



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!



ALFREDO E. PASCUAL
Secretary




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 V. VIZMONTE
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.

DORIS U. GACHO

CIAP Executive Director-in-Charge



I. Mandates:

Construction Industry Authority of the Philippines (CIAP)

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

Philippine Contractors Accreditation Board (PCAB)

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

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

Philippine Overseas Construction Board (POCB)

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

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

Philippine Domestic Construction Board (PDCB)

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



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

Construction Industry Arbitration Commission (CIAC)

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

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

Construction Manpower Development Foundation (CMDF)

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

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



II. Vision 2022:

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

III. Mission:

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

IV. Service Pledge:

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

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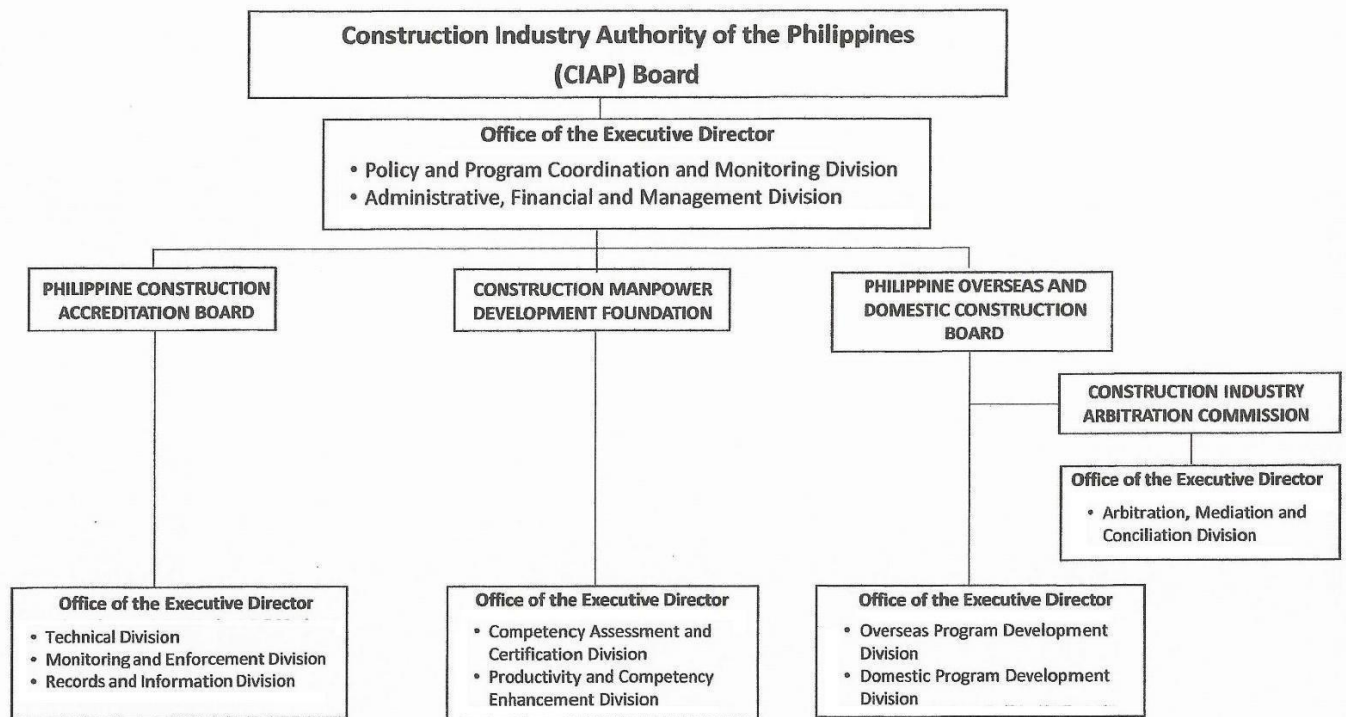
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**Construction Industry Authority of the Philippines
Department of Trade and Industry
Approved Organizational Structure**





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 with existing and valid Registration for Government Infrastructure Project or “ARCC”	
Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: ARCC – Upgrading of ARCC-Additional Project Kind.pdf 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Valid Regular Contractor’s License reflected in the PCAB Online Licensing Portal account		PCAB Online Licensing Portal account
Duly accomplished set of digital forms: ARCC <input type="checkbox"/> Upgrade/Addl Project Kind		PCAB Online Licensing Portal account <input type="checkbox"/> ARCC <input type="checkbox"/> Upgrade/Addl Project Kind
A. Legal		
A. 1	Contractor’s General Information. Note: <ul style="list-style-type: none"> • Applicant has the option to simultaneously upgrade the size range/s and add project kind/s by selecting both “Upgrade” and “Additional 	PCAB Online Licensing Portal account <input type="checkbox"/> ARCC <input type="checkbox"/> Upgrade/Addl Project Kind <input type="checkbox"/> General Information

	<p>Project Kind” under “Type of Application for Registration and Classification of Contractor for Government Infrastructure Projects” option and indicating the new AND currently approved project kind/s and size range/s. Additional fees will apply.</p> <ul style="list-style-type: none"> • 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. <p>Instruction: Accomplish digital form.</p>	
<p>A.1.1</p>	<p>For UPGRADING OF SIZE RANGE: The following supporting documents should be signed by the AMO on each and every page:</p> <p>Government Project (Certified True Copy by the Project Owner):</p> <ol style="list-style-type: none"> 1. Copy of Contract Agreement; 2. Authenticated copy of Contract Agreement; 3. Certificate of Acceptance/Completion from Tendering Agency; 4. Approved sub-contract agreement by the government implementing agency, if applicable 5. Copy of Cost Breakdown/Bill of Quantities, if applicable; <p>Private Project (Certified True Copy by the Project Owner):</p>	<p>Project Owner</p>

	<ol style="list-style-type: none"> 1. Copy of Contract Agreement 2. Certificate of acceptance completion from Project Owner/Main Contractor 3. Copy of Cost Breakdown/Bill of Quantities, if applicable 4. Copy of Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307) 5. Copy of the following BIR documents duly filed, stamped-received and certified by BIR <ol style="list-style-type: none"> a. Quarterly Value-Added Tax Return (BIR Form No. 2550-Q); b. Summary Alphabetical List/Alphalist of Withholding Taxes (SAWT); <p>Instruction: Upload as attachment (one PDF file only).</p>	
B. Payment		
<p>B. 1</p>	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> ARCC <input type="checkbox"/> Upgrade/Addl Project Kind <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> • 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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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 supporting documents	None	None	None	None
3.2. Pay the application fees. Payment Options: <ul style="list-style-type: none"> PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: <ul style="list-style-type: none"> *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 	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	10 minutes (Note: for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only) Landbank Linkbiz Portal

<p>reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> • 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. 		<p>and size ranges.</p> <p>See License Fee Structure at the last page.</p>		
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	None	None	None	None
STEP 4				
<p>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.</p>	<p>4.1. Evaluate Government Registration qualifications and indicate conditions / deficiencies, if any.</p>	None	20 business days	<p>Government Registration Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>
<p>4.2. Receive schedule of STE interview, <i>if applicable</i>.</p>	<p>4.2. Inform client regarding the schedule of STE interview, <i>if applicable</i>.</p>	None		

<p>4.3. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>4.3. Review evaluation result and recommend disapprove or approve.</p>	<p>None</p>		
STEP 5				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>
STEP 6				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify</p>	<p>Details of the digital license certificate is automatically posted at the</p>	<p>None</p>	<p>None</p>	<p>None</p>

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

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 / ARCC

- 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:
 - 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 succeeding additional project kinds
 - Large A/B: ₱ 1,200 each additional project kinds
- b. Filing Fee: ₱ 1,200
- c. License Fee: ₱ 5,000
- d. Documentary Stamp Tax: ₱ 30
- e. Legal Research Fund: ₱ 12



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 Accreditation Board (PCAB)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	PCAB Licensed Contractors without Registration for Government Infrastructure Project or “ARCC”	
Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: ARCC – New ARCC.pdf 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Valid Regular Contractor’s License reflected in the PCAB Online Licensing Portal account		PCAB Online Licensing Portal account
Duly accomplished set of digital forms: ARCC <input type="checkbox"/> New Registration for Government Infrastructure Project		PCAB Online Licensing Portal account <input type="checkbox"/> ARCC <input type="checkbox"/> New Registration for Government Infrastructure Project
A. Legal		
A.1	Contractor’s General Information. Note: <ul style="list-style-type: none"> • Select project kinds based on the approved primary classification and other classification/s. • Computation of application fees would depend on the number of declared size ranges and project kinds. • Always refer to your previously issued contractor’s license certificate for reference. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> ARCC <input type="checkbox"/> New Registration for Government Infrastructure Project <input type="checkbox"/> General Information
B. Payment		



B.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> ARCC</p> <p><input type="checkbox"/> New Registration for Government Infrastructure Project <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> • 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
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CLIENT STEPS	AGENCY ACTION S	FEES TO BE PAID	PROCESSING 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 supporting documents	None	None	None	None
3.2. Pay the application fees. Payment Options:	CIAP Cashier / CIAP Window	Breakdown of fees can be found in the Payment	10 minutes <i>(Note: for over-the-counter</i>	CIAP Cashier / CIAP Window Cashier <i>(Note: for over-the-</i>



CIAP

<ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. 	<p>Cashier will receive the payment and copy of Order of Payment and issue Official Receipt (Note: for over-the-counter transactions only).</p>	<p>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.</p> <p>See License Fee Structure at the last page.</p>	<p><i>transactions only</i>).</p>	<p><i>counter transactions only</i>)</p> <p>Landbank Linkbiz Portal</p>
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>STEP 4</p>				
<p>4.1. Check the status of application via PCAB</p>	<p>4.1. Evaluate</p>	<p>None</p>	<p>20 business days</p>	



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



Licensing Portal account.	certificate .			
<p>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.</p>				
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<p>TOTAL PROCESSING DAYS: 20 Business Days (From time of submission of application to recommendation of Board Members)</p>				

LICENSING FEE STRUCTURE

New Registration for Government Infrastructure Project / ARCC
<ul style="list-style-type: none"> 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)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	PCAB Licensed Contractors with Registration for Government Infrastructure Project or “ARCC”	
Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: ARCC – New ARCC.pdf 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Valid Regular Contractor’s License reflected in the PCAB Online Licensing Portal account		PCAB Online Licensing Portal account
Duly accomplished set of digital forms: ARCC <input type="checkbox"/> Renewal of Registration for Government Infrastructure Project		PCAB Online Licensing Portal account <input type="checkbox"/> ARCC <input type="checkbox"/> Renewal of Registration for Government Infrastructure Project
A. Legal		
A.1	Contractor’s General Information. Note: <ul style="list-style-type: none"> • Select project kinds based on the approved primary classification and other classification/s. • Computation of application fees would depend on the number of declared size ranges and project kinds. • Always refer to your previously issued contractor’s license certificate for reference. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> ARCC <input type="checkbox"/> Renewal of Registration for Government Infrastructure Project <input type="checkbox"/> General Information
B. Payment		



B.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> ARCC</p> <p><input type="checkbox"/>Renewal of Registration for Government Infrastructure Project <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> • 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
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CLIENT STEPS	AGENCY ACTION S	FEES TO BE PAID	PROCESSING 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 documents				
<p>3.2. Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/ GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. 	<p>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).</p>	<p>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.</p> <p>See License Fee Structure at the last page.</p>	<p>10 minutes (Note: for over-the-counter transactions only).</p>	<p>CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only)</p> <p>Landbank Linkbiz Portal</p>

<ul style="list-style-type: none"> For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 				
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	None	None	None	None
STEP 4				
<p>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.</p>	<p>4.1. Evaluate Government Registration qualifications and indicate conditions / deficiencies, if any.</p>	None	<p>20 business days</p>	<p>Government Registration Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>

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		
<p>4.3. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	4.3. Review evaluation result and recommend disapprove or approve .	None		
STEP 5				
Download and print the digital license certificate from PCAB Online	Generate digital license certificate .	None	1 minute	PCAB License Creation Team

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 license at pcab.construction.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: 20 Business 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: <ul style="list-style-type: none"> • 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 small scale contractors.

Office or Division:	Philippine Contractors Accreditation Board (PCAB)	
Classification:	Complex	
Type of Transaction:	Government to Business	
Who may avail:	<ul style="list-style-type: none"> • New applicants • Small-scale Filipino Sole Proprietors • For Sole Proprietorship only and can undertake private projects only 	
Checklist of Requirements		Where to Secure
Instructional Guide: Pakyaw Contractors License - New.pdf		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Duly accomplished set of digital forms: Pakyaw <input type="checkbox"/> Pakyaw New		PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw New
A. Legal		
A.1	Contractor’s General Information. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw New <input type="checkbox"/> General Information
A.1.1	DTI Business Name Registration (Territorial Scope: at least City/Municipal) Instruction: Accomplish digital form.	Department of Trade & Industry (DTI) / www.dti.gov.ph
B. Technical		
B.1	Authorized Managing Officer (AMO)/Proprietor. Note: Authorized Managing Officer (AMO)/Proprietor should be at least 18 years old. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw New <input type="checkbox"/> General Information



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



D.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw New <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> • 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
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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



<p>Portal: pcab.construction.gov.ph or pcabgovph.com</p> <p>Note: Use ONE account only for all application types.</p>				
<p>2.3. Log-in using signed-up account.</p>	None	None	None	None
<p>STEP 3</p>				
<p>3.1. Accomplish each digital forms and upload supporting documents</p>	None	None	None	None
<p>3.2. Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya /GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded 	<p>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).</p>	<p>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.</p> <p>See License Fee Structure at the last page.</p>	<p>10 minutes (Note: for over-the-counter transactions only).</p>	<p>CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only)</p> <p>Landbank Linkbiz Portal</p>



<p>as attachment in the the application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> • 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. 				
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	None	None	None	None
STEP 4				



CAFP

<p>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.</p>	<p>4.1. Evaluate Technical and, Financial qualifications and indicate conditions / deficiencies, if any.</p>	<p>None</p>		<p>PCAB Pakyaw License Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>
<p>4.2. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>4.2. Review evaluation result and recommend disapprove or approve.</p>	<p>None</p>	<p>7 business days</p>	
<p>STEP 5</p>				



CTAP

<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>
STEP 6				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify</p>	<p>Details of the digital license certificate is automatically posted at the verification website.</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>TOTAL PROCESSING DAYS: 7 Business Days (From time of submission of application to recommendation of Board Members)</p>				

LICENSING FEE STRUCTURE

New Pakyaw Contractors License Application
<ul style="list-style-type: none"> 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 Division:	Philippine Contractors Accreditation Board (PCAB)	
Classification:	Complex	
Type of Transaction:	Government to Business	
Who may avail:	Pakyaw Contractor’s license holder	
Checklist of Requirements		Where to Secure
Instructional Guide: Pakyaw Contractors License - Renewal.pdf		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Valid Pakyaw Contractor’s License reflected in the PCAB Online Licensing Portal account		PCAB Online Licensing Portal account
Duly accomplished set of digital forms: Pakyaw <input type="checkbox"/> Pakyaw Renewal		PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw Renewal
A. Legal		
A.1	Contractor’s General Information. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw Renewal <input type="checkbox"/> General Information
B. Technical		
B.1	Authorized Managing Officer (AMO)/Proprietor. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw Renewal <input type="checkbox"/> General Information
B.1.1	National Certification (NC) 2 issued by TESDA in a construction related skill. Instruction: Upload as attachment (one PDF file only).	Technical Education And Skills Development Authority (TESDA) / www.tesda.gov.ph
C. Financial		



<p>C.1</p>	<p>Annual Financial Statement/Audited Financial Statement indicating at least Php 20,000 signed by the Certified Public Accountant (CPA):</p> <ol style="list-style-type: none"> 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 <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw Renewal <input type="checkbox"/> General Information</p>
<p>D. Payment</p>		
<p>D.1</p>	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw Renewal <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> • 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



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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 supporting documents	None	None	None	None
3.2. Pay the application fees. Payment Options: <ul style="list-style-type: none"> PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: <ul style="list-style-type: none"> *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 	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 (Note: for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only) Landbank Linkbiz Portal

<p>Cheque is NOT a proof of payment.</p> <ul style="list-style-type: none"> For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 		<p>See License Fee Structure at the last page.</p>		
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	None	None	None	None
STEP 4				
<p>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.</p>	<p>4.1. Evaluate Technical and Financial qualifications and indicate conditions / deficiencies, if any.</p>	None	7 business days	PCAB Pakyaw License Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
<p>4.2. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB</p>	<p>4.2. Review evaluation result and recommend</p>	None		

<p>Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>disapprove or approve.</p>			
STEP 5				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>
STEP 6				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify</p>	<p>Details of the digital license certificate is automatically posted at the verification website.</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>TOTAL PROCESSING DAYS: 7 Business Days (From time of submission of application to recommendation of Board Members)</p>				



LICENSING FEE STRUCTURE

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 of Requirements	Where to Secure
	<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: Regular License – Upgrading and Additional-Revision in Classification.pdf 	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
	Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
	Valid Regular Contractor's License reflected in the PCAB Online Licensing Portal account	PCAB Online Licensing Portal account
	Duly accomplished set of digital forms: Regular License <input type="checkbox"/> Upgrade/Addl Class	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class
A. Legal		



<p>A.1</p>	<p>Contractor's General Information.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. <p>Instruction: Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> General Information</p>
<p>A.2</p>	<p>Contractor's Affidavit.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. <p>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).</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Affidavit</p>
<p>B. Experience of the Firm</p>		
<p>B.1</p>	<p>Statement of Annual Value of Work Accomplished / On-going Projects, if applicable.</p> <p>Instruction: Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Experience of the Firm/SAVWA</p>

C. Technical		
C.1	<p>New Sustaining Technical Employees (STEs), if applicable.</p> <p>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.</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Newly Nominated STEs
C.1.1	<p>Clear copy of valid PRC ID Card (Front and Back)</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Professional Regulation Commission / prc.gov.ph
C.1.2	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf
C.1.3	<p>STE Interview, if applicable.</p> <p>Note:</p> <ul style="list-style-type: none"> 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	<p>Currently Nominated STEs, if applicable.</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Currently Nominated STEs
D. Payment		
D.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* 	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Payment <ul style="list-style-type: none"> PayMaya/GCash payment facility

