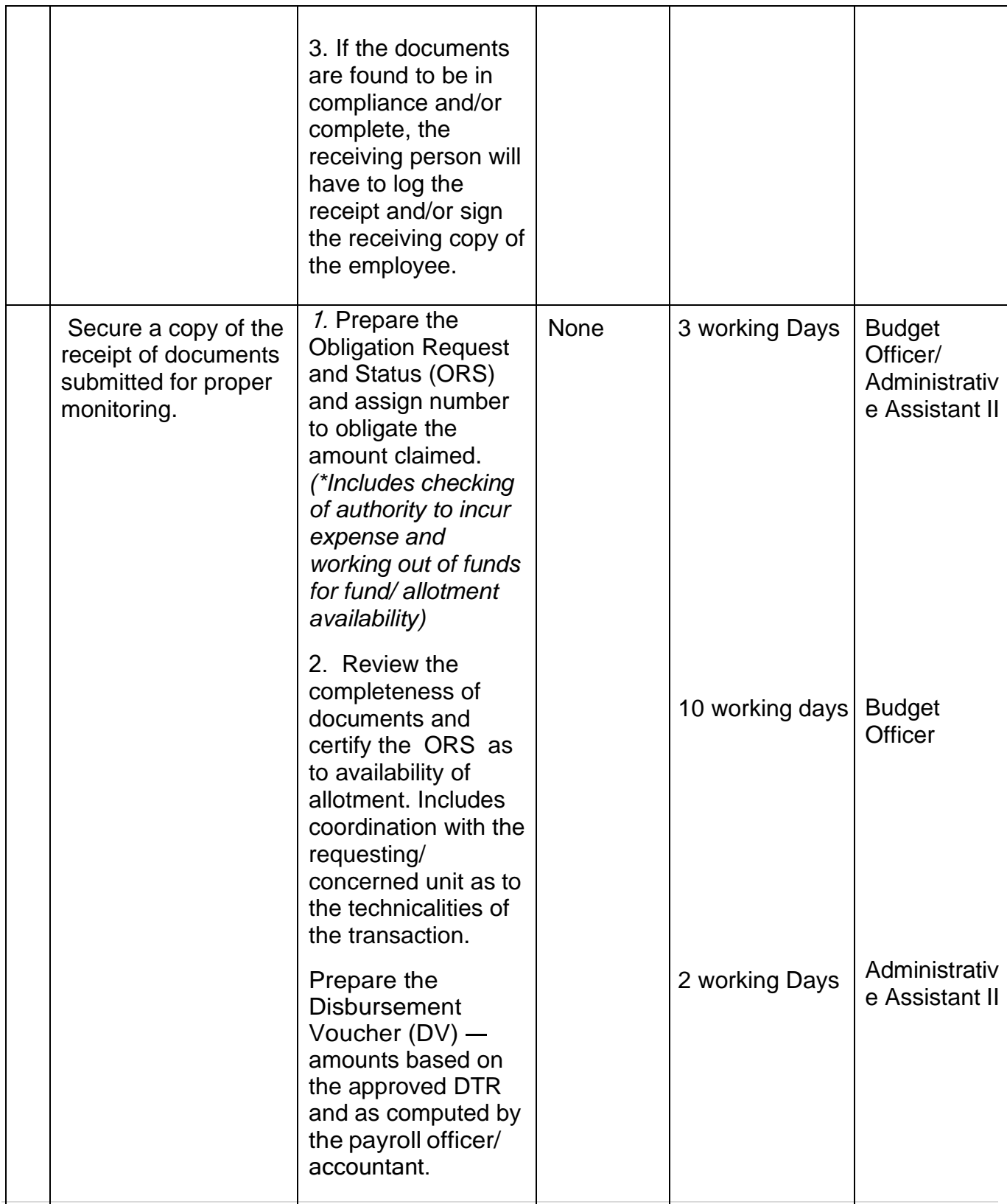
Finance Division shall not accept incomplete and non-compliant documents as defined by the Commission on Audit (COA) issued Circular No. 2012-001 dated June 14, 2012 which prescribes the guidelines and documentary requirements for common government transactions.

