

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

CITIZEN'S CHARTER

2022



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MESSAGE

Through its strengthened Citizen's Charter, the Construction Industry Authority of the Philippines (CIAP), an attached agency of the Department of Trade and Industry, continues its commitment to streamline the current systems and procedures of government services. This will ensure the efficient delivery of its services under the objectives of Republic Act (RA) No. 11032 or the "Ease of Doing Business and Efficient Delivery of Government Services Act of 2018".

The Citizen's Charter is a testament to CIAP's commitment of promoting transparency, accountability, and good governance which enables it to effectively formulate and implement policies and programs for the growth and development of the country's construction industry, enabling it to be a dynamic and globally competitive sector that contributes to our overall growth.

The development of comprehensive guidelines and requirements for government services will make transactions more seamless, accessible, and convenient for our clients. CIAP's improved service standards, will surely result to higher standards of performance and service delivery, which will significantly contribute to economic growth and nation-building.

May this humble effort further encourage our partners, both public and private, to actively take part in more infrastructure-related programs and projects in support of the vision of President Ferdinand R. Marcos Jr.'s "Build, Better, More" flagship program that is set to attract more investments and generate higher quality and better-paying jobs for Filipinos.

Together, let us Build, Better, More to achieve a prosperous and thriving Philippine construction industry.

Mabuhay ang CIAP!



MESSAGE OF SUPPORT

Recognizing the construction industry's critical role as one of the major industry sectors that significantly contributes to the nation's development and economic growth, the Construction Industry Authority of the Philippines (CIAP) is committed to promote, accelerate, and regulate the construction industry's growth and development in accordance with national goals. Hence, it is with utmost pride that CIAP presents its strengthened Citizen's Charter with new policies and programs aligned with the requirements of Republic Act No. 11032, also known as the "Ease of Doing Business Act".

The "Ease of Doing Business Act" is essential for the efficient delivery of government services, which will boost the country's competitiveness. CIAP and its five (5) implementing boards namely, the *Philippine Contractors Accreditation Board (PCAB), the Philippine Overseas Construction Board (POCB), the Philippine Domestic Construction Board (PDCB), the Construction Industry Arbitration Commission (CIAC), and the Construction Development Foundation (CMDF)*, provide synergy for timely, efficient, and effective services to our construction industry stakeholders as well as to the public.

Currently, CIAP services encompass contractor's licensing and registration, manpower training and development, domestic construction and overseas market development and arbitration of disputes arising from construction contracts. Maximizing technological advancement by bringing its processes online, CIAP is continuously innovating to provide effective delivery of services in the most efficient manner.

As we continue to improve our government services, we hope that the CIAP's Citizen's Charter will serve as a main tool for communicating our services with the utmost transparency and efficiency, as part of our commitment to providing high-quality public service.

IRENEO X DTI Undersecretary and CIAP Alternate Chairman



MESSAGE OF SUPPORT

The Construction Industry Authority of the Philippines (CIAP) and its Implementing Boards, in pursuit of excellent public service and with due acknowledgement of its valued partners in the construction industry, hereby pledge to continue providing its services with transparency, integrity and accountability.

As such, CIAP presents to the public its updated and enhanced Citizen's Charter which will serve both as a menu to the different CIAP frontline services, and a guide to the appropriate fees, prescribed steps, processing times, and personnel in charge of each service. Through this effort of streamlining government transactions, it is hoped that red tape will be minimized, if not totally eliminated.

On the other hand, the formulation of the Citizen's Charter will serve as an anchor for every CIAP employee in continuously giving their uninterrupted service while having clear perspective in mind of its target deliverables despite changing political landscape and management priorities. The men and women of CIAP is envisioned to embody, in word and in deed, its identity of *"Tatag at Tapat"* as enshrined in our Philippine Construction Industry Roadmap 2020-2030.

May this Citizen's Charter achieve its purpose in providing excellent service to the public and institutionalizing the goals of this organization. Through the collective effort of everyone involved, the CIAP as an institution shall be amongst the drivers of a more sustainable, inclusive, and better future for all Filipinos.

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. Itexercises jurisdiction and supervision over the following implementing arms.

Philippine Contractors Accreditation Board (PCAB)

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

a. Issue, suspend and revoke licenses of contractors so that only reliable and responsible contractors shall be allowed to practice in the construction industry.

b. Evaluate and classify contractors in accordance with their specialization's and capacities so that contractors are only allowed to participate in public bidding or enter into contract with a private party to do contractual work within the field of its license.

c. Investigate violations of the Contractor's License Law and the regulations hereunder;

d. Adopt such relevant and necessary rules and regulations to effect the classifications of contractors in a manner consistent with established usage and procedures found in the construction business.

Philippine Overseas Construction Board (POCB)

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

a. Formulate strategies and programs for developing the Philippine OverseasConstruction Industry

b. Regulate and control the participation of construction contractors in overseasconstruction project.

Philippine Domestic Construction Board (PDCB)

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



a. Formulate and recommend appropriate policies and guidelines for prequalification, bidding and contract award for public infrastructure projects;

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 regardsthe appointment, replacement or challenging of arbitrators

Construction Manpower Development Foundation (CMDF)

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

a. Draw up an overall construction manpower development plan and relevant strategies

b. Develop and implement manpower training programs for the construction industry

c. Formulate and adopt construction skills standards and establish training and certification facilities in coordination with Technical Education Skills and Development Authority (TESDA)

d. Recommend appropriate policies and measures to rationalize training and export of trained manpower in the construction industry in coordination with the Department of Labor and Employment (DOLE)

e. Perform such other functions as may be assigned by the Authority



II. Vision 2022:

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

III. Mission:

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

IV. Service Pledge:

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

a. Work for an environment conducive to the growth and development of the Construction Industry;

b. Ensure that only competent and reliable contractors are allowed to engage in construction contracting;

c. Promote Filipino capabilities and corporate export of construction and related services;

d. Promote an environment for the effective and efficient implementation of public and private construction in the country;

e. Provide speedy and expeditious settlement of claims/disputes arising from construction contracts;

f. Enhance the competencies and capabilities of the human resource of the construction industry;

g. Promote greater participator of the private sector in the formulation of the policies and resolutions of issues affecting the industry;

h. Promote the implementation of streamlined services and procedures to expedite the delivery of our services to the internal and external clients;

i. Continually improve our processes while upholding the value of professionalism, integrity and commitment to public service;

j. Utilize optimally the resources and harness the fullest potential of our people adhering to the R.A. 11032 or the 'Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and

k. Address the need of all clients or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break.



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Philippine Contractors Accreditation Board

External Services

1. Online Filing of Upgrading of Size Range AND/OR Additional Project Kind in Registration for Government Infrastructure Project/ARCC

Processing of application for Upgrading of Size Range and/or Additional Project of existing Registration for Government Infrastructure Project or "ARCC".

Office or Division:	Philippine Contractors Accreditation Board (PCAB)			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	PCAB Licensed Contractors v Registration for Government In "ARCC"	vith existing and valid nfrastructure Project or		
Checklis	t of Requirements	Where to Secure		
Reference: Cat Table (PCAB-QMS	egorization and Classification -REF-001)	PCAB Online Licensing Portal:		
Instructional G ARCC-Additional P	uide: ARCC – Upgrading of roject Kind.pdf	 pcab.constructio n.gov.ph pcabgovph.com bit.ly/PCABGuid e 		
Signed-up account for	PCAB Online Licensing Portal PCAB Online			
Note: Use ONE accou	ount only for all application types.			
Valid Regular Contract	or's License reflected in the	PCAB Online		
PCAB Online Licensing	ng Portal account Licensing Portal account			
Duly accomplished set Upgrade/Addl Project	of digital forms: ARCC □ Kind	PCAB Online Licensing Portal account account ARCC Upgrade/Addl Project Kind		
A. Legal				
A. Contractor's Ge 1 Note: • Applicant upgrade the siz by selecting the sizes of the sizes	neral Information. has the option to simultaneously the range/s and add project kind/s both "Upgrade" and "Additional	PCAB Online Licensing Portal account ARCC Upgrade/Addl Project Kind General Information		



F G ir V V	 Project Kind" under "Type of Application for Registration and Classification of Contractor for Sovernment Infrastructure Projects" option and indicating the new AND currently approved project kind/s and size range/s. Additional fees vill apply. Always declare the new and current ARCC Project Kinds and Size Ranges in the application. Otherwise, these will not be included in the digital license. Computation of application fees would depend on the selected type of application, declared new and/or changes in the current size ranges and project kinds. Always refer to your previously approved contractor's license certificate for reference. 	
A.1.1	For UPGRADING OF SIZE RANGE: The following supporting documents should be signed by the AMO on each and every page:	Project Owner
	Government Project (Certified True Copy by the Project Owner):	
	 Copy of Contract Agreement; Authenticated copy of Contract Agreement; Certificate of Acceptance/Completion from Tendering Agency; Approved sub-contract agreement by the government implementing agency, if applicable Copy of Cost Breakdown/Bill of Quantities, if applicable; 	
	Private Project (Certified True Copy by the Project Owner):	



	 Copy of Contract Agreement Certificate of acceptance completion from Project Owner/Main Contractor Copy of Cost Breakdown/Bill of Quantities, if applicable Copy of Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307) Copy of the following BIR documents duly filed, stamped- received and certified by BIR Quarterly Value-Added Tax Return (BIR Form No. 2550- Q); Summary Alphabetical List/Alphalist of Withholding Taxes (SAWT); 	
B. Pa	yment	
B. 1 	 Pay the application fees. Payment Options: PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 	PCAB Online Licensing Portal account □ ARCC □ Upgrade/Addl Project Kind □ Pay/Submit • PayMaya/GCas h payment facility integrated within PCAB Online Licensing Portal • Landbank Linkbiz Portal external website / Ibp-eservices.com • Over-the- counter: CIAP Makati or CIAP Windows



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
STEP 1				
Complete application requirements.	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account. Note: Use ONE account only for all	None	None	None	None
application types.				
STEP 3				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.	CIAP Cashier / CIAP Window Cashier will	Breakdown of fees can be found in the	10 minutes (Note: for over-the-	CIAP Cashier / CIAP
 Payment Options: PayMaya/GCas h e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or 	receive the payment and copy of Order of Payment and issue Official Receipt (Note: for over-the-	Payment portion of the application. Computation of fees by the system will be based on the selected	counter transactions only).	Window Cashier (Note: for over-the- counter transactions only)
CIAP Windows)*	counter transactions only).	application type, category,		Landbank Linkbiz Portal
• *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the the application and subject to payment		principal classification, number of declared other classifications, number of declared project kinds		



reconciliation by the CIAP Cashier. • Manager's Cheque/Cashier's Cheque is NOT a proof of payment. • For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.		and size ranges. See License Fee Structure at the last page.		
 3.3. Submit complete application. Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished. 	None	None	None	None
STEP 44.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.4.2. Receive schedule of STE interview, <i>if</i> applicable.	4.1. Evaluate Government Registration qualifications and indicate conditions / deficiencies, if any. 4.2. Inform client regarding the schedule of STE interview, <i>if applicable.</i>	None	20 business days	Government Registration Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members



 4.3. Receive application result. For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address. 	4.3. Review evaluation result and recommend disapprove or approve .	None		
For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.				
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions/deficiencies are found fully complied.				
SIEP 6				
Verity issued digital license at <u>pcab.construction.gov.</u> <u>ph/verify</u> or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the	None	None	None



verification			
website.			
TOTAL PROCESSING	G DAYS: 20 Bus	iness Days	
(From time of submission of application to recommendation of Board Members)		lembers)	

LICENSING FEE STRUCTURE

Upgrading of Size Range for Registration for Government Infrastructure Project / ARCC
 a. Upgrading: From Small A to Small B: ₽ 120 From Small A/B to Medium A/B: ₽ 2,400 From Small A/B to Large A/B: ₽ 4,800 From Medium A to Medium B: ₽ 120 From Medium A/B to Large A/B: ₽ 2,400 From Large A to Large B: ₽ 120 b. Filing Fee: ₽ 1,200 c. License Fee: ₽ 5,000 d. Documentary Stamp Tax: ₽ 30 e. Legal Research Fund: ₽ 12
Additional Project Kinds for Registration for Government Infrastructure Project /
 a. Current Project Kind with Size Range of: Small A to Large B: ₽ 1,200 for each project kinds Small A/B and applied for: Medium A/B: ₽ 3,600 (1st PK) + ₽ 1,200 for each succeeding project kinds Large A/B: ₽ 4,800 (1st PK) + ₽ 1,200 for each succeeding project kinds Medium A/B and applied for: Medium A/B and applied for: Small A/B or Medium A/B: ₽ 1,200 for each additional project kinds Large A/B: ₽ 4,800 (1st PK) + ₽ 1,200 for each additional project kinds Large A/B: ₽ 4,800 (1st PK) + ₽ 1,200 for each additional project kinds Medium Filler A/B: ₽ 1,200 for each additional project kinds Large A/B: ₽ 1,200 each additional project kinds Large A/B: ₽ 1,200 each additional project kinds Large Fee: ₽ 1,200 License Fee: ₽ 5,000



2. Online Filing of New Registration for Government Infrastructure Project/ARCC

Processing of application for New Registration for Government Infrastructure Project

Office or Division:	Philippine Contractors Accred	ditation Board (PCAB)			
Classification:	Highly Technical				
Type of Transaction:	Government to Business				
Who may avail:	PCAB Licensed Contractors without Registration for				
	Government Infrastructure Pr	roject or "ARCC"			
Checklist of R	equirements	Where to Secure			
Reference: Categorizat	ion and Classification Table	PCAB Online Licensing			
(PCAD-QIVIS-REF-001)	DCC New ABCC adt	Fullal.			
• Instructional Guide. Ar	CC – New ARCC.pul	ov.ph			
		 pcabgovph.com 			
		 bit.ly/PCABGuide 			
Signed-up account for PCAB C	Inline Licensing Portal	PCAB Online Licensing Portal:			
Note: Use ONE account only f	or all application types.	 pcab.construction.g 			
		ov.ph			
		 pcabgovph.com 			
Valid Regular Contractor's Lice	nse reflected in the PCAB	PCAB Online Licensing			
Online Licensing Portal accour		Portal account			
Duly accomplished set of digital	a lonns: ARCC L New	PCAB Online Licensing			
		New Registration for			
		Government Infrastructure			
A. Legal					
A.1 Contractor's Ge	neral Information.	PCAB Online Licensing			
		Portal account ARCC			
Note:		New Registration for			
• Sel	ect project kinds based on the	Government Infrastructure			
approved	primary classification and	Project 🗆 General			
other class	silication/s.				
	nputation of application lees				
declared s	ize ranges and project kinds				
● Alw	avs refer to your previously				
issued cor	tractor's license certificate for				
reference.					
Instruction: Acco	omplish digital form.				
B. Payment	U				



	. ()					CI
B.1 Pay	y the app	lication fees	6.		PCAB On	
Pay	vment Or	tions.				aistration for
1 43	● PavM	ava/GCash (e-wallet/debit or	credit	Government Infrastructure	
	card			oroun	Project	Pay/Submit
	• Landb	ank Linkbiz	Portal*			5
	• Over-	the-counter ((CIAP Makati or	CIAP	 Pay 	/Maya/GCash
	Windows)*	·		payme	nt facility
Not	te:				integra	ted within PCAB
	• *Scan	ned copy of	proof of payment	t (e.g.	Online	Licensing Portal
	official re	ceipt, transa	ction receipt) sh	all be	 Lar Dortal 	ndbank Linkbiz
	uploaded	as attachm	ent in the applic		/ lbn-e	
		shier		by the	• Ov	er-the-counter
	 Mana 	aer's Cheau	e/Cashier's Cher	nue is	CIAP	Makati or CIAP
	NOT a pr	oof of pavme	ent.	14010	Windo	WS
	• For	those w	ho paid thi	rough		
	PayMaya	/GCash pay	ment facility, pay	/ment		
	will be	reconciled	automatically	and		
	uploading	g of proof	of payment is	NOT		
	required.					
Ins	truction	Accomplish	the digital form.			
		AGENCY		DDO		DEDGON
CLIENT ST	EPS	ACTION		PRO		PERSON RESPONSIBLE
		S				
STEP 1	ation	Nega	None	Nana		Nene
Complete applic	ation	None	None	None	•	None
STEP 2						
Log-in at PCAB	Online	None	None	None		None
Licensing Portal	using					
previously signe	d-up					
account.						
Note: Use ONE	account					
types	cation					
STEP 3						
3.1. Accomplis	h each	None	None	None		None
digital forms and	d upload					
supporting docu		1				
1	ments					
3.2. Pay the ap	ments plication	CIAP	Breakdown of	10 m	inutes	CIAP Cashier /
3.2. Pay the ap fees.	ments plication	CIAP Cashier /	Breakdown of fees can be	10 mi (Note	inutes e: for	CIAP Cashier / CIAP Window
3.2. Pay the ap fees.	ments plication	CIAP Cashier / CIAP	Breakdown of fees can be found in the	10 mi (Note over-	inutes e: for the-	CIAP Cashier / CIAP Window Cashier (Note:



PayMaya/GCash	Cashier	portion of the	transactions	counter CIA
e-wallet/debit or	will	application.	only).	transactions
credit card	receive	Computation		only)
• Landbark Linkbiz Portal*	payment	system will		Landbank
Over-the-counter	and copy	be based on		Linkbiz Portal
(CIAP Makati or CIAP	of Order	the selected		
Windows)*	Pavment	type.		
Note:	and issue	category,		
 *Scanned copy of 	Official	principal		
proof of payment	Receipt	classification,		
(e.g. official receipt,	over-the-	declared		
shall be uploaded as	counter	other		
attachment in the the	transactio	classifications		
application and	ns only).	, number of		
subject to payment		project kinds		
CIAP Cashier		and size		
 Manager's 		ranges.		
Cheque/Cashier's		See Lieenee		
Cheque is NOT a		Fee		
 proof of payment. For those who 		Structure at		
paid through		the last		
PayMaya/GCash		page.		
payment facility,				
payment will be				
automatically and				
uploading of proof of				
payment is NOT				
required.	Nono	Nono	Nono	Nono
application.	NONE	NONE	NOTE	INUTIO
Important Note: For this				
type of application,				
application is automatic				
once the payment				
portion is accomplished.				
STEP 4	1 1	None	20 husingas	
application via PCAB	Evaluate	NULLE	davs	



Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	Governm ent Registrati on qualificati ons and indicate condition s / deficienci			Government CIA Registration Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board
4.2. Receive schedule of STE interview, <i>if</i> <i>applicable</i> .	es, if any. 4.2. Inform client regarding the schedule of STE interview, <i>if</i> <i>applicabl</i> <i>e</i> .	None		Members
 4.3. Receive application result. For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address. 	4.3. Review evaluatio n result and recomme nd disappro ve or approve .	None		
For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.				
Download and print the digital license certificate from PCAB Online	Generate digital license	None	1 minute	PCAB License Creation Team

Licensing Portal account.	certificate			CIA
Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.				
STEP 6				
Verify issued digital license at pcab.construction.gov.p h/verify or pcabgovph.com/verify	Details of the digital license certificate is automatic ally posted at the verificatio n website.	None	None	None
ΤΟΤΑ	L PROCESS	SING DAYS: 20	Business Days	
(From time of submis	ssion of appl	ication to recom	mendation of Boa	ard Members)

LICENSING FEE STRUCTURE

New Registration for Government Infrastructure Project / ARCC

- a. Small A/B: ₽ 2,400 for 1st project kind + ₽ 1,200 for each succeeding project kinds
- b. Filing Fee: ₽ 1,200
- c. License Fee: 5,000
- d. Documentary Stamp Tax: ₽ 30
- e. Legal Research Fund: ₽ 12



3. Online Filing of Renewal of Registration for Government Infrastructure Project/ARCC

Processing of application for Renewal of Registration for Government Infrastructure Project or "ARCC".

Office	or Division:	Philippine Contractors Accreditation Board (PCAB)				
Classi	fication:	Highly Technical				
Туре о	of	Government to Business				
Trans	action:					
Who n	nay avail:	PCAB Licensed Contractors with R	Registration for Government			
		Infrastructure Project or "ARCC"				
	Checkli	st of Requirements	Where to Secure			
•	Reference: Cat	egorization and Classification	PCAB Online Licensing			
lat	ble (PCAB-QMS	-REF-001)	Portal:			
•	Instructional G	uide: ARCC – New ARCC.pdf	 pcab.construction. 			
			gov.pn			
			pcabgovph.com			
0.			bit.ly/PCABGuide			
Signed	a-up account for	PCAB Unline Licensing Portal	PCAB Online Licensing			
Note		nt only for all application types	Portai:			
Note:	Use ONE accou	nt only for all application types.	• pcab.construction.			
			gov.pn			
	Degular Contract	ar's Lissness reflected in the DCAD	pcabgovpn.com			
	Kegular Contract	or s License reflected in the PCAB	PCAB Online Licensing			
Duly	Licensing Porta	of digital formal ABCC Banawal				
of Poo	listration for Cov		PCAB Online Licensing			
Uniteg	istration for Gov		Portal account ARCC			
			for Government			
			Infrastructure Project			
A. Leo	al					
A.1	Contractor's G	eneral Information.	PCAB Online Licensing			
			Portal account ARCC			
	Note:		Renewal of			
	• Se	elect project kinds based on the	Registration for			
	approved	primary classification and other	Government			
	classifica	tion/s.	Infrastructure Project 🗆			
	• Co	omputation of application fees	General Information			
	would de	epend on the number of declared				
	size rang	es and project kinds.				
	• Al	ways refer to your previously issued				
	contracto	r's license certificate for reference.				
	Instruction: Ac	complish digital form.				
B. Pay	vment					



B.1	Pay the application fees.	PCAB Online Licensing P Portal account ARCC
	Payment Options:	□Renewal of Registration
	 PayMaya/GCash e-wallet/debit or credit card Landbank Linkhiz Partal* 	for Government Infrastructure Project Pav/Submit
	 Over-the-counter (CIAP Makati or CIAP Windows)* 	 PayMaya/GCash
	 Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. Instruction: Accomplish the digital form. 	payment facility integrated within PCAB Online Licensing Portal • Landbank Linkbiz Portal external website / lbp- eservices.com • Over-the-counter: CIAP Makati or CIAP Windows

CLIENT STEPS	AGENCY ACTION S	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
STEP 1				
Complete application requirements.	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account. Note: Use ONE account only for all application types.	None	None	None	None
STEP 3				
3.1. Accomplish each digital forms and upload	None	None	None	None



supporting				CI
documents				
3.2. Pay the	CIAP	Breakdown	10 minutes	CIAP Cashier / CIAP
application fees.	Cashier /	of fees can	(Note: for	Window Cashier
	CIAP	be found in	over-the-	(Note: for over-the-
Payment	Window	the	counter	counter transactions
Options:	Cashier	Payment	transactions	only)
 PayMaya/ 	will	portion of	only).	
GCash e-	receive	the		Landbank Linkbiz
wallet/debit	the	application.		Portal
or credit card	payment	Computatio		
Landbank	and copy	n of fees by		
Linkbiz	of Order	the system		
Portal*	of	will be		
Over-the-	Payment	based on		
counter	and issue	the selected		
(CIAP Makati	Official	application		
or CIAP	Receipt	type,		
Windows)*	(Note: for	category,		
	over-the-	principal		
Note:	counter	classificatio		
 *Scanned 	transactio	n, number		
copy of proof	ns only).	of declared		
of payment		other		
(e.g. official		classificatio		
receipt,		ns, number		
transaction		of declared		
receipt) shall		project		
be uploaded		kinds and		
as		size ranges.		
attachment		See		
in the the		Jieense		
application		Eco		
and subject		Structure		
to payment		at the last		
reconciliation				
by the CIAP		page.		
Cashier.				
Manager				
S Observe /Os				
Cneque/Cas				
hier's				
NOT a proof				
ot payment.				



 For those who paid through PayMaya/GC ash payment facility, payment will be reconciled automatically and 				CI
uploading of proof of payment is NOT				
required.				
3.3. Submit complete application.	None	None	None	None
Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.				
STEP 4				
4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Governm ent Registrati on qualificati ons and indicate condition s / deficienci es, if any.	None	20 business days	Government Registration Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members



4.2. Receive schedule of STE interview, <i>if</i> <i>applicable</i> .	4.2. Inform client regarding the schedule of STE interview, <i>if</i> <i>applicabl</i> <i>e.</i>	None		CI	A
4.3. Receive application result. For disapproved application, receive system- generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.3. Review evaluatio n result and recomme nd disappro ve or approve.	None			
For approved application, receive system- generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.					
STEP 5	0	N.			
Download and print the digital license certificate from PCAB Online	Generate digital license certificate	None	1 minute	PCAB License Creation Team	



Licensing Portal				CI			
account.							
Note: If the							
applicant							
receives a							
notice of							
deficiency/ies							
(as mentioned							
in Step 4.1). the							
download link							
for digital							
liconso is							
dischlad until							
ALL conditions /							
deficiencies are							
found fully							
complied.							
STEP 6							
Verify issued	Details of	None	None	None			
digital license at	the digital						
pcab.constructio	license						
n gov ph/verify	certificate						
or	is						
ncabaovab com/	automatic						
pcabyovpri.com/	automatic						
verny	ally						
	posted at						
	the						
	verificatio						
	n						
	website.						
-	TOTAL PRC	CESSING DA	YS: 20 Busines	s Days			

(From time of submission of application to recommendation of Board Members)

LICENSING FEE STRUCTURE

Renewal of Registration for Government Infrastructure Project / ARCC

- a. For First Project Kind with Largest Size Range of:
 - Small A/B: ₽ 2,400 + ₽ 1,200 for each succeeding project kinds
 - Medium A/B: ₽ 4,800 + ₽ 1,200 for each succeeding project kinds
 - Large A/B: ₽ 7,200 + ₽ 1,200 for each succeeding project kinds
- b. Filing Fee: ₽ 1,200
- c. License Fee: ₽ 5,000
- d. Documentary Stamp Tax: ₽ 30
- e. Legal Research Fund: ₽ 12



4. Online Filing of New 'Pakyaw' Contractor's License Application

Processing of applications for 'Pakyaw' Contractor's License which provides for a facility to legitimize the operation of smalls scale contractors.

Office or Division: Philippine Contractors			Accreditation Board (PCAB)		
Class	sification:	Complex			
Туре	of Transaction:	Government to Business			
Who	may avail:	New applicants			
		 Small-scale Filip 	pino Sole Proprietors		
		For Sole Proprietorship only and can undertake			
		private projects only	/		
	Checklist of Re	quirements	Where to Secure		
Instru	ictional Guide: Pakya	aw Contractors License	PCAB Online Licensing Portal:		
- New	v.pdf		 pcab.construction.gov.ph 		
		 pcabgovph.com 			
0.			bit.ly/PCABGuide		
Signe	d-up account for PCA	B Online Licensing	PCAB Online Licensing Portal:		
Portai			 pcab.construction.gov.pn 		
Note: Use ONE appoint only for all application			 pcabgovpn.com 		
types					
Duly a	accomplished set of di	gital forms: Pakvaw	PCAB Online Licensing Portal		
Pakva	aw New		account		
A. Legal					
A.1	A.1 Contractor's General Information.		PCAB Online Licensing Portal		
			account 🗆 Pakyaw 🗆 Pakyaw New		
	Instruction: Accomp	olish digital form.	General Information		
Α.	1.1 DTI Business N	lame Registration	Department of Trade & Industry		
	(Territorial Scop	e: at least	(DTI) / www.dti.gov.ph		
	City/Municipal)				
		omplich digital form			
B To	chnical	Jomplish digital form.			
B. 1 Authorized Managing Officer			PCAB Online Licensing Portal		
(AMO)/Proprietor			account Pakvaw Pakvaw New		
			□ General Information		
Note: Authorized Managing Officer		anaging Officer			
(AMO)/Proprietor shou		ould be at least 18			
years old.					
Instruction: Accomplish digital form.					



B.1.1	National Certification (NC) 2* issued by TESDA in a construction related skill.	Technical Education And Skills Development Authority (TESDA) / www.tesda.gov.ph	
	*Note: New applicants may skip this requirement/supporting document and will be required to be completed on the renewal of license.		
	Instruction: Upload as attachment (one PDF file only).		
B.1.2	Certificate of Completion of One- day Entrepreneurial Course / 2-day AMO Seminar Instruction: Upload as attachment (one PDF file only).	Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf -OR- PCAB Accredited Contractors Associations	
B.1.3	Certificate of Completion of One- day Safety Seminar / Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar Instruction: Upload as attachment (one PDF file only).	Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf -OR- PCAB Accredited Contractors Associations	
C. Financ	ial		
C.1 Bai with pre a b Ins PD	nk Certificate/Bank Statement dated hin the last two (2) weeks immediately ceding the filing of application showing alance of at least Php 20,000. truction: Upload as attachment (one F file only).	PCAB Online Licensing Portal account Pakyaw Pakyaw New General Information	
C.1.1	Authority to Verify Documents with the Depository Bank – template can be downloaded at PCAB Online Licensing Portal account Pakyaw Pakyaw New General Information	PCAB Online Licensing Portal account Pakyaw Pakyaw New General Information	
D	Instruction: Download the LATEST Authority to Verify Documents with the Depository Bank template, accomplish, notarize and upload as attachment (one PDF file only).		
D. Payme	ent		



D.1	Pay the application fees.	PCAB Online Licensing Portal A P account Pakyaw Pakyaw New
	Payment Options:	Pay/Submit
	 PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 	 Pay/Submit Pay/Maya/GCash payment facility integrated within PCAB Online Licensing Portal Landbank Linkbiz Portal external website / lbp- eservices.com Over-the-counter: CIAP Makati or CIAP Windows
	Instruction: Accomplish the digital form.	

Instruction: Accomplish the digital form.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE
STEP 1				
1.1. Attend the One-day Entrepreneurial Course and One-day Safety Seminar.	None	Cost of One-day Entrepreneurial Course and One- day Safety seminar may vary depending on the Seminar Host.	None	None
1.2. Complete remaining application requirements.	None	None	None	None
STEP 2				
2.1. Create a valid email address.	None	None	None	None
2.2. Sign-up an account at PCAB Online Licensing	None	None	None	None



Portal: pcab.constructio n.gov.ph or pcabgovph.com Note: Use ONE account only for all application types.				CI	
2.3. Log-in using signed-up	None	None	None	None	
account.					
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None	
 3.2. Pay the application fees. Payment Options: PayMaya /GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* 	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt (Note: for over-the- counter transactions only).	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.	10 minutes (<i>Note:</i> for over-the- counter transaction s only).	CIAP Cashier / CIAP Window Cashier (Note: for over-the- counter transactions only) Landbank Linkbiz Portal	
Note: • *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded		Structure at the last page.			
				Ę	
------------------------------	------	------	------	------	-------------
	1	1			TA .
as				C	I A P
attachment					
in the the					
application					
and subject					
to payment					
reconciliation					
by the CIAP					
Cashier.					
 Manager' 					
S					
Cheque/Cas					
hier's					
Cheque is					
NOT a proof					
of payment.					
For those					
who paid					
through					
PayMaya/GC					
ash payment					
facility,					
payment will					
be reconciled					
automatically					
and unleading of					
uploading of					
proor or					
roquirod					
3 3 Submit	Nono	Nono	Nono	Nono	_
complete	NONE	NONE	NONE	NONE	
annlication					
application.					
Important Note					
For this type of					
application					
submission of					
application is					
automatic once					
the payment					
portion is					
accomplished.					
STEP 4					



					-
4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Technical and, Financial qualifications and indicate conditions / deficiencies, if any.	None		PCAB Pakyaw I K License Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members	P
4.2. Receive application result.	4.2. Review evaluation result and recommend	None			
For	disapprove				
disapproved	or approve .				
application,			7 business		
receive system-			days		
notice of					
disapproval and					
its details					
through PCAB					
Online Licensing					
Portal account					
e-mail address.					
For approved					
application,					
receive system-					
notice of					
approval and its					
details through					
PCAB Online					
Licensing Portal					
account and					
mail address					
STEP 5					

Download and print the digital license certificate from PCAB Online Licensing Portal account. Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1) , the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied	Generate digital license certificate.	None	1 minute	PCAB License I A Creation Team	
STEP 6					
Verify issued digital license at pcab.constructio n.gov.ph/verify or pcabgovph.com/ verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None	
TOTAL PROCESSING DAYS: 7 Business Days					
(From time of submission of application to recommendation of Board Members)					

New Pakyaw Contractors License Application
a. License Fee: ₽ 500
b. Documentary Stamp Tax: ₽ 30

c. Legal Research Fund: ₽ 12



5. Online Filing of Renewal of 'Pakyaw' Contractor's License Application

Processing of applications for renewal of 'Pakyaw' Contractor's License.