	<p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<p>integrated within PCAB Online Licensing Portal</p> <ul style="list-style-type: none"> • Landbank Linkbiz Portal external website / lbp-eservices.com • Over-the-counter: CIAP Makati or CIAP Windows
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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 supporting documents	None	None	None	None
3.2. Pay the application fees. Payment Options: <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP 	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt	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	10 minutes <i>(Note: for over-the-counter transactions only).</i>	CIAP Cashier / CIAP Window Cashier <i>(Note: for over-the-counter transactions only)</i>



CIA P

<p>Makati or CIAP Windows)*</p> <p>Note:</p> <ul style="list-style-type: none"> • *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. 	<p><i>(Note: for over-the-counter transactions only).</i></p>	<p>application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure at the last page.</p>		<p>Landbank Linkbiz Portal</p>
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, a Submit Application button will appear if the progress indicator is one hundred (100) percent.</p>	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>STEP 4</p>				
<p>4.1. Check the status of application via PCAB Online Licensing Portal</p>	<p>4.1. Evaluate Technical and Government</p>	<p>None</p>	<p>20 business days</p>	<p>PCAB Technical Evaluator and</p>



account. System-generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	Registration qualifications and indicate conditions / deficiencies, if any.			Government Registration Evaluator, <i>if applicable</i> / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
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		
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. 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 recommend disapprove or approve .	None		
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



<p>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.</p>				
<p>STEP 6</p>				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify</p>	<p>Details of the digital license certificate is automatically posted at the verification website.</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>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)</p>				



LICENSING FEE STRUCTURE

Additional-Revision of Classification/s								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
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 (₱)	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)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	PCAB Licensed Contractors	
Checklist of Requirements		Where to Secure
Instructional Guide: Regular License - New Regular License plus New ARCC.pdf		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Note: Use ONE account only for all application types.		
Valid Regular Contractor's License reflected in the PCAB Online Licensing Portal account		PCAB Online Licensing Portal account
Duly accomplished set of digital forms: Regular License <input type="checkbox"/> Change of AMO		PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Change of AMO
A. Technical		
A.1	Authorized Managing Officer (AMO).	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Change of AMO <input type="checkbox"/> AMO
	Note: <ul style="list-style-type: none"> • 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.	
A.1.1	Completion of 2-day AMO Seminar and passed the AMO Examination.	Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf -OR- PCAB Accredited Contractors Associations
	Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF	



<p>A.1.2</p>	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar / 16-hour Safety Management Seminar for AMOs.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf</p>
<p>A.1.3</p>	<p>For SOLE PROPRIETORSHIP - Change of AMO between Spouses:</p> <ol style="list-style-type: none"> 1. Letter nominating his/her spouse as AMO in his/her stead and 2. Joint Affidavit that the property relations existing in the marriage is either Absolute Community of Property or Conjugal Partnership of Gains; 	<p>Authorized Managing Officer and his/her Spouse</p>
<p>A.1.4</p>	<p>For CORPORATION: If AMO is NOT the President, copy of Board Resolution on AMO's duties and responsibilities:</p> <ol style="list-style-type: none"> 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; <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>Issued by the Corporate Board of the Firm</p>
<p>A.1.5</p>	<p>For CORPORATION or PARTNERSHIP: If AMO is NOT a Filipino, copies of Working Visa/Alien Employment Permit and Alien Certificate of Registration.</p>	<ul style="list-style-type: none"> • Embassy • Bureau of Immigration (BI) / immigration.gov.ph

	<p>Instruction: Upload as attachment (one PDF file only).</p>	<ul style="list-style-type: none"> Department of Labor and Employment (DOLE) / dole.gov.ph
A.1.6	<p>For CORPORATION or PARTNERSHIP: Certified copy of the firm's latest SEC General Information Sheet (GIS).</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>Securities and Exchange Commission (SEC) / www.sec.gov.ph</p>
A.1.7	<p>AMO Interview by the Board, if applicable.</p> <p>Note:</p> <ul style="list-style-type: none"> 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. 	<p>Philippine Contractors Accreditation Board (PCAB) Board Member/s</p>
B. Payment		
B.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> PayMaya/GCash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> *Scanned copy of proof of payment (e.g. official receipt, 	<p>PCAB Online Licensing Portal account <input type="checkbox"/>Regular License <input type="checkbox"/>New License <input type="checkbox"/>Payment</p> <ul style="list-style-type: none"> PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal Landbank Linkbiz Portal external website / lbp-eservices.com



	<p>transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Over-the-counter: CIAP Makati or CIAP Windows
<p>Instruction: Accomplish the digital form.</p>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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
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 documents				
<p>3.2. Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/ GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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 	<p>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).</p>	<p>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.</p> <p>See License Fee Structure at the last page.</p>	<p>10 minutes (Note: for over-the-counter transactions only).</p>	<p>CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only)</p> <p>Landbank Linkbiz Portal</p>

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, 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 qualifications and indicate conditions / deficiencies, if any.	None	20 business days	PCAB Technical Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive schedule of AMO interview, <i>if applicable</i> .	4.2. Inform client regarding the schedule of AMO interview	None		

	w, if applicable.			
<p>4.3. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>4.3. Review evaluation result and recommend disapprove or approve.</p>	None		
STEP 5				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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</p>	Generate digital license certificate.	None	1 minute	PCAB License Creation Team



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 automatically posted at the verification website.	None	None	None
<p>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)</p>				

LICENSING FEE STRUCTURE

Change of Authorized Managing Officer								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	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 (₱)	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 or Division:	Philippine Contractors Accreditation Board (PCAB)	
Classification:	Complex	
Type of Transaction:	Government to Business	
Who may avail:	PCAB Licensed Contractors	
	Checklist of Requirements	Where to Secure
	<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: Regular License - New Regular License plus New ARCC.pdf 	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
	Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
	Valid Regular Contractor's License reflected in the PCAB Online Licensing Portal account	PCAB Online Licensing Portal account
	Duly accomplished set of digital forms: Regular License <input type="checkbox"/> Change of Business Name/Status	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Change of Business Name/Status
	A. Legal	
A.1	Contractor's General Information. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Change of Business Name/Status <input type="checkbox"/> General Information
A.1.1	<ul style="list-style-type: none"> • For SOLE PROPRIETORSHIP: Certified true copy of Business Name Registration Certificate (Scope of Business in NATIONAL and the Nature of Business is CONSTRUCTION). • For CORPORATION/PARTNERSHI 	<ul style="list-style-type: none"> • 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>P: Certified true copy of SEC Certificate of Registration and Amended Articles of Incorporation and By-Laws, showing the new name of the partnership or corporation;</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Exchange Commission (SEC) / www.sec.gov.ph
A.1.2	<p>Affidavit from the Proprietor/Authorized Managing Officer (AMO) containing the reason for the change of business name and that the construction firm has no pending case.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Proprietor/Authorized Managing Officer
A.1.3	<p>Original copy (news clipping) of announcement / publication in a newspaper of general circulation (BROADSHEET ONLY).</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Publication in a Broadsheet
B. Payment		
B.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be 	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> Payment</p> <ul style="list-style-type: none"> • 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

	<p>uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> • 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. <p>Instruction: Accomplish the digital form.</p>	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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 supporting documents	None	None	None	None
3.2. Pay the application fees. Payment Options: <ul style="list-style-type: none"> • 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	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	10 minutes (Note: for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only) Landbank Linkbiz Portal

<p>Note:</p> <ul style="list-style-type: none"> • *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. 	<p>Official Receipt (Note: for over-the-counter transactions only).</p>	<p>type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure at the last page.</p>		
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>STEP 4</p>				
<p>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.</p>	<p>4.1. Evaluate Technical qualifications and indicate conditions / deficiencies, if any.</p>	<p>None</p>	<p>7 business days</p>	<p>PCAB Financial Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>

<p>4.2. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>4.3. Review evaluation result and recommended disapprove or approve.</p>	<p>None</p>		
STEP 5				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>
STEP 6				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify</p>	<p>Details of the digital license certificate is automatica</p>	<p>None</p>	<p>None</p>	<p>None</p>



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

LICENSING FEE STRUCTURE

Change of Business Name								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	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 (₱)	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 or Division:	Philippine Contractors Accreditation Board (PCAB)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	<ul style="list-style-type: none"> • New applicants • Returning delisted contractors • Filipino Individuals / Sole Proprietors applying for category “E” or “Trade”, “D”, “C”, “B”, “A”, “AA” and “AAA” • Corporation or Partnership with at least 60% Filipino equity applying for category “E” or “Trade”, “D”, “C”, “B”, “A”, “AA”, “AAA” and “AAAA” • Newly organized domestic corporation (up to 100% foreign-owned) applying for category “AAAA” 	
Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: Regular License - New Regular License plus New ARCC.pdf 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Duly accomplished set of digital forms: Regular License <input type="checkbox"/> New License		PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License
A. Legal		
A.1	Contractor’s General Information. Note: Applicant has the option to simultaneously register for Government Infrastructure Projects or “ARCC” by selecting the “Yes” button under “I want to apply for Registration for Government Projects” option	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> General Information

	<p>and indicating the appropriate project kind/s and size range/s. Additional fees will apply.</p> <p>Instruction: Accomplish digital form.</p>	
<p>A.1.1</p>	<ul style="list-style-type: none"> • For SOLE PROPRIETORSHIP: Certified true copy of Business Name Registration Certificate (Scope of Business in NATIONAL and the Nature of Business is CONSTRUCTION). • 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. <ol style="list-style-type: none"> 1. 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; 2. 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%; 	<ul style="list-style-type: none"> • 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 Exchange Commission (SEC) / www.sec.gov.ph

	<p>Instruction: Upload as attachment (one PDF file only).</p>	
A.2	<p>Contractor’s Affidavit.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. <p>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).</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> Affidavit</p>
B. Technical		
B.1	<p>Authorized Managing Officer (AMO).</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. <p>Instruction: Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> AMO</p>
B.1.1	<p>Completion of 2-day AMO Seminar and passed the AMO Examination.</p> <p>Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF</p>	<p>Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cm df -OR- PCAB Accredited Contractors Associations</p>
B.1.2	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH)</p>	<p>Construction Manpower Development Foundation</p>

	<p>Seminar / 16-hour Safety Management Seminar for AMOs.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>(CMDf) / facebook.com/dti.ciap.cmdf</p>
B.1.3	<p>For CORPORATION: If AMO is NOT the President, copy of Board Resolution on AMO's duties and responsibilities:</p> <p>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;</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>Issued by the Corporate Board of the Firm</p>
B.1.4	<p>For CORPORATION or PARTNERSHIP: If AMO is NOT a Filipino, copies of Working Visa/Alien Employment Permit and Alien Certificate of Registration.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<ul style="list-style-type: none"> • Embassy • Bureau of Immigration (BI) / immigration.gov.ph • Department of Labor and Employment (DOLE) / dole.gov.ph
B.1.5	<p>AMO Interview by the Board, if applicable.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. 	<p>Philippine Contractors Accreditation Board (PCAB) Board Member/s</p>

	<ul style="list-style-type: none"> • Interview may be online or face to face depending on the schedule of the Board Member/s. 	
B.2	<p>Sustaining Technical Employees (STEs), if applicable.</p> <p>Note: Applicants for category “Trade/E”, principal classification “Specialty-Trade” or “Specialty-Waterproofing Work” or “Specialty-Painting Work”, may skip the STE requirements.</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> STE
B.2.1	<p>Clear copy of valid PRC ID Card (Front and Back).</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Professional Regulation Commission / prc.gov.ph
B.2.2	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Construction Manpower Development Foundation (CMDf) / facebook.com/dti.ciap.cmdf
B.2.3	<p>STE Interview, if applicable.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. Financial		
C.1	<p>Financial Information.</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> Financial Information
C.1.1	<p>Schedule of Accounts Receivables, if applicable.</p> <p>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</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> Financial Information

	<p>Worth / Equity as of the latest audited balance sheet submitted in support of its application.</p> <p>Instruction: Download the LATEST Schedule of Accounts Receivables template, accomplish and upload as attachment (one PDF file only).</p>	
<p>C.1.2</p>	<p>For NEWLY established firms:</p> <ol style="list-style-type: none"> 1. 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. 2. 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) <ul style="list-style-type: none"> • Audited Financial Statement (Interim)** dated within the last six (6) months immediately preceding the filing of application. <p>For OLD firms:</p> <ol style="list-style-type: none"> 1. 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. 2. 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. 	<ul style="list-style-type: none"> • Certified Public Accountant with valid PRC-BOA accreditation • Remitting Bank • Bureau of Internal Revenue (BIR) / bir.gov.ph

	<p>3. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO:</p> <ul style="list-style-type: none"> • Income Tax Return (Year End) • Receipt of Income Tax Return and • Audited Financial Statement (Year End)** for the preceding taxable year. <p>** Audited Financial Statement (Interim or Year End) pertinent pages:</p> <ol style="list-style-type: none"> a. Independent Auditor's Opinion Report b. Balance Sheet or Statement of Financial Position c. Income Statement/Statement of Comprehensive Income d. Statement of Changes in Owner's/Stockholders' Equity, <i>if applicable</i> 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>. <p>Instruction: Upload as attachment (one PDF file only).</p>	
D. Payment		
<p>D.1</p>	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> Payment</p> <ul style="list-style-type: none"> • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal



	<ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<ul style="list-style-type: none"> • Landbank Linkbiz Portal external website / lbp-eservices.com • Over-the-counter: CIAP Makati or CIAP Windows

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIB LE
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 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.gov.ph or pcabgovph.com	None	None	None	None

Note: Use ONE account only for all application types.				
2.3. Log-in using signed-up account.	None	None	None	None
STEP 3				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
<p>3.2. Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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 	<p>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).</p>	<p>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.</p> <p>See License Fee Structure at the last page.</p>	<p>10 minutes (Note: for over-the-counter transactions only).</p>	<p>CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only)</p> <p>Landbank Linkbiz Portal</p>

<p>NOT a proof of payment.</p> <ul style="list-style-type: none"> • For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 				
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, a Submit Application button will appear if the progress indicator is one hundred (100) percent.</p>	None	None	None	None
STEP 4				
<p>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.</p>	<p>4.1. Evaluate Technical, Financial and Government Registration qualifications and indicate conditions / deficiencies, if any.</p>	None	20 business days	<p>PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, <i>if applicable</i> / PCAB Technical and Financial Evaluation Division Chief / PCAB</p>



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

<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>
STEP 6				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify</p>	<p>Details of the digital license certificate is automatically posted at the verification website.</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>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)</p>				



LICENSING FEE STRUCTURE

New Regular License								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Classification Fee								
Principal	4,800	4,800	2,400	480	240	144	48	nil
Other/s (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 (₱)	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 ₱ 100,000.00 but not more than ₱ 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)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	PCAB Licensed Contractors	
Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: Regular License – Renewal of Regular License plus Renewal of ARCC.pdf 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal		PCAB Online Licensing Portal:
Note: Use ONE account only for all application types.		<ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Duly accomplished set of digital forms: Regular License <input type="checkbox"/> Renewal		PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal
A. Legal		
A.1	Contractor’s General Information. Note: <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Always refer to your previously issued contractor’s license certificate for reference. 	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> General Information
Instruction: Accomplish digital form.		

<p>A.1.1</p>	<p>For CORPORATION or PARTNERSHIP: Certified copy of the firm's latest SEC General Information Sheet (GIS) showing the updated list of directors, officers, stockholders and their shareholdings & nationalities.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>Securities and Exchange Commission (SEC) / www.sec.gov.ph</p>
<p>A.2</p>	<p>Contractor's Affidavit.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. <p>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).</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Affidavit</p>
<p>B. Experience of the Firm</p>		
<p>B.1</p>	<p>Statement of Annual Value of Work Accomplished / On-going Projects, if applicable.</p> <p>Instruction: Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Experience of the Firm/SAVWA</p>
<p>C. Technical</p>		
<p>C.1</p>	<p>Authorized Managing Officer (AMO).</p> <p>Instruction: Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> AMO</p>



CIAP

<p>C.2</p>	<p>New Sustaining Technical Employees (STEs), <i>if applicable</i>.</p> <p>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.</p> <p>Instruction: Accomplish digital form.</p>	<p>PCAB Online Licensing Portal <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Newly Nominated STEs</p>
<p>C.2.1</p>	<p>Clear copy of valid PRC ID Card (Front and Back)</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>Professional Regulation Commission / prc.gov.ph</p>
<p>C.2.2</p>	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf</p>
<p>C.2.3</p>	<p>STE Interview, <i>if applicable</i>.</p> <p>Note:</p> <ul style="list-style-type: none"> • Applicant will be notified of the schedule through provided contact details and email address indicated in the application. • Interview is online. 	<p>Philippine Contractors Accreditation Board (PCAB) STE Interview Staff</p>
<p>C.3</p>	<p>Currently Nominated STEs, <i>if applicable</i>.</p> <p>Instruction: Accomplish digital form.</p>	<p>PCAB Online Licensing Portal <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Currently Nominated STEs</p>
<p>D. Financial</p>		
<p>D.1</p>	<p>Financial Information.</p> <p>Instruction: Accomplish digital form.</p>	<p>PCAB Online Licensing Portal <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Financial Information</p>
<p>D.1.1</p>	<p>Schedule of Accounts Receivables, <i>if applicable</i>.</p> <p>Note: Applicants are required to submit accomplished Accounts Receivables template if the receivable accounts (accounts / contracts and other</p>	<p>PCAB Online Licensing Portal <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Financial Information</p>

	<p>receivable) exceed 50% of the total Net Worth / Equity as of the latest audited balance sheet submitted in support of its application.</p> <p>Instruction: Download the LATEST Schedule of Accounts Receivables template, accomplish and upload as attachment (one PDF file only).</p>	
<p>D.1.2</p>	<p>For NEWLY established firms:</p> <p>3. 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.</p> <p>4. 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)</p> <ul style="list-style-type: none"> • Audited Financial Statement (Interim)** dated within the last six (6) months immediately preceding the filing of application. <p>For OLD firms:</p> <p>4. 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.</p> <p>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.</p>	<ul style="list-style-type: none"> • Certified Public Accountant with valid PRC-BOA accreditation • Remitting Bank • Bureau of Internal Revenue (BIR) / bir.gov.ph

