



CONSTRUCTION INDUSTRY AUTHORITY OF
THE PHILIPPINES

CITIZEN'S CHARTER HANDBOOK

2025 (1st EDITION)



LIST OF SERVICES

AGENCY PROFILE

I.	MANDATE.....	6
II.	VISION.....	8
III.	MISSION.....	9
IV.	SERVICE PLEDGE.....	9

ARTA SERVICES.....

I. EXTERNAL SERVICES.....

A. Philippine Contractors Accreditation Board		
Contractors Licensing and Registration		
	Online Filing of New Regular License Application	11
	Online Filing of Renewal of Regular License Application	20
	Online Filing of Upgrading of License Category and Additional/Revision of Classification in Regular License Application	28
	Online Filing of Change of Business Name/Business Name & Status for Regular License Application	37
	Online Filing of Change of Authorized Managing Officer (AMO) Application	43
	Online Filing of New Registration for Government Infrastructure Project/ARCC	48
	Online Filing of Renewal of Registration for Government Infrastructure Project/ARCC	53
	Online Filing of Upgrading of Range AND/OR Additional Project Kind in Registration for Government Infrastructure Project/ARCC	57
	Online Filing of New 'Pakyaw' Contractor's License Application	62
	Online Filing of Renewal of 'Pakyaw' Contractor's License Application	68
	Online Filing of New Special License – Joint Venture (Local)	72
	Online Filing of New Special License – Joint Venture (Foreign)	76
	Online Filing of New Special License – Consortium (Foreign/Local)	81
	Online Filing of New Special License – Foreign Individual Application	86
	Online Filing of Renewal of Special License – Joint Venture (Local)	97
	Online Filing of Renewal of Special License – Joint Venture (Foreign) Application	101
	Online Filing of Renewal of Renewal of Special License – Consortium (Foreign/Local)	105



Online Filing of Renewal of Special License – Foreign Individual Application	109
Online Filing of Certificate of Exemption	118
Issuance of Certified True Copy of PCAB Contractor’s License	122
B. Philippine Overseas Construction Board	
1. Issuance of POCB Registration Certificate (New)	125
2. Issuance of POCB Registration Certificate (Renewal)	129
3. Issuance of Project Authorization	133
4. Issuance of Certified True Copy of POCB Certificate of Registration	135
C. Philippine Domestic Construction Board	
1. Prescreening, Evaluation, and Approval of New Applications for Accreditation as CPES Evaluator	137
2. Prescreening, Evaluation, and Approval of Renewal of Application for Accreditation as CPES Evaluator	138
D. Construction Industry Arbitration Commission	
1. Construction Arbitration	143
2. Construction Mediation	154
E. Construction Manpower Development Foundation	
1. Enterprise Training Package	161
2. Replacement Or Duplication of Certificates	164
3. Competency Assessment and Certification (Automatic Certification)	167
4. Competency Assessment and Certification (Portfolio-Based Assessment)	170
F. Construction Industry Authority of the Philippines – Executive Office	
1. Handling External Requests, Queries, and Communications (Simple)	173
2. Handling External Requests, Queries, and Communications (Complex)	175
3. Freedom of Information	177

II. INTERNAL SERVICES

A. Construction Industry Authority of the Philippines – Executive Office	
1. Provision of Goods and Services from External Service Providers	
Public Bidding	182
Emergency Cases	184
Small Value Procurement	186
Direct Contracting	188
Limited Source Bidding	190
2. Dispatch of Service Vehicles	192
3. Issuance of Requested Supplies and Equipment available in stock	193
4. Issuance of Requested Employees’ Documents	194



5. Certifying of CIAP Documents	195
6. Request for IT Repair and/or Rehabilitation	196

FEEDBACK AND COMPLAINTS MECHANISM.....198

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 affect 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.

I. VISION

We are the central authority of the Philippine construction industry in the forefront of

construction policy and program formulation, development and implementation.

II. MISSION

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

III. 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 needs 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.



**PHILIPPINE CONTRACTORS ACCREDITATION
BOARD**

External Services

Online Filing of New Regular License Application

Processing of applications for New Regular License under R.A. 4566

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	<ul style="list-style-type: none"> • New applicants • Returning delisted contractors • Filipino individuals/Sole proprietors applying for Category “E”, “D”, “C”, “B”, “A”, and “AAA” • Corporation/Partnership with at least 60% Filipino equity applying for Category “E”, “D”, “C”, “B”, “A”, “AA”, “AAA”, and “AAAA” • Newly organized domestic corporation (Up to 100% foreign-owned) applying for Category “AAAA”

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: Regular License – New 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/ • PCAB Instructional Guides
Signed-up account for PCAB Online Licensing Portal Note: Use ONE account only for all application types		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/
Duly accomplished set of digital forms: Regular License → New License		PCAB Online Licensing Portal Account → Regular License → New License
A. LEGAL		
A.1.	Contractor’s General Information Note: Applicant has the option to simultaneously register for Government Infrastructure Projects or “ARCC” by selecting the “Yes” button under “I want to apply for Registration for Government Projects” option and indicating the appropriate project kind(s) and size range(s). Additional fees will apply Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Regular License → New License → General Information
A.1.1	1. For SOLE PROPRIETORSHIP: Certified true copy of Business Name Registration Certificate (Scope of business in NATIONAL and the nature of business is CONSTRUCTION). 2. For CORPORATION or PARTNERSHIP: Certified true copy of SEC certificate of registration and articles of Partnership/Incorporation and by-laws with CONSTRUCTION CONTRACTING as one of the purposes and subsequent amendments thereto, if any.	3. For Business Name Registration Certificate: Department of Trade & Industry (DTI) - www.dti.gov.ph 4. For SEC Certificate of Registration and Articles of Partnership / Incorporation and By-Laws:

