



**CONSTRUCTION INDUSTRY AUTHORITY OF  
THE PHILIPPINES**

**CITIZEN'S CHARTER HANDBOOK**

2024 (1<sup>st</sup> EDITION)

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## **AGENCY PROFILE**

### **I. MANDATE**

#### **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;
- (b) Investigate such violations on RA No. 4566 and the regulations thereunder as may come to its knowledge and issue subpoena and subpoena duces tecum to secure appearance of witnesses in connection with the charges presented to the Board;
- (c) Adopt a code of ethics for contractors;
- (d) Adopt reasonably necessary rules and regulations to effect the classification of contractors in a manner consistent with established usage and procedure as found in the construction business, and may limit the field and scope of the operations of a licensed contractor to those in which he is classified to engage;
- (e) Classify and qualify applicants for contractors' licenses by written or oral examination, or both, and require an applicant to show at least two years of experience in the construction industry, and knowledge of the building, safety, health and Philippine laws and the rudimentary administrative principles of the contracting business, deemed necessary for the safety of the contracting business and the public; and
- (f) Discharge such other powers and duties affecting the construction industry in the Philippines.

#### **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 projects;
- (c) Coordinate its strategies and policies with those of the National Economic and Development Authority (NEDA), Philippine Export Council (now Export Development



- Council), Philippine Export and foreign Loan Guaranty Corporation (Philguarantee), Overseas Employment Development Board (now Philippine Overseas Employment Administration, and all relevant agencies of the government involved in the development and promotion of the overseas construction industry. The strategies formulated by the Board shall be incorporated into the National Export Strategy;
- (d) Administer the grant of incentives under PD No. 1167;
  - (e) Receive, process and approve, on such terms and conditions it may deem necessary to promote the objectives of PD No. 1167, applications of construction contractors for registration under PD No. 1167, and to impose and collect reasonable fees which shall be used exclusively to meet the operating and administrative expenses of the Board and in promoting its objectives;
  - (f) Identify, in coordination with the Department of Foreign Affairs, Overseas Employment Development Board (now the Philippine Overseas Employment Administration), and the Department of Trade (now the DTI), the projects, opportunities, and the countries where construction contractors may operate;
  - (g) Determine, with the assistance of the representatives of the private construction industry and the Department of Public Works, Transportation and Communication (now the DPWH and DOTC), from among those interested construction contractors who will be allowed to bid for overseas projects.
  - (h) Determine from among the registrants those who will avail of and are eligible for the incentives provided under PD No. 1167 and cause the granting of the same;
  - (i) Check, verify, and evaluate at regular intervals, through the facilities of appropriate existing agencies, the performance of construction contractors engaged in overseas projects;
  - (j) Check and verify periodically, with the assistance of other instrumentalities of government, through the inspection of the books or by requiring regular reports or by some other methods deemed most effective, on the compliance by construction contractors with the provisions of PD No. 1167 and the rules and regulations issued thereunder;
  - (k) Authorize, upon the recommendation of the Department of Trade, the exportation of construction materials and equipment, subject to existing rules on exportation;
  - (l) After due notice and hearing, cancel the registration of, or suspend or cancel, or cause the suspension or cancellation, wholly or partly, of the enjoyment of incentives, and other benefits by any Filipino contractor, including the imposition of penalties as provided for under PD 1167, for:
    - i) Failure by the contractor to maintain the qualifications required;
    - ii) Violation of any provision of this Decree and of other laws granting incentives and benefits to such contractors, or of the rules and regulations issues thereunder, or of any law or decree for the protection of labor; and
    - iii) Unjustified abandonment, incompetent management and administration of any overseas project awarded to such contractor
  - (m) Recommend or participate, subject to the approval of appropriate authorities, in the negotiation of bilateral or multi-lateral agreements that would facilitate the entry of



contractors in overseas markets and to protect the interest of Filipino contractors and their workers operating overseas;

- (n) Obtain, collate and evaluate information necessary for the effective discharge of its primary purpose and the proper exercise of its powers and functions; and
- (o) Generally exercise all the powers necessary or incidental to attain the purposes of PD No. 1167, including the promulgation of its internal rules and procedures governing meetings, organization and staffing.

### **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 projects, as well as on the performance and contracting capacity of contractors engaged in such projects;
- (c) Formulate and recommend approximate and standardized contract terms/conditions and guidelines for determining contract price adjustments in private construction; and
- (d) Formulate and recommend rules and procedures for the adjudication and settlement of claims and disputes in the implementation of contracts in private construction.

### **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; and
- (c) Supervise the arbitration program, and exercise such 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 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 and standards and establish skills testing and certification facilities in coordination with the National Manpower and Youth Council;
- (d) Recommend appropriate policies and measures to rationalize training and export of trained manpower in the construction industry in coordination with the Ministry of Labor





- and other pertinent government agencies;
- (e) Develop a funding mechanism in cooperation with the construction industry to enable it to carry out its functions by collecting fees and undertaking income generating activities;
  - (f) Borrow from financing institutions as may support its operations



## **II. VISION**

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**

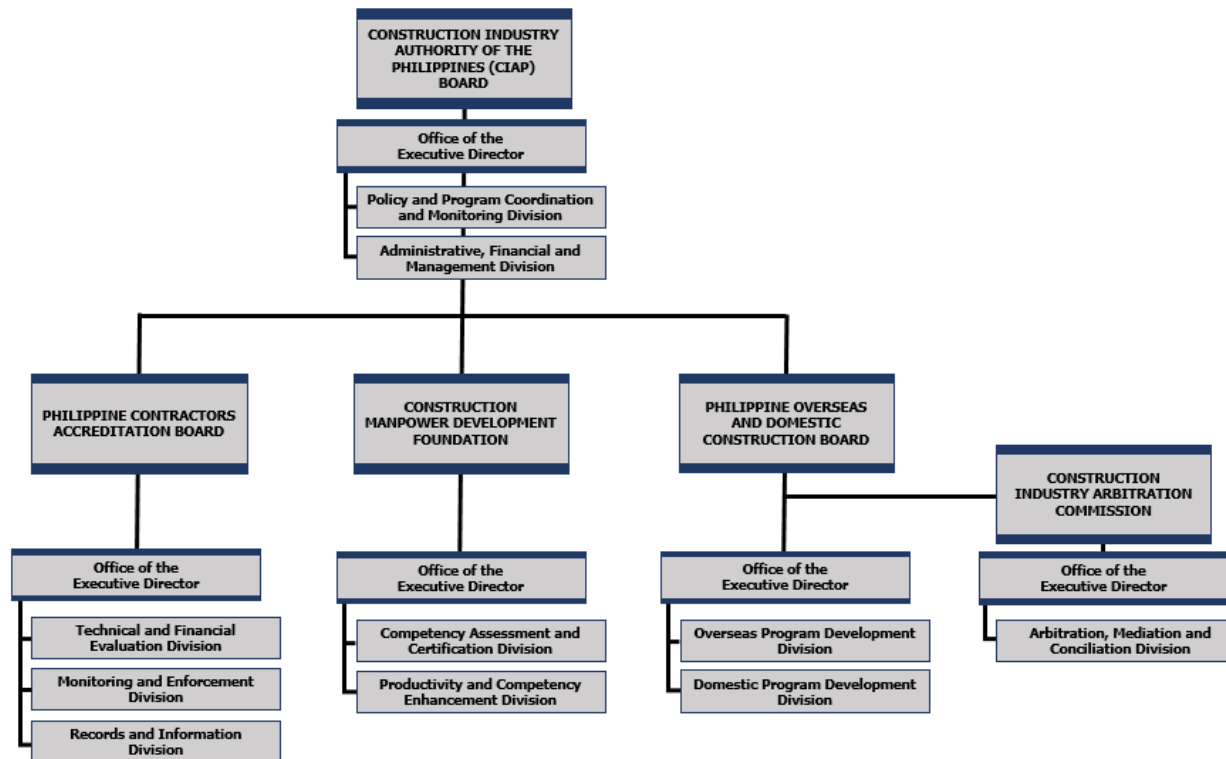
We, the Construction Industry Authority of the Philippines, commit to;

- (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.



## Figure 2. CIAP Organizational Structure

DBM letter dated 10 October 2013 approving the Rationalization Plan of the Construction Industry Authority of the Philippines and the Construction Manpower Development Foundation





## **CIAP SERVICES**



## **I. EXTERNAL SERVICES**



**Philippine Contractors Accreditation Board  
External Services**



## A. CONTRACTORS LICENSING AND REGISTRATION

### 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”.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	overnment to Business	
<b>Who may avail:</b>	PCAB Licensed Contractors with existing and valid Registration for Government Infrastructure Project or “ARCC”	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<ul style="list-style-type: none"> <li>• <b>Reference:</b> Categorization and Classification Table (PCAB-QMS-REF-001)</li> <li>• <b>Instructional Guide:</b> ARCC – Upgrading of ARCC-Additional Project Kind</li> </ul>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>
Signed-up account for PCAB Online Licensing Portal		PCAB Online Licensing Portal:
<b>Note:</b> Use ONE account only for all application types.		<ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>
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
<b>A. Legal</b>		
<b>A.1</b>	<b>Contractor’s General Information.</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>• Applicant has the option to simultaneously upgrade the size range/s and add project kind/s by selecting both “Upgrade” and “Additional Project Kind” under “Type of Application for</li> </ul>	PCAB Online Licensing Portal account <input type="checkbox"/> ARCC <input type="checkbox"/> Upgrade/Addl Project Kind <input type="checkbox"/> General Information

	<p>Registration and Classification of Contractor for Government Infrastructure Projects” option and indicating the new AND currently approved project kind/s and size range/s. <b>Additional fees will apply.</b></p> <ul style="list-style-type: none"> <li>• Always declare the <b>new</b> and <b>current</b> ARCC Project Kinds and Size Ranges in the application. Otherwise, these will not be included in the digital license.</li> <li>• 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.</li> <li>• Always refer to your previously approved contractor’s license certificate for reference.</li> </ul> <p><b>Instruction:</b> Accomplish digital form.</p>	
<p><b>A.1.1</b></p>	<p><b>For UPGRADING OF SIZE RANGE:</b> The following supporting documents should be signed by the AMO on each and every page:</p> <p><b>Government Project (Certified True Copy by the Project Owner):</b></p> <ol style="list-style-type: none"> <li>1. Copy of Contract Agreement;</li> <li>2. Authenticated copy of Contract Agreement;</li> <li>3. Certificate of Acceptance/Completion from Tendering Agency;</li> <li>4. Approved sub-contract agreement by the government implementing agency, if applicable</li> <li>5. Copy of Cost Breakdown/Bill of Quantities, if applicable;</li> </ol>	<p>Project Owner</p>



	<p><b>Private Project (Certified True Copy by the Project Owner):</b></p> <ol style="list-style-type: none"> <li>1. Copy of Contract Agreement</li> <li>2. Certificate of acceptance completion from Project Owner/Main Contractor</li> <li>3. Copy of Cost Breakdown/Bill of Quantities, if applicable</li> <li>4. Copy of Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307)</li> <li>5. Copy of the following BIR documents duly filed, stamped-received and certified by BIR             <ol style="list-style-type: none"> <li>a. Quarterly Value-Added Tax Return (BIR Form No. 2550-Q);</li> <li>b. Summary Alphabetical List/Alphalist of Withholding Taxes (SAWT);</li> </ol> </li> </ol> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	
<b>B. Payment</b>		
<p style="text-align: center;"><b>X</b></p>	<p><b>Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b><u>CIAP-PCAB</u></b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility,</li> </ul>	<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"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>



	payment will be reconciled automatically and uploading of proof of payment is NOT required. <b>Instruction:</b> Accomplish the digital form.	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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	10 minutes <b>(Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

<p>should not be uploaded at the Portal.</p> <ul style="list-style-type: none"> <li>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>		<p>declared other classifications, number of declared project kinds and size ranges.</p> <p><b>See License Fee Structure at the last page.</b></p>		
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	None	None	None	None
<b>STEP 4</b>				
<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, if applicable.</p>	<p>4.2. Inform client regarding the schedule of STE interview, if applicable.</p>	None		



<p>4.3. Receive application result.</p> <p><b>For disapproved application</b>, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p><b>For approved application</b>, 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 <b>disapprove</b> or <b>approve</b>.</p>	<p>None</p>		
<b>STEP 5</b>				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p><b>Note:</b> If the applicant receives a notice of deficiency/ies (<b>as mentioned in Step 4.1</b>), 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>
<b>STEP 6</b>				
<p>Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a></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><b>TOTAL PROCESSING DAYS: 20 Business Days</b> (From time of submission of application to recommendation of Board Members)</p>				

### 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: ₱ 100
- 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 (1<sup>st</sup> PK) + ₱ 1,200 for each succeeding project kinds
    - Large A/B: ₱ 4,800 (1<sup>st</sup> 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 (1<sup>st</sup> 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: ₱ 100
- 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



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



<b>B.1</b>	<p><b>Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> ARCC  <input type="checkbox"/> New Registration for Government Infrastructure Project <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload	None	None	None	None

supporting documents				
<p>3.2. Pay the application fees.</p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	<p>CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt (<b>Note:</b> 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><b>See License Fee Structure at the last page.</b></p>	<p>10 minutes (<b>Note:</b> for over-the-counter transactions only).</p>	<p>CIAP Cashier / CIAP Window Cashier (<b>Note:</b> for over-the-counter transactions only)</p>
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	None	None	None	None
<b>STEP 4</b>				
<p>4.1. Check the status of application via PCAB Online Licensing Portal account. System-generated</p>	<p>4.1. Evaluate Government</p>	None	20 business	Government Registration Evaluator



<p>notices (such as conditions / deficiencies) will be sent to applicant's registered email address.</p>	<p>Registration qualifications and indicate conditions / deficiencies, if any.</p>		<p>days</p>	<p>/ PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>
<p>4.2. Receive schedule of STE interview, if applicable.</p>	<p>4.2. Inform client regarding the schedule of STE interview, if applicable.</p>	<p>None</p>		
<p>4.3. Receive application result.</p> <p><b>For disapproved application</b>, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p><b>For approved application</b>, 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 <b>disapprove</b> or <b>approve</b>.</p>	<p>None</p>		
<p><b>STEP 5</b></p>				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p><b>Note:</b> If the applicant receives a notice of deficiency/ies (<b>as mentioned in Step 4.1</b>), 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><b>STEP 6</b></p>				
<p>Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a></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.			
<b>TOTAL PROCESSING DAYS: 20 Business Days</b> (From time of submission of application to recommendation of Board Members)				

### LICENSING FEE STRUCTURE

New Registration for Government Infrastructure Project / ARCC
a. Small A/B: ₱ 2,400 for 1 <sup>st</sup> project kind + ₱ 1,200 for each succeeding project kinds
b. Filing Fee: ₱ 1,200
c. License Fee: 100
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”.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Business	
<b>Who may avail:</b>	PCAB Licensed Contractors with Registration for Government Infrastructure Project or “ARCC”	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<ul style="list-style-type: none"> <li>• <b>Reference:</b> Categorization and Classification Table (PCAB-QMS-REF-001)</li> <li>• <b>Instructional Guide:</b> ARCC – Renewal of ARCC</li> </ul>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• pcab.construction.gov.ph</li> <li>• pcabgovph.com</li> <li>• bit.ly/PCABGuide</li> </ul>
Signed-up account for PCAB Online Licensing Portal		PCAB Online Licensing Portal:
<b>Note:</b> Use ONE account only for all application types.		<ul style="list-style-type: none"> <li>• pcab.construction.gov.ph</li> <li>• pcabgovph.com</li> </ul>
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		PCAB Online Licensing Portal

Infrastructure Project		account <input type="checkbox"/> ARCC <input type="checkbox"/> Renewal of Registration for Government Infrastructure Project
<b>A. Legal</b>		
<b>A.1</b>	<p><b>Contractor's General Information.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Select project kinds based on the approved primary classification and other classification/s.</li> <li>• Computation of application fees would depend on the number of declared size ranges and project kinds.</li> <li>• Always refer to your previously issued contractor's license certificate for reference.</li> </ul> <p><b>Instruction:</b> Accomplish digital form.</p>	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>B. Payment</b>		
<b>B.1</b>	<p><b>Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> ARCC <input type="checkbox"/> Renewal of Registration for Government Infrastructure Project <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>



	<b>Instruction:</b> Accomplish the digital form.	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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,	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)



uploading of proof of payment is NOT required.		number of declared project kinds and size ranges.  <b>See License Fee Structure at the last page.</b>		
3.3. Submit complete application.  <b>Important Note:</b> For this type of application, submission of application is automatic once the payment portion is accomplished.	None	None	None	None
<b>STEP 4</b>				
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 Government Registration qualifications and indicate conditions / deficiencies, if any.	None	20 business days	Government Registration Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive schedule of STE interview, if applicable.	4.2. Inform client regarding the schedule of STE interview, if applicable.	None		



4.3. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , 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 <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 20 Business Days</b> (From time of submission of application to recommendation of Board Members)				

### LICENSING FEE STRUCTURE

<b>Renewal of Registration for Government Infrastructure Project / ARCC</b>
a. For First Project Kind with Largest Size Range of:



- Small A/B: ₱ 2,400 + ₱ 1,200 for each succeeding project kinds
- Medium A/B: ₱ 4,800 + ₱ 1,200 for each succeeding project kinds
- Large A/B: ₱ 7,200 + ₱ 1,200 for each succeeding project kinds
- b. Filing Fee: ₱ 1,200
- c. License Fee: ₱ 100
- 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.