	<p>6. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO:</p> <ul style="list-style-type: none"> • Income Tax Return (Year End) • Receipt of Income Tax Return and • Audited Financial Statement (Year End)** for the preceding taxable year. <p>** Audited Financial Statement (Interim or Year End) pertinent pages:</p> <ul style="list-style-type: none"> j. Independent Auditor's Opinion Report k. Balance Sheet or Statement of Financial Position l. Income Statement/Statement of Comprehensive Income m. Statement of Changes in Owner's/Stockholders' Equity, <i>if applicable</i> n. Notes to Financial Statement o. Bank Certification - dated as of the Balance Sheet date. p. Statement of Management Responsibility For Financial Statements q. Statement of Cash Flows r. Quarterly Tax Return and Receipt of Income Tax Return, <i>if applicable</i>. <p>Instruction: Upload as attachment (one PDF file only).</p>	
E. Payment		



E.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal</p> <p><input type="checkbox"/>Regular License</p> <p><input type="checkbox"/>Renewal <input type="checkbox"/>Payment</p> <ul style="list-style-type: none"> • 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
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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 /	Breakdown of	10 minutes	CIAP Cashier /

<p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. 	<p>CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt (Note: for over-the-counter transactions only).</p>	<p>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.</p> <p>See License Fee Structure at the last page.</p>	<p>(Note: for over-the-counter transactions only).</p>	<p>CIAP Window Cashier (Note: for over-the-counter transactions only)</p> <p>Landbank Linkbiz Portal</p>
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<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, a Submit Application button will appear if the progress indicator is one hundred (100) percent.</p>	None	None	None	None
STEP 4				
<p>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.</p>	<p>4.1. Evaluate Technical, Financial and Government Registration qualifications and indicate conditions / deficiencies, if any.</p>	None	20 business days	<p>PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, <i>if applicable</i> / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>
<p>4.2. Receive schedule of STE interview, <i>if applicable</i>.</p>	<p>4.2. Inform client regarding the schedule of STE interview, <i>if applicable</i>.</p>	None		
<p>4.3. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and</p>	<p>4.3. Review evaluation result and recommended disapprove or approve.</p>	None		



<p>registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>				
STEP 5				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<p>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.)</p>				

LICENSING FEE STRUCTURE

Renewal of Regular License Application								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
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

Note:

- An Additional Processing Fee (APF) of ₱ 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 ₱ 5,000 plus Surcharge of ₱ 40 plus Additional Processing Fee (APF) of ₱ 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
<p>i. For First Project Kind with Largest Size Range of:</p> <ul style="list-style-type: none"> • 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 <p>j. Filing Fee: ₱ 1,200</p> <p>k. Legal Research Fund: ₱ 12</p>

Penalties
At least ₱ 100,000.00 but not more than ₱ 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).

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 Contractors	
Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: Regular License – Upgrading and Additional-Revision in Classification.pdf 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Valid Regular Contractor’s License reflected in the PCAB Online Licensing Portal account		PCAB Online Licensing Portal account
Duly accomplished set of digital forms: Regular License <input type="checkbox"/> Upgrade/Addl Class		PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class
A. Legal		
A.1	Contractor’s General Information. Note: <ul style="list-style-type: none"> • 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. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> General Information

A.1.1	Latest SEC General Information Sheet Instruction: Upload as attachment (one PDF file only).	Securities and Exchange Commission (SEC) / www.sec.gov.ph
A.2	Contractor's Affidavit. Note: <ul style="list-style-type: none"> • 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 <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Affidavit
B. Experience of the Firm		
B.1	Statement of Annual Value of Work Accomplished / On-going Projects, if applicable. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Experience of the Firm/SAVWA
C. Technical		
C.1	AMO Interview by the Board, if applicable. Note: <ul style="list-style-type: none"> • Applicants for category "B" to "AAAA" are required to be interviewed. 	Philippine Contractors Accreditation Board (PCAB) Board Member/s

	<ul style="list-style-type: none"> • 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. 	
C.2	<p>New Sustaining Technical Employees (STEs), if applicable.</p> <p>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.</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Newly Nominated STEs
C.2.1	<p>Clear copy of valid PRC ID Card (Front and Back)</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Professional Regulation Commission / prc.gov.ph
C.2.2	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Construction Manpower Development Foundation (CMDf) / facebook.com/dti.ciap.cmdf
C.2.3	<p>STE Interview, if applicable.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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.3	<p>Currently Nominated STEs, if applicable.</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Currently Nominated STEs
D. Financial		
D.1	Financial Information.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular

	Instruction: Accomplish digital form.	License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Financial Information
D.1.1	<p>Schedule of Accounts Receivables, if applicable.</p> <p>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.</p> <p>Instruction: Download the LATEST Schedule of Accounts Receivables template, accomplish and upload as attachment (one PDF file only).</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Financial Information
D.1.2	<p>For NEWLY established firms:</p> <p>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.</p> <p>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)</p> <ul style="list-style-type: none"> • Audited Financial Statement (Interim)** dated within the last six (6) months immediately preceding the filing of application. <p>For OLD firms:</p> <p>7. All pertinent pages of the Audited Financial Statement (Year End)** must be included and</p>	<ul style="list-style-type: none"> • Certified Public Accountant with valid PRC-BOA accreditation • Remitting Bank • Bureau of Internal Revenue (BIR) / bir.gov.ph

	<p>shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application.</p> <p>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.</p> <p>9. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO:</p> <ul style="list-style-type: none"> • Income Tax Return (Year End) • Receipt of Income Tax Return and • Audited Financial Statement (Year End)** for the preceding taxable year. <p>**Audited Financial Statement (Interim or Year End) pertinent pages:</p> <ul style="list-style-type: none"> s. Independent Auditor's Opinion Report t. Balance Sheet or Statement of Financial Position u. Income Statement/Statement of Comprehensive Income v. Statement of Changes in Owner's/Stockholders' Equity, <i>if applicable</i> w. Notes to Financial Statement x. Bank Certification - dated as of the Balance Sheet date. y. Statement of Management Responsibility For Financial Statements z. Statement of Cash Flows 	
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	<p>aa. Quarterly Tax Return and Receipt of Income Tax Return, <i>if applicable.</i></p> <p>In support to Upgrade of Category application, the following documents MAY be included:</p> <p>bb. List of Transportation Equipment under the name of the firm. Download the template at PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Financial Information.</p> <ul style="list-style-type: none"> • LTO Certificate of Registration and current Official Receipt <p>cc. List of Real Properties under the name of the firm. Download the template at PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Financial Information.</p> <ul style="list-style-type: none"> • TCT Tax Declaration for Land Properties / Condominium Certificate of Title and Contract to Sell <p>dd. Independent Appraiser's Report, if the properties are stated at its appraised value</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	
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E. Payment		
E.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Payment</p> <ul style="list-style-type: none"> • 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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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

<p>Note: Use ONE account only for all application types.</p>				
STEP 3				
<p>3.1. Accomplish each digital forms and upload supporting documents</p>	None	None	None	None
<p>3.2. Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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 	<p>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).</p>	<p>Breakdown of fees can be found in the Payment portion of the application .</p> <p>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.</p> <p>See License Fee</p>	<p>10 minutes (Note: for over-the-counter transactions only).</p>	<p>CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only)</p> <p>Landbank Linkbiz Portal</p>

automatically and uploading of proof of payment is NOT required.		Structure at the last page.		
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 Government Registration qualifications and indicate conditions / deficiencies, if any.	None	20 business days	PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, <i>if applicable</i> / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
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		
4.3. Receive schedule of AMO interview, <i>if applicable</i> .	4.3. Inform client regarding the schedule of AMO interview, <i>if applicable</i> .	None		

<p>4.4. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>4.4. Review evaluation result and recommend disapprove or approve.</p>	<p>None</p>		
STEP 5				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>
STEP 6				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or</p>	<p>Details of the digital license certificate is automatically</p>	<p>None</p>	<p>None</p>	<p>None</p>



pcabgovph.com/verify	posted at the 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								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
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 (₱)	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 Division:	Philippine Contractors Accreditation Board (PCAB)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Corporation with 100% Foreign equity applying for special license for a specific project	
Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: Special License - New Foreign individual.pdf 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal		PCAB Online Licensing Portal:
Note: Use ONE account only for all application types.		<ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Duly accomplished set of digital forms: Special License <input type="checkbox"/> New Special License – Foreign Contractor		PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor
A. Legal		
A.1	Contractor’s General Information.	PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> General Information
	Instruction: Accomplish digital form.	
A.1.1	The following should be signed by the AMO:	Philippine Embassy or Consulate Office / Bureau of Internal Revenue www.bir.gov.ph
	1. Copy of single largest relevant construction contract or subcontract	

	<p>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;</p> <p>2. Copy of Certificate of Completion / Acceptance certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside the Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate office in the country where project is located;</p> <p>3. For privately owned projects only: Copy of Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307)</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	
<p>A.1.2</p>	<p>Other Supporting Documents:</p> <ol style="list-style-type: none"> 1. SEC Certificate of Registration, Articles of Incorporation or Partnership, showing construction as one of the primary purposes of the corporation 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 and that international bidding is 	<p>Securities and Exchange Commission (SEC) www.sec.gov.ph / Philippine Embassy / Tendering Agency / Parent Company of the Foreign Contractor, <i>if applicable</i>.</p>

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

<p>A.2</p>	<p>Contractor's Affidavit.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. <p>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).</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> Affidavit</p>
<p>B. Technical</p>		
<p>B.1</p>	<p>Authorized Managing Officer (AMO).</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. <p>Instruction: Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> AMO</p>
<p>B.1.1</p>	<p>Completion of 2-day AMO Seminar and passed the AMO Examination.</p> <p>Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF</p>	<p>Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf -OR- PCAB Accredited Contractors Associations</p>
<p>B.1.2</p>	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar / 16-hour Safety Management Seminar for AMOs.</p>	<p>Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf</p>

	<p>Instruction: Upload as attachment (one PDF file only).</p>	
B.1.3	<p>Other Supporting Documents:</p> <ol style="list-style-type: none"> 1. Board Resolution authorizing its Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and in behalf of the company, and defining the scope and/or limitations of the powers of the RAR/AMO; 2. Copy of Appointment paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR; 3. Board Resolution appointing and authorizing the Filipino Resident Agent to accept summons and other legal processes in behalf of the foreign contractor applicant, and authorizing PCAB, in the absence of the Filipino 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); <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>Philippine Embassy / Professional Regulation Commission (PRC) www.prc.gov.ph / Company</p>
B.1.4	<p>If AMO is NOT a Filipino, copies of Working Visa/Alien Employment Permit and Alien Certificate of Registration.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<ul style="list-style-type: none"> • 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. Note: <ul style="list-style-type: none"> • 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. 	Philippine Contractors Accreditation Board (PCAB) Board Member/s
B.2	Sustaining Technical Employees (STEs), if applicable. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> STE
B.2.1	Clear copy of valid PRC ID Card (Front and Back). Instruction: Upload as attachment (one PDF file only).	Professional Regulation Commission / prc.gov.ph
B.2.2	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
B.2.3	STE Interview, if applicable. Note: <ul style="list-style-type: none"> • 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. Financial		
C.1	Financial Information.	PCAB Online Licensing Portal account <input type="checkbox"/> Special

	<p>Instruction: Accomplish digital form.</p>	<p>License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> Financial Information</p>
C.1.1	<p>Schedule of Accounts Receivables, if applicable.</p> <p>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.</p> <p>Instruction: Download the LATEST Schedule of Accounts Receivables template, accomplish and upload as attachment (one PDF file only).</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> Financial Information</p>
C.1.2	<p>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.</p> <p>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.</p> <p>12. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO:</p> <ul style="list-style-type: none"> • Income Tax Return (Year End) • Receipt of Income Tax Return and • Audited Financial Statement (Year End)** for the preceding taxable year. 	<ul style="list-style-type: none"> • Certified Public Accountant with valid PRC-BOA accreditation • Remitting Bank • Bureau of Internal Revenue (BIR) / bir.gov.ph

	<p>**Audited Financial Statement (Interim or Year End) pertinent pages:</p> <p>ee. Independent Auditor's Opinion Report ff. Balance Sheet or Statement of Financial Position gg. Income Statement/Statement of Comprehensive Income hh. Statement of Changes in Owner's/Stockholders' Equity, <i>if applicable</i> ii. Notes to Financial Statement jj. Bank Certification - dated as of the Balance Sheet date. kk. Statement of Management Responsibility For Financial Statements ll. Statement of Cash Flows mm. Quarterly Tax Return and Receipt of Income Tax Return, <i>if applicable</i>.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	
D. Payment		
<p>D.1</p>	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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 	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> Payment</p> <ul style="list-style-type: none"> • 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



	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 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 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.gov.ph or pcabgovph.com Note: Use ONE account only for all application types.	None	None	None	None
2.3. Log-in using signed-up account.	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. Payment Options: <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card 	CIAP Cashier / CIAP Window Cashier will receive	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system	10 minutes <i>(Note: for over-the-counter transactions only).</i>	CIAP Cashier / CIAP Window Cashier <i>(Note: for over-the-</i>



<ul style="list-style-type: none"> • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. 	<p>the payment and copy of Order of Payment and issue Official Receipt (Note: for over-the-counter transactions only).</p>	<p>will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure at the last page.</p>		<p>counter transactions only)</p> <p>Landbank Linkbiz Portal</p>
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, a Submit Application button will appear if the progress indicator is one hundred (100) percent.</p>	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>STEP 4</p>				



<p>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.</p>	<p>4.1. Evaluate Technical, Financial and Government Registration qualifications and indicate conditions / deficiencies, if any.</p>	<p>None</p>		<p>PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, <i>if applicable</i> / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>
<p>4.2. Receive schedule of STE interview, <i>if applicable</i>.</p>	<p>4.2. Inform client regarding the schedule of STE interview, <i>if applicable</i>.</p>	<p>None</p>	<p>20 business days</p>	
<p>4.3. Receive schedule of AMO interview, <i>if applicable</i>.</p>	<p>4.3. Inform client regarding the schedule of AMO interview, <i>if applicable</i>.</p>	<p>None</p>		
<p>4.4. Receive application result. For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and</p>	<p>4.4. Review evaluation result and recommended disapprove or approve.</p>	<p>None</p>		



<p>registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>				
STEP 5				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<p>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)</p>				

LICENSING FEE STRUCTURE

New Special License-Foreign								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Classification Fee								
Principal	4,800	4,800	2,400	480	240	144	48	nil
Other/s (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 (₱)	163,442	56,642	31,442	14,162	11,402	8,858	7,514	6,242

Penalties

At least ₱ 100,000.00 but not more than ₱ 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).



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 Contractors Accreditation Board (PCAB)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	PCAB Licensed Contractors with non-licensed contractor partner/s	
Checklist of Requirements		Where to Secure
Instructional Guide: Special License – New – Consortium – Local and Foreign.pdf		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Valid Regular/Special Contractor’s License reflected in the PCAB Online Licensing Portal account		PCAB Online Licensing Portal account
Duly accomplished set of digital forms: Special License-Consortium(Foreign/Local) <input type="checkbox"/> New Consortium Application Note: Special license application has to be filed at least one (1) working day before bidding or negotiation date.		PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Consortium(Foreign/Local) <input type="checkbox"/> New Consortium Application
A. Legal		
A.1	Contractor’s Information. Instruction: Accomplish digital form.	General PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Consortium(Foreign/Local) <input type="checkbox"/> New Consortium

		Application <input type="checkbox"/> General Information
A.1.1	<p>For NON-CONSTRUCTOR PARTNERS (managing and operating partner, as financier/s or any such other construction supportive role):</p> <p>Origin - Filipino:</p> <ul style="list-style-type: none"> • 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 <p>Origin - Foreign:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 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) / www.bir.gov.ph • For Company Brochure: Provided by the Company

	<ul style="list-style-type: none"> • 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 <p>Instruction: Upload as attachment (one PDF file only).</p>	
A.1.2	<p>Consortium Agreement</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. <p>Instruction: Download the LATEST Consortium Agreement template, accomplish, notarize and upload as attachment (one PDF file only).</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Local) <input type="checkbox"/> General Information
A.1.3	<p>Copy of pertinent pages of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders".</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Tendering Agency / Publication in the Newspaper or Website
A.1.4	<p>Affidavit of Disclosure (if with pending case).</p>	PCAB Special License Applicants / Tendering Agency

	Instruction: Upload as attachment (one PDF file only).	
B. Payment		
B.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Consortium(Foreign/Local) <input type="checkbox"/> New Consortium Application <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal • Landbank Linkbiz Portal external website / lbp-eeservices.com • Over-the-counter: CIAP Makati or CIAP Windows

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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

<p>Note: Use ONE account only for all application types.</p>				
STEP 3				
<p>3.1. Accomplish each digital forms and upload supporting documents</p>	None	None	None	None
<p>3.2. Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/G Cash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. 	<p>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).</p>	<p>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.</p> <p>See License Fee Structure at the last page.</p>	<p>10 minutes (Note: for over-the-counter transactions only).</p>	<p>CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only)</p> <p>Landbank Linkbiz Portal</p>

<ul style="list-style-type: none"> For those who paid through PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 				
<p>3.3. Submit complete application.</p> <p>Important Note:</p> <ul style="list-style-type: none"> 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	None
STEP 4				
<p>4.1. Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions / deficiencies) will</p>	<p>4.1. Evaluate Consortium qualifications and indicate conditions / deficiencies, if any.</p>	None	20 business days	<p>Consortium Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB</p>



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



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 automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 20 Business Days (From time of submission of application to recommendation of Board Members)				

LICENSING FEE STRUCTURE

New Special License – Consortium (Foreign/Local)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee (per project basis)	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 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	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	
	Checklist of Requirements	Where to Secure
	Instructional Guide: Special License – New – Joint Venture – Foreign.pdf	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
	Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
	Valid Regular/Special Contractor’s License reflected in the PCAB Online Licensing Portal account	PCAB Online Licensing Portal account