Checklist of Requirements		Where to Secure
	<p>1. For CORPORATION with FOREIGN Shareholders: Corporate Secretary's Certification: (1) List of stockholders showing their nationalities and shareholdings and (2) List of board of directors showing their names and nationality;</p> <p>2. For CORPORATION with FOREIGN Shareholders: Copy of the latest General Information Sheet duly filed with SEC showing the names of stockholders and directors, nationality and shareholdings. The percentage control of the number of seats occupied by foreigners in the board of directors shall not exceed 40%;</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	Securities and Exchange Commission (SEC) - www.sec.gov.ph
A.2.	<p>Contractor's Affidavit</p> <p>Notes:</p> <p>5. <i>Only the LATEST and NOTARIZED contractor's affidavit shall be uploaded.</i></p> <p>6. <i>For applications with STE, upload the duly accomplished contractor's affidavit which includes the signature of STE opposite its name (Paragraph 5, Item F)</i></p> <p>7. <i>INCOMPLETE and INCONSISTENT information in the contractor's affidavit shall result to DOWNGRADING of category and/or DISAPPROVAL of the application.</i></p> <p>Instruction: Download the LATEST Contractor's Affidavit template (PCAB-QMS-CLR-AFF-F16 Revision No. 00, 01AUG2022), accomplish, notarize and upload as attachment (One PDF file only).</p>	PCAB Online Licensing Portal Account → Regular License → New License → Affidavit
B. TECHNICAL		
B.1.	<p>Authorized Managing Officer (AMO)</p> <p>Notes:</p> <p>8. <i>Applicants for Category "E" to "AAA": AMO should be at least 25 years old;</i></p> <p>9. <i>Applicants for Category "AAAA": AMO should be at least 35 years old.</i></p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal Account → Regular License → New License → AMO

Checklist of Requirements		Where to Secure
B.1.1.	<p>Completion of 2-Days AMO Seminar and Passed the AMO Examination.</p> <p><i>Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF</i></p>	<p>Construction Manpower Development Foundation (CMDF) - https://facebook.com/DTI.CIAP.CMDF/</p> <p>-OR-</p> <p>PCAB Accredited Contractors Associations</p>
B.1.2.	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar/ 16-hour Safety Management Seminar for AMOs.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	<p>Construction Manpower Development Foundation (CMDF) - https://facebook.com/DTI.CIAP.CMDF/</p>
B.1.3.	<p>For CORPORATION: If AMO is NOT the president, copy of board resolution on AMO's duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Authority to sign checks and other financial documents; 2. Authority to hire and fire employees; 3. Authority to approve, negotiate and sign contracts; 4. Authority and capability to commit and answer for the corporation; and 5. Oversee all contracts of the company. <p>Instruction: Upload as attachment (One PDF file only).</p>	<p>Issued by the corporate board of the firm</p>
B.1.4	<p>For CORPORATION or PARTNERSHIP: If AMO is NOT a Filipino, copies of working visa/alien employment permit and alien certificate of registration.</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	<p>10. Embassy</p> <p>11. Bureau of Immigration (BI) / immigration.gov.ph</p> <ul style="list-style-type: none"> • Department of Labor and Employment (DOLE) - https://dole.gov.ph/
B.1.5	<p>AMO Interview by the Board, if applicable.</p> <p>Notes:</p> <ul style="list-style-type: none"> • 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. • Foreign AMO is required to be interviewed. • AMO will be interviewed upon submission of the complete application. Applicant will be 	<p>Philippine Contractors Accreditation Board (PCAB) Board Member(s)</p>

Checklist of Requirements		Where to Secure
	<p><i>notified of the interview schedule through provided contact details and email address.</i></p> <ul style="list-style-type: none"> • <i>Interview may be online or face to face depending on the schedule of the Board Member/s.</i> • <i>The PCAB Board may require additional documents as the need arises</i> 	
B.2.	<p>Sustaining Technical Employees (STEs), if applicable.</p> <p><i>Note: Applicants for category “E”, principal classification “Specialty-Trade” or “Specialty-Waterproofing Work” or “Specialty-Painting Work”, may skip the STE requirements.</i></p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal Account → Regular License → New License → STE
B.2.1.	<p>Clear copy of valid PRC ID Card (Front and Back).</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	Professional Regulation Commission/ prc.gov.ph
B.2.2.	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar.</p> <p>Instruction: Upload as attachment (one PDF file only).</p>	Construction Manpower Development Foundation (CMDF) – https://facebook.com/DTI.CIAP.CMDF/
B.2.3.	<p>STE Interview, if applicable.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. <i>Applicant will be notified of the schedule through provided contact details and email address indicated in the application.</i> 2. <i>Interview is online.</i> 	Philippine Contractors Accreditation Board (PCAB) STE Interview Staff
C. FINANCIAL		
C.1.	<p>Financial Information</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal Account → Regular License → New License → Financial Information
C.1.1.	<p>Schedule of Accounts Receivables, if applicable.</p> <p><i>Note: Applicants are required to submit accomplished accounts receivables template if the receivable accounts (accounts / contracts and other receivable) exceed 50% of the total Net Worth / Equity as of the latest audited balance sheet submitted in support of its application.</i></p>	PCAB Online Licensing Portal Account → Regular License → New License → Financial Information