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

	<b>Instruction:</b> Accomplish digital form.	
<b>B. Technical</b>		
<b>B.1</b>	<b>Authorized Managing Officer (AMO)/Proprietor.</b>  <b>Note:</b> Authorized Managing Officer (AMO)/Proprietor should be at least 18 years old.  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw <input type="checkbox"/> General Information
<b>B.1.1</b>	<b>National Certification (NC) 2* issued by TESDA in a construction related skill.</b>  <b>*Note:</b> New applicants may skip this requirement/supporting document and will be required to be completed on the renewal of license.  <b>Instruction:</b> Upload as attachment (one PDF file only).	Technical Education And Skills Development Authority (TESDA) / <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
<b>B.1.2</b>	<b>Certificate of Completion of One-day Entrepreneurial Course / 2-day AMO Seminar</b>  <b>Instruction:</b> Upload as attachment (one PDF file only).	Construction Manpower Development Foundation (CMDF) <a href="https://facebook.com/dti.ciap.cmdf">facebook.com/dti.ciap.cmdf</a> -OR- PCAB Accredited Contractors Associations
<b>B.1.3</b>	<b>Certificate of Completion of One-day Safety Seminar / Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar</b>  <b>Instruction:</b> Upload as attachment (one PDF file only).	Construction Manpower Development Foundation (CMDF) <a href="https://facebook.com/dti.ciap.cmdf">facebook.com/dti.ciap.cmdf</a> -OR- PCAB Accredited Contractors Associations
<b>C. Financial</b>		
<b>C.1</b>	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.	PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw <input type="checkbox"/> General Information



	<b>Instruction:</b> Upload as attachment (one PDF file only).	
<b>C.1.1</b>	<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><b>Instruction:</b> Download the LATEST Authority to Verify Documents with the Depository Bank template, accomplish, notarize and upload as attachment (one PDF file only).</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw <input type="checkbox"/> General Information
<b>D. Payment</b>		
<b>D.1</b>	<p><b>Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager’s Cheque or Cashier’s Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
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
<b>STEP 2</b>				
2.1. Create a valid email address.	None	None	None	None
2.2. Sign-up an account at PCAB Online Licensing Portal: <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a> or <a href="http://pcabgovph.com">pcabgovph.com</a>  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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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 selected	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

<p>reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	<p>transactions only).</p>	<p>application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p><b>See License Fee Structure at the last page.</b></p>		
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> 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><b>STEP 4</b></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 and, Financial qualifications and indicate conditions / deficiencies, if any.</p>	<p>None</p>	<p>7 business days</p>	<p>PCAB Pakyaw License Evaluator / PCAB Technical and Financial Evaluation Division Chief</p>



4.2. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.2. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		/ PCAB Executive Director / PCAB Board Members
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 7 Business Days</b> (From time of submission of application to recommendation of Board Members)				

### LICENSING FEE STRUCTURE

New Pakyaw Contractors License Application
<ul style="list-style-type: none"> <li>• License Fee: ₱ 500</li> <li>• Documentary Stamp Tax: ₱ 30</li> </ul>



- 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.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Business	
<b>Who may avail:</b>	Pakyaw Contractor’s license holder	
<b>Checklist of Requirements</b>		
<b>Instructional Guide:</b> Pakyaw License - Renewal		<b>Where to Secure</b>
Signed-up account for PCAB Online Licensing Portal		PCAB Online Licensing Portal: • pcab.construction.gov.ph • pcabgovph.com • bit.ly/PCABGuide
<b>Note:</b> Use ONE account only for all application types.		PCAB Online Licensing Portal: • 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		PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw
<b>A. Legal</b>		
<b>A.1</b>	<b>Contractor’s General Information.</b> <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw <input type="checkbox"/> General Information
<b>B. Technical</b>		
<b>B.1</b>	<b>Authorized Managing Officer (AMO)/Proprietor.</b> <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw <input type="checkbox"/> General Information

	<p><b>B.1.1 National Certification (NC) 2 issued by TESDA in a construction related skill.</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Technical Education And Skills Development Authority (TESDA) / www.tesda.gov.ph</p>
<b>C. Financial</b>		
	<p><b>C.1 Income Tax Return (Year End)</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw <input type="checkbox"/> General Information</p>
<b>D. Payment</b>		
	<p><b>D.1 Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pakyaw <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

		ranges.  <b>See License Fee Structure at the last page.</b>		
3.3. Submit complete application.  <b>Important Note:</b> For this type of application, submission of application is automatic once the payment portion is accomplished.	None	None	None	None
<b>STEP 4</b>				
4.1. Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Technical and, Financial qualifications and indicate conditions / deficiencies, if any.	None	7 business days	PCAB Pakyaw License Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive application result.  <b>For disapproved application,</b> receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application,</b> receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.2. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
Download and print the digital license certificate from	Generate digital	None	1 minute	PCAB





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

### LICENSING FEE STRUCTURE

Renewal of Pakyaw Contractors License Application
<ul style="list-style-type: none"> <li>• License Fee: ₱ 500</li> <li>• Documentary Stamp Tax: ₱ 30</li> <li>• Legal Research Fund: ₱ 12</li> </ul>

#### 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.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business
<b>Who may avail:</b>	PCAB Licensed Contractors
<b>Checklist of Requirements</b>	
<b>Where to Secure</b>	



<ul style="list-style-type: none"> <li>• <b>Reference:</b> Categorization and Classification Table (PCAB-QMS-REF-001)</li> <li>• <b>Instructional Guide:</b> Regular License – Upgrading and Additional-Revision in Classification</li> </ul>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• pcab.construction.gov.ph</li> <li>• pcabgovph.com</li> <li>• bit.ly/PCABGuide</li> </ul>
Signed-up account for PCAB Online Licensing Portal  <b>Note:</b> Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• pcab.construction.gov.ph</li> <li>• pcabgovph.com</li> </ul>
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
<b>A. Legal</b>	
<b>A.1</b>	<b>Contractor’s General Information.</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>• 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. <b>Additional fees will apply.</b></li> <li>• Always refer to your previously issued contractor’s license certificate for reference.</li> </ul> <b>Instruction:</b> Accomplish digital form.
PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> General Information	

	<p><b>A.2 Contractor's Affidavit.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only the LATEST and NOTARIZED Contractor's Affidavit shall be uploaded.</li> <li>• For applications with STE, upload the duly accomplished Contractor's Affidavit which includes the signature of STE opposite its name (paragraph 5, item f)</li> <li>• INCOMPLETE and INCONSISTENT information in the Contractor's Affidavit shall result to DOWNGRADING of category and/or DISAPPROVAL of the application.</li> </ul> <p><b>Instruction:</b> 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>
<b>B. Experience of the Firm</b>		
	<p><b>B.1 Statement of Annual Value of Work Accomplished / On-going Projects, if applicable.</b></p> <p><b>Instruction:</b> 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>
<b>C. Technical</b>		
	<p><b>C.1 New Sustaining Technical Employees (STEs), if applicable.</b></p> <p><b>Note:</b> 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><b>Instruction:</b> Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Newly Nominated STEs</p>

C.1.1	<b>Clear copy of valid PRC ID Card (Front and Back)</b>  <b>Instruction:</b> Upload as attachment (one PDF file only).	Professional Regulation Commission / prc.gov.ph
C.1.2	<b>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar.</b>  <b>Instruction:</b> Upload as attachment (one PDF file only).	Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf
C.1.3	<b>STE Interview, if applicable.</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>• Applicant will be notified of the schedule through provided contact details and email address indicated in the application.</li> <li>• Interview is online.</li> </ul>	Philippine Contractors Accreditation Board (PCAB) STE Interview Staff
C.2	<b>Currently Nominated STEs, if applicable.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Currently Nominated STEs
<b>D. Payment</b>		
D.1	<b>Pay the application fees.</b>  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> </ul>	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"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>



	<ul style="list-style-type: none"> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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 selected	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

<p>payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	<p>transactions only).</p>	<p>application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p><b>See License Fee Structure at the last page.</b></p>		
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> For this type of application, a <b>Submit Application</b> 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><b>STEP 4</b></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 and Government Registration qualifications and indicate conditions / deficiencies, if any.</p>	<p>None</p>	<p>20 business days</p>	<p>PCAB Technical Evaluator and Government Registration Evaluator, if applicable / PCAB Technical and Financial Evaluation Division</p>

4.2. Receive schedule of STE interview, if applicable.	4.2. Inform client regarding the schedule of STE interview, if applicable.	None		Chief / PCAB Executive Director / PCAB Board Members
<p>4.3. Receive application result.</p> <p><b>For disapproved application</b>, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p><b>For approved application</b>, 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 <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p><b>Note:</b> If the applicant receives a notice of deficiency/ies (<b>as mentioned in Step 4.1</b>), 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
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification	None	None	None



	website.			
<b>TOTAL PROCESSING DAYS: 20 Business Days</b> (From time of submission of application to recommendation of Board Members which shall not include the number of days for STEs interview)				

### LICENSING FEE STRUCTURE

Additional / Revision of Classification								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Additional Classification Fee	2,400	2,400	1,200	240	120	72	24	12
Revision/Reissue	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
<b>Grand Total (₱)</b>	<b>3,742</b>	<b>3,742</b>	<b>2,542</b>	<b>1,582</b>	<b>1,462</b>	<b>1,414</b>	<b>1,366</b>	<b>1,354</b>

Renewal of Registration for Government Infrastructure Project / ARCC
a. For First Project Kind with Largest Size Range of: <ul style="list-style-type: none"> <li>• Small A/B: ₱ 2,400 + ₱ 1,200 for each succeeding project kinds</li> <li>• Medium A/B: ₱ 4,800 + ₱ 1,200 for each succeeding project kinds</li> <li>• Large A/B: ₱ 7,200 + ₱ 1,200 for each succeeding project kinds</li> </ul> b. Filing Fee: ₱ 1,200 c. Legal Research Fund: ₱ 12





## 7. Online Filing of Change of Authorized Managing Officer Application

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

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Business	
<b>Who may avail:</b>	PCAB Licensed Contractors	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<b>Instructional Guide:</b> Regular License – Change of AMO		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>
Signed-up account for PCAB Online Licensing Portal  <b>Note:</b> Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>
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
<b>A. Technical</b>		
<b>A.1</b>	<b>Authorized Managing Officer (AMO).</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>• <b>Applicants for category “E” to “AAA”:</b> AMO should be at least 25 years old;</li> <li>• <b>Applicants for category “AAAA”:</b> AMO should be at least 35 years old.</li> </ul> <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Change of AMO <input type="checkbox"/> AMO
<b>A.1.1</b>	<b>Completion of 2-day AMO Seminar and passed the AMO Examination.</b>	Construction Manpower Development Foundation

	<p><b>Note:</b> Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF</p>	<p>(CMDF) facebook.com/dti.ciap.cmdf -OR- PCAB Accredited Contractors Associations</p>
A.1.2	<p><b>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar / 16-hour Safety Management Seminar for AMOs.</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf</p>
A.1.3	<p><b>For SOLE PROPRIETORSHIP</b> - Change of AMO between Spouses:</p> <ol style="list-style-type: none"> <li>1. Letter nominating his/her spouse as AMO in his/her stead and</li> <li>2. Joint Affidavit that the property relations existing in the marriage is either Absolute Community of Property or Conjugal Partnership of Gains;</li> </ol>	<p>Authorized Managing Officer and his/her Spouse</p>
A.1.4	<p><b>For CORPORATION:</b> If AMO is NOT the President, copy of Board Resolution on AMO's duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. Authority to sign checks and other financial documents,</li> <li>2. Authority to hire and fire employees</li> <li>3. Authority to approve, negotiate and sign contracts,</li> <li>4. Authority and capability to commit and answer</li> </ol>	<p>Issued by the Corporate Board of the Firm</p>

	<p>for the corporation; and</p> <p>5. Oversee all contracts of the company;</p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	
<b>A.1.5</b>	<p><b>For CORPORATION or PARTNERSHIP:</b> If AMO is NOT a Filipino, copies of Working Visa/Alien Employment Permit and Alien Certificate of Registration.</p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<ul style="list-style-type: none"> <li>• Embassy</li> <li>• Bureau of Immigration (BI) / immigration.gov.ph</li> <li>• Department of Labor and Employment (DOLE) / dole.gov.ph</li> </ul>
<b>A.1.6</b>	<p><b>For CORPORATION or PARTNERSHIP:</b> Certified copy of the firm's latest SEC General Information Sheet (GIS).</p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Securities and Exchange Commission (SEC) / www.sec.gov.ph</p>
<b>A.1.7</b>	<p><b>AMO Interview by the Board, if applicable.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Applicants for category "E" to "AAAA" (AMO is non-technical graduate) and category "B" to "AAAA" (AMO is technical graduate) are required to be interviewed.</li> <li>• Foreign AMO is required to be interviewed.</li> <li>• AMO will be interviewed <b>upon submission of the complete application</b>. Applicant will be notified of the interview schedule through provided contact details and email address.</li> <li>• Interview may be online or face to face depending on the schedule of the Board Member/s.</li> </ul>	<p>Philippine Contractors Accreditation Board (PCAB) Board Member/s</p>
<b>B. Payment</b>		



	<p><b>B.1 Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</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"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
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

<b>STEP 2</b>				
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.				
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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.  <b>See License Fee Structure at the last</b>	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)
<p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>				



		page.		
3.3. Submit complete application.  <b>Important Note:</b> For this type of application, submission of application is automatic once the payment portion is accomplished.	None	None	None	None
<b>STEP 4</b>				
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, if applicable.	4.2. Inform client regarding the schedule of AMO interview, if applicable.	None		
4.3. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , 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 <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies ( <b>as</b>	Generate digital license certificate.	None	1 minute	PCAB License Creation Team



mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.				
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 20 Business Days</b> (From time of submission of application to recommendation of Board Members which shall not include the number of days for AMO interview. Moreover, it should be understood that the AMO interview is scheduled upon the availability of the Board Members)				

### LICENSING FEE STRUCTURE

Change of Authorized Managing Officer								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
<b>Grand Total (P)</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>

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

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

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)
<b>Classification:</b>	Complex

<b>Type of Transaction:</b>		Government to Business
<b>Who may avail:</b>		PCAB Licensed Contractors
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<ul style="list-style-type: none"> <li>• <b>Reference:</b> Categorization and Classification Table (PCAB-QMS-REF-001)</li> <li>• <b>Instructional Guide:</b> Regular License - New Regular License plus New ARCC.pdf</li> </ul>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• pcab.construction.gov.ph</li> <li>• pcabgovph.com</li> <li>• bit.ly/PCABGuide</li> </ul>
Signed-up account for PCAB Online Licensing Portal		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• pcab.construction.gov.ph</li> <li>• pcabgovph.com</li> </ul>
<b>Note:</b> 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 Business Name/Status		PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Change of Business Name/Status
<b>A. Legal</b>		
<b>A.1</b>	<b>Contractor's General Information.</b>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Change of Business Name/Status <input type="checkbox"/> General Information
	<b>Instruction:</b> Accomplish digital form.	
<b>A.1.1</b>	<ul style="list-style-type: none"> <li>• <b>For SOLE PROPRIETORSHIP:</b> Certified true copy of Business Name Registration Certificate (Scope of Business in NATIONAL and the Nature of Business is CONSTRUCTION).</li> <li>• <b>For CORPORATION/PARTNERSHIP:</b> 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;</li> </ul> <b>Instruction:</b> Upload as attachment (one PDF file only).	<ul style="list-style-type: none"> <li>• <b>For Business Name Registration Certificate:</b> Department of Trade &amp; Industry (DTI) / www.dti.gov.ph</li> <li>• <b>For SEC Certificate of Registration and Articles of Partnership / Incorporation and By-Laws:</b> Securities and Exchange Commission (SEC) / www.sec.gov.ph</li> </ul>



<p><b>A.1.2</b></p>	<p><b>Affidavit from the Proprietor/Authorized Managing Officer (AMO)</b> containing the reason for the change of business name and that the construction firm has no pending case.</p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Proprietor/Authorized Managing Officer</p>
<p><b>A.1.3</b></p>	<p><b>Original copy (news clipping) of announcement / publication</b> in a newspaper of general circulation (<b>BROADSHEET ONLY</b>).</p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Publication in a Broadsheet</p>
<p><b>B. Payment</b></p>		
<p><b>B.1</b></p>	<p><b>Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	<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"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>

	<b>Instruction:</b> Accomplish the digital form.	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility,</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)



<p>payment will be reconciled automatically and uploading of proof of payment is NOT required.</p>		<p>classifications, number of declared project kinds and size ranges.</p> <p><b>See License Fee Structure at the last page.</b></p>		
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	None	None	None	None
<p><b>STEP 4</b></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>	None	7 business days	<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><b>For disapproved application,</b> receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p><b>For approved application,</b> receive system-generated notice of approval and its details through PCAB Online</p>	<p>4.3. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b>.</p>	None		



Licensing Portal account and registered e-mail address.				
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies ( <b>as mentioned in Step 4.1</b> ), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 7 Business Days</b> (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
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200



License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
<b>Grand Total (₱)</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>	<b>1,342</b>

## 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

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Business	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• New applicants</li> <li>• Returning delisted contractors</li> <li>• Filipino Individuals / Sole Proprietors applying for category “E”, “D”, “C”, “B”, “A”, “AA” and “AAA”</li> <li>• Corporation or Partnership with at least 60% Filipino equity applying for category “E”, “D”, “C”, “B”, “A”, “AA”, “AAA” and “AAAA”</li> <li>• Newly organized domestic corporation (up to 100% foreign-owned) applying for category “AAAA”</li> </ul>	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<ul style="list-style-type: none"> <li>• <b>Reference:</b> Categorization and Classification Table (PCAB-QMS-REF-001)</li> <li>• <b>Instructional Guide:</b> Regular License - New</li> </ul>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>	
Signed-up account for PCAB Online Licensing Portal  <b>Note:</b> Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>	
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	
<b>A. Legal</b>		

<p><b>A.1</b></p>	<p><b>Contractor's General Information.</b></p> <p><b>Note:</b> 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 and indicating the appropriate project kind/s and size range/s. <b>Additional fees will apply.</b></p> <p><b>Instruction:</b> Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> General Information</p>
<p><b>A.1.1</b></p>	<ul style="list-style-type: none"> <li>• <b>For SOLE PROPRIETORSHIP:</b> Certified true copy of Business Name Registration Certificate (Scope of Business in NATIONAL and the Nature of Business is CONSTRUCTION).</li> <li>• <b>For CORPORATION or PARTNERSHIP:</b> 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"> <li>1. <b>For CORPORATION with FOREIGN Shareholders:</b> 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;</li> <li>2. <b>For CORPORATION with FOREIGN shareholders:</b> Copy of the latest General Information Sheet duly filed with SEC showing the names of stockholders and</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>For Business Name Registration Certificate:</b> Department of Trade &amp; Industry (DTI) / <a href="http://www.dti.gov.ph">www.dti.gov.ph</a></li> <li>• <b>For SEC Certificate of Registration and Articles of Partnership / Incorporation and By-Laws:</b> Securities and Exchange Commission (SEC) / <a href="http://www.sec.gov.ph">www.sec.gov.ph</a></li> </ul>

	<p>directors, nationality and shareholdings. The percentage control of the number of seats occupied by foreigners in the Board of Directors shall not exceed 40%;</p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	
<p><b>A.2</b></p>	<p><b>Contractor's Affidavit.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only the LATEST and NOTARIZED Contractor's Affidavit shall be uploaded.</li> <li>• For applications with STE, upload the duly accomplished Contractor's Affidavit which includes the signature of STE opposite its name (paragraph 5, item f)</li> <li>• INCOMPLETE and INCONSISTENT information in the Contractor's Affidavit shall result to DOWNGRADING of category and/or DISAPPROVAL of the application.</li> </ul> <p><b>Instruction:</b> 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>
<p><b>B. Technical</b></p>		
<p><b>B.1</b></p>	<p><b>Authorized Managing Officer (AMO).</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Applicants for category "E" to "AAA":</b> AMO should be at least 25 years old;</li> <li>• <b>Applicants for category "AAAA":</b> AMO should be at least 35 years old.</li> </ul> <p><b>Instruction:</b> 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>

<p><b>B.1.1</b></p>	<p><b>Completion of 2-day AMO Seminar and passed the AMO Examination.</b></p> <p><b>Note:</b> 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>B.1.2</b></p>	<p><b>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar / 16-hour Safety Management Seminar for AMOs.</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf</p>
<p><b>B.1.3</b></p>	<p><b>For CORPORATION:</b> If AMO is NOT the President, copy of Board Resolution on AMO's duties and responsibilities:</p> <ol style="list-style-type: none"> <li>6. Authority to sign checks and other financial documents,</li> <li>7. Authority to hire and fire employees</li> <li>8. Authority to approve, negotiate and sign contracts,</li> <li>9. Authority and capability to commit and answer for the corporation; and</li> <li>10. Oversee all contracts of the company;</li> </ol> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Issued by the Corporate Board of the Firm</p>
<p><b>B.1.4</b></p>	<p><b>For CORPORATION or PARTNERSHIP:</b> If AMO is NOT a Filipino, copies of Working Visa/Alien Employment Permit and Alien Certificate of Registration.</p> <p><b>Instruction:</b> Upload as attachment (one PDF file</p>	<ul style="list-style-type: none"> <li>• Embassy</li> <li>• Bureau of Immigration (BI) / immigration.gov.ph</li> <li>• Department of Labor and Employment (DOLE) / dole.gov.ph</li> </ul>



	only).	
<b>B.1.5</b>	<p><b>AMO Interview by the Board, if applicable.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Applicants for category “E” to “AAAA” (AMO is non-technical graduate) and category “B” to “AAAA” (AMO is technical graduate) are required to be interviewed.</li> <li>• Foreign AMO is required to be interviewed.</li> <li>• AMO will be interviewed <b>upon submission of the complete application</b>. Applicant will be notified of the interview schedule through provided contact details and email address.</li> <li>• Interview may be online or face to face depending on the schedule of the Board Member/s.</li> </ul>	Philippine Contractors Accreditation Board (PCAB) Board Member/s
<b>B.2</b>	<p><b>Sustaining Technical Employees (STEs), if applicable.</b></p> <p><b>Note:</b> Applicants for category “E”, principal classification “Specialty-Trade” or “Specialty-Waterproofing Work” or “Specialty-Painting Work”, may skip the STE requirements.</p> <p><b>Instruction:</b> Accomplish digital form.</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> STE
<b>B.2.1</b>	<p><b>Clear copy of valid PRC ID Card (Front and Back).</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	Professional Regulation Commission / prc.gov.ph