Office or Division:	Finance
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	Creditors/ Suppliers
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 (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	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
Agency's offer for negotiations with selected supplier	1	Supply Section
Certification of BAC on the failure of competitive bidding for the second time	1	Supply Section
Evidence of invitation of observers in all stages of negotiation	1	Supply Section

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	<p>1. Check and Review by the receiving person</p> <p>1.23 Checking as to the completeness of the documents needed.</p> <p>1.24 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p>	None	1 working Day	Administrative Assistant II



		3. 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
TOTAL				19 working Days, 2 Hours and 40 Minutes	
<i>Please proceed to the next step (General Service Section)</i>					

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 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	
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 (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	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
Justification as to the necessity of purchase	1	Supply Section

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)	<p>1. Check and Review by the receiving person</p> <p>1.25 Checking as to the completeness of the documents needed.</p> <p>1.26 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>	None	1 working Day	Administrative Assistant II

	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. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i>	None	3 <i>working Days</i>	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 <i>working days</i>	Budget Officer
		3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant.		2 <i>working Days</i>	Administrative Assistant II
		3. 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		3 <i>working Days</i>	Accountant

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

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

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.

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	
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 (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	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 TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)	<p>1. Check and Review by the receiving person</p> <p>1.27 Checking as to the completeness of the documents needed.</p> <p>1.28 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>	None	1 working Day	Administrative Assistant II

	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. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i>	None	3 <i>working Days</i>	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 <i>working days</i>	Budget Officer
		3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant.		2 <i>working Days</i>	Administrativ e Assistant II
		3. Forward the DV and its supporting attachments to the accounting division.		20 Minutes	Administrativ e Assistant II
		4. Receive, review			

		the accuracy of computation and certify the DV and its supporting documents.		3 <i>working Days</i>	Accountant
		5. Assign DV Number and DV release		20 Minutes	Accountant
TOTAL				19 working Days, 2 Hours and 40 Minutes	
<i>Please proceed to the next step (General Service Section)</i>					

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.

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	
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 (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	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 RESPONSIBLE
	<p>Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)</p>	<p>1. Check and Review by the receiving person</p> <p>1.29 Checking as to the completeness of the documents needed.</p> <p>1.30 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>	None	1 working Day	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. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i>	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
		3. 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
TOTAL				19 working Days, 2 Hours and 40 Minutes	
<i>Please proceed to the next step (General Service Section)</i>					

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 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
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 (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Copy of the original contract	1	Supply Section
Certification that the supplier has complied with all requirements under the original contract	1	Supply Section

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)	<p>1. Check and Review by the receiving person</p> <p>1.31 Checking as to the completeness of the documents needed.</p> <p>1.32 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>	None	1 working Day	Administrative Assistant II

	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. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i>	None	3 <i>working Days</i>	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 <i>working days</i>	Budget Officer
		3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant.		2 <i>working Days</i>	Administrative Assistant II
		3. 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 <i>working Days</i>	Accountant



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

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			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees of the CIAP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Purchased Request (1 original, 1 photocopy)		AFMD- Procurement Section		
2. Technical Specifications (1 original 1 photocopy) indicating the following, such as but not limited to: <ul style="list-style-type: none"> Quantity Material (if applicable) Color (if applicable) Dimensions (if applicable) Estimated cost Estimated delivery date Sample picture, layout or swatch of item to be procured Purpose 		Requesting Party, CIAP Staff		
3. Approved Budget for the Contract/ Certificate of Availability of Funds Complete Specification, Estimated Amount/Cost and Quantity (1 original, 1 photocopy)		Budget Officer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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

	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 – Procurement Section	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Employees of the CIAP	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished Purchase Request (1 original, 1 Photocopy)		1. Procurement Section
2. Copy of APP or Supplemental APP if item is not included in the original APP. – (1 photocopy)		2. Procurement Section
3. Memo request signed by the Head of Office (1 original)		3. Requesting Office
4. Approved Budget for the Contract/Certificate of Availability of Funds (1 original, 1 Photocopy)		4. Budget Section
5. List of complete item specifications (for item, supplies, materials) (1 Original, 1 Photocopy)		5. Requesting Office
<ul style="list-style-type: none"> • Quantity • Material (if applicable) • Color (if applicable) • Size (if applicable) • Estimated cost • Estimated delivery date • Sample picture or layout of item to procured • Purpose 		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING 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/review submitted documents	None	1 hour	BAC Secretariat
	1.2 Prepare Request for Quotation and secure signature from Approving Officer	None	2 hours	BAC Secretariat BAC/Head Secretariat
	1.3 Post the Request for Quotation to PhilGEPS and CIAP websites, and to conspicuous place of CIAP.	None	three (3) to seven (7) calendar days	BAC Secretariat,
	1.4 Evaluate and Rank Bid/s	None	1 working day	BAC Secretariat, BAC/TWG
	1.5 Prepare documents for award (Abstract of Canvass, Purchase Order and BAC Resolution)	None	1 day	BAC Secretariat
	1.6 Sign the documents for award	None	2 working days	BAC, Office of the Designated BAC and Head of Procuring Entity (HoPE)
	1.7 Inform the winning bidder	None	30 minutes	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/Receiving 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/Supply Office
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	
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 (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Price quotations from at least three <i>bonafide</i> and reputable suppliers	1	Supply Section
Abstract of canvass	1	Supply Section