Checklist of Requirements	Where to Secure
<p>Instruction: Download the LATEST schedule of accounts receivables template, accomplish and upload as attachment (One PDF file only).</p>	
<p>C.1.2. For NEWLY Established Firms:</p> <ol style="list-style-type: none"> 1. All pertinent pages of the Audited Financial Statement (Interim)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application; 2. The following documents should be received by the remitting bank and should be signed by the Certified Public Accountant (CPA) and signed by the Authorized Managing Officer (AMO); <ul style="list-style-type: none"> • Audited Financial Statement (Interim)** dated within the last six (6) months immediately preceding the filing of application. <p>For OLD Firms:</p> <ol style="list-style-type: none"> 1. All pertinent pages of the Audited Financial Statement (Year-end)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of audited financial statement shall result to DISAPPROVAL of the application; 2. If the equity or net worth based on the Audited Financial Statement (Year End)** of the preceding year fails to meet the capital requirement for category applying for, an Audited Financial Statement (Interim)** to reflect the current financial position may be submitted; 3. 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"> • Income Tax Return (Year End); • Receipt of Income Tax Return; and • Audited Financial Statement (Year End)** for the preceding taxable year. <p>** Audited Financial Statement (Interim or Year End) Pertinent Pages:</p> <ol style="list-style-type: none"> a. Independent auditor's opinion report; b. Balance sheet/statement of financial position; 	<ul style="list-style-type: none"> • Certified Public Accountant with valid PRC-BOA Accreditation • Remitting Bank • Bureau of Internal Revenue (BIR) - https://www.bir.gov.ph/home

Checklist of Requirements		Where to Secure
	<p>c. Income statement/statement of comprehensive income;</p> <p>d. Statement of changes in owner's/stockholders' equity, <i>if applicable</i></p> <p>e. Notes to financial statement;</p> <p>f. Bank certification - dated as of the balance sheet date;</p> <p>g. Statement of management responsibility for financial statements;</p> <p>h. Statement of cash flows;</p> <p>i. Quarterly Tax Return and Receipt of Income Tax Return, <i>if applicable</i>.</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	
D. PAYMENT		
D.1.	<p>Pay the Application Fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should NOT be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal Account → Regular License → New License → Payment</p> <ul style="list-style-type: none"> • QR Ph payment facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
1.1 Attend the 2-day AMO seminar and 40-hour COSH/ 16-hour Safety Management seminar, pass the AMO examination	None	Cost of 2-day AMO seminar/ 40-hour COSH/ 16-hour Safety Management	None	None

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
		seminar may vary depending on the seminar host		
1.2 Complete remaining application requirements	None	None	None	None
STEP 2				
2.1 Create a valid email address	None	None	None	None
2.2 Sign-up an account at PCAB Online Licensing Portal: <ul style="list-style-type: none"> pcab.construction.gov.ph pcabgovph.com <p>Note: Use ONE account only for all application types.</p>	None	None	None	None
2.3 Log-in using signed-up account	None	None	None	None
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees <p>Payment Options:</p> <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP cashier. *Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB. Cheques are NOT proof of payment and should not be uploaded at the portal. For those who paid through QR Ph payment facility, payment will be reconciled 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. <p>Note: For over-the-counter transactions only.</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.	10 minutes <p>Note: For over-the-counter transactions only.</p>	CIAP cashier/ CIAP window cashier <p>Note: For over-the-counter transactions</p>

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<i>automatically and uploading of proof of payment is NOT required.</i>		See License Fee Structure		
3.3 Submit complete application Important Note: For this type of application, Submit Application button will appear if the progress indicator is one hundred (100) percent.	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address	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	Inform client regarding the schedule of STE interview, if applicable.	None		
4.3 Receive schedule of AMO interview, if applicable	Inform client regarding the schedule of AMO interview, if applicable.	None		
4.4 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online	Review evaluation result and recommend disapprove or approve	None		

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Licensing Portal account and registered email address.				
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 20 Business Days From time of submission of application to recommendation of Board Members which shall not include the number of days for STEs interview and AMO interview. Moreover, it should be understood that the AMO interview is scheduled upon the availability of the Board Members				

License Fee Structure of New Regular License Application

PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

New Regular License Application								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Classification Fee								
Principal	4,800.00	4,800.00	2,400.00	480.00	240.00	144.00	48.00	nil
Other(s) (chargeable for each classification)	2,400.00	2,400.00	1,200.00	240.00	120.00	72.00	24.00	nil
Categorization Fee	150,000.00	43,200.00	21,600.00	7,200.00	4,800.00	2,400.00	1,200.00	nil
License Fee	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Documentary	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00

Stamp Tax								
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (P)	158,542.00	51,742.00	26,542.00	9,262.00	6,502.00	3,958.00	2,614.00	1,342.00

Registration for Government Infrastructure Projects (New Registration)			
Fee Particulars	Size Range		
	Large A/B	Medium A/B	Small A/B
Filing Fee	1,200.00	1,200.00	1,200.00
Project Kind Fee			
First Project Kind	7,200.00	4,800.00	2,400.00
Succeeding Project Kind(s) (if any)	1,200.00	1,200.00	1,200.00
Documentary Stamp Tax	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00
Grand Total (P)	9,642.00	7,242.00	4,842.00

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).