B.2.2	<b>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar.</b>  <b>Instruction:</b> Upload as attachment (one PDF file only).	Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf
B.2.3	<b>STE Interview, if applicable.</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>• Applicant will be notified of the schedule through provided contact details and email address indicated in the application.</li> <li>• Interview is online.</li> </ul>	Philippine Contractors Accreditation Board (PCAB) STE Interview Staff
<b>C. Financial</b>		
C.1	<b>Financial Information.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> Financial Information
C.1.1	<b>Schedule of Accounts Receivables, if applicable.</b>  <b>Note:</b> Applicants are required to submit accomplished Accounts Receivables template <b>if the receivable accounts (accounts / contracts and other receivable) exceed 50% of the total Net Worth / Equity</b> as of the latest audited balance sheet submitted in support of its application.  <b>Instruction:</b> Download the LATEST Schedule of Accounts Receivables template, accomplish and upload as attachment (one PDF file only).	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> New License <input type="checkbox"/> Financial Information

<p><b>C.1.2</b></p>	<p><b>For NEWLY established firms:</b></p> <ol style="list-style-type: none"> <li>1. All pertinent pages of the Audited Financial Statement <b>(Interim)**</b> 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.</li> <li>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"> <li>• Audited Financial Statement <b>(Interim)**</b> dated within the last six (6) months immediately preceding the filing of application.</li> </ul> </li> </ol> <p><b>For OLD firms:</b></p> <ol style="list-style-type: none"> <li>1. All pertinent pages of the <b>Audited Financial Statement (Year End)**</b> 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.</li> <li>2. If the Equity or Net Worth based on the <b>Audited Financial Statement (Year End)**</b> of the preceding year fails to meet the capital requirement for category applying for, an <b>Audited Financial Statement (Interim)**</b> to reflect the current financial position may be submitted.</li> <li>3. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO:</li> </ol>	<ul style="list-style-type: none"> <li>• Certified Public Accountant with valid PRC-BOA accreditation</li> <li>• Remitting Bank</li> <li>• Bureau of Internal Revenue (BIR) / bir.gov.ph</li> </ul>
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	<ul style="list-style-type: none"> <li>• Income Tax Return (Year End)</li> <li>• Receipt of Income Tax Return and</li> <li>• <b>Audited Financial Statement (Year End)**</b> for the preceding taxable year.</li> </ul> <p><b>** Audited Financial Statement (Interim or Year End) pertinent pages:</b></p> <ol style="list-style-type: none"> <li>a. Independent Auditor's Opinion Report</li> <li>b. Balance Sheet or Statement of Financial Position</li> <li>c. Income Statement/Statement of Comprehensive Income</li> <li>d. Statement of Changes in Owner's/Stockholders' Equity, if applicable</li> <li>e. Notes to Financial Statement</li> <li>f. Bank Certification - dated as of the Balance Sheet date.</li> <li>g. Statement of Management Responsibility For Financial Statements</li> <li>h. Statement of Cash Flows</li> <li>i. Quarterly Tax Return and Receipt of Income Tax Return, if applicable.</li> </ol> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	
<b>D. Payment</b>		
<p style="text-align: right;"><b>D.1</b></p>	<p><b>Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></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"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati</li> </ul>



	<ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	Cashier or CIAP Windows Cashier (Legazpi and Tacloban)
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
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
<b>STEP 2</b>				
2.1. Create a valid email address.	None	None	None	None
2.2. Sign-up an account at PCAB Online Licensing Portal: <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a> or <a href="http://pcabgovph.com">pcabgovph.com</a>	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><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager’s Cheque or Cashier’s Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	<p>CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt (<b>Note:</b> 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><b>See License Fee Structure at the last page.</b></p>	<p>10 minutes (<b>Note:</b> for over-the-counter transactions only).</p>	<p>CIAP Cashier / CIAP Window Cashier (<b>Note:</b> for over-the-counter transactions only)</p>



3.3. Submit complete application.  <b>Important Note:</b> For this type of application, a <b>Submit Application</b> button will appear if the progress indicator is one hundred (100) percent.	None	None	None	None
<b>STEP 4</b>				
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, if applicable / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive schedule of STE interview, if applicable.	4.2. Inform client regarding the schedule of STE interview, if applicable.	None		
4.3. Receive schedule of AMO interview, if applicable.	4.3. Inform client regarding the schedule of AMO interview, if applicable.	None		
4.4. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , receive system-generated notice of approval and its details through	4.4. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		



PCAB Online Licensing Portal account and registered e-mail address.				
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies <b>(as mentioned in Step 4.1)</b> , the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 20 Business Days</b> (From time of submission of application to recommendation of Board Members which shall not include the number of days for STEs interview and AMO interview. Moreover, it should be understood that the AMO interview is scheduled upon the availability of the Board Members)				

### LICENSING FEE STRUCTURE

New Regular License								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
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	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
<b>Grand Total (₱)</b>	<b>158,542</b>	<b>51,742</b>	<b>26,542</b>	<b>9,262</b>	<b>6,502</b>	<b>3,958</b>	<b>2,614</b>	<b>1,342</b>

<b>New Registration for Government Infrastructure Project / ARCC</b>
a. Small A/B: ₱ 2,400 for 1 <sup>st</sup> project kind + ₱ 1,200 for each succeeding project kinds
b. Filing Fee: ₱ 1,200
c. Legal Research Fund: ₱ 12

<b>Penalties</b>
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.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business
<b>Who may avail:</b>	PCAB Licensed Contractors
Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> <li>• <b>Reference:</b> Categorization and Classification Table (PCAB-QMS-REF-001)</li> <li>• <b>Instructional Guide:</b> Regular License – Renewal of Regular License</li> </ul>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>
<ul style="list-style-type: none"> <li>• Signed-up account for PCAB Online Licensing Portal (<b>Note:</b> Use ONE account only for all application types.)</li> <li>• Valid Regular Contractors License reflected on the PCAB Online Licensing Portal account of the applicant</li> </ul>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>
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	<p><b>Contractor's General Information.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• 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. <b>Additional fees will apply.</b></li> <li>• Always refer to your previously issued contractor's license certificate for reference.</li> </ul> <p><b>Instruction:</b> Accomplish digital form.</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> General Information
A.1.1	<p><b>For CORPORATION or PARTNERSHIP:</b> Certified copy of the firm's latest SEC General Information Sheet (GIS) showing the updated list of directors, officers, stockholders and their shareholdings &amp; nationalities.</p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	Securities and Exchange Commission (SEC) / <a href="http://www.sec.gov.ph">www.sec.gov.ph</a>
A.2	<p><b>Contractor's Affidavit.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only the LATEST and NOTARIZED Contractor's Affidavit shall be uploaded.</li> <li>• For applications with STE, upload the duly accomplished Contractor's Affidavit which includes the signature of STE opposite its name (paragraph 5, item f)</li> <li>• INCOMPLETE and INCONSISTENT information in the Contractor's Affidavit shall result to</li> </ul>	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Affidavit

	<p>DOWNGRADING of category and/or DISAPPROVAL of the application.</p> <p><b>Instruction:</b> 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>	
<b>B. Experience of the Firm</b>		
<b>B.1</b>	<p><b>Statement of Annual Value of Work Accomplished / On-going Projects, if applicable.</b></p> <p><b>Instruction:</b> 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>
<b>C. Technical</b>		
<b>C.1</b>	<p><b>Authorized Managing Officer (AMO).</b></p> <p><b>Instruction:</b> Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> AMO</p>
<b>C.2</b>	<p><b>New Sustaining Technical Employees (STEs), if applicable.</b></p> <p><b>Note:</b> Category "E" license holders with principal classification "Specialty-Trade" or "Specialty-Waterproofing Work" or "Specialty-Painting Work", may skip the New STE requirements.</p> <p><b>Instruction:</b> Accomplish digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Newly Nominated STEs</p>
<b>C.2.1</b>	<p><b>Clear copy of valid PRC ID Card (Front and Back)</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Professional Regulation Commission / prc.gov.ph</p>
<b>C.2.2</b>	<p><b>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar.</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file</p>	<p>Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf</p>

	only).	
<b>C.2.3</b>	<b>STE Interview, if applicable.</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>• Applicant will be notified of the schedule through provided contact details and email address indicated in the application.</li> <li>• Interview is online.</li> </ul>	Philippine Contractors Accreditation Board (PCAB) STE Interview Staff
<b>C.3</b>	<b>Currently Nominated STEs, if applicable.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Currently Nominated STEs
<b>D. Financial</b>		
<b>D.1</b>	<b>Financial Information.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Financial Information
<b>D.1.1</b>	<b>Schedule of Accounts Receivables, if applicable.</b>  <b>Note:</b> Applicants are required to submit accomplished Accounts Receivables template <b>if the receivable accounts (accounts / contracts and other receivable) exceed 50% of the total Net Worth / Equity</b> as of the latest audited balance sheet submitted in support of its application.  <b>Instruction:</b> Download the LATEST Schedule of Accounts Receivables template, accomplish and upload as attachment (one PDF file only).	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Financial Information

<p><b>D.1.2</b></p>	<p><b>For NEWLY established firms:</b></p> <ol style="list-style-type: none"> <li>3. All pertinent pages of the Audited Financial Statement <b>(Interim)**</b> 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.</li> <li>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) <ul style="list-style-type: none"> <li>• Audited Financial Statement <b>(Interim)**</b> dated within the last six (6) months immediately preceding the filing of application.</li> </ul> </li> </ol> <p><b>For OLD firms:</b></p> <ol style="list-style-type: none"> <li>4. All pertinent pages of the <b>Audited Financial Statement (Year End)**</b> 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.</li> <li>5. If the Equity or Net Worth based on the <b>Audited Financial Statement (Year End)**</b> of the preceding year fails to meet the capital requirement for category applying for, an <b>Audited Financial Statement (Interim)**</b> to reflect the current financial position may be submitted.</li> <li>6. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO: <ul style="list-style-type: none"> <li>• Income Tax Return (Year End)</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Certified Public Accountant with valid PRC-BOA accreditation</li> <li>• Remitting Bank</li> <li>• Bureau of Internal Revenue (BIR) / bir.gov.ph</li> </ul>
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	<ul style="list-style-type: none"> <li>• Receipt of Income Tax Return and</li> <li>• <b>Audited Financial Statement (Year End)**</b> for the preceding taxable year.</li> </ul> <p><b>**Audited Financial Statement (Interim or Year End) pertinent pages:</b></p> <ul style="list-style-type: none"> <li>j. Independent Auditor's Opinion Report</li> <li>k. Balance Sheet or Statement of Financial Position</li> <li>l. Income Statement/Statement of Comprehensive Income</li> <li>m. Statement of Changes in Owner's/Stockholders' Equity, if applicable</li> <li>n. Notes to Financial Statement</li> <li>o. Bank Certification - dated as of the Balance Sheet date.</li> <li>p. Statement of Management Responsibility For Financial Statements</li> <li>q. Statement of Cash Flows</li> <li>r. Quarterly Tax Return and Receipt of Income Tax Return, if applicable.</li> </ul> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	
<b>E. Payment</b>		
	<p><b>E.1 Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *Scanned copy of proof of payment (e.g. official</li> </ul>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Renewal <input type="checkbox"/> Payment</p> <ul style="list-style-type: none"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP</li> </ul>



	<p>receipt, 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"> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	Windows Cashier (Legazpi and Tacloban)
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b>	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

<ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	<p>for over-the-counter transactions only).</p>	<p>based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p><b>See License Fee Structure at the last page.</b></p>		
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> For this type of application, a <b>Submit Application</b> 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><b>STEP 4</b></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</p>	<p>None</p>	<p>20 business days</p>	<p>PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, if applicable / PCAB Technical and Financial Evaluation</p>



	conditions / deficiencies, if any.			Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive schedule of STE interview, if applicable.	4.2. Inform client regarding the schedule of STE interview, if applicable.	None		
4.3. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , 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 <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies ( <b>as mentioned in Step 4.1</b> ), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the	None	None	None

	verification website.			
<b>TOTAL PROCESSING DAYS: 20 Business Days</b> (From time of submission of application to recommendation of Board Members which shall not include the number of days for STEs interview.)				

### LICENSING FEE STRUCTURE

Renewal of Regular License Application								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Category Review	150,000	28,800	14,400	4,800	3,600	1,920	960	nil
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
<b>Grand Total (₱)</b>	<b>151,342</b>	<b>30,142</b>	<b>15,742</b>	<b>6,142</b>	<b>4,942</b>	<b>3,262</b>	<b>2,302</b>	<b>1,342</b>
<b>Note:</b>								
<ul style="list-style-type: none"> <li>• An Additional Processing Fee (APF) of ₱ 5,000 shall be imposed on top of application fees if the renewal application is submitted after respective renewal schedule (as indicated on the footer of Regular Contractor's License certificate).</li> <li>• 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 the end of validity of the license.</li> </ul>								

Renewal of Registration for Government Infrastructure Project / ARCC
f. For First Project Kind with Largest Size Range of: <ul style="list-style-type: none"> <li>• Small A/B: ₱ 2,400 + ₱ 1,200 for each succeeding project kinds</li> <li>• Medium A/B: ₱ 4,800 + ₱ 1,200 for each succeeding project kinds</li> <li>• Large A/B: ₱ 7,200 + ₱ 1,200 for each succeeding project kinds</li> </ul> g. Filing Fee: ₱ 1,200



h. 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).

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

Processing of applications for upgrading of category of regular license.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Business	
<b>Who may avail:</b>	PCAB Licensed Contractors	
	<b>Checklist of Requirements</b>	<b>Where to Secure</b>
	<ul style="list-style-type: none"> <li>• <b>Reference:</b> Categorization and Classification Table (PCAB-QMS-REF-001)</li> <li>• <b>Instructional Guide:</b> Regular License – Upgrading and Additional-Revision in Classification</li> </ul>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>
	Signed-up account for PCAB Online Licensing Portal <b>Note:</b> Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>
	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
	<b>A. Legal</b>	

<p><b>A.1</b></p>	<p><b>Contractor's General Information.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• 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. <b>Additional fees will apply.</b></li> <li>• Always refer to your previously issued contractor's license certificate for reference.</li> </ul> <p><b>Instruction:</b> 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><b>A.1.1</b></p>	<p><b>Latest SEC General Information Sheet</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Securities and Exchange Commission (SEC) / <a href="http://www.sec.gov.ph">www.sec.gov.ph</a></p>
<p><b>A.2</b></p>	<p><b>Contractor's Affidavit.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only the LATEST and NOTARIZED Contractor's Affidavit shall be uploaded.</li> <li>• For applications with STE, upload the duly accomplished Contractor's Affidavit which includes the signature of STE opposite its name (paragraph 5, item f)</li> <li>• INCOMPLETE and INCONSISTENT information in the Contractor's Affidavit shall result to DOWNGRADING of category and/or DISAPPROVAL of the application.</li> </ul> <p><b>Instruction:</b> Download the LATEST Contractor's Affidavit template (PCAB-QMS-CLR-AFF-F16 Revision No. 00, 01AUG2022), accomplish, notarize and upload</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Affidavit</p>



	as attachment (one PDF file only).	
<b>B. Experience of the Firm</b>		
<b>B.1</b>	<b>Statement of Annual Value of Work Accomplished / On-going Projects, if applicable.</b>  <b>Instruction:</b> 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
<b>C. Technical</b>		
<b>C.1</b>	<b>AMO Interview by the Board, if applicable.</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>• Applicants for category “B” to “AAAA” are required to be interviewed.</li> <li>• AMO will be interviewed <b>upon submission of the complete application</b>. Applicant will be notified of the interview schedule through provided contact details and email address.</li> <li>• Interview may be online or face to face depending on the schedule of the Board Member/s.</li> </ul>	Philippine Contractors Accreditation Board (PCAB) Board Member/s
<b>C.2</b>	<b>New Sustaining Technical Employees (STEs), if applicable.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Newly Nominated STEs
<b>C.2.1</b>	<b>Clear copy of valid PRC ID Card (Front and Back)</b>	Professional Regulation Commission / prc.gov.ph

	<b>Instruction:</b> Upload as attachment (one PDF file only).	
<b>C.2.2</b>	<b>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar.</b>  <b>Instruction:</b> Upload as attachment (one PDF file only).	Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf
<b>C.2.3</b>	<b>STE Interview, if applicable.</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>• Applicant will be notified of the schedule through provided contact details and email address indicated in the application.</li> <li>• Interview is online.</li> </ul>	Philippine Contractors Accreditation Board (PCAB) STE Interview Staff
<b>C.3</b>	<b>Currently Nominated STEs, if applicable.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Currently Nominated STEs
<b>D. Financial</b>		
<b>D.1</b>	<b>Financial Information.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Financial Information
<b>D.1.1</b>	<b>Schedule of Accounts Receivables, if applicable.</b>  <b>Note:</b> Applicants are required to submit accomplished Accounts Receivables template if <b>the receivable accounts (accounts / contracts and other receivable) exceed 50% of the total Net Worth / Equity</b> as of the latest audited balance sheet submitted in support of its application.  <b>Instruction:</b> Download the LATEST Schedule of	PCAB Online Licensing Portal account <input type="checkbox"/> Regular License <input type="checkbox"/> Upgrade/Addl Class <input type="checkbox"/> Financial Information

	<p>Accounts Receivables template, accomplish and upload as attachment (one PDF file only).</p>	
<p><b>D.1.2</b></p>	<p><b>For NEWLY established firms:</b></p> <p>5. All pertinent pages of the Audited Financial Statement <b>(Interim)**</b> 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"> <li>• Audited Financial Statement <b>(Interim)**</b> dated within the last six (6) months immediately preceding the filing of application.</li> </ul> <p><b>For OLD firms:</b></p> <p>7. All pertinent pages of the <b>Audited Financial Statement (Year End)**</b> 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>8. If the Equity or Net Worth based on the <b>Audited Financial Statement (Year End)**</b> of</p>	<ul style="list-style-type: none"> <li>• Certified Public Accountant with valid PRC-BOA accreditation</li> <li>• Remitting Bank</li> <li>• Bureau of Internal Revenue (BIR) / bir.gov.ph</li> </ul>

	<p>the preceding year fails to meet the capital requirement for category applying for, an <b>Audited Financial Statement (Interim)**</b> 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"> <li>• Income Tax Return (Year End)</li> <li>• Receipt of Income Tax Return and</li> <li>• <b>Audited Financial Statement (Year End)**</b> for the preceding taxable year.</li> </ul> <p><b>**Audited Financial Statement (Interim or Year End) pertinent pages:</b></p> <p>s. Independent Auditor's Opinion Report</p> <p>t. Balance Sheet or Statement of Financial Position</p> <p>u. Income Statement/Statement of Comprehensive Income</p> <p>v. Statement of Changes in Owner's/Stockholders' Equity, if applicable</p> <p>w. Notes to Financial Statement</p> <p>x. Bank Certification - dated as of the Balance Sheet date.</p> <p>y. Statement of Management Responsibility For Financial Statements</p> <p>z. Statement of Cash Flows</p> <p>aa. Quarterly Tax Return and Receipt of Income Tax Return, if applicable.</p> <p><b>In support to Upgrade of Category application, the following documents MAY be included:</b></p>	
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	<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"> <li>LTO Certificate of Registration and current Official Receipt</li> </ul> <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"> <li>TCT Tax Declaration for Land Properties / Condominium Certificate of Title and Contract to Sell</li> </ul> <p>dd. Independent Appraiser's Report, if the properties are stated at its appraised value</p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	
<b>E. Payment</b>		
<p><b>E.1</b></p>	<p><b>Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li><b>Online:</b> QR Ph</li> <li><b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>*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.</li> <li>*Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>Cheques are NOT proof of payment and should not</li> </ul>	<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"> <li>QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>



	be uploaded at the Portal. <ul style="list-style-type: none"> <li>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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.				
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees. <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li><b>Online:</b> QR Ph</li> <li><b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>*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.</li> <li>*Accepts Manager's Cheque or Cashier's</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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,	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

<p>Cheque payable to <b>CIAP-PCAB</b>.</p> <ul style="list-style-type: none"> <li>Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>		<p>number of declared other classifications, number of declared project kinds and size ranges.</p> <p><b>See License Fee Structure at the last page.</b></p>		
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> For this type of application, a <b>Submit Application</b> button will appear if the progress indicator is one hundred (100) percent.</p>	None	None	None	None
<b>STEP 4</b>				
<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	<p>20 business days</p>	<p>PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, if applicable / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>
<p>4.2. Receive schedule of STE interview, if applicable.</p>	<p>4.2. Inform client regarding the schedule of STE interview, if applicable.</p>	None		