<p>Duly accomplished set of digital forms: Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign)</p> <p>Note: Special license application has to be filed at least one (1) working day before bidding or negotiation date.</p>		<p>PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign)</p>
A. Legal		
A.1	<p>Contractor's General Information.</p> <p>Instruction: Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> General Information</p>
A.1.1	<p>Joint Venture Agreement</p> <p>Note:</p> <ul style="list-style-type: none"> • 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. <p>Instruction: Download the LATEST Joint Venture Agreement template, accomplish, notarize and upload as attachment (one PDF file only)</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> General Information</p>
A.1.2	<p>Copy of pertinent pages of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders".</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>Tendering Agency / Publication in the Newspaper or Website</p>
A.1.3	<p>Affidavit of Disclosure (if with pending case).</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>PCAB Special License Applicants / Tendering Agency</p>
B. Payment		
B.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card 	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> Pay/Submit</p>



	<ul style="list-style-type: none"> • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<ul style="list-style-type: none"> • 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
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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 supporting documents	None	None	None	None



CIAP

<p>3.2. Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/ GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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 	<p>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).</p>	<p>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.</p> <p>See License Fee Structure at the last page.</p>	<p>10 minutes (Note: for over-the-counter transactions only).</p>	<p>CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only)</p> <p>Landbank Linkbiz Portal</p>
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<p>PayMaya/GCash payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</p>				
<p>3.3. Submit complete application.</p> <p>Important Note:</p> <ul style="list-style-type: none"> • 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	None
STEP 4				



<p>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.</p>	<p>4.1. Evaluate Joint Venture qualifications and indicate conditions / deficiencies, if any.</p>	<p>None</p>		<p>Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>
<p>4.2. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>4.2. Review evaluation result and recommend disapprove or approve.</p>	<p>None</p>	<p>7 business days</p>	
<p>STEP 5</p>				



CIAP

<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>
<p>STEP 6</p>				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify</p>	<p>Details of the digital license certificate is automatically posted at the verification website.</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p style="text-align: center;">TOTAL PROCESSING DAYS: 7 Business Days (From time of submission of application to recommendation of Board Members)</p>				



LICENSING FEE STRUCTURE

New Special License – Joint Venture (Foreign)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee (per project basis)	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 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	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 Requirements	Where to Secure
	Instructional Guide: Special License – New – Joint Venture – Local.pdf	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
	Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
	Valid Regular Contractor’s License reflected in the PCAB Online Licensing Portal account	PCAB Online Licensing Portal account
	Duly accomplished set of digital forms: Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Local) Note: Special license application has to be filed at least one (1) working day before bidding or negotiation date.	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Local)
	A. Legal	
A.1	Contractor’s General Information. Instruction: Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Local) <input type="checkbox"/> General Information
A.1.1	Joint Venture Agreement Note:	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/>

	<ul style="list-style-type: none"> • 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. <p>Instruction: Download the LATEST Joint Venture Agreement template, accomplish, notarize and upload as attachment (one PDF file only)</p>	Special License-Joint Venture (Local) <input type="checkbox"/> General Information
A.1. 2	<p>Copy of pertinent pages of “Invitation to Bid” or “Instruction to Bidders” or “Notice to Bidders”.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Tendering Agency / Publication in the Newspaper or Website
A.1. 3	<p>Affidavit of Disclosure (if with pending case).</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	PCAB Special License Applicants / Tendering Agency
B. Payment		
B.1	<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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 	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Local) <input type="checkbox"/> Pay/Submit <ul style="list-style-type: none"> • 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

	automatically and uploading of proof of payment is NOT required.			
Instruction: Accomplish the digital form.				
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. Payment Options: <ul style="list-style-type: none"> PayMaya/GC ash e-wallet/debit or credit card Landbank Linkbiz Portal* Over-the-counter (CIAP Makati or CIAP Windows)* Note: <ul style="list-style-type: none"> * Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as 	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 declared highest category and date of bidding date. See License Fee Structure at the last page.	10 minutes (Note: for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only) Landbank Linkbiz Portal

<p>attachment in the the application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> • 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. 				
<p>3.3. Submit complete application.</p> <p>Important Note:</p> <ul style="list-style-type: none"> • 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	None
STEP 4				

<p>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.</p>	<p>4.1. Evaluate Joint Venture qualifications and indicate conditions / deficiencies, if any.</p>	<p>None</p>		<p>Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>
<p>4.2. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>4.2. Review evaluation result and recommend disapprove or approve.</p>	<p>None</p>	<p>7 business days</p>	
<p>STEP 5</p>				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>Note: If the applicant receives a notice of</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>



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 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)				

LICENSING FEE STRUCTURE

New Special License – Joint Venture (Local)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee (per project basis)	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 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	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 Requirements	Where to Secure
Instructional Guide: Special License – Renewal - Foreign individual.pdf	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
Approved New Special Contractor's License-Foreign reflected in the PCAB Online Licensing Portal account	PCAB Online Licensing Portal account
Renew button which can be found at Special License <input type="checkbox"/> Renewal Special License – Foreign Contractor	PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> Renewal Special License – Foreign Contractor
AMO Interview by the Board, if applicable. Note:	Philippine Contractors Accreditation Board (PCAB) Board Member/s

<ul style="list-style-type: none"> • 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. 	
<p>STE Interview, if applicable. Note:</p> <ul style="list-style-type: none"> • Applicant will be notified of the schedule through provided contact details and email address indicated in the application. • Interview is online. 	<p>Philippine Contractors Accreditation Board (PCAB) STE Interview Staff</p>
<p>Pay the application fees.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* <p>Note:</p> <ul style="list-style-type: none"> • *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. <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> Renewal Special License – Foreign Contractor <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> • 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



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCE SSING 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. Click on Renew button.	None	None	None	None
3.2. Pay the application fees. Payment Options: <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* Note: <ul style="list-style-type: none"> • *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. 	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 declared highest category and date of bidding date. See License Fee Structur	10 minutes (Note: for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only) Landbank Linkbiz Portal

<ul style="list-style-type: none"> 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.		
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	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 business days	PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, <i>if applicable</i> / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director /
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		
4.3. Receive schedule of AMO interview, <i>if applicable</i> .	4.3. Inform client regarding the schedule of AMO interview, <i>if applicable</i> .	None		



<p>4.4. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>4.4. Review evaluation result and recommend disapprove or approve.</p>	<p>None</p>		<p>PCAB Board Members</p>
<p>STEP 5</p>				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>
<p>STEP 6</p>				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify</p>	<p>Details of the digital license certificate is automatically posted at the verification website.</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p style="text-align: center;">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.)</p>				



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

LICENSING FEE STRUCTURE

Renewal of Special License-Foreign								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Category Review	150,000	28,800	14,400	4,800	3,600	1,920	960	nil
License Fee	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

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 Contractors Accreditation Board (PCAB)
Classification:	Complex
Type of Transaction:	Government to Business
Who may avail:	New Special Contractor's License-Consortium holder
Checklist of Requirements	
Where to Secure	
Instructional Guide: Special License – Renewal – Consortium.pdf	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
<ul style="list-style-type: none"> • Approved New Special Contractor's License-Consortium reflected in the PCAB Online Licensing Portal account • Valid Regular/Special License of each PCAB licensed contractor participants. 	PCAB Online Licensing Portal account
Renew button which can be found at Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Consortium (Foreign/Local) <input type="checkbox"/> Renewal of Consortium Application	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Consortium (Foreign/Local) <input type="checkbox"/> Renewal of Consortium Application
Pay the application fees. Payment Options: <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* Note: <ul style="list-style-type: none"> • *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the 	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Consortium (Foreign/Local) <input type="checkbox"/> Renewal of Consortium Application <input type="checkbox"/> Pay/Submit <ul style="list-style-type: none"> • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal



<p>application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Landbank Linkbiz Portal external website / lbp-eservices.com • Over-the-counter: CIAP Makati or CIAP Windows
<p>Instruction: Accomplish the digital form.</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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. Click on Renew button.	None	None	None	None
3.2. Pay the application fees. Payment Options: <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* Note:	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	10 minutes (Note: for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only) Landbank Linkbiz Portal

<ul style="list-style-type: none"> • *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. 		<p>on the declared highest category and date of bidding date.</p> <p>See License Fee Structure at the last page.</p>		
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	None	None	None	None
STEP 4				
4.1. Check the status of application via PCAB Online Licensing Portal	4.1. Evaluate Consortium qualifications and indicate	None	7 business days	Joint Venture Evaluator /

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

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 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)				

LICENSING FEE STRUCTURE

Renewal of Special License – Joint Venture / Consortium								
Fee Particulars	AAAA	Category						E/Trade
		AAA	AA	A	B	C	D	
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 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

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 Requirements	
Where to Secure	
Instructional Guide: Special License – Renewal – Joint Venture – Foreign.pdf	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
<ul style="list-style-type: none"> • Approved New Special Contractor's License-Joint Venture reflected in the PCAB Online Licensing Portal account • Valid Regular/Special License of each Joint Venture participants. 	PCAB Online Licensing Portal account
Renew button which can be found at Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> Renewal of JV Application - Foreign	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> Renewal of JV Application - Foreign
Pay the application fees. Payment Options: <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* Note: <ul style="list-style-type: none"> • *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the 	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> Renewal of JV Application - Foreign <input type="checkbox"/> Pay/Submit <ul style="list-style-type: none"> • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal

<p>application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> • 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. <p>Instruction: Accomplish the digital form.</p>	<ul style="list-style-type: none"> • Landbank Linkbiz Portal external website / lbp-eservices.com • Over-the-counter: CIAP Makati or CIAP Windows
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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. Click on Renew button.	None	None	None	None
3.2. Pay the application fees. Payment Options: <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* Note: <ul style="list-style-type: none"> • *Scanned copy of proof of payment (e.g. official receipt, 	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt (Note: for over-the-counter	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	10 minutes (Note: for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier (Note: for over-the-counter transactions only) Landbank Linkbiz Portal

<p>transaction receipt) shall be uploaded as attachment in the the application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> • 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. 	<p><i>transactions only).</i></p>	<p>highest category and date of bidding date.</p> <p>See License Fee Structure at the last page.</p>		
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>STEP 4</p>				
<p>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.</p>	<p>4.1. Evaluate Joint Venture qualifications and indicate conditions / deficiencies, if any.</p>	<p>None</p>	<p>7 business days</p>	<p>Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief /</p>



<p>4.2. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>4.2. Review evaluation result and recommend disapprove or approve.</p>	<p>None</p>		<p>PCAB Executive Director / PCAB Board Members</p>
STEP 5				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>
STEP 6				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify</p>	<p>Details of the digital license certificate is automaticall</p>	<p>None</p>	<p>None</p>	<p>None</p>



	y posted at 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								
Fee Particulars	AAAA	Category						
		AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	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 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

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 Business
Who may avail:	New Special Contractor's License-Joint Venture holder
Checklist of Requirements	Where to Secure
Instructional Guide: Special License – Renewal – Joint Venture – Local.pdf	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • pcab.construction.gov.ph • pcabgovph.com
<ul style="list-style-type: none"> • Approved New Special Contractor's License-Joint Venture reflected in the PCAB Online Licensing Portal account • Valid Regular License of each Joint Venture participants. 	PCAB Online Licensing Portal account
Renew button which can be found at Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Local) <input type="checkbox"/> Renewal of JV Application	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Local) <input type="checkbox"/> Renewal of JV Application
Pay the application fees. Payment Options: <ul style="list-style-type: none"> • PayMaya/GCash e-wallet/debit or credit card • Landbank Linkbiz Portal* • Over-the-counter (CIAP Makati or CIAP Windows)* Note: <ul style="list-style-type: none"> • *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the 	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Local) <input type="checkbox"/> Renewal of JV Application <input type="checkbox"/> Pay/Submit <ul style="list-style-type: none"> • PayMaya/GCash payment facility integrated within PCAB Online Licensing Portal • Landbank Linkbiz Portal external website / lbp-services.com



<p>application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Over-the-counter: CIAP Makati or CIAP Windows
<p>Instruction: Accomplish the digital form.</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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. Click on Renew button.	None	None	None	None
3.2. Pay the application fees. Payment Options: <ul style="list-style-type: none"> • 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	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

<p>Note:</p> <ul style="list-style-type: none"> • *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. 	<p><i>over-the-counter transactions only).</i></p>	<p>See License Fee Structure at the last page.</p>		
<p>3.3. Submit complete application.</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>

STEP 4				
<p>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.</p>	<p>4.1. Evaluate Joint Venture qualifications and indicate conditions / deficiencies, if any.</p>	<p>None</p>		<p>Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>
<p>4.2. Receive application result.</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p>	<p>4.2. Review evaluation result and recommended disapprove or approve.</p>	<p>None</p>	<p>7 business days</p>	
STEP 5				



CIAP

<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p>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.</p>	<p>Generate digital license certificate.</p>	<p>None</p>	<p>1 minute</p>	<p>PCAB License Creation Team</p>
<p>STEP 6</p>				
<p>Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify</p>	<p>Details of the digital license certificate is automatically posted at the verification website.</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p align="center">TOTAL PROCESSING DAYS: 7 Business Days (From time of submission of application to recommendation of Board Members)</p>				



LICENSING FEE STRUCTURE

Renewal of Special License – Joint Venture / Consortium								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	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 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



**Philippine Overseas Construction Board
External Services**



1. Issuance of POCB Registration Certificate (New)

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

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

Office or Division:	Philippine Overseas Construction Board
Classification :	Complex *P.D. 1167 IRR, Rule III Sec. 9 states that, “the Board shall act on the application for registration and renewal thereof within thirty (30) working days after the submission of all the requirements pertinent to the application. The Board’s action shall be immediately communicated in writing to the applicant.
Type of Transaction:	G2B - Government to Business

<p>Who may avail:</p>	<p>A. Construction contractor (as defined under P.D. 1167 Sec. 3 (a) - natural or juridical person organized and licensed under Philippine laws, who undertakes or offers to undertake, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, remove, move, wreck, or demolish any structure, facility, project development or improvement, or to do any part thereof.</p> <p>The term contractor includes general engineering contractor, general building contractor, and specialty contractor; construction management, engineering, and specialized consultancy group.</p> <p>Specialized consultancy group (as defined under Rule 2, Sec. 1(i) of IRR of PD1167) shall refer to those engaged in offering or rendering professional, technical, and other services such as architecture, surveying, construction-related management consultancy services, and project development.</p> <p>Qualifications:</p> <ol style="list-style-type: none">1. PCAB Licensed Contractor<ul style="list-style-type: none">✓ General Construction Contractor with PCAB Category “AA” or higher; with classifications of General Engineering (GE) and/or General Building (GB); and with at least one (1) general engineering / building
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	<p>project costing not less than PHP10M successfully completed during the immediate five (5) years;</p> <ul style="list-style-type: none"> ✓ Specialty Contractor with PCAB Category “A” or higher; with classification relevant to the specialization being applied for; and with at least one (1) project falling within its field/s of specialization costing not less than PHP5M successfully completed during the immediate five (5) years; <p>2. Specialized Consultancy Group -</p> <ul style="list-style-type: none"> ✓ May or may not have a PCAB License; ✓ Must have at least three (3) permanently employed staff with appropriate degrees and professional training along the line of consultancy services offered by the company and with aggregate experience of twenty-five (25) man-years. One of the staff must have been actively engaged in the practice of his profession for at least ten (10) years; ✓ Must have at least five (5) years of continuous actual operation as a specialized consultant, counted from the date of the firm’s earliest contract; ✓ Successfully completed during the immediate past five (5) years at least one (1) consultancy project costing not less than PHP1M;
<p>Who may avail:</p>	<p>B. Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD 1167)</p> <p>- refers to one who undertakes manpower service contracts in which the contractor provides workmen with administrative support, but in such manner that the contractor does not have responsibility for a distinct physical part, or distinct phase, of the project.</p> <p>In all instances, manpower service contractor shall be the employer of the workers and shall assume among others the following employer responsibilities: (1) payrolling and remittance services; (2) enrolling employees in the Social Security System, Medicare (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.</p> <p><i>*Note: LOI 852, series of 1979 – to be verified with DOJ if this issuance has not been repealed</i></p>

1. **Effective this date (01 May 1979), only Filipino construction companies may export Filipino construction workers. The Ministry of Labor and the Overseas Construction Board shall determine the appropriate rules and regulations in this regard.**
2. **The Ministry of Labor shall process construction workers for employment in overseas construction projects, only if such workers are employed by companies registered with the Overseas Construction Board. Companies now registered with the Bureau of Employment Services, Ministry of Labor, but not registered with the Overseas Construction Board, may continue to export Filipino construction workers provided that said companies shall register with the Overseas Construction Board within one (1) year from the date of this Letter of Instructions.**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form as prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public	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
2. 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
3. Printed/scanned copy of valid PCAB license; POCB to verify the authenticity of the license category and validity at PCAB online license verification website	http://construction.gov.ph/directory/pcb-online-license-verification-website/?fbclid=IwAR0vNbss5ui5i9jfbxsd1cl8F03n47UAHzOHUqVmWK90l3ASc7yJkKqFCVA
ADDITIONAL REQUIREMENTS FOR SPECIALIZED CONSULTANCY GROUPS (NOT REGISTERED 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



5. 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)
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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
7. 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
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)	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	<i>Frontline Staff/Senior Technical Staff</i> Philippine Overseas Constructio nBoard
	1.2. Evaluate application, prepare evaluation report, and submit to Board Secretary for review.	None	1 hour	<i>Senior Technical Staff</i> Philippine Overseas Constructio nBoard

	1.3 Review recommendation/ evaluation report and endorse to the Executive Director for approval	None	30 minutes	<i>Board Secretary Philippine Overseas Construction Board</i>
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	1.4. Approve the recommendation/ evaluation report for endorsement to the POCB Board for action/ approval.	None	30 minutes	<i>Executive Director Philippine Overseas Construction Board</i>
	1.5. The Board shall act upon the application (either physical or virtual)	None	<p>Within 15 days (during scheduled board meeting or via referendum)</p> <p><i>**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 requirements pertinent to</i></p>	<i>Members of the Board Philippine Overseas Construction Board</i>