Online Filing of Renewal of Regular License Application

Processing of application for renewal of regular license certificate

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors

Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> Reference: Categorization and Classification Table (PCAB-QMS-REF-001) Instructional Guide: Regular License – Renewal of Regular License 	PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-up account for PCAB Online Licensing Portal Valid regular contractors licensed reflected on the PCAB Online Licensing Portal account of the applicant <p>Note: Use ONE account only for all application types</p>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Duly accomplished set of digital forms: Regular License → Renewal	PCAB Online Licensing Portal Account → Regular License → Renewal
A. LEGAL	
A.1. Contractor's General Information Notes: <ul style="list-style-type: none"> Applicant has the option to simultaneously renew the Registration for Government Infrastructure Projects 	PCAB Online Licensing Portal Account → Regular License → Renewal → General Information

Checklist of Requirements		Where to Secure
	<p>or “ARCC” by selecting the “Yes” button under “I want to apply for renewal of Registration for Government Projects” option and indicating the appropriate project kind(s) and size range(s). Additional fees will apply</p> <ul style="list-style-type: none"> Always refer to your previously issued contractor’s license certificate for reference <p>Instruction: Accomplish digital form</p>	
A.1.1	<p>12. For CORPORATION or PARTNERSHIP: Certified true copy of the firm’s latest SEC General Information Sheet (GIS) showing the updated list of directors, officers, stockholders and their shareholdings and nationalities.</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	Securities and Exchange Commission (SEC) - www.sec.gov.ph

Checklist of Requirements		Where to Secure
A.2.	<p>Contractor’s Affidavit</p> <p>Notes:</p> <p>13. Only the LATEST and NOTARIZED contractor’s affidavit shall be uploaded.</p> <p>14. For applications with STE, upload the duly accomplished contractor’s affidavit which includes the signature of STE opposite its name (Paragraph 5, Item F)</p> <p>15. INCOMPLETE and INCONSISTENT information in the contractor’s affidavit shall result to DOWNGRADING of category and/or DISAPPROVAL of the application.</p> <p>Instruction: Download the LATEST contractor’s affidavit template (PCAB-QMS-CLR-AFF-F16 Revision No. 00, 01AUG2022), accomplish, notarize and upload as attachment (One PDF file only).</p>	PCAB Online Licensing Portal Account → Regular License → Renewal → Affidavit

B. EXPERIENCE OF THE FIRM		
B.1.	<p>Statement of Annual Value of Work Accomplished/ On-going Projects, if applicable.</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal Account → Regular License → Renewal → Experience of the Firm/ SAVWA
C. TECHNICAL		
C.1.	<p>Authorized Managing Officer (AMO)</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal Account → Regular License → Renewal → AMO
C.2.	<p>New Sustaining Technical Employees (STEs), if applicable</p>	PCAB Online Licensing Portal Account → Regular License → Renewal → Newly

	<p>Note: Category “E” licensed holders with principal classification “Specialty-Trade” or “Specialty-Waterproofing Work” or “Specialty-Painting Work”, may skip the New STE requirements.</p> <p>Instruction: Accomplish digital form.</p>	Nominated STEs
C.2.1.	<p>Clear Copy of Valid PRC ID Card (Front and Back)</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	Professional Regulation Commission - https://www.prc.gov.ph/
C.2.2.	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	Construction Manpower Development Foundation (CMDF) - https://www.facebook.com/DTI.CIAP.CMDF/
Checklist of Requirements		Where to Secure
C.2.3	<p>STE Interview, if applicable</p> <p>Notes:</p> <ul style="list-style-type: none"> • <i>Applicant will be notified of the schedule through provided contact details and email address indicated in the application</i> • <i>Interview is online</i> 	Philippine Contractors Accreditation Board (PCAB) STE interview staff
C.3.	<p>Currently Nominated STEs, if applicable</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal Account → Regular License → Renewal → Newly Nominated STEs

D. FINANCIAL		
D.1.	<p>Financial Information</p> <p>Instruction: Accomplish the digital form.</p>	PCAB Online Licensing Portal Account → Regular License → Renewal → Financial Information
D.1.1.	<p>Schedule of Accounts Receivables, if applicable</p> <p>Note: <i>Applicants are required to submit accomplished accounts receivables template if the receivable accounts (accounts/ contracts and other receivables) exceed 50% of the total net worth/equity as of the latest audited balance sheet submitted in support of its application.</i></p> <p>Instruction: Download the LATEST schedule of accounts receivables template, accomplish and upload as attachment (One PDF file only).</p>	PCAB Online Licensing Portal Account → Regular License → Renewal → Financial Information