Office	or	Philippine Contractors Accreditation Board (PCAB)				
	n: fication:	Complex				
	sf	Covernment to Business				
Transa	action:	Government to Dusiness				
Who m	nay avail:	Pakyaw Contractor's license	holder			
-	Checklis	t of Requirements	Where to Secure			
Instruc	tional Guic	le: Pakyaw Contractors	PCAB Online Licensing Portal:			
License	e - Renewal	.pdf	• pcab.construction.gov.p			
		•	h			
			 pcabgovph.com 			
			bit.ly/PCABGuide			
Signed	-up account	for PCAB Online Licensing	PCAB Online Licensing Portal:			
Portal		C C	 pcab.construction.gov.p 			
			h i i i i i i i i i i i i i i i i i i i			
Note: l	Jse ONE ac	count only for all application	 pcabgovph.com 			
types.						
Valid P	akyaw Cont	aw Contractor's License reflected in PCAB Online Licensing Por				
the PC	AB Online L	icensing Portal account	account			
Duly accomplished set of digital forms: Pakyaw		set of digital forms: Pakyaw	PCAB Online Licensing Portal			
🛛 🗆 Paky	/aw Renewa	al	account Pakyaw Pakyaw			
	-	Renewal				
A. Leg						
A.1	Contracto	r's General Information.	PCAB Online Licensing Portal			
	Instructio	a. Accomplish digital form	Benewel Constal			
	Instruction	n: Accomplish digital form.				
B Too	hnical					
D. Tec	Authorizo	d Managing Officer	PCAR Online Licensing Portal			
D.1		onrietor	account \Box Pakyaw \Box Pakyaw			
	Instructio	on: Accomplish digital form				
B.1.1	National C	Certification (NC) 2 issued Technical Education And Skills				
	by TESDA	A in a construction related Development Authority				
	skill.		(TESDA) / www.tesda.gov.ph			
	Instructio	n: Upload as attachment				
	(one PDF	file only).				
C. Fina	ancial					



C.1	Annual Financial Statement/Audited Financial Statement indicating at least Php 20,000 signed by the Certified Public Accountant (CPA): 1. Income Tax Return (Year End) 2. Receipt of Income Tax Return and 3. Statement of Financial Position or Balance Sheet 4. Statement of Income 5. Statement of Cash Flow Instruction: Upload as attachment (one PDF file only).	PCAB Online Licensing Porta
D. Pav	ment	
D.1	 Pay the application fees. Payment Options: PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 	 PCAB Online Licensing Portal account Pakyaw Pakyaw Renewal Pay/Submit PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal Landbank Linkbiz Portal external website / lbp-eservices.com Over-the-counter: CIAP Makati or CIAP Windows



	AGENC			
CLIENT STEPS	Y ACTIO NS	FEES TO BE PAID	PROCESSIN G TIME	RESPONSIBL E
STEP 1				
Complete application requirements.	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account.	None	None	None	None
Note: Use ONE account only for all application types.				
STEP 3				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application	CIAP	Breakdown of	10 minutes	CIAP Cashier /
fees.	Cashier / CIAP	fees can be found in the	(Note: for over-the-	CIAP Window Cashier (Note:
 Payment Options: PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* 	Window Cashier will receive the paymen t and copy of Order of Paymen	Payment portion of the application. Computation of fees by the system will be based on the selected application type,	counter transactions only).	for over-the- counter transactions only) Landbank Linkbiz Portal
 Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's 	t and issue Official Receipt (Note: for over- the- counter transacti ons only).	category, principal classification, number of declared other classifications , number of declared project kinds and size ranges.		



Cheque is NOT a proof of payment. • For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.		See License Fee Structure at the last page.		CI
 3.3. Submit complete application. Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished. 	None	None	None	None
STEP 4 4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluat e Technic al and, Financia I qualifica tions and indicate conditio ns / deficien cies, if any.	None	7 business days	PCAB Pakyaw License Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
 4.2. Receive application result. For disapproved application, receive system-generated notice of disapproval and its details through PCAB 	4.2. Review evaluati on result and recomm end	None		



For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.				
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1) , the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	Generat e digital license certificat e.	None	1 minute	PCAB License Creation Team
Verify issued digital license at pcab.construction.gov.ph/ verify or pcabgovph.com/verify	Details of the digital license certificat e is automat ically posted at the verificati on website. PROCESS	None ING DAYS: 7 B	None	None



	Renewal of Pakyaw Contractors License Application
d.	License Fee: 🗕 500
e.	Documentary Stamp Tax: ₽ 30
f.	Legal Research Fund: ₽ 12

6. Online Filing of Additional-Revision in Classification/s in Regular License Application

Processing of applications for additional-revision in principal classification and/or other classification/s of regular license.

Office or Division:	Philippine Contractors Accreditation Board (PCAB)					
Classification:	Highly Technical					
Type of Transaction:	Government to Business					
Who may avail:	PCAB Licensed Contractors					
Checklist	t of Requirements	Where to Secure				
Reference: Category (PCAB-QMS-REF-001)	prization and Classification Table	PCAB Online Licensing Portal:				
Instructional Guid	le: Regular License – Upgrading	 pcab.constructi 				
and Additional-Revisio	n in Classification.pdf	on.gov.ph				
		 pcabgovph.com 				
		 bit.ly/PCABGuid 				
		е				
Signed-up account for PC	AB Online Licensing Portal	PCAB Online				
	Licensing Portal:					
Note: Use ONE account	 pcab.constructi 					
	on.gov.ph					
	 pcabgovph.com 					
Valid Regular Contractor's	s License reflected in the PCAB	PCAB Online				
Online Licensing Portal ad	count	Licensing Portal				
		account				
Duly accomplished set of	PCAB Online					
Upgrade/Addl Class		Licensing Portal				
	account □Regular					
	License					
		Upgrade/Addl Class				
A. Legal						



A.1	 Contractor's General Information. Note: Applicant has the option to simultaneously renew the Registration for Government Infrastructure Projects or "ARCC" by selecting the "Yes" button under "I want to apply for renewal of Registration for Government Projects" option and indicating the current project kind/s and size range/s. Additional fees will apply. Always refer to your previously issued contractor's license certificate for reference. 	PCAB Online Licensing Portal account Regular License Upgrade/Addl Class General Information
A.2	 Contractor's Affidavit. Note: Only the LATEST and NOTARIZED Contractor's Affidavit shall be uploaded. For applications with STE, upload the duly accomplished Contractor's Affidavit which includes the signature of STE opposite its name (paragraph 5, item f) INCOMPLETE and INCONSISTENT information in the Contractor's Affidavit shall result to DOWNGRADING of category and/or DISAPPROVAL of the application. Instruction: Download the LATEST Contractor's Affidavit template (PCAB-QMS-CLR-AFF-F16 Revision No. 00, 01AUG2022), accomplish, notarize and upload as attachment (one PDF file only). 	PCAB Online Licensing Portal account
B. Experi	ence of the Firm Statement of Annual Value of Work	PCAB Online
5.1	Accomplished / On-going Projects, <i>if</i> applicable.	Licensing Portal account Regular License Upgrade/Add Class
		Experience of the Firm/SAVWA



C. Techni	cal	
C.1	New Sustaining Technical Employees (STEs), <i>if applicable.</i> Note: Category "Trade/E" license holders with principal classification "Specialty-Trade" or "Specialty-Waterproofing Work" or "Specialty- Painting Work", may skip the New STE requirements.	PCAB Online Licensing Portal account Regular License Upgrade/Addl Class Newly Nominated STEs
	Instruction: Accomplish digital form.	Drafa a si a a si
C.1.1	Clear copy of valid PRC ID Card (Front and Back) Instruction: Upload as attachment (one PDF file only).	Professional Regulation Commission / prc.gov.ph
C.1.2	 Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar. Instruction: Upload as attachment (one PDF file only). 	Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap. cmdf
C.1.3	 STE Interview, <i>if applicable.</i> Note: Applicant will be notified of the schedule through provided contact details and email address indicated in the application. Interview is online. 	Philippine Contractors Accreditation Board (PCAB) STE Interview Staff
C.2	Currently Nominated STEs, <i>if applicable</i> . Instruction: Accomplish digital form.	PCAB Online Licensing Portal account Regular License Upgrade/Addl Class Currently Nominated STEs
D. Payme	nt Des the employed on feed	
D.1	 Payment Options: PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* 	 CAB Online Licensing Portal account Regular License Upgrade/Addl Class Payment PayMaya/GCas h payment facility



	Note:			integrated within			
	*Scanne	PCAB Online					
	official rece	Licensing Portal					
	uploaded a	s attachment in t	the application and	Landbank			
	subject to r	avment reconcil	iation by the CIAF	P Linkhiz Pa	ortal		
	Cashier	ayment recorren			vohsito /		
	Monogo	r'a Chaqua/Car	bior's Chaqua i				
		of of novmont	siller's Cheque is		bo		
		hoo	naid therework				
		unose who	paid inrough	Mokoti or			
	Paylviaya/G	but payment	lacility, paymen	Windowe	CIAF		
			ally and uploading				
		bayment is NOT	required.				
		l'ala da a al'a					
	Instruction: Ad	ccomplish the dig	gital form.		DEDOON		
		AGENCY	FEES TO BE	PROCESSIN	PERSON		
CLIE	INI SIEPS	ACTIONS	PAID	G TIME	RESPONS		
					IBLE		
SIEP	Concern Providence		Num	NI	NUM		
Comple	ete application	None	None	None	None		
requirements.							
STEP 2							
Log-in a	at PCAB	None	None	None	None		
Online	Licensing						
Portal using							
previously signed-up							
accoun	t.						
Note: U	se ONE						
accoun	t only for all						
applica	tion types.						
STEP 3							
3.1. Ac	complish each	None	None	None	None		
digital	forms and						
upload	supporting						
docume	ents				_		
3.2. Pay the		CIAP Cashier	Breakdown of	10 minutes	CIAP		
application	tion fees.	/ CIAP	fees can be	(Note: for	Cashier /		
		Window	found in the	over-the-	CIAP		
Payme	nt Options:	Cashier will	Payment	counter	Window		
• [PayMaya/GCa	receive the	portion of the	transactions	Cashier		
sh e	-wallet/debit or	payment and	application.	only).	(Note: for		
crec	lit card	copy of Order	Computation		over-the-		
• L	andbank	of Payment	of fees by the		counter		
Link	biz Portal*	and issue	system will be		transaction		
• (Over-the-	Official	based on the		s only)		
COU	unter (CIAP Receipt selected			- /			
000.							

Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.	(Note: for over-the- counter transactions only).	application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges. See License Fee Structure at the last page.		Landbank P Linkbiz Portal
3.3. Submit complete application. Important Note: For this type of application, a Submit Application button will appear if the progress indicator is one hundred (100) percent. STEP 4	None	None	None	None
4.1. Check the status of application via PCAB Online Licensing Portal	4.1. Evaluate Technical and Government	None	20 business days	PCAB Technical Evaluator and



account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address. 4.2. Receive schedule of STE interview, <i>if</i> <i>applicable</i> .	Registration qualifications and indicate conditions / deficiencies, if any. 4.2. Inform client regarding the schedule of STE interview, <i>if</i> <i>applicable.</i>	None		Governme IA nt Registratio n Evaluator, <i>if</i> <i>applicable</i> / PCAB Technical and Financial Evaluation Division
4.3. Receive application result. For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.3. Review evaluation result and recommend disapprove or approve .	None		PCAB Executive Director / PCAB Board Members
For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.				
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team



Note: If the applicant				CI
receives a notice of				
deficiency/ies (as				
mentioned in Step				
4.1) , the download				
link for digital license				
is disabled until ALL				
conditions /				
deficiencies are found				
fully complied.				
STEP 6				
Verify issued digital	Details of the	None	None	None
license at	digital license			
license at pcab.construction.gov	digital license certificate is			
license at pcab.construction.gov .ph/verify or	digital license certificate is automatically			
license at pcab.construction.gov .ph/verify or pcabgovph.com/verify	digital license certificate is automatically posted at the			
license at pcab.construction.gov .ph/verify or pcabgovph.com/verify	digital license certificate is automatically posted at the verification			
license at pcab.construction.gov .ph/verify or pcabgovph.com/verify	digital license certificate is automatically posted at the verification website.			
license at pcab.construction.gov .ph/verify or pcabgovph.com/verify TOTA	digital license certificate is automatically posted at the verification website.	G DAYS: 20 Busi	iness Days	
license at pcab.construction.gov .ph/verify or pcabgovph.com/verify TOTA (From time of subm	digital license certificate is automatically posted at the verification website. L PROCESSING	G DAYS: 20 Busi	i ness Days dation of Board	Members
license at pcab.construction.gov .ph/verify or pcabgovph.com/verify TOTA (From time of subm	digital license certificate is automatically posted at the verification website. L PROCESSING	G DAYS: 20 Busi tion to recommen which	i ness Days dation of Board	Members



Additional-Revision of Classification/s								
		Category						
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Additional Classification Fee	2,400	2,400	1,200	240	120	72	24	12
Revision/Reissue	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
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)	8,642	8,642	7,442	6,482	6,362	6,314	6,266	6,254

Renewal of Registration for Government Infrastructure Project / ARCC

- f. For First Project Kind with Largest Size Range of:
 - Small A/B: ₽ 2,400 + ₽ 1,200 for each succeeding project kinds
 - Medium A/B: ₽ 4,800 + ₽ 1,200 for each succeeding project kinds
 - Large A/B: ₽ 7,200 + ₽ 1,200 for each succeeding project kinds
- g. Filing Fee: ₽ 1,200
- h. Legal Research Fund: ₽ 12



7. Online Filing of Change of Authorized Managing Officer Application

Processing of applications for change of Authorized Managing Officer/AMO.

Office	or Division:	Philippine Contractors Accreditation Board (PCAB)				
Classif	fication:	Highly Technical				
Type o	of	Government to Business				
Transa	iction:					
Who m	ay avail:	PCAB Licensed Contracto	ors			
	Checklist	of Requirements	Where to Secure			
Instruc	tional Guide:	Regular License - New	PCAB Online Licensing Portal:			
Regular License plus New ARCC.pdf			• pcab.construction.gov.p			
			pcabgovpn.com hit h/DCA DCuide			
Cianad			DILIY/PCABGUIDE			
Dortal	-up account to	I PCAB Online Licensing	PCAB Online Licensing Portal.			
Fullai			• pcab.construction.gov.p			
Note [.] I	Ise ONE acco	unt only for all application				
types			• pcabgovpri.com			
Valid R	egular Contra	ctor's License reflected in	PCAB Online Licensing Portal			
the PC	AB Online Lice	ensing Portal account	account			
Duly ac	complished se	et of digital forms: Regular	PCAB Online Licensing Portal			
License	e 🗆 Ċhange of	AMO	account Regular License			
			Change of AMO			
A. Tecl	hnical					
A.1	Authorized I	Managing Officer (AMO).	PCAB Online Licensing Portal			
			account Regular License			
	Note:		Change of AMO AMO			
	Applic	cants for category				
	"Irade/E	" to "AAA ": AMO should				
	be at leas	t 25 years old;				
	• Appilo	AMO should be at least				
	35 vears	AMO SHOUID DE al least				
	55 years	514.				
Instruction: Accomplish digital form.						
A.1.1	Completion	of 2-day AMO Seminar	Construction Manpower			
	and passed	the AMO Examination.	Development Foundation			
	_		(CMDF)			
	Note: Lists c	f attendees of 2-day AMO	facebook.com/dti.ciap.cmdf			
	Seminar and	I results of AMO	-OR-			
	examination	are transmitted to PCAB	PCAB Accredited Contractors			
	by CMDF		Associations			



A.1.2	Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar / 16-hour Safety Management Seminar for AMOs. Instruction: Upload as attachment (one PDF file only). For SOLE PROPRIETORSHIP - Change of AMO between Spouses:	Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf Authorized Managing Officer and his/her Spouse
	 Letter nominating his/her spouse as AMO in his/her stead and Joint Affidavit that the property relations existing in the marriage is either Absolute Community of Property or Conjugal Partnership of Gains; 	
A.1.4	 For CORPORATION: If AMO is NOT the President, copy of Board Resolution on AMO's duties and responsibilities: 1. Authority to sign checks and other financial documents, 2. Authority to hire and fire employees 3. Authority to approve, negotiate and sign contracts, 4. Authority and capability to commit and answer for the corporation; and 5. Oversee all contracts of the company; 	Issued by the Corporate Board of the Firm
A.1.5	For CORPORATION or	Embassy
	Filipino, copies of Working Visa/Alien Employment Permit and Alien Certificate of Registration.	 Bureau of Immigration (BI) / immigration.gov.ph



	Instruction: Upload as attachment	 Department of Labor and Employment (DOLE) / dole.gov.ph
	(one PDF life only).	
A.1.6	ForCORPORATIONorPARTNERSHIP:Certified copy of thefirm's latest SECGeneral InformationSheet (GIS).	Securities and Exchange Commission (SEC) / www.sec.gov.ph
	Instruction: Upload as attachment (one PDF file only).	
A.1.7	AMO Interview by the Board, if applicable.	Philippine Contractors Accreditation Board (PCAB) Board Member/s
	Note:	
	• Applicants for category "Trade/E" to "AAAA" (AMO is non- technical graduate) and category "B" to "AAAA" (AMO is technical graduate) are required to be	
	 Foreign AMO is required to be interviewed. 	
	AMO will be interviewed upon	
	submission of the complete	
	application. Applicant will be	
	notified of the interview schedule	
	through provided contact details	
	and email address.	
	to face depending on the schedule	
	of the Board Member/s.	
B. Pay	ment	
B.1	Pay the application fees.	PCAB Online Licensing Portal
	Payment Options:	account
	 Payiviaya/GCash e-Wallet/debit or credit card 	PayMaya/GCash
	Landbank Linkbiz Portal*	payment facility integrated
	Over-the-counter (CIAP Makati	within PCAB Online
	or CIAP Windows)*	Licensing Portal
	Note	Landbank Linkbiz Portal
	NOTE:	eservices com
	 Scamed copy of proof of payment (e.g. official receipt. 	



transa upload applic recon • Ma Chequ • Fo PayM payma autom of pay	action r ded as ation and ciliation by anager's ue is NOT or those aya/GCas ent wil natically an rment is N	eceipt) shall be attachment in the subject to paymen y the CIAP Cashier. Cheque/Cashier's a proof of payment. who paid through the payment facility be reconciled and uploading of proo OT required.	• • • • • • • • •	Over-the-counter: CIAP C akati or CIAP Windows
CLIENT STEPS	AGEN CY ACTIO NS	FEES TO BE PAID	PRO CES SING TIME	PERSON RESPONSIBLE
STEP 1 1.1. Attend the 2- day AMO seminar and COSH/16-hour Safety Management seminar, pass the AMO examination.	None	Cost of 2-day AMO seminar / COSH/16-hour Safety Management seminar may vary depending on the Seminar Host.	None	None
1.2. Complete application requirements.	None	None	None	None
Log-in at PCAB Online Licensing Portal using previously signed-up account. Note: Use ONE account only for all application types.	None	None	None	None
STEP 3 3.1. Accomplish	None	None	None	None
each digital forms and upload				



supporting				C	
documents					
3.2. Pay the	CIAP	Breakdown of	10	CIAP Cashier / CIAP	
application fees.	Cashie	fees can be found	minut	Window Cashier (Note:	
	r /	in the Payment	es	for over-the-counter	
Payment	CIAP	portion of the	(Note	transactions only)	
Options:	Windo	application.	: for		
PavMava/	w	Computation of	over-	Landbank Linkbiz Portal	
GCash e-	Cashie	fees by the	the-		
wallet/debit or	r will	system will be	count		
credit card	receive	based on the	er		
Landbank	the	selected	trans		
Linkbiz Portal*	payme	application type,	action		
Over-the-	nt and	category,	S		
counter (CIAP	copy of	principal	only).		
Makati or	Order	classification,			
CIAP	of	number of			
Windows)*	Payme	declared other			
	nt and	classifications,			
Note [.]	issue	number of			
*Scanned	Official	declared project			
copy of proof	Receip	kinds and size			
of payment	t .	ranges.			
(e.g. official	(Note:	0			
receint	for	See License Fee			
transaction	over-	Structure at the			
receint) shall	the-	last page.			
be unloaded	counte				
as attachment	r				
in the the	transa				
annlication	ctions				
and subject to	only).				
navment					
reconciliation					
by the CIAP					
Cashier					
 Manager's 					
or's Chaque is					
NOT a proof					
of navmont					
who paid					
Payiviaya/GCa					
sn payment					



facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.				C
3.3. Submit complete application.	None	None	None	None
Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.				
STEP 4				
 4.1. Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address. 4.2. Receive 	 4.1. Evalua te Techni cal qualific ations and indicat e conditi ons / deficie ncies, if any. 4.2. 	None	20 busin ess days	PCAB Technical Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
schedule of AMO interview, <i>if</i> <i>applicable</i> .	Inform client regardi ng the schedu le of AMO intervie			

	w, if applica ble.			C	IAP
4.3. Receive application result.	4.3. Revie	None			
For disapproved application, receive system- generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e- mail address.	w evaluat ion result and recom mend disapp rove or appro ve.				
For approved application, receive system- generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.					
STEP 5					
Download and print the digital license certificate from PCAB Online Licensing Portal account.	Gener ate digital license certific ate.	None	1 minut e	PCAB License Creation Team	
Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL					



conditions / deficiencies are found fully complied.				C			
STEP 6							
Verify issued digital license at pcab.construction .gov.ph/verify or pcabgovph.com/v erify	Details of the digital license certific ate is autom atically posted at the verifica tion websit e.	None	None	None			
TOTAL PROCESSING DAYS: 20 Business Days							
(From time of submission of application to recommendation of Board Members which shall not include the number of days for AMO interview. Moreover, it should							

be understood that the AMO interview is scheduled upon the availability of the Board Members)

LICENSING FEE STRUCTURE

Change of Authorized Managing Officer								
					Catego	ry		
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Documentary Stamp	20							
Тах	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total (P)	6,242	6,242	6,242	6,242	6,242	6,242	6,242	6,242



8. Online Filing of Change of Business Name for Regular License Application

Processing of applications for change of business name for regular license.

Office Divisio	or on:	Philippine Contractors Accreditation Board (PCAB)						
Classi	fication:	Complex						
Type o Transa	of action:	Government to Business						
Who m avail:	nay	PCAB Licensed Contractors						
	Checklis	t of Requirements	Where to Secure					
 Reference: Categorization and Classification Table (PCAB-QMS-REF- 001) Instructional Guide: Regular License New Regular License plus New 			 PCAB Online Licensing Portal: pcab.construction.gov.ph pcabgovph.com bit.ly/PCABGuide 					
ARCC.pdf Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all			 PCAB Online Licensing Portal: pcab.construction.gov.ph pcabgovph.com 					
Valid Regular Contractor's License reflected			PCAB Online Licensing Portal					
Duly ac Regula Name/	ccomplishe ar License Status	d set of digital forms:	PCAB Online Licensing Portal account Regular License Change of Business Name/Status					
A. Leg	al							
A.1	Contract Instruction	or's General Information.	PCAB Online Licensing Portal account Regular License Change of Business Name/Status General Information					
A.1.1	Fo PROF true c Regis Busin Nature CONS Fo CORF	PRIETORSHIP: Certified opy of Business Name tration Certificate (Scope of ess in NATIONAL and the e of Business is STRUCTION).	 For Business Name Registration Certificate: Department of Trade & Industry (DTI) / www.dti.gov.ph For SEC Certificate of Registration and Articles of Partnership / Incorporation and By-Laws: Securities and 					



	P: Certified true copy of SEC	Exchange Commission (SEC) / C
	Certificate of Registration and	www.sec.gov.ph
	Amondod Articlos of	in in its congo inpin
	Amerided Anticles of	
	Incorporation and By-Laws,	
	showing the new name of the	
	partnership or corporation.	
	parallelemp of corporation,	
	Instruction: Upload as attachment	
	(one PDF file only).	
A.1.2	Affidavit from the	Proprietor/Authorized Managing
	Proprietor/Authorized Managing	Officer
	Officer (AMO) containing the	
	Officer (AWO) containing the	
	reason for the change of business	
	name and that the construction firm	
	has no pending case.	
	Instruction, Upland on ottachment	
	instruction: Opioad as allachment	
	(one PDF file only).	
A.1.3	Original copy (news clipping) of	Publication in a Broadsheet
	announcement / publication in a	
	nowspaper of general circulation	
	(BROADSHEET ONLY).	
	Instruction: Upload as attachment	
	(one PDF file only)	
B. Pay	ment	
B.1	Pay the application fees.	PCAB Online Licensing Portal
		account □Regular License □New
	Payment Options:	License Payment
	wallet/debit or credit card	 PayMaya/GCash payment
	 Landbank Linkbiz Portal* 	facility integrated within PCAB
	• Over-the-counter (CIAP	Online Licensing Portal
	Mokoti or CIAD Mindowo	 Landbank Linkhiz Dortol
	wakali of CIAP WINDOWS)	
		external website / lbp-
	Note:	eservices.com
	 *Scanned copy of proof of 	 Over-the-counter: CIAP Makati
	navment (e.g. official receipt	or CIAP Windows
	transportion received at all the	
	transaction receipt) shall be	



uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier.

• Manager's Cheque/Cashier's Cheque is NOT a proof of payment.

• For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.

Instruction: Accomplish the digital form.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
STEP 1				
Complete application requirements.	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account.	None	None	None	None
Note: Use ONE account only for all application types.				
STEP 3				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.	CIAP Cashier / CIAP	Breakdown of fees can be found in the	10 minutes (Note:	CIAP Cashier / CIAP Window Cashier (Note:
 Payment Options: PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* 	Window Cashier will receive the payment and copy of Order of Payment and issue	Payment portion of the application. Computation of fees by the system will be based on the selected application	for over- the- counter transacti ons only).	for over-the- counter transactions only) Landbank Linkbiz Portal



Г					C1
	Note: • *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the the application and subject to payment reconciliation by the	Official Receipt (Note: for over-the- counter transaction s only).	type, category, principal classification, number of declared other classifications, number of declared project kinds and size		CI
	 CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT 		See License Fee Structure at the last page.		
	3.3. Submit complete application. Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.	None	None	None	None
	STEP 4				
	4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Technical qualificatio ns and indicate conditions / deficiencie s, if any.	None	7 busines s days	PCAB Financial Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members



 4.2. Receive application result. For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address. 	4.3. Review evaluation result and recommen d disapprov e or approve.	None		CI
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.				
STEP 6				
Verify issued digital license at pcab.construction.gov.p h/verify or pcabgovph.com/verify	Details of the digital license certificate is automatica	None	None	None



	lly posted at the verification website.			C		
TOTAL PROCESSING DAYS: 7 Business Days						
(From time of submission of application to recommendation of Board Members)						

Change of Business Name								
			Category					
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
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)	6,242	6,242	6,242	6,242	6,242	6,242	6,242	6,242



9. Online Filing of New Regular License Application

Processing of applications for new regular license under Republic Act No. 4566, as amended by Republic Act No. 11711

Office o Division	r I:	Philippine Contractors Accreditation Board (PCAB)						
Classifie	cation:	Highly Technical						
Type of Transac	tion:	Government to Business						
Who ma	ıy avail:	 New applicants 						
		 Returning delisted contract 	ctors					
		Filipino Individuals / Sole	Proprietors applying for					
		category "E" or "Trade", "D", " "AAA"	'C", "B", "A", "AA" and					
		 Corporation or Partnershi 	p with at least 60% Filipino					
		equity applying for category "	E" or "Trade", "D", "C", "B",					
		"A", "AA", "AAA" and "AAAA"						
		 Newly organized domesti foreign-owned) applying for c 	c corporation (up to 100% ategory "AAAA"					
	Checkli	ist of Requirements Where to Secure						
• R	eference: C	ategorization and Classification	PCAB Online Licensing					
Table	e (PCAB-QN	IS-REF-001)	Portal:					
• In Poqu	structional	Guide: Regular License - New	 pcab.construction. 					
Regu	liai License		• pcabgovph.com					
			 bit.ly/PCABGuide 					
Signed-u	ip account fo	or PCAB Online Licensing Portal	PCAB Online Licensing					
Note [.] Us	e ONE acc	ount only for all application	• neab construction					
tvpes.			aov.ph					
			 pcabgovph.com 					
Duly acc	omplished s	et of digital forms: Regular	PCAB Online Licensing					
License	New Lice	nse	Portal account Regular					
A	License 🗆 New License							
A. Legal	Contracto	de Conoral Information	DCAR Online Licensing					
A.1	Contractor	s General information.						
	Note: Ap	\square						
	simultaneo	usly register for Government	License General					
	Infrastructu	re Projects or "ARCC" by selecting	Information					
	the "Yes" k	putton under "I want to apply for						
	Registratio	n for Government Projects" option						



	and indicating the appropriate project kind/s	0
	and size range/s. Additional fees will apply.	
	Instruction: Accomplish digital form.	
A.1.1	• For SOLE PROPRIETORSHIP: Certified true copy of Business Name Registration Certificate (Scope of Business in NATIONAL and the Nature of Business is CONSTRUCTION).	For Business Name Registration Certificate: Department of Trade & Industry (DTI) / www.dti.gov.ph
	• For CORPORATION or PARTNERSHIP: Certified true copy of SEC Certificate of Registration and Articles of Partnership/Incorporation and By-Laws with CONSTRUCTION CONTRACTING as one of the purposes and subsequent amendments thereto, if any.	• For SEC Certificate of Registration and Articles of Partnership / Incorporation and By-Laws: Securities
	 For CORPORATION with FOREIGN Shareholders: Corporate Secretary's Certification: (1) List of stockholders showing their nationalities and shareholdings and (2) List of Board of Directors showing their names and nationality; For CORPORATION with FOREIGN shareholders: Copy of the latest General Information Sheet duly filed with SEC showing the names of stockholders and directors, nationality and shareholdings. The percentage control of the number of seats occupied by foreigners in the Board of Directors shall not exceed 40%: 	and Exchange Commission (SEC) / www.sec.gov.ph



	Instruction: Upload as attachment (one PDF file only).	
A.2	Contractor's Affidavit.	PCAB Online Licensing
		Portal account Regular
	Note:	License New License
	• Only the LATEST and	
	NOTARIZED Contractor's Affidavit	
	shall be uploaded.	
	• For applications with STE,	
	Contractor's Affidavit which includes	
	the signature of STE opposite its name	
	(paragraph 5, item f)	
	INCOMPLETE and	
	INCONSISTENT information in the	
	Contractor's Affidavit shall result to	
	DOWNGRADING of category and/or	
	DISAPPROVAL of the application.	
	Instruction: Download the LATEST	
	Contractor's Affidavit template (PCAB-QMS-	
	CLR-AFF-F16 Revision No. 00,	
	01AUG2022), accomplish, notarize and	
	upload as attachment (one PDF file only).	
B. Tech	nical	
B.1	Authorized Managing Officer (AMO).	
	Noto	
	Note. Applicants for category "Trade/E"	
	• Applicants for category frade/E to "AAA": AMO should be at least 25	
	vears old.	
	• Applicants for category "AAAA"	
	AMO should be at least 35 years old.	
	Instruction: Accomplish digital form.	
B.1.1	Completion of 2-day AMO Seminar and	Construction Manpower
	passed the AMO Examination.	Development Foundation
		(CMDF)
	Note: Lists of attendees of 2-day AMO	facebook.com/dti.ciap.cm
	Seminar and results of AMO examination	df
	are transmitted to PCAB by CMDF	
		PLAK Accredited
		Contractors Associations
B10	Cartificate of Completion of 40 hour	Contractors Associations
B.1.2	Certificate of Completion of 40-hour	Contractors Associations Construction Manpower



	Seminar / 16-hour Safety Management Seminar for AMOs.	(CMDF) / facebook.com/dti.ciap.cm df
	Instruction: Upload as attachment (one PDF file only).	<u> </u>
B.1.3	For CORPORATION : If AMO is NOT the President, copy of Board Resolution on AMO's duties and responsibilities:	Issued by the Corporate Board of the Firm
	 6. Authority to sign checks and other financial documents, 7. Authority to hire and fire employees 8. Authority to approve, negotiate and sign contracts, 9. Authority and capability to commit and answer for the corporation; and 10. Oversee all contracts of the company; 	
	Instruction: Upload as attachment (one PDF file only).	
B.1.4	 For CORPORATION or PARTNERSHIP: If AMO is NOT a Filipino, copies of Working Visa/Alien Employment Permit and Alien Certificate of Registration. Instruction: Upload as attachment (one PDF file only). 	 Embassy Bureau of Immigration (BI) / immigration.gov.ph Department of Labor and Employment (DOLE) / dole.gov.ph
B.1.5	AMO Interview by the Board, if applicable.	Philippine Contractors Accreditation Board (PCAB) Board Member/s
	 Note: Applicants for category "Trade/E" to "AAAA" (AMO is non-technical graduate) and category "B" to "AAAA" (AMO is technical graduate) are required to be interviewed. Foreign AMO is required to be interviewed. AMO will be interviewed upon submission of the complete application. Applicant will be notified of the interview schedule through provided contact details and email address 	



	 Interview may be online or face to face depending on the schedule of the Board Member/s 	
	Board Member/3.	
B.2	Sustaining Technical Employees (STEs), <i>if applicable.</i>	PCAB Online Licensing Portal account Regular
	Note : Applicants for category "Trade/E", principal classification "Specialty-Trade" or "Specialty-Waterproofing Work" or "Specialty- Painting Work", may skip the STE requirements.	
	Instruction: Accomplish digital form.	
B.2.1	Clear copy of valid PRC ID Card (Front	Professional Regulation
	and Back).	Commission / prc.gov.ph
	Instruction : Upload as attachment (one PDF file only).	
B.2.2	Certificate of Completion of 40-hour	Construction Manpower
	Construction Safety and Health (COSH)	Development Foundation
	Seminar.	(CMDF) /
	Instruction: Upload as attachment (one PDF file only).	df
B.2.3	STE Interview, if applicable.	Philippine Contractors Accreditation Board
	Note:	(PCAB) STE Interview
	 Applicant will be notified of the 	Staff
	schedule through provided contact	
	details and email address indicated in	
	 Interview is online 	
C. Finar	ncial	
C.1	Financial Information.	PCAB Online Licensing
	Instruction: Accomplish digital form.	Portal account Regular License New License Financial Information
C.1.1	Schedule of Accounts Receivables, if	PCAB Online Licensing
	applicable.	Portal account Regular
	Note: Applicante are required to submit	
	Note: Applicants are required to Submit	
	template if the receivable accounts	
	(accounts / contracts and other	
	receivable) exceed 50% of the total Net	



	Worth / Equity as of the latest audited	
	balance sheet submitted in support of its	
	Instruction: Download the LATEST	
	Schedule of Accounts Receivables	
	template, accomplish and upload as	
	attachment (one PDF file only).	
C.1.2	 For NEWLY established firms: All pertinent pages of the Audited Financial Statement (Interim)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application. The following documents should be received by the remitting Bank and should be signed by the Certified Public Accountant (CPA) and signed by the Authorized Managing Officer (AMO) Audited Financial Statement (Interim)** dated within the last six (6) months immediately preceding the filing of application. 	 Certified Public Accountant with valid PRC-BOA accreditation Remitting Bank Bureau of Internal Revenue (BIR) / bir.gov.ph
	 For OLD firms: All pertinent pages of the Audited Financial Statement (Year End)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application. If the Equity or Net Worth based on the Audited Financial Statement (Year End)** of the preceding year fails to meet the capital requirement for category applying for, an Audited Financial Statement (Interim)** to reflect the current financial position may be submitted. 	