			<i>the application".</i>	
	1.6. Notify the applicant on the Board action taken; send order of payment; remind to bring one (1) documentary stamp	None	30 minutes	<i>Frontline staff Philippine Overseas Construction Board</i>
2. Pay the required fees at the CIAP Cashier by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	2.1. Accept the payment based on the Order of Payment. 2.2. Issue the Official Receipt.	PHP20,000.00	5 minutes	<i>Cashier Construction Industry Authority of the Philippines</i>
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	<i>Frontline Staff Philippine Overseas Construction Board</i>



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			
4. Acknowledge receipt of original POCB Certificate of Registration/Notice of Approval	4.1. Update incoming/ outgoing e-logbook	None	5 minutes	<i>Frontline Staff Philippine Overseas Construction Board</i>
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 Division:	Philippine Overseas Construction Board
Classification:	Complex *P.D. 1167 IRR, Rule III Sec. 9 states that, “the Board shall act on the application for registration and renewal thereof within thirty (30) working days after the submission of all the requirements pertinent to the application. The Board’s action shall be immediately communicated in writing to the applicant.
Type of Transaction:	G2B - Government to Business
Who may avail:	A. Construction contractor (as defined under P.D. 1167 Sec. 3 (a)) - natural or juridical person organized and licensed under Philippine laws, who undertakes or offers to undertake, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, remove, move,

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

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

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

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 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 firm’s earliest contract;
- ✓ Successfully completed during the immediate past five (5) years at least one (1) consultancy project costing not less than PHP1M;

Who may avail:	<p>B. Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD 1167)</p> <p>- refers to one who undertakes manpower service contracts in which the contractor provides workmen with administrative support, but in such manner that the contractor does not have responsibility for a distinct physical part, or distinct phase, of the project.</p> <p>In all instances, manpower service contractor shall be the employer of the workers and shall assume among others the following employer responsibilities: (1) payrolling and remittance services; (2) enrolling employees in the Social Security System, Medicare, and other benefits required in the Labor Code; (3) site administration in the country of work; (4) general responsibility over the conduct of personnel, to include the power to hire and fire employees and to impose discipline.</p>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form as prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public	Download form (POCB-F-SVD-002 Revision 07) at http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-002-Application-for-Registration-V7.docx
2. Duly accomplished form for Overseas Project Information	Download form at (POCB-F-SVD-003a 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 license; POCB to verify the authenticity of the license category and validity at PCAB online license verification website	http://construction.gov.ph/directory/pcab-online-license-verification-website/?fbclid=IwAR0vNbss5ui5i9jfbxsdlcl8F03n47UAHzOHUqVmWK90I3ASc7yJkKqFCVA
ADDITIONAL REQUIREMENTS FOR SPECIALIZED CONSULTANCY GROUPS (NOT REGISTERED WITH PCAB)	
4. Duly accomplished biodata of newly hired 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

5. For Corporation , Latest General Information Sheet (GIS)	Securities and Exchange Commission (SEC)
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	<i>Frontline Staff/Senior Technical Staff</i> Philippine Overseas Construction Board
	1.2. Evaluate application, prepare evaluation report, and submit to Board Secretary for review.	None	30 minutes	<i>Senior Technical Staff</i> Philippine Overseas Construction Board
	1.4 Review recommendation/ evaluation report and endorse to the Executive Director for approval	None	30 minutes	<i>Board Secretary</i> 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 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 meeting or via referendum)	Members of the Board Philippine Overseas Construction Board
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			<i>**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 requirements pertinent to the application".</i>	
	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



<p>2. Pay the required fees at the CIAP Cashier by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.</p>	<p>2.1. Accept the payment based on the Order of Payment. 2.2. Issue the Official Receipt.</p>	<p>PHP10,000.00</p>	<p>5 minutes</p>	<p><i>Cashier</i> Construction Industry Authority of the Philippines</p>
<p>3. Present to POCB Frontline Officer the Proof of Payment or OR for the release of POCB Certificate of Registration/Notice of Approval</p>	<p>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</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Frontline Staff</i> Philippine Overseas Construction Board</p>

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

***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 secure an authorization from the Philippine Overseas Construction Board before bidding or negotiating for an overseas project. Such authorization shall be applicable only to the particular project subject of the application and to no other.

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

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

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

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

Office or Division:	Philippine Overseas Construction Board
Classification:	Complex *P.D. 1167 IRR, Rule IV. 6 states that, “the Board shall act on the application (for Project Authorization) within fifteen (15) working days after the applicant has complied all the application requirements. The Board’s action shall be immediately communicated in writing to the applicant.”
Type of Transaction:	G2B - Government to Business



Who may avail:	POCB Registered Construction Contractors
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form as prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public	Download form (POCB-F-SVD-006) at http://construction.gov.ph/online_forms/application-for-project-authorization/

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



			<i>"The Board shall act on the application within fifteen (15) working days after the applicant has complied with all the applications requirements".</i>	
	1.6. Notify the applicant on the Board Action taken	None	5 minutes	<i>Frontline Staff Philippine Overseas Construction Board</i>
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	<i>Frontline Staff Philippine Overseas Construction Board</i>
3. Acknowledge receipt of original Copy of POCB Notice of Board Action	3. Update ongoing/ outgoing e-logbook	None	5 minutes	<i>Frontline Staff Philippine Overseas Construction Board</i>
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 companieswithin twenty-four (24) hours from receipt of application, provided all the requirements are met by the applicant. Only applications with complete supporting documents shall be deemed filed.

Office or Division:	Philippine Overseas Construction Board	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business	
Who may avail:	POCB Registered Construction Contractors	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. POCB Certificate of Registration (original copy)	Applicant company
	2. POCB Certificate of Registration (photocopied on A4 paper based on number of copies required by the company)	Applicant company
	3. Documentary Stamp (one (1) per photocopy)	Applicant company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present original and photocopies of POCB Certificate of Registration to the Frontline Staff	2.1. Check and verify submitted documents and forward to the Board Secretary for review	None	10 minutes	<i>Frontline Staff</i> Philippine Overseas Construction Board



CIAP

	2.2. Review and certify photocopies	None	5 minutes	<i>Board Secretary</i> 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	<i>Frontline Staff</i> Philippine Overseas Construction Board
Total			20 minutes	



FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Answer the Client Feedback Form and drop it at the designated drop box at the Receiving Area of POCB.</p> <p>Contact info: +63.2.8-8961833 or POCB@construction.gov.ph RosemarieDelRosario@construction.gov.ph DorisGacho@construction.gov.ph</p>
How feedbacks are processed	<p>Every Friday, the POCB Board Secretary and Executive Director open the drop box and compile and record all feedback submitted.</p> <p>Feedback requiring answers are forwarded to the relevant personnel and they are required to answer within three (3) working days upon receipt of the feedback.</p> <p style="text-align: center;">The answer of the office is then relayed to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number +63.2.8-8961833 or email POCB@construction.gov.ph RosemarieDelRosario@construction.gov.ph DorisGacho@construction.gov.ph</p>
How to file a complaint	<p>Answer the Client Complaint Form and drop it at the designated drop box at the Receiving Area of POCB.</p> <p>Complaints can also be filed via telephone number +63.2.8-8961833 or email POCB@construction.gov.ph / RosemarieDelRosario@construction.gov.ph DorisGacho@construction.gov.ph</p> <p>Make sure to provide the following information: (1) name of person being complained, (2) incident, (3) evidence.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number +63.2.8-8961833 or email POCB@construction.gov.ph RosemarieDelRosario@construction.gov.ph DorisGacho@construction.gov.ph</p>



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



**Philippine Domestic Construction Board
External Services**



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

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

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

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

Office or Division:	Philippine Domestic Construction Board
Classification:	Complex (7 days)
Type of Transaction:	G2G – Government to Government G2C – Government to Client
Who may avail:	PRC licensed (engineers & architects)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished and signed CPES Application Form (One (1) copy each) <ul style="list-style-type: none"> PDCB-F-SVD-002a: Application for Accreditation as CPE PDCB-F-SVD-002b: Certificate of Endorsement for CPE Accreditation 	website: http://construction.gov.ph/online_forms/application-for-accreditation-of-constructors-performance-evaluator-2/
2. Certified true copy of at least three most recent certificates of construction related trainings attended (One (1) copy each)	Agency host
3. Certified true copy of certificate of participation/attendance in 3-day CPES Accreditation Training (One (1) copy)	Agency host
4. Certified true copy of certificate of employment and/or service record (One (1) copy)	Agency where employed
5. Certified true copy of valid PRC license with signature (One (1) copy)	Professional Regulation Commission (PRC)



Client/ Applicant STEPS	FEE	PDCB		PROCESSING TIME
		ACTIONS	PERSON RESPONSIBLE	
1. Download and accomplish application form from CIAP website (http://construction.gov.ph/implementing-boards/philippine-domestic-construction-board/)	No fee	-	-	-
2. 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 <i>complete</i> , 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
3. 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 Evaluator/s		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	1. Duly accomplished and signed CPES Application Form (One (1) copy each) <ul style="list-style-type: none"> • PDCB-F-SVD-003a: Application for Renewal of Accreditation • PDCB-F-SVD-003b: Certificate of Endorsement for Renewal of Accreditation 	<p>website: http://construction.gov.ph/online_forms/application-for-renewal-of-accreditation-of-constructors-performance-evaluator/</p>	
	2. For those who have conducted project evaluation: (One (1) copy each) <ul style="list-style-type: none"> • Certified true copy of at least three most recent certificates of construction related trainings attended; • Project evaluation/s conducted and submitted to PDCB duly signed by CPES Implementing Unit Head; 	Agency host	
		CPES Implementing Unit Head	
	For those who have not conducted using CPES evaluation, you are required to attend a CPES refresher training and submit the following: (One (1) copy) <ul style="list-style-type: none"> • Certified true copy of certificate of participation/ attendance in 3-day CPES Accreditation Training 	CPES Implementing Unit Head	



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

Client/ Applicant STEPS	FEE	PDCB		PROCESSING TIME
		ACTIONS	PERSON RESPONSIBLE	
1. Download and accomplish application form from CIAP website (http://construction.gov.ph/online_forms/application-for-renewal-of-accreditation-of-constructors-performance-evaluator/)	None	-	-	-
2. Submit duly accomplished application form together with the required supporting documents	None	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 <i>complete</i> , 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 to approve the Renewal of Accreditation	Executive Director	1 hour



		2.7 Notify agency of the approval of the renewal of accreditation thru email	TIDS/ Administrative Staff	1 hour
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**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 quasi-judicial proceedings in accordance with the CIAC rules of procedure prescribing time periods for resolution which were promulgated by the CIAC pursuant to Executive Order No. 1008 (Construction Industry Arbitration Law).

Office or Division:	Construction Industry Arbitration Commission	
Classification:	Highly Technical/Quasi-judicial ¹	
Type of Transaction:	Government to Client (G2C) Government to Business (G2B) Government to Government (G2G)	
Who may avail:	Parties involved in construction in the Philippines who are otherwise bound, directly or by reference, by an arbitration agreement for the resolution of their contractual dispute/s, whether such parties are project owner, contractor, subcontractor, fabricator, project manager, design professional, consultant, quantity surveyor, bondsman or issuer of an insurance policy in a construction project	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	
A. FOR THE CLAIMANT		
A.1. Duly accomplished Request for Arbitration (RFA) Form CIAC-F-SVD-001/Rev 1 dated 1/14/12/2018 <i>* Additional copy for additional Respondent/s</i>	3 copies for Sole Arbitrator. 5 copies for Arbitral Tribunal	CIAC Office (or CIAP Window at nearest DTI Regional Office) and CIAP website: ciap.dti.gov.ph/content/construction-industry-arbitration-commission
A.2. Complaint/Narration of Facts <i>* Additional copy for additional Respondent/s</i>		Claimant or Counsel
A.3. Construction Contract <i>* Additional copy for additional Respondent/s</i>		Claimant's files

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

UPON FILING OF COMPLAINT/REQUEST FOR ARBITRATION					
1	Secure RFA Form from the CIAC (or CIAP Window at nearest DTI Regional Office) or download from the CIAP website (ciap.dti.gov.ph/content/construction-industry-arbitration-commission)	1. None	None		
2	Fill up and submit duly accomplished RFA form with Complaint/Narration of Facts and supporting documents to CIAC (or CIAP Window at the nearest DTI Regional Office)	2. Receive duly accomplished RFA form	None		CIAC receiving clerk or CIAP window staff
		2.1 Check if the requirements submitted are complete and notify the Claimant of the deficiencies			
		2.2 If the claim does not exceed PhP1,000,000.00, the same shall be categorized as a small claim. Inform the Claimant of Mediation as an alternative dispute resolution. If both parties agreed on mediation, refer to CIAC Mediation Rules			

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

		2.4 Issue Order of Payment			-do-
3	Pay the required initial deposit of arbitration fees at the CIAP Cashier	3. Accept the payment based on the Order of Payment 3.1. Encode arbitration details in the ISCA 3.2. Assign Case Number 3.3. Notify Respondent of the Request for Arbitration	See Table of CIAC Arbitration Fees		CIAP Cashier
					CIAC Administrative Assistant III/ Administrative Aide IV
			None		-do-
				3 days	AMCD Chief TIDS/Spvng TIDS/OIC
4	Respondent: file Motion for Extension of Time to file Answer, if necessary	4. Receive Motion for Extension of Time to file Answer 4.1. Issue Order of Payment	₱500.00		CIAC Receiving Clerk -do-
5	Pay the required fees at the CIAP Cashier	5. Accept the payment based on the Order of Payment 5.1. Issue Order resolving Motion for Extension of Time to file Answer			CIAP Cashier
					CIAC Executive Director
6	Respondent: file Motion to Dismiss, if necessary	6. Receive Motion to Dismiss and refer to the Commission or appointed arbitrator/s 6.1. If referred to the Commission, resolve motion 6.2. If referred to arbitrator/s, resolve motion or issue Notice of Case Management	None		CIAC Receiving Clerk/Staff-in-charge of the case
					Commission
					Appointed Arbitrator/s

		Conference			
7	Claimant & Respondent: attend Case Management Conference	7. Conduct Case Management Conference	None		Appointed Arbitrator/s
8	Respondent: file Answer to RFA	8. Receive Answer to the RFA and refer to the Staff-in-charge of the case	None		CIAC Receiving Clerk
		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 Payment			Staff-in-charge of the case -do-
9	Respondent: pay the required initial deposit of arbitration fees for the counterclaim/s	9. Accept the payment based on the Order of Payment	See Table of CIAC Arbitration Fees		CIAP Cashier
		9.1. Encode payment details in the ISCA			Staff-in-charge of the case
		9.2. Notify nominated arbitrators (submitted within prescribed period)		3 days from receipt of list of nominees	Staff-in-charge of the case
		9.3. Appoint Arbitrators			
		9.4. Draft initial Terms of Reference (TOR)		After due deliberation on the appointment during the CIAC	Commission

				meeting as part of the agenda	
				20 working days from receipt of Answer/	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 appointment	Sole Arbitrator/(SA) Arbitral Tribunal/(AT)
PRELIMINARY CONFERENCE					
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 sign the TOR 10.1. Process payments to arbitrator/s 10.2. Issue Statement of Account to parties	None	On date set but not later than 5 days from last PC held	SA/AT
					Staff-in-charge of the case
				3 days from PC	-do-
11	Parties: pay the required arbitration fees due upon TOR signing	11. Issue Order/s of Payment 11.1. Accept payment based on the Order of Payment	Based on sharing of arbitration fees in the TOR		-do-
					CIAP Cashier
HEARING/S					
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		SA/AT
				7 days before date of hearing	Staff-in-charge of the case

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

	additional pleadings, documents, evidences)				
14	Parties: pay the required arbitration fees due before final hearing at the CIAP Cashier	14. Issue Order of Payment	See sharing of arbitration fees in the TOR		Staff-in-charge of the case
		14.1. Accept payment based on the Order of Payment			CIAP Cashier
AFTER HEARING/S					
15	Party/ies: Submit Final Memorandum / Draft Decision	15. Submit Award	None	30 days from submission of case for resolution but not more than 6 months from date of TOR signing/date of last PC held or time extension/ granted	SA/AT
		15.1. Receive copy of Decision/Final Award			Staff-in-charge of the case
		15.2. Issue Notice of Award to parties			CIAC Executive Director

16	Party/ies: File Motion for Correction, if necessary	16. Resolve Motion for Correction; issue Order or Amended/ Corrected Award	For grounds other than those under Rule 17.1: Filing Fee- ₱3,000 Arbitrator's Fee	30 days from receipt of motion	SA/AT
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		16.1. Issue notice of resolution on Motion for Correction/ Amended or Corrected Award	SA- ₱ 6,000 AT- ₱10,000	1 day from receipt of Order/ Corrected or Amended Award	Staff-in-charge of the case/CIAC Executive Director
17	Party/ies: File appeal with 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 to Stay Execution or comply with SA/AT orders to comment in motion/comply with requirements for the posting of bond to stay execution	18. Resolve Motion for Execution/ Motion to Stay Execution	None	20 working days from receipt of comment/ last hearing date	SA/AT
		18.1. Prepare and sign Writ of Execution/ Order approving bond to stay		7 working days from issuance of Order granting motion	SA/AT
		18.2. Act on request for concurrence/ Writ of Execution/ approval of bond to stay execution		After due deliberation on the request during the CIAC meeting as part of the agenda	Commission

		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 Commissioners	Staff-in-charge of the case
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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

I. SCHEDULE OF FILING AND ADMINISTRATIVE FEES

SUM IN DISPUTE ¹ (M=Million)	FILING FEE ²	ADMINISTRATIVE FEE ³
Less than P100,000.00	P4,320.00	P13,400.00
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 the Arbitration Development Fund (ADF), equivalent to 1/10 of 1.5% of the Sum in Dispute (SID), as amended by CIAC Resolution No. 07-2013, shall be imposed on cases with SID over P1.0 Million.