<p>D.1.2.</p>	<p>For NEWLY Established Firms:</p> <ol style="list-style-type: none"> 1. All pertinent pages of the Audited Financial Statement (Interim)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application. 2. The following documents should be received by the remitting bank and should be signed by the Certified Public Accountant (CPA) and Signed by the Authorized Managing Officer (AMO) <ul style="list-style-type: none"> • Audited Financial Statement (Interim)** dated within the last six (6) months immediately preceding the filing of application. <p>For OLD Firms:</p> <ol style="list-style-type: none"> 1. All pertinent pages of the Audited Financial Statement (Year End)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application. 2. If the equity/net worth based on the Audited Financial Statement (Year End)** of the preceding year fails to meet the capital requirement for category applying for, an Audited Financial Statement (Interim)** to reflect the current financial position may be submitted. 3. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO: <ul style="list-style-type: none"> • Income Tax Return (Year End); • Receipt of Income Tax Return; and • Audited Financial Statement (Year End)** for the preceding taxable year. <p>** Audited Financial Statement (Interim or Year End) Pertinent Pages:</p> <ol style="list-style-type: none"> a. Independent auditor's opinion report; b. Balance sheet/Statement of financial position; c. Income statement/Statement of comprehensive income; d. Statement of changes in owner's/Stockholders' equity, <i>if applicable</i> 	<ul style="list-style-type: none"> • Certified Public Accountant with valid PRC-BOA accreditation • Remitting Bank • Bureau of Internal Revenue (BIR) - https://www.bir.gov.ph/home
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	<p>e. Notes to financial statement; f. Bank certification - dated as of the balance sheet date; g. Statement of management responsibility for financial statements; h. Statement of cash flows; i. Quarterly Tax Return and receipt of Income Tax Return, <i>if applicable</i>.</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	
E. PAYMENT		
E.1. Pay the Application Fees	<p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati Cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque/cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should NOT be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal Account → Regular License → Renewal → Payment</p> <ul style="list-style-type: none"> • QR Ph Payment Facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati Cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account.	None	None	None	None
Note: Use ONE account only for all application types.				
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees	CIAP cashier will receive	Breakdown of fees can be	10 minutes	CIAP cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 	<p>the payment and copy of Order of Payment and issue Official Receipt.</p> <p>Note: For over-the-counter transactions only.</p>	<p>found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure</p>	<p>Note: For over-the-counter transactions only.</p>	<p>Note: For over-the-counter transactions</p>
<p>3.3 Submit complete application</p> <p>Important Note: For this type of application, Submit Application button will appear if the progress indicator is one hundred (100) percent.</p>	None	None	None	None
STEP 4				
<p>4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address</p>	<p>Evaluate Technical, Financial and Government Registration qualifications and indicate conditions/deficiencies, if any.</p>	None	20 business days	PCAB Technical Evaluator, Financial Evaluator, and Government Registration Evaluator, if applicable/ PCAB Technical and Financial Evaluation Division Chief/ PCAB Executive
<p>4.2 Receive schedule of STE interview, if applicable</p>	<p>Inform client regarding the schedule of</p>	None		

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
	STE interview, if applicable.			Director/ PCAB Board Members
4.3 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 20 Business Days From time of submission of application to recommendation of Board Members which shall not include the number of days for STEs interview.				

License Fee Structure of Renewal of Regular License Application
PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

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

Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Category Review	150,000.00	28,800.00	14,400.00	4,800.00	3,600.00	1,920.00	960.00	nil
License Fee	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (P)	151,342.00	30,142.00	15,742.00	6,142.00	4,942.00	3,262.00	2,302.00	1,342.00

Renewal of Regular License Application (Filing After the Renewal Schedule)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Category Review	150,000.00	28,800.00	14,400.00	4,800.00	3,600.00	1,920.00	960.00	nil
License Fee	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Additional Processing Fee	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Grand Total (P)	156,342.00	35,142.00	20,742.00	11,142.00	9,942.00	8,262.00	7,302.00	6,342.00

Renewal of Regular License Application (Filing After the End of Validity of the License)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Category Review	150,000.00	28,800.00	14,400.00	4,800.00	3,600.00	1,920.00	960.00	nil
License Fee	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Additional Processing Fee	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Additional License Fee	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Surcharge	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Grand Total (P)	161,382.00	40,182.00	25,782.00	16,182.00	14,982.00	13,302.00	12,342.00	11,382.00

Registration for Government Infrastructure Projects (New Registration & Re-registration)			
Fee Particulars	Size Range		
	Large A/B	Medium A/B	Small A/B
Filing Fee	1,200.00	1,200.00	1,200.00
Project Kind Fee			
First Project Kind	7,200.00	4,800.00	2,400.00
Succeeding Project Kind(s) (if any)	1,200.00	1,200.00	1,200.00
Documentary Stamp Tax	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00
Grand Total (₱)	9,642.00	7,242.00	4,842.00

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)

Online Filing of Upgrading of License Category and Additional/Revision of Classification in Regular License Application

Processing of applications for upgrading of license category and additional/revision of classification of regular license

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors

Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> Reference: Categorization and Classification Table (PCAB-QMS-REF-001) Instructional Guide: Regular License – Upgrading and Additional-Revision in Classification 	PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-up account for PCAB Online Licensing Portal Valid regular contractors licensed reflected on the PCAB Online Licensing Portal account of the applicant <p>Note: Use ONE account only for all application types</p>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Duly Accomplished Set of Digital Forms: Regular License → Upgrade/Addl Class	PCAB Online Licensing Portal Account → Regular License → Upgrade/Addl Class
A. LEGAL	
A.1. Contractor's General Information Notes: <ul style="list-style-type: none"> Applicant has the option to simultaneously renew the Registration for Government Infrastructure Projects or "ARCC" by selecting the "Yes" button under "I want to apply for renewal of Registration for Government Projects" option and indicating the appropriate project kind(s) and size range(s). Additional fees will apply 	PCAB Online Licensing Portal Account → Regular License → Upgrade/ Addl Class → General Information