3. The following documents should be	
duly received and stamped by the BIR,	
signed by the CPA and signed by the	
AMO:	
Income Tax Return (Year	
End)	
Receipt of Income Tax Return	
and	
Audited Financial	
Statement (Year End)** for the	
preceding taxable year.	
Audited Financial Statement (Interim or	
Year End) pertinent pages:	
a Independent Auditoria Opinion	
a. independent Additors Opinion	
h Balance Sheet or Statement of	
Einancial Position	
c Income Statement/Statement of	
Comprehensive Income	
d Statement of Changes in	
Owner's/Stockholders' Equity if	
applicable	
e. Notes to Financial Statement	
f. Bank Certification - dated as of the	
Balance Sheet date.	
g. Statement of Management	
Responsibility For Financial Statements	
h. Statement of Cash Flows	
i. Quarterly Tax Return and Receipt of	
Income Tax Return, <i>if applicable</i> .	
Instruction: Upload as attachment (one	
PDF file only).	
D. Payment	DCAR Online Licensing
Pay the application tees.	Portal account Degular
Payment Ontions	License - New License
 PavMava/CCash o-wallot/dobit or 	□Pavment
credit card	
 Landbank Linkhiz Portal* 	PayMaya/GCash
Over-the-counter (CIAP Makati or	payment facility
CIAP Windows)*	integrated within
	PCAB Online
Note [.]	Licensing Portal



	 *Sca (e.g. off shall be applicati reconcili Mana is NOT a For PayMay payment and uplo required Instruction 	nned copy o icial receipt, uploaded as on and su ation by the C ager's Chequ a proof of pay those wh a/GCash t will be reco bading of proo : Accomplish	f proof of payment transaction receipt) s attachment in the bject to payment CIAP Cashier. e/Cashier's Cheque ment. o paid through payment facility, nciled automatically f of payment is NOT the digital form.	 Lan Portal of website eservic Ove CIAP M Window 	idbank Linkbiz external e / lbp- ces.com er-the-counter: /akati or CIAP ws
CLIENT STEPS AGENCY FEES TO BE ACTIONS PAID		FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIB LE	
STEP 1	STEP 1				
1.1. Atte day AM and CO Safety Manage	1.1. Attend the 2- day AMO seminar and COSH/16-hourNoneCost of 2-day AMO seminar / COSH/16-hour Safety Management seminar, pass the AMO examinationAMO examinationMone		None	None	

day AMO seminar and COSH/16-hour Safety Management seminar, pass the AMO examination.		AMO seminar / COSH/16-hour Safety Management seminar may vary depending on the Seminar Host.		
1.2. Complete remaining application requirements.	None	None	None	None
STEP 2				
2.1. Create a valid email address.	None	None	None	None
2.2. Sign-up an account at PCAB Online Licensing Portal: pcab.construction.g ov.ph or pcabgovph.com	None	None	None	None



Note: Use ONE				(
account only for all				
application types.				
2.3. Log-in using	None	None	None	None
signed-up account.				
STEP 3				
3.1. Accomplish	None	None	None	None
each digital forms				
and upload				
supporting				
documents				
3.2. Pay the	CIAP	Breakdown of	10	CIAP Cashier
application fees.	Cashier /	fees can be found	minutes	/ CIAP
	CIAP	in the Payment	(Note:	Window
Payment Options:	Window	portion of the	for over-	Cashier
 PayMaya/G 	Cashier	application.	the-	(Note: for
Cash e-	will	Computation of	counter	over-the-
wallet/debit or	receive	tees by the	transacti	counter
credit card	the	system will be	ons	transactions
Landbank	payment	based on the	oniy).	oniy)
Linkbiz Portal*	and copy	Selected		Law alls and b
Over-the-	of Order of	application type,		Landbank
counter (CIAP	Payment	category, principal		LINKDIZ PORAI
Makati or CIAP		classification,		
Windows)*	Dilicial			
	Neceipt			
NOTE:	over-the-	number of		
Scanned	counter	declared project		
copy of proof of	transactio	kinds and size		
payment (e.g.	ns only)	randes		
onicial receipt,	no only).			
transaction		See License Fee		
		Structure at the		
attachment in		last page.		
the the				
application and				
subject to				
payment				
reconciliation by				
the CIAP				
Cashier.				
 Manager's 				
Cheque/Cashier				
's Cheque is				



 NOT a proof of payment. For those who paid through PayMaya/GCas h payment facility, payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 3.3. Submit complete application. Important Note: For this type of application, a Submit Application button will appear if the progress indicator is one hundred (100) percent. 	None	None	None	None
STEP 4				
4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Technical, Financial and Governme nt Registratio n qualificatio ns and indicate conditions / deficiencie s, if any.	None	20 business days	PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, <i>if</i> <i>applicable /</i> PCAB Technical and Financial Evaluation Division Chief / PCAB



4.2. Receive schedule of STE interview, <i>if</i> <i>applicable</i> .	4.2. Inform client regarding the schedule of STE interview, <i>if</i> <i>applicable.</i>	None	Executive Director / PCAB Board Members	CIA
4.3. Receive schedule of AMO interview, <i>if</i> <i>applicable</i> .	4.3. Inform client regarding the schedule of AMO interview, <i>if</i> <i>applicable</i> .	None		
4.4. Receive application result. For disapproved application, receive system- generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.4. Review evaluation result and recommen d disapprov e or approve.	None		
Forapprovedapplication,receivesystem-generated notice ofapprovalanditsdetailsthroughPCABOnlineLicensingPortalaccountandregisterede-mailaddress.STEP 5				



Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.				
STEP 6				
Verify issued digital license at pcab.construction.g ov.ph/verify or pcabgovph.com/ve rify	Details of the digital license certificate is automatic ally posted at the verification website.	None	None	None
TOTA	AL PROCESS	SING DAYS: 20 Busi	iness Days	;
(From time of submission of application to recommendation of Board Members which shall not include the number of days for STEs interview and AMO interview. Moreover, it should be understood that the AMO interview is scheduled upon the availability of the Board Members)				



LICENSING FEE STRUCTURE

New Regular License								
Foo Portiouloro		Category						
ree railiculais	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Classification Fee								
Principal	4,800	4,800	2,400	480	240	144	48	nil
Other/s (for each additional classifications)	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	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
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)	163,442	56,642	31,442	14,162	11,402	8,858	7,514	6,242
New Registration for Government Infrastructure Project / ARCC								
g. Small A/B: ₽ 2,400 for 1 st project kind + ₽ 1,200 for each succeeding project kinds h. Filing Fee: ₽ 1,200 i. Legal Research Fund: ₽ 12								

Penalties

At least $\not\models$ 100,000.00 but not more than $\not\models$ 500,000.00 / Plus the equivalent of one-tenth of one-percent (0.1%) of the project cost for undertaking projects without a PCAB license (R.A. 11711).



10. Online Filing of Renewal of Regular License Application

Processing of application for renewal of regular license certificate.

Office	or Division:	Philippine Contractors Accreditation Board (PCAB)				
Classi	fication:	Highly Technical				
Туре с	of Transaction:	Government to Busine	ess			
Who may avail: PCAB Licensed Contr			actors			
Checklist of Requirements			Where to Secure			
•	Reference: Catego	prization and	PCAB Online Licensing Portal:			
Cla	ssification Table (P	CAB-QMS-REF-001)	 pcab.construction.gov.p 			
•	Instructional Guid	e: Regular License –	h			
Rer	newal of Regular Lie	cense plus Renewal of	 pcabgovph.com 			
AR	CC.pdf		 bit.ly/PCABGuide 			
Signed	l-up account for PC	AB Online Licensing	PCAB Online Licensing Portal:			
Portal			 pcab.construction.gov.p 			
			h			
Note: l	Use ONE account of	only for all application	 pcabgovph.com 			
types.						
Duly ac	ccomplished set of (digital forms: Regular	PCAB Online Licensing Portal			
License	e 🗆 Renewal					
	al		Renewal			
A. Ley	ai Contractor's Conc	val Information	PCAR Online Licensing Portal			
A.1	Contractor 5 Gene		PCAB Online Licensing Portal			
	Note		Renewal General			
			Information			
	Applicant	has the option to				
	simultaneously	renew the Registration				
	for Government	Infrastructure Projects				
	or "ARCC" by	selecting the "Yes"				
	button under					
	renewal of Regis					
Projects" option and indicating the						
	current project k					
Additional fees will apply.						
Always refer to your previously						
	issued contract	or's license certificate				
	for reference.					
	Instruction: Accom	nplish digital form.				



A.1.	For CORPORATION or	Securities and Exchange
1	PARTNERSHIP: Certified copy of the	Commission (SEC) /
	firm's latest SEC General Information	www.sec.gov.ph
	Sheet (GIS) showing the updated list of	
	directors, officers, stockholders and their	
	shareholdings & nationalities.	
	Instruction: Upload as attachment (one	
A 0	PDF file only).	DCAD Online Licensing Dortel
A.Z	Contractor's Amdavit.	
	Noto:	
	Note.	
	Only the LATEST and NOTARIZED Contractor's Affidavit	
	shall be unloaded	
	For applications with STE	
	upload the duly accomplished	
	Contractor's Affidavit which	
	includes the signature of STE	
	opposite its name (paragraph 5.	
	item f)	
	INCOMPLETE and	
	INCONSISTENT information in the	
	Contractor's Affidavit shall result to	
	DOWNGRADING of category	
	and/or DISAPPROVAL of the	
	application.	
	hadresting Developed the LATEOT	
	Instruction: Download the LATEST	
	OMS CL P AFE E16 Povision No. 00	
	QNIS-CLR-AFF-FTO REVISION NO. 00, 01AUG2022) accomplish notarize and	
	upload as attachment (one PDF file only)	
B. Ex	perience of the Firm	
B.1	Statement of Annual Value of Work	PCAB Online Licensing Portal
	Accomplished / On-going Projects, if	account Regular License
	applicable.	□Renewal □Experience of the
		Firm/SAVWA
	Instruction: Accomplish digital form.	
C. Te	chnical	
C.1	Authorized Managing Officer (AMO).	PCAB Online Licensing Portal
		account Regular License
	Instruction: Accomplish digital form.	□ Renewal □ AMO



C.2	New Sustaining Technical Employees (STEs), <i>if applicable,</i>	PCAB Online Licensing Portal
		□Renewal □Newly
	Note: Category "Trade/E" license holders	Nominated STEs
	with principal classification "Specialty-	
	Trade" or "Specialty-Waterproofing Work"	
	or "Specialty-Painting Work", may skip the	
	New STE requirements.	
	In structions, Assessmiller, distributed forms	
<u> </u>	Instruction: Accomplish digital form.	Professional Degulation
C.Z. 1	clear copy of valid PRC ID Card (Front	
	and back)	Commission / prc.gov.pn
	Instruction: Upload as attachment (one	
	PDF file only).	
C.2.	Certificate of Completion of 40-hour	Construction Manpower
2	Construction Safety and Health	Development Foundation
	(COSH) Seminar.	(CMDF) /
		facebook.com/dti.ciap.cmdf
	Instruction: Upload as attachment (one	
0.0	PDF file only).	Dhillinging Operating stand
0.2.	SIE Interview, if applicable.	Philippine Contractors
3	Note [.]	STE Interview Staff
	 Applicant will be notified of the 	
	schedule through provided contact	
	details and email address indicated in	
	the application.	
	Interview is online.	
C.3	Currently Nominated STEs, if	PCAB Online Licensing Portal
	applicable.	account Regular License
		Renewal Currently
		Nominated STEs
	Instruction: Accomplish digital form.	
	Tinancial Information	PCAB Online Licensing Portal
0.1		account Regular License
	Instruction: Accomplish digital form	
		Information
D.1.	Schedule of Accounts Receivables, if	PCAB Online Licensing Portal
1	applicable.	account Regular License
		□Renewal □Financial
	Note: Applicants are required to submit	Information
	accomplished Accounts Receivables	
	template if the receivable accounts	
	(accounts / contracts and other	



	receivable) exceed 50% of the total Net	C
	Worth / Equity as of the latest audited	
	balance sheet submitted in support of its	
	application.	
	Instruction, Download the LATECT	
	Instruction: Download the LATEST	
	template accomplish and upload as	
	attachment (one PDF file only).	
D.1.	For NEWLY established firms:	Certified Public
2	3. All pertinent pages of the Audited	Accountant with valid PRC-
	Financial Statement (Interim)** must	BOA accreditation
	be included and shall be under the	 Remitting Bank
	name of the firm. Submission of	 Bureau of Internal
	INCOMPLETE set of Audited	Revenue (BIR) / bir.gov.ph
	Financial Statement shall result to	
	DISAPPROVAL of the application.	
	4. The following documents should	
	should be signed by the Cortified	
	Public Accountant (CPA) and signed	
	by the Authorized Managing Officer	
	(AMO)	
	Audited Financial	
	Statement (Interim)** dated within	
	the last six (6) months immediately	
	preceding the filing of application.	
	For OLD firms:	
	4. All pertinent pages of the Audited	
	Financial Statement (Year	
	End) ^m must be included and shall be	
	firm Submission of INCOMPLETE	
	set of Audited Einancial Statement	
	shall result to DISAPPROVAL of the	
	application.	
	5. If the Equity or Net Worth based	
	on the Audited Financial Statement	
	(Year End)** of the preceding year	
	fails to meet the capital requirement	
	for category applying for, an Audited	
	Financial Statement (Interim)** to	
	reflect the current financial position	
	may be submitted.	



6. The following documents should	C
be duly received and stamped by the	
BIR, signed by the CPA and signed by	
the AMO:	
 Income Tay Return (Vear 	
Receipt of Income Lax	
Return and	
Audited Financial	
Statement (Year End)** for the	
preceding taxable year.	
**Audited Financial Statement (Interim	
or Year End) pertinent pages:	
••••••••••••••••••••••••••••••••••••••	
i Independent Auditor's Opinion	
Report	
k Polonoo Shoot or Statement of	
K. Datalice Sheet of Statement of	
Financial Position	
I. Income Statement/Statement of	
Comprehensive Income	
m. Statement of Changes in	
Owner's/Stockholders' Equity, if	
applicable	
n. Notes to Financial Statement	
 Bank Certification - dated as of the 	
Balance Sheet date	
n Statement of Management	
P. Statement of Management	
Responsibility For Financial	
q. Statement of Cash Flows	
r. Quarterly Tax Return and Receipt	
of Income Tax Return, <i>if applicable</i> .	
Instruction: Upload as attachment (one	
PDF file only).	
E. Payment	



payment will be reconciled automatically and uploading of proof of payment is NOT required.
Instruction: Accomplish the digital form.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB LE
STEP 1				
Complete application requirements.	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account. Note: Use ONE account only for all application types.	None	None	None	None
STEP 3				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.	CIAP Cashier /	Breakdo wn of	10 minutes	CIAP Cashier /



	CIAP	fees can	(Note: for	
Payment Options:	Window	be found	over-the-	Window
PayMaya/GCas	Cashier	in the	counter	Cashier
h e-wallet/debit or	will receive	Payment	transactions	(Note: for
credit card	the	portion of	only).	over-the-
Landbank	payment	the		counter
Linkbiz Portal*	and copy	applicati		transactions
Over-the-	of Order of	on.		only)
counter (CIAP	Payment	Computa		
Makati or CIAP	and issue	tion of		Landbank
Windows)*	Official	fees by		Linkbiz
	Receipt	the		Portal
Note:	(Note: for	system		
 *Scanned copy 	over-the-	will be		
of proof of payment	counter	based on		
(e.g. official receipt,	transaction	the		
transaction receipt)	s oniy).	selected		
shall be uploaded		applicati		
as attachment in		category		
the the application		principal		
		classifica		
reconciliation by the		tion.		
		number		
 Manager's 		of		
Cheque/Cashier's		declared		
Cheque is NOT a		other		
proof of payment.		classifica		
For those who		tions,		
paid through		number		
PayMaya/GCash		of		
payment facility,		declared		
payment will be		project		
reconciled		KINUS and aiza		
automatically and				
uploading of proof		Tanges.		
of payment is NOT		See		
required.		License		
		Fee		
		Structur		
		e at the		
		last		
		page.		



3.3. Submit complete application.	None	None	None	None C
Important Note : For this type of application, a Submit Application button will appear if the progress indicator is one hundred (100) percent.				
STEP 4				
4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Technical, Financial and Governme nt Registratio n qualificatio ns and indicate conditions / deficiencie s, if any.	None		PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, <i>if</i> <i>applicable /</i> PCAB Technical and Financial Evaluation Division
4.2. Receive schedule of STE interview, <i>if</i> <i>applicable</i> .	4.2. Inform client regarding the schedule of STE interview, <i>if</i> <i>applicable</i> .	None	20 business days	Chief / PCAB Executive Director / PCAB Board Members
4.3. Receive	4.3.	None		
application result.	Review evaluation			
For disapproved	result and			
application, receive	recommen			
notice of disapproval and its details through PCAB Online Licensing	disapprov e or approve.			
Portal account and				



registered e-mail address.				C
For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.				
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.				
STEP 6				
Verify issued digital license at pcab.construction.gov. ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatica lly posted at the verification website.	None	None	None
TOTAL F	PROCESSING	G DAYS: 20	Business Days	
(From time of submission of application to recommendation of Board Members which				
shall not include the number of days for STEs interview.)				



LICENSING FEE STRUCTURE

Renewal of Regular License Application								
Es a Dantiaulana		Category						
ree Falticulais	AAAA	AAA	AA	Α	В	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	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
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)	156,242	35,042	20,642	11,042	9,842	8,162	7,202	6,242

Note:

• An Additional Processing Fee (APF) of \neq 5,000 shall be imposed on top of application fees if the renewal application is submitted after respective schedule of renewal (as indicated at the footer of constructor's license certificate).

• An Additional License Fee (ALF) of $\stackrel{P}{=} 5,000$ plus Surcharge of $\stackrel{P}{=} 40$ plus Additional Processing Fee (APF) of $\stackrel{P}{=} 5,000$ shall be imposed on top of application fees if the renewal application is submitted after 30th of June OR expiry of the license.

Renewal of Registration for Government Infrastructure Project / ARCC

i. For First Project Kind with Largest Size Range of:

- Small A/B: ₽ 2,400 + ₽ 1,200 for each succeeding project kinds
- Medium A/B: ₽ 4,800 + ₽ 1,200 for each succeeding project kinds
- Large A/B: ₽7,200 + ₽1,200 for each succeeding project kinds
- j. Filing Fee: ₽ 1,200
- k. Legal Research Fund: P 12

Penalties

At least \neq 100,000.00 but not more than \neq 500,000.00 / Plus the equivalent of onetenth of one-percent (0.1%) of the project cost for undertaking projects without a PCAB license (R.A. 11711).



11. Online Filing of Upgrading of Category of Regular License Application

Processing of applications for upgrading of category of regular license.

Office or Division:	Philippine Contractors Accreditation Board (PCAB)			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	PCAB Licensed Contra	ctors		
Checklist of R	equirements	Where to Secure		
Reference: Categorial	porization and	PCAB Online Licensing Portal:		
Classification Table (PCAB-QMS-REF-001)	 pcab.construction.gov.ph 		
Instructional Gui	ide: Regular License –	 pcabgovph.com 		
Upgrading and Additi	onal-Revision in	 bit.ly/PCABGuide 		
Classification.pdf				
Signed-up account for Po	CAB Online Licensing	PCAB Unline Licensing Portal:		
Ponal		 pcab.construction.gov.pn 		
Note: Use ONE account	only for all application	 pcabgovpn.com 		
tvpes.				
Valid Regular Contractor	's License reflected in	PCAB Online Licensing Portal		
the PCAB Online Licensi	ing Portal account	account		
Duly accomplished set o	f digital forms: Regular	PCAB Online Licensing Portal		
License 🗆 Upgrade/Add	l Class	account Regular License		
		Upgrade/Addl Class		
A. Legal				
A.1 Contractor's C	General Information.	PCAB Online Licensing		
		Portal account Regular		
Note:		License 🗆 Upgrade/Addl		
Applicant has the option				
simultaneously renew the Registratio				
or "APCC"	by selecting the "Ve	lS o"		
button under "I want to apply for				
renewal				
Governmen				
indicating t	/s			
and size range/s. Additional fees will				
apply.				
Always	refer to your previous	ly		
issued cont	tractor's license certifica	te		
for referenc	e.			
Instruction: Ad	ccomplish digital form.			



A.1.1	Latest SEC General Information	Securities and Exchange
	Oneet	www.sec.gov.ph
	Instruction: Upload as attachment	
	(one PDF file only).	
A.2	Contractor's Affidavit.	PCAB Online Licensing
		Portal account Regular
	Note:	
	Only the LATEST an NOTABIZED Contractor's Affida	
	shall be uploaded	n -
	For applications with STF	=
	upload the duly accomplishe	d
	Contractor's Affidavit whic	h
	includes the signature of ST	E
	opposite its name (paragraph 5 item f)	5,
	INCOMPLETE an	d
	INCONSISTENT information in th	e
	Contractor's Affidavit shall result t	0
	DOWNGRADING of categor	У
	and/or DISAPPROVAL of th	e
	application.	
	Instruction: Download the LATES	T
	Contractor's Affidavit template (PCAE	3-
	QMS-CLR-AFF-F16 Revision No. 00	D,
	01AUG2022), accomplish, notarize an	d
	upload as attachment (one PDF file only).
B Exne	rience of the Firm	
B.1	Statement of Annual Value of Wor	k PCAB Online Licensing
	Accomplished / On-going Projects,	<i>if</i> Portal account □Regular
	applicable.	License 🗆 Upgrade/Addl
		Class Experience of the
O Task	Instruction: Accomplish digital form.	Firm/SAVWA
C. Tech	AMO Interview by the Board	if Dhilipping Contractors
6.1	applicable.	Accreditation Board (PCAB)
	Note:	
	 Applicants for category "B" t 	o
	"AAAA" are required to b	e
	interviewed.	



	AMO will be interviewed upo	n		
	submission of the complet	te		
	application. Applicant will be notified			
	of the interview schedule through			
	provided contact details and ema	, ail		
	address.			
	 Interview may be online or face 	to		
	face depending on the schedule	of		
	the Board Member/s.	-		
C.2	New Sustaining Technical Employee	es	PCAB Online Licensing	
_	(STEs), if applicable.		Portal account Regular	
			License 🗆 Upgrade/Addl	
	Note: Category "Trade/E" license holde	rs	Class Newly Nominated	
	with principal classification "Specialt	v-	STEs	
	Trade" or "Specialty-Waterproofing Wor	k"		
	or "Specialty-Painting Work" may skip th	ne		
	New STF requirements.			
	Instruction: Accomplish digital form.			
C.2.1	Clear copy of valid PRC ID Card	Ρ	rofessional Regulation	
	(Front and Back)	С	ommission / prc.gov.ph	
	Instruction: Upload as attachment			
	(one PDF file only).			
C.2.2	Certificate of Completion of 40-	С	onstruction Manpower	
	hour Construction Safety and	D	evelopment Foundation	
	Health (COSH) Seminar.	(C	CMDF) /	
		fa	cebook.com/dti.ciap.cmdf	
	Instruction: Upload as attachment			
	(one PDF file only).			
C.2.3	STE Interview, if applicable.	Ρ	hilippine Contractors	
		A	ccreditation Board (PCAB)	
	Note:	S	TE Interview Staff	
	 Applicant will be notified of the 			
	schedule through provided contact			
	details and email address			
	indicated in the application.			
	Interview is online.			
C.3	Currently Nominated STEs,	if	PCAB Online Licensing	
	applicable.		Portal account Regular	
			License 🗆 Upgrade/Addl	
			Class Currently Nominated	
	Instruction: Accomplish digital form.		STEs	
D. Finar	ncial			
D.1	Financial Information.		PCAB Online Licensing	
			Portal account Regular	



	Instruction: Accomplish digital form.	License Upgrade/Addl Class Financial Information
D.1.1	 Schedule of Accounts Receivables, <i>if applicable</i>. Note: Applicants are required to submit accomplished Accounts Receivables template if the receivable accounts (accounts / contracts and other receivable) exceed 50% of the total Net Worth / Equity as of the latest audited balance sheet submitted in support of its application. Instruction: Download the LATEST Schedule of Accounts Receivables template, accomplish and upload as 	PCAB Online Licensing Portal account Regular License Upgrade/Addl Class Financial Information
D.1.2	 attachment (one PDF file only). For NEWLY established firms: 5. All pertinent pages of the Audited Financial Statement (Interim)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application. 6. The following documents should be received by the remitting Bank and should be signed by the Certified Public Accountant (CPA) and signed by the Authorized Managing Officer (AMO) Audited Financial Statement (Interim)** dated within the last six (6) months immediately preceding the filing of application. For OLD firms: 	 Certified Public Accountant with valid PRC- BOA accreditation Remitting Bank Bureau of Internal Revenue (BIR) / bir.gov.ph
	the Audited Financial Statement (Year End)** must be included and	



 shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application. 8. If the Equity or Net Worth based on the Audited Financial Statement (Year End)** of the preceding year fails to meet the capital requirement for category applying for, an Audited Financial Statement (Interim)** to reflect the current financial position may be submitted. 9. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO: Income Tax Return (Year End) Receipt of Income Tax Return and Audited Financial 	
Statement (Year End)** for	
the preceding taxable year.	
**Audited Financial Statement (Interim or Year End) pertinent pages:	
s. Independent Auditor's Opinion	
Report	
t. Balance Sneet or Statement of Financial Position	
u. Income Statement/Statement	
of Comprehensive Income	
Owner's/Stockholders' Equity, if	
applicable	
w. Notes to Financial Statement	
the Balance Sheet date.	
y. Statement of Management	
Responsibility For Financial	
z. Statement of Cash Flows	



aa.Quarterly Tax Return and Receipt of Income Tax Return, <i>if applicable</i> .	
In support to Upgrade of Category application, the following documents MAY be included:	
 bb. List of Transportation Equipment under the name of the firm. Download the template at PCAB Online Licensing Portal account Regular License Upgrade/Addl Class Financial Information. LTO Certificate of Registration and current Official Receipt cc. List of Real Properties under the name of the firm. Download the template at PCAB Online Licensing Portal account Regular License Upgrade/Addl Class Financial Information. TCT Tax Declaration for Land Properties / Condominium Certificate of Title and Contract to Sell dd. Independent Appraiser's Report, if the properties are stated at its appraised value 	
Instruction: Upload as attachment (one PDF file only).	



E. Payment E.1 Pay th Paym • cre • • Cl. Note: • pa tra as sul the • • Ch • • Pa ga u of	e application ent Options: PayMaya/GC edit card Landbank Lin Over-the-cou AP Windows)* *Scanned of yment (e.g. nsaction recei attachment in oject to paym e CIAP Cashie Manager's eque is NOT a For those yMaya/GCash yment will tomatically an payment is NO	ash e-wal ash e-wal akbiz Porta nter (CIAP copy of official pt) shall be the appli ent recond r. Cheque a proof of p who paio be d uploadir DT required	let/debit or * Makati or proof of receipt, e uploaded cation and ciliation by e/Cashier's bayment. d through ht facility, reconciled ng of proof d.	PCAB Online L Portal account License Upg Class Payme • PayMay payment fac within PCAI Licensing P • Landbar Portal exter Ibp-eservice • Over-the Makati or C	icensing □ Regular rrade/Addl ent a/GCash cility integrated 3 Online ortal nk Linkbiz rnal website / es.com e-counter: CIAP IAP Windows
CLIENT ST	EPS AC	SENCY STIONS	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBL E
STEP 1					
Complete appli requirements.	cation None	9	None	None	None
SIEP 2 Log-in at PCAE Online Licensir Portal using previously sign account.	B None	9	None	None	None



Note: Use ONE				С
account only for all				
application types.				
STEP 3				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the	CIAP Cashier	Breakdow	10 minutes	CIAP Cashier /
application fees.	/ CIAP	n of fees	(Note: for	CIAP Window
	Window	can be	over-the-	Cashier (Note:
Payment Options:	Cashier will	found in	counter	for over-the-
 PayMaya/GCa 	receive the	the	transactions	counter
sh e-wallet/debit or	payment and	Payment	only).	transactions
credit card	copy of Order	portion of		only)
Landbank	of Payment	the		
Linkbiz Portal*	and issue	application		Landbank
Over-the-	Official			Linkbiz Portal
counter (CIAP	Receipt	Computati		
Makati or CIAP	(Note: for	on of fees		
Windows)*	over-the-	by the		
	counter	system will		
Note:	transactions	be based		
 *Scanned copy 	oniy).	on the		
of proof of		selected		
payment (e.g.		application		
official receipt,		type,		
transaction		category,		
receipt) shall be		principal		
uploaded as		ciassilicati		
attachment in the		number of		
the application		declared		
and subject to		other		
payment		classificati		
the CLAP Coobier		ons		
Monogor's		number of		
• Wanayer S		declared		
		project		
proof of payment		kinds and		
For those who		size		
 Poi ulose wilo paid through 		ranges.		
PavMava/CCash				
navment facility		See		
navment will be		License		
reconciled		Fee		
reconciled				



automatically and uploading of proof of payment is NOT required.		Structure at the last page.		С
3.3. Submit complete application.	None	None	None	None
Important Note : For this type of application, a Submit Application button will appear if the progress indicator is one hundred (100) percent.				
STEP 4				
4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Technical, Financial and Government Registration qualifications and indicate conditions / deficiencies, if any.	None		PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, <i>if</i> <i>applicable /</i> PCAB Technical and
4.2. Receive schedule of STE interview, <i>if</i> <i>applicable</i> .	4.2. Inform client regarding the schedule of STE interview, <i>if</i> <i>applicable</i> .	None	20 business days	Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board
4.3. Receive schedule of AMO interview, <i>if</i> <i>applicable</i> .	4.3. Inform client regarding the schedule of AMO interview, <i>if</i> <i>applicable</i> .	None		Members

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4.4. Receive	4.4. Review	None		CI
application result.	evaluation			
	result and			
For disapproved	recommend			
application, receive	disapprove			
system-generated	or approve .			
notice of disapproval				
and its details through				
PCAB Online				
Licensing Portal				
account and				
registered e-mail				
address.				
For approved				
application, receive				
system-generated				
notice of approval and				
its details through				
PCAB Online				
Licensing Portal				
account and				
registered e-mail				
address.				
STEP 5				
Download and print	Generate	None	1 minute	PCAB License
the digital license	digital license			Creation Team
certificate from PCAB	certificate.			
Online Licensing				
Portal account.				
Note: If the applicant				
receives a notice of				
deficiency/ies (as				
mentioned in Step				
4.1), the download				
link for digital license				
is disabled until ALL				
conditions /				
deficiencies are				
found fully complied.				
STEP 6				
Verify issued digital	Details of the	None	None	None
license at	digital license			
pcab.construction.go	certificate is			
v.ph/verity or	automatically			



pcabgovph.com/verif	posted at the			C		
У	verification					
	website.					
TOTAL PROCESSING DAYS: 20 Business Days						
(From time of submission of application to recommendation of Board Members						
which shall not include the number of days for STEs interview and AMO interview.						
Moreover, it should be understood that the AMO interview is scheduled upon the						
availability of the Board Members)						

LICENSING FEE STRUCTURE

Upgrading of License Category								
				(Category	,		
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Categorization Fee	150,000	43,600	21,600	7,200	4,800	2,400	1,200	n.a.
License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
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)	156,242	49,842	27,842	13,442	11,042	8,642	7,442	6,242

Renewal of Registration for Government Infrastructure Project / ARCC

I. For First Project Kind with Largest Size Range of:

- Small A/B: ₽ 2,400 + ₽ 1,200 for each succeeding project kinds
- Medium A/B: ₽ 4,800 + ₽ 1,200 for each succeeding project kinds
- Large A/B: ₽ 7,200 + ₽ 1,200 for each succeeding project kinds

m. Filing Fee: ₽ 1,200

n. Legal Research Fund: ₽ 12



12. Online Filing of New Special License-Foreign individual Application

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 Divis	ion:	Philippine Contractors Accr	reditation Board (PCAB)	
Classification		Highly Technical		
Type of Trans	action:	Government to Business		
Who may avai	l:	Corporation with 100% For	eign equity applying for special	
		license for a specific project	t	
Che	ecklist of	Requirements	Where to Secure	
 Referen 	ce: Categ	prization and Classification	PCAB Online Licensing	
Table (PCA	B-QMS-R	EF-001)	Portal:	
 Instruct 	ional Gui	de: Special License - New	 pcab.construction.gov. 	
Foreign indi	vidual.pdf		ph	
			 pcabgovph.com 	
.			bit.ly/PCABGuide	
Signed-up acco	ount for PC	CAB Online Licensing	PCAB Online Licensing	
Portal			Portal:	
			• pcab.construction.gov.	
Note: Use ONE	= account	only for all application	ph	
types.			pcabgovph.com	
Duly accomplis	hed set of	digital forms: Special	PCAB Online Licensing	
	Special I	License – Foreign	Portal account Special	
Contractor			License 🗆 New Special	
			License – Foreign Contractor	
A. Legal	otor'o Ca	noral Information	PCAR Online Licensing	
A.I Contra	ctor 5 Ge	eneral mormation.	PCAB Online Licensing	
Instruc	tion: Acc	omplish digital form		
matuc			License – Foreign Contractor	
A.1.1 The fo	llowina	should be signed by the	Philippine Embassy or	
AMO:			Consulate Office / Bureau of	
			Internal Revenue	
1. 0	Copy of	single largest relevant	www.bir.gov.ph	
con	struction	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 authenticated by the	
	Philippine Embassy or Consulate Office	
	in the country where project is located.	
	2 Conv of Certificate of Completion /	
	Acceptance cortified true by the Project	
	Acceptance certined true by the Project	
	Owner of Prime Contractor for Sub-	
	contract work. If project was undertaken	
	outside the Philippines, the atoresaid	
	documents must be duly authenticated	
	by the Philippine Embassy or Consulate	
	office in the country where project is	
	located;	
	3. For privately owned projects	
	only: Copy of Certificate of Creditable	
	Tax Withheld at Source (BIR Form No.	
	2307)	
	2001)	
	Instruction: Upload as attachment (one	
	PDF file only).	
A.1.2	Other Supporting Documents:	Securities and Exchange
	•	Commission (SEC)
	1 SEC Certificate of Registration	www.sec.gov.ph / Philippine
	Articles of Incorporation or Partnership	Embassy / Tendering
	showing construction as one of the	Agonov / Paront Company of
	primary purposes of the corporation	the Earnign Contractor if
		applicable
	and By-Laws and subsequent	applicable.
	and By-Laws and subsequent amendments thereto by the Securities	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true copy of	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true copy of valid Contractor's	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true copy of valid Contractor's License/Permit/Authority issued by the	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true copy of valid Contractor's License/Permit/Authority issued by the appropriate government agency duly	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true copy of valid Contractor's License/Permit/Authority issued by the appropriate government agency duly authenticated by the Philippine	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true 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	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true 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:	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true 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; 3. Certification from the appropriate	applicable.
	and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true 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; 3. Certification from the appropriate Tendering Agency that the project is	applicable.
	 and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true 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; 3. Certification from the appropriate Tendering Agency that the project is foreign financed/internationally funded 	applicable.
	 and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant 2. Original or certified true 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; 3. Certification from the appropriate Tendering Agency that the project is foreign financed/internationally funded 	applicable.