II. ARBITRATOR'S FEES

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

1. SUM IN DISPUTE (SID)	BASE AMOUNT (for arbitrator's fees)*
≤ P 1 Million	3% of SID but not < 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:					
Complexity (AF1)		No. of Disputants (AF2)		No. of Arbitrators (AF3)	
Nature	Adjustment Factor	No. of Parties	Adjustment Factor	No. of Arbitrators	Adjustment Factor
Simple/Common Complex	1.0	2	1.0	1	1.0
		3	1.1		
	1.5	4	1.2	3	2.0
		5 and over	1.3		
3. Overall Adjustment Factor (OAF) = (AF1 + AF2 + AF3) – 3.0			4. Total Honoraria = Base Amount x (OAF + 1.0)		
III. Schedule of Payments *					
A. Upon Filing of the Request for Arbitration (RFA)		B. Upon signing of the Terms of Reference (TOR)		C. Before the Final Hearing	
<ul style="list-style-type: none"> • Filing Fee ----- 100% • Initial Deposit for Arbitrator's Fees <ul style="list-style-type: none"> - 25% of arbitrator's fees • 100% of administrative fees • Special assessment fee (ADF) under CIAC Res.No. 02-1996, if applicable - 100% <p>Note: Respondent to deposit similar amount offees based on his counterclaim, if any</p>		<ul style="list-style-type: none"> • 50% of the Arbitrator's Fee 		<ul style="list-style-type: none"> • 25% of the Arbitrator's Fee 	
* As amended by CIAC Resolution No. 09-2012 (effective 05 July 2012)					

B. For Non-Monetary Claims

ARBITRATION FEES FOR NON-MONETARY CLAIMS	
<p>B.1 PURELY NON-MONETARY AWARD INVOLVED</p> <p>1. Filing Fee P4,320.00 plus 9.0% of arbitrators' fees (20% increase in the base amount approved on 13 February 2001)</p>	<p>SCHEDULE OF PAYMENTS*</p> <ul style="list-style-type: none"> - 100% upon filing of the Request for Arbitration based on estimated total arbitrators' fees for 3 sessions of 3 hours per session - Before the final hearing, balance of the filing fee based on actual total arbitrators' fees
<p>2. Administrative Fees P10,200 plus 6.0% of total Arbitrators' Fees (70% increase in the base amount approved on 13</p>	<ul style="list-style-type: none"> - 100% upon filing of the Request for Arbitration based on estimated total arbitrators' fees for 3 sessions of 3 hours per session - Before the final hearing, balance of

<p>February 2001)</p>	<p>administrative fees based on actual total arbitrators' fees</p>
<p>3. Arbitrator's Fees (70% increase in the amounts approved on 25 August 1989)</p> <p>3.1 Acceptance Fee 3.2 Fees per session For a Tribunal:</p> <p>Chairman:</p> <ul style="list-style-type: none"> • Minimum of P7,650.00 per session of 3 hours or less plus P2,550.00 in excess of 3 hours <p>Members</p> <ul style="list-style-type: none"> • Minimum of P5,100.00 per session of 3 hours or less plus P1,700.00 per hour in excess of 3 hours <p>For Sole Arbitrator:</p> <ul style="list-style-type: none"> • Minimum of P12,750.00 per session of 3 hours or less plus P4,250.00 per hour in excess of 3 hours <p>3.3 Award Drafting P17,000.00</p>	<p>- P17,000.00 upon filing of the Request for Arbitration</p> <p>- Upon signing of the TOR, 50% of the estimated arbitrators' fees</p> <p>- Before the final hearing, balance of arbitrator's fees based on actual number of sessions</p> <p>- Before the final hearing</p> <p>*Amended by CIAC Resolution No. 09-2012 (Effective 5 July 2012)</p>
<p>B.2. FOR NON-MONETARY CLAIMS BUT WITH MONETARY AWARD INVOLVED</p> <ul style="list-style-type: none"> • Fees will be based on the schedule of monetary claims 	

1. CONSTRUCTION MEDIATION

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

Office or Division:	Construction Industry Arbitration Commission	
Classification:	Highly Technical ¹	
Type of Transaction:	Government to Client (G2C) Government to Business (G2B) Government to Government (G2G)	
Who may avail:	Parties involved in construction in the Philippines (such as, but not limited to project owner, contractor, subcontractor, fabricator, project manager, design professional, consultant, quantity surveyor, bondsman or issuer of an insurance policy in a construction project) who wish to submit their dispute to mediation.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	
1. Duly accomplished Request for Mediation Form (RFM) CIAC-F-SVD-003	2	CIAC Office (or CIAP Window at the nearest DTI Regional Office) and CIAP website: ciap.dti.gov.ph/content/construction-industry-arbitration-commission
2. Case Abstract/Relief Sought	2	Claimant or counsel
3. Construction Contract	2	Project Files/Claimant's files/records
4. Mediation Agreement CIAC-F-SVD-004a or CIAC-F-SVD-004b (if no mediation clause/subsequent agreement)	2	CIAC Office (or CIAP Window at the nearest DTI Regional Office) and CIAP website: ciap.dti.gov.ph/content/construction-industry-arbitration-

		commission
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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. Authority to Stipulate and to Compromise (in a form of Secretary's Certificate, Board Resolution or Special Power of Attorney)			2	Claimant's Board Secretary	
6. Documents establishing the circumstances of the case			2	Construction Project files	
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secure RFM Form from the CIAC (or CIAP Window at nearest DTI Regional Office) or download from the CIAP website (ciap.dti.gov.ph / content/construction-industry-arbitration-commission)	1. None	None		
2	Fill up the RFM and deliver, together with the required documents, to Respondent/s	2. None			
3	Submit a copy of the RFM together with the required documents and nominee/s for Mediator to CIAC (or CIAP Window at the nearest DTI Regional Office)	3. Receive RFM 3.1. Check completeness of the requirements and inform the Claimant of the deficiencies (if any)	None		CIAC Receiving Clerk/CIAP window staff
			None		Chief TIDS/Spving TIDS/OIC, Arbitration, Mediation & Conciliation Division (AMCD)/CIAP window staff

		3.2. Calculate fees through the Integrated System for Construction Arbitration (ISCA) or through the	See Table of CIAC Mediation Fees		CIAC Administrative Asst. III/ Administrative Aide IV/CIAP window staff
		Arbitration Fees Online Calculator.			
		3.3. Issue Order of Payment			
4	Pay the required initial deposit of mediation fees (100% Filing and Administrative Fees and 50% Mediator's Fees)	4. Accept payment based on the Order of Payment	None		CIAP Cashier/ CIAP window staff
		4.1. Encode payment details in the ISCA 4.2. Assign Case Number			CIAC Administrative Asst. III/ Administrative Aide IV
MEDIATION PROCESS					
		4.3. Notify Respondent of the Request for Mediation	None	3 days	Staff-in-charge of the case

		*If no Answer or Respondent objects to Mediation, CIAC shall issue a Notice to Claimant that mediation cannot proceed; Dismissal of the case due to the lack of consent from Respondent			
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)	5. Receive Answer to the RFM and refer to staff-in-charge of the case *Repeat process 3.2, 3.3, & 4.	None		CIAC Receiving Clerk
6	If Respondent not agreeable with Claimant's nominee/sfor Mediator, parties to nominate/agree on a Mediator/file Application for Appointment	6. Appointment of Mediator 6.1. Issue Statement of Account	None	Governed by Sections 9 – 13, CIAC Mediation Rules	Commission Staff-in-Charge of the case

7	Pay balance of the Mediator's Fees (50%)	7. Issue Order of Payment	See Table of CIAC Mediation Fees		CIAC Administrative Asst. III/ Administrative Aide IV
		7.1. Accept payment based on the Order of Payment			CIAP Cashier
8	Parties: Attend Mediation proceedings and sign Mediation Agreement with the Mediator (if none was submitted by the Claimant)	8. Facilitate signing of the Mediation Agreement and conduct Mediation sessions	None	30 days from acceptance by the parties & Mediator of appointment 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	None		Staff-in-Charge of the case
		9.1. Prepare and submit Mediator's Report		30 days from acceptance of appointment or agreed time extensions	Mediator

10	Notify CIAC of compliance with the	10. Receive compliance	None		CIAC Receiving Clerk
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	Settlement Agreement				
11	Parties: In case of default in the Settlement Agreement, file a request to the CIAC for the appointment of the Mediator as Sole Arbitrator for rendition of Arbitral Award and issuance of a Writ of Execution	11. Receive request	None		CIAC Receiving Clerk
		11.1. Issue Order of Payment	₱3,000.00 Administrative Fee and 20% Arbitrator's Fee		CIAC Administrative Asst. III/ Administrative Aide IV
12	Pay the required Fees	12.1. Accept payment based on the Order of Payment			CIAP Cashier
		12.2. Appoint Mediator as Sole Arbitrator		After deliberation on the appointment during the CIAC meeting as part of the agenda	Commission
		12.3. Submit Award based on settlement agreement		30 days from receipt of settlement agreement	Sole Arbitrator

		12.4. Prepare and sign Writ of Execution		7 working days from resolution of motion for execution	Sole Arbitrator
		12.5. Concur with the Writ of Execution		After deliberation on the request during the CIAC meeting	Commission

				as part of the agenda	
		12.6. Release Writ of Execution to Movant		1 day from receipt of writ signed by Sole Arbitrator and Commissioners	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
<p>B. Breakdown: 10% Filing Fee 30% Administrative Fee 60% Mediator's Fee</p> <p>C. Payment Schedule**: ● Full Filing and Administrative Fees upon filing of Request for Mediation</p> <p style="margin-left: 40px;">● Mediator's Fee</p> <p style="margin-left: 80px;">- 50% upon filing of Request for Mediation</p> <p style="margin-left: 80px;">- 50% upon Appointment of Mediator</p>		
<p>Sample Computation: SID: 1M to 100M</p>		
	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
<p>* 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</p> <p>**Pursuant to CIAC Resolution No. 09-2012 (effective 5 July 2012)</p>		

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 charges to adopt the SA into an Arbitral Award

B. [1] CIAC Responsibility

Appointment of Mediator as Sole Arbitrator by CIAC - PHP 3,000 (Administrative cost of CIAC)
Promulgation of the Award
Records Keeping

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

Approval of Bond

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

iii. Other Charges

A. Registration of Non-accredited Mediator for every case to be mediated

1. Local	- Php 2,500 for SID Php 10M and below	Php 5,000 for SID > Php 10M
2. Foreign	- Php 5,000 for SID 10M and below	Php 10,000 for SID > Php 10M



**Construction Manpower Development Foundation
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			
Type of Transaction:	G2G, G2B			
Who may avail:	All (engineering/vocational/technology schools/universities, construction firms, government institution)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company Name/Address/Contact Numbers		Client		
Signatory to the proposal		Client		
Number and profile of participants		Client		
Venue of training		Client		
Preferred training objectives		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for customize training	1. Acknowledge receipt of request	None	30 minutes	Administrative Assistant
	1.1 Forward request to the Executive Director (ED) for endorsement		30 minutes	Administrative Assistant
	1.2 Upon endorsement by the ED, Division Chief (DC) / Asst. Division Chief (ADC) assigns a program-in-charge		30 minutes	DC/ADC
	1.3 Conduct Training Needs Analysis (TNA)		7 days	Program-in-charge

	<p>1.4 Identify resources needed, secure commitment of Trainer, and prepare draft Proposal</p> <p>1.5 Review draft Proposal</p> <p>1.6 Endorse draft Proposal to the ED for approval</p> <p>1.7 Upon approval by ED, forward the Proposal to the Client for approval</p>		<p><i>7 days</i></p> <p><i>1 hour</i></p> <p><i>30 mins</i></p> <p><i>30 mins</i></p>	<p>Program inCharge</p> <p>DC/ADC</p> <p>DC/ADC</p> <p>Program-in-Charge</p>
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2. Accept proposal	2. Upon receipt of the Client's approved Proposal, facilitate notarization 2.1 Schedule and conduct venue inspection and preparation of pertinent documents	None	4 hours	Client
		None	4 days	Program-in-Charge
3. Attend Training	3. Conduct training 3.1 Upon payment issue appropriate Training Certificate	As per Agreement	N/A (Depends on training duration agreed upon) N/A (Issue immediately after training)	Program-in-Charge Program-in-Charge
TOTAL			18 days, 7 hours and 30 minutes Note: Excluding training time	



2. Replacement of Damaged or Lost Certificate

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

Office or Division:	Productivity and Competency Enhancement Division			
Classification:	Simple			
Type of Transaction:	G2G, G2B, G2C			
Who may avail:	All who were issued certificate 5 years from the date of application			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled out Application Form for Loss or Damaged Certificate		Administrative Assistant		
Damaged Certificate		Client		
Notarized Affidavit of Loss		Client		
Photocopy of Any Government Issued ID		Client		
Authorization letter (if application not done personally)		Client		
Payment Fee		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form together with the prescribed requirements	1. Receive filled out application form together with the requirements and facilitate verification, once verified print duplicate copy of certificate	None	6 hours	Administrative Assistant
2. Pay the fee and receive the duplicate copy of certificate	2. Upon payment and presentation of original official receipt, release the duplicate copy of certificate	P200.00/ copy	2 hours (inclusive of payment time)	Administrative Assistant
	Total	P200.00	1 day	

Sample Application Form "Replacement of Lost or Damaged Certificate"



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

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

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

SIGNATURE OF APPLICANT

FOR CMDP USE ONLY DO NOT FILL UP THIS PORTION

VERIFIED BY: _____ DATE: _____

OR NUMBER: _____ DATE: *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 Competency Enhancement Division			
Classification:	Simple			
Type of Transaction:	G2G, G2B			
Who may avail:	Construction companies, training institutions, construction eventorganizers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		Client		
Number of occupants		Client		
Specific dates and mode of use		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit request	1. Accept request and facilitate conduct of ocular inspection of the training facility by the Client	None	1 day	Administrative Assistant
	1.1 Endorse request to Executive Director (ED) for approval	None	1 hour	Administrative Assistant
	1.2 Upon approval by the ED, prepare draft Agreement	None	4 hours	Administrative Assistant
	1.3 Division	None	4 hours	Administrative Assistant
	Chief/Asst. Division Chief (DC/ADC) to review draft agreement and submit for approval by the ED		1 hour	DC/ADC
	1.4 Upon approval by the ED, submit agreement for client approval	None		Administrative Assistant



2. Approve	2. Upon receipt of Client's approved Agreement, start notarization process and notify CMDF- TC Admin personnel to reserve requested facilities 2.1 Furnish AFMD with notarized Agreement for them to facilitate payment.	None	<i>4 hours</i>	Administrative Assistant
3. Client use of facility as per Agreement	3. Ensure observance of Agreement by both parties.	None	<i>2 hours</i>	Administrative Assistant
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	Infirmery (Main Bldg.)	1,000.00	10 hrs usage/day	
13	Study Room (Old Dorm.)	850.00	10 hrs usage/day	

Table 2

CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION - TRAINING CENTER

Brgy. Salawag,

Dasmarinas,

Cavite UPDATED

RENTAL RATES

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



7	Concreting Workshop		1,500.00		eqmt.
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4. Provision of Customized Training – Training Regional/FieldOffice

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

Office or Division:	Productivity and Competency Enhancement Division			
Classification:	Highly Technical			
Type of Transaction:	G2G, G2B			
Who may avail:	All (engineering/vocational/technology schools/universities, construction firms, government institution)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company Name/Address/Contact Numbers		Client		
Signatory to the proposal		Client		
Number and profile of participants		Client		
Venue of training		Client		
Preferred training objectives		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for customize training	1. Acknowledge receipt of request and schedule meeting with Client	None	30 minutes	Administrative Assistant
	1.1 Meet with Client and Conduct Training Needs Analysis (TNA)	None	7 days	Program-in-charge



	1.2 Identify resources needed, secure commitment of Trainer, and prepare draft Proposal	None	7 days	Program-in-charge
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	1.3 Endorse draft Proposal to Division Chief (DC) / Asst. Division Chief (ADC) for review and endorsement to Executive Director (ED) for approval	None	1 day	Program-in-charge
	1.4 Upon approval by ED, forward the Proposal to the Client for approval	None	30 mins	Program-in-Charge
2. Accept proposal	2. Upon receipt of the Client's approved Proposal, facilitate notarization	None	4 hours	Client
None	2.1 Schedule and conduct venue inspection and preparation of pertinent documents	None	4 days	Program-in-Charge
3. Attend Training	3. Conduct training	As per Agreement	N/A (Depends on training duration agreed upon)	Program-in-Charge
None	3.1 Upon payment issue appropriate Training Certificate	None	N/A (Issue immediately after training)	Program-in-Charge
TOTAL	Minimum of PhP2,000.00/pax/day at 20 pax		19 days and 5 hours Note: Excluding training time	



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

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

Office or Division:	Productivity and Competency Enhancement Division			
Classification:	Simple			
Type of Transaction:	G2G, G2B, G2C			
Who may avail:	All who were issued certificate 5 years from the date of application			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled out Application Form for Loss or Damaged Certificate		Administrative Assistant		
Damaged Certificate		Client		
Notarized Affidavit of Loss		Client		
Photocopy of Any Government Issued ID		Client		
Authorization letter (if application not done personally)		Client		
Payment Fee		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form together with the prescribed requirements	1. Receive filled out application form together with the requirements and facilitate verification, once verified, request printing of duplicate copy of certificate	None	3.5 hours	Administrative Assistant



<p>2. Pay required fees and received duplicate copy of certificate</p> <p>2.1 None</p>	<p>2. Received payment from Client and request printing of duplicate copy of certificate from the Head Office</p> <p>2.1 Upon receipt of duplicate copy of certification from the Head Office, inform Client, and release correspondingly</p>	<p>P200.00/copy</p> <p>None</p>	<p>30 minutes</p> <p>2.4 days (courier time from Head Office)</p>	<p>Administrative Assistant</p> <p>Administrative Assistant</p>
	<p>Total</p>	<p>200.00 + Courier fee</p>	<p>3 days</p>	



Sample Application Form "Replacement of Lost or Damaged Certificate"



APPLICATION FORM
REPLACEMENT OF LOST OR DAMAGED CERTIFICATE

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

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

SIGNATURE OF APPLICANT

FOR CMDP USE ONLY DO NOT FILL UP THIS PORTION

VERIFIED BY: _____ DATE: _____

OR NUMBER: _____ DATE: _____

(FOR CASHIER'S USE ONLY)

- For Lost Certificate - submit Notarized Affidavit of Lost
- For Damaged Certificate - present damaged Certificate



**COMPETENCY ASSESSMENT AND CERTIFICATION
DIVISION**

External Services



1. ADMINISTRATION OF TRAINING PRIOR TO ASSESSMENT

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

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



<p>2. Prepare the venue of the training in accordance to the standards set by CMDF.</p>	<p>Evaluate the venue to ensure the conduciveness for learning and compliance to the minimum venue requirements.</p> <p>NOTE: The evaluation shall take place two weeks before the training engagement.</p>	<p>none</p>	<p>1 day</p>	<p>Program Coordinator</p>
<p>3. Attend the training.</p>	<p>Conduct the training.</p> <p>Training is administered by Accredited third party service providers</p>	<p>none</p>	<p>N/A (Days vary depending on the agreement between CMDF and the client)</p>	<p>Resource speaker, to be assisted by the Program Coordinator</p>



<p>-After the training,fill-out and submit the Program Evaluation Form (F- PIM-006) to be provided by CMDF.</p> <p>4. Obtain the certificate.</p>	<p>Distribute the Program EvaluationForm and collect it upon accomplishment of the participants.</p> <p>CMDF shall issue acertificate for a candidate who successfully completed the training and passed the written and oral examination.</p>	<p>P200.00/ certificate</p>	<p>3 days</p>	<p>Program Coordinat or</p> <p>Program Coordinat or</p>
<p>TOTAL NUMBER OF DAYS:</p>			<p>7 days (excluding the training time and the 15-working day application for CPD points to PRC)</p>	

Sample image of the venue checklist form:



Venue Checklist Form



Company: _____

Assessment Date: _____

Venue: _____

Date of Training / Certification Program: _____

Y N N/A

1. Training room/venue

- Adequate lighting? Can read document at distance of 12" for those with 20/20 vision
- Electrical power supply sufficient?
- Adequate room temperature?
- Adequate seat distance between participants?
- Flexibility of room layout with plenty of space to move around for activities?
- Access to male and female toilets? Appropriate distance from the seminar room
- Location – easy to find on the map, convenient location?

2. Equipment/accessories needed

- LCD projector?
- OHP projector?
- Screen for projector?
- White board/white board marker?
- Laptop/computer?
- Laser pointer/slide controller?
- Microphone/loudspeaker?
- Back-up equipment provided (laptop/LCD/sound systems)?
- Wireless and Internet access?
- Availability of photocopying/printing/email facilities?
- Tools & Equipment (electrical, plumbing, welding... etc.)?
- 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 : _____ (optional) Sex: _____

COMPANY : _____

E-mail Address : _____

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

PLEASE CHECK THE BOX THAT BEST REFLECT YOUR RATING:

A. SATISFACTION ON THE TOPIC

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

B. COMPETENCY OF RESOURCE PERSON/S

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

C. SATISFACTION ON THE LOCATION AND SERVICES OFFERED

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

D. EFFECTIVENESS OF THE PROGRAM

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



2. Administration of Certification Programs

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

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

3. Eligibility Requirements: a. Certificate of Employment indicating the number of years of work experience as a project manager.	1	Company
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ASSESSMENT PROCESS REQUIREMENT:					
1. Registration Form		1	Website: http://cmdf.dti.gov.ph/		
EXAMINATION REQUIREMENTS:					
1. Answer and accomplish the Examination Questionnaire.		1	To be provided by CMDF		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Write a letter of intent addressed to the program coordinator.	Prepare Program Calendar (F-PIM-002) detailing the scheduled conduct of training.	None	1 day	Applicant
2	Submit the letter of intent together with the self-assessment form (F-PIM-018) which can be downloaded from the CMDF website cmdf.dti.gov.ph	1. Receive Registration Form (F-PIM-004) and Application for Certification Form (F-PIM-018)	None	1 day	Program Coordinator
3	Submit the eligibility requirements.	FOR ECOMTCP: 1. Assess the applicant's education background and job exposure.	None	1 day	Program Coordinator



2. Identify the chosen core and elective modules in the Personalized Training Program (F-PIM-012)

3. Evaluate and approve the Personalized Training Program based on the results of self-assessment and credential assessment.

**FOR
FTCP/CSTCP/
TCP:**

1. Assess the applicant's education background and job exposure.



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



Sample image of the Registration Form:

Department of Trade & Industry Construction Industry Authority of the Philippines CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION	
Construction Industry One Registry System Registration Form	
PROGRAM/SEMINAR TITLE:	
DATE(S):	
LAST NAME	
FIRST NAME	
SECOND NAME	
MID. NAME	
AGE	SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female
CIVIL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	
DATE OF BIRTH: (DD/M/YYYY) (/ /)	PLACE OF BIRTH:
CITIZENSHIP: <input type="checkbox"/> Filipino <input type="checkbox"/> If Alien, specify nationality _____	
PRESENT ADDRESS: No./Street/Subdivision/Barangay/City/Municipality/Province	CONTACT DETAILS Mobile No.: _____ Landline No.: _____ Email Address: _____
PRESENT COMPANY NAME AND ADDRESS:	Source of Information about CMDF <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Others, please specify _____ <input type="checkbox"/> CMDF Website _____
HIGHEST EDUCATIONAL ATTAINMENT(pls. specify course if any):	SCHOOL/ADDRESS:
JOB CLASS (pls. check & specify)	
<input type="checkbox"/> Manager & Supervisors (eg. AMO, Proj.Mgr., Const.Proj.Mgr. etc.) _____	Years of Experience
<input type="checkbox"/> Technical (eg. STE, Draftsman, Estimator, etc.) _____	_____
<input type="checkbox"/> Skilled Worker (eg. Foreman/Leadman Carpenter, Mason, etc.) _____	_____
<input type="checkbox"/> Unskilled Worker/Laborer (eg. Helper Carpenter, Helper Mason, etc.) _____	_____
<input type="checkbox"/> Others, specify _____	_____
COMPETENCIES/CERTIFICATION/ACCREDITATION	
Professional Certification	
<input type="checkbox"/> CMDF Construction Project Manager <input type="checkbox"/> CMDF Scaffold Inspector <input type="checkbox"/> CMDF Trainer/Assessor <input type="checkbox"/> DOLE Practitioner <input type="checkbox"/> DOLE Consultant	
<input type="checkbox"/> Others, specify _____	
TESDA Certification (pls. specify) _____	
Others (pls. specify) _____	
Please attach colored picture in white background 2x2 picture or digital copy in jpeg format	<p style="font-size: small;">I hereby certify that the foregoing statements are true and correct to the best of my knowledge. I also consent to the use of my personal information by CMDF for purposes of job matching and other similar activities</p> <div style="border: 1px solid black; width: 200px; height: 50px; margin: 0 auto;"></div> <p style="text-align: center;">Signature of Registrant (Please sign inside the box)</p>



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



Construction Industry Authority of the Philippines (CIAP)

Office of the Executive Director





1. Service Inquiry

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

Office or Division:	Construction Industry Authority of the Philippines (CIAP) - Office of the Executive Director Policy and Program Coordination and Monitoring Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client G2B - Government to Business G2G - Government to Government			
Who may avail:	General Public All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Signed correspondence from the client (general public, other government agencies) including its attachment/s, if any			From the emanating person/office/agencies	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN				
1.1 Submit original copy of the correspondence including its attachments, if any	1.1. Receive, stamp, and log the correspondence to the online Inquiry Log (CIAP-F-INQ-001a) and Logbook. Check for the attachments, if	None	1 day	<i>Secretary/ Administrative Assistant</i>



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



1.3. None	1.3. Print correspondence and its attachments	None		<i>Secretary/ Administrative Assistant</i>
1.4. None	1.4. Stamp "received" on the receiving copy of the correspondence	None		<i>Secretary/ Administrative Assistant</i>
1.5. None	1.5. Identify nature of the inquiry	None	1 day	<i>Executive Director/Division Chief/ Asst. Division Chief/ Officer-In-Charge/ Secretary</i>
1.6. None	1.6. Forward to Appropriate Section or Board/ Concerned Personnel	None		<i>Assigned Technical Staff</i>
1.7. None	1.7. Appropriate Section or Board/ Concerned Personnel to take action on the inquiry/ correspondence and prepare reply	None	4 days	<i>Section or Board/ Concerned Personnel/ Technical Staff</i>
1.8. Receive reply from CIAP	1.8. Proceed to External Communication. Send reply to inquiry via mail, email, and/or messenger	None	1 day	<i>Secretary/ Administrative Assistant</i>
TOTAL:		None	7 days	



2. Implementation of Writ of Execution

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

Office or Division:	Policy & Program Coordination & Monitoring Division (PPCMD)	
Classification:	Highly Technical * (The Writ of Execution shall be enforced/executed beyond the twenty (20) days rule as valid until FULLY SATISFIED as provided in the Rule 39, Rules of Court and Interim Manual Of Instructions For Sheriffs/Judgment Enforcement Officer of The Construction Industry Authority of The Philippines)	
Type of Transaction:	G2G – Government to Government G2C – Government to Client G2B – Government to Business	
Who may avail:	Winning Parties in the final award and judgment of CIAC	
CHECKLIST OF REQUIREMENTS	Copies	WHERE TO SECURE

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



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



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



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



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



8. None	8. If the judgment award has been fully or partially satisfied, the Executing Sheriff shall issue a Return/Report on the Writ containing the processes /activities of enforcement /execution and satisfy the Writ, Thirty (30) days from receipt of the Writ of Execution or every Thirty (3) days thereafter until the Writ of execution has been FULLY satisfied.	None	<i>Thirty (30) days from receipt of the Writ of Execution or every Thirty (30) days thereafter until the Writ of Execution has been FULLY SATISFIED.</i>	Designated Sheriff/Judgment Enforcement Officer
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3. Technical Assistance to Governing Boards

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

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

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



1.3. None	1.3. Evaluate Request and assign to concern staff	None	6 hours	<i>Approvin g Authority</i>
1.4. None	1.4. Conduct diagnosis	None	1 day	<i>Assigned Personnel</i>
1.5. None	1.5. Proceed to Service Delivery Note: Technical Assistance to governing boards' depend on the nature of request	None		<i>Assigned ICT Personnel/ Technical Staff</i>
1.6. None	1.6. If assistance is request for internet access, media assistance, IT equipment specifications, ISSP, Hardware troubleshoot, Network Assistance, and Software Installation <i>(Complex)</i>	None	4 days	<i>Assigned ICT Personnel/ Technical Staff</i>
2.1. Receive feedback on therequest	2.1. Provide feedback to requester and close the request	None	1 day	<i>Assigned ICT Personnel/ Technical Staff</i>
TOTAL:			6 days, 6 hours, and 20 minutes	



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

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

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

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

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



BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of the contract	1	Supply Section
Notice of Award	1	Supply Section
Performance Security	1	Supply Section
Program of Work and Detailed Estimates	1	Supply Section
Notice to Proceed	1	Supply Section
Bid Evaluation Report	1	Supply Section
Ranking of Short-listed bidders	1	Supply Section
Post Qualification Evaluation Report	1	Supply Section
Print out copy of posting of award in the PhilGEPS; <ul style="list-style-type: none"> ● Notice of Award ● Notice to Proceed ● Contract 	1	Supply Section
Approved Purchase Request	1	Supply Section
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier
Delivery Receipt	1	To be provided by the Supplier
Inspection and Acceptance Report	1	Supply Section
Certificate of product registration from FDA	1	Food and Drugs Authority
Certificate of good manufacturing practice	1	Food and Drugs Authority
Batch Release Certificate	1	Food and Drugs Authority
If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/ dealer of the products	1	To be provided by the Supplier
Approved Purchase Request	1	Supply Section



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)	1.1. Check and Review by the receiving person	None	1 working Day	Administrative Assistant II
1.2. None	1.2. Checking as to the completeness of the documents needed.	None		Administrative Assistant II
1.3. None	1.3. Review the document as to its validity for claiming.	None		Administrative Assistant II
1.4. None	1.4. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.	None		Administrative Assistant II
1.5. None	1.5.. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.	None		Administrative Assistant II
1.6. None	1.6. If the documents are found to be in compliance and/or complete, the	None		Administrative Assistant II



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



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



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

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

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

Office or Division:	Finance			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Job Order/ Casual/ Contractual Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Item	No. of copies			
Certified true copy of pertinent contract/ appointment/ job order	1	Personnel Section		
Certification by the Personnel Officer that the activities/ services cannot be provided by regular or permanent personnel of the agency	1	Personnel Section		
Approved DTR	1	Personnel Section		
Accomplishment Report	1	To be accomplished by the requesting person		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/orsign the receiving copy of the employee)</i>	1. Check and Review by the receiving person 1.1 Checking as to the completeness of the documents needed. 1.2 Review the document as to	None	2 Hours	Administrative Assistant II



	its validity for claiming			
	<p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>			



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



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



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	<p>Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i></p>	<p>1. Check and Review by the receiving person</p> <p>1.3 Checking as to the completeness of the documents needed.</p> <p>1.4 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	2 Hours	Administrative Assistant II



2	Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (<i>*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability</i>)	None	1 working Days	Budget Officer/ Administrative Assistant II
		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. 3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant. (<i>*Includes computation for lates and absences and deductions</i>)		2 working Days 1 working Day	Budget Officer Administrative Assistant II



	<p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>	<p><i>20 Minutes</i></p> <p><i>2 working Days</i></p> <p><i>20 Minutes</i></p>	<p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
	TOTAL	<p><i>6 working Days, 2 Hours and 40 Minutes</i></p>	
<i>Please proceed to the next step (General Service Section)</i>			



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.

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

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

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



CSC

Certified true copy of pre-audited disbursement voucher of last salary from previous agency and/or		1	Previous Office	
Certification by the Chief Accountant of last salary received duly verified by the assigned auditor thereat.				
Certificate of Available Leave Credits		1	Previous Office	
Service Record		1	Previous Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i>	<p>1. Check and Review by the receiving person</p> <p>1.5 Checking as to the completeness of the documents needed.</p> <p>1.6 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	2 Hours	Administrative Assistant II



2	Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (*Includes	None	1 working Day	Budget Officer/ Administrative Assistant II
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		<p><i>checking of authority to incur expense and working out of funds for fund/ allotment availability)</i></p> <p>2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.</p> <p>3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant. (<i>*Includes computation for late and absences and deductions</i>)</p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of</p>		<p>2 <i>working Days</i></p> <p>1 <i>working Day</i></p> <p>20 <i>Minutes</i></p> <p>2 <i>working Days</i></p>	<p>Budget Officer</p> <p>Administrative Assistant II</p> <p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
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		computation and certify the DV and its supporting documents. 5. Assign DV Number and DV release		<i>20 Minutes</i>	
TOTAL				<i>6 working Days, 2 Hours and 40 Minutes</i>	
<i>Please proceed to the next step (General Service Section)</i>					



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

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

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

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

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



	<p>Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i></p>	<p>1. Check and Review by the receiving person</p> <p>1.7 Checking as to the completeness of the documents needed.</p> <p>1.8 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	2 Hours	Administrative Assistant II
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	<p>3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant. <i>(*Includes computation for lates and absences and deductions)</i></p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p><i>1 working Day</i></p> <p><i>20 Minutes</i></p> <p><i>1 Hour</i></p> <p><i>20 Minutes</i></p>	<p>Administrative Assistant II</p> <p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
TOTAL			<p><i>6 working Days, 3 Hours and 40 Minutes</i></p>	
<p><i>Please proceed to the next step (General Service Section)</i></p>				



6.ii. Preparation of Disbursement for Salary Deferral

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

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

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

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



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



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



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

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

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

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



	<p>Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i></p>	<p>1. Check and Review by the receiving person</p> <p>1.11 Checking as to the completeness of the documents needed.</p> <p>1.12 Review the document as to its validity for claiming.</p>	<p><i>None</i></p>	<p><i>2 Hours</i></p>	<p>Administrative Assistant II</p>
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		<p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>			
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	<p>computed by the payroll officer/ accountant. <i>(*Includes computation for lates and absences and deductions)</i></p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p><i>20 Minutes</i></p> <p><i>2 working Days</i></p> <p><i>20 Minutes</i></p>	<p>Administrative AssistantII</p> <p>Accountant</p> <p>Accountant</p>
TOTAL			<p><i>6 working Days, 2 Hours and 40 Minutes</i></p>	
<p><i>Please proceed to the next step (General Services Section)</i></p>				



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

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

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

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

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



		<p>1.14 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>			
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	<p>Secure a copy of the receipt of documents submitted for proper monitoring.</p>	<p>1. Computation of the amount of overtime pay due to the employee.</p> <p>2. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i></p> <p>3. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the</p>	<p>None</p>	<p>3 <i>working Days*</i></p> <p>1 <i>working Day</i></p> <p>1 <i>working Day</i></p>	<p>Accountant I</p> <p>Administrative Assistant II</p> <p>Budget Officer</p>
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	<p>requesting/ concerned unit as to the technicalities of the transaction.</p> <p>4. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant.</p> <p>5. Forward the DV and its supporting attachments to the accounting division.</p> <p>6. Receive, review the accuracy of computation and certify the DV and its supporting documents. supporting documents.</p> <p>7. Assign DV Number and DV release</p>		<p><i>1 working Day</i></p> <p><i>20 Minutes</i></p> <p><i>5 hours</i></p> <p><i>20 Minutes</i></p>	<p>Administrativ eAssistant II</p> <p>Administrativ eAssistant II</p> <p>Accountant</p> <p>Accountant</p>
TOTAL			<p><i>6 working Days, 7 Hours and 40 Minutes (starts from the 15th day following the month of requested actual overtime service)*</i></p>	



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



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

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

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

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

Item		No. of copies			
Salary Payroll		3		Personnel Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)	1. Check and Review by the receiving person 1.15 Checking as to the completeness of the documents needed. 1.16 Review the document as to its validity for claiming. 2. If the documents are not found to be in compliance and/or	None	2 Hours	Administrative Assistant II	



	complete, the claim shall			
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		deductions)		
		<p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p>		20 Minutes
		5. Assign DV Number and DV release		<p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
TOTAL				<p>2 working Days</p> <p>20 Minutes</p>
				<p>6 working Days, 2 Hours and 40 Minutes</p>
Please proceed to the next step				



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

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

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

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

Office or Division:	Finance	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Creditors/ Suppliers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	
Authenticated photocopy of the approved APP and any amendment thereto	1	Supply Section
Approved Contract	1	Supply Section
Invitation to Apply for Eligibility to Bid	1	Supply Section
Letter of Intent	1	To be provided by the Supplier
Results of Eligibility Check/ Screening	1	Supply Section
Bidding Documents	1	Supply Section
Minutes of Pre-bid Conference (Approved Budget for Contract (ABC) Php1 million and above)	1	Supply Section
Bidders Technical and Financial Proposals	1	Supply Section



Minutes of Bid Opening	1	Supply Section		
Abstract of Bids	1	Supply Section		
Post-Qualification Report of Technical Working Group	1	Supply Section		
BAC Resolution declaring winning bidder	1	Supply Section		
Notice of Post-Qualification	1	Supply Section		
BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of the contract	1	Supply Section		
Notice of Award	1	Supply Section		
Performance Security	1	Supply Section		
Program of Work and Detailed Estimates	1	Supply Section		
Notice to Proceed	1	Supply Section		
Bid Evaluation Report	1	Supply Section		
Ranking of Short-listed bidders	1	Supply Section		
Post Qualification Evaluation Report	1	Supply Section		
Print out copy of posting of award in the PhilGEPS; <ul style="list-style-type: none"> ● Notice of Award ● Notice to Proceed ● Contract 	1	Supply Section		
Approved Purchase Request	1	Supply Section		
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier		
Delivery Receipt	1	To be provided by the Supplier		
Inspection and Acceptance Report	1	Supply Section		
Property Acknowledgement Receipt (<i>equipment only</i>)	1	Supply Section		
Approved Purchase Request	1	Supply Section		
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PRO CESSI NG TIME	PERSON RESPONSIBLE



	<p>Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i></p>	<p>1. Check and Review by the receiving person</p> <p>1.17 Check ing astothe completeness of the documents needed.</p> <p>1.18 Revie w the document as to itsvalidity for claiming.</p> <p>2. If the documents arenot found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receivingperson will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	1 working Day	Administrativ eAssistant II
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	<p>(DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant.</p> <p>3. Forward the DV audits supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p>2 <i>working Days</i></p> <p>20 Minutes</p> <p>3 <i>working Days</i></p> <p>20 Minutes</p>	<p>Administrative Assistant II</p> <p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
TOTAL			<p>19 working Days, 2 Hours and 40 Minutes</p>	
<i>Please proceed to the next step (General Service Section)</i>				



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

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

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

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

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



Property Acknowledgement Receipt <i>(equipment only)</i>	1	Supply Section
Authority to Purchase <i>(motor vehicle only)</i>	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Certified True copy of letter to selecte manufacturer/ supplier to submit da price quotation and conditions of sale	1	Supply Section
Certificate of Exclusive Distributorship	1	To be provided by the Supplier
Certification from the agency that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government	1	Supply Section

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



	Voucher (DV) -amounts			
	<p>based on the approved DTR and ascomputed by the payroll officer/ accountant.</p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p><i>20 Minutes</i></p> <p><i>3 working Days</i></p> <p><i>20 Minutes</i></p>	<p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
TOTAL			<i>19 working Days, 2 Hours and 40 Minutes</i>	
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 cost increases, or if necessitated by a national emergency or of an impending shortage in the items concerned.

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

Office or Division:	Finance	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Creditors/ Suppliers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	
Purchase Order/ Contract	1	Supply Section
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website	1	Supply Section
Performance and warranty securities	1	Supply Section
BAC Resolution recommending the alternative mode of procurement with approval by the HOPE	1	Supply Section
Authenticated photocopy of the approved APP and any amendment thereto	1	Supply Section
Approved Purchase Request	1	Supply Section
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier



Delivery Receipt	1	To be provided by the Supplier		
Property Acknowledgement Receipt (<i>equipment only</i>)	1	Supply Section		
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section		
Inspection and Acceptance Report	1	Supply Section		
Winning Bidder's offer or proposal	1	Supply Section		
Abstract of Bids	1	Supply Section		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)	<p>1. Check and Review by the receiving person</p> <p>1.21 Checking as to the completeness of the documents needed.</p> <p>1.22 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p>	None	1 working Day	Administrative Assistant II



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



	<p>the payroll officer/ accountant.</p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review</p>		<p><i>20 Minutes</i></p> <p><i>3 working Days</i></p>	<p>Administrativ eAssistant II</p> <p>Accountant</p>
	<p>the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p><i>20 Minutes</i></p>	<p>Accountant</p>
TOTAL			<p><i>19 working Days, 2 Hours and 40 Minutes</i></p>	
<i>Please proceed to the next step (General Service Section)</i>				



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

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

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

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

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

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



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



	<p>Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i></p>	<p>1. Check and Review by the receiving person</p> <p>1.23 Checki ng as to the completeness of the documents needed.</p> <p>1.24 Revie w the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p>	<p>None</p>	<p>1 working Day</p>	<p>Administrativ e Assistant II</p>
		<p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>			



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



		<p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p>20 Minutes</p> <p>3 working Days</p> <p>20 Minutes</p>	<p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
TOTAL				<p>19 working Days, 2 Hours and 40 Minutes</p>	
<p><i>Please proceed to the next step (General Service Section)</i></p>					



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

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

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

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

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



Property Acknowledgement Receipt (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Price quotation from at least three invited suppliers	1	Supply Section
Abstract of submitted Price Quotation	1	Supply Section
BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB)	1	Supply Section
Justification as to the necessity of purchase	1	Supply Section

CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)	<p>1. Check and Review by the receiving person</p> <p>1.25 Checking as to the completeness of the documents needed.</p> <p>1.26 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy</p>	None	<i>1 working Day</i>	Administrative Assistant II



		of the employee.			
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	<p>Secure a copy of thereceipt of documents submitted for proper monitoring.</p>	<p>1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i></p> <p>2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.</p> <p>3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant.</p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting</p>	<p>None</p>	<p>3 <i>working Days</i></p> <p>10 <i>working days</i></p> <p>2 <i>working Days</i></p> <p>20 <i>Minutes</i></p> <p>3 <i>working Days</i></p>	<p>Budget Officer/ Administrative Assistant II</p> <p>Budget Officer</p> <p>Administrative Assistant II</p> <p>Administrative Assistant II</p> <p>Accountant</p>
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	documents. 5. Assign DV Number and DV release		20 Minutes	Accountant
TOTAL			19 working Days, 2 Hours and 40 Minutes	
<i>Please proceed to the next step (General Service Section)</i>				

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

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

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

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

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

Item	No. of copies	
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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 bythe supplier	1	To be provided by theSupplier
Delivery Receipt	1	To be provided by the Supplier
Property Acknowledgement Receipt (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Price quotation from at least three invited suppliers	1	Supply Section
Abstract of submitted Price Quotation	1	Supply Section
BAC Resolution recommending award of contract toLowest Calculated Responsive Bid (LCRB)	1	Supply Section
Letter/ invitation to submit proposals	1	Supply Section



	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)</p>	<p>1. Check and Review by the receiving person</p> <p>1.27 Checking as to the completeness of the documents needed.</p> <p>1.28 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	1 working Day	Administrative Assistant II



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



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



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

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

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

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

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

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



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



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)</p>	<p>1. Check and Review by the receiving person</p> <p>1.29 Checking as to the completeness of the documents needed.</p> <p>1.30 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	<i>1 working Day</i>	Administrative Assistant II



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



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



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

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

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

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

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

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



Delivery Receipt	1	To be provided by the Supplier
Property Acknowledgement Receipt (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Copy of the original contract	1	Supply Section
Certification that the supplier has complied with all requirements under the original contract	1	Supply Section

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



		<p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>			
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	Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i>	None	3 <i>working Days</i>	Budget Officer/ Administrative Assistant II
		2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.		10 <i>working days</i>	Budget Officer
		3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant.		2 <i>working Days</i>	Administrative Assistant II
		3. Forward the DV and its supporting attachments to the accounting division.		20 <i>Minutes</i>	Administrative Assistant II
		4. Receive, review the accuracy of computation and certify the DV and its supporting documents.		3 <i>working Days</i>	Accountant



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



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

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

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

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



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

*Service is covered under RA 9184



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

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

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



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit signed and approved Purchase Request (PR) and required attachments to Procurement staff at the AFMD Procurement Division	1.1 Validate/review submitted documents	None	1 hour	BAC Secretariat
	1.2 Prepare Request for Quotation and secure signature from Approving Officer	None	2 hours	BAC Secretariat BAC/Head Secretariat
	1.3 Post the Request for Quotation to PhilGEPS and CIAP websites, and to conspicuous place of CIAP.	None	three (3) to seven (7) calendar days	BAC Secretariat,
	1.4 Evaluate and Rank Bid/s	None	1 working day	BAC Secretariat, BAC/TWG
	1.5 Prepare documents for award (Abstract of Canvass, Purchase Order and BAC Resolution)	None	1 day	BAC Secretariat
	1.6 Sign the documents for award	None	2 working days	BAC, Office of the Designated BAC and Head of Procuring Entity (HoPE)
	1.7 Inform the winning bidder	None	30 minutes	BAC Secretariat



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

* Service is covered under RA 9184



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

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

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

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

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



Property Acknowledgement Receipt (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Price quotations from at least three <i>bonafide</i> and reputable suppliers	1	Supply Section
Abstract of canvass	1	Supply Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Submit duly accomplished required documents. (<i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i>)</p>	<p>1. Check and Review by the receiving person</p> <p>1.33 Checking as to the completeness of the documents needed.</p> <p>1.34 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	1 working Day	Administrative Assistant II



	<p>Secure a copy of the receipt of documents submitted for proper monitoring.</p>	<p>1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. <i>(*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability)</i></p> <p>2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.</p> <p>3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant.</p> <p>. Forward the DV and its supporting attachments to the accounting division.</p>	<p>None</p>	<p>3 working Days</p> <p>10 working days</p> <p>2 working Days</p> <p>20 Minutes</p>	<p>Budget Officer/ Administrative Assistant II</p> <p>Budget Officer</p> <p>Administrativ eAssistant II</p> <p>Administrativ eAssistant II</p>
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		. 4. Receive, review the accuracy of computation and certify the DV and its supporting documents.		3 working Days	Accountant
		5. Assign DV Number and DV release		20 Minutes	Accountant
TOTAL				19 working Days, 2 Hours and 40 Minutes	
<i>Please proceed to the next step (General Service Section)</i>					



9.ii. Corrective Maintenance (Internal Service)

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

Office or Division:	AFMD				
Classification:	Simple				
Type of Transaction:	Internal/Within the Agency-(Government to Government)				
Who may avail:	CIAP concerned employees				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Item		No. of copies			
1. Duly accomplished Request Form.		1	Administrative Officer/Designated Administrative Personnel (AFMD)		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	End-user submits the duly accomplished Request Form/Report of Equipment Breakdown/ Malfunction	Receive the Request Form	None	<i>5 minutes</i>	Administrative Officer/Designated Administrative Personnel (AFMD)
2		Inspect the equipment	None	<i>5 minutes</i>	Administrative Officer/Designated Administrative Personnel (AFMD)
3		Approval/ Denial of Request	None	<i>2 minutes</i>	Administrative Officer/Designated Administrative Personnel (AFMD)



3		Prepare JobOrder	None	5 minutes	Administrative Officer/Designated Administrative Personnel (AFMD)
4		Procure Job Order Service	None	Based on R.A.No. 9184	Administrative Officer/Designated Administrative Personnel (AFMD)
5		Repair of Equipment/ Facility	None	Based on agreement	Job Order Service Provider
6		Conduct Inspection/TestRun	None	Based on agreement/type of equipment	Administrative Officer/Designated Administrative Personnel (AFMD)
7		Turn-over equipment/ Facility to End-user	None	5 minutes	Administrative Officer/Designated Administrative Personnel (AFMD)
8		Update equipment/ facilityrecords	None	5 minutes	Administrative Officer/Designated Administrative Personnel (AFMD)



10. Dispatch of Service Vehicles (Internal Service)

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

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

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



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



10.i. Hiring and Selection for Permanent Position

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

Office or Division:	AFMD – Personnel Section	
Classification:	Complex	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Job Order/Contractual Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	
Request Form for Filling up Vacant Positions	1	Personnel Section
Request for Publication of Vacant Positions	2	Personnel Section
Hiring Action Report	1	Personnel Section
Appointment Paper	3	Personnel Section
Resume/Personnel Data Sheet	3	Applicant/s
Authenticated Transcript of Records	1	Applicant/s
Certificate of Training	1	Applicant/s
Authenticated CSC eligibility or PRC License	1	Applicant/s
Birth Certificate certified by PSA	1	Applicant/s
Marriage Certificate certified by PSA, if applicable	1	Applicant/s
Authenticated Diploma	1	Applicant/s
NBI, Police, Barangay Clearance	1	Applicant/s
Certificate of Trainings/Seminars	1	Applicant/s
Certificate of Previous Employment, if any	1	Applicant/s
Pre-employment Medical (Physical Test, Blood Test, Urinalysis, Chest x-ray, Drug Test)	1	Applicant/s
Performance Appraisal for the last rating Period	1	Applicant/s
Certificate of Office Clearance	1	Applicant/s
Service Record from previous office	1	Applicant/s
Certification of Leave Balance	1	Applicant/s
Copy of Last Appointment certified by Previous employer	1	Applicant/s
Accomplished SALN	3	Applicant/s



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



5	Administer Psychological Examination	1. Applicant/s who qualify and accepted during the initial interview shall be subjected for Psychological Examination	None	1 working day	Administrative Officer
6	Conduct Panel Interview	<p>1. Applicant/s who pass the Psychological Examination shall be subjected for Panel Interview</p> <p>. For Supervisory positions, at least 3 panelist composed of the following will conduct the panel interview: Executive Directors of CIAP except the Director of the board where the vacancy exist.</p> <p>. 3. For Technical/Clerical, at least Division Chiefs/Asst. Division Chief of the CIAP group except the DC/ADC where the position to be filled belongs.</p>	None	1 working day	HRMA
7	Personnel Selection Board (PSB) Deliberation	1. Assessment of candidates for promotion and hiring based on the CIAP PSB Policies and Procedures guidelines	None	1 day	PSB



8	Preparation of Appointment	<p>1. Preparation of Appointment papers for applicant/s who pass the cut-off score during the PSBdeliberation.</p> <p>2. Appointment papers for signature of the Appointing Authority</p>	None	5 days	Administrative Officer
		3. For the position with more than one (1) applicant who met the cut-off score. The appointing authority has the discretion to choose who to appoint.			
9	Submission of Pre-employment requirements	1. Letter will be sent to applicant/s whose appointment was already signed requiring them to submit the pre-employment documents.	None	15 days	Administrative Officer
10	Oath Taking	Applicants who have already complied with the pre-employment requirements shall take their oath.	None	1 day	Head of the Agency
11	Orientation	New employees will be subjected to Orientation.	None	1 day	Administrative Officer
TOTAL				39 working Days	



10.ii. Hiring for Contractual Position

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

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

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



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



10.iii. Performance Evaluation For Contract of Service Personnel

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

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

Item		No. of copies			
Performance Evaluation Form		1	Personnel Section		
Contract of Service		4	Personnel Section		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Set evaluation schedule	1. Distribute Performance Evaluation Forms to Immediate Supervisor and Peer of the COS to be evaluated.	None	1 working day	Administrative Officer
2	Evaluate the performance of the COS on the following criteria: A. Outputs/ Accomplishments <ul style="list-style-type: none"> • Quantity • Quality • Timeliness 	1. Rate the COS based on the following rating scale: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Marginal/Below Satisfactory	None	2 working days	Immediate Supervisor Peer



	<p>B. General Behavior</p> <ul style="list-style-type: none"> • Adapt ability/ Flexibility 	<p>1 - Unsatisfactory</p>			
	<ul style="list-style-type: none"> • Customer/ Service Orientation • Work Standard • Planning & Organizing • Attendance & Punctuality • Stress Tolerance • Compliance to Office Rules <p>C. Interpersonal Skills:</p> <ul style="list-style-type: none"> • Teammanship • Defiance to Authority • Initiative <p>D. Communication Skills:</p> <ul style="list-style-type: none"> • Oral Communication • Written Communication 				



3	Review Performance Evaluation Results	1. Review of the accomplished Performance Evaluation Results of COS.	None	1 working day	Administrative Officer
4	Take Necessary Action	1. Notify the COS on the results of his/her performance evaluation	None	1 working day	Administrative Officer
5	Renewal of the Contract of Service	1. Preparation of Contract of Service 2. Contract signing by the COS 3. Contract signing by the Executive Director of the COS and Witnesses	None	4 working days	Administrative Officer
		4. Notarization			
TOTAL				9 working days	



VII. Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback	Answer the Client Satisfaction Feedback Survey (CSFS) Form and 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 relevant offices 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 following telephone number: 8895-4424.
How to file a complaint	Answer the Client Satisfaction Feedback Survey (CSFS) Form and drop it at the designated drop box in front of the front liners' counter. Complaints can also be filed via telephone. Make sure to provide the following information: <ul style="list-style-type: none"> - Name of person being complained - Incident - Evidence For inquiries and follow-ups, clients may contact the following telephone 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 the feedback/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 for appropriate action. The designated officer will give the feedback to the client, if and only if the client had provided contact information in the CSFS. For inquiries and follow-ups, clients may contact the following telephone number: 8895-4424.
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph : 1-ARTA (2782) PCC : 8888 CCB : 0908-861-6565 (SMS)