Checklist of Requirements		Where to Secure
	<ul style="list-style-type: none"> Always refer to your previously issued contractor's license certificate for reference <p>Instruction: Accomplish digital form</p>	
A.1.1.	<p>Latest SEC General Information Sheet (For Upgrading of License Category)</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	Securities and Exchange Commission (SEC) – www.sec.gov.ph

Checklist of Requirements		Where to Secure
A.2.	<p>Contractor's Affidavit</p> <p>Notes:</p> <p>16. Only the LATEST and NOTARIZED contractor's affidavit shall be uploaded.</p> <p>17. For applications with STE, upload the duly accomplished contractor's affidavit which includes the signature of STE opposite its name (Paragraph 5, Item F)</p> <p>18. INCOMPLETE and INCONSISTENT information in the contractor's affidavit shall result to DOWNGRADING of category and/or DISAPPROVAL of the application.</p> <p>Instruction: Download the LATEST contractor's affidavit template (PCAB-QMS-CLR-AFF-F16 Revision No. 00, 01AUG2022), accomplish, notarize and upload as Attachment (One PDF file only).</p>	PCAB Online Licensing Portal Account → Regular License → Upgrade/ Addl Class → Affidavit
B. EXPERIENCE OF THE FIRM		
B.1.	<p>Statement of Annual Value of Work Accomplished/ On-going Projects, if applicable.</p> <p>Instruction: Accomplish digital form.</p>	PCAB Online Licensing Portal Account → Regular License → Upgrade/ Addl Class → Experience of the Firm/ SAVWA
C. TECHNICAL		
C.1.	<p>Authorized Managing Officer (AMO) Interview by the Board, if applicable (For Upgrading of License Category)</p> <p>Notes:</p> <p>19. Applicants for Category "B" to "AAAA" are required to be interviewed;</p> <p>20. AMO will be interviewed upon submission of the complete application. Applicant will be notified of the interview schedule through provided contact details and email address;</p>	Philippine Contractors Accreditation Board (PCAB) Board Member/s

	21. Interview may be online or face-to-face depending on the schedule of the Board Member/s.	
C.2.	New Sustaining Technical Employees (STEs), if applicable Instruction: Accomplish digital form.	PCAB Online Licensing Portal Account → Regular License → Upgrade/ Addl Class → Newly Nominated STEs
C.2.1.	Clear Copy of Valid PRC ID Card (Front and Back) Instruction: Upload as attachment (One PDF file only).	Professional Regulation Commission - https://www.prc.gov.ph/

Checklist of Requirements		Where to Secure
C.2.2.	Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar Instruction: Upload as attachment (One PDF file only).	Construction Manpower Development Foundation (CMDF) - https://www.facebook.com/DTI.CIAP.CMDF/
C.2.3	STE Interview, if applicable Notes: <ul style="list-style-type: none"> • Applicant will be notified of the schedule through provided contact details and email address indicated in the application; • Interview is online. 	Philippine Contractors Accreditation Board (PCAB) STE Interview Staff
C.3.	Currently Nominated STEs, if applicable Instruction: Accomplish digital form.	PCAB Online Licensing Portal Account → Regular License → Upgrade/ Addl Class → Currently Nominated STEs
D. FINANCIAL (For Upgrading of License Category)		
D.1.	Financial Information Instruction: Accomplish the digital form.	PCAB Online Licensing Portal Account → Regular License → Upgrade/ Addl Class → Financial Information
D.1.1.	Schedule of Accounts Receivables, if applicable Note: Applicants are required to submit accomplished accounts receivables template if the receivable accounts (accounts/ contracts and other receivables) exceed 50% of the total net worth/equity as of the latest audited balance sheet submitted in support of its application. Instruction: Download the LATEST schedule of accounts receivables template, accomplish and upload as attachment (One PDF file only).	PCAB Online Licensing Portal Account → Regular License → Upgrade/ Addl Class → Financial Information

<p>D.1.2.</p>	<p>For NEWLY Established Firms:</p> <ol style="list-style-type: none"> 1. All pertinent pages of the Audited Financial Statement (Interim)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application. 2. The following documents should be received by the remitting bank and should be signed by the Certified Public Accountant (CPA) and signed by the Authorized Managing Officer (AMO) <ul style="list-style-type: none"> • Audited Financial Statement (Interim)** dated within the last six (6) months immediately preceding the filing of application. 	<ul style="list-style-type: none"> • Certified Public Accountant with valid PRC-BOA accreditation • Remitting Bank • Bureau of Internal Revenue (BIR) - https://www.bir.gov.ph/home • PCAB Online Licensing Portal Account → Regular License → Upgrade/ Addl Class → Financial Information
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Checklist of Requirements	Where to Secure
<p>For OLD Firms:</p> <ol style="list-style-type: none"> 1. All pertinent pages of the Audited Financial Statement (Year End)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application. 2. If the equity/net worth based on the Audited Financial Statement (Year End)** of the preceding year fails to meet the capital requirement for category applying for, an Audited Financial Statement (Interim)** to reflect the current financial position may be submitted. 3. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO: <ul style="list-style-type: none"> • Income Tax Return (Year End); • Receipt of Income Tax Return; and • Audited Financial Statement (Year End)** for the preceding taxable year. <p>** Audited Financial Statement (Interim or Year End) Pertinent Pages:</p> <ol style="list-style-type: none"> a. Independent auditor's opinion report; b. Balance sheet/Statement of financial position; c. Income statement/Statement of comprehensive income; d. Statement of changes in owner's/stockholders' equity, <i>if applicable</i> e. Notes to financial statement; f. Bank certification - dated as of the balance sheet date; g. Statement of management responsibility for financial statements; h. Statement of cash flows; i. Quarterly Tax Return and receipt of Income Tax Return, <i>if applicable</i>. <p>In support to Upgrade of Category application, the following documents MAY be included:</p> <ol style="list-style-type: none"> a. List of Transportation Equipment under the name of the firm. Download the template from this link. 	