4.3. Receive schedule of AMO interview, if applicable.	4.3. Inform client regarding the schedule of AMO interview, if applicable.	None		
4.4. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.4. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies ( <b>as mentioned in Step 4.1</b> ), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 20 Business Days</b>				

(From time of submission of application to recommendation of Board Members which shall not include the number of days for STE's 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

<b>Upgrading of License Category</b>								
<b>Fee Particulars</b>	<b>Category</b>							
	<b>AAAA</b>	<b>AAA</b>	<b>AA</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Categorization Fee	150,000	43,600	21,600	7,200	4,800	2,400	1,200	n.a.
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
<b>Grand Total (₱)</b>	<b>151,342</b>	<b>44,942</b>	<b>22,942</b>	<b>8,542</b>	<b>6,142</b>	<b>3,742</b>	<b>2,542</b>	<b>1,342</b>

<b>Renewal of Registration for Government Infrastructure Project / ARCC</b>
<p>i. For First Project Kind with Largest Size Range of:</p> <ul style="list-style-type: none"> <li>• Small A/B: ₱ 2,400 + ₱ 1,200 for each succeeding project kinds</li> <li>• Medium A/B: ₱ 4,800 + ₱ 1,200 for each succeeding project kinds</li> <li>• Large A/B: ₱ 7,200 + ₱ 1,200 for each succeeding project kinds</li> </ul> <p>j. Filing Fee: ₱ 1,200</p> <p>k. Legal Research Fund: ₱ 12</p>

### 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.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Business	
<b>Who may avail:</b>	Corporation with 100% Foreign equity applying for special license for a specific project	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<ul style="list-style-type: none"> <li>• <b>Reference:</b> Categorization and Classification Table (PCAB-QMS-REF-001)</li> <li>• <b>Instructional Guide:</b> Special License - New Foreign individual.pdf</li> </ul>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• pcab.construction.gov.ph</li> <li>• pcabgovph.com</li> <li>• bit.ly/PCABGuide</li> </ul>
Signed-up account for PCAB Online Licensing Portal		PCAB Online Licensing Portal:
<b>Note:</b> Use ONE account only for all application types.		<ul style="list-style-type: none"> <li>• pcab.construction.gov.ph</li> <li>• pcabgovph.com</li> </ul>
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
<b>A. Legal</b>		
<b>A.1</b>	<b>Contractor’s General Information.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> General Information
<b>A.1.1</b>	<b>The following should be signed by the AMO:</b>  1. Copy of single largest relevant construction contract or subcontract agreement completed and/or Change Order / Supplemental Agreement, if any, certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside of the	Philippine Embassy or Consulate Office / Bureau of Internal Revenue www.bir.gov.ph

	<p>Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate Office in the country where project is located;</p> <ol style="list-style-type: none"> <li>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;</li> <li>3. For privately owned projects only: Copy of Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307)</li> </ol> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	
<p style="text-align: right;"><b>A.1.2</b></p>	<p><b>Other Supporting Documents:</b></p> <ol style="list-style-type: none"> <li>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</li> <li>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;</li> <li>3. Certification from the appropriate Tendering Agency that the project is foreign</li> </ol>	<p>Securities and Exchange Commission (SEC)  <a href="http://www.sec.gov.ph">www.sec.gov.ph</a> / Philippine Embassy / Tendering Agency / Parent Company of the Foreign Contractor, if applicable.</p>

	<p>financed/internationally funded and that international bidding is required, or the participation of foreign contractors is allowed under the terms of the Bilateral Agreement entered into by and between the Philippine Government and the Foreign/International Financing Institution; or Certification that the project is to be implemented in accordance with the Expanded BOT Law or RA No. 7718, or other laws of similar nature, and that other requirements, under existing laws, have been waived in the loan agreement, if any. <b>Note:</b> 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><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	
<p><b>A.1.3</b></p>	<p><b>Project Details</b></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><b>A.1.3.1</b></p>	<p><b>Copy of pertinent pages of “Invitation to Bid” or “Instruction to Bidders” or “Notice to Bidders”.</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Tendering Agency / Publication in the Newspaper or Website</p>
<p><b>A.1.3.2</b></p>	<p><b>Affidavit of Disclosure (if with pending case).</b></p>	<p>PCAB Special License Applicants / Tendering Agency</p>



		<b>Instruction:</b> Upload as attachment (one PDF file only).	
<b>A.2</b>	<b>Contractor's Affidavit.</b>	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only the LATEST and NOTARIZED Contractor's Affidavit shall be uploaded.</li> <li>• For applications with STE, upload the duly accomplished Contractor's Affidavit which includes the signature of STE opposite its name (paragraph 5, item f)</li> <li>• INCOMPLETE and INCONSISTENT information in the Contractor's Affidavit shall result to DOWNGRADING of category and/or DISAPPROVAL of the application.</li> </ul> <p><b>Instruction:</b> 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>	PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> Affidavit
<b>B. Technical</b>			
<b>B.1</b>	<b>Authorized Managing Officer (AMO).</b>	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Applicants for category “E” to “AAA”:</b> AMO should be at least 25 years old;</li> <li>• <b>Applicants for category “AAAA”:</b> AMO should be at least 35 years old.</li> </ul> <p><b>Instruction:</b> Accomplish digital form.</p>	PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> AMO
<b>B.1.1</b>	<b>Completion of 2-day AMO Seminar and passed the AMO Examination.</b>	<p><b>Note:</b> Lists of attendees of 2-day AMO Seminar</p>	Construction Manpower Development Foundation (CMDF) facebook.com/dti.ciap.cmdf

	and results of AMO examination are transmitted to PCAB by CMDF	-OR- PCAB Accredited Contractors Associations
<b>B.1.2</b>	<p><b>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar / 16-hour Safety Management Seminar for AMOs.</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	Construction Manpower Development Foundation (CMDF) / facebook.com/dti.ciap.cmdf
<b>B.1.3</b>	<p><b>Other Supporting Documents:</b></p> <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>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</li> <li>4. Authenticated diploma and/or transcript of records as well as PRC ID/certificate of</li> </ol>	Philippine Embassy / Professional Regulation Commission (PRC) www.prc.gov.ph / Company

	<p>registration or equivalent (for new RAR professional);</p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	
<b>B.1.4</b>	<p><b>If AMO is NOT a Filipino</b>, copies of Working Visa/ Alien Employment Permit and Alien Certificate of Registration.</p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<ul style="list-style-type: none"> <li>• Embassy</li> <li>• Bureau of Immigration (BI) / immigration.gov.ph</li> <li>• Department of Labor and Employment (DOLE) / dole.gov.ph</li> </ul>
<b>B.1.5</b>	<p><b>AMO Interview by the Board, if applicable.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Applicants for category “E” to “AAAA” (AMO is non-technical graduate) and category “B” to “AAAA” (AMO is technical graduate) are required to be interviewed.</li> <li>• Foreign AMO is required to be interviewed.</li> <li>• AMO will be interviewed <b>upon submission of the complete application</b>. Applicant will be notified of the interview schedule through provided contact details and email address.</li> <li>• Interview may be online or face to face depending on the schedule of the Board Member/s.</li> </ul>	<p>Philippine Contractors Accreditation Board (PCAB) Board Member/s</p>
<b>B.2</b>	<p><b>Sustaining Technical Employees (STEs), if applicable.</b></p> <p><b>Instruction:</b> 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"/> STE</p>
<b>B.2.1</b>	<p><b>Clear copy of valid PRC ID Card (Front and Back).</b></p>	<p>Professional Regulation Commission / prc.gov.ph</p>

	<b>Instruction:</b> Upload as attachment (one PDF file only).	
<b>B.2.2</b>	<b>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar.</b>  <b>Instruction:</b> Upload as attachment (one PDF file only).	Construction Manpower Development Foundation (CMDF) / <a href="https://facebook.com/dti.ciap.cmdf">facebook.com/dti.ciap.cmdf</a>
<b>B.2.3</b>	<b>STE Interview, if applicable.</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>• Applicant will be notified of the schedule through provided contact details and email address indicated in the application.</li> <li>• Interview is online.</li> </ul>	Philippine Contractors Accreditation Board (PCAB) STE Interview Staff
<b>C. Financial</b>		
<b>C.1</b>	<b>Financial Information.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> Financial Information
<b>C.1.1</b>	<b>Schedule of Accounts Receivables, if applicable.</b>  <b>Note:</b> Applicants are required to submit accomplished Accounts Receivables template <b>if the receivable accounts (accounts / contracts and other receivable) exceed 50% of the total Net Worth / Equity</b> as of the latest audited balance sheet submitted in support of its application.  <b>Instruction:</b> Download the LATEST Schedule of Accounts Receivables template, accomplish and upload as attachment (one PDF file only).	PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> Financial Information

<p><b>C.1.2</b></p>	<p>10. All pertinent pages of the <b>Audited Financial Statement (Year End)**</b> 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 <b>Audited Financial Statement (Year End)**</b> of the preceding year fails to meet the capital requirement for category applying for, an <b>Audited Financial Statement (Interim)**</b> 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"> <li>• Income Tax Return (Year End)</li> <li>• Receipt of Income Tax Return and</li> <li>• <b>Audited Financial Statement (Year End)**</b> for the preceding taxable year.</li> </ul> <p><b>**Audited Financial Statement (Interim or Year End) pertinent pages:</b></p> <p>ee. Independent Auditor's Opinion Report</p> <p>ff. Balance Sheet or Statement of Financial Position</p> <p>gg. Income Statement/Statement of Comprehensive Income</p> <p>hh. Statement of Changes in Owner's/Stockholders' Equity, if applicable</p> <p>ii. Notes to Financial Statement</p> <p>jj. Bank Certification - dated as of the Balance Sheet date.</p> <p>kk. Statement of Management Responsibility For</p>	<ul style="list-style-type: none"> <li>• Certified Public Accountant with valid PRC-BOA accreditation</li> <li>• Remitting Bank</li> <li>• Bureau of Internal Revenue (BIR) / bir.gov.ph</li> </ul>
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	Financial Statements II. Statement of Cash Flows mm. Quarterly Tax Return and Receipt of Income Tax Return, if applicable.  <b>Instruction:</b> Upload as attachment (one PDF file only).	
<b>D. Payment</b>		
<b>D.1</b>	<b>Pay the application fees.</b>  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <b>Instruction:</b> Accomplish the digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> New Special License – Foreign Contractor <input type="checkbox"/> Payment <ul style="list-style-type: none"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
1.1. Attend the 2-day AMO seminar and COSH/16-hour Safety Management	None	Cost of 2-day AMO seminar /	None	None

seminar, pass the AMO examination.		COSH/16-hour Safety Management seminar may vary depending on the Seminar Host.		
1.2. Complete remaining application requirements.	None	None	None	None
<b>STEP 2</b>				
2.1. Create a valid email address.	None	None	None	None
2.2. Sign-up an account at PCAB Online Licensing Portal: <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a> or <a href="http://pcabgovph.com">pcabgovph.com</a>  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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

<ul style="list-style-type: none"> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b><u>CIAP-PCAB</u></b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>		<p>classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p><b>See License Fee Structure at the last page.</b></p>		
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> For this type of application, a <b>Submit Application</b> button will appear if the progress indicator is one hundred (100) percent.</p>	None	None	None	None
<p><b>STEP 4</b></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>	None	20 business days	<p>PCAB Technical Evaluator, Financial Evaluator and Government Registration Evaluator, if applicable / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members</p>





4.2. Receive schedule of STE interview, if applicable.	4.2. Inform client regarding the schedule of STE interview, if applicable.	None		
4.3. Receive schedule of AMO interview, if applicable.	4.3. Inform client regarding the schedule of AMO interview, if applicable.	None		
4.4. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.4. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies ( <b>as mentioned in Step 4.1</b> ), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
<b>STEP 6</b>				
Verify issued digital license at	Details of the	None	None	None

pcab.construction.gov.ph/verify or pcabgovph.com/verify	digital license certificate is automatically posted at the verification website.			
<b>TOTAL PROCESSING DAYS: 20 Business Days</b> (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

Special License – Foreign (New)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100	100
Categorization Fee	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
<b>Grand Total (₱)</b>	<b>151,342</b>	<b>44,542</b>	<b>22,942</b>	<b>8,542</b>	<b>6,142</b>	<b>3,742</b>	<b>2,542</b>	<b>1,342</b>

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.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)
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<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Business	
<b>Who may avail:</b>	PCAB Licensed Contractors with non-licensed contractor partner/s	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<b>Instructional Guide:</b> Special License – New – Consortium – Local and Foreign		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>
Signed-up account for PCAB Online Licensing Portal <b>Note:</b> Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>
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"/> Special License-Consortium(Foreign/Local) <input type="checkbox"/> New Consortium Application <b>Note:</b> 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"/> Special License-Consortium(Foreign/Local) <input type="checkbox"/> <input type="checkbox"/> New Consortium Application
<b>A. Legal</b>		
<b>A.1</b>	<b>Contractor’s General Information.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Consortium(Foreign/Local) <input type="checkbox"/> Special License-Consortium(Foreign/Local) <input type="checkbox"/> <input type="checkbox"/> New Consortium Application <input type="checkbox"/> General Information
<b>A.1.1</b>	<b>For NON-CONSTRUCTOR PARTNERS</b> (managing and operating partner, as financier/s or any such other construction supportive role):  <b>Origin - Filipino:</b> <ul style="list-style-type: none"> <li>• DTI Certificate of Registration of Business Name or SEC Registration and Articles of Partnership or Incorporation, whichever is applicable.</li> <li>• Annual Income Tax Return duly filed with the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>For Business Name Registration Certificate:</b> Department of Trade &amp; Industry (DTI) / <a href="http://www.dti.gov.ph">www.dti.gov.ph</a></li> <li>• <b>For SEC Certificate of Registration and Articles of Partnership / Incorporation and By-Laws:</b> Securities and Exchange Commission (SEC) / <a href="http://www.sec.gov.ph">www.sec.gov.ph</a></li> <li>• <b>For Income Tax Return:</b> Bureau of Internal Revenue (BIR) / <a href="http://www.bir.gov.ph">www.bir.gov.ph</a></li> <li>• <b>For Audited Financial Statement:</b></li> </ul>

	<p>Bureau of Internal Revenue</p> <ul style="list-style-type: none"> <li>• Company Brochure</li> </ul> <p><b>Origin - Foreign:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Company Brochure</li> </ul> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	<p>Certified Public Accountant with valid PRC-BOA accreditation and Bureau of Internal Revenue (BIR) / www.bir.gov.ph</p> <ul style="list-style-type: none"> <li>• <b>For Company Brochure:</b> Provided by the Company</li> </ul>
<p><b>A.1.2</b></p>	<p><b>Consortium Agreement</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only the LATEST and NOTARIZED Consortium Agreement shall be uploaded.</li> <li>• INCOMPLETE and INCONSISTENT information in the Consortium Agreement shall result to DISAPPROVAL of the application.</li> </ul> <p><b>Instruction:</b> Download the LATEST Consortium Agreement template, accomplish, notarize and upload as attachment (one PDF file only).</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/></p> <p>Special License-Consortium(Foreign/Local) <input type="checkbox"/></p> <p>Special License-Consortium(Foreign/Local) <input type="checkbox"/></p> <p><input type="checkbox"/>New Consortium Application <input type="checkbox"/> General Information</p>
<p><b>A.1.3</b></p>	<p><b>Copy of pertinent pages of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders".</b></p>	<p>Tendering Agency / Publication in the Newspaper or Website</p>

	<b>Instruction:</b> Upload as attachment (one PDF file only).	
<b>A.1.4</b>	<b>Affidavit of Disclosure (if with pending case).</b>  <b>Instruction:</b> Upload as attachment (one PDF file only).	PCAB Special License Applicants / Tendering Agency
<b>B. Payment</b>		
<b>B.1</b>	<p><b>Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/></p> <p>Special License-Consortium(Foreign/Local) <input type="checkbox"/></p> <p>Special License-Consortium(Foreign/Local) <input type="checkbox"/></p> <p><input type="checkbox"/>New Consortium Application <input type="checkbox"/> Pay/Submit</p> <ul style="list-style-type: none"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None

<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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.  <b>See License Fee Structure at the last page.</b>	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)



3.3. Submit complete application.  <b>Important Note:</b>  <ul style="list-style-type: none"> <li>• Special license application has to be filed at least one (1) working day before bidding or negotiation date.</li> <li>• For this type of application, submission of application is automatic once the payment portion is accomplished.</li> </ul>	None	None	None	None
<b>STEP 4</b>				
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 Consortium qualifications and indicate conditions / deficiencies, if any.	None	20 business days	Consortium Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive application result.  <b>For disapproved application,</b> receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application,</b> receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.2. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team



<b>Note:</b> If the applicant receives a notice of deficiency/ies ( <b>as mentioned in Step 4.1</b> ), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.				
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 20 Business Days</b> (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
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100	100
Categorization Fee	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
<b>Grand Total (₱)</b>	<b>151,342</b>	<b>44,542</b>	<b>22,942</b>	<b>8,542</b>	<b>6,142</b>	<b>3,742</b>	<b>2,542</b>	<b>1,342</b>

<b>Additional Processing Fee</b> (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.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Business	
<b>Who may avail:</b>	PCAB Licensed Contractors	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<b>Instructional Guide:</b> Special License – New – Joint Venture – Foreign		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>
Signed-up account for PCAB Online Licensing Portal <b>Note:</b> Use ONE account only for all application types.		PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>
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-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> Special License-Joint Venture (Foreign)  <b>Note:</b> 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 (Foreign) <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> Special License-Joint Venture (Foreign)
<b>A. Legal</b>		
<b>A.1</b>	<b>Contractor’s General Information.</b>  <b>Instruction:</b> Accomplish digital form.	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> General

		Information
<b>A.1.1</b>	<p><b>Joint Venture Agreement</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only the LATEST and NOTARIZED Joint Venture Agreement shall be uploaded.</li> <li>• INCOMPLETE and INCONSISTENT information in the Joint Venture Agreement shall result to DISAPPROVAL of the application.</li> </ul> <p><b>Instruction:</b> Download the LATEST Joint Venture 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 (Foreign) <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> General Information
<b>A.1.2</b>	<p><b>Copy of pertinent pages of “Invitation to Bid” or “Instruction to Bidders” or “Notice to Bidders”.</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	Tendering Agency / Publication in the Newspaper or Website
<b>A.1.3</b>	<p><b>Affidavit of Disclosure (if with pending case).</b></p> <p><b>Instruction:</b> Upload as attachment (one PDF file only).</p>	PCAB Special License Applicants / Tendering Agency
<b>B. Payment</b>		
<b>B.1</b>	<p><b>Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment</li> </ul>	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> Pay/Submit <ul style="list-style-type: none"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>

	reconciliation by the CIAP Cashier. <ul style="list-style-type: none"> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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 ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

<p>uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	<p>transactions only).</p>	<p>highest category and date of bidding date.</p> <p><b>See License Fee Structure at the last page.</b></p>		
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b></p> <ul style="list-style-type: none"> <li>• Special license application has to be filed at least one (1) working day before bidding or negotiation date.</li> <li>• For this type of application, submission of application is automatic once the payment portion is accomplished.</li> </ul>	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p><b>STEP 4</b></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 / PCAB Executive Director / PCAB Board Members</p>



<p>4.2. Receive application result.</p> <p><b>For disapproved application,</b> receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p><b>For approved application,</b> 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 <b>disapprove</b> or <b>approve</b>.</p>	None		
<b>STEP 5</b>				
<p>Download and print the digital license certificate from PCAB Online Licensing Portal account.</p> <p><b>Note:</b> If the applicant receives a notice of deficiency/ies (<b>as mentioned in Step 4.1</b>), 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
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<p><b>TOTAL PROCESSING DAYS: 7 Business Days</b>          (From time of submission of application to recommendation of Board Members)</p>				