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	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. Note : Download the template at PCAB Online Licensing Portal account □ Special License □ New Special License – Foreign Contractor □ General Information. 4. Back-to-back guarantee from the parent company if the applicant is a subsidiary of a foreign contractor; Instruction: Upload as attachment (one PDF file only).	
A.1.3	Project Details	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor General Information
A.1.3 .1	Copy of pertinent pages of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders".	Tendering Agency / Publication in the Newspaper or Website
	Instruction: Upload as attachment (one PDF file only).	
A.1.3 .2	Affidavit of Disclosure (if with pending case).	PCAB Special License Applicants / Tendering Agency
	Instruction: Upload as attachment (one PDF file only).	



A.2	Contractor's Affidavit.	PCAB Online Licensing
	Noto:	Portal account Special
	Note. Only the LATEST and	License – Foreign Contractor
	NOTARIZED Contractor's Affidavit	□ Affidavit
	shall be uploaded.	
	• For applications with STE.	
	upload the duly accomplished	
	Contractor's Affidavit which includes	
	the signature of STE opposite its	
	name (paragraph 5, item f)	
	INCOMPLETE and	
	INCONSISTENT information in the	
	Contractor's Affidavit shall result to	
	DOWINGRADING of category and/or	
	Instruction: Download the LATEST	
	Contractor's Affidavit template (PCAB-QMS-	
	CLR-AFF-F16 Revision No. 00,	
	01AUG2022), accomplish, notarize and	
	upload as attachment (one PDF file only).	
	aniaal	
B. Iec		
B. Tec B.1	Authorized Managing Officer (AMO).	PCAB Online Licensing
B. Tec B.1	Authorized Managing Officer (AMO).	PCAB Online Licensing Portal account Special
B. Tec B.1	Authorized Managing Officer (AMO). Note: Applicants for category "Trade/E"	PCAB Online Licensing Portal account Special License New Special
B. Tec B.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor
B. Tec B.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old;	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor
B. Tec B.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA":	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO
B. Tec B.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old.	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO
B. Tec B.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old.	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO
B. Iec B.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old. Instruction: Accomplish digital form. Completion of 2 day, AMO Seminon and	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO
B.1ec B.1 B.1.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old. Instruction: Accomplish digital form. Completion of 2-day AMO Seminar and passed the AMO Examination	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO
B.1 B.1 B.1.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old. Instruction: Accomplish digital form. Completion of 2-day AMO Seminar and passed the AMO Examination.	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO
B.1.1 B.1.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old. Instruction: Accomplish digital form. Completion of 2-day AMO Seminar and passed the AMO Examination. Note: Lists of attendees of 2-day AMO	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf
B.1.1 B.1.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old. Instruction: Accomplish digital form. Completion of 2-day AMO Seminar and passed the AMO Examination. Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf -OR-
B.1.1 B.1.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old. Instruction: Accomplish digital form. Completion of 2-day AMO Seminar and passed the AMO Examination. Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf -OR- PCAB Accredited Contractors
B.1.1 B.1.1	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old. Instruction: Accomplish digital form. Completion of 2-day AMO Seminar and passed the AMO Examination. Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf -OR- PCAB Accredited Contractors Associations
B.1.1 B.1.1 B.1.2	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old. Instruction: Accomplish digital form. Completion of 2-day AMO Seminar and passed the AMO Examination. Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF Certificate of Completion of 40-hour	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf -OR- PCAB Accredited Contractors Associations Construction Manpower Development Foundation
B.1.1 B.1.1 B.1.2	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old. Instruction: Accomplish digital form. Completion of 2-day AMO Seminar and passed the AMO Examination. Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar (16 hour Sefety Management)	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf -OR- PCAB Accredited Contractors Associations Construction Manpower Development Foundation (CMDF)
B.1.1 B.1.2	Authorized Managing Officer (AMO). Note: • Applicants for category "Trade/E" to "AAA": AMO should be at least 25 years old; • Applicants for category "AAAA": AMO should be at least 35 years old. Instruction: Accomplish digital form. Completion of 2-day AMO Seminar and passed the AMO Examination. Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar / 16-hour Safety Management Seminar for AMOs	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor AMO Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf -OR- PCAB Accredited Contractors Associations Construction Manpower Development Foundation (CMDF) / facebook com/dti ciap cmdf



B.1.3 Other Supporting Documents: Philippine Embassy /	
Professional Regulation	
1. Board Resolution authorizing its Commission (PRC)	
Authorized Managing Officer www.prc.gov.ph / Compar	iy
(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;	
2. Copy of Appointment paper/contract	
of employment of RAR to current	
position in the firm authenticated by the	
Philippine Empassy in the nome	
Country of the RAR;	
3. Board Resolution appointing and	
to account summans and other logal	
nrecesses in behalf of the foreign	
contractor applicant, and authorizing	
PCAB in the absence of the Filinino	
Resident Agent, or where such agent	
cannot be found at his address of	
record, or upon cessation of business	
of the foreign contractor in the	
Philippines, to accept summons or legal	
processes as if the same were made	
upon the firm at its home office	
4. Authenticated diploma and/or	
transcript of records as well as PRC	
ID/certificate of registration or	
equivalent (for new RAR professional);	
Instruction: Upload as attachment (one	
PDF file only).	
B.1.4 If AMO is NOT a Filipino, copies of • Embassy	
Working Visa/Alien Employment Permit and • Bureau of Immigrat	ion
Alien Certificate of Registration. (BI) / immigration.gov.	bh
Department of Labo	or
and Employment (DOL	.E) /
PDF file only).	



B.1.5	AMO Interview by the Board, <i>if applicable.</i>	Philippine Contractors Accreditation Board (PCAB)
	Note:	Board Member/s
	 Applicants for category "Trade/E" to "AAAA" (AMO is non-technical graduate) and category "B" to "AAAA" (AMO is technical graduate) are required to be interviewed. Foreign AMO is required to be interviewed. AMO will be interviewed upon submission of the complete application. Applicant will be notified of the interview schedule through provided contact details and email address. Interview may be online or face to face depending on the schedule of the Board Member/s. 	
B.2	Sustaining Technical Employees (STEs),	PCAB Online Licensing
	п аррисаріе.	License New Special
		License – Foreign Contractor
	Instruction: Accomplish digital form.	
B.2.1	Clear copy of valid PRC ID Card (Front	Professional Regulation
	and Back).	Commission / prc.gov.pn
	Instruction : Upload as attachment (one PDF file only).	
B.2.2	Certificate of Completion of 40-hour	Construction Manpower
	Seminar.	(CMDF) /
		facebook.com/dti.ciap.cmdf
	Instruction: Upload as attachment (one PDF file only).	
B.2.3	STE Interview, <i>if applicable.</i>	Philippine Contractors
	Note:	STE Interview Staff
	• Applicant will be notified of the	
	schedule through provided contact	
	details and email address indicated in the application	
	 Interview is online. 	
C. Fina	Incial	
C.1	Financial Information.	PCAB Online Licensing
		Portal account Special



	Instruction: Accomplish digital form.	License New Special License – Foreign Contractor Financial Information
C.1.1	Schedule of Accounts Receivables, <i>if</i> applicable. Note: Applicants are required to submit accomplished Accounts Receivables template if the receivable accounts (accounts / contracts and other receivable) exceed 50% of the total Net Worth / Equity as of the latest audited balance sheet submitted in support of its application.	PCAB Online Licensing Portal account Special License New Special License – Foreign Contractor Financial Information
	Schedule of Accounts Receivables template, accomplish and upload as attachment (one PDF file only).	
C.1.2	 10. All pertinent pages of the Audited Financial Statement (Year End)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application. 11. If the Equity or Net Worth based on the Audited Financial Statement (Year End)** of the preceding year fails to meet the capital requirement for category applying for, an Audited Financial Statement (Interim)** to reflect the current financial position may be submitted. 12. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO: Income Tax Return (Year End) Receipt of Income Tax Return and Audited Financial Statement (Year End)** for the preceding taxable year. 	 Certified Public Accountant with valid PRC-BOA accreditation Remitting Bank Bureau of Internal Revenue (BIR) / bir.gov.ph

CI	АР

	**Audited Financial Statement (Interim or Year End) pertinent pages:	
	ee.Independent Auditor's Opinion Report	
	ff. Balance Sheet or Statement of Financial Position	
	gg.Income Statement/Statement of Comprehensive Income	
	Owner's/Stockholders' Equity, <i>if</i>	
	ii. Notes to Financial Statement jj. Bank Certification - dated as of the Balance Sheet date.	
	kk. Statement of Management Responsibility For Financial Statements II. Statement of Cash Flows	
	mm. Quarterly Tax Return and Receipt of Income Tax Return, <i>if applicable</i> .	
	Instruction: Upload as attachment (one PDF file only).	
D. Pay	ment	
D.1	Pay the application fees.	PCAB Online Licensing
	Deument Ontiones	Portal account Special
	Payment Options:	License 🗆 New Special
	 Paymaya/GCash e-waller/debit of credit card Landbank Linkbiz Portal* 	Payment
	Over-the-counter (CIAP Makati or	 PavMava/GCash
	CIAP Windows)*	payment facility integrated within PCAB Online
	Note:	Licensing Portal
	• *Scanned copy of proof of payment	Landbank Linkbiz
	(e.g. official receipt, transaction receipt)	Portal external website /
	application and subject to payment	Over-the-counter: CIAP
	reconciliation by the CIAP Cashier.	Makati or CIAP Windows
	Manager's Cheque/Cashier's	
	Cheque is NOT a proof of payment.	
	For those who paid through	


and uploading of proof of payment is NOT required.

Instruction: Accomplish the digital form.

CLIENT STEPS ACTIONS PAID T	SING RESPONSI FIME BLE
STEP 1	
1.1. Attend the 2-day AMO seminar and COSH/16-hour Safety Management 	ne None
1.2. CompleteNoneNoneNorremaining applicationrequirements.NoneNor	ne None
STEP 2	
2.1. Create a validNoneNoneNoremail address.	ne None
2.2. Sign-up an account at PCAB Online Licensing Portal: pcab.construction.gov .ph or pcabgovph.comNoneNoneNote: Use ONE account only for all application types.NoneNone	ne None
2.3. Log-in usingNoneNoneNorsigned-up account.	ne None
STEP 3	
3.1. Accomplish eachNoneNonedigitalformsanduploadsupportingdocuments	ne None
3.2.PaytheCIAPBreakdown of fees10application fees.Cashier /can be found inminCIAPthe Payment(Note)	CIAP nutes Cashier / ote: for CIAP
Payment Options: Window portion of the over	er-the- Window
PayMaya/GCas Cashier application. cou	unter Cashier
h e-wallet/debit or will Computation of tran	nsactio (Note: for onlv). over-the-



 Landbank Linkbiz Portal* Over-the- counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 	the payment and copy of Order of Payment and issue Official Receipt (<i>Note:</i> for over-the- counter transactio ns only).	will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges. See License Fee Structure at the last page.		counter transactions only) Landbank Linkbiz Portal
3.3. Submit complete application.	None	None	None	None
Important Note : For this type of application, a Submit Application button will appear if the progress indicator is one hundred (100) percent. STEP 4				



_					
4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Technical, Financial and Governme nt Registratio n qualificatio ns and indicate conditions / deficiencie	None		Technical Evaluator, Financial Evaluator and Government Registration Evaluator, <i>if</i> <i>applicable</i> / PCAB Technical and Financial Evaluation Division	
4.2. Receive schedule	4.2. Inform	None		Chief /	
of STE interview, if	client			PCAB	
applicable.	regarding			Executive	
	the			Director /	
	schedule			PCAB	
	of STE		20	Board	
	interview,		business	wembers	
	II annlicabla		days		
43 Receive schedule	4 3 Inform	None			
of AMO interview. <i>if</i>	client				
applicable.	regarding				
	the				
	schedule				
	of AMO				
	interview,				
	if				
	applicable.	Nama			
4.4. Keceive	4.4.	INONE			
	Review				
For disapproved	result and				
application receive	recommen				
system-generated	d				
notice of disapproval	disapprov				
and its details through	e or				
PCAB Online	approve.				
Licensing Portal					
account and					



registered e-mail address.				С
For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.				
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.				
STEP 6				
Verify issued digital license at pcab.construction.gov .ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatic ally posted at the verification website.	None	None	None
TOTAL	PROCESSI	NG DAYS: 20 Busin	ess Days	
(From time of submis which shall not include Moreover, it should be	sion of applic the number understood availability of	cation to recommenda of days for STEs inte that the AMO intervie of the Board Members	ation of Boar rview and AN ew is schedul s)	d Members //O interview. led upon the



	New Special License-Foreign							
		Category						
Fee Particulars	AAAA	AAA	AA	A	В	С	D	E/Trad e
Filing Fee	1,200	1,200	1,200	1,200	1,20 0	1,200	1,20 0	1,200
Classification Fee								
Principal	4,800	4,800	2,400	480	240	144	48	nil
Other/s (for each additional classification s)	2,400	2,400	1,200	240	120	72	24	nil
Categorization Fee	150,000	43,200	21,600	7,200	4,80 0	2,400	1,20 0	nil
License Fee	5,000	5,000	5,000	5,000	5,00 0	5,000	5,00 0	5,000
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)	163,442	56,642	31,442	14,162	11,4 02	8,858	7,51 4	6,242

Penalties

At least P = 100,000.00 but not more than P = 500,000.00 / Plus the equivalent of onetenth of one-percent (0.1%) of the project cost for undertaking projects without a PCAB license (R.A. 11711).



13. Online Filing of New Special License-Consortium (Foreign/Local)

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

Office or Division:	Philippine Conti (PCAB)	ractors Accreditation Board		
	(
Classification:	Highly Technica	al		
Type of Transaction:	Government to	Business		
Who may avail:	PCAB License	d Contractors with non-		
	licensed contract	ctor partner/s		
Checklist of Requireme	ents	Where to Secure		
Instructional Guide: Special License	e – New –	PCAB Online Licensing		
Consortium – Local and Foreign.pdf		Portal:		
		 pcab.construction. 		
		gov.ph		
		 pcabgovph.com 		
		 bit.ly/PCABGuide 		
Signed-up account for PCAB Online I	Licensing Portal	PCAB Online Licensing		
		Portal:		
Note: Use ONE account only for all a	application	 pcab.construction. 		
types.		gov.ph		
		 pcabgovph.com 		
Valid Regular/Special Contractor's License reflected		PCAB Online Licensing		
in the PCAB Online Licensing Portal account		Portal account		
Duly accomplished set of digital forms	s: Special	PCAB Online Licensing		
License-Consortium(Foreign/Local)	New	Portal account Special		
Consortium Application		License-		
		Consortium(Foreign/Loca		
Note: Special license application ha	as to be filed at	I) New Consortium		
least one (1) working day before biddi	Application			
A. Leyal	Ganaral	PCAR Online Licensing		
A.1 Contractor S	General	Portal account Special		
intornation.		license-		
Instruction: Ac	complish digital	Consortium(Foreign/Loca		
form		I) □ New Consortium		



		Application General
A. ²	1.1 For NON-CONSTRUCTOR	For Business
	PARTNERS (managing and operating partner, as financier/s or any such other construction supportive role):	Name Registration Certificate: Department of Trade & Industry (DTI) / www.dti.gov.ph
	 Origin - Filipino: DTI Certificate of Registration of Business Name or SEC Registration and Articles of Partnership or Incorporation, whichever is applicable. Annual Income Tax Return duly filed with the Bureau of Internal Revenue Company Brochure 	 For SEC Certificate of Registration and Articles of Partnership / Incorporation and By-Laws: Securities and Exchange Commission (SEC) / www.sec.gov.ph • For Income Tax Return: Bureau of Internal Revenue (BIR) / www.bir.gov.ph • For Audited Financial Statement: Certified Public Accountant with valid PRC-BOA accreditation and Bureau of Internal Revenue (BIR) /
	Origin - Foreign: • 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.	Revenue (BIR) / www.bir.gov.ph • For Company Brochure: Provided by the Company



A.1.2	 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. Company Brochure Instruction: Upload as attachment (one PDF file only). Consortium Agreement 	PCAB Online Licensing Portal account Special
	 Note: Only the LATEST and NOTARIZED Consortium Agreement shall be uploaded. INCOMPLETE and INCONSISTENT information in the Consortium Agreement shall result to DISAPPROVAL of the application. 	License-Joint Venture/Consortium Special License-Joint Venture (Local) General Information
	Instruction : Download the LATEST Consortium Agreement template, accomplish, notarize and upload as attachment (one PDF file only).	
A.1.3	Copy of pertinent pages of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders". Instruction: Upload as attachment (one PDF file only).	Tendering Agency / Publication in the Newspaper or Website
A.1.4	Affidavit of Disclosure (if with pending case).	PCAB Special License Applicants / Tendering Agency



		Instruction attachment only).	: Upload as (one PDF file	8	(C
B. Payment					
B.1	Pa	y the applica	tion fees.	PCAB Or	nline Licensing
В.1	Pa Pa No	y the applica yment Option • PayMaya wallet/debit o • Landbank • Over-the- Makati or Cl/ te: • *Scanned payment (e.g transaction r uploaded as application payment rec CIAP Cashie • Manager' Cheque/Cashi NOT a proof • For tho through payment faci be reconcile and uploadi payment is N	tion fees. ns: /GCash e or credit card (Linkbiz Portal* counter (CIAF AP Windows)* d copy of proof o g. official receipt receipt) shall be attachment in the and subject to onciliation by the r. s hier's Cheque is of payment. se who paid PayMaya/GCash lity, payment will ed automatically ng of proof o IOT required.	PCAB Or Portal ac License- Consortiu I) □ New Applicatio • Pa payme f integr PCAE • La Portal e vebsi eserv • Ov CIAP Windo	hline Licensing count Special
	Ins	struction [.] A	Accomplish the	2	
	dia	ital form.		-	
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESS NG TIME	SI PERSON RESPONSIB LE
STEP 1					
Complete	Ν	one	None	None	None
application					
requirements.					
STEP 2					
Log-in at PCAB	Ν	one	None	None	None
Online Licensing					
Portal using					
previously signed-					
up account.					



Note: Use ONE account only for all application types.				C
STEP 3				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
application fees.	/ CIAP Window	fees can be found in the	(Note: for over-the-	/ CIAP Window
 PayMaya/G Cash e- wallet/debit or credit card Landbank Linkbiz Portal* Over-the- counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction rocoipt) shall bo 	receive the payment and copy of Order of Payment and issue Official Receipt (Note: for over-the- counter transactions only).	portion of the application. Computation of fees by the system will be based on the declared highest category and date of bidding date. See License Fee Structure at the last page.	transactions only).	(Note: for over-the- counter transactions only) Landbank Linkbiz Portal
receipt) shall be uploaded as attachment in the the application and subject to payment				
 reconciliation by the CIAP Cashier. Manager's Cheque/Cashie r's Cheque is NOT a proof of payment. 				



who paid through PayMaya/GCas h h payment facility, payment facility, payment will be reconciled automatically and uploading of proof of payment is None NOT required. None 3.3. Submit None complete application. application has to be filed at least one (1) working day before bidding or negotiation or negotiation date. • • For this type of application, submission of application is automatic once the payment portion is accomplished. STEP 4 4.1. Check the 4.1. Check the 4.1. Evaluate None PCAB Online
through PayMaya/GCas h payment facility, payment facility, payment will be reconciled automatically and uploading of proof of of proof of payment is NOT required. None 3.3. Submit None complete application. application None Important Note: • • Special license application has to be filed at least one (1) working day before bidding or negotiation date. • • For this type of application is automatic once the payment portion saccomplished. STEP 4 4.1. Check the 4.1. Consortium application via qualifications PCAB Online
PayMaya/BCas h payment h payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. None 3.3. Submit None complete application. application None Important Note: • • Special license application has to be filed at least one (1) working day before bidding or negotiation or negotiation date. • • For this type of application, submission of application, submission of application is automatic once the payment consortium satus of STEP 4 4.1. Check the 4.1. Evaluate None Consortium Evaluator / PCAB PCAB Online
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Tablity, payment will be reconciled automatically and uploading of proof of payment is NOT required. None None None 3.3. Submit complete application. None None None None Important Note: • Special license application has to be filed at least one (1) working day before bidding or negotiation date. • For this type of application is automatic once the payment portion is accomplished. • • STEP 4 • • • • 4.1. Check the status of application via PCAB • • • Online • • • • 20 business • • • •
will be reconciled automatically and uploading of proof of payment is NOT required. None None None 3.3. Submit complete application. None None None None Important Note: • Special license application has to be filed at least one (1) working day before bidding or negotiation date. • None None • For this type of application, submission of application is automatic once the payment portion is accomplished. • • • STEP 4 4.1. Evaluate Consortium qualifications and indicate None Consortium Evaluator / PCAB Technical
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and upposenting of proof of payment is NOT required. None None None 3.3. Submit complete application. None None None None Important Note: Special license application has to be filed at least one (1) working day before bidding or negotiation date. For this type of application, submission of application is automatic once the payment portion is accomplished. Step 4 Consortium status of Consortium application via qualifications and indicate Submission of application is accompliabled. Terp 4 Consortium application via qualifications Submission of application via audifications Submission of application via qualifications Submission of application via qualifications Submission of application via qualifications Submission of application via and indicate Submission of application via Submission of
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3.3. Submit complete application. None None None None Important Note: • Special license application has to be filed at least one (1) working day before bidding or negotiation date. • For this type of application, submission of application is automatic once the payment portion is accomplished. None None None STEP 4 • Consortium qualifications application via pCAB None Consortium Evaluator / PCAB Consortium Technical
complete application. Important Note: - • Special - license application has to be filed at - least one (1) working day before bidding or negotiation date. - • For this type of application, of application is automatic once the payment portion is accomplished. - STEP 4 - 4.1. Check the 4.1. Evaluate Yonsortium Qualifications PCAB Online and indicate -
application. Important Note: • Special license application has to be filed at least one (1) working day before bidding or negotiation date. • For this type of application, submission of application is automatic once the payment portion is accomplished. STEP 4 4.1. Check the status of Consortium application via publication via and indicate 20 business
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Important Note: • Special • Special license application has to be filed at least one (1) working day before bidding or negotiation date. • For this type of application, submission of application is automatic once the payment portion portion is accomplished. None STEP 4 Consortium 4.1. Check the 4.1. Evaluate Status of opplication via application Technical
 Special license application has to be filed at least one (1) working day before bidding or negotiation date. For this type of application, submission of application is automatic once the payment portion is accomplished. STEP 4 4.1. Evaluate status of applications and indicate None Consortium Evaluator / PCAB Technical
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license application has to be filed at least one (1) working day before bidding or negotiation date. • For this type of application, submission of application is automatic once the payment portion is accomplished. STEP 4 4.1. Check the status of applications PCAB Online and indicate 20 business Technical
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to be filed at least one (1) working day before bidding or negotiation date. • For this type of application, submission of application is automatic once the payment portion is accomplished. STEP 4 4.1. Check the status of application via PCAB Online and indicate
least one (1) working day working day before bidding or negotiation or negotiation date. • For this type of application, submission of application is automatic once the payment portion is accomplished. STEP 4 4.1. Check the 4.1. Evaluate Status of consortium qualifications PCAB Online and indicate 20 husiness
Working day before bidding or negotiation date. For this type of application, submission of application is automatic once the payment portion is accomplished. STEP 4 4.1. Evaluate status of application via qualifications PCAB Online and indicate 20 business
before bidding or negotiation date. • • For this type of application, submission of application is automatic once the payment portion is accomplished. • STEP 4 • 4.1. Check the status of application via polication via polication via PCAB Online 4.1. Evaluate Consortium qualifications and indicate None
 or negotiation date. For this type of application, submission of application is automatic once the payment portion is accomplished. STEP 4 4.1. Check the 4.1. Evaluate status of Consortium application via qualifications PCAB Online and indicate 20 business Consortium Technical
 For this type of application, submission of application is automatic once the payment portion is accomplished. STEP 4 4.1. Check the 4.1. Evaluate Status of Consortium qualifications PCAB Online and indicate 20 business Consortium Technical
 For this type of application, submission of application is automatic once the payment portion is accomplished. STEP 4 4.1. Check the 4.1. Evaluate Consortium status of Consortium qualifications and indicate None Consortium Evaluator / PCAB Technical
of application, submission of application is automatic once the payment portion is accomplished. automatic once the payment portion is accomplished. STEP 4 Image: status of consortium application via qualifications and indicate None Consortium to consortium application via provide the consortium and indicate None Consortium to consort to conso
application is automatic once the payment portion is accomplished. automatic once the payment portion is accomplished. automatic once the payment portion is accomplished. STEP 4 automatic once the payment portion is accomplished. automatic once the payment portion is accomplished. Consortium Evaluator 4.1. Check the status of application via PCAB 4.1. Evaluate oulfications and indicate None Consortium Evaluator / PCAB Technical
automatic once automatic once the payment portion is portion is accomplished. STEP 4
the payment portion is accomplished.he payment portion is accomplished.he payment portion is accomplished.STEP 4And the status portion is application via portion via portion is qualifications portion is and indicateNoneConsortium portion is portion is p
and portionis accomplished.and indicateAnd indicateSTEP 4And indicateNoneConsortium Evaluator / PCAB Technical
accomplished.Image: Construct of the status of consortium application via qualifications PCABNoneConsortium Evaluator / PCAB20 businessConsortium Technical
STEP 4Image: Step 44.1. Check the status of application via PCAB Consident of Consortium qualifications And indicateNoneConsortium Evaluator / PCAB Technical
4.1. Check the status4.1. Evaluate Consortium qualifications PCABNoneConsortium Evaluator / PCAB4.1. Check the Evaluator4.1. Evaluate PolicitionNoneConsortium Evaluator / PCABPCAB Technicaland indicate20 business
statusofConsortiumEvaluator /applicationviaqualificationsPCABPCABOnlineand indicate20 business
applicationviaqualificationsPCABPCABOnlineand indicate20 businessTechnical
PCAB Online and indicate Technical
Licensing Portal conditions / and Financial
account. System- deficiencies, Evaluation
generated notices if any.
(such as conditions / PCAB



			1	
be sent to applicant's registered email address.				Executive C Director / PCAB Board Members
4.2. Receive application result. For disapproved application, receive system- generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.2. Review evaluation result and recommend disapprove or approve .	None		
For approved application, receive system- generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.				
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
Note : If the applicant receives a notice of deficiency/ies (as				



mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.				C			
STEP 6							
Verify issued digital license at pcab.construction. gov.ph/verify or pcabgovph.com/ve rify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None			
тот	TOTAL PROCESSING DAYS: 20 Business Days						
(From time of submission of application to recommendation of Board Members)							

New Special License – Consortium (Foreign/Local)								
				Categ	jory			
Fee	AAAA							
Particulars		AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee								
(per project								
basis)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Categorization								
Fee								
(per CFY								
basis)	150,000	43,200	21,600	7,200	4,800	2,400	1,200	nil
Documentary			30	30	30	30	30	30
Stamp Tax	30	30	50	50	50	30	50	50
Legal								
Research			12	12	12	12	12	12
Fund	12	12						
Grand Total (₽)	156,242	49,442	27,842	13,442	11,042	8,642	7,442	6,242



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			

14. Online Filing of New Special License-Joint Venture (Foreign)

Processing of application for New Special License-Joint Venture, a cooperative arrangement between licensed construction contractors (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 (PCAB)				
Classification :	Complex				
Type of Transaction:	Government to Business				
Who may avail:	PCAB Licensed Contractors				
Cheo	klist of Requirements	Where to Secure			
Instructional Guide: Special License – New – Joint Venture – Foreign.pdf		 PCAB Online Licensing Portal: pcab.construction.gov.p h pcabgovph.com bit.ly/PCABGuide 			
Signed-up account for PCAB Online Licensing Portal		 PCAB Online Licensing Portal: pcab.construction.gov.p h 			
Note: Use ONE types.	account only for all application	 pcabgovph.com 			
Valid Regular/Sp reflected in the F account	pecial Contractor's License PCAB Online Licensing Portal	PCAB Online Licensing Portal account			



Duly acc License- License- Note: S least or negotiati	complished set of digital forms: Special Joint Venture/Consortium Special Joint Venture (Foreign) pecial license application has to be filed at ne (1) working day before bidding or ion date.	PCAB Online Licensing Portal C account Special License- Joint Venture/Consortium Special License-Joint Venture (Foreign)
A. Lega		
A.1	Contractor's General Information. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account Special License- Joint Venture/Consortium Special License-Joint Venture (Foreign) General Information
A.1.1	Joint Venture Agreement Note: • Only the LATEST and NOTARIZED Joint Venture Agreement shall be uploaded. • INCOMPLETE and INCONSISTENT information in the Joint Venture Agreement shall result to DISAPPROVAL of the application. Instruction: Download the LATEST Joint Venture Agreement template, accomplish, notarize and upload as attachment (one PDF file only)	PCAB Online Licensing Portal account Special License- Joint Venture/Consortium Special License-Joint Venture (Foreign) General Information
A.1.2	Copy of pertinent pages of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders". Instruction: Upload as attachment (one PDF file only).	Tendering Agency / Publication in the Newspaper or Website
A.1.3	Affidavit of Disclosure (if with pending case). Instruction: Upload as attachment (one PDF file only).	PCAB Special License Applicants / Tendering Agency
B. Paym	nent	
B.1	 Pay the application fees. Payment Options: PayMaya/GCash e-wallet/debit or 	PCAB Online Licensing Portal account Special License- Joint Venture/Consortium Special License-Joint Venture
	credit card	(Foreign) 🗆 Pay/Submit



Landbank Linkbiz Portal*	C
 Over-the-counter (CIAP Makati or 	 PayMaya/GCash
CIAP Windows)*	payment facility integrated
Note:	within PCAB Online
 *Scanned copy of proof of 	Licensing Portal
payment (e.g. official receipt,	 Landbank Linkbiz Portal
transaction receipt) shall be uploaded	external website / lbp-
as attachment in the application and	eservices.com
subject to payment reconciliation by	 Over-the-counter: CIAP
the CIAP Cashier.	Makati or CIAP Windows
Manager's Cheque/Cashier's	
Cheque is NOT a proof of payment.	
 For those who paid through 	
PayMaya/GCash payment facility,	
payment will be reconciled	
automatically and uploading of proof	
of payment is NOT required.	
Instruction: Accomplish the digital form.	
	DEDCON

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB LE
STEP 1				
Complete application requirements.	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account. Note: Use ONE account only for all application types.	None	None	None	None
STEP 3				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None



	1	1	1		-
3.2. Pay the	CIAP Cashier /	Breakdown of	10 minutes	CIAP C	
application fees.	CIAP Window	fees can be	(Note: for	Cashier /	
	Cashier will	found in the	over-the-	CIAP	l
Pavment	receive the	Pavment	counter	Window	l
Options:	payment and	portion of the	transactions	Cashier	
	copy of Order	application	only)	(Note: for	l
C Coch	of Paymont	Computation	0///y/.	ovor-tho-	l
	and issue	of food by the		over-the-	l
	Official			transactions	l
		System will be			l
Landbank	Receipt (Note:	based on the		oniy)	
Linkbiz	tor over-the-	declared			l
Portal*	counter	highest		Landbank	
 Over-the- 	transactions	category and		Linkbiz	
counter	only).	date of		Portal	
(CIAP Makati		bidding date.			l
or CIAP					
Windows)*		See License			
		Fee Structure			l
Note [.]		at the last			
Note.		page.			
		P-901			
					l
of payment					
(e.g. official					
receipt,					l
transaction					
receipt) shall					l
be uploaded					l
as					
attachment in					l
the the					l
application					
and subject					l
to payment					l
reconciliation					
by the CIAP					
Cashior					l
Managar'					l
S Charve (Oracl					
Cheque/Cash					
ier's Cheque					
is NOT a					
proof of					
payment.					
 For those 					
who paid					
through					



PayMaya/GC ash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.				CI
complete application.	INONE	NONE	NONE	NONE
Important Note:				
 Special license application has to be filed at least one (1) working day before bidding or negotiation date. For this type of application, submission of application is automatic once the payment portion is accomplishe d. 				
SIEP 4				



4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email	4.1. Evaluate Joint Venture qualifications and indicate conditions / deficiencies, if any.	None		Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members	IAP
address					
	42 Review	None			
application	evaluation				
result.	result and				
	recommend				
For	disapprove or				
disapproved	approve.		7 business		
application,			davs		
receive system-					
generated notice					
of disapproval					
and its details					
through PCAB					
Donine Licensing					
and registered o-					
mail address					
mail address.					
For approved					
application.					
receive system-					
generated notice					
of approval and					
its details					
through PCAB					
Online Licensing					
Portal account					
and registered e-					
mail address.					
STEP 5					



Download and print the digital license certificate from PCAB Online Licensing Portal account. Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1) , the download link for digital license is disabled until ALL conditions / deficiencies are found fully	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
complied.				
STEP 6				
Verify issued digital license at pcab.constructio n.gov.ph/verify	Details of the digital license certificate is automatically	None	None	None
pcabgovpn.com/	venilication			
				<u> </u>
(From time of su	ubmission of appl	ication to recomn	nendation of Boa	rd Members)



New Special License – Joint Venture (Foreign)								
				Categ	gory			
Fee	AAAA							
Particulars		AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee								
(per project								
basis)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Categorization								
Fee								
(per CFY								
basis)	150,000	43,200	21,600	7,200	4,800	2,400	1,200	nil
Documentary			30	30	30	30	30	30
Stamp Tax	30	30		50				
Legal								
Research			12	12	12	12	12	12
Fund	12	12						
Grand Total	156,242	49,442	27,842	13,442	11,042	8,642	7,442	6,242
(₽)								