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	<p>1. Check and Review by the receiving person</p> <p>1.33 Checking as to the completeness of the documents needed.</p> <p>1.34 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>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.</p>	None	1 working Day	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. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i>	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
TOTAL				19 working Days, 2 Hours and 40 Minutes	
<i>Please proceed to the next step (General Service Section)</i>					

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-(Government to Government)
Who may avail:	CIAP concerned employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

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

3		Prepare Job Order	None	5 minutes	Administrative Officer/Designated Administrative Personnel (AFMD)
4		Procure Job Order Service	None	Based on R.A.No. 9184	Administrative Officer/Designated Administrative Personnel (AFMD)
5		Repair of Equipment/ Facility	None	Based on agreement	Job Order Service Provider
6		Conduct Inspection/Test Run	None	Based on agreement/type of equipment	Administrative Officer/Designated Administrative Personnel (AFMD)
7		Turn-over equipment/ Facility to End-user	None	5 minutes	Administrative Officer/Designated Administrative Personnel (AFMD)
8		Update equipment/ facility records	None	5 minutes	Administrative Officer/Designated 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 Transaction:	Internal/Within the Agency-(Government to Government)
Who may avail:	CIAP concerned employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

Item			No. of copies		
1. Duly accomplished Request Form.			1	Dispatcher	
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit the duly accomplished RequestForm to dispatcher at least one day before the scheduled trip (Except in cases of emergency).	Receive the Request Form andindicate the availability/non-availability of vehicle	None	5 minutes	Dispatcher
2		Send the RequestForm to the Records Section for assigning of reference number(if vehicle is available)	None	5 minutes	Dispatcher
3		Assign reference number	None	5 minutes	Records Clerk
4		Approval/Denial of Request	None	2 minutes	Administrative Officer V
5		Release of the Trip Ticket	None	5 Minutes	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 Position

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:	Job Order/Contractual Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	
Request Form for Filling up Vacant Positions	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 Data Sheet	3	Applicant/s
Authenticated Transcript of Records	1	Applicant/s
Certificate of Training	1	Applicant/s
Authenticated CSC eligibility or PRC License	1	Applicant/s
Birth Certificate certified by PSA	1	Applicant/s
Marriage Certificate certified by PSA, if applicable	1	Applicant/s
Authenticated Diploma	1	Applicant/s
NBI, Police, Barangay Clearance	1	Applicant/s
Certificate of Trainings/Seminars	1	Applicant/s
Certificate of Previous Employment, if any	1	Applicant/s
Pre-employment Medical (Physical Test, Blood Test, Urinalysis, Chest x-ray, Drug Test)	1	Applicant/s
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 Appointment certified by Previous employer	1	Applicant/s
Accomplished SALN	3	Applicant/s

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

5	Administer Psychological Examination	1. Applicant/s who qualify and accepted during the initial interview shall be subjected for Psychological Examination	None	1 working day	Administrative Officer
6	Conduct Panel Interview	<p>1. Applicant/s who passes the Psychological Examination shall be subjected for Panel Interview</p> <p>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.</p> <p>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.</p>	None	1 working day	HRMA
7	Personnel Selection Board (PSB) Deliberation	1. Assessment of candidates for promotion and hiring based the CIAP PSB Policies and Procedures guidelines	None	1 day	PSB
8	Preparation of Appointment	<p>1. Preparation of Appointment papers for applicant/s who pass the cut-off score during the PSB deliberation.</p> <p>2. Appointment papers for signature of the Appointing Authority</p>	None	5 days	Administrative Officer