### LICENSING FEE STRUCTURE

New Special License – Joint Venture (Foreign)
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Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100	100
Categorization Fee	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
<b>Grand Total (P)</b>	<b>151,342</b>	<b>44,542</b>	<b>22,942</b>	<b>8,542</b>	<b>6,142</b>	<b>3,742</b>	<b>2,542</b>	<b>1,342</b>

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.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Business
<b>Who may avail:</b>	PCAB Licensed Contractors
<b>Checklist of Requirements</b>	
<b>Instructional Guide:</b> Special License – New – Joint Venture – Local	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>pcab.construction.gov.ph</li> <li>pcabgovph.com</li> <li>bit.ly/PCABGuide</li> </ul>
Signed-up account for PCAB Online Licensing Portal	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>pcab.construction.gov.ph</li> </ul>



<b>Note:</b> Use ONE account only for all application types.		<ul style="list-style-type: none"> <li>pcabgovph.com</li> </ul>
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) <input type="checkbox"/> Special License-Joint Venture (Local) <input type="checkbox"/> New JV Application  <b>Note:</b> 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) <input type="checkbox"/> Special License-Joint Venture (Local) <input type="checkbox"/> New JV Application
<b>A. Legal</b>		
<b>A.1</b>	<b>Contractor's General Information.</b>  <b>Instruction:</b> 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"/> Special License-Joint Venture (Local) <input type="checkbox"/> New JV Application <input type="checkbox"/> General Information
<b>A.1.1</b>	<b>Joint Venture Agreement</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>Only the LATEST and NOTARIZED Joint Venture Agreement shall be uploaded.</li> <li>INCOMPLETE and INCONSISTENT information in the Joint Venture Agreement shall result to DISAPPROVAL of the application.</li> </ul> <b>Instruction:</b> Download the LATEST Joint Venture Agreement template, accomplish, notarize and upload as attachment (one PDF file only)	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Local) <input type="checkbox"/> Special License-Joint Venture (Local) <input type="checkbox"/> New JV Application <input type="checkbox"/> General Information
<b>A.1.2</b>	<b>Copy of pertinent pages of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders".</b>  <b>Instruction:</b> Upload as attachment (one PDF file only).	Tendering Agency / Publication in the Newspaper or Website

A.1.3	<b>Affidavit of Disclosure (if with pending case).</b>  <b>Instruction:</b> Upload as attachment (one PDF file only).	PCAB Special License Applicants / Tendering Agency
<b>B. Payment</b>		
B.1	<b>Pay the application fees.</b>  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts <b>Manager's Cheque</b> or <b>Cashier's Cheque</b> payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <b>Instruction:</b> Accomplish the 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"/> Special License-Joint Venture (Local) <input type="checkbox"/> New JV Application <input type="checkbox"/> Pay/Submit  <ul style="list-style-type: none"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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.				
<b>STEP 3</b>				
3.1. Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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.  <b>See License Fee Structure at the last page.</b>	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)
3.3. Submit complete application.  <b>Important Note:</b> <ul style="list-style-type: none"> <li>• Special license application has to be filed at least one (1) working day before bidding or negotiation date.</li> <li>• For this type of application, submission of</li> </ul>	None	None	None	None

application is automatic once the payment portion is accomplished.				
<b>STEP 4</b>				
4.1. Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Joint Venture qualifications and indicate conditions / deficiencies, if any.	None	7 business days	Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.2. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies ( <b>as mentioned in Step 4.1</b> ), the download link for digital license is disabled until ALL conditions / deficiencies are found	Generate digital license certificate.	None	1 minute	PCAB License Creation Team



fully complied.				
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 7 Business Days</b> (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
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100	100
Categorization Fee	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
<b>Grand Total (P)</b>	<b>151,342</b>	<b>44,542</b>	<b>22,942</b>	<b>8,542</b>	<b>6,142</b>	<b>3,742</b>	<b>2,542</b>	<b>1,342</b>

<b>Additional Processing Fee</b>	
(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 special license by a Foreign Contractor.

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business
<b>Who may avail:</b>	New Special Contractor's License-Foreign holder
<b>Checklist of Requirements</b>	
<b>Where to Secure</b>	
<b>Instructional Guide:</b> Special License – Renewal – Foreign	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>
Signed-up account for PCAB Online Licensing Portal <b>Note:</b> Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>
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 of Special License – Foreign Contractor	PCAB Online Licensing Portal account <input type="checkbox"/> Special License <input type="checkbox"/> Renewal of Special License – Foreign Contractor
<b>AMO Interview by the Board, if applicable.</b> <b>Note:</b> <ul style="list-style-type: none"> <li>• Applicants for category “E” to “AAAA” (AMO is non-technical graduate) and category “B” to “AAAA” (AMO is technical graduate) are required to be interviewed.</li> <li>• Foreign AMO is required to be interviewed.</li> <li>• AMO will be interviewed <b>upon submission of the complete application</b>. Applicant will be notified of the interview schedule through provided contact details and email address.</li> <li>• Interview may be online or face to face depending on the schedule of the Board Member/s.</li> </ul>	Philippine Contractors Accreditation Board (PCAB) Board Member/s
<b>STE Interview, if applicable.</b> <b>Note:</b>	Philippine Contractors Accreditation Board (PCAB) STE Interview Staff

<ul style="list-style-type: none"> <li>• Applicant will be notified of the schedule through provided contact details and email address indicated in the application.</li> <li>• Interview is online.</li> </ul>	
<p><b>Pay the application fees.</b></p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b><u>CIAP-PCAB</u></b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal account <input type="checkbox"/></p> <p>Special License <input type="checkbox"/> Renewal of Special License – Foreign Contractor <input type="checkbox"/></p> <p>Pay/Submit</p> <ul style="list-style-type: none"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Click on Renew button.	None	None	None	None

<p>3.2. Pay the application fees.</p> <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *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.</li> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b><u>CIAP-PCAB</u></b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>	<p>CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt (<b>Note:</b> 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><b>See License Fee Structure at the last page.</b></p>	<p>10 minutes (<b>Note:</b> for over-the-counter transactions only).</p>	<p>CIAP Cashier / CIAP Window Cashier (<b>Note:</b> for over-the-counter transactions only)</p>
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> 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><b>STEP 4</b></p>				
<p>4.1. Check the status of application via PCAB Online Licensing Portal account.</p>	<p>4.1. Evaluate Technical,</p>	<p>None</p>	<p>20 business days</p>	<p>PCAB Technical Evaluator, Financial</p>

System-generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	Financial and Government Registration qualifications and indicate conditions / deficiencies, if any.			Evaluator and Government Registration Evaluator, if applicable / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive schedule of STE interview, if applicable.	4.2. Inform client regarding the schedule of STE interview, if applicable.	None		
4.3. Receive schedule of AMO interview, if applicable.	4.3. Inform client regarding the schedule of AMO interview, if applicable.	None		
4.4. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.4. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
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><b>Note:</b> If the applicant receives a notice of deficiency/ies <b>(as mentioned in Step 4.1)</b>, the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.</p>				
<b>STEP 6</b>				
<p>Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a></p>	<p>Details of the digital license certificate is automatically posted at the verification website.</p>	None	None	None
<p style="text-align: center;"><b>TOTAL PROCESSING DAYS: 20 Business Days</b>          (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

Special License-Foreign (Renewal)								
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	100	100	100	100	100	100	100	100
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
<b>Grand Total (P)</b>	<b>151,342</b>	<b>30,142</b>	<b>15,742</b>	<b>6,142</b>	<b>4,942</b>	<b>3,242</b>	<b>2,302</b>	<b>1,342</b>



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

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

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Business	
<b>Who may avail:</b>	New Special Contractor's License-Consortium holder	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<b>Instructional Guide:</b> Special License – Renewal – Consortium – Local and Foreign	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>	
Signed-up account for PCAB Online Licensing Portal <b>Note:</b> Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>	
<ul style="list-style-type: none"> <li>• Approved New Special Contractor's License-Consortium reflected in the PCAB Online Licensing Portal account</li> <li>• Valid Regular/Special License of each PCAB licensed contractor participants.</li> </ul>	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"/> 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"/> Special License-Consortium (Foreign/Local) <input type="checkbox"/> Renewal of Consortium Application	
Pay the application fees. <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *Scanned copy of proof of payment (e.g. official receipt, transaction receipt)</li> </ul>	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Consortium (Foreign/Local) <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"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> </ul>	



<p>shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> <li>• *Accepts Manager’s Cheque or Cashier’s Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	<ul style="list-style-type: none"> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Click on Renew button.	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*</b>: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

<ul style="list-style-type: none"> <li>*Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>		date.		
		<b>See License Fee Structure at the last page.</b>		
3.3. Submit complete application.  <b>Important Note:</b> For this type of application, submission of application is automatic once the payment portion is accomplished.	None	None	None	None
<b>STEP 4</b>				
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 Consortium qualifications and indicate conditions / deficiencies, if any.	None	7 business days	Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.2. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
Download and print the digital license	Generate digital	None	1 minute	PCAB License Creation



certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies <b>(as mentioned in Step 4.1)</b> , the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	license certificate.			Team
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 7 Business Days</b> (From time of submission of application to recommendation of Board Members)				

### LICENSING FEE STRUCTURE

Renewal of Special License – Joint Venture / Consortium								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100	100
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
<b>Grand Total (₱)</b>	<b>151,342</b>	<b>30,142</b>	<b>15,742</b>	<b>6,142</b>	<b>4,942</b>	<b>3,242</b>	<b>2,302</b>	<b>1,342</b>

### 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).

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Business
<b>Who may avail:</b>	New Special Contractor's License-Joint Venture holder
<b>Checklist of Requirements</b>	
<b>Where to Secure</b>	
<b>Instructional Guide:</b> Special License – Renewal – Joint Venture – Foreign.pdf	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>
Signed-up account for PCAB Online Licensing Portal <b>Note:</b> Use ONE account only for all application types.	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>
<ul style="list-style-type: none"> <li>• Approved New Special Contractor's License-Joint Venture reflected in the PCAB Online Licensing Portal account</li> <li>• Valid Regular/Special License of each Joint Venture participants.</li> </ul>	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"/> 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"/> Special License-Joint Venture (Foreign) <input type="checkbox"/> Renewal of JV Application - Foreign
Pay the application fees. <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *Scanned copy of proof of payment (e.g. official receipt, transaction receipt)</li> </ul>	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Foreign) <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"> <li>• QR Ph payment facility integrated within PCAB Online Licensing Portal</li> </ul>



<p>shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> <li>• *Accepts Manager’s Cheque or Cashier’s Cheque payable to <b>CIAP-PCAB</b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	<ul style="list-style-type: none"> <li>• Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Click on Renew button.	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• *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.</li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

<ul style="list-style-type: none"> <li>*Accepts Manager's Cheque or Cashier's Cheque payable to <b>CIAP-PCAB</b>.</li> <li>Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>		date.		
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	None	None	None	None
<b>STEP 4</b>				
4.1. Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions / deficiencies) will be sent to applicant's registered email address.	4.1. Evaluate Joint Venture qualifications and indicate conditions / deficiencies, if any.	None	7 business days	Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
4.2. Receive application result.  <b>For disapproved application</b> , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.  <b>For approved application</b> , receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered e-mail address.	4.2. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal	Generate digital license	None	1 minute	PCAB License Creation Team



account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies ( <b>as mentioned in Step 4.1</b> ), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	certificate.			
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 7 Business Days</b> (From time of submission of application to recommendation of Board Members)				

### LICENSING FEE STRUCTURE

Renewal of Special License – Joint Venture / Consortium								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100	100
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
<b>Grand Total (₱)</b>	<b>151,342</b>	<b>30,142</b>	<b>15,742</b>	<b>6,142</b>	<b>4,942</b>	<b>3,242</b>	<b>2,302</b>	<b>1,342</b>



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

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

<b>Office or Division:</b>	Philippine Contractors Accreditation Board (PCAB)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Business
<b>Who may avail:</b>	New Special Contractor's License-Joint Venture holder
<b>Checklist of Requirements</b>	
<b>Where to Secure</b>	
<b>Instructional Guide:</b> Special License – Renewal – Joint Venture – Local	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> <li>• <a href="http://bit.ly/PCABGuide">bit.ly/PCABGuide</a></li> </ul>
Signed-up account for PCAB Online Licensing Portal	PCAB Online Licensing Portal: <ul style="list-style-type: none"> <li>• <a href="http://pcab.construction.gov.ph">pcab.construction.gov.ph</a></li> <li>• <a href="http://pcabgovph.com">pcabgovph.com</a></li> </ul>
<b>Note:</b> Use ONE account only for all application types. <ul style="list-style-type: none"> <li>• Approved New Special Contractor's License-Joint Venture reflected in the PCAB Online Licensing Portal account</li> <li>• Valid Regular License of each Joint Venture participants.</li> </ul>	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"/> 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"/> Special License-Joint Venture (Local) <input type="checkbox"/> <input type="checkbox"/> Renewal of JV Application
Pay the application fees. <p><b>Payment Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall</li> </ul>	PCAB Online Licensing Portal account <input type="checkbox"/> Special License-Joint Venture/Consortium <input type="checkbox"/> Special License-Joint Venture (Local) <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"> <li>• QR Ph payment facility integrated</li> </ul>

<p>be uploaded as attachment in the application and subject to payment reconciliation by the CIAP Cashier.</p> <ul style="list-style-type: none"> <li>• <b>*Accepts Manager’s Cheque or Cashier’s Cheque payable to <u>CIAP-PCAB</u>.</b></li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul> <p><b>Instruction:</b> Accomplish the digital form.</p>	<p>within PCAB Online Licensing Portal</p> <ul style="list-style-type: none"> <li>• Over-the-counter: CIAP Makati Cashier, CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STEP 1</b>				
Complete application requirements.	None	None	None	None
<b>STEP 2</b>				
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
<b>STEP 3</b>				
3.1. Click on Renew button.	None	None	None	None
3.2. Pay the application fees.  <b>Payment Options:</b> <ul style="list-style-type: none"> <li>• <b>Online:</b> QR Ph</li> <li>• <b>Over-the-counter*:</b> CIAP Makati Cashier or CIAP Windows Cashier (Legazpi and Tacloban)</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>• <b>*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</b></li> </ul>	CIAP Cashier / CIAP Window Cashier will receive the payment and copy of Order of Payment and issue Official Receipt ( <b>Note:</b> 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.  <b>See License Fee Structure at the last page.</b>	10 minutes ( <b>Note:</b> for over-the-counter transactions only).	CIAP Cashier / CIAP Window Cashier ( <b>Note:</b> for over-the-counter transactions only)

<p>the CIAP Cashier.</p> <ul style="list-style-type: none"> <li>• *Accepts Manager's Cheque or Cashier's Cheque payable to <b><u>CIAP-PCAB</u></b>.</li> <li>• Cheques are NOT proof of payment and should not be uploaded at the Portal.</li> <li>• For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</li> </ul>				
<p>3.3. Submit complete application.</p> <p><b>Important Note:</b> For this type of application, submission of application is automatic once the payment portion is accomplished.</p>	None	None	None	None
<b>STEP 4</b>				
<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>	4.1. Evaluate Joint Venture qualifications and indicate conditions / deficiencies, if any.	None	7 business days	Joint Venture Evaluator / PCAB Technical and Financial Evaluation Division Chief / PCAB Executive Director / PCAB Board Members
<p>4.2. Receive application result.</p> <p><b>For disapproved application</b>, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered e-mail address.</p> <p><b>For approved application</b>, receive system-generated notice of approval and its details through PCAB Online</p>	4.2. Review evaluation result and recommend <b>disapprove</b> or <b>approve</b> .	None		



Licensing Portal account and registered e-mail address.				
<b>STEP 5</b>				
Download and print the digital license certificate from PCAB Online Licensing Portal account.  <b>Note:</b> If the applicant receives a notice of deficiency/ies ( <b>as mentioned in Step 4.1</b> ), the download link for digital license is disabled until ALL conditions / deficiencies are found fully complied.	Generate digital license certificate.	None	1 minute	PCAB License Creation Team
<b>STEP 6</b>				
Verify issued digital license at <a href="http://pcab.construction.gov.ph/verify">pcab.construction.gov.ph/verify</a> or <a href="http://pcabgovph.com/verify">pcabgovph.com/verify</a>	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
<b>TOTAL PROCESSING DAYS: 7 Business Days</b> (From time of submission of application to recommendation of Board Members)				

### LICENSING FEE STRUCTURE

Renewal of Special License – Joint Venture								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100	100



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
<b>Grand Total (P)</b>	<b>151,342</b>	<b>30,142</b>	<b>15,742</b>	<b>6,142</b>	<b>4,942</b>	<b>3,242</b>	<b>2,302</b>	<b>1,342</b>



**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))</p> <ul style="list-style-type: none"> <li>- 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.</li> </ul> <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"> <li>1. PCAB Licensed Contractor <ul style="list-style-type: none"> <li>✓ General Construction Contractor with PCAB Category “AA” or higher; with classifications of General Engineering (GE) and/or General Building (GB); and with at least one (1) general engineering / building project costing not less than PHP10M successfully completed during the immediate five (5) years;</li> <li>✓ Specialty Contractor with PCAB Category “A” or higher; with classification relevant to the specialization being applied for; and with at least one (1) project falling within its field/s of specialization costing not less than PHP5M successfully completed during the immediate five (5) years;</li> </ul> </li> <li>2. Specialized Consultancy Group - <ul style="list-style-type: none"> <li>✓ May or may not have a PCAB License;</li> <li>✓ Must have at least three (3) permanently employed staff with appropriate degrees and professional training along the line of consultancy services offered by the company and with aggregate experience of twenty-five (25) man-years. One of the staff must have been actively engaged in the practice of his profession for at least ten (10) years;</li> <li>✓ Must have at least five (5) years of continuous actual operation as a specialized consultant, counted from the date of the firm’s earliest contract;</li> </ul> </li> </ol>
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- ✓ Successfully completed during the immediate past five (5) years at least one (1) consultancy project costing not less than PHP1M;

**B. Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD1167)**

- refers to one who undertakes manpower service contracts in which the contractor provides workmen with administrative support, but in such manner that the contractor does not have responsibility for a distinct physical part, or distinct phase, of the project.

In all instances, manpower service contractor shall be the employer of the workers and shall assume among others the following employer responsibilities: (1) payroll and remittance services; (2) enrolling employees in the Social Security System, Medicare (Now Philhealth), Pag-ibig, and other benefits required in the Labor Code; (3) site administration in the country of work; (4) general responsibility over the conduct of personnel, to include the power to hire and fire employees and to impose discipline.

\*Note: LOI 852, series of 1979 – to be verified with DOJ if this issuance has not been repealed

Effective this date (01 May 1979), only Filipino construction companies may export Filipino construction workers. The Ministry of Labor and the Overseas Construction Board shall determine the appropriate rules and regulations in this regard.