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	



15. Online Filing of New Special License-Joint Venture (Local)

Processing of application for New Special License-Joint Venture, a cooperative arrangement between licensed construction contractors (all 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 (PCAB)			
Classification:	Complex			
Type of Transaction:	Government to Business			
Who may avail:	PCAB Licensed Contractors			
Checklist of Rec	uirements	Where to Secure		
Instructional Guide: Specia	al License – New –	PCAB Online Licensing		
Joint Venture – Local.pdf		Portal:		
		 pcab.construction.gov. 		
		ph		
		 pcabgovph.com 		
		 bit.ly/PCABGuide 		
Signed-up account for PCA	3 Online Licensing	PCAB Online Licensing		
Portal		Portal:		
		 pcab.construction.gov. 		
Note: Use ONE account on	ly for all application	ph		
types.		 pcabgovph.com 		
Valid Regular Contractor's L	icense reflected in	PCAB Online Licensing		
the PCAB Online Licensing	Portal account			
Duly accomplished set of digital forms: Special		PCAB Online Licensing		
License-Joint Venture/Consortium Special		Portal account Special		
License-Joint Venture (Loca	al)			
Note: Special license application has to be filed at		Venture/Consortium		
Note: Special license application has to be filed at				
neast one (1) working day before bloding of		Venture (Local)		
A 1 Contractor's Gener	al Information			
		Portal account		
Instruction: Accomp	molish digital form			
	Venture/Consortium			
	Special License-Joint			
		(Local) General Information		
A.1. Joint Venture Agree	ement	PCAB Online Licensing		
		Portal account Special		
Note:	License-Joint			
		Venture/Consortium		



	Only the LATEST and NOTARIZED	Special License-Joint Venture
	uploaded	
	INCOMPLETE and	
	INCONSISTENT information in the	
	Joint Venture Agreement shall result to	
	DISAPPROVAL of the application.	
	Instruction: Download the LATEST Joint	
	Venture Agreement template, accomplish,	
	notarize and upload as attachment (one	
A 4	PDF file only)	Tondoring Agonov /
A.1.	to Rid" or "Instruction to Riddors" or	Publication in the Newspaper
2	"Notice to Bidders"	or Website
	Instruction: Upload as attachment (one	
	PDF file only).	
A.1.	Affidavit of Disclosure (if with pending	PCAB Special License
3	case).	Applicants / Tendering
		Agency
	Instruction: Upload as attachment (one	
B. Pa	yment	
B. Pa B.1	yment Pay the application fees.	PCAB Online Licensing
B. Pa B.1	yment Pay the application fees.	PCAB Online Licensing Portal account Special
B. Pa B.1	yment Pay the application fees. Payment Options:	PCAB Online Licensing Portal account Special License-Joint
<u>B. Pa</u> B.1	yment Pay the application fees. Payment Options: • PayMaya/GCash e-wallet/debit or	PCAB Online Licensing Portal account Special License-Joint Venture/Consortium
B. Pa B.1	yment Pay the application fees. Payment Options: • PayMaya/GCash e-wallet/debit or credit card	PCAB Online Licensing Portal account Special License-Joint Venture/Consortium Special License-Joint Venture
B. Pa B.1	yment Pay the application fees. Payment Options: • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over the counter (CLAP, Maketi, or	PCAB Online Licensing Portal account Special License-Joint Venture/Consortium Special License-Joint Venture (Local) Pay/Submit
B. Pa B.1	yment Pay the application fees. Payment Options: • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)*	PCAB Online Licensing Portal account Special License-Joint Venture/Consortium Special License-Joint Venture (Local) Pay/Submit
B. Pa B.1	yment Pay the application fees. Payment Options: • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* Note:	PCAB Online Licensing Portal account Special License-Joint Venture/Consortium Special License-Joint Venture (Local) Pay/Submit PayMaya/GCash payment facility integrated
B. Pa B.1	yment Pay the application fees. Payment Options: • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* Note: • *Scanned copy of proof of payment	PCAB Online Licensing Portal account □ Special License-Joint Venture/Consortium □ Special License-Joint Venture (Local) □ Pay/Submit • PayMaya/GCash payment facility integrated within PCAB Online
B. Pa B.1	 yment Pay the application fees. Payment Options: PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) 	PCAB Online Licensing Portal account Special License-Joint Venture/Consortium Special License-Joint Venture (Local) Pay/Submit PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal
B. Pa B.1	 yment Pay the application fees. Payment Options: PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the 	PCAB Online Licensing Portal account □ Special License-Joint Venture/Consortium □ Special License-Joint Venture (Local) □ Pay/Submit • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal • Landbank Linkbiz
B. Pa B.1	 yment Pay the application fees. Payment Options: PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment 	PCAB Online Licensing Portal account Special License-Joint Venture/Consortium Special License-Joint Venture (Local) Pay/Submit PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal Landbank Linkbiz Portal external website /
B. Pa B.1	 yment Pay the application fees. PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier. 	PCAB Online Licensing Portal account □ Special License-Joint Venture/Consortium □ Special License-Joint Venture (Local) □ Pay/Submit • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal • Landbank Linkbiz Portal external website / lbp-eservices.com
B. Pa B.1	 yment Pay the application fees. PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's 	PCAB Online Licensing Portal account □ Special License-Joint Venture/Consortium □ Special License-Joint Venture (Local) □ Pay/Submit • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal • Landbank Linkbiz Portal external website / Ibp-eservices.com • Over-the-counter: CIAP
B. Pa B.1	 yment Pay the application fees. Payment Options: PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. 	PCAB Online Licensing Portal account □ Special License-Joint Venture/Consortium □ Special License-Joint Venture (Local) □ Pay/Submit • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal • Landbank Linkbiz Portal external website / lbp-eservices.com • Over-the-counter: CIAP Makati or CIAP Windows
B. Pa B.1	 yment Pay the application fees. PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. For those who paid through DayMang (Ocash and support for the summary for th	PCAB Online Licensing Portal account ☐ Special License-Joint Venture/Consortium ☐ Special License-Joint Venture (Local) ☐ Pay/Submit • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal • Landbank Linkbiz Portal external website / Ibp-eservices.com • Over-the-counter: CIAP Makati or CIAP Windows
B. Pa B.1	 yment Pay the application fees. PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. For those who paid through PayMaya/GCash payment facility, payment will be uploaded as attachment in the application and subject to payment. 	PCAB Online Licensing Portal account Special License-Joint Venture/Consortium Special License-Joint Venture (Local) Pay/Submit • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal • Landbank Linkbiz Portal external website / Ibp-eservices.com • Over-the-counter: CIAP Makati or CIAP Windows



CIAP

the application and subject to payment reconciliation by the CIAP Cashier. • Manager's Cheque/Cashier'
and subject to payment reconciliation by the CIAP Cashier. • Manager's Cheque/Cashier'
payment reconciliation by the CIAP Cashier. • Manager's Cheque/Cashier'
reconciliation by the CIAP Cashier. • Manager's Cheque/Cashier'
the CIAP Cashier. • Manager's Cheque/Cashier'
Cashier. • Manager's Cheque/Cashier'
Manager's Cheque/Cashier'
Cheque/Cashier'
s Cheque is NOT
a proof of
payment.
• For those
who paid through
PavMava/GCash
payment facility
payment will be
reconciled
automatically and
uploading of
proof of payment
is NOT required.
3.3. Submit None None None None
complete
application
Important Note:
Special
license
application has to
be filed at least
one (1) working
dav before
bidding or
negotiation date.
For this type
of application.
submission of
application is
automatic once
the payment
portion is
accomplished.
STEP 4



					1000
	4.1. Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Joint Venture qualifications and indicate conditions / deficiencies, if any.	None		Joint Venture Evaluator / PCAB Technical and Financial Evaluatio n Division Chief /
	4.2. Receive application result. For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.2. Review evaluation result and recommend disapprove or approve .	None	7 business days	PCAB Executive Director / PCAB Board Members
	For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.				
	SIEP 5	Conorsta	Nege	A mains sta	DCAD
	bownload and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	License Creation Team
	Note : If the applicant receives a				
1	notice of				



deficiency/ies (as mentioned in Step 4.1) , the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.				C
STEP 6				
Verify issued digital license at pcab.construction.g ov.ph/verify or pcabgovph.com/veri fy	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 7 Business Days				
(From time of submis	(From time of submission of application to recommendation of Board Members)			Members)

New Special License – Joint Venture (Local)								
	Category							
Fee	AAAA							
Particulars		AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee								
(per project								
basis)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Categorization								
Fee								
(per CFY								
basis)	150,000	43,200	21,600	7,200	4,800	2,400	1,200	nil
Documentary			20	20	20	20	20	20
Stamp Tax	30	30	30	30	30	30	30	30
Legal								
Research			12	12	12	12	12	12
Fund	12	12						
Grand Total (₽)	156,242	49,442	27,842	13,442	11,042	8,642	7,442	6,242



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	

16. Online Filing of Renewal of Special License-Foreign individual Application

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

Office or Division:	Philippine Contractors Accreditation Board (PCAB)			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	New Special Contractor's License-Foreign holder			
Checklist of Red	quirements	Where to Secure		
Instructional Guide: Speci	al License – Renewal	PCAB Online Licensing		
- Foreign Individual.pdf		Portal:		
		 pcab.construction.gov. ph 		
		pcabgovph.com		
		 bit.ly/PCABGuide 		
Signed-up account for PCA	B Online Licensing	PCAB Online Licensing		
Portal		Portal:		
		 pcab.construction.gov. 		
Note: Use ONE account or	nly for all application	ph		
types.		 pcabgovph.com 		
Approved New Special Con	tractor's License-	PCAB Online Licensing		
Foreign reflected in the PCAB Online Licensing		Portal account		
Portal account				
Renew button which can be	found at Special	PCAB Online Licensing		
License Renewal Special License – Foreign		Portal account Special		
Contractor		License 🗆 Renewal Special		
		License – Foreign Contractor		
AMO Interview by the Boa	ard, if applicable.	Philippine Contractors		
Note:		Accreditation Board (PCAB)		
		Board Member/s		

Ī	F
CI	AP

 Applicants for category "Trade/E" to "AAAA" (AMO is non-technical graduate) and category "B" to "AAAA" (AMO is technical graduate) are required to be interviewed. Foreign AMO is required to be interviewed. AMO will be interviewed upon submission of the complete application. Applicant will be notified of the interview schedule through provided contact details and email address. Interview may be online or face to face depending on the schedule of the Board Member/s. STE Interview, <i>if applicable.</i> 	Philippine Contractors
Note:	Accreditation Board (PCAB)
Applicant will be notified of the schedule	STE Interview Staff
through provided contact details and email	
address indicated in the application.	
Interview is online.	
Pay the application fees.	PCAB Online Licensing
	Portal account Special
Payment Options:	License 🗆 Renewal Special
PayMaya/GCash e-wallet/debit or credit	License – Foreign Contractor
card	Pay/Submit
 Landbank Linkbiz Portal* 	
Over-the-counter (CIAP Makati or CIAP	 PayMaya/GCash
Windows)*	payment facility integrated
Note:	Within PCAB Online
• *Scanned copy of proof of payment (e.g.	Licensing Portai
official receipt, transaction receipt) shall be	Landbank Linkbiz
uploaded as attachment in the application and	Portal external website /
Subject to payment reconciliation by the CIAP	o Over the counter:
Cashier.	 Over-the-counter. CIAP Makati or CIAP
Manager's Cheque/Cashier's Cheque is	Windows
For those whe paid through	
PayMaya/GCash payment facility payment	
will be reconciled automatically and uploading	
of proof of payment is NOT required.	
Instruction: Accomplish the digital form.	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSI BLE
STEP 1				
Complete application requirements.	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account.	None	None	None	None
Note: Use ONE account only for all application types.				
STEP 3				
3.1. Click on Renew button.	None	None	None	None
3.2. Pay the application fees.	CIAP Cashier / CIAP Window Cashier will	Breakdo wn of fees can	10 minutes (Note:	CIAP Cashier / CIAP
Payment Options:	receive the	be found	for over-	Window
 PayMaya/GCash e- wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the the application and subject to payment reconciliation by the 	payment and copy of Order of Payment and issue Official Receipt (Note: for over-the- counter transactions only).	in the Payment portion of the applicatio n. Computat ion of fees by the system will be based on the declared highest category and date of bidding	the- counter transacti ons only).	Cashier (Note: for over-the- counter transactions only) Landbank Linkbiz Portal
 CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. 		Gate. See License Fee Structur		



 For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 		e at the last page.		CI
 3.3. Submit complete application. Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished. 	None	None	None	None
STEP 4				
4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Technical, Financial and Government Registration qualifications and indicate conditions / deficiencies, if any.	None	20 busines	PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, <i>if</i> <i>applicable</i> /
4.2. Receive schedule of STE interview, <i>if applicable</i> .	4.2. Inform client regarding the schedule of STE interview, <i>if applicable.</i>	None	s days	PCAB Technical and Financial Evaluation
4.3. Receive schedule of AMO interview, <i>if applicable</i> .	4.3. Inform client regarding the schedule of AMO interview, <i>if</i> <i>applicable</i> .	None		Division Chief / PCAB Executive Director /



	l	1						
4.4. Receive application	4.4. Review	None		PCAB CIA				
result.	evaluation result			Board				
	and recommend			Members				
For disapproved	disapprove or							
application. receive	approve.							
system-generated notice of								
disapproval and its details								
through PCAR Online								
Liconsing Portal account								
LICENSING FOILd account								
and registered e-mail								
address.								
F								
For approved								
application, receive								
system-generated notice of								
approval and its details								
through PCAB Online								
Licensing Portal account								
and registered e-mail								
address.								
STEP 5								
Download and print the	Generate digital	None	1	PCAB				
digital license certificate	license certificate.		minute	License				
from PCAB Online				Creation				
Licensing Portal account.				Team				
5								
Note : If the applicant								
receives a notice of								
deficiency/ies (as								
mentioned in Step 4 1)								
the download link for digital								
license is disabled until								
ALL conditions /								
deficiencies are found fully								
Verify issued digital license	Details of the	None	None	None				
ot	digital liconco	NONE	NONE	NONE				
al								
erity or	automatically							
pcabgovpn.com/verity	posted at the							
	verification							
	website.							
TOTAL PR	OCESSING DAYS:	20 Busines	s Days					
(From time of submission	of application to rec	commendatio	on of Board	d Members				
which shall not include the	number of days for	which shall not include the number of days for STEs interview and AMO interview.						



Moreover, it should be understood that the AMO interview is scheduled upon the CIAP availability of the Board Members)

Renewal of Special License-Foreign								
Fee		Category						
Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Category Review	150,000	28,800	14,400	4,800	3,600	1,920	960	nil
License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total (₽)	156,242	35,042	20,642	11,042	9,842	8,162	7,202	6,242



17. Online Filing of Renewal of Special License-Consortium (Foreign/Local)

Processing of application for Renewal Special License-Consortium (Foreign/Local).

Office or Division:	Philippine Contrac (PCAB)	Philippine Contractors Accreditation Board (PCAB)			
Classification:	Complex				
Type of Transaction:	Government to Bu	usiness			
Who may avail:	New Special Concernation	ontractor's License-Consortium			
Checklist of Requ	uirements	Where to Secure			
Instructional Guide: Spec	cial License –	PCAB Online Licensing Portal:			
Renewal – Consortium.pd	f	 pcab.construction.gov.p 			
		pcabgoyph.com			
		 bit.lv/PCABGuide 			
Signed-up account for PC	AB Online	PCAB Online Licensing Portal:			
Licensing Portal		 pcab.construction.gov.p 			
		h			
Note: Use ONE account of application types.	only for all	 pcabgovph.com 			
 Approved New Special Contractor's License-Consortium reflected in the PCAB Online Licensing Portal account Valid Regular/Special License of each PCAB licensed contractor 		PCAB Online Licensing Portal account			
Renew button which can b	e found at	PCAB Online Licensing Portal			
Special License-Joint Ven	ture/Consortium	account Special License-			
Special License-Consol	rtium	Joint Venture/Consortium			
(Foreign/Local) 🗆 Renewa	al of Consortium	Special License-Consortium			
Application		(Foreign/Local) Renewal of			
		Consortium Application			
Pay the application fees.		PCAB Online Licensing Portal			
Payment Options:		loint Vonturo/Consortium			
PayMaya/GCash	o-wallet/debit or	Special License-Consortium			
credit card		(Foreign/Local) \square Renewal of			
Landbank Linkbiz F	Portal*	Consortium Application			
Over-the-counter	CIAP Makati or	Pay/Submit			
CIAP Windows)*	· · · · ·				
Note:		PayMaya/GCash			
 *Scanned copy of (e.g. official receipt, transhall be uploaded as 	proof of payment ansaction receipt) attachment in the	payment facility integrated within PCAB Online Licensing Portal			



	AGENCY	F	EES TO	PROCESS	PERSON
Instruction: Accompli	sh the digital form.				
 PayMaya/GCash PayMaya/GCash payment will be reconciliation by the 	 application and subject to payment reconciliation by the CIAP Cashier. Manager's Cheque/Cashier's Cheque is NOT a proof of payment. For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 		• La exter eserv • O Maka	nal website / vices.com ver-the-counto ti or CIAP Win	lbp- er: CIAP ndows
application and	subject to payme	ent	• 2	andbank Link	oiz Portal

CLIENT STEPS	AGENCY	BE PAID	ING TIME	RESPON SIBLE
STEP 1				
Complete	None	None	None	None
application				
STEP 2				
Log-in at PCAB Online Licensing	None	None	None	None
previously signed-				
Note: Use ONE				
application types.				
STEP 3				
3.1. Click on Renew button.	None	None	None	None
3.2. Pay the	CIAP Cashier /	Breakdow	10 minutes	CIAP
application fees.	CIAP Window Cashier will	n of fees can be	(Note: for over-the-	Cashier / CIAP
Payment Options:	receive the	found in	counter	Window
 PayMaya/GC 	payment and	the	transaction	Cashier
ash e-wallet/debit	copy of Order of	Payment	s only).	(Note: for
or credit card	Payment and issue Official	the		over-tne-
Linkbiz Portal*	Receipt (Note:	application		transactio
Over-the-	for over-the-			ns only)
counter (CIAP	counter	Computati		1
Makati or CIAP	transactions	on of fees		Landbank
vvindows)"		svstem will		Portal
Note:		be based		



			r	
 *Scanned 		on the		
copy of proof of		declared		
payment (e.g.		highest		
official receipt,		category		
transaction		and date		
receipt) shall be		of bidding		
		date		
attachmont in the		dato.		
the application		Soo		
and subject to		Liconso		
		License		
payment		Fee Of much service		
reconciliation by		Structure		
the CIAP		at the last		
Cashier.		page.		
 Manager's 				
Cheque/Cashier'				
s Cheque is NOT				
a proof of				
pavment.				
 For those 				
who paid through				
PayMaya/GCash				
naymont facility				
payment will be				
automatically and				
uploading of				
proof of payment				
is NOT required.				
3.3. Submit	None	None	None	None
complete				
application.				
Important Note: For				
this type of				
application,				
submission of				
application is				
automatic once the				
payment portion is				
accomplished				
STFP 4				
4.1 Check the	4.1 Evaluate	None		Joint
status of application	Consortium		7 husiness	Venture
via PCAR Online	qualifications		dave	Fyaluator
Liconsing Dortol	and indicato		uays	
LICENSING FUILA				/


account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address. 4.2. Receive application result. For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address. For approved application, receive system-generated notice of approved	conditions / deficiencies, if any. 4.2. Review evaluation result and recommend disapprove or approve .	None		PCAB Technical and Financial Evaluatio n Division Chief / PCAB Executive Director / PCAB Board Members	C
and its details through PCAB Online Licensing Portal account and registered e-mail address.					
STEP 5					
Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team	
Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step					



4.1) , the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.					
STEP 6					
Verify issued digital license at pcab.construction.g ov.ph/verify or pcabgovph.com/veri fy	Details of the digital license certificate is automatically posted at the verification website.	None	None	None	
TOTAL	PROCESSING D	AYS: 7 Busin	ess Days		
(From time of submission of application to recommendation of Board Members)					

LICENSING FEE STRUCTURE

Renewal of Special License – Joint Venture / Consortium								
				(Category	1		
Fee	AAAA							E/Tr
Particulars		AAA	AA	Α	В	С	D	ade
			1,20	1,20				1,20
Filing Fee	1,200	1,200	0	0	1,200	1,200	1,200	0
–	5.000	5.000	5,00	5,00	5.000	5.000	5.000	5,00
License Fee	-,	-,	0	0	-,	-,	-,	0
Categorization			14,4	4,80				
Fee	150,000	28,800	00	0	3,600	1,920	960	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 (₽)	156,242	35,042	20,6 42	11,0 42	9,842	8,162	7,202	6,24 2



18. Online Filing of Renewal of Special License-Joint Venture (Foreign)

Processing of application for Renewal Special License-Joint Venture (all Non-Filipinos, or a combination of Filipinos and Non-Filipinos).

Office or Division:	Philippine Contractors Accreditation Board (PCAB)					
Classification:	Complex					
Type of Transaction:	Government to Business					
Who may avail:	New Special	Contractor's License-Joint Venture				
	holder					
Checklist of Require	ements	Where to Secure				
Instructional Guide: Specia	I License –	PCAB Online Licensing Portal:				
Renewal – Joint Venture – Fo	oreign.pdf	 pcab.construction.gov.ph 				
		 pcabgovph.com 				
		 bit.ly/PCABGuide 				
Signed-up account for PCAB	Online	PCAB Online Licensing Portal:				
Licensing Portal		 pcab.construction.gov.ph 				
	, 11	 pcabgovph.com 				
Note: Use ONE account only	y for all					
application types.		DOAD Online Linearcian Destal				
Approved New Specia	al Contractor's	PCAB Online Licensing Portai				
License-Joint Venture ref	lected in the	account				
PCAB Online Licensing P						
Valid Regular/Special	LICENSE OF					
Bonow button which can be f	pants.	PCAR Online Licensing Portal				
Special License- Joint Ventur	ounu ai					
Special License-Joint Ventur	ture (Foreign)	Venture/Consortium Special				
Renewal of JV Application	- Foreign	License-Joint Venture (Foreign)				
	roloigii	Renewal of JV Application -				
		Foreign				
Pay the application fees.		PCAB Online Licensing Portal				
		account Special License-Joint				
Payment Options:		Venture/Consortium Special				
 PayMaya/GCash e-v 	wallet/debit or	License-Joint Venture (Foreign)				
credit card		Renewal of JV Application -				
 Landbank Linkbiz Por 	tal*	Foreign 🗆 Pay/Submit				
 Over-the-counter (CI 	AP Makati or					
CIAP Windows)*		PayMaya/GCash payment				
Note:		tacility integrated within PCAB				
 *Scanned copy of pro 	oof of payment	Online Licensing Portal				
(e.g. official receipt, trans	saction receipt)					
shall be uploaded as atta	achment in the					



 application and sub reconciliation by the C Manager's Cheque is NOT a proc For those who PayMaya/GCash p payment will be recon and uploading of pro NOT required. 	ject to paym IAP Cashier. Cheque/Cashi of of payment. o paid throu ayment faci ciled automatic oof of paymen he digital form.	nent er's ugh ility, ally t is	 L exte eser C Mak 	andbank Linkb rnal website / I vices.com Over-the-counte ati or CIAP Win	iz Portal lbp- er: CIAP idows
CLIENT STEPS	AGENCY ACTIONS	FEE BE I	S TO PAID	PROCESSI NG TIME	PERSON RESPONSI BLE
STEP 1					
Complete application requirements.	None	None		None	None
STEP 2					
Log-in at PCAB Online Licensing Portal using previously signed-up account. Note: Use ONE account only for all application types.	None	None		None	None
STEP 3					
3.1. Click on Renew button.	None	None	•	None	None
3.2. Pay the application fees.	CIAP Cashier / CIAP	Break n of fo can b	kdow ees be	10 minutes (Note: for over-the-	CIAP Cashier / CIAP
 Payment Options: PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: *Scanned copy of proof of payment (e.g. official receipt 	Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt (Note: for over-the- counter	found the Paym portice the applie Comp on of by the syste be ba on the decla	d in nent on of cation outati fees e m will ased e ured	counter transactions only).	Window Cashier (Note: for over-the- counter transactions only) Landbank Linkbiz Portal

transaction receipt) shall be uploaded as attachment in the the application and subject to payment reconciliation by the CIAP Cashier. • Manager's Cheque/Cashier's Cheque is NOT a proof of payment. • For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.	transactions only).	highest category and date of bidding date. See License Fee Structure at the last page.			IAP
3.3. Submit complete application. Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.	None	None	None	None	
STEP 4					-
4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Joint Venture qualification s and indicate conditions / deficiencies, if any.	None	7 business days	Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief /	



 4.2. Receive application result. For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address. For approved application, receive system-generated notice 	4.2. Review evaluation result and recommend disapprove or approve .	None		PCAB Executive Director / PCAB Board Members
of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.				
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.				
STEP 6				
Verify issued digital license at pcab.construction.gov.p h/verify or pcabgovph.com/verify	Details of the digital license certificate is automaticall	None	None	None

	y posted at			CIA	
	the				
	verification				
	website.				
TOTAL PROCESSING DAYS: 7 Business Days					
(From time of submission of application to recommendation of Board Members)					

LICENSING FEE STRUCTURE

Renewal of Special License – Joint Venture / Consortium								
				C	ategory	/		
Fee	AAAA							
Particulars		AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Categorization								
Fee	150,000	28,800	14,400	4,800	3,600	1,920	960	nil
Documentary			30	30	30	30	30	30
Stamp Tax	30	30	50		50	30	50	50
Legal								
Research								
Fund	12	12	12	12	12	12	12	12
Grand Total (₽)	156,242	35,042	20,642	11,042	9,842	8,162	7,202	6,242



19. Online Filing of Renewal of Special License-Joint Venture (Local)

Processing of application for Renewal Special License-Joint Venture (all Filipinos).

Office or Division:	Philippine Contractors Accreditation Board (PCAB)				
Classification:	Complex				
Type of Transaction:	Government to	Government to Business			
Who may avail:	New Special C	ontractor's License-Joint Venture holder			
Checklist of Requ	irements	Where to Secure			
Instructional Guide: Sp	ecial License –	PCAB Online Licensing Portal:			
Renewal – Joint Venture	 Local.pdf 	 pcab.construction.gov.ph 			
		 pcabgovph.com 			
		 bit.ly/PCABGuide 			
Signed-up account for P	CAB Online	PCAB Online Licensing Portal:			
Licensing Portal		 pcab.construction.gov.ph 			
		 pcabgovph.com 			
Note: Use ONE account	only for all				
application types.					
 Approved New Sp 	pecial	PCAB Online Licensing Portal account			
Contractor's License-	Joint Venture				
reflected in the PCAE	Online				
Licensing Portal acco	unt				
Valid Regular Lice	ense of each				
Joint venture particip	ants.	PCAR Online Licensing Portal account			
Special License Joint	be lound at				
Venture/Consortium	necial	□ Special License-Joint			
License- Joint Venture (I	ocal) 🗆	License- loint Venture (Local)			
Renewal of IV Application		Renewal of JV Application			
Pay the application fees		PCAB Online Licensing Portal account			
i ay the application level		□ Special License-Joint			
Payment Options:		Venture/Consortium			
PavMava/GCash	e-wallet/debit	License-Joint Venture (Local)			
or credit card		Renewal of JV Application			
Landbank Linkbiz	Portal*	Pay/Submit			
Over-the-counter	(CIAP Makati				
or CIAP Windows)*	,	 PayMaya/GCash payment 			
Note:		facility integrated within PCAB			
 *Scanned copy 	of proof of	Online Licensing Portal			
payment (e.g. of	ficial receipt,	 Landbank Linkbiz Portal 			
transaction receipt) shall be	external website / lbp-			
uploaded as attac	nment in the	eservices.com			



application and subject to payment Over-the-counter: CIAP Makati • reconciliation by the CIAP Cashier. or CIAP Windows Manager's Cheque/Cashier's • Cheque is NOT a proof of payment. • For those who paid through PayMaya/GCash payment facility, reconciled payment will be automatically and uploading of proof of payment is NOT required.

Instruction: Accomplish the digital form.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIB LE
STEP 1				
Complete application requirements.	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed- up account. Note: Use ONE account only for all	None	None	None	None
STEP 3				
3.1. Click on Renew button.	None	None	None	None
 3.2. Pay the application fees. Payment Options: PayMaya/G Cash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* 	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt (Note: for	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the declared highest category and date of bidding date	10 minutes (Note: for over-the- counter transactions only).	CIAP Cashier / CIAP Window Cashier (Note: for over-the- counter transactions only) Landbank Linkbiz Portal

				•	
Note [.]	over-the-				CIAP
*Scannod	counter	Soo Liconso			
• Scanned	transation				
copy of proof of	transaction	ree Structure			
payment (e.g.	s oniy).	at the last			
official receipt,		page.			
transaction					
receipt) shall be					
uploaded as					
attachment in					
the the					
application and					
subject to					
Subject to					
reconciliation by					
Cashier.					
 Manager's 					
Cheque/Cashie					
r's Cheque is					
NOT a proof of					
payment.					
For those					
who paid					
through					
PavMava/GCas					
h navment					
facility payment					
will be					
reconciled					
automatically					
and uploading					
of proof of					
payment is					
NOT required.					_
3.3. Submit	None	None	None	None	
complete					
application.					
Important Note:					
For this type of					
application,					
submission of					
application is					
automatic once the					
payment portion is					
accomplished.					



STEP 4				3
4.1. Check the status of application via PCAB Online Licensing Portal account. System- generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Joint Venture qualificatio ns and indicate conditions / deficiencie s, if any.	None		Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive application result. For disapproved application, receive system- generated notice of disapproval and its details through PCAB Online Licensing Portal account and	4.2. Review evaluation result and recommen d disapprov e or approve.	None	7 business days	
registered e-mail address. For approved application, receive system- generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.				
STEP 5				



Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB C License Creation Team	
Note: If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.					
STEP 6					
Verify issued digital license at pcab.construction. gov.ph/verify or pcabgovph.com/ve rify	Details of the digital license certificate is automatica lly posted at the verification website.	None	None	None	
тот	AL PROCES	SING DAYS: 7 B	usiness Days		
(From time of submission of application to recommendation of Board Members)					



LICENSING FEE STRUCTURE

Renewal of Special License – Joint Venture / Consortium								
		Category						
Fee Particulars	AAAA	AAA	AA	Α	В	С	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Categorization								
Fee	150,000	28,800	14,400	4,800	3,600	1,920	960	nil
Documentary			30	30	30	30	30	30
Stamp Tax	30	30	50	50	50	50	50	50
Legal Research								
Fund	12	12	12	12	12	12	12	12
Grand Total (P)	156,242	35,042	20,642	11,042	9,842	8,162	7,202	6,242





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	G2B - Government to Business
Transaction:	



Who may avail:	A. Construction contractor (as defined under P.D. 1167 Sec. 3 (a) - natural or juridical person organized and licensed under Philippine laws, who undertakes or offers to undertake, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, remove, move, wreck, or demolish any structure, facility, project development orimprovement, or to do any part thereof.
	The term contractor includes general engineering contractor, general building contractor, and specialty contractor; construction management, engineering, and specialized consultancy group.
	Specialized consultancy group (as defined under Rule 2, Sec. 1(i)of IRR of PD1167) shall refer to those engaged in offering or rendering professional, technical, and other services such as architecture, surveying, construction-related management consultancy services, and project development.
	Qualifications: 1. PCAB Licensed Contractor ✓ 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



	 project costing not less than PHP10M successfully completed during the immediate five (5) years; ✓ 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; 2. Specialized Consultancy Group - ✓ 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 first explicit consultant, counted from the date of the first explicit consultant.
	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:	 B. Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD 1167) refers to one who undertakes manpower service contracts in which the contractor provides workmen with administrative support, but in such manner that the contractor does not have responsibility for a distinct physical part, or distinct phase, of the project.
	In all instances, manpower service contractor shall be the employer of the workers and shall assume among others the following employer responsibilities: (1) payrolling and remittance services; (2) enrolling employees in the Social Security System, Medicare (Now Philhealth), Pag-ibig, 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.
	*Note: LOI 852, series of 1979 – to be verified with DOJ if this issuance has not been repealed



 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. 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 with the Overseas Construction workers provided that said companies shallregister with the Overseas Construction workers provided that said companies shallregister with the Overseas Construction Board within one (1) year 				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
 Duly accomplished application form as prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public 	Download form (POCB-F-SVD-002 Revision07) at http://construction.gov.ph/wp- content/uploads/2021/02/POCB-F- SVD-002-Application-for- Registration-V7.docx			
 Duly accomplished form for Domestic Project Information for the last five (5) years 	Download form (POCB-F-SVD- 003b) at http://construction.gov.ph/wp- content/uploads/2021/02/POCB-F- SVD-003b- Domestic-Project-Information.docx			
 Printed/scanned copy of valid PCAB license; POCB to verify the authenticity of the license category and validity at PCAB online license verification website ADDITIONAL REQUIREMENTS FOR SPEC	http://construction.gov.ph/directory/pc ab-online-license-verification- website/?fbclid=lwAR0vNbss5ui5i9jfb xsdlcl8F0 3n47UAHzOHUqVmWK90l3ASc7yJk KqFCVA IALIZED CONSULTANCY			
GROUPS (NOTREGISTERED WITH PCAB) 4. Duly accomplished biodata of key technical personnel	Download form (POCB-F-SVD- 004) at http://construction.gov.ph/wp- content/uploads/2021/02/POCB-F- SVD-004-Biodata-Of-Key- Personnel_f.docx			



 For Corporation, Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By-Laws and General Information Sheet (GIS) (one (1) certified copy of the original) 	Securities and Exchange Commission (SEC)

For Single Proprietorship , Department of Trade and Industry (DTI) Certificate of Registration of Business Name (one (1) certified copy of the original)	Department of Trade and Industry (DTI) –Business Name Registration Office
 6. Audited financial statement of applicant company for the last three (3) preceding years 	Applicant company
 Income tax return of the applicant company for the last three (3) preceding years 	Applicant company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROC ESSING TIME	PERSON RESPONSIBL E
 Submit scanned copies of application form and supporting documents to POCB official email/s (online filing) or Submit original copies of application form and supporting documents to POCB office (over 	1.1. Receive the application filed thru email or over the counter and check for completeness. *POCB will notify the applicant to secure order of payment and pay the corresponding fee upon pick up/release of POCB Registration Certificate	None	5 minutes	Frontline Staff/Senior Technical Staff Philippine Overseas Constructio nBoard
the counter filing)	1.2. Evaluate application, prepare evaluation report, and submit to Board Secretary for review.	None	1 hour	Senior TechnicalStaff Philippine Overseas Constructio nBoard



1.3 Review	None	30 minutes	Board
recommendation/			Secretary
evaluation report			Philippine
and endorse to			Overseas
the Executive			Construction
Director for			Board
approval			

1	.4. Approve the recommendation/ evaluation report for endorsement to the POCB Board for action/ approval.	None	30 minutes	<i>Executive</i> <i>Director</i> Philippine Overseas Construction Board
	.5. The Board shall act upon the application (either physical or virtual)	None	Within 15 days (during scheduled board meeting or via referendu m) **Rule III Section 9 of the IRR of PD1167 states "The Board shall act onthe applicatio n for registratio n for registratio n for renewal within thirty (30) working days after the submissio n of all the requireme nts pertine nt to	Members of theBoard Philippine Overseas Construction Board



			the applica tion".	
	1.6. Notify the applicant on the Board action taken; send order of payment; remind to bring one (1) documentary stamp	None	30 minutes	Frontline staff Philippine Overseas Construction Board
 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. 	PHP20,00 0.00	5 minutes	Cashier Construction Industry Authorityof the Philippines
3. Present to POCB Frontline Officer the Proof of Payment or OR for the release of POCB Certificate of	 3.1. Check and photocopy the Official Receipt. 3.2. Attach Documentary Stamp to the 	None	10 minutes	Frontline Staff Philippine Overseas Construction Board



Registration/Notice of Approval	POCB Certificate of Registration and affix dry seal 3.3. Issue the POCB Certificate of Registration/ Notice of Approval to the applicant			
 Acknowledge receipt of original POCB Certificate of Registration/Notice of Approval 	4.1. Update incoming/ outgoing e-logbook	None	5 minutes	Frontline Staff Philippine Overseas Construction Board
		Total	15 days 2 hours and 55 minutes	

**Service is pursuant to Presidential Decree (P.D.) No. 1167 series of 1977



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	Philippine Overseas Construction Board
Classification:	Complex *P.D. 1167 IRR, Rule III Sec. 9 states that, "the Board shall act on the application for registration and renewal thereof within thirty (30) working days after the submission of all the requirements pertinent to the application. The Board's action shall be immediately communicated in writing to the applicant.
Type of Transaction:	G2B - Government to Business
Who may avail:	A. Construction contractor (as defined under P.D. 1167 Sec. 3 (a)) - natural or juridical person organized and licensed under Philippine laws, who undertakes or offers to undertake, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, remove, move,



wreck, or demolish any structure, facility, project development or improvement, or to do any part thereof.