Checklist of Requirements		Where to Secure
	i. LTO Certificate of Registration and current Official Receipt b. List of Real Properties under the name of the firm. Download the template from this link . i. TCT Tax Declaration for Land Properties/Condominium Certificate of Title and Contract to Sell c. Independent appraiser's report, if the properties are stated at its appraised value Instruction: Upload as attachment (One PDF file only).	
E. PAYMENT		
E.1.	Pay the Application Fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should NOT be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of Proof of payment is NOT required.</i> Instruction: Accomplish the digital form.	PCAB Online Licensing Portal Account → Regular License → Upgrade/ Addl Class → Payment <ul style="list-style-type: none"> • QR Ph Payment Facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account. Note: Use ONE account only for all application types.	None	None	None	None
STEP 3				
3.1 Accomplish each digital forms and upload supporting	None	None	None	None

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
documents				
<p>3.2 Pay the application fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 	<p>CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt.</p> <p>Note: For over-the-counter transactions only.</p>	<p>Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure</p>	<p>10 minutes</p> <p>Note: For over-the-counter transactions only.</p>	<p>CIAP cashier</p> <p>Note: For over-the-counter transactions</p>
<p>3.3 Submit complete application</p> <p>Important Note: For this type of application, Submit Application button will appear if the progress indicator is one hundred (100) percent.</p>	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
STEP 4				
<p>4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be</p>	<p>Evaluate Technical, Financial and Government Registration qualifications</p>	<p>None</p>	<p>20 business days</p>	<p>PCAB Technical Evaluator, Financial Evaluator, and Government Registration</p>

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
sent to applicant's registered email address	and indicate conditions/ deficiencies, if any.			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	Inform client regarding the schedule of STE interview, if applicable.	None		
4.3 Receive schedule of AMO interview, if applicable	Inform client regarding the schedule of AMO interview, if applicable.	None		
4.3 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license	None	None	None

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
	certificate is automatically posted at the verification website.			
TOTAL PROCESSING DAYS: 20 Business Days				
From time of submission of application to recommendation of Board Members which shall not include the number of days for STEs interview and AMO interview. Moreover, it should be understood that the AMO interview is scheduled upon the availability of the Board Members				

License Fee Structure for Additional/Revision of Classification and Upgrading of License Category

PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Additional/ Revision of Classification								
	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Additional Classification Fee	2,400.00	2,400.00	1,200.00	240.00	120.00	72.00	24.00	12.00
Revision/ Reissue	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (P)	3,742.00	3,742.00	2,542.00	1,582.00	1,462.00	1,414.00	1,366.00	1,354.00

Upgrading of License Category								
	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Categorization Fee	150,000.00	43,600.00	21,600.00	7,200.00	4,800.00	2,400.00	1,200.00	N/A
License Fee	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (P)	151,342.00	44,942.00	22,942.00	8,542.00	6,142.00	3,742.00	2,542.00	1,342.00

Online Filing of Change of Business Name/Business Name & Status for Regular License Application

Processing of applications for change of business name/business name & status for regular license.

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> Instructional Guide: Regular License – Change of Business Name/Status 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-up account for PCAB Online Licensing Portal Valid regular contractors licensed reflected on the PCAB Online Licensing Portal account of the applicant <p><i>Note: Use ONE account only for all application types</i></p>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Duly Accomplished Set of Digital Forms: Regular License → Change of Business Name/Status		PCAB Online Licensing Portal Account → Regular License → Change of Business Name/Status
A. LEGAL – FOR CHANGE OF BUSINESS NAME ONLY		
CBN.1.	Contractor’s General Information Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Regular License → Change of Business Name/Status → General Information
CBN.1.1.	<ul style="list-style-type: none"> For SOLE PROPRIETORSHIP: Certified true copy of Business Name Registration Certificate (Scope of Business in NATIONAL and the Nature of Business is CONSTRUCTION) For CORPORATION/PARTNERSHIP: 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 Instruction: Upload as attachment (One PDF file only).	<ul style="list-style-type: none"> For Business Name Registration Certificate: Department of Trade & Industry (DTI) – www.dti.gov.ph For SEC Certificate of Registration and Articles of Partnership/ Incorporation and By-Laws: Securities and Exchange Commission (SEC) – www.sec.gov.ph
CBN.1.2.	Affidavit from the Proprietor/Authorized Managing Officer (AMO) containing the reason for the change of business name and that the construction firm has no pending case.	Proprietor/Authorized Managing Officer (AMO)