The Ministry of Labor shall process construction workers for employment in overseas construction projects, only if such workers are employed by companies registered with the Overseas Construction Board. Companies now registered with the Bureau of Employment Services, Ministry of Labor, but not registered with the Overseas Construction 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 <a href="http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-002-Application-for-Registration-V7.docx">http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-002-Application-for-Registration-V7.docx</a>
2. Duly accomplished form for Domestic Project Information for the last five (5) years	Download form (POCB-F-SVD-003b) at <a href="http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-003b-Domestic-Project-Information.docx">http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-003b-Domestic-Project-Information.docx</a>
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	<a href="http://construction.gov.ph/directory/pcab-online-license-verification-website/?fbclid=IwAR0vNbss5ui5i9jfbxsdlcl8F03n47UAHzOHUqVmWK90I3ASc7yJkKqFCVA">http://construction.gov.ph/directory/pcab-online-license-verification-website/?fbclid=IwAR0vNbss5ui5i9jfbxsdlcl8F03n47UAHzOHUqVmWK90I3ASc7yJkKqFCVA</a>
<b>ADDITIONAL REQUIREMENTS FOR SPECIALIZED CONSULTANCY GROUPS (NOT REGISTERED WITH PCAB)</b>	
4. Duly accomplished biodata of key technical personnel	Download form (POCB-F-SVD-004) at <a href="http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-004-Biodata-Of-Key-Personnel f.docx">http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-004-Biodata-Of-Key-Personnel f.docx</a>
5. For <b>Corporation</b> , Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By-Laws and General Information Sheet (GIS) (one (1) certified copy of the original)	Securities and Exchange Commission (SEC)

For <b>Single Proprietorship</b> , 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

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	Frontline Staff/Senior Technical Staff Philippine Overseas Construction Board
	1.2. Evaluate application, prepare evaluation report, and submit to Board Secretary for review.	None	1 hour	Senior Technical Staff Philippine Overseas Construction Board

	1.3 Review recommendation/ evaluation report and endorse to the Executive Director for approval	None	30 minutes	Board Secretary Philippine Overseas Construction Board
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	1.4. Approve the recommendation/ evaluation report for endorsement to the POCB Board for action/ approval.	None	30 minutes	Executive Director Philippine Overseas Construction Board
	1.5. The Board shall act upon the application (either physical or virtual)	None	<p>Within 15 days (during scheduled board meeting or via referendum)</p> <p><b>**Rule III Section 9 of the IRR of PD 1167 states “The Board shall act on the application for registration and renewal within thirty (30) working days after the submission of</b></p>	Members of the Board Philippine Overseas Construction Board

			all the requirements pertinent to the application”.	
	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
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	Cashier Construction Industry Authority of the Philippines
3. Present to POCB Frontline Officer the Proof of Payment or OR for the release of POCB Certificate of	3.1. Check and photocopy the Official Receipt. 3.2. Attach Documentary Stamp to the	None	10 minutes	Frontline Staff Philippine Overseas Construction Board



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

**B. Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD1167)**

- refers to one who undertakes manpower service contracts in which the contractor

provides workmen with administrative support, but in such manner that the contractor does not have responsibility for a distinct physical part, or distinct phase, of the project.

In all instances, manpower service contractor shall be the employer of the workers and shall assume among others the following employer responsibilities: (1) payrolling and remittance services; (2) enrolling employees in the Social Security System, Medicare, and other benefits required in the Labor Code; (3) site administration in the country of work; (4) general responsibility over the conduct of personnel, to include the power to hire and fire employees and to impose discipline.







CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application forms prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public	Download form (POCB-F-SVD-002 Revision 07) at <a href="http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-002-Application-for-Registration-V7.docx">http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-002-Application-for-Registration-V7.docx</a>
2. Duly accomplished form for Overseas Project Information	Download form at (POCB-F-SVD-003a Revision 01) at <a href="http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-003a-Overseas-Project-Information.docx">http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-003a-Overseas-Project-Information.docx</a>
3. Printed/scanned copy of valid license; POCB to verify the authenticity of the license category and validity at PCAB online license verification website	<a href="http://construction.gov.ph/directory/pcab-online-license-verification-website/?fbclid=IwAR0vNbss5ui5i9jfbxslcl8F03n47UAHzOHUqVmWK90l3ASc7yJkKqFCVA">http://construction.gov.ph/directory/pcab-online-license-verification-website/?fbclid=IwAR0vNbss5ui5i9jfbxslcl8F03n47UAHzOHUqVmWK90l3ASc7yJkKqFCVA</a>
<b>ADDITIONAL REQUIREMENTS FOR SPECIALIZED CONSULTANCY GROUPS (NOT REGISTERED WITH PCAB)</b>	
4. Duly accomplished biodata of newly hired technical personnel	Download form (POCB-F-SVD-004) at <a href="http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-004-Biodata-Of-Key-Personnel_f.docx">http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-004-Biodata-Of-Key-Personnel_f.docx</a>
5. For Corporation, Latest General Information Sheet (GIS)	Securities and Exchange Commission (SEC)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Submit scanned copies of application form and supporting documents to POCB official email/s (online filing)</p> <p style="text-align: center;">or</p> <p>Submit original copies of application form and supporting documents to POCB office (over the counter filing)</p>	<p>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</p>	None	5 minutes	Frontline Staff/Senior Technical Staff Philippine Overseas Construction Board
	<p>1.2. Evaluate application, prepare evaluation report, and submit to Board Secretary for review.</p>	None	30 minutes	Senior Technical Staff Philippine Overseas Construction Board
	<p>1.4 Review recommendation/evaluation report and endorse to the Executive Director for approval</p>	None	30 minutes	Board Secretary Philippine Overseas Construction Board



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



	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
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.	PHP10,000.00	5 minutes	Cashier Construction Industry Authority of the Philippines
3. Present to POCB Frontline Officer the Proof of Payment or OR for the release of POCB Certificate of Registration/Notice of Approval	3.1. Check and photocopy the Official Receipt. 3.2. Attach Documentary Stamp to the POCB Certificate of Registration and affix dry seal 3.3. Issue the POCB Certificate of Registration/ Notice of	None	10 minutes	Frontline Staff Philippine Overseas Construction Board

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

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

### 3. Issuance of Project Authorization

Pursuant to Rule IV, Section 1 (a) of P.D. 1167 Construction Contractors must 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 forms prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public	Download form (POCB-F-SVD-006) at <a href="http://construction.gov.ph/online_forms/application-for-project-authorization/">http://construction.gov.ph/online_forms/application-for-project-authorization/</a>

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	Frontline Staff Philippine Overseas Construction Board
	1.2 Evaluate application, prepare evaluation report, and submit to Board Secretary for review	None	10 minutes	Senior Technical Staff Philippine Overseas Construction Board

	1.3 Review recommendation/evaluation report and endorse to the Executive Director for approval	None	10 minutes	Board Secretary Philippine Overseas Construction Board
	1.4 Approve the recommendation/evaluation report for endorsement to the POCB Board for action/approval.	None	10 minutes	Executive Director Philippine Overseas Construction Board
	1.5. The Board shall act upon the application (either physical or virtual)	None	7 days  **Rule IV Section 6 of the IRR of PD 1167 states	Members of the Board Philippine Overseas Construction Board

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

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



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

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

Section 43. Licensing of POCB-Registered Companies – POCB-registered companies withoverseas projects may apply in writing for a special license to deploy their workers to their overseas projects, subject to submission of [thefollowing] 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.

<b>Office or Division:</b>	Philippine Overseas Construction Board	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	POCB Registered Construction Contractors	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	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

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	Frontline Staff Philippine Overseas Construction Board
	2.2. Review and certify photocopies	None	5 minutes	Board Secretary Philippine Overseas Construction Board
2. Claim Certified Copies of POCB Certificate of Registration	3. Issue Certified Copy/ies of POCB Certificate of Registration to the client.	None	5 minutes	Frontline Staff Philippine Overseas Construction Board
Total			20 minutes	



## **Philippine Domestic Construction Board External Service**



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

Section 13, 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*.

<b>Office or Division:</b>	Philippine Domestic Construction Board	
<b>Classification:</b>	Complex (7 days)	
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Client	
<b>Who may avail:</b>	PRC licensed (engineers & architects)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished and signed CPES Application Form (One (1) copy each) <ul style="list-style-type: none"> <li>• PDCB-F-SVD-002a: Application for Accreditation as CPE</li> <li>• PDCB-F-SVD-002b: Certificate of Endorsement for CPE Accreditation</li> </ul>		website: <a href="http://construction.gov.ph/online_forms/application-for-accreditation-of-constructors-performance-evaluator-2/">http://construction.gov.ph/online_forms/application-for-accreditation-of-constructors-performance-evaluator-2/</a>
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. Photocopy of valid PRC license with signature <i>(One (1) copy)</i>	By the applicamt
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## 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.

<b>Office or Division:</b>	Philippine Domestic Construction Board	
<b>Classification:</b>	Complex (7 days)	
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Client	
<b>Who may avail:</b>	Accredited CPES Evaluator/s	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished and signed CPES Application Form <i>(One (1) copy each)</i> <ul style="list-style-type: none"> <li>• PDCB-F-SVD-003a: Application for Renewal of Accreditation</li> <li>• PDCB-F-SVD-003b: Certificate of Endorsement for Renewal of Accreditation</li> </ul>		website: <a href="http://construction.gov.ph/online_forms/application-for-renewal-of-accreditation-of-constructors-performance-evaluator/">http://construction.gov.ph/online_forms/application-for-renewal-of-accreditation-of-constructors-performance-evaluator/</a>
2. <i>For those who have conducted project evaluation: (One (1) copy each)</i> <ul style="list-style-type: none"> <li>• Certified true copy of at least three most recent certificates of construction related trainings attended;</li> <li>• Project evaluation/s conducted and submitted to PDCB duly signed by CPES Implementing Unit Head;</li> </ul>		Agency host  CPES Implementing Unit Head



<p><i>For those who have not conducted using CPES evaluation, you are required to attend a CPES refresher training and submit the following: (One (1) copy)</i></p> <ul style="list-style-type: none"> <li>• Certified true copy of certificate of participation/ attendance in 3-day CPES Accreditation Training</li> </ul>	<p>CPES Implementing Unit Head</p>
<p>3. Certified true copy of certificate of employment and/or service record <i>(One (1) copy)</i></p>	<p>Agency where employed</p>
<p>4. Photocopy of valid PRC license with signature <i>(One (1) copy)</i></p>	<p>By the applicant</p>





Client/ Applicant STEPS	FE E	PDCB		PROCESSING TIME
		ACTIONS	PERSON RESPONSIBLE	
1. Download and accomplish application form from CIAP website ( <a href="http://construction.gov.ph/implementing-boards/philippine-domestic-construction-board/">http://construction.gov.ph/implementing-boards/philippine-domestic-construction-board/</a> )	None	-	-	-
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



Client/ Applicant STEPS	FE E	PDCB		PROCESSING TIME
		ACTIONS	PERSON RESPONSIBLE	
1. Download and accomplish application form from CIAP website ( <a href="http://construction.gov.ph/online_forms/application-for-renewal-of-accreditation-of-constructors-performance-evaluator/">http://construction.gov.ph/online_forms/application-for-renewal-of-constructors-performance-evaluator/</a> )	None	-	-	-
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 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).

<b>Office or Division:</b>	Construction Industry Arbitration Commission
<b>Classification:</b>	Highly Technical/Quasi-judicial <sup>1</sup>
<b>Type of Transaction:</b>	Government to Client (G2C) Government to Business (G2B) Government to Government (G2G)
<b>Who may avail:</b>	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	
<b>A. FOR THE CLAIMANT</b>		
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: <a href="http://ciap.dti.gov.ph/content/construction-industry-arbitration-commission">ciap.dti.gov.ph/content/construction-industry-arbitration-commission</a>
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



<p>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></p>		<p>CIAC Office (or CIAP Window at nearest DTI Regional Office) and CIAP website: <a href="http://ciap.dti.gov.ph/content/construction-industry-arbitration-commission">ciap.dti.gov.ph/content/construction-industry-arbitration-commission</a></p>		
<p>A.5. Documents establishing the circumstances of the case  <i>*Additional copy for additional Respondent/s</i></p>		<p>Construction Project files;          Witnesses</p>		
<p>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></p>		<p>Claimant's files</p>		
<p><b>B. FOR THE RESPONDENT</b></p>				
<p>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></p>	<p>2 copies for Sole Arbitrator. 4 copies for Arbitral Tribunal</p>	<p>Respondent or Counsel</p>		
<p><b>C. FOR ALL PARTIES</b></p>				
<p>C.1 Post-Award Motions covered by CIAC Resolution No. 11-2007   <i>*One copy furnished to the other party.</i></p>	<p>2 copies for Sole Arbitrator. 4 copies for Arbitral Tribunal</p>	<p>Party or Counsel</p>		
<p>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></p>	<p>2 copies for Sole Arbitrator. 4 copies for Arbitral Tribunal</p>	<p>Party or Counsel</p>		
<p><b>CLIENT STEPS</b></p>	<p><b>AGENCY ACTIONS</b></p>	<p><b>FEES TO BE PAID</b></p>	<p><b>PROCESSING TIME</b></p>	<p><b>PERSON RESPONSIBLE</b></p>



<b>UPON FILING OF COMPLAINT/REQUEST FOR ARBITRATION</b>					
<b>1</b>	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		
<b>2</b>	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			Chief TIDS/Spvng TIDS/OIC of Arbitration, Mediation & Conciliation Division (AMCD)
		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			



		<p>Mediation as an alternative dispute resolution. If both parties agreed on mediation, refer to CIAC Mediation Rules</p> <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> <p>₱1,000 per relief sought</p>		-do-



		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 Conference	None		CIAC Receiving Clerk/Staff-in-charge of the case
					Commission
					Appointed Arbitrator/s
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 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	None		CIAC Receiving Clerk
					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 meeting as part of the agenda	Commission
			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/(S A)Arbitral Tribunal/(AT )
<b>PRELIMINARY CONFERENCE</b>					
<b>10</b>	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-
<b>11</b>	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
<b>HEARING/S</b>					
<b>12</b>	Parties and/or authorized	12. Conduct ocular	None		SA/AT



	representative/ counsel/witnesses: attend ocular inspection, if needed	inspection 12.1. Issue Statement of Account to parties		7 days before dateof hearing	Staff-in- chargeof the case
<b>13</b>	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)				
<b>14</b>	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
<b>AFTER HEARING/S</b>					
<b>15</b>	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/s granted	SA/AT
		15.1. Receive copy of Decision/Final Award 15.2. Issue Notice of Award to parties			Staff-in-charge of the case



				1 day from receipt of Award/full payment of arbitration fees	CIAC Executive Director
<b>16</b>	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



		16.1. Issue notice of resolution on Motion for Correction/ Amended or Corrected Award	SA-₱6,000AT-₱10,000	1 day from receipt of Order/ Corrected or Amended Award	Staff-in-charge of the case/CIAC Executive Director
<b>17</b>	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
<b>18</b>	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		7 working days from issuance of Order granting motion	SA/AT



		<p>bond to stay</p> <p>18.2. Act on request for concurrence w/ Writ of Execution/ approval of bond to stay execution</p>		<p>After due deliberation the request during the CIAC meeting as part of the agenda</p>	<p>Commission</p>
		<p>18.3. Release Writ of Execution or Order concurring with approval of bond to stay execution to Movant</p>		<p>1 day from receipt of writ or order signed by SA/AT and Commissioners</p>	<p>Staff-in-charge of the case</p>



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.g. Motion for alias writ of execution, examination of judgment debtor, correction/clarification /interpretation of the award, motion to quash & others under CIAC Res. No. 11-2007)	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**

<b>I. SCHEDULE OF FILING AND ADMINISTRATIVE FEES</b>		
<b>SUM IN DISPUTE<sup>1</sup></b> <b>(M=Million)</b>	<b>FILING FEE<sup>2</sup></b>	<b>ADMINISTRATIVE FEE<sup>3</sup></b>
Less than P100,000.00	<b>P4,320.00</b>	<b>P13,400.00</b>
P100,000.00 to P1.0M	<b>P4,320.00</b> + 0.36% of excess over P100,000	<b>P13,400.00</b> + 0.24% of excess over P100,000
P1.0M to P10.0M	<b>P8,208.00</b> + 0.12% of excess over P1.0M	<b>P18,100.00</b> + 0.12% of excess over P1.0M
P10.0M to P50.0M	<b>P21,168.00</b> + 0.06% of excess of P10.0M	<b>P42,400.00</b> + 0.06% of excess over P10.0M
More than P50.0M	<b>P49,968.00</b> + 0.03% of excess of P50.0M	<b>P95,900.00</b> + 0.03% of excess over P50.0M
<p><sup>1</sup> See Rules for Computing the Sum in Dispute pursuant to CIAC Resolution No. 04-2016 (attached as Annex “A”) amending CIAC Resolution No. 07-2013</p> <p><sup>2</sup> 20% increase in the base amounts approved in the CIAC Special Meeting held on 13 February 2001</p> <p><sup>3</sup> Base amounts adjusted under CIAC Resolution No. 01-2023</p> <p><b>Note:</b> Pursuant to CIAC Res. No. 02-1996 (dtd. May 28, 1996), a special assessment fee for the establishment of the Arbitration Development Fund (ADF), equivalent to 1/10 of <u>1.5%</u> of the Sum in Dispute (SID), as amended by CIAC Resolution No. 07-2013, shall be imposed on cases with SID over P1.0 Million.</p>		

<b>II. ARBITRATOR’S FEES</b>	
(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)	
<b>1. SUM IN DISPUTE (SID)</b>	<b>BASE AMOUNT (for arbitrator’s fees)*</b>
≤ P 1 Million	3% of SID but not < <b>P22,400</b> or as may be prescribed by CIAC**
Over 1M – 5.0M	<b>P 44,400.00</b> + 1.00% in excess of P1.0M
Over P5M - P10.0M	<b>P 134,300.00</b> + 0.75% in excess of 5.0M
Over P10M - P20.0M	<b>P 218,500.00</b> + 0.50% in excess of P10.0M
Over P20M - P50.0M	<b>P 330,900.00</b> + 0.20% in excess of P20.0M



Over P50M - P100.0M	<b>P 465,300.00</b> + 0.10% in excess of P50.0M
<b>Over P100M - P500.0M</b>	<b>P 577,100.00</b> + 0.05% in excess of P100.0M
<b>Over P500M – P1 Billion</b>	<b>P1,026,200.00</b> + 0.035% in excess of P500.0M
<b>Above 1 Billion</b>	<b>P1,418,300.00</b> + 0.025% in excess of P1 Billion
<b>* Base amounts adjusted pursuant to CIAC Resolution No. 01-2023</b>	

<b>2. Adjustment Factors:</b> The Base amount computed in Item No. 1 shall be adjusted to take into account the following:					
<b>Complexity (AF1)</b>		<b>No. of Disputants (AF2)</b>		<b>No. of Arbitrators (AF3)</b>	
Nature	Adjustment Factor	No. of Parties	Adjustment Factor	No. of Arbitrators	Adjustment Factor
Simple/Common	1.0	2	1.0	1	1.0
Complex	1.5	3	1.1	3	2.0
		4	1.2		
		5 and over	1.3		
<b>3. Overall Adjustment Factor (OAF) = (AF1 + AF2 + AF3) – 3.0</b>			<b>4. Total Honoraria = Base Amount x (OAF + 1.0)</b>		
<b>III. Schedule of Payments *</b>					
<b>A. Upon Filing of the Request for Arbitration (RFA)</b>		<b>B. Upon signing of the Terms of Reference (TOR)</b>		<b>C. Before the Final Hearing</b>	
<ul style="list-style-type: none"> <li>• Filing Fee ----- 100%</li> <li>• Initial Deposit for Arbitrator's Fees               <ul style="list-style-type: none"> <li>- 25% of arbitrator's fees</li> </ul> </li> <li>• 100% of administrative fees</li> <li>• Special assessment fee (ADF) under CIAC Res.No. 02-1996, if applicable - 100%</li> </ul> <p><b>Note:</b> Respondent to deposit similar amount of fees based on his counterclaim, if any</p>		<ul style="list-style-type: none"> <li>• 50% of the Arbitrator's Fee</li> </ul>		<ul style="list-style-type: none"> <li>• 25% of the Arbitrator's Fee</li> </ul>	
* As amended by CIAC Resolution No. 09-2012 (effective 05 July 2012)					

**B. For Non-Monetary Claims**

**ARBITRATION FEES FOR NON-MONETARY CLAIMS**

<b>B.1 PURELY NON-MONETARY AWARD INVOLVED</b> <b>1. Filing Fee</b> <b>P4,320.00 plus 9.0% of arbitrators' fees</b> <b>(20% increase in the base amount approved on 13 February 2001)</b>	<b>SCHEDULE OF PAYMENTS*</b>  - 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
<b>2. Administrative Fees</b> <b>P10,200 plus 6.0% of total Arbitrators' Fees</b> <b>(70% increase in the base amount approved on 13 February 2001<sup>1</sup>)</b>	- 100% upon filing of the Request for Arbitration based on estimated total arbitrators' fees for 3 sessions of 3 hours per session - Before the final hearing, balance of administrative fees based on actual total arbitrators' fees

<sup>1</sup> The CIAC Rules of Procedure Governing Construction Arbitration provides for the arbitral award to be rendered within thirty (30) days from the time the case is submitted for resolution (i.e., from the termination of the hearing, or from the filing of additional documents, or from the submission of memoranda, pleadings, documents or evidences whichever is later) but not more than six (6) months from the signing of the Terms of Reference (TOR) or from the date of the last preliminary conference call for the purpose of finalizing and/or signing of the TOR (Sections 13.18 and 16.1 of the CIAC Rules). The above time periods are inextendible unless approved by the Commission on justifiable grounds. The resolution of a construction arbitration case may involve several issues (technical and legal), substantial amounts of claims and counterclaims, more than one (1) contract between the parties, and more than one (1) Claimant and/or Respondent. The evaluation/determination of the issues and claims/counterclaims subject of arbitration entails the reception of documentary and testimonial evidence and validation of these evidence through hearings, site inspections, expert witnesses, and all other reasonable means to ascertain the facts in each case speedily and objectively in the interest of substantive due process. Attached for reference are a copy of the CIAC Rules and Time Indicator reports for the last three (3) years (2017-2019) showing the time lapses per case from filing to award and TOR signing to award, and the average time lapse per year from TOR signing to award. In view of the quasi-judicial nature of construction arbitration and the foregoing circumstances, exemption from the time periods in RA11032 is justified.