		3. For the position with more than one (1) applicant who met the cut-off score. The appointing authority has the discretion to choose who to appoint.			
9	Submission of Pre-employment requirements	1. Letter will be sent to applicant/s whose appointment was already signed requiring them to submit the pre-employment documents.	None	15 days	Administrative Officer
10	Oath Taking	Applicants who have already complied 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
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

Item		No. of copies			
Request Form for Contract of Service		1	Personnel Section		
Application Form		2	Personnel Section		
Hiring Action Report		1	Personnel Section		
Contract of Service		3	Personnel Section		
Resume/Personnel Data Sheet		3	Applicant/s		
Transcript of Records		1	Applicant/s		
Certificate of Training		1	Applicant/s		
CSC eligibility or PRC License		1	Applicant/s		
Birth Certificate certified by PSA		1	Applicant/s		
Marriage Certificate certified by PSA, if applicable		1	Applicant/s		
Diploma		1	Applicant/s		
NBI, Police, Barangay Clearance		1	Applicant/s		
Certificate of Trainings/Seminars		1	Applicant/s		
Certificate of Previous Employment, if any		1	Applicant/s		
Pre-employment Medical (Physical Test, BloodTest, Urinalysis, Chest x-ray, Drug Test)		1	Applicant/s		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for Manpower	1.The requesting party will request for manpower usingthe Hiring Request Form for Contract of service. 2. For approval of the CIAPExecutive Director	None	1 working day	Requesting party
2	Received Request for Manpower	1. Requirement for manpowerwill be published at the CIAP website	None	10 Working day	AdministrativeOfficer

3	Received Applications	1.Screen Applicants qualification based on the requirement of the requesting party.	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 the requesting 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 of Service	1.Upon completion of the required pre-employment documents, contract of service will 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 of Contract of Service	1.Signed contract of service shall 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:	Job Order/Contractual Personnel
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

Item		No. of copies			
Performance Evaluation Form		1		Personnel Section	
Contract of Service		4		Personnel Section	
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Set evaluation schedule	1. Distribute Performance Evaluation Forms 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 <ul style="list-style-type: none">QuantityQualityTimeliness B. General Behavior	1. Rate the COS based on the following rating scale: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Marginal/Below Satisfactory 1 - Unsatisfactory	None	2 working days	Immediate Supervisor Peer

	<ul style="list-style-type: none"> • Adaptability/ Flexibility 				
	<ul style="list-style-type: none"> • Customer/ Service Orientation • Work Standard • Planning & Organizing • Attendance & Punctuality • Stress Tolerance • Compliance to Office Rules <p>C. Interpersonal Skills:</p> <ul style="list-style-type: none"> • Teammanship • Deference to Authority • Initiative <p>D. Communication Skills:</p> <ul style="list-style-type: none"> • Oral Communication • Written Communication 				
3	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

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

VII. Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Answer the Client Satisfaction Feedback Survey (CSFS) Form and drop it at the designated drop box in front of the front liners' counter</p> <p>Contact Info: 8895-4424 or ciap.feedback@dti.gov.ph</p>
How feedbacks are processed	<p>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 relevant offices and they are required to answer within three (3) calendar days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following telephone number: 8895-4424.</p>
How to file a complaint	<p>Answer the Client Satisfaction Feedback Survey (CSFS) Form and drop it at the designated drop box in front of the front liners' counter.</p> <p>Complaints can also be filed via telephone. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained - Incident - Evidence <p>For inquiries and follow-ups, clients may contact the following telephone number: 8895-4424.</p>
How complaints are processed	<p>The designated officer opens the feedback/complaints dropbox on a quarterly basis and evaluates each CSFS.</p> <p>Upon evaluation, the designated officer shall forward the feedback/complaint report to the relevant office for their explanation.</p> <p>The designated officer will create a report after the investigation and shall submit it to the Head of the Agency for appropriate action.</p> <p>The designated officer will give the feedback to the client, if and only if the client had provided contact information in the CSFS.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: 8895-4424.</p>
Contact Information of CCB, PCC, ARTA	<p>ARTA: complaints@arta.gov.ph : 1-ARTA (2782)</p> <p>PCC : 8888</p> <p>CCB : 0908-861-6565 (SMS)</p>