Checklist of Requirements		Where to Secure
	<p>Instruction: Upload as attachment (One PDF file only).</p>	
CBN.1.3	<p>Original Copy (News Clipping) of Announcement/Publication in newspaper of general circulation (BROADSHEET ONLY).</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	Publication in a Broadsheet
A. LEGAL and FINANCIAL – FOR CHANGE OF BUSINESS AND STATUS		
CBS.1.	<p>Contractor’s General Information</p> <p>Instruction: Accomplish digital form</p>	PCAB Online Licensing Portal Account → Regular License → Change of Business Name/Status → General Information
CBS.1.1.	<ul style="list-style-type: none"> • Certified true copy of SEC Certificate of Registration under the new / status and Articles of Incorporation and By-laws showing that 70% of shares subscribed must belong to the previous owner/AMO. • Original copy of Secretary’s Certification as to the present composition of the firm’s Shareholdings and Board of Directors showing the names, nationalities, shareholdings of Stockholders and directors; • Audited Financial Statement (Interim or Year End)** under new business name and status. <p>**Audited Financial Statement (Interim or Year End) Pertinent Pages</p> <ol style="list-style-type: none"> a. <i>Independent Auditor’s Opinion Report</i> b. <i>Balance Sheet or Statement of Financial Position</i> c. <i>Income Statement/ Statement of Comprehensive Income</i> d. <i>Statement of Changes in Owner’s/ Stockholders’ Equity, if applicable</i> e. <i>Notes to Financial Statement</i> f. <i>Bank Certification – dated as of the Balance Sheet Date. Note: Applicable to New Regular License/ Upgrade of Category application only</i> g. <i>Statement of Management Responsibility for Financial Statements</i> h. <i>Statement of Cash Flows</i> i. <i>Quarterly Tax Return and Receipt of Income Tax Return, if applicable</i> 	<ul style="list-style-type: none"> • For Business Name Registration Certificate: Department of Trade & Industry (DTI) – www.dti.gov.ph • For SEC Certificate of Registration and Articles of Partnership/ Incorporation and By-Laws: Securities and Exchange Commission (SEC) – www.sec.gov.ph

Checklist of Requirements		Where to Secure
	<p>In support to Upgrade of Category application, the following documents MAY be included:</p> <p>j. List of Transportation Equipment under the name of the firm. Download the template from this link.</p> <ul style="list-style-type: none"> LTO Certificate of Registration and current Official Receipt <p>k. List of Real Properties under the name of the firm. Download the template from this link.</p> <ul style="list-style-type: none"> TCT Tax Declaration for Land Properties/ Condominium Certificate of Title and Contract to Sell <p>l. Independent Appraiser's Report, if the properties are stated at its appraised value</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	
CBS.1.2.	<p>Affidavit from the Proprietor/Authorized Managing Officer (AMO) containing the reason for the change of business name and that the construction firm has no pending case.</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	Proprietor/Authorized Managing Officer (AMO)
CBS.1.3.	<p>Original Copy (News Clipping) of Announcement/Publication in newspaper of general circulation (BROADSHEET ONLY).</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	Publication in a Broadsheet
B. PAYMENT		
B.1.	<p>Pay the Application Fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> *Scanned copy of proof of payment (e.g. Official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP cashier. *Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB. 	<p>PCAB Online Licensing Portal Account → Regular License → Change of Business Name/Status → Payment</p> <ul style="list-style-type: none"> QR Ph Payment Facility Integrated within PCAB Online Licensing Portal Over-the-counter: CIAP Makati cashier

	<ul style="list-style-type: none"> <i>Cheques are NOT proof of payment and should NOT be uploaded at the portal.</i> <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of Proof of payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	
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Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account. <i>Note: Use ONE account only for all application types.</i>	None	None	None	None
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees Payment Options: <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> <i>*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.</i> <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> <i>For those who paid through QR Ph payment facility,</i> 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. Note: For over-the-counter transactions only.	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges. See License	10 minutes Note: For over-the-counter transactions only.	CIAP cashier Note: For over-the-counter transactions

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<i>payment will be reconciled automatically and uploading of proof of payment is NOT required.</i>		Fee Structure		
3.3 Submit complete application Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address	Evaluate Technical, qualifications and indicate conditions/deficiencies, if any.	None	7 business days (Change of Business Name) 20 business days (Change of Business Name & Status)	PCAB Financial Evaluator/ PCAB Technical and Financial Evaluation Division Chief/ PCAB Executive Director/ PCAB Board Members
4.2 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. Note: If the applicant receives notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license	Generate digital license certificate	None	1 minute	PCAB license creation team

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<i>is disabled until ALL conditions/deficiencies are found fully complied.</i>				
STEP 6				
Verify issued digital license at pcb.construction.gov.ph/verify or pcb.gov.ph/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 7 Business Days (Change of Business Name) 20 Business Days (Change of Business Name & Status) From time of submission of application to recommendation of Board Members				

License Fee Structure for Change of Business Name/Change of Business Name & Status
 PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Change of Business Name/ Change of Business Name & Status								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
License Fee	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (P)	1,342.00							

Online Filing of Change of Authorized Managing Officer (AMO) Application

Processing of application for change of Authorized Managing Officer (AMO)

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> Instructional Guide: Regular License – Change of AMO 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-up account for PCAB Online Licensing Portal Valid regular contractors licensed reflected on the PCAB Online Licensing