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





## 2. 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.

<b>Office or Division:</b>	Construction Industry Arbitration Commission	
<b>Classification:</b>	Highly Technical <sup>1</sup>	
<b>Type of Transaction:</b>	Government to Client (G2C) Government to Business (G2B) Government to Government (G2G)	
<b>Who may avail:</b>	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.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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: <a href="http://ciap.dti.gov.ph/content/construction-industry-arbitration-commission">ciap.dti.gov.ph/content/construction-industry-arbitration-commission</a>
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: <a href="http://ciap.dti.gov.ph/content/construction-industry-arbitration-commission">ciap.dti.gov.ph/content/construction-industry-arbitration-commission</a>
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<sup>1</sup> The CIAC Mediation Rules provide for a period for mediation, to wit: “Section 14. The Mediation Process - The Mediator shall commence the mediation proceedings as soon as possible after his/her acceptance of the appointment and shall use his or her best efforts to conclude the mediation within thirty (30) calendar days of his/her appointment. The appointment shall not extend beyond said period without the written consent of the Parties.



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	3. Receive RFM	None		CIAC Receiving Clerk/CIAP window staff



	CIAP Window at the nearest DTI Regional Office)	3.1. Check completeness of the requirements and inform the Claimant of the deficiencies (if any)	None		Chief TIDS/Spvng 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/CIA Pwindow staff
		4.1. Encode payment details in the ISCA 4.2. Assign Case Number			CIAC Administrative Asst. III/ Administrative Aide IV

<b>MEDIATION PROCESS</b>					
		<p>4.3. Notify Respondent of the Request for Mediation</p> <p>*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</p>	None	3 days	Staff-in-Charge of the case
5	<p>Respondent files Answer and agrees to mediation</p> <p>*If there is counterclaim, Pay the required initial deposit of mediation fees (100% Filing and Administrative Fees and 50% Mediator's Fees)</p>	<p>5. Receive Answer to the RFM and refer to staff-in-charge of the case</p> <p>*Repeat process 3.2, 3.3, &amp; 4.</p>	None		CIAC Receiving Clerk
6	If Respondent not agreeable with Claimant's nominee/s for Mediator, parties to	6. Appointment of Mediator	None	Governed by Sections 9 –	Commission



	nominate/agree on a Mediator/file Application for Appointment	6.1. Issue Statement of Account		13, CIAC Mediation Rules	
					Staff-in-Charge of the case
<b>7</b>	Pay balance of the Mediator's Fees (50%)	7. Issue Order of Payment  7.1. Accept payment based on the Order of Payment	See Table of CIAC Mediation Fees		CIAC Administrative Asst. III/ Administrative Aide IV
					CIAP Cashier
<b>8</b>	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

	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  11.1. Issue Order of Payment	None  ₱3,000.00 Administrative Fee and 20% Arbitrator's Fee		CIAC Receiving Clerk  CIAC Administrative Asst. III/ Administrative Aide IV

<b>12</b>	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 meetings 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	



**of Hearing of Motion (if necessary)**  
**Issuance of Writ of Execution**  
Approval of Bond

**Fees computed on amount of Award in the SA**





**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**

### **External Services**



## PRODUCTIVITY AND COMPETENCY ENHANCEMENT DIVISION

### 1. Provision of Customized Training

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

<b>Office or Division:</b>	<b>Productivity and Competency Enhancement Division</b>			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G, G2B			
<b>Who may avail:</b>	All (engineering/vocational/technology schools/universities, construction firms, government institution)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	
	1.4 Identify resources needed, secure commitment of Trainer, and prepare draft Proposal		7 days	Program inCharge	
	1.5 Review draft Proposal		1 hour	DC/ADC	
	1.6 Endorse draft Proposal to the ED for approval		30 mins	DC/ADC	
	1.7 Upon approval by ED, forward the Proposal to the Client for approval			Program-in-Charge	
2. Accept proposal	2. Upon receipt of the Client's approved Proposal, facilitate notarization	None	4 hours	Client	



	2.1 Schedule and conduct venue inspection and preparation of pertinent documents	None	4 days	Program-in-Charge
Attend Training	Conduct training	As per Agree-ment	N/A (Depends on training duration agreed upon)	Program-in-Charge
	3.1 Upon payment issue appropriate Training Certificate		N/A (Issue immediately after training)	Program-in-Charge
<b>TOTAL</b>				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.

<b>Office or Division:</b>	<b>Productivity and Competency Enhancement Division</b>	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G, G2B, G2C	
<b>Who may avail:</b>	All who were issued certificate 5 years from the date of application	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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	FEE 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
	<b>Total</b>	<b>P200.00</b>	<b>1 day</b>	





### 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.

<b>Office or Division:</b>	<b>Productivity and Competency Enhancement Division</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G, G2B			
<b>Who may avail:</b>	Construction companies, training institutions, construction event organizers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter		Client		
Number of occupants		Client		
Specific dates and mode of use		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit request	<p>1. Accept request and facilitate conduct of ocular inspection of the training facility by the Client</p> <p>1.1 Endorse request to Executive Director (ED) for approval</p> <p>1.2 Upon approval by the ED, prepare draft Agreement</p> <p>1.3 Division Chief/Asst. Division Chief (DC/ADC) to review draft agreement and submit for approval by the ED</p> <p>1.4 Upon approval</p>	None	1 day	Administrative Assistant
		None	1 hour	Administrative Assistant
		None	4 hours	Administrative Assistant
		None	4 hours	DC/ADC
		None	1 hour	
	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	4 hours	Administrative Assistant
		None	2 hours	Administrative Assistant
3. Client use of facility as per Agreement	3. Ensure observance of Agreement by both parties.	None	As per Agreement	Administrative Assistant
<b>TOTAL</b>		<b>See tables 1 and 2</b>	<b>3 days</b>	

Table 1  
**CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION - TRAINING CENTER**  
 Brgy. Salawag, Dasmarinas, Cavite UPDATED RENTAL  
 RATES

ITEMNO.	ROOM	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 a rm.)	1,800.00	12 hrs usage/day	
10	Small Room (Main Bldg.)	800.00	10 hrs usage/day	
11	Executive Room 1 and 2 (MainBldg.)	1,800.00	10 hrs usage/day	
12	Infirmary (Main Bldg.)	1,000.00	10 hrs usage/day	
13	Study Room (Old Dorm.)	850.00	10 hrs usage/day	

Table 2  
**CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION - TRAININGCENTER**  
 Brgy. Salawag, Dasmaringas, Cavite UPDATED RENTAL  
 RATES

ITEMNO.	ROOM	Equipment/Tools	Rate/Day (10hrs a day)	Rate/Day (per Eqmt)	REMARKS
---------	------	-----------------	---------------------------	---------------------------	---------



1	Welding Workshop		1,500.00		Rental rate includes electricity, tools and eqmt.
		Welding Machine		500.00	
2	Rebar Workshop		1,500.00		Rental rate includes electricity, tools and eqmt.
3	Electrical Workshop		1,500.00		
4	Plumbing Workshop		1,500.00		
5	Masonry Workshop		1,500.00		
6	Formworks Workshop		1,500.00		
7	Concreting Workshop		1,500.00		

#### 4. Provision Of Customized Training – 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.

<b>Office or Division:</b>	<b>Productivity and Competency Enhancement Division</b>
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G, G2B
<b>Who may avail:</b>	All (engineering/vocational/technology schools/universities, construction firms, government institution)



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company Name/Address/Contact Numbers		Client		
Signatory to the proposal		Client		
Number and profile of participants		Client		
Venue of training		Client		
Preferred training objectives		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for customize training	1. Acknowledge receipt of request and schedule meeting with Client	None	30 minutes	Administrative Assistant
	1.1 Meet with Client and Conduct Training Needs Analysis (TNA)	None	7 days	Program-in-charge
	1.2 Identify resources needed, secure commitment of Trainer, and prepare draft Proposal	None	7 days	Program-in-charge
	1.3 Endorse draft Proposal to Division Chief (DC) / Asst.	None	1 day	Program-in-charge



	Division Chief (ADC) for review and endorsement to Executive Director (ED) for approval 1.4 Upon approval by ED, forward the Proposal to the Client for approval	None	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
<b>TOTAL</b>	<b>Minimum of Php2,000.00/pax/day at 20 pax</b>		<b>19 days and 5 hours</b> <b>Note: Excluding training time</b>	

**5. Replacement of Damaged or Lost Certificate –Regional/Field Office**

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 5years from the date of application.

<b>Office or Division:</b>	<b>Productivity and Competency Enhancement Division</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G, G2B, G2C			
<b>Who may avail:</b>	All who were issued certificate 5 years from the date of application			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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</p>	<p>P200.00/copy</p> <p>None</p>	<p>30 minutes</p> <p>2.5 days (courier time from Head Office)</p>	<p>Administrative Assistant</p> <p>Administrative Assistant</p>
	<p>Client, and release correspondingly</p>			
	<p><b>Total</b></p>	<p><b>200.00 +Courier fee</b></p>	<p><b>3 days</b></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. <del>XXXXXXXXXXXXXXXXXXXX</del> )													
ADDRESS								Zip Code					
CONTACT NUMBERS						e-mail Address							
DATE OF BIRTH				MM		DD		YY		PLACE OF BIRTH			
HIGHEST EDUCATIONAL ATTAINMENT and INSTITUTION/ SCHOOL													
OCCUPATION <input type="checkbox"/> Student <input type="checkbox"/> Worker <input type="checkbox"/> Safety Officer <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Others													
COMPANY NAME													
SEMINAR/TRAINING DETAILS										FOR DATABASE VERIFIER ONLY			
TRAINING COURSE ATTENDED						INCLUSIVE DATES			TRAINEE ID/ CERTIFICATE #				

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

\_\_\_\_\_  
SIGNATURE OF APPLICANT

-----  
FOR CMDP USE ONLY DO NOT FILL UP THIS PORTION

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

OR NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_  
(FOR CASHIER'S USE ONLY)

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



## COMPETENCY ASSESSMENT AND CERTIFICATION DIVISION

### 6. 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.


<b>Office or Division</b>	Construction Manpower Development Foundation			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	Government to Client			
<b>Who may avail</b>	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>-After the training, fill-out and submit the Program Evaluation Form (F- PIM-006) to be provided by CMDF.</p>	<p>Conduct the training.</p> <p>Training is administered by Accredited third party service providers.</p> <p>Distribute the Program Evaluation Form and collect it upon accomplishment of the participants.</p>	<p>none</p>	<p>N/A (Days vary depending on the agreement between CMDF and the client)</p> <p>3 days</p>	<p>Resource speaker, to be assisted by the Program Coordinator</p> <p>Program Coordinator</p>




<p>4. Obtain the certificate.</p>	<p>CMDF shall issue a certificate for a candidate who successfully completed the training and passed the written and oral examination.</p>	<p>P200.00/ certificate</p>		<p>Program Coordinator</p>
<p><b>TOTAL NUMBER OF DAYS:</b></p>			<p><b>7 days (excluding the training time and the 15- working day application for CPD points to PRC)</b></p>	

Sample image of the venue checklist form:



## Venue Checklist Form



Company: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

Venue: \_\_\_\_\_

Date of Training / Certification Program: \_\_\_\_\_

	Y	N	N/A
<b>1. Training room/venue</b>			
• Adequate lighting? Can read document at distance of 12" for those with 20/20 vision	<input type="checkbox"/>	<input type="checkbox"/>	
• Electrical power supply sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	
• Adequate room temperature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adequate seat distance between participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Flexibility of room layout with plenty of space to move around for activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Access to male and female toilets? Appropriate distance from the seminar room	<input type="checkbox"/>	<input type="checkbox"/>	
• Location – easy to find on the map, convenient location?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Equipment/accessories needed</b>			
• LCD projector?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• OHP projector?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Screen for projector?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• White board/white board marker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Laptop/computer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Laser pointer/slide controller?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Microphone/loudspeaker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Back-up equipment provided (laptop/LCD/sound systems)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Wireless and Internet access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Availability of photocopying/printing/email facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tools & Equipment (electrical, plumbing, welding... etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consumables (permanent marker, bond paper, tape, wire, welding rod, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: _____			
_____			
_____			
<input type="checkbox"/> Approved <input type="checkbox"/> 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						



## 7. 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.

<b>Office or Division</b>	Competency Assessment and Certification Division	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	Government to Client	
<b>Who may avail:</b>	Project Engineers, Project Managers, Supervisors, Trainers, Foremen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	
<b>PRE-SCREENING REQUIREMENTS:</b>		
1. Letter of Intent which includes: <ul style="list-style-type: none"> <li>- Name</li> <li>- Address</li> <li>- Scope of the desired certification</li> <li>- Number of trainees (minimum of 15, maximum of 25)</li> <li>- Target date</li> <li>- 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.</li> </ul>	1	Can be sent through mail to the CMDF Office, or through e-mail at <a href="mailto:cacd.cmdf@gmail.com">cacd.cmdf@gmail.com</a>



NOTE: Where permitted by law, other methods, including electronic signatures, are acceptable.		
2. Self-Assessment Form	1	Website: <a href="http://cmdf.dti.gov.ph/">http://cmdf.dti.gov.ph/</a>
3. Eligibility Requirements: a. Certificate of Employment indicating the number of years of work experience as a project manager.	1	Company
<b>ASSESSMENT PROCESS REQUIREMENT:</b>		
1. Registration Form	1	Website: <a href="http://cmdf.dti.gov.ph/">http://cmdf.dti.gov.ph/</a>
<b>EXAMINATION REQUIREMENTS:</b>		
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.	<p><b>FOR ECOMTCP:</b></p> <ol style="list-style-type: none"> <li>1. Assess the applicant's education background and job exposure.</li>   <li>2. Identify the chosen core and elective modules in the Personalized Training Program (F- PIM-012)</li> <li>3. Evaluate and approve the Personalized Training Program based on the results of self-assessment and credential assessment.</li> </ol> <p><b>FOR FTCP/CSTCP/TCP:</b></p> <ol style="list-style-type: none"> <li>1. Assess the applicant's education</li> </ol>	None	1 day	Program Coordinator
---	--------------------------------------	---	------	-------	---------------------

		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>
	<b>TOTAL NUMBER OF DAYS:</b>			<b>7 days</b>	



## Sample image of the Registration Form

	<p>Department of Trade &amp; Industry  <b>Construction Industry Authority of the Philippines</b>  <b>CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION</b></p>	
<p><b>Construction Industry One Registry System</b>  <b>Registration Form</b></p>		
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:	
<b>JOB CLASS (pls. check &amp; specify)</b>		
<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 _____	_____	_____
<b>COMPETENCIES/CERTIFICATION/ACCREDITATION</b>		
<b>Professional Certification</b>		
<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 jpg format	<i>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</i>	
	<div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div> <p style="text-align: center;">Signature of Registrant (Please sign inside the box)</p>	



**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.

<b>Office or Division:</b>	Construction Industry Authority of the Philippines (CIAP) - Office of the Executive Director Policy and Program Coordination and Monitoring Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Client G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	General Public All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Signed correspondence from the client (general public, other government agencies) including its attachment/s, if any			From the emanating person/office/agencies	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION S</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>WALK-IN</b>				
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>
<b>TOTAL:</b>		<b>None</b>	<b>7 days</b>	

## 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.

<b>Office or Division:</b>	Policy & Program Coordination & Monitoring Division (PPCMD)	
<b>Classification:</b>	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	
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Client G2B – Government to Business	
<b>Who may avail:</b>	Winning Parties in the final award and judgment of CIAC	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>Copies</b>	<b>WHERE TO SECURE</b>

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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<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 judgement 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	<i>7.2 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	<i>7.3. 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	<i>7.4. 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

### 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.

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

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Fill-up appropriate Technical Assistance Request Form	1.1. Received the accomplished Technical Assistance Request Form	None	10 minutes	<i>Secretary/ Administrative Assistant</i>
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	<i>Secretary/ Administrative Assistant (insert office)</i>
1.3. None	1.3. Evaluate Request and assign to concern staff	None	6 hours	<i>Approving 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>
<b>TOTAL:</b>			<b>6 days, 6 hours, and 20 minutes</b>	

#### **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.

<b>Office or Division:</b>	Finance
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	Creditors/ Suppliers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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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"> <li>● Notice of Award</li> <li>● Notice to Proceed</li> <li>● Contract</li> </ul>	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 receiving person will have to log the receipt and/or sign the receiving copy of the employee.	None		Administrative Assistant II	
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>
<b>TOTAL</b>			<p>19 working Days, 2 Hours and 40 Minutes</p>	
<p><b><i>Please proceed to the next step (General Service Section)</i></b></p>				

**5. Preparation of Disbursement Voucher Payment of First 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.

<b>Office or Division:</b>	Finance			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Job Order/ Casual/ Contractual Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Item	No. of copies			
Certified true copy of pertinent contract/ appointment/ joborder	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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit duly accomplished required documents. ( <i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i> )	1. Check and Review by the receiving person  1.1 Checking as to the completeness of the documents needed. 1.2 Review the document as to its validity for claiming	None	2 Hours	Administrative Assistant II

	<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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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>
<b>TOTAL</b>			6 working Days, 2 Hours and 40 Minutes	
<b><i>Please proceed to the next step (General Service Section)</i></b>				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1	Submit duly accomplished required documents. ( <i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i> )	<p>1. Check and Review by the receiving person</p> <p>1.3 Checking as to the completeness of the documents needed.</p> <p>1.4 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	2 Hours	Administrative Assistant II
2	Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. ( <i>*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability</i> )	None	1 working Days	Budget Officer/ Administrative Assistant II



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



### 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.

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

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: <a href="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">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</a>
Approved Daily Time Record	1	Personnel Section
Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902, 2305 and 2316)	1	Previous employer
Clearance from money, property and legal accountabilities	1	Previous Office
Certified true copy of pre-audited disbursement voucher of last salary from previous agency and/or	1	Previous Office
Certification by the Chief Accountant of last salary received duly verified by the assigned auditor thereat.		
Certificate of Available Leave Credits	1	Previous Office



Service Record		1	Previous Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i>	None	2 Hours	Administrative Assistant II
	<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>			
2	Secure a copy of the receipt of documents submitted for proper monitoring.	None	1 working Day	Budget Officer/ Administrative Assistant II
	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. <i>(*Includes</i>			



		<p><i>checking of authority to incur expense and working out of funds for fund/ allotment availability)</i></p> <p>2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.</p> <p>3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant. <i>(*Includes computation for late and absences and deductions)</i></p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of</p>		<p>2 working Days</p> <p>1 working Day</p> <p>20 Minutes</p> <p>2 working Days</p>	<p>Budget Officer</p> <p>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		20 Minutes	
<b>TOTAL</b>				6 working Days, 2 Hours and 40 Minutes	
<b>Please proceed to the next step (General Service Section)</b>					

#### 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.

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

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

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>1.7 Check ing 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>1 working Day</p> <p>20 Minutes</p> <p>1 Hour</p> <p>20 Minutes</p>	<p>Administrative Assistant II</p> <p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
<b>TOTAL</b>			<p>6 working Days, 3 Hours and 40 Minutes</p>	
<p><b><i>Please proceed to the next step (General Service Section)</i></b></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.