The term contractor includes general engineering contractor, general building contractor, and specialty contractor; construction management, engineering, and specialized consultancy group.

Specialized consultancy group (as defined under Rule 2, Sec. 1(i)of IRR of PD1167) shall refer to those engaged in offering or rendering professional, technical, and other services such as architecture, surveying, construction-related management consultancy services, and project development.

Qualifications:

- 1. PCAB Licensed Contractor
 - ✓ 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 / building project costing not less than PHP10M successfully completedduring the immediate five (5) years;
 - 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;
- 2. Specialized Consultancy Group -
 - ✓ May or may not have a PCAB License;
 - Must have at least three (3) permanently employed staffwith 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 atleast 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:	 B. Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD 1167) refers to one who undertakes manpower service contracts in which the contractor provides workmen with administrative support, but in such manner that the contractor does not have responsibility for a distinct physical part, or distinct phase, of the project. In all instances, manpower service contractor shall be the employer of the 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 	
CHECKUS		WHERE TO SECURE
1. Duly acco as prescr Overseas (POCB) a notary pu	mplished application form ibed by the Philippine construction Board and sworn to before a	Download form (POCB-F-SVD-002 Revision 07)at <u>http://construction.gov.ph/wp-</u> <u>content/uploads/2021/02/POCB-F-SVD-</u> 002_Application_for_Pogistration

Overseas Construction Board	http://construction.gov.ph/wp-
(POCB) and sworn to before a	content/upioads/2021/02/POCB-F-SVD-
notary public	002- Application-for-Registration-
	V7.docx
Duly accomplished form for	Download form at (POCB-F-SVD-003a
Overseas Project Information	Revision01) at
	http://construction.gov.ph/wp-
	content/uploads/2021/02/POCB-F-SVD-
	003a-
	Overseas-Project-Information.docx
3. Printed/scanned copy of valid	http://construction.gov.ph/directory/pcab
license; POCB to verify the	-online-license-verification-
authenticity of the license category	website/?fbclid=IwAR0vNbss5ui5i9jfbxs
and validity at PCAB online license	dlcl8F0
verification website	3n47UAHzOHUqVmWK90l3ASc7yJkKq
	FCVA
ADDITIONAL REQUIREMENTS FOR SPEC	CIALIZED CONSULTANCY
GROUPS (NOTREGISTERED WITH PCAB	3)
4. Duly accomplished biodata of newly	Download form (POCB-F-SVD-004)
hired technical personnel	at http://construction.gov.ph/wp-
	content/uploads/2021/02/POCB-F-
	SVD-004-Biodata-Of-Key-
	Personnel_f.docx



5.	For Corporation , Latest General	
	Information Sheet (GIS)	

Securities and Exchange Commission (SEC)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIB LE
1. Submit scanned copies of application form and supporting documents to POCB official email/s (online filing) or Submit original copies of application form and supporting documents to POCB office (over the counter filing)	 3.1. Receive the application filed thru email or over the counter and check for completeness. *POCB will notify the applicant to secure order of payment and pay the corresponding fee upon pick up/release of POCB Registration Certificate 	None	5 minutes	Frontline Staff/Senior Technical Staff Philippine Overseas Construction Board
	1.2. Evaluate application, prepare evaluation report, and submit to Board Secretary for review.	None	30 minutes	Senior Technical Staff Philippine Overseas Construction Board
	1.4 Review recommendation/ evaluation report and endorse to the Executive Director for approval	None	30 minutes	Board Secretary Philippine Overseas Construction Board
	1.4. Approve the recommendation/ evaluation report for endorsement to the POCB Board for action/ approval.	None	30 minutes	<i>Executive</i> <i>Director</i> Philippine Overseas Construction Board



1.5. The Board shall act upon the application (either physical or virtual)	None	Within 15 days (during scheduled board meetingor via referendu m)	Members of the Board Philippine Overseas Construction Board
1.6. Notify the applicant on the Board action taken; send order of payment; remind to bring one (1) documentary stamp	None	**Rule III Section 9 of the IRR of PD1167 states "The Board shall act on the application for registration and renewal within thirty (30) working days after the submission of all the requirement s pertinent to the <u>application".</u> 30 minutes	Frontline staff Philippine Overseas Construction Board



 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.	PHP10,00 0.00	5 minutes	Cashier Construction Industry Authority ofthe Philippines
3. Present to POCB Frontline Officer the Proof of Payment or OR for the release of POCB Certificate of Registration/Notice of Approval	 3.1. Check and photocopy the Official Receipt. 3.2. Attach Documentary Stamp to the POCB Certificate of Registration and affix dry seal 3.3. Issue the POCB Certificate of Registration/ Notice of 	None	10 minutes	Frontline Staff Philippine Overseas Construction Board

	Approval to the applicant			
4. Acknowledge receipt of original POCB Certificate of Registration/Notice of Approval	4.1. Update incoming/ outgoing e-logbook	None	5 minutes	Frontline Staff Philippine Overseas Construction Board
Total			15 days 2 hours and 25 minutes	

**Service is pursuant to Presidential Decree (P.D.) No. 1167 series of 1977



3. Issuance of Project Authorization

Pursuant to Rule IV, Section 1 (a) of P.D. 1167 Construction Contractors must securean 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 onthe
	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 RE	EQUIREMENTS	WHERE TO SECURE	
1. Duly accomplishe	d application form	Download form (POCB-F-SVD-006) at	
as prescribed by the Philippine		http://construction.gov.ph/online_forms/ap	
Overseas Construction Board		plication-for-project-authorization/	
(POCB) and sworn to before a			
notary public			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit scanned copy of application form to POCB official email (online filing)	1.1 Receive the application filed and check for completeness	None	5 minutes	Frontline Staff Philippine Overseas Construction Board
Or Submit original copy of application form to POCB office (over the counter filing)	1.2 Evaluate application, prepare evaluation report, and submit to Board Secretary for review	None	10 minutes	Senior Technical Staff Philippine Overseas Construction Board
	1.3 Review recommendati on/evaluation report and endorse to the Executive Director for approval	None	10 minutes	Board Secretary Philippine Overseas Construction Board
	1.4 Approve the recommendati on/evaluation report for endorsement to the POCB Board for action/ approval.	None	10 minutes	Executive Director Philippine Overseas Construction Board
	1.5. The Board shall act upon the application (either physical or virtual)	None	7 days **Rule IV Section 6 of the IRR of PD 1167 states	<i>Members of the Board</i> Philippine Overseas Construction Board



			"The Board shall act on the application within fifteen (15) working days after the applicant has complied with all the applications requirements".	
	1.6. Notify the applicant on the Board Action taken	None	5 minutes	Frontline Staff Philippine Overseas Construction Board
2. Pick-up/claim Original Copy of Notice of Board Action at POCB	2. Issue Notice of Board Action to the applicant	None	5 minutes	Frontline Staff Philippine Overseas Construction Board
3. Acknowledge receipt of original Copy of POCB Notice of Board Action	 Update ongoing/ outgoing e-logbook 	None	5 minutes	Frontline Staff Philippine Overseas Construction Board
	·	Total	7 days and 50 minutes	

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



4. Issuance of Certified True Copy of POCB Certificate of Registration

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

Section 43. Licensing of POCB-Registered Companies – POCB-registered companies withoverseas 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	G2B - Government to Business	
Transaction:		
Who may avail:	POCB Registered Construction Contractors	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE
 POCB Certifi 	cate of Registration	Applicant company
(original cop	y)	
2. POCB Certificate of Registration		Applicant company
(photocopied	d on A4 paper	
based onnumber of copies		
required by t	the	
company)		
3. Documentary	/ Stamp (one (1) per	Applicant company
photocopy)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Present original andphotocopies of POCB Certificate ofRegistration to the Frontline Staff	2.1. Check and verify submitted documents and forward to the Board Secretary for review	None	10 minutes	Frontline Staff Philippine Overseas Construction Board



	2.2. Review and certify photocopies	None	5 minutes	Board Secretary C Philippine Overseas Construction Board
2. Claim Certified Copies of POCB Certificate of Registration	3. Issue Certified Copy/ies of POCB Certificate of Registration to the client.	None	5 minutes	Frontline Staff Philippine Overseas Construction Board
		Total	20 minutes	



FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM		
How to send feedback	Answer the Client Feedback Form and dropit at the designated drop box at the Receiving Area of POCB.	
	Contact info: +63.2.8-8961833 or POCB@construction.gov.ph <u>RosemarieDelRosario@construction.gov.ph</u> <u>DorisGacho@construction.gov.ph</u>	
	Evenu Eridev, the DOOD Deered Connectency and Evenuetics Director	
are processed	open the drop boxand compile and record all feedback submitted.	
	Feedback requiring answers are forwardedto the relevant personnel and they are required to answer within three (3) workingdays upon receipt of the feedback.	
	The answer of the office is then relayed tothe client.	
	For inquiries and follow-ups, clients maycontact the following telephone number +63.2.8-8961833 or email POCB@construction.gov.ph	
	RosemarieDelRosario@construction.gov.ph DorisGacho@construction.gov.ph	
How to file a complaint	Answer the Client Complaint Form and dropit at the designated drop box at the Receiving Area of POCB.	
	Complaints can also be filed via telephone number +63.2.8-8961833 or email POCB@construction.gov.ph / <u>RosemarieDelRosario@construction.gov.ph</u> <u>DorisGacho@construction.gov.ph</u> Make sure to provide the following information: (1) name of person beingcomplained, (2) incident, (3) evidence.	
	For inquiries and follow-ups, clients maycontact the following telephone number +63.2.8-8961833 or email POCB@construction.gov.ph <u>RosemarieDelRosario@construction.gov.ph</u> <u>DorisGacho@construction.gov.ph</u>	



How complaintsare processed	The POCB Board Secretary and ExecutiveDirector open the Complaints drop box daily and evaluate each complaint.
	Upon evaluation, the Board Secretary shall start the investigation and forward the complaint to the relevant personnel for theirexplanation.
	The Board Secretary will prepare a report after the investigation and shall submit it tothe Executive Director for appropriate action.
	The Board Secretary will give feedback tothe client.
Contact Information of CCB, PCC, ARTA	Anti-Red Tape Authority (ARTA):complaints@arta.gov.ph Telephone number: +63.2.84785093
	Presidential Complaints Center (PCC): 8888Contact
	Center ng Bayan (CCB): +63.908.8816565 (SMS)





Philippine Domestic Construction Board External Services


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

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

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

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

Office or Division:	Philippine Domestic Construction	Philippine Domestic Construction Board				
Classification:	Complex (7 days)	Complex (7 days)				
Type of Transaction:	G2G – Government to Government G2C – Government to Client					
Who may avail:	PRC licensed (engineers & archite	ects)				
CHECKLIS	T OF REQUIREMENTS	WHERE TO SECURE				
 Duly accomplishe Form (One (1) copy eac PDCB- Accreditati PDCB- Endorsem 	ed and signed CPES Application h) F-SVD-002a: Application for on as CPE F-SVD-002b: Certificate of ent for CPE Accreditation	website: http://construction.gov.ph/online_forms/application- for-accreditation-of-constructors-performance- evaluator-2/				
 Certified true cop certificates of constr (One (1) copy each) 	by of at least three most recent ruction related trainings attended	Agency host				
3. Certified true co attendance in 3-day (1) copy)	py of certificate of participation/ CPES Accreditation Training (One	Agency host				
 Certified true co and/or service record 	py of certificate of employment (<i>One (1) copy)</i>	Agency where employed				
 Certified true consignature (One (1) copy) 	opy of valid PRC license with	Professional Regulation Commission (PRC)				



		PDCB		
Client/ Applicant STEPS	FEE	ACTIONS	PERSON RESPONSIB LE	PROCESSI NG TIME
1. Download and accomplish application form from CIAP website (http://construction.gov.ph/implement ing-boards/philippine-domestic- construction-board/)	No ne	-	-	-
 Submit duly accomplished application form together with the required supporting documents 		2.1 Prescreening – checking the completeness of the submitted documents;	PDCB Receiving/ Administrative Staff	30 minutes upon receipt thereof
		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;	Administrative Staff/ TIDS	1 hour
		2.3 If <u>complete</u> , the application/s will be received and forwarded to concerned evaluator;	Administrative Staff/ TIDS	30 minutes
		2.4 Evaluate and review the applications and sign the summary evaluation/s	TIDS/Sr. TIDS	3 hours
		2.5 Endorse/Recommend for approval	Sr. TIDS/ Chief TIDS	2 hours
		2.6 Sign the memo for approval	Executive Director	1 hour
		2.7 Notify agency of the approval and inclusion of the applicants in the Roster of Accredited CPES Evaluators thru e-mail	TIDS/ Administrative Staff	1 hour
		2.8 Prepare and print the individual certificates of new accredited CPES Evaluators	Administrative Staff	2 hours
 Issuance of the CPES Accreditation Certificate/s 		3.1 Prepare transmittal letter for issuance of the CPES Accreditation Certificate/s	Administrative Staff	1 hour



3.2 Send out CPES Certificate/s with covering letter/s via e-mail	Administrative Staff	30 minutes
3.3 Send out via CIAP messenger and/or courier	CIAP-AFMD	2 days

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 (7 days)				
Type of Transaction:	G2G – Government to Government				
	G2C – Government to	Client			
Who may avail:	Accredited CPES Eval	uator/s			
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE			
 Duly accomplished and signed CPES Application Form (One (1) copy each) • PDCB-F-SVD-003a: Application for Renewal of Accreditation • PDCB-F-SVD-003b: Certificate of Endorsement for Renewal of Accreditation 2. For those who have conducted project evaluation: (One (1) copy each) 		website: http://construction.gov.ph/online_forms/application- for-renewal-of-accreditation-of-constructors- performance-evaluator/ Agency host			
 Certified true copresent certificates of trainings attended; Project evaluation submitted to PDCB Implementing Unit Holds 	of construction related ion/s conducted and duly signed by CPES lead;	CPES Implementing Unit Head			
For those who have not co evaluation, you are required refresher training and submit copy) • Certified true of participation/ attend Accreditation Training	onducted using CPES d to attend a CPES the following: (One (1) copy of certificate of lance in 3-day CPES	CPES Implementing Unit Head			



 Certified true copy of certificate of employment and/or service record (One (1) copy) 	Agency where employed
 Certified true copy of valid PRC license with	Professional Regulation Commission
signature (One (1) copy)	(PRC)

		PDCB		
Client/ Applicant STEPS	FEE	ACTIONS	PERSON RESPONSIBLE	PROCESSIN G TIME
1. Download and accomplish application form from CIAP website (http://construction.gov.ph/online_forms/applicatio n-for-renewal-of-accreditation-of-constructors- performance-evaluator/	None	-	-	-
 Submit duly accomplished application form together with the required supporting documents 		2.1 Prescreening – checking the completeness of the submitted documents;	PDCB Receiving/ Administrative Staff	30 minutes upon receipt thereof
		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;	Administrative Staff/ TIDS	1 hour
		2.3 If <u>complete</u> , the application/s will be received and forwarded to concerned evaluator;	Administrative Staff/ TIDS	30 minutes
		2.4 Evaluate and review the applications and sign the summary evaluation/s	TIDS/Sr. TIDS	3 hours
		2.5 Endorse/Recommen d for approval	Sr. TIDS/ Chief TIDS	2 hours
		2.6 Sign the memo to approve the Renewal of Accreditation	Executive Director	1 hour



2.7 Notify agency of		
the approval of the TIDS/ renewal of Administrative accreditation thru Staff email	1 hour	
		1

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.





Construction Industry Arbitration Commission

External Services

1. CONSTRUCTION ARBITRATION

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

Office or Division:	Construction Indus	try Arbitration C	ommissi	on		
Classification:	Highly Technical/Quasi-judicial ¹					
Type of Transaction:	Government to Clie	ent (G2C)				
	Government to					
	Business (G2B)					
	Government to					
	Government (G2G))				
Who may avail:	Parties involved in	construction in t	the Philip	pines who are		
	otherwise bound, d	lirectly or by refe	erence, b	y an		
	arbitration agreeme	ent for the resolu	ution of th	neir		
	contractual dispute	/s, whether such	n parties	are project		
	owner, contractor,	subcontractor, fa	abricator	, project		
	manager,design pr	ofessional, cons	sultant, q	uantity		
	surveyor, bondsma	an or issuer of ar	n insuran	ice policy in a		
	Construction projec					
UNEU				SECURE		
		No. of				
Item		copies				
A. FOR THE CLAIMAN	IT	000100				
A.1. Duly accomplished	d Request for	3 copies for	CIAC C	Office (or CIAP		
Arbitration (RFA)Form	CIAC-F-SVD-	Sole	Window	v at nearest		
001/Rev 1 dated 1/14/1	2/2018	Arbitrator. 5	DTIReg	gional Office)		
*Additional copy for ad	ditional	copies for	and Cl	AP website:		
Respondent/s		Arbitral	ciap.dti	.gov.ph/conten		
		Tribunal	t/constr	uction-		
			industry	y- arbitration-		
				ssion		
A.2. Complaint/Narratio	n of Facts		Claima	nt or Counsel		
*Additional copy for add	ditional					
Respondent/s	1			- V- Clas		
A.3. Construction Contr	act		Cialma	nt s files		
	นแบทสา					
Docnondont/c						

¹The 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.4. Agreement to Arb	oitrate CIAC-F-SVD-002a o	or CIAC-			CI	AC Office
F-SVD-002b (if no arb	pitration clause/subseque	nt			(0	r CIAP
agreement)					W	indow at
*Additional copy for a	dditional Respondent/s				ne	earest DTI
					Re	egional
					Of	ffice) and
					CI	AP
					We	ebsite:
					Cia	ap.dti.gov.
					ph	n/content/
					CO	onstructio
					n-	industry-
					ar	bitration-
	P.1.1				CO	mmission
A.5. Documents estab	lishing the circumstances	of the			Co	onstruc
Case	dditional Doppondent/o					on Nais at
Additional copy for a	uulional Respondentis					ojeci
						itnosso
					• • • ©	1116336
A 6 Communications	made with the highest aut	hority			CI	aimant's
for exhaustion of adm	inistrative remedies (in ca	ase of			file	25
government contract)						
*Additional copy for a	dditional Respondent/s					
B. FOR THE RESPON	NDENT					
B.1. Answer / Answer	with Counterclaim / Motion	on to	2	copies for	Re	espondent
Dismiss / Motion for E	Extension of Time to File A	nswer		Sole	or	Counsel
			Ar	bitrator. 4		
*Additional copy for a	dditional Respondent/s		С	opies for		
**One copy furnished	to the Claimant.		-	Arbitral		
	c			Iribunal		
C 1 Doct Award Motio	o no covered by CIAC Base	lution	^	conice for		orty or
10.1 + 03	IN COVELED BY CIAC RESO		2	Sola		
			Δr	hitrator 4		501351
*One copy furnished	to the other party		ייי ר	opies for		
	ie ino outor purch		0	Arbitral		
			-	Tribunal		
C.2 Motions/Requests	s covered by CIAC Resolu	tion No.	2	copies for	Pa	arty or
06-2014 (Imposing Ad	dministrative Fees on Rec	uests		Sole	Co	ounsel
and Motions Relative to the Cases filed with the CIAC)			Ar	bitrator. 4		
			С	opies for		
*One copy furnished	to the other party.			Arbitral		
				Tribunal		
CLIENT	AGENCY ACTIONS	FEES		PROCESS		PERS
STEPS				NGTIM		
		PAID				SIBLE

UPO	N FILING OF CO	OMPLAINT/REQUEST FO	OR ARBITRA	TION	
1	Secure RFA	1. None	None		
	Form from the				
	CIAC (or				
	CIAP Window				
	at nearest DTI				
	Regional				
	Office) or				
	download				
	from the CIAP				
	website				
	(ciap.dti.gov.p				
	h /				
	content/constru				
	ction- industry-				
	arbitration-				
	commission)		Nlaw		
2	Fill up and	2. Receive duly	None		
	Submit duly				receiving
		RFA IOIM			CIEIKOI
		2.1 Charles if the			CIAP
	WILLI Compleint/N				window
	complaint/N				Stall
	Easta and				
	Facis and	notify the			
	documente	Cloimont of the			
		deficiencies			
		denciencies			
	Window at				
	the nearest	2.2 If the claim does			Chief
	DTI	not exceed			TIDS/S
	Regional	PhP1 000 000 00			pvng
	Office)	the same shall be			TIDS/
	Onicej	categorized as a			OIC of
		small claim Inform			Arbitrat
		the Claimant of			ion,
		Mediation as an			Mediati
		alternative dispute			on &
		resolution. If both			Concili
		parties agreed on			ation
		mediation, refer to			DIVISIO
		CIAC Mediation			n
		Rules			
)

	2.3 Calculate fees through the Integrated System for Construction Arbitration (ISCA) or through the Arbitration Fees Online Calculator; if complaint contains prayer forinterim relief/measures, include fee under CIAC Res. No. 06- 2014		-do-
		See CIAC Table ofFees	-do-
		₱1,000 per relief sought	

		2.4 Issue Order of Payment			-do-
3	Pay the required initial deposit of arbitration fees at theCIAP	 Accept the payment based onthe Order of Payment 1. Encode arbitration detailsin 	See Tableof CIAC Arbitrati onFees		CIAP Cashier
	Cashier	the ISCA 3.2. Assign Case Number			CIAC Administrative Assistant III/ AdministrativeAide IV
		3.3. Notify Respondent of	None		-do-
		the Request for Arbitration		3 days	AMCD Chief TIDS/Spvng TIDS/OIC
4	Respondent: file Motion for Extensionof Time to file Answer if	 4. Receive Motion for Extension of Time to file Answer 4.1 Issue Order of 	₱500.00		CIAC ReceivingClerk
	necessary	Payment			
5	Pay the required feesat the CIAP Cashier	 Accept the payment based on the Order of Payment 			CIAP Cashier
		5.1. Issue Order resolving Motion for Extension of Time to file Answer			CIAC Executive Director
6	Respondent: file Motion to Dismiss, if necessary	 Receive Motion to Dismiss and refer to the Commission or appointed arbitrator/s 	None		CIAC Receiving Clerk/Staff-in-charge of the case
		6.1. If referred to the Commission, resolve motion			Commission
		6.2. If referred to arbitrator/s, resolve motion or issue Notice of Case Management			Appointed Arbitrator/s

		Conference			
7	Claimant & Respondent: attendCase Management Conference	7. Conduct Case Management Conference	None		Appointed Arbitrator/s
8	Responde nt: file8.Receive Answer to the RFA and refer to the Staff- in-charge of the case		None		CIAC ReceivingClerk
		8.1. Check answer and if there is a counterclaim, calculate fees through the ISCA or through the Arbitration Fees Online Calculator 8.2. Issue Order of			Staff-in-chargeof the case
•		Payment	0		
9	 Respondent: 9. pay the required initial depositof arbitration fees for the 9.1 counterclaim/s 9.2 	 9. Accept the payment based on the Order of Payment 9.1. Encode payment 	See Tableof CIAC Arbitrati onFees		CIAP Cashier
		details in the ISCA 9.2. Notify nominated arbitrators			Staff-in-charge of the case
		(submitted within prescribed period) 9.3. Appoint Arbitrators		3 days from receipt of listof nomine es	Staff-in-chargeof the case
		9.4. Draft initial Terms of Reference (TOR)		After due delibera tion on the appoint ment during the CIAC	Commission

mi ng pa th ag a	neeti g as art of ne gend	
20 wo da fro re pt Ar	0 orking ays om ecei t of ns rer/	Staff-in-charge of the case

		9.5. Set date and issue Notice of Preliminary Conference (PC)		lapse of period to file Answer 15 days from appointm ent	Sole Arbitrator /(SA) Arbitral Tribunal/(AT)
PRE	LIMINARY CONFEREN	NCE	1		
10	Claimant, Respondent and all other parties and/or authorized representatives/ counsels: attend Preliminary Conference for finalization/signing of the Terms of Reference (TOR)	 10. Conduct Preliminary Conference; finalize and signthe TOR 10.1. Proc ess paymen ts to arbitrato 	None	On date set but not later than 5 days from last PC held	SA/AT
		r/s 10.2. Issue Statement of Account to parties		3 days from	charge of the case -do-
11	Parties: pay the required arbitration fees due upon TOR signing	11. Issue Order/s of Payment	Based on sharing of arbitration fees in the TOR		-do-
		11.1. Accept payment basedon the Order ofPayment			CIAP Cashier
	RING/S			1	0.0/0-
12	Parties and/or authorized representative/ counsel/witnesses: attend ocular inspection, if needed	12. Conduct ocular inspection 12.1. Issue Statement of Account to parties	None	7 days before dateof hearin g	SA/A I Staff-in- chargeof the case

13	Parties and/or	13. Cond	None	SA/AT
	authorized	uct		
	representative/	hearing/s		Staff-in-
	counsel/witnesses:	13.1. Process		charge
	attend scheduled	paymen		of the
	hearing/s; present	ts to		case
	witnesses &	arbitrato		
	documentary	rs		
	evidence; cross-			
	examine other party's			
	witnesses (if no			
	hearings, submit			

	additional pleadings, documents, evidences)				
14	14Parties: pay the required arbitration fees due before finalhearing at the CIAP14. Issue Order ofPayment14. Issue Order ofPayment14. Issue Order ofPayment		See sharing of arbitrati onfees in the TOR		Staff-in- chargeof the case
		based on theOrder of Payment			CIAP Cashier
AFT	ER HEARING/S	1	1	1	1
15	Party/ies: Submit Final Memorandum / Draft Decision	15. Submit Award 15.1. Receive copy of	None	30 days from submission of case for resolution but not morethan 6 months fromdate of TOR signing/date of last PC held or time extension/ sgranted	SA/AT
		Decision/Final Award 15.2. Issue Notice of Award to parties			Staff-in-charge of the case
				1 day from receipt of Award/full payment of arbitration fees	CIAC Executiv e Director

16	Party/ies: File	16. Resolve Motion	For	30 days	SA/AT
	Motionfor	for Correction;	grounds	fromreceipt	
	Correction, if	issue Order or	other	of motion	
	necessary	Amended/	than		
		Corrected	those		
		Award	under		
			Rule		
			17.1:		
			Filing		
			₱3,000		
			Arbitrat		
			or'sFee		

			SA-₱6,000 AT-		
			₱10,000		
		16.1. Issue notice ofresolution on Motion for Correction/ Amended or Corrected Award		1 day from receipt of Order/ Corrected or Amended Award	Staff-in- chargeof the case/CIAC Executive Director
17	Party/ies: File appealwith the Court of Appeals and/or Supreme Court, if necessary	17. Receive copy of Notice of Appeal	None		CIAC Receiving clerk/Staff- in-charge of the case
18	Concerned party/ies:File Motion for Execution / Motion toStay Execution or comply with SA/AT orders to	18. Resolve Motionfor Execution/ Motion to Stay Execution	None	20 working days from receipt of comment/ last hearing date	SA/AT
	comment in motion/comply with requirements for the posting of bond to stay execution	18.1. Prepare and sign Writ of Execution/ Order approving bond to stay		7 working days from issuance ofOrder granting motion	SA/AT
		18.2. Act on request for concurrenc ew/ Writ of Execution/ approval of bond to stay execution		After due deliberati onon the request during the CIAC meeting aspart of the agenda	Commission

	18.3. 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 Commissio n-ers	Staff-in- charge of thecase
--	---	--	--	-----------------------------------

19	Submit Writ of Execution to concerned Sheriff; pay / deposit Sheriff's estimated expenses	19. None	See CIAP Sheriff's Fees		
20	Party/ies: file post- award motions, if necessary (e.q. 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)	20. Resolve motion/s after hearing/s, if needed	Filing Fee- ₱3,000 Arbitrator's Fee SA-₱6,000 AT- ₱10,000	30 days from close of post-award hearings/ proceedings	SA/AT

CIAC TABLE OF ARBITRATION FEES

(Revised under CIAC Resolution No. 01-2023; effective 01 March 2023)

A. For Monetary Claims

1. SCHEDULE OF FILING AND ADMINISTRATIVE FEES							
SUM IN DISPUTE ¹	FILING FEE ²	ADMINISTRATIVE FEE ³					
Less than P100,000.00	P4,320.00	P13,4 00.00					
P100,000.00 to P1.0M	P4,320.00 + 0.36% of excess over P100,000	P13,400.00 + 0.24% of excess over P100,000					
P1.0M to P10.0M	P8,208.00 + 0.12% of excess over P1.0M	P18,100.00 + 0.12% of excess over P1.0M					
P10.0M to P50.0M	P21,168.00 + 0.06% of excess of P10.0M	P42,400.00 + 0.06% of excess over P10.0M					
More than P50.0M	P49,968.00 + 0.03% of excess of P50.0M	P95,900.00 + 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. 01-2023

Note: Pursuant to CIAC Res. No. 02-1996 (dtd. May 28, 1996), a special assessment fee for the establishment of theArbitration Development Fund (ADF), equivalent to 1/10 of <u>1.5%</u> of the Sum in Dispute (SID), as amended by CIAC Resolution No. 07-2013, shall be imposed on cases with SID over P1.0 Million.

II. ARBITRATOR'S FEES

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

1. SUM IN DISPUTE (SID)	BASE AMOUNT (for arbitrator's fees)*
≤ P 1 Million	3% of SID but not < P22,400 or as may be prescribed by CIAC**
Over 1M – 5.0M	P 44,400.00 + 1.00% in excess of P1.0M
Over P5M - P10.0M	P 134,300.00 + 0.75% in excess of 5.0M
Over P10M - P20.0M	P 218,500.00 + 0.50% in excess of P10.0M
Over P20M - P50.0M	P 330,900.00 + 0.20% in excess of P20.0M
Over P50M - P100.0M	P 465,300.00 + 0.10% in excess of P50.0M
Over P100M - P500.0M	P 577,100.00 + 0.05% in excess of P100.0M
Over P500M – P1 Billion	P1,026,200.00 + 0.035% in excess of P500.0M
Above 1 Billion	P1,418,300.00 + 0.025% in excess of P1 Billion
* Base amounts adjusted pursuant to CIAC	Resolution No. 01-2023

2. Adjustment Factors: The Base amount computed in Item No. 1 shall be adjusted to take into account the following:							
Cor	nplexity (AF1)		No. of Dis	putants (AF2)		No. of Arbitrators (AF3)	
Nature	Nature Adjustment Factor No.		of Parties	Adjustment Factor	No. of Arbitrato	ors	Adjustment Factor
		2		1.0			
Simple/Common	1.0	3		1.1	1		1.0
Complex	1.5	4		1.2	3		2.0
		5 and	d over	1.3			
3. Overall Adjustment Factor (OAF) = (AF1			+ AF2 + AF3) –	4. Total Honoraria = Ba	ase Amour	it x (OAF	+ 1.0)
			III. S	chedule of Payments *			
A. Upon Filing of (RFA)	the Request for Arbitra	ation	B. Upon signing	g of the Terms of Reference (TOR) C. Before the Final Hearing			
(RFA) • Filing Fee • Initial Deposit for Arbitrator's Fees - 25% of arbitrator's fees • 100% of administrative fees • 100% of administrative fees • Special assessment fee (ADF) under CIAC Res.No. 02-1996, if applicable - 100% Note: Respondent to deposit similar amount			• 50% of the A	rbitrator's Fee		• 25%	of the Arbitrator's Fee
any * As amended by	CIAC Resolution No.	09-2012	2 (effective 05 Ju	ly 2012)			

B. For Non-Monetary Claims

ARBITRATION FEES FOR NON-						
MONETARY CLAI	MONETARY CLAIMS					
B.1 PURELY NON-MONETARY AWARD INVOLVED 1. Filing Fee P4,320.00 plus 9.0% of arbitrators' fees (200) increases in the base emount emproved on 42	SCHEDULE OF PAYMENTS*					
February 2001)	 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 					
 Administrative Fees P10,200 plus 6.0% of total Arbitrators' Fees (70% increase in the base amount approved on 13 	 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 					

February 2001)	administrative fees based on actual total arbitrators' fees
 Arbitrator's Fees (70% increase in the amounts approved on 25 August1989) 	
3.1 Acceptance Fee 3.2 Fees per	
sessionFor a	- P17,000.00 upon filing of the Request for
Tribunal:	Arbitration
Chairman:	
 Minimum of P7,650.00 per session of 3 hours or less plus P2,550.00 in excess of 3 hours Members Minimum of P5,100.00 per session of 3 hours or less plus P1,700.00 per hour in excess of 3 hours 	 Upon signing of the TOR, 50% of the estimatedarbitrators' fees Before the final hearing, balance of arbitrator's feesbased on actual number of sessions
 For Sole Arbitrator: Minimum of P12,750.00 per session of 3 hours or less plus P4,250.00 per hour in excess of 3 hours 	- Before the final hearing
3.3 Award Drafting P17,000.00	*Amended by CIAC Resolution No. 09-2012 (Effective5 July 2012)
 B.2. FOR NON-MONETARY CLAIMS BUT WITH MONETARY Fees will be based on the schedule of monetary clain 	r AWARD INVOLVED

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 ¹					
Type of	Government to Client					
Transaction:	(G2C) Government to					
	Business (G2B)					
	Government to					
	Government (G2G)					
Who may avail:	Parties involved in construction in	the Philipp	pines (such as, but			
	not limitedto project owner, contra	ctor, subc	ontractor, fabricator,			
	project manager, design professio	nal, consu	Iltant, quantity			
	surveyor, bondsman or issuer ofai	n insuranc	e policy in a			
	construction project) who wish to s	submit the	ir dispute to			
	mediation.		-			
CHECI	KLIST OF REQUIREMENTS		WHERE TO			
			SECURE			
	ltem	No. of				
		copies				
1. Duly accomplished F	Request for Mediation Form	2	CIAC Office (or CIAP			
(RFM)CIAC-F-SVD-003	3		Windowat the nearest			
		DTI Regional Office)				
			and CIAP website:			
			ciap.dti.gov.ph/conten			
			t/construction-			
			industry-arbitration-			
			commission			
2. Case Abstract/Relief	Sought	2	Claimant or counsel			
3. Construction Contrac	t	2	Project Files/Claimant's			
		0				
4. Integration Agreemen	IL CIAC-F-SVD-0048 OF CIAC-F-	2				
	ion dause/subsequent agreement)		DTI Regional Office)			
			and CIAP website:			
			t/ap.dii.gov.pn/conten			
			in ducting on the time time			
			industry-arbitration-			

	commission

¹ 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.

5. Au Secr Powe	Ithority to Stipulate and t etary's Certificate, Boarc er of Attorney)	2	Claimant's Board Secretary		
6. Do	ocuments establishing th	e circumstances of	the case	2	Construction Project files
	CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCES TIM	SING PERSON E RESPONSIB LE
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	3. Receive RFM	None		CIAC Receivi ng Clerk/CI AP window staff
	CIAP Window at the nearest DTI Regional Office)	completene ss of the requiremen ts and inform the Claimant of the deficiencies (if any)	None		Chief TIDS/Spv ng TIDS/OI C, Arbitration, Mediation & Conciliatio n Division (AMCD)/CI AP window staff

j

		Arbitration Fees Online Calculator. 3.3. Issue Order of Payment			
4	Pay the required initial deposit of mediation fees (100% Filing and Administrative Fees	 4. Accept payment based on the Order ofPayment 4.1. Encode payment 	None		CIAP Cashier/ CIAP window staff
	and 50% Mediator's Fees)	details in the ISCA 4.2. Assign Case Number			CIAC Administr ativeAsst. III/ Administr ative Aide IV
MED	IATION PROCESS				
		4.3. Notify Respondent of the Request for Mediation	None	3 day s	Staff-in- Chargeof the case

			*If no Answer or Respondent object Mediation, CIAC issue a Notice to Claimant that medicannot proceed; Dismissal of the of due to the lack of consent from Respondent	cts to shall diation case			
5	Respondent files Answer and agrees to mediation *If there is counterclaim, Pay the required initial deposit of mediation fees (100% Filing and Administrative Fees and 50% Mediator's Fees)	າຍ	 5. Receive Answithe RFM and to staff-in-chatter the case *Repeat process 3.3, & 4. 	wer to d refer arge of 3.2,	None		CIAC Recei ving Clerk
6	If Respondent not agreeable with Claimant's nominee/sfor Mediator, parties to nominate/agree ona Mediator/file Application for Appointment	6.1	Appointm ent of Mediator . Issue Statement of Account	None		Gove rned by Secti ons 9 – 13, CIAC M ed iati on Ru les	Commissio n Staff-in- Charge of the

7	Pay balance of theMediator's Fees (50%)	 7. Issue Order of Payment 7.1. Accept payment based on the Order 	See Tableof CIAC MediationFees		CIAC Administr ativeAsst. III/ Administr ativeAide IV CIAP Cashier
8	Parties: Attend Mediation proceedings and sign Mediation Agreement with the Mediator (if none was submitted by the Claimant)	of Payment 8. Facilitate signing ofthe Mediation Agreement and conduct Mediation sessions	None	30 days from acceptanc e by the parties & Mediator of appointme nt or within extensions of time with written consent of the parties	Mediator
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 acceptan ce of appointm ent or agreed time extension s	Staff-in- Charge of the case Mediator

10	Notify CIAC of compliance with	10. Receive compliance	None	CIAC Recei
	the			ving Clerk

	Settlement Agreement				
11	Parties: In case of default in the Settlement Agreement, file a request to the CIACfor 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'sFee		CIAC Rec eivin g Cler k CIAC Administ rative Asst. III/ Administ rative Aide IV
12	Pay the required Fees	12.1. Accept paymen t based on the Order of Payme nt 12.2. Appoint Mediator asSole Arbitrator		After deliberati on on the appointm ent during the CIAC meeting as part of the agenda	CIAP Cashier Commissi on
		12.3. Submit Award based on settlement agreement		30 days from receipt of settleme nt agreeme nt	Sole Arbitrator

		12.4. Prepare and sign Writ of Execution	7 working days from resoluti on of motion for execution	Sole Arbitrator
		12.5. Concur with the Writ of Execution	After deliber ationon the request during the CIAC meeting	Commissi on
			as part of the agenda	
		12.6. Release Writ of Executionto Movant	1 day from receipt of writsigned by Sole Arbitrator and Commissi on-ers	Staff-in- Charge of the case
13	Submit Writ of Execution to concerned Sheriff; pay / deposit Sheriff's estimated expenses	13. None	See CIAP Sheriff's Fees	

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						
 Mediator's Fee 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	14,500			
	Administrative Fee	5,100	43,500			
	Mediator's Fee	10,200	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 chargesto adopt the SA into an Arbitral Award

B. [1] CIAC Responsibility

Appointment of Mediator as Sole Arbitrator by CIAC - PHP 3,000 (Administrative cost of CIAC) Promulgation of the 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 SAIssuance 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 aspart 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. Foreign	- Php 5,000 for SID	Php 10,000
_	10M and below	for SID >
		Php 10M



Construction Manpower DevelopmentFoundation Productivity and Competency Enhancement/Division

External Services

1. Provision of Customized Training

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

Office or Division:	Productivity and Competency Enhancement Division						
Classification:	Highly Technical	Highly Technical					
Type of Transaction	: G2G, G2B	G2G, G2B					
Who may avail:	All (engineering/vocational/technology schools/universities,						
	construction firms, gove	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 obje	Preferred training objectives		Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE			
1. Submit requestfor customize training	 1.Acknowledge receipt of request 1.1 Forward request tothe Executive Director (ED) for endorsement 1.2 Upon endorsement by the ED, Division Chief (DC) / Asst. Division Chief (ADC) assigns a program-in-charge 	None	30 minutes 30 minutes 30 minutes	Administrativ eAssistant Administrativ eAssistant 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 draftProposal	1 hour	DC/ADC					
1.6 Endorse draft Proposal to the ED for approval	30 mins	DC/ADC					
1.7 Upon approval by ED, forward the Proposal to the	30 mins	Program- in-Charge					
Client for approval							

j

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	 Conduct training Upon payment issue appropriate Training Certificate 	As per Agree -ment	N/A (Depends on training duration agreed upon) N/A (Issue immediate I y after training)	Program-in-Charge Program-in-Charge
		TOTAL	18 days, 7	00
			nours and Note: Excl	30 minutes uding training time

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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 issue	ed certificate	5 years from the	e date of application			
CHECKLIST OF REQUIREMENTS			WHERE TO	SECURE			
Filled out Application F	orm for Loss or	Administrat	ive Assistant				
Damaged Certificate		-					
Damaged Certificate		Client					
Notarized Affidavit of L	DSS	Client					
Photocopy of Any Gove	ernment Issued ID	Client					
Authorization letter (if a	pplication not done	Client					
personally)							
Payment Fee		Client	1	1			
CLIENT STEPS	AGENC	FEES	PROCESSIN	PERSON			
	Y	TOBE	GTIME	RESPONSIBL			
	ACTION	PAID		E			
	S						
1. Submit filled out	1. Receive filled	None	6 hours	Administrat			
application form	out application			ive			
together with the	form together with			Assistant			
prescribed	the requirements						
requirements	and facilitate						
	verification, once						
	verified print						
	duplicate copy of						
	certificate						
2. Pay the fee and	2. Upon payment	P200.00/	2 hours	Administrat			
receive the	and presentation	сору	(inclusive of	ive			
duplicate copy	of original		paymen	Assistant			
ofcertificate	officialreceipt,		ttime)				
	release						
	the duplicate copy						
	of certificate						

Sample Application Form "Replacement of Lost or Damaged Certificate







APPLICATION FORM REPLACEMENT OF LOST OR DAMAGED CERTIFICATE

LA OT MARKET																			<u> </u>	
LASI NAME:																				
FIRST NAME:																				
MIDDLE NAME															\square	Τ				\square
ID PRESENTED: (Indicate ID No.)				3	SEX:	D ^F	CIVII STA	L TUS:		S M W	сп	IZEN	SHIP] FIII] Alle CR [0.	pin en,	spe	saify	nation	nality &
PRESENT: (no., www	3	ŝ	~	\$	1															
ADDRESS											۲ı¢	0000)							
CONTACT NUMBERS							e-m	all A	ddrea	8	+									
DATE OF BIRTH	M	м	D	D	Y	Ŷ	PL/	ACE	OF BI	RTH	F				-				\square	\neg
HIGHEST EDUCATION ATTAINMENT INSTITUTION/ SCHOOL	ONAL and	i																		
OCCUPATION		Stude	nt	W	arker	L S	afety	Office	sr 🗌	Supe	ervís	or 10	M	anag	ar		Oth	ers		\neg
COMPANY NAME																				
	SE	EMIN	AR/T	RAIN	IING E	DETA	IL S						FOR	DA	ЮŀЯ	13	W	13 H	ER O	NLY
TRAINING	COU	RSE /	ATTE	INDE	Ð			INC	LUSI	VE D	ATE	S	Т	RAIN	EE II	D/ C	ER:	TIFIC	ATE #	¥
																				\neg
																				\neg
																_				_

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

SIGNATURE OF APPLICANT
FOR CMDF USE ONLY DO NOT FILL UP THIS PORTION
VERIFIED BY: _____ DATE: _____
OR NUMBER: _____ DATE: _____
(FOR CASHIER'S USE ONLY)

• For Lost Certificate - submit Notarized Affidavit of Lost

· For Damaged Certificate - present damaged Certificate





3. Rental of Training Facilities

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

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

Office or Division:	Productivity and Co	mpetency I	Enhancement D	ivision
Classification:	Simple			
Type of	G2G, G2B			
Transa				
ction:				
Who may	Construction compan	ies, training	institutions, con	struction
avail:	eventorganizers			
CHECKLIST	OF		WHERE TO SE	CURE
REQUIREM	ENTS			
Request letter		Client		
Number of occu	pants	Client		
Specific dates a	nd mode of use	Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCES SING TIME	PERSON RESPONSI BLE



1. Submit	1. Accept	None	1 day	Adminis
request	requestand			trativ
	facilitate			eAssist
	conduct of			ant
	ocular			
	the training			
	facility bythe	None	1 hour	
	Client			Adminis
	11 Endorse			trativ
	request to	None	4 hours	eAssist
	ExecutiveDirector			ant
	(ED) for approval			
			4 hours	Adminis
	1.2 Upon			trativ
	ED prepare	Nono		eAssist
	draft	NOTE		ant
	Agreement			
	1.3 Division			DC/ADC
	Chief/Asst.		1 hour	
	DivisionChief			
	(DC/ADC) to			
	review draft			
	agreement and			
	Submit for			
	ED			
	1.4 Upon approval			A desiration
	by the ED, submit	None		Adminis
	agreement for			u auv o Assist
	clientapproval			ant
L	1		l	5.1K



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



Table 1 CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION -TRAINING CENTER

Brgy. Salawag,

Dasmarinas,

Cavite UPDATED

RENTALRATES

ITE M NO.	ROO M	RATES (Php/Day A/OOct 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 arm.)	1,800.00	12 hrs usage/day
10	Small Room (Main Bldg.)	800.00	10 hrs usage/day
11	Executive Room 1 and 2 (MainBldg.)	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/Da y (per Eqmt)	REMAR K S
1	Welding Workshop		1,500.00		Rental rate includes electricity ,tools and eqmt.
		Welding Machine		500.00	
2	Rebar Workshop		1,500.00		
3	Electrical Workshop		1,500.00		
4	Plumbing Workshop		1,500.00		Rental rate
5	Masonry Workshop		1,500.00		includes electricity
6	Formworks Workshop		1,500.00		,tools and



7	Concreting Workshop	1,500.00	eqmt.
	workshop		

4. Provision of Customized Training – Training Regional/FieldOffice

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

Office or Division:	Productivity and Cor	npetency E	inhancement Di	ivision				
Classification:	Highly Technical							
Type of	G2G, G2B							
Transaction:								
Who may avail:	All (engineering/vocati	onal/techno	logy schools/uni	versities,				
	construction firms, gov	vernment ins	stitution)					
CHECKLIST OF	REQUIREMENTS		WHERE TO	SECURE				
Company Name/Add	ess/Contact Numbers	Client						
Signatory to the prope	osal	Client						
Number and profile of	⁻ participants	Client						
Venue of training		Client						
Preferred training obj	Preferred training objectives							
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCES	PERSON RESPONSIBLE				
		PAID	TIME	RESPONSIBLE				
1. Submit requestfor customize training	1. Acknowledge receipt of request and schedule meeting with Client	PAID None	30 minutes	Administrativ eAssistant				



	i i	1	CIAP
1.2 Identify resources needed, secure commitmentof Trainer, and prepare draft Proposal	None	7 days	Program-in-charge



Т	3.1 Upon payment ssue appropriate Fraining Certificate	None	N/A (Issue immediately after training)	Program-in-Charge
None 3			u 1 /	
3. Attend Training 3	3. Conduct training	As per Agree- ment	N/A (Depends on training duration agreed upon)	Program-in-Charge
None 2 c ir p p c	2.1 Schedule and conduct venue nspection and preparation of pertinent documents	None	4 days	Program-in-Charge
2. Accept proposal 2 tl a F fa n	2. Upon receipt of he Client's approved Proposal, facilitate notarization	None	4 hours	Client
1 F C (C (a t t C F C C	1.3 Endorse draft Proposal to DivisionChief (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 <u>Client for approval</u>	None	1 day 30 mins	Program-in-charge Program-in- Charge



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

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

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

2. Pay required fees and received duplicatecopy of certificate	2. Received payment from Client and request printing of duplicatecopy of certificate from	P200.00/c opy	30 minutes	Administ rative CIAP Assistan t
2.1 None	the Head Office 2.1 Upon receipt of duplicate copy of certification from the Head Office, inform Client, and release correspondin gly	None	2.4 days (courier timefro m Head Office)	Administ rative Assistan t
	Total	200.00	3 days	
		uri		
		er		
		fee		



Sample Application Form "Replacement of Lost or Damaged Certificate"





APPLICATION FORM REPLACEMENT OF LOST OR DAMAGED CERTIFICATE

LAST NAME:																				
FIRST NAME:	:																			
MIDDLE NAM	IE																			
ID PRESENTE (Indicate ID N								ŝ M W	СІТ	IZEN	SHIP		Filip Allei CR D.	ino n, sp	ecify	natio	nality &			
PRESENT:	(10., 9005	ş	~	~	ŝ	1														
ADDRE\$\$												ZIP	0008	,						
CONTACT NU	MBERS							e-m	nall A	ddrea	8	\square								
DATE OF BIR	тн	N	4M	D	D)	ñ	PL/	ACE	OF BI	RTH	F			+		+	\vdash	\square	
HIGHEST E ATTAINMENT INSTITUTION	DUCATIO	ONAI ani L	đ																	
OCCUPATION	N		Stude	nt	We	arker		afety	Office	97	Supe	rvíso	or -	M	anage	er 🗌	Ot	ters		
COMPANY N/	AME																			
		S	EMIN	AR/T	RAIN	ING	DETA	ILS				FOR DATABASE VERIFIER ONLY								
TI	RAINING COURSE ATTENDED INCLUSIVE D						VED	ATE	s	Т	RAIN	ee id	/ CEF	TIFIC	ATE	¥				
								\rightarrow			L		\rightarrow							

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

Si	GNATURE OF APPLICANT	
FOR CMDF USE ONLY DO NOT FILL UP THIS PO	 ктюн	
VERIFIED BY:	DATE:	
OR NUMBER:	DATE:	_
For Lost Certificate - submit Notarized Affi	davit of Lost	

For Damaged Certificate - present damaged Certificate





COMPETENCY ASSESSMENTAND 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 Manp	Construction Manpower Development Foundation							
Classification	Complex	Complex							
Type of Transaction	Government to Clie	Government to Client							
Who may avail	Project Engineers,	Project Mana	agers, Supervisors	s, Trainers,					
	Foremen								
CHEC	KLIST OF REQUIR	EMENTS		WHERE TO SECURE					
	ltem		No. of copies						
1. Memorandum o	f Agreement		1	To be provided by CMDE					
CLIENT STEPS	AGENCY ACTIONS	AGENCY FEES PROCESSIN ACTIONS TOBE G PAID TIME							
1. Secure a notarized Memorandum ofAgreement	Prepare a Program Proposal,which includes Memorandum of Agreement (MOA),based on the agreed informationwith the client including dates of implementatio n,budget, costing, etc.	none	3 days	Program Coordinat or					



	1			
2. Prepare the venue of the training in accordance tothe standardsset by CMDF.	Evaluate the venueto ensure the conduciveness for learning and compliance to the minimum venue requirements. NOTE: The evaluation shall take place two weeks before thetraining engagement.	none	1 day	Program Coordinat or
3. Attend thetraining.	Conduct thetraining. Training is administered byAccredited third party service providers	none	N/A (Days vary depending on the agreement between CMDFand 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.	Distribute the Program EvaluationForm and collect it upon accomplishment of the participants.		3 days	Program Coordinat or
4. Obtain the certificate.	CMDF shall issue acertificate for a candidate who successfully completed the training and passedthe written and oral examination.	P200.00/ certificate		Program Coordinat or
TOTAL NUMBER OF DAYS:			7 days (excluding the training time and the 15- working day application for CPD points to PRC)	

Sample image of the venue checklist form:



DTI-CIAP			TRADE & INDUST
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 Electrical accuracy in the first act? 		<u> </u>	
Liectrical power supply sufficient?			
Adequate room temperaturer Adequate seat distance between participants?			
 Aucquate seat distance between participants? Elevibility of room layout with plenty of space to move around for activities? 			
 Access to male and female toilets? Appropriate distance from the continue of the female toilets? 			-
 Access to mate and remain concess Appropriate distance from the seminar room Location – easy to find on the man convenient location? 			
		-	
2. Equipment/accessories needed	_	-	-
LCD projector?		<u> </u>	-
• OHP projector?		-	4
Screenfor projector?		-	-
White board/white board marker?		8	-
Laptop/computer ?		8	
Microphene / Joudeneaker?		Ξ.	-
Back-up equipment provided (lapton /ICD/cound systems)		H.	
Wirelessand Internet access?			
Availability of photocopying/printing/email facilities?			
 Tools & Equipment (electrical, plumbing, welding, etc.)? 		-	<u> </u>
 Consumables (permanent marker, bond paper, tape, wire, welding rod, etc.)? 			
Remarks:			
[] Approved [] Disapproved			
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 COMPANY	:			(option	al)Sex:
E-mail Address	:				
	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 Dissetisfied (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		Sp	peake	r 1				Sp	peake	r 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						1										
Matter																
Manner of Delivery]										
Topics Covered]										
Ability to Answer						1										
Queries																

C. SATISFACTION ON THE LOCATION AND SERVICES OFFERED

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

D. EFFECTIVENESS OF THE PROGRAM

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



2. Administration of Certification Programs

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

Office or Division	Competency Assessment and Competency	Certification	Division						
Classification	Complex								
Type of Transaction	Government to Client								
Who may avail:	Project Engineers, Project Man	ervisors, Trainers,							
	Foremen								
CHEC	KLIST OF REQUIREMENTS		WHERE TO SECURE						
	Item	No. of							
		copies							
TRE-SCREENING RE									
I. Letter of Intent v	vnich includes.								
Scopo of	the desired cortification								
- Scope or Number of	of traincos (minimum								
of15 maxim	um of 25)		Can be sent through						
- Target da	ite		mail to the CMDF						
- Duly nota	rized statement that the	1	Office, or through e-						
applicant ac	arees to comply with the		mail at						
certification	requirements and to supply		cacd.cmdf@gmail.co						
any informa	tion needed for the		m						
assessment	t and any supporting								
information	to demonstrate objectively								
compliance	with the scheme pre-								
requisites.									
NOTE: Where	permitted by law, other								
methods, includ	ding electronic								
signatures,are	acceptable.								
2. Self-Assessmen	t Form	1	Website:						
			http://cmdf.dti.gov.ph/						

3. Eligibility Requirements:		Company
a. Certificate of Employment	1	
indicatingthe number of years of		
work experience as a		
project manager.		



Α	SSESSMENT PROC	ESS REQUIREMENT:								
	1. Registration For	m		1	Websit http://c	e: mdf.dti.gov.ph/				
E	XAMINATION REQU	JIREMENTS:								
	1. Answer and according Questionnaire.	omplish the Examinatio	n		1	To be p CMDF	provided by			
	CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID		PROCI	essing Fime	PERSON RESPONSIBL E			
1	Write a letter of intent addressed to the program coordinator.	Prepare Program Calendar (F-PIM- 002) detailing the scheduled conduct of training.	None	e	1 d	ay	Applicant			
2	Submit the letter of intent together withthe self- assessment form (F-PIM-018) which can be downloadedfrom the CMDF website cmdf.dti.gov.p h	1. Receive Registration Form (F- PIM- 004) and Application for Certification Form (F- PIM- 018)	None	<u>)</u>	1 d	ay	Program Coordina tor			
3	Submit the eligibility requirement s.	FOR ECOMTCP: 1. Assess the applicant's education background andjob exposure.	None)	1 d	ay	Program Coordina tor			



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

exposure.



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



Sample image of the Registration Form:

Department of Trade & Industry Construction Industry Authority of the Philippines CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION											d	H													
					Co	nst	ruc	tio	n Ir	ndu	stry	One	Reg	isti	y :	Syst	em								
									Re	gis	trati	on F	orm												
PROGRAM/SEN	IINA	R TI	ITL	.E:																					
LASTNAME				Τ										Т	Т		Т	Τ	Т		Τ	Τ	Τ		
FIRST NAME			\vdash												\uparrow		+		t		\square				
SECOND NAME			\vdash	+									+		\uparrow		\top		t		\square				
MID. NAME			\vdash												$^{+}$		+	1	t		\square				
AGE SEX: D Male D Female CIVIL STATUS: D Single D Married D Separated D Widowed													-												
DATE OF BIRTH: (DD/M/YYYY) PLACE OF BIRTH: CITIZENSHIP:																									
(/ /) □ Filipino □ If Alien, specify nationality PRESENT_ADDRESS: No /Street/Subdivision/ Barangay/City/Municipality/ Province CONTACT DETAILS																									
PRESENT ADDRESS: No./Street/Subdivision/Barangay/City/Municipality/Province CONTACT DETAILS Mobile No.:																									
Landline No.:																									
PRESENT_COMPANY NAME AND ADDRESS:														-											
PRESENT COMPANY NAME AND ADDRESS: Source of Information about CMDF													ocify												
CMDF Website																									
HIGHEST EDUCATIO	HIGHEST EDUCATIONAL ATTAINMENT(pls. specify course if any): SCHOOL/ADDRESS:																								
JOB CLASS (pls. ch	JOB CLASS (p/s. check & specify) Years of Experience													rience											
□Manager & Supe	rviso	rs (și	5.A0	19. Ea	ai.Ma	Gay Cos	ust.Pro	i.M:	reste.)													-			
□Technical (_{SS} , STE	, Draft	sman	ı, Est	timato	r, etc.)																			
□Skilled Worker (sg. Foi	emar	vle;	admao	Carpe	enter,	Maso	n, etc	.) _																
Unskilled Worke	r/La	ore	(sa	s, Help	er Ca	rpent	er, Hel	per N	Vason	i, etc.)															
□Others, specify_																						-			
						C	OMP	1 (1)	NCIES	5/CE	RTIFIC	ATIO	I/ACC	RED	ITA	TION									
Professional Cert	ificat oction	t ion Projec	ct M	lanager	r = CI	VIDF S	caffol	d Insp	pector	CN	ИDF Tr	ainer/As	sessor	= DO	LE Pr	actitio	ner c	DOLE	EC	onsultant	:				
a Others, specif	y																				_				
TESDA Certificati	on (p	ls. sp	eci	ify)																					
Others (pls. specif	iy)																								
	٦				Ihere	by ce	tity the	t the	forpoli	g stat	ements	are true	and con	ect to t	the b	est of n	y kno	wiedge	. 1	also cons	ent to				
Please attach colored						~~~e	Sectory (-crat0	and the second		un ay c	and the second	-angelase	2 67 10	e me			ar ann	el	00070003					
picture in white background 2x2 picture or																									
digital copyin jog forma	•																								
Signature of Registrant (Please sign inside the box)																									



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





Construction Industry Authority of thePhilippines (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.

	Construct ofthe Exe	Construction Industry Authority of the Philippines (CIAP) - Office of the Executive Director									
	Policy an	Policy and Program Coordination and Monitoring Division									
Classification:	Complex	Complex									
Type of Transactio	n: G2C - Go G2B - Go Business G2G - Go	G2C - Government to Client G2B - Government to Business G2G - Government to Government									
Who may avail:	General I	General Public									
	All Gover Governm	nment Age entInstrum	encies, LGUs, nentalities	, GC	DCCs, and c	other					
CHECKI	IST OF REQU	OF REQUIREMENTS WHERE TO SECURE									
 Signed correspore othergovernment any 	ndence from th agencies) incl	e client (g uding its a	eneral public, httachment/s, i	if	From the e person/offic	manating ce/agencies					
CLIENT STEPS	AGENC Y	F	EES TO BEPAID	PR	OCESSIN GTIME	PERSON RESPONSIB					
		N BEFAID GTIME LE									
	ACTION S					LE					
WALK-IN	ACTION S					LE					



	there's any			0.
1.2 None	1.2. Stamp "received" on the receiving copy of the correspondence	None		Secretary/ Admin. Assistant
1.3. None	1.3. Send Acknowledgeme n t memo/letter	None		Secretary/ Admin. Assistant
1.4. None	I.4. Identify nature of the inquiry	None	1 day	Executive Director/ Division Chief/ Asst. Division Chief/ Officer-In- Charge/ Secretary
1.5. None	I.5. Forward to Appropriate Section or Board/ Concerned Personnel	None		Assigned Technical Staff
1.6. None	I.6. Appropriate Section or Board/ Concerned Personnel to take action on the inquiry/ correspondence and prepare reply	None	4 days	Section or Board/ Concerned Personnel/ Technical Staff
I.7. Receive reply from CIAP	1.7. Proceed to External Communication. Send reply to inquiry via mail, email, and/or messenger	None	1 day	Secretary/ Administrative Assistant



			1	
1.3. None	1.3. Print	None		Secretary/
	correspondence			Administrativ
	and its			eAssistant
	attachments			
1.4. None	1.4. Stamp	None		Secretarv/
	"received" on			Administrativ
	thereceiving			eAssistant
	conv of the			0/100/010/11
	correspondence			
15 None	1.5 Identify	None		Executive
1.5. NONE	noturoof the	NONE	1 day	Director/Division
				Director/Division
	inquiry			Division Obiof/
				Division Chief/
				Officer-In-
				Charge/
			4	Secretary
1.6. None	1.6. Forward	None		Assigned
	toAppropriate			Technical Staff
	Section or			
	Board/			
	Concerne			
	d			
	Personnel			
1.7. None	1.7.	None	4 days	Section or
	Appropriat		- uays	Board/
	eSection or			Concerned
	Board/			Personnel/
	Concerned			Technical Staff
	Personnel to			
	take action on			
	the inquiry/			
	corrospondonco			
	and prepare reply			
	1.0 Drocood	Nono		Sooratary
I.O. RECEIVE	toEvtornol	none	1 day	Administrativ
replyiron CIAP				Auministrativ
	Communication.			eassistant
	Sena reply to			
	inquiry via mail,			
	email, and/or			
	messenger			
	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 GovernmentG2C			
	 Government to Client 			
	G2B – Government to Business			
Who may avail:	Winning Parties in the final award and judgment of CIAC			
CHECKLIST OF REQUI	REMENTS Copies WHERE TO SECURE			

1. Writ of Execution issued to designate Sheriff/JudgmentEnforcement Officer.		1		Construction Industry ArbitrationCommission (CIAC)		stry ssion
2. Twenty Eight (28) copies ofCertified TrueCopies 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 ReceiptforExecution Fees		1		CIAP Cashier		
CLIENT STEPS		TIONS	FE	EES TO BEPAID	PROCESSIN GTIME	PERSON RESPONSIB LE



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



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



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


7.3. None	7.2 In case of		Designated
	Real Property,		Sheriff/Judg ment
	postingNotice of		Enforcement
	Sale forTwenty		Officer
	(20) daysin		
	Three (3)		
	conspicuous		
	places;		
7.4. None	7.3. If the		Designated
	assessed valueof		Sheriff/Judg ment
	the property		Enforcement
	exceeds Fifty		Officer
	thousand		
	(PhP50,000.)		
	pesos,publishing a		
	copy of the notice		
	once (1) aweek for		
	Two (2)		
	consecutive weeks		
	in one newspaper		
	selected by raffle.		
7.5. None	7.4. In all cases,		Designated
	written notice of sale		Sheriff/Judg ment
	shall be given to the		Enforcement
	losing party,at least		Officer
	Three (3) days before		
	sale.		



	9 If the judgment	Nono	Thirty (20)	Decignated
		NONE	11111 (SU)	Designated
	award has been fully		days from	Sheriff/Judg ment
8. None	or partiallysatisfied,		receipt of the	Enforcement
	the Executing Sheriff		Writ of	Officer
	shall issue a		Execution or	
	Return/Report on the		every Thirty	
	Writ containing the		(30)days	
	processes /activities of		thereafter until	
	enforcement		the Writ of	
	/execution and satisfy		Execution has	
	the Writ, Thirty (30)		been FULLY	
	days from receipt of		SATISFIED.	
	the Writ of Execution			
	or every Thirty			
	(3) days thereafter			
	until the Writ of			
	execution hasbeen			
	FULLY satisfied.			



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 Ind Program Coordir	ustry Authority of the Philippines (CIAP) - Policy and nation and Monitoring Division (PPCMD)
Classification:	Complex	
Type of Transaction:	G2G - Governme	ent to Government
Who may avail:	Internal Service	
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE
1. Accomplished		CIAP - PPCMD
Technical		
AssistanceRequest F	⁻ orm,	
and/or		
2. Accomplished Inte	ernet	
AccessRequest		
Form.		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BEPAID	PROCES SING 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	Approvin g Authority
1.4. None	1.4. Conduct diagnosis	None	1 day	Assigned Personnel
1.5. None	1.5. Proceed to Service Delivery Note: Technical Assistance to governing boards' depend on the nature of request	None		Assigned ICT Personnel/ Technical Staff
1.6. None	1.6. If assistance is request for internet access, media assistance, IT equipment specifications, ISSP,Hardware troubleshoot, Network Assistance,and Software Installation <i>(Complex)</i>	None	4 days	Assigned ICT Personnel/ Technical Staff
2.1. Receive feedback on therequest	2.1. Provide feedback to requester and close the request	None	1 day	Assigned ICT Personnel/ Technical Staff
	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.

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

Item	No. of copies	
Authenticated photocopy of the approved APP and	1	Supply Section
any amendment thereto		
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	1	Supply Section
Contract (ABC) Php1 million and above)		
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	1	Supply Section
Group		
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 theResolution of the BAC recommending award of the	1	Supply Section
Contract	1	Supply Castion
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; 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 valueduly 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	1	To be provided by
the manufacturer that the supplier is an		the Supplier
authorized distributor/ dealer of the products		
Approved Purchase Request	1	Supply Section



CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1.1. Submit duly accomplished required documents. (*Wait for the receiving person to log thereceipt and/or sign the receiving copy of the employee)	1.1.Check and Reviewby the receiving person	None	1 working Day	Administrativ eAssistant II
1.2. None	1.2. Checking as to the completeness of the documents needed.	None		Administrativ eAssistant II
1.3. None	1.3. Review the document as to its validity for claiming.	None		Administrativ eAssistant II
1.4. None	1.4. If the documentsare not found to be in compliance and/or complete, the claim shall be denied and such will not bereceived.	None		Administrativ eAssistant II
1.5. None	1.5 If the documentsare not found to be in compliance and/or complete, the claim shall be denied and such will not bereceived.	None		Administrativ eAssistant II
1.6. None	1.6. If the documents are found to be in compliance and/or complete, the	None		Administrativ eAssistant II



i i			i i	i .	CIAI
		receiving person will have to log the receiptand/or sign the receiving copy of the employee.			
2	Secure a copy of thereceipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) andassign a number to obligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)	None	3 working Days	Budget Officer/ Administrativ e Assistant II
		2. Review the completeness of documents and certify		10 working days	Budget Officer



	GIA	11
the ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction. 3. Prepare the Disbursement	2 working Days Administrativ eAssistant II	
Voucher (DV) – amounts based on theapproved DTR and ascomputed by the payroll officer/ accountant.	20 Minutes Administrativ eAssistant II	
3. Forward the DV andits supporting		
attachments to the accounting division.	3 Accountant	
4. Receive, review the accuracy of computation and certify the DV and itssupporting	Days	
documents.	Accountant	
5. Assign DV Numberand DV release	20 Minutes	
ΤΟΤΑ	L 19 working Days, 2 Hours and 40 Minute	
Please proceed to the next step (General Se	rvice Section)	
	*	



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

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

	Finance			
Classification:	Complex			
Type of Transaction:	G2C – Governmen	t to Client		
Who may avail:	Job Order/ Casual/	Contractual	Personnel	
CHEC	KLIST OF REQUIRE	MENTS		WHERE TO SECURE
Item				
Certified true copy of pertinent contract/ appointment/ job			1	Personnel Section
Certification by the Personnel of the agence	Certification by the Personnel Officer that the activities/ 1 Personnel Section Services cannot be provided by regular or permanent Dersonnel of the agency			Personnel Section
Approved DTR			1	Personnel Section
Accomplishment Report		1	To be accomplished by the requesting person	
			-	person
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCE SING TIME	ES PERSON RESPONSIBLE



its validity for claiming		
 If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receiptand/or sign the receiving copy of the employee. 		



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



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



CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROC ESSI NG TIME	PERSON RESPONSI BLE
1 Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/orsign the receiving copyof the employee)	 Check and Reviewby the receiving person 1.3 Che cking as to the completenes sof the documents needed. 1.4 Revie w the document as to its validity for claiming. If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received. If the documents are found to be in compliance and/or complete, the received. If the documents are found to be in compliance and/or complete, the received. 	None	2 Hours	Administrativ eAssistant II



2	Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)	None	1 working Days	Budget Officer/ Administrative Assistant II
1		2. Review the completeness of documents and certifythe ORS as toavailability of allotment. Includes coordination with the requesting/ concernedunit as tothe technicalities of the transaction.		2 working Days 1 working Day	Budget Officer Administrative
		3. Prepare the Disbursement Voucher (DV) – amounts based on theapproved DTR and ascomputed bythe payroll officer/ accountant. (*Includes computation for lates and absencesand deductions)			Assistant II



	3 Forward the	20 Minutes	VIAF
	DV andits supporting attachments to the accounting division.	2 working	Administrativ eAssistant II
	4. Receive, reviewthe accuracy of computation and certify the DV anditssupporting documents.	20 Minutes	Accountant
	5. Assign DV Numberand DVrelease		
	TOTAL	6 working	
		Days, 2 Hours and 40 Minutes	
Please proceed to the	e next step (General ServiceSection)		



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

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

Office or	Finance		
Division:			
Classification:	Complex		
Type of	G2G – Government to Government Employee/Official		
Transaction:			
Who may avail:	Newly hired employees with existing government service experience		
CHECKLIS	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: <u>http://csc.gov.ph/2014-</u> <u>02-21-08-28-23/pdf-</u> <u>files/category/193-</u> <u>statement-of-assets,-</u> <u>liabilities,-and-net-worth-</u> <u>saln-form-for-the-year-</u> <u>2012-and-onwards.html</u>
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			Previous C	Office
Certification by the Chief Accountant of last salary received duly verified by the assigned auditor thereat				
Certificate of Available Leave Cre	dits	1	Previous	Office
Service Record		1	Previous	Office
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROC E SSING TIME	PERSON RESPONSI BLE
Submit duly accomplished required documents. (*Waitfor the receiving person to log the receipt and/or sign the receiving copy of the employee)	 Check and Reviewby the receiving person S Checking as to the completeness of the documents needed. Review the document as to its validity for claiming. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received. If the documents are found to be in compliance and/or complete, the receiving person willhave to log the receipt and/or sign the receipt and/or sign the received. 	None	2 Hours	Administrativ eAssistant II



				ULAF
2 Secure a copy of the receipt	1. Prepare the Obligation	None	1 working	Budget
of documents submitted for	Request and Status (ORS)		Day	Officer/
proper monitoring.	and assign number to		-	Administrative
	obligate the amount			Assistant II
	claimed. (*Includes			



			VIAF
	checking of authorityto incurexpense and working out of funds for fund/ allotment availability)		
	2. Review the completeness of documents and certify the ORS astoavailability of allotment. Includes coordination with therequesting/ concerned unit as to the technicalities of the transaction.	2 working Days	Budget Officer
	3. Prepare the Disbursement Voucher (DV) — amounts based onthe approved DTRand as computed by the payroll officer/ accountant. (*Includes computation for latesand absences and deductions)	1 working Day	Administrativ eAssistant II
	3. Forward the DVand its supporting attachments tothe accountingdivision.	20 Minutes	Administrativ eAssistant II
	4. Receive, review the accuracy of	2 working Days	Accountant
			Accountant



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



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

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

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

Item					
Clearance from money, property and legal accountabilities			1	Copy t Persor	to be provided by nnel Section
Approved DTR		1	Personnel Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PRO SINC TIME	OCES G	PERSON RESPONSIBLE
Secure and duly accomplish copy ofclearance from Personnel Section	None	None	3 workin	ıg Days	None





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



	 3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant. (*Includes computation for latesand absences and deductions) 3. Forward the DV and its supporting attachments to the accounting division. 4. Receive, review the accuracy of computation and certify the DV and itssupporting documents. 5. Assign DV Numberand DV release 	1 working Day 20 Minutes 1 Hour 20 Minutes	Administrativ eAssistant II Administrativ eAssistant II Accountant
	TOTAL	6 working Days, 3 Hours and 40Minutos	
Please proceed to the n (GeneralService Section	ext step 1)	TOMINIALES	



6.ii. Preparation of Disbursement for Salary Deferential

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

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					
Certified true copy of appointment in case of promotion or Notice of Salary Adjustment in case of step increment/ salary increase		1	Personr	nel Section	
Certificate of Assumption			1	Personr	nel Section
Approved DTR			1	Personr	nel Section
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID) PR SII TII	OCES NG ME	PERSON RESPONSIB LE
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	1. Check and Review by the receiving person 1.9 Checkin g as to thecompleteness of the documents needed. 1.10 Revie w the document as to	None	2 Hours	3	Administrative Assistant II



_			
	its validity for claiming.		



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



and as compu- the payroll offi accountant. (*Includes computation f lates and abso and deduction	ted by cer/ or ences (s)	20 Minutes	Administrative Assistant II
3. Forward the andits support attachments to accounting div	e DV ing o the ision.	2 working Days	Accountant
4. Receive, re theaccuracy of computation a certifythe DV a supporting documents.	eview f nd and its	20 Minutes	Accountant
5. Assign DV Numberand D release	v		
	TOTAL	6 working Days, 2 Hours and 40 Minute s	
Please proceed to the next step (Gene ServiceSection)	ral		



6.iii. Preparation of Disbursement Voucher Payment of Salary (JobOrder/ 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		
CHECKLI	ST 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 TOBE PAID	PROCE SSING TIME	PERSON RESPON SI BLE
--------------	----------------	----------------------	------------------------	-------------------------------



	-			UIAF
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	 1. Check and Review by the receiving person 1.11 Checkin g as to the completeness of the documents needed. 1.12 Review the document as to its validity for claiming. 	None	2 Hours	Administrative AssistantII



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 o	
the employee.	



				UIAI
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	None	1 working Day	Budget Officer/ Administrati ve AssistantII
	(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)		2 working	Budget Officer
	2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of		Days	Administrative AssistantII
	the transaction. 3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as		1 working day	



		1
computed by the		
payroll officer/		
accountant.		
(*Includes		
computation for		
lates and absences		
and deductions)	20 Minutes	Administrativo
		AccietantII
3. Forward the DV		Assistantii
and its supporting		
attachments to the		Accountant
accounting division.	2 working	
	Days	
4. Receive, review		
the accuracy of		
computation and		
certify the DV and		Accountant
its supporting		
documents	20 Minutes	
5 Assign DV		
Number and D\/		
release		
TOTAL	C working	
	6 WORKING	
	Days, 2 Hours	
	Minute	
Diagon pressed to the post stop	S	
Conoral Services Section		
(General Services Section)		



6.iv. Preparation of Disbursement Voucher Payment of OvertimePay (Permanent)

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

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

Office or Division:	Finance				
Classification:	Complex				
Type of Transaction:	G2G – Government to Gov	ernment Employ	ee/Official		
Who may avail:	CIAP Permanent Employees				
CHECKLI	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
lte	m	No. of copies			
Certified true copy of over necessity and urgency of the duration of overtime	ertime authority stating the f the work to be done, and work	1	To be accomplished bythe requesting person		
Overtime Work Program		1	To be accomplished by the requesting person		
Quantified Overtime accomplishment duly signed by the employee and supervisor		1	To be accomplished by the requesting person		
Certified true copy of app	proved DTR	1	Personnel Section		

CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCES SING TIME	PERSON RESPONSIBL E
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	1. Check and Reviewby the receiving person 1.13 Checking as tothe completenessof the documents needed.	None	2 Hours	Accountant I



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


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



requesting/ concernedunit as to the technicalities of the transaction.		Administrativ
4. Prepare the Disbursement Voucher (DV) — amounts based on theapproved DTR	1 working Day	eAssistant II
and ascomputed by the payroll officer/ accountant.	20 Minutes	Administrativ eAssistant II
5. Forward the DV andits supporting attachments to the accounting division.	5 hours	Accountant
6. Receive, review the accuracy of computation and certify the DV and itssupporting documents. supporting	20 Minutes	Accountant
7. Assign DV Numberand DV release		
TOTAL	6 working Days, 7 Hours and 40 Minutes (startsfrom	
	the 15 th day following the month of requested actual overtime	



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



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

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

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

I	No. of copies				
Salary Payroll	Salary Payroll			Personr	nel Section
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROC	ESSIN STIME	PERSON RESPONSIB LE
Submit duly accomplished required documents.(*Wait for the receiving person to log the receipt and/or sign the receiving copy of theemployee)	 Check and Review bythe receiving person 1.15 Checking as to thecompleteness of the documents needed. 1.16 Revie w the document as to its validity for claiming. If the documents are notfound to be in compliance and/or 	None	2 Hou	irs	Administrat i veAssistant II



			LIAP
	complete, the claimshall		



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



		deductions)		CIAP
		3. Forward the DV and its supporting		
		attachments to the accounting division.		
		4. Receive, review the		
		computation and	20 Minutes	
		certify the DV and its supporting documents.		
		5. Assign DV Number andDV release		Administrat
				veAssistant
			2 working Days	II
				Accountant
			20 Minutes	
		TOTAL		Accountant
		IOIAL	6 working Days, 2 Hours and 40 Minute s	
Plea	ase proceed to the I	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 obligationand withholding tax, among others.

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

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



Minutes of Bid Opening				1	Supply	v Section	
Abstract of Bids				1	Supply	v Section	
Post-Qualification Report of	of Technical Working Gr	roup		1	Supply	v Section	
BAC Resolution declaring	winning bidder			1	Supply	v Section	
Notice of Post-Qualification	1			1	Supply	v Section	
BAC Resolution recommer by the Head of the Procurin the BAC recommending av	nding approval and app ng Entity of the Resolut vard of the contract	roval ion of		1	Supply	v Section	
Notice of Award				1	Supply	Section	
Performance Security				1	Supply	Section	
Program of Work and Deta	iled Estimates			1	Supply	Section	
Notice to Proceed				1	Supply	Section	
Bid Evaluation Report				1	Supply	Section	
Ranking of Short-listed bidders				1	Supply	Supply Section	
Post Qualification Evaluation	on Report			1	Supply Section		
Print out copy of posting of award in the PhilGEPS; • Notice of Award • Notice to Proceed • Contract				1	Supply	Section	
Approved Purchase Reque	est			1	Supply	/ Section	
Original copy of Supplier's description of articles, unit the supplier	Invoices showing the q and total value duly sig	uantity, ned by		1	To be provided by the Supplier		
Delivery Receipt				1	To be Suppli	provided by the er	
Inspection and Acceptance	Report			1	Supply	Section	
Property Acknowledgement Receipt (equipment only)				1	Supply	v Section	
Approved Purchase Request				1	Supply	v Section	
Authority to Purchase (motor vehicle only)				1	Supply	Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID		P E N T	PROC SSI IG IME	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)	 Check and Review by the receiving person 1.17 Check ing astothe completeness of the documents needed. 	None	1 working Day	Administrativ eAssistant II
	 1.18 Revie w the document as to itsvalidity for claiming. If the documents arenot 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 receivingperson will have to log the receipt and/or sign the receiving copy of the employee.			



Secure a copy of thereceipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request andStatus (ORS) and assign number to obligate the amount claimed. (*Includes checking of authority toincur expense and working out of funds forfund/ allotment availability)	None	3 working Days	Budget Officer/ Administrativ e Assistant II
	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.		10 working days	Budget Officer
	3. Prepare the Disbursement Voucher			



(DV) – amounts basedon the approved DTR a as computed by payroll officer/ accountant.	nd the	2 working Days	Administrati veAssistant II
3. Forward the D andits supporting attachments to th accounting divisi	v∨ g ne on.	20 Minutes	Administrati veAssistant II
4. Receive, revie theaccuracy of computation and certifythe DV and supporting documents.	d its	3 working Days	Accountant
5. Assign DV Numberand DV release		20 Minutes	Accountant
т	DTAL	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 theconditions of sale. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

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

Office or Division:	Finance							
Classification:	Highly Technical							
Type of Transaction:	G2C – Government to Client							
Who may avail:	Creditors/ Suppliers							
CHECKLIST OF REQU	JIREMENTS		WHERE TO SECURE					
Item		No. of copies						
Purchase Order/ Contra	act	1	Supply Section					
Proof of posting of invit	ation or request for	1	Supply Section					
submission of price q Award in the PhilGEPS	uotation and Notice of website							
Performance and warra	anty securities	1	Supply Section					
BAC Resolution recommending the alternative mode of procurement with approval by the HOPF		1	Supply Section					
Authenticated photocopy of the approved APP and any amendment thereto		1	Supply Section					
Approved Purchase Re	equest	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 bythe Supplier					
Delivery Receipt		1	To be provided bythe Supplier					



	· • • • •						
Pro (eo	operty	jement Receipt	1			Supply Sec	ction
Authority to Purchase (motor vehicle only)			1 Supply Section				
Inspection and Acceptance Report			1			Supply Sec	ction
Ce ma qu	ertified True copy of anufacturer/ supplier t otation and conditions o	letter to selecte to submit da price f sale	1			Supply Sec	ction
Ce	ertificate of Exclusive Dis	stributorship	1			To be prov the Supplie	vided by er
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 Sec	ction	
CL	IENT STEPS	AGENCY ACTIONS	5	FEES TO BE PAID	PR G⊺	OCESSIN FIME	PERSON RESPONSIBL E
1	Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	 Check and Review by th receiving person 1.19 Cl ecking asto th completeness of the document needed. 1.20 Revie w the document as toits validit forclaiming. If the document arenot found to be i compliance and/or complete, the clair shall be denied an such will not b received. 	d e h e of s nt y s n r nd e	None	1 w	vorking Day	Administrativ eAssistant II



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



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



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

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

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

Office or Division:	Finance						
Classification:	Highly Technical	Highly Technical					
Type of Transaction:	G2C – Government to Client						
Who may avail:	Creditors/ Suppliers						
CHECKL	LIST OF REQUIREMENTS		WHERE TO SECURE				
Item							
Purchase Order/ Contra	act	1	Supply Section				
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website			Supply Section				
Performance and warra	nty securities	1	Supply Section				
BAC Resolution recommoder procurement with appro-	mending the alternative mode of oval by the HOPE	1	Supply Section				
Authenticated photocopy of the approved APP and any amendment thereto			Supply Section				
Approved Purchase Request			Supply Section				
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier			To be provided by the Supplier				



Delivery Receipt			1		To be pr Supplier	ovided by the
Property Acknowledgeme	nt Receipt (equipment)	only)	1	1 Supply Section		
Authority to Purchase (mo	otor vehicle only)		1		Supply S	Section
Inspection and Acceptanc	e Report		1		Supply S	Section
Winning Bidder's offer or	oroposal		1		Supply S	Section
Abstract of Bids			1		Supply S	Section
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID		PROC	CESSIN STIME	PERSON RESPONSIBL E
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	 Check and Reviewby the receiving person 1.21 Checki ng astothe completenessof the documents needed. 1.22 Revie w the document as to itsvalidity for claiming. If the documentsare not found to be incompliance and/or complete, the claim shall be denied and such will not be received. 	None		1 wor	king Day	Administrati veAssistant II



	3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receiptand/or sign the receiving copy of the employee.			
cure a copy of thereceipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) andassign number to	None	3 working Days	Budget Officer/ Administrative Assistant II
	obligate the amount claimed. (*Includes checking of authorityto incur expense and working out of funds for fund/ allotment availability)			
	2. Review the completeness of documents and certifythe ORS as to availability of allotment. Includes coordination with the requesting/ concernedunit as to the technicalities of the transaction.		10 working days	Budget Officer
	3. Prepare the Disbursement Voucher (DV) – amounts based on theapproved DTR and ascomputed by		2 working Days	Administrativ eAssistant II



t a a a a	he payroll officer/ accountant. 3. Forward the DV andits supporting attachments to the accounting division. 4. Receive, review	20 Minutes 3 working Days	Administrativ eAssistant II Accountant
t c ii c	he accuracy of computation and certify the DV and tssupporting documents.		
5 N r	5. Assign DV Numberand DV elease	20 Minutes	Accountant
	TOTAL	19 working Days, 2 Hours and 40 Minutes	
Please proceed to the r	next step (General ServiceSection)		



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

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

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

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

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 description of articles, unit the supplier	blier's Invoices showing the quantity, s, unit and total value duly signed by				To be pro Supplier	vided by the
Delivery Receipt			1		To be pro Supplier	vided by the
Property Acknowledgement	nt Receipt <i>(equipment</i>	only)	1		Supply Se	ection
Authority to Purchase (mo	tor vehicle only)		1		Supply Se	ection
Inspection and Acceptance	e Report		1		Supply Se	ection
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 Se	ection
Agency's offer for negotiat	ions with selected supp	olier	1		Supply Se	ection
Certification of BAC on the failure of competitive bidding for the second time			1		Supply Se	ection
Evidence of invitation of observers in all stages of negotiation			1		Supply Se	ection
CLIENT STEPS	AGENCY ACTIONS	FEES TC BE PAII) D	PRO	OCESSIN GTIME	PERSON RESPONSI BLE



Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	 Check and Review by the receiving person 1.23 Checki ng as to the completeness of the documents needed. 1.24 Revie w the document as to its validity for claiming. 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	1 working Day	Administrativ e 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.			



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



		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 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.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 capablesupplier. Such form conveys the amount due to the creditor as well as the corresponding amount of obligation and withholding tax, among others.

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

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



	Property Acknowledgeme	Property Acknowledgement Receipt (equipment only)			1	Supply S	Section
	Authority to Purchase (motor vehicle only)				1	Supply S	Section
	Inspection and Acceptance Report				1	Supply S	Section
	Price quotation from at lea	ast three invited supplie	rs		1	Supply S	Section
	Abstract of submitted Pric	e Quotation		1		Supply S	Section
	BAC Resolution recomme	nding award of contrac	t to		1	Supply S	Section
-	Lowest Calculated Respo	nsive Bid (LCRB)			1	Supply S	Section
	CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID		PROC	ESSIN STIME	PERSON RESPONSIBL E
	Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	 Check and Reviewby the receiving person 1.25 Checki ng astothe completenessof the documents needed. 1.26 Revie w the document as to itsvalidity for claiming. If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receiptand/or sign the receiving copy 	None		1 wor	king Day	Administrati veAssistant II



			NUMBER ADDRESS
	of the employee		
	or the employee.		



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



	documents. 5. Assign DV Numberand DV release	20 M	Accountant
TOTAL		19 w Days and 4 Minu	orking s, 2 Hours 40 tes
	Please proceed to the next step (General ServiceSection)		

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

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

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

Office or Division:	Finance			
Classification:	Classification: Highly Technical			
Type of Transaction:	e of G2C – Government to Client			
Who may avail:				
CHECK	WHERE TO SECURE			

Item	No. of	
	copies	



	1	
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 theSupplier
Delivery Receipt	1	To be provided by the Supplier
Property Acknowledgement Receipt (equipment only)	1	Supply Section
Authority to Purchase (motor vehicle only)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Price quotation from at least three invited suppliers	1	Supply Section
Abstract of submitted Price Quotation	1	Supply Section
BAC Resolution recommending award of contract toLowest Calculated Responsive Bid (LCRB)	1	Supply Section
Letter/ invitation to submit proposals	1	Supply Section



CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCESSIN GTIME	PERSON RESPONSIBL E
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	 Check and Reviewby the receiving person 1.27 Checki ng astothe completenessof the documents needed. 1.28 Revie w the document as to itsvalidity for claiming. If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received. If the documentsare found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee. 	None	1 working Day	Administrativ eAssistant II



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



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



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

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

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

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

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



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


CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCES SING TIME	PERSON RESPONSI B LE
Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	 Check and Reviewby the receiving person 1.29 Checki ng astothe completenessof the documents needed. 1.30 Revie w the document as to itsvalidity for claiming. If the documents are not found to be incompliance and/or complete, the claim shall be denied and such will not be received. 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	1 working Day	Administrat ive Assistant II



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



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



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

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

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

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 governmenttransactions.

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 th Supplier		
Property Acknowledgement Receipt (equipment only)					1 Supply Section		Section
	Authority to Purchase (mo	otor vehicle only)			1	Supply S	Section
	Inspection and Acceptanc	e Report			1	Supply S	Section
	Copy of the original contra	act			1	Supply S	Section
	Certification that the suppl requirements under the or	ier has complied with a iginal contract			1	Supply S	Section
	CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID		PF SI TI	ROCES NG ME	PERSON RESPONSIBL E
	Submit duly accomplished requireddocuments. (*Wait for the receiving person to log the receipt and/or sign the receiving copyof the employee)	 Check and Reviewby the receiving person 1.31 Checking astothe completenessof the documents needed. 1.32 Revie w the document as to itsvalidity for claiming. If the documentsare not found to be incompliance and/or complete, the claim shall be denied and such will not be received. 	None		1 wo	rking Day	Administrativ eAssistant II





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



1			
5. Assign DV Numberand DV release		20 Minutes	Accountant
ΤΟΤΑ	L	19	
		working	
		Days, 2	
		Hours	
		and 40	
		Minutes	
Please proceed to the next step (Genera	al 🛛		
Servic	e		
Section	ı)		



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 Transact	tion:	G2G - Government to Government					
Who may avail:		Employees of the CIAP					
CHECKLIST OF	REQ	UIREMENTS	WHERE TO	D SECURE			
1. Accomplished 1 photocopy)	Purc	hased Request (1 original,	al, AFMD- Procurement Section				
 2. Technical Specifications (1 original 1 photocopy) indicating the following, such as but not limited to: 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 			Requesting Party, CIAP Staff				
 Approved Budget for the Contract/ Certificate of Avalilability of Funds Complete Specification, Estimated Amount/Cost and Quantity (1 original, 1 photocopy) 		Budget Officer					
CLIENT STEPS	AGE		FEES TO BE PAID	PROCESSING TIME	PERSON RESPON SIBLE		



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 WOfor 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) throughAlternative Method of Procurement (Limited Source, Direct Contracting,Repeat Order, Shopping, Negotiated Procurement)

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

Office/Division:	CIAP- AFMD Admin Finance and Management Division – Procrement Section				
Classification:	Highly Technical				
Type of Transaction:	G2G - Government to Governme	ent			
Who may avail:	Employees of the CIAP				
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECUP	RE		
1. Accomplished Photocopy)	Purchase Request (1 original, 1	1.	Procurement Section		
2. Copy of APP c not included in the or	or Supplemental APP if item is iginal APP. – (1 photocopy)	2.	Procurement Section		
3. Memo request original)	signed by the Head of Office (1	3. 4.	Requesting Office Budget Section		
 Approved Budget for the Contract/Certificate of Availability of Funds (1 original, 1 Photocopy) List of complete item specifications (for item, 		5.	Requesting Office		
materials) (1 (• • • • • • • • • • • • • • • • • • •	Original, 1 Photocopy) Quantity Material (if applicable) Color (if applicable) Size (if applicable) Estimated cost Estimated delivery date Sample picture or layout of item ured Purpose				



CLIENT STEPS	AGENCY ACTION	FEES TO B	E PAID	PRO TIME	CESSING	PERSON SPONSIBLE
1. Submit signed and approved Purchase Request (PR) and required attachments to Procurement staff at the AFMD Procurement Division	1.1 Validate/revie submitted docume	w ents	None		1 hour	BAC Secretariat
	1.2 Prepare Reque Quotation and see signature from Ap Officer	est for cure proving	None		2 hours	BAC Secretariat BAC/Head Secretariat
	1.3 Post the Requ Quotation to Philo CIAP websites, an conspicuous place	lest for GEPS and nd to e 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 docur award (Abstract o Purchase Order a Resolution)	ments for f Canvass, Ind BAC	None		1 day	BAC Secretariat
	1.6 Sign the docu award	ments for	None		2 working days	BAC, Office of the Designated BAC and Head of Procuring Entity (HoPE)
	1.7 Inform the win bidder	ning	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/Recei ving Section
2. Send the Statement of Account (SOA)/ Sales Invoice (SI)/ Billing to BAC Secretariat, AFMD Budget/Accounting Office	2.1 Receive the SOA/SI/ Billing and submit the same together with the procurement documents to Budget Officer, for processing of payment	None	1 day	BAC Secretariat, AFMD Property/Suppl y Office
	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				
CHECKI	LIST OF REQUIREMENTS		WHERE TO SECURE		
	Item	No. of copies			
Purchase Order/ Contra	act	1	Supply Section		
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website			Supply Section		
Performance and warra	anty securities	1	Supply Section		
BAC Resolution recomposition procurement with approx	mending the alternative mode of oval by the HOPE	1	Supply Section		
Authenticated photocop amendment thereto	by of the approved APP and any	1	Supply Section		
Approved Purchase Re	quest	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 theSupplier		
Delivery Receipt		1	To be provided by theSupplier		



Property Acknowledgement Receipt (equipment only)			1	Supply	Section
Authority to Purchase (motor vehicle only)			1	1 Supply Section	
Inspection and Acceptance	e Report		1	1 Supply Section	
Price quotations from at le reputable suppliers	ast three bonafide and		1	Supply S	Section
Abstract of canvass			1	Supply	Section
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PRO	CESSIN GTIME	PERSON RESPONSIBL E
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	 Check and Review by the receiving person 1.33 Checki ng as to the completeness of the documents needed. 1.34 Revie w the document as to its validity for claiming. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received. 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	1 work Day	ing	Administrativ eAssistant II



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



		 . 4. Receive, review the accuracy of computation and certify the DV and its supporting documents. 5. Assign DV Number and DV release 	3 working Days 20 Minutes	Accountant
Ple	ease proceed to the new	TOTAL xt step (General	19 working Days, 2 Hours and 40 Minutes	
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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.

Off	fice or Division:	AFMD				
Cla	assification:	Simple				
Ту	pe of Transaction:	Internal/Within the A	Agency-(Gov	vernment to Gove	ernment)	
Wh	no may avail:	CIAP concerned en	nployees			
	CHECKLIST	OF REQUIREMEN	TS	WHERE T	O SECURE	
	Item		No. of copies			
1.[Duly accomplished R	equest Form.	1	Administrative Officer/Designa Administrative F (AFMD)	ted Personnel	
	CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCESSIN GTIME	PERSON RESPONSIBLE	
1	End-user submits the duly accomplished Request Form/Report of Equipment Breakdown/ Malfunction	Receive the Request Form	None	5 minutes	Administrativ e Officer/Desig nated Administrative Personnel (AFMD)	
2		Inspect the equipment	None	5 minutes	Administrativ e Officer/Desig nated Administrativ e Personnel (AFMD)	
3		Approval/ Denial of Request	None	2 minutes	Administrative Officer/Desig nated Administrativ e Personnel(AFMD)	



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



10. Dispatch of Service Vehicles (Internal Service)

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

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

Item				N co	o. of opies		
1. [Duly accomplished Requ	uest Form.			1	Dispatch	er
	CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID		P S T	PROCES SING TIME	PERSON RESPONSIBL E
1	Submit the duly accomplished RequestForm to dispatcher at least one day before the scheduled trip	Receive the Request Form andindicate the availability/non- availability of vehicle	None		5 mini	utes	Dispatcher
2	(Except in cases of emergency).	Send the RequestForm to the Records Section for assigning of reference number(if vehicle is available)	None		5 mint	utes	Dispatcher
3		Assign reference number	None		5 mini	utes	Records Clerk
4		Approval/Denial of Request	None		2 mini	utes	Administrative Officer V
5		Release of the Trip Ticket	None		5 Mint	utes	Records Clerk



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



10.i. Hiring and Selection for Permanent Positiion

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

Office or Division:	Office or Division: AFMD – Personnel Section			
Classification:	Complex			
Type of Transaction:	Transaction: G2C – Government to Client			
Who may avail:	Job Order/Contractual Persor	nnel		
CHEC	CKLIST OF REQUIREMENTS		WHERE TO SECURE	
	Item	No. of copies		
Request Form for Filling	g 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 Dat	ta Sheet	3	Applicant/s	
Authenticated Transcrip	ot of Records	1	Applicant/s	
Certificate of Training		1	Applicant/s	
Authenticated CSC elig	ibility or PRC License	1	Applicant/s	
Birth Certificate certified	d by PSA	1	Applicant/s	
Marriage Certificate cer	rtified 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 Medic	al (Physical Test, Blood	1	Applicant/s	
Test, Urinalysis, Chest	x-ray, Drug Test)			
Performance Appraisal	for the last rating Period	1	Applicant/s	
Certificate of Office Cle	arance	1	Applicant/s	
Service Record from previous office		1	Applicant/s	
Certification of Leave B	alance	1	Applicant/s	
Copy of Last Appointme	ent certified by Previous	1	Applicant/s	
employer	-			
Accomplished SALN		3	Applicant/s	



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



5	Administer Psychologic al 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	 Applicant/s who passesthe Psychological Examination shall be subjected for Panel Interview For Supervisory positions, at least 3 panelist composed of the followingwill conduct the panel interview: Executive Directors of CIAP except the Director of the board where the vacancy exist. 3.For Technical/Clerical, at least Division Chiefs/Asst. Division Chief of the CIAP group except the DC/ADC where the position to be filled belongs. 	None	1 working day	HRMA
7	Personnel Selection Board(PSB) Deliberation	1.Assessment of candidatesfor promotion and hiring based the CIAP PSB Policies and Proceduresguidelines	None	1 day	PSB



8	Preparation of Appointment	 Preparation of Appointment papers for applicant/s who pass the cut-off score during the PSBdeliberation. Appointment papers for signature of the AppointingAuthority 	None	5 days	Administrative Officer
		3. For the position with morethan one (1) applicant who met the cut-off score. The appointing authority has the discretion to choose who to			
9	Submission ofPre- employment requirement s	appoint. 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 alreadycomplied with the pre- employment requirements shall take their oath.	None	1 day	Head of the Agency
11	Orientation	New employees will be subjected to Orientation.	None TOTAL	1 day 39 working Days	Administrative Officer



10.ii. Hiring for Contractual Position

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

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

lte			No. of copies			
m			-		_	
Red	Request Form for Contract of Service				Personnel S	Section
App	blication Form		2		Personnel S	Section
Hiri	ng Action Report		1		Personnel S	Section
Cor	ntract of Service		3		Personnel S	Section
Res	sume/Personnel	Data Sheet	3		Applicant/s	
Tra	nscript of Record	S	1		Applicant/s	
Cer	tificate of Trainin	g	1		Applicant/s	
CS	C eligibility or PR	C License	1		Applicant/s	
Birt	h Certificate certi	fied by PSA	1		Applicant/s	
Ma	rriage Certificate	certified by PSA, if applicable	1		Applicant/s	
Dip	loma		1		Applicant/s	
NB	I, Police, Baranga	ay Clearance	1		Applicant/s	
Cer	tificate of Trainin	gs/Seminars	1 Applicant		Applicant/s	
Cer	tificate of Previou	us Employment, if any	1 Applicant/s			
Pre	-employment Me	dical (Physical Test,	1		Applicant/s	
Blo	odTest, Urinalysi	s, Chest x-ray, Drug Test)				
(CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCES SING TIME	PERSON RESPONSIBL E
1	Request for Manpowe r	 The requesting party will request for manpower usingthe Hiring Request Form for Contract of service. For approval of the CIAPExecutive Director 	None	1 w	orking day	Reque stin gparty
2	Received Request for Manpower	1. Requirement for manpowerwill be published at the CIAP website	None		10 Workin gday	Administr ativ eOfficer



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



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 therenewal 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	
CHECKL	WHERE TO SECURE	

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



1	1		I.	1	CIAP
	B. General Behavior	1 - Unsatisfactory			
	 Adapt ability/ Flexibility 				
	 Cust omer/ Service Orientation Work Standard Plan ning & Organizing Attenda nce & Punctuality Stre ss Tolerance Complia nce toOffice Rules 				
	C. Interpersonal Skills:				
	 Teammans hip Defere nce to Authority Initiative 				
	D. Communication Skills:				
	 Oral Communication Written Communication 				



3	Review Performance Evaluation Results	1.Review of the accomplished Performance Evaluation Results ofCOS.	None	1 worki ngday	Administra tiveOfficer
4	Take Necessary Action	1.Notify the COS onthe results of his/her performance evaluation	None	1 worki ngday	Administra tiveOfficer
5	Renewal of the Contract of Service	 Preparation of Contract of Service Contract signing bythe COS Contract signing bythe Executive Directorof the COS and Witnesses 	None	4 workin gdays	Administra tiveOfficer
		4. Notanzation		9 working	
				days	



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

VII. Feedback and Complaints Mechanism FEEDBACK AND COMPLAINTS MECHANIS