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

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 its validity for claiming.	None	2 Hours	Administrative Assistant II

	<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><i>2 working Days</i></p> <p><i>2 working Days</i></p> <p><i>1 working Days</i></p>	<p>Budget Officer/ Administrative Assistant II</p> <p>Budget Officer</p> <p>Administrative Assistant II</p>



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

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

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

<b>Office or Division:</b>	Finance
<b>Classification:</b>	Complex



<b>Type of Transaction:</b>	G2G – Government to Government Employee/Official	
<b>Who may avail:</b>	Job Order/ Casual/ Contractual Personnel	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. ( <i>*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee</i> )	1. Check and Review by the receiving person  1.11 Checking as to the completeness of the documents needed. 1.12 Review the document as to its validity for claiming.	<i>None</i>	<i>2 Hours</i>	Administrative Assistant II

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



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

**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.

<b>Office or Division:</b>	Finance
<b>Classification:</b>	Complex





<b>Type of Transaction:</b>	G2G – Government to Government Employee/Official	
<b>Who may avail:</b>	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 thereceipt of documents submitted for proper monitoring.</p>	<p>1. Computation of theamount of overtime pay dueto the employee.</p> <p>2. Prepare the Obligation Request and Status (ORS) andassign 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 certifythe ORS as to availability of allotment. Includes coordination with the</p>	<p>None</p>	<p>3 <i>working Days*</i></p> <p>1 working Day</p> <p>1 working Day</p>	<p>Accountant I</p> <p>Administrativ eAssistant 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>
<b>TOTAL</b>			<p><i>6 working Days, 7 Hours and 40 Minutes (starts from the 15<sup>th</sup> day following the month of requested actual overtime service)*</i></p>	



<p><i>* CIAP exercises the use of flexi-time which allowsthe 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, deemedto be more practical to pay the overtime services by batch since the computation of the actualamount to be paid requires scrutiny over the approved daily time recordsubmitted.</i></p>			
<p><b>Please proceed to the next step (GeneralServices Section)</b></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 conveysthe 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 June14, 2012 which prescribesthe guidelines and documentary requirements for commongovernment transactions.

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

Item		No. of copies		
Salary Payroll		3		Personnel 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>1.15 Checking as to the completeness of the documents needed.</p> <p>1.16 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</p>	<p>None</p>	<p>2 Hours</p>	<p>Administrative Assistant II</p>
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		<p>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>			
	<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>None</p>	<p>1 working Day</p>	<p>Budget Officer/ Administrative Assistant II</p>



		<p>2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unitas to the technicalities of the transaction.</p>		<p><i>2 working Days</i></p>	<p>Budget Officer</p>
		<p>3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant.  <i>(*Includes computation for lates and absences and deductions)</i></p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p>		<p><i>1 working Day</i></p>	<p>Administrative Assistant II</p>
		<p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p>		<p><i>20 Minutes</i></p>	
		<p>5. Assign DV Number and DV release</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>



<b>TOTAL</b>		<i>6 working Days, 2 Hours and 40 Minutes</i>	
<b><i>Please proceed to the next step</i></b>			

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

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

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

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

<b>Office or Division:</b>	Finance	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Client	
<b>Who may avail:</b>	Creditors/ Suppliers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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
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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"> <li>● Notice of Award</li> <li>● Notice to Proceed</li> <li>● Contract</li> </ul>	1	Supply Section
Approved Purchase Request	1	Supply Section
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier
Delivery Receipt	1	To be provided by the Supplier
Inspection and Acceptance Report	1	Supply Section
Property Acknowledgement Receipt ( <i>equipment only</i> )	1	Supply Section
Approved Purchase Request	1	Supply Section
Authority to Purchase ( <i>motor vehicle only</i> )	1	Supply Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>Submit duly accomplished required documents. <i>(*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)</i></p>	<p>1. Check and Review by the receiving person</p> <p>1.17 Checking as to the completeness of the documents needed.</p> <p>1.18 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	<p>None</p>	<p>1 working Day</p>	<p>Administrative Assistant II</p>
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<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)</i></p>	<p>None</p>	<p>3 working Days</p>	<p>Budget Officer/ Administrative Assistant II</p>
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		<p><i>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</p>		<p>10 working days</p>	<p>Budget Officer</p>
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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 and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p>2 working Days</p> <p>20 Minutes</p> <p>3 working Days</p> <p>20 Minutes</p>	<p>Administrative Assistant II</p> <p>Administrative Assistant II</p> <p>Accountant</p> <p>Accountant</p>
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<b>TOTAL</b>		19 working Days, 2 Hours and 40 Minutes	
<b>Please proceed to the next step (General Service Section)</b>			

**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.

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

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



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



		–amounts			
		<p>based on the approved DTR and as computed by the payroll officer/ accountant.</p> <p>3. Forward the DV and its supporting attachments to the accounting division.</p> <p>4. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>5. Assign DV Number and DV release</p>		<p><i>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>
<b>TOTAL</b>				<i>19 working Days, 2 Hours and 40 Minutes</i>	
<b>Please proceed to the next step (General Service Section)</b>					

**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.

<b>Office or Division:</b>	Finance	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Client	
<b>Who may avail:</b>	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





	<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>1.21 Check ing as to the completeness of the documents needed.</p> <p>1.22 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	1 working Day	Administrative Assistant II
	<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</p>	None	3 working Days	Budget Officer/ Administrative Assistant II
		<p>obligate the amount claimed.  <i>(*Includes checking of authority to incur expense and working out of</i></p>			



	<p><i>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</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</p> <p>Administrative Assistant II</p> <p>Administrative Assistant 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>20 <i>Minutes</i></p>	<p>Accountant</p>



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

**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.

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

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



Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier		
Delivery Receipt	1	To be provided by the Supplier		
Property Acknowledgement Receipt ( <i>equipment only</i> )	1	Supply Section		
Authority to Purchase ( <i>motor vehicle only</i> )	1	Supply Section		
Inspection and Acceptance Report	1	Supply Section		
Price quotation from at least three invited suppliers	1	Supply Section		
Abstract of submitted Price Quotation	1	Supply Section		
BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB)	1	Supply Section		
Agency's offer for negotiations with selected supplier	1	Supply Section		
Certification of BAC on the failure of competitive bidding for the second time	1	Supply Section		
Evidence of invitation of observers in all stages of negotiation	1	Supply Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. ( <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>1.23 Checking as to the completeness of the documents needed.</p> <p>1.24 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p>	None	1 working Day	Administrative Assistant II



		3. 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.	<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>Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant.</p>	None	<p>3 working Days</p> <p>10 working days</p> <p>2 working Days</p>	<p>Budget Officer/ Administrative Assistant II</p> <p>Budget Officer</p> <p>Administrative Assistant II</p>



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

**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.

<b>Office or Division:</b>	Finance	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Client	
<b>Who may avail:</b>	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
<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>1.25 Check ing as to the completeness of the documents needed.</p> <p>1.26 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	1 working Day	Administrative Assistant II





	<p>Secure a copy of the receipt of documents submitted for proper monitoring.</p>	<ol style="list-style-type: none"> <li>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></li> <li>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.</li> <li>3. Prepare the Disbursement Voucher (DV) — amounts based on the approved DTR and as computed by the payroll officer/ accountant.</li> <li>3. Forward the DV and its supporting attachments to the accounting division.</li> <li>4. Receive, review the accuracy of computation and certify the DV and its supporting</li> </ol>	<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
<b>TOTAL</b>			19 working Days, 2 Hours and 40 Minutes	
<b>Please proceed to the next step (General Service Section)</b>				

**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.

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

Item	No. of copies	
Purchase Order/ Contract	1	Supply Section



Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website	1	Supply Section
Performance and warranty securities	1	Supply Section
BAC Resolution recommending the alternative mode of procurement with approval by the HOPE	1	Supply Section
Authenticated photocopy of the approved APP and any amendment thereto	1	Supply Section
Approved Purchase Request	1	Supply Section
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier
Delivery Receipt	1	To be provided by the Supplier
Property Acknowledgement Receipt ( <i>equipment only</i> )	1	Supply Section
Authority to Purchase ( <i>motor vehicle only</i> )	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Price quotation from at least three invited suppliers	1	Supply Section
Abstract of submitted Price Quotation	1	Supply Section
BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB)	1	Supply Section
Letter/ invitation to submit proposals	1	Supply Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	<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 Check ing 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
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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 working Days	Accountant
	5. Assign DV Number and DV release		20 Minutes	Accountant
<b>TOTAL</b>			19 working Days, 2 Hours and 40 Minutes	
<b>Please proceed to the next step (General Service Section)</b>				

**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.

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



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 Check ing as to the completeness of the documents needed.</p> <p>1.30 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	1 working Day	Administrative Assistant II
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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 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
<b>TOTAL</b>			19 working Days, 2 Hours and 40 Minutes	
<b>Please proceed to the next step (General Service Section)</b>				

#### 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.

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

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> )	1. Check and Review by the receiving person  1.31 Check ing as to the completeness of the documents needed. 1.32 Review the document as to its validity for claiming.	None	<i>1 working Day</i>	Administrative Assistant II



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

**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	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Accomplished Purchased Request (1 original, 1 photocopy)		AFMD- Procurement Section



2. Technical Specifications (1 original 1 photocopy) indicating the following, such as butnot limited to:		Requesting Party, CIAP Staff		
<ul style="list-style-type: none"> <li>• Quantity</li> <li>• Material (if applicable)</li> <li>• Color (if applicable)</li> <li>• Dimensions (if applicable)</li> <li>• Estimated cost</li> <li>• Estimated delivery date</li> <li>• Sample picture, layout or swatch of item to be procured</li> <li>• Purpose</li> </ul>				
3. Approved Budget for the Contract/ Certificate of Availilability 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 RESPON SIBLE

1. Submit approved Purchase Request (PR) to Procurement/ BAC Secretariat together with the required documents.	1.1 Validate/review submitted documents	None	1 hour	Procurement/ Admin Officer BAC Secretariat, AFMD – Procurement Office
	1.2 If the PR is properly accomplished and the documents are complete, input item details in the Registry of PRs and assign PR number; otherwise returnthe 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



<ol style="list-style-type: none"> <li>1. Accomplished Purchase Request (1 original, 1 Photocopy)</li> <li>2. Copy of APP or Supplemental APP if item is not included in the original APP. – (1 photocopy)</li> <li>3. Memo request signed by the Head of Office (1 original)</li> <li>4. Approved Budget for the Contract/Certificate of Availability of Funds (1 original, 1 Photocopy)</li> <li>5. List of complete item specifications (for item, supplies, materials) (1 Original, 1 Photocopy) <ul style="list-style-type: none"> <li>• Quantity</li> <li>• Material (if applicable)</li> <li>• Color (if applicable)</li> <li>• Size (if applicable)</li> <li>• Estimated cost</li> <li>• Estimated delivery date</li> <li>• Sample picture or layout of item to be procured</li> <li>• Purpose</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Procurement Section</li> <li>2. Procurement Section</li> <li>3. Requesting Office</li> <li>4. Budget Section</li> <li>5. Requesting Office</li> </ol>
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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.

<b>Office or Division:</b>	Finance	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Client	
<b>Who may avail:</b>	Creditors/ Suppliers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	
Purchase Order/ Contract	1	Supply Section
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website	1	Supply Section
Performance and warranty securities	1	Supply Section



BAC Resolution recommending the alternative mode of procurement with approval by the HOPE	1	Supply Section
Authenticated photocopy of the approved APP and any amendment thereto	1	Supply Section
Approved Purchase Request	1	Supply Section
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier
Delivery Receipt	1	To be provided by the Supplier

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. ( <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>1.33 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>	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.			
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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 working Days	Budget Officer/ Administrative Assistant II
	2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.		10 working days	Budget Officer
	3. Prepare the Disbursement Voucher (DV) – amounts based on the approved DTR and as computed by the payroll officer/ accountant.		2 working Days	Administrative Assistant II



		. Forward the DV and its supporting attachments to the accounting division.		20 Minutes	Administrative Assistant II
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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
<b>TOTAL</b>				19 working Days, 2 Hours and 40 Minutes	
<b><i>Please proceed to the next step (General Service Section)</i></b>					

### 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.

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



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 submitsthe duly accomplished Request Form/Report of Equipment Breakdown/ Malfunction	Receive the Request Form	None	5 minutes	Administrative Officer/Designated Administrative Personnel (AFMD)
2		Inspect the equipment	None	5 minutes	Administrative Officer/Designated Administrative Personnel (AFMD)
3		Approval/ Denial of Request	None	2 minutes	Administrative Officer/Designated Administrative Personnel (AFMD)
3		Prepare Job Order	None	5 minutes	Administrative Officer/Designated Administrative Personnel (AFMD)



4	Procure Job Order Service	None	Based on R.A.No. 9184	Administrative Officer/Designated Administrative Personnel (AFMD)
5	Repair of Equipment/Facility	None	Based on agreement	Job Order Service Provider
6	Conduct Inspection/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.

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



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).	Receive the Request Form and indicate the availability/non-availability of vehicle	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	10 Minutes	Driver
7	Dispatch Service Vehicle	None	2 Minutes	Driver
8	Update Records	None	2 Minutes	Driver
9	Monitor dispatched Service Vehicle	None	5 Minutes	Driver

### 10.i. Recruitment, Selection and Placement

Hiring and Selection for Permanent Positions cover activities from request of filling up of vacant \_\_\_\_\_



position to orientation/job induction of newly hired employees.

<b>Office or Division:</b>	AFMD – Personnel Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Client	
<b>Who may avail:</b>	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	<p>1. To request Posting of vacancies using the form Request for Publication of Vacant Positions</p> <p>2. Vacancies shall be posted for 10 calendar days as prescribed by CSC</p>	None	<p>1 Working day</p> <p>10 calendar days</p>	<p>Administrative Officer</p> <p>CSC</p>
3	Received Applications	<p>1. Screen Applicants qualification versus the Minimum Qualification Standard requirement, Next-in-Rank priority, Residency and Performance Rating</p> <p>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.</p>	None	1 Working day	Administrative Officer
4	Schedule for Initial Interview	1. Inform the applicant/s for his/her scheduled initial interview.	None	1 working day	Division Chief and Executive Director where the vacancy exist
5	Administer Psychological Examination	1. Applicant/s who qualify and accepted during the initial interview shall be subjected for Psychological Examination	None	1 working day	Administrative Officer

6	Conduct Panel Interview	<p>1. Applicant/s who passes the Psychological Examination shall be subjected for Panel Interview</p> <p>. For Supervisory positions, at least 3 panelist composed of the following will conduct the panel interview: Executive Directors of CIAP except the Director of the board where the vacancy exist.</p> <p>. 3.For Technical/Clerical, at least Division Chiefs/Asst. Division Chief of the CIAP group except the DC/ADC where the position to be filled belongs.</p>	None	1 working day	HRMA
7	Personnel Selection Board(PSB) Deliberation	1.Assessment of candidates for promotion and hiring based the CIAP PSB Policies and Procedures guidelines	None	1 day	PSB
8	Preparation of Appointment	<p>1. Preparation of Appointment papers for applicant/s who pass the cut-off score during the PSB deliberation.</p> <p>2. Appointment papers for signature of the Appointing Authority</p>	None	5 days	Administrative Officer



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

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

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	1. Screen Applicants qualification based on the requirement of the requesting party.	None	1 Working day	Administrative Officer
		2. If the applicant/s meets the requirements, he/she will be notified that he/she is being considered for the position and will be scheduled for an initial interview		1 working day	Administrative Officer
		3. For Initial interview of the requesting party		1 working day	Requesting party



4	Submission of Pre-employment requirements	1. Applicant/s who pass the screening and accepted by the requesting party shall be notified to submit the pre-employment documents	None	15 working days	Applicant/s
5	Signing of Contract of Service	1. Upon completion of the required pre-employment documents, contract of service will be prepared for signature of the COS, the Executive Director of the requesting party, and witnesses	None	3 days	Administrative Officer  Executive Director from the requesting party  COS  Witnesses
6	Notarization of Contract of Service	1. Signed contract of service shall be notarized	None	1 day	Administrative Officer
11	Orientation	New employees will be subjected to Orientation.	None	1 day	Administrative Officer
<b>TOTAL</b>				<b>34 working days</b>	

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

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

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

Item	No. of copies	
Performance Evaluation Form	1	Personnel Section
Contract of Service	4	Personnel Section
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>
		<b>PROCESSING TIME</b>
		<b>PERSON RESPONSIBLE</b>





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	<p>Evaluate the performance of the COS on the following criteria:</p> <p>A. Outputs/ Accomplishments</p> <ul style="list-style-type: none"> <li>● Quantity</li> <li>● Quality</li> <li>● Timeliness</li> </ul> <p>B. General Behavior</p> <ul style="list-style-type: none"> <li>● Adapt ability/ Flexibility</li> </ul>	<p>1. Rate the COS based on the following rating scale:</p> <p>5 – Outstanding  4 – Very Satisfactory  3 – Satisfactory  2 – Marginal/Below Satisfactory  1 - Unsatisfactory</p>	None	2 working days	<p>Immediate Supervisor</p> <p>Peer</p>



	<ul style="list-style-type: none"> <li>• Customer/Service Orientation</li> <li>• Work Standard</li> <li>• Planning &amp; Organizing</li> <li>• Attendance &amp; Punctuality</li> <li>• Stress Tolerance</li> <li>• Compliance to Office Rules</li> </ul> <p>C. Interpersonal Skills:</p> <ul style="list-style-type: none"> <li>• Teammanship</li> <li>• Deference to Authority</li> <li>• Initiative</li> </ul> <p>D. Communication Skills:</p> <ul style="list-style-type: none"> <li>• Oral Communication</li> <li>• Written Communication</li> </ul>				
3	Review Performance Evaluation Results	1. Review of the accomplished Performance Evaluation Results of COS.	None	1 worki ngday	Administrati veOfficer
4	Take Necessary Action	1. Notify the COS on the results of his/her performance evaluation	None	1 worki ngday	Administrati veOfficer



**CIAP**

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			
<b>TOTAL</b>				9 working days	



## FEEDBACK AND COMPLAINTS MECHANISM

### PHILIPPINE OVERSEAS CONSTRUCTION BOARD

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 <a href="mailto:POCB@construction.gov.ph">POCB@construction.gov.ph</a> <a href="mailto:RosemarieDelRosario@construction.gov.ph">RosemarieDelRosario@construction.gov.ph</a> <a href="mailto:DorisGacho@construction.gov.ph">DorisGacho@construction.gov.ph</a></p>
How feedbacks are processed	<p>Every Friday, the POCB Board Secretary and Executive Director open the drop box and compile and record all feedback submitted.</p> <p>Feedback requiring answers are forwarded to the relevant personnel and they are required to answer within three (3) working days upon receipt of the feedback.</p> <p>The answer of the office is then relayed to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number +63.2.8-8961833 or email <a href="mailto:POCB@construction.gov.ph">POCB@construction.gov.ph</a> <a href="mailto:RosemarieDelRosario@construction.gov.ph">RosemarieDelRosario@construction.gov.ph</a> <a href="mailto:DorisGacho@construction.gov.ph">DorisGacho@construction.gov.ph</a></p>



<p>How to file a complaint</p>	<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 <a href="mailto:POCB@construction.gov.ph">POCB@construction.gov.ph</a> / <a href="mailto:RosemarieDelRosario@construction.gov.ph">RosemarieDelRosario@construction.gov.ph</a> <a href="mailto:DorisGacho@construction.gov.ph">DorisGacho@construction.gov.ph</a></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 <a href="mailto:POCB@construction.gov.ph">POCB@construction.gov.ph</a> <a href="mailto:RosemarieDelRosario@construction.gov.ph">RosemarieDelRosario@construction.gov.ph</a> <a href="mailto:DorisGacho@construction.gov.ph">DorisGacho@construction.gov.ph</a></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>



## CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION

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 <a href="mailto:marketing@cmdf.dti.gov.ph">marketing@cmdf.dti.gov.ph</a>
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	<a href="mailto:marketing@cmdf.dti.gov.ph">marketing@cmdf.dti.gov.ph</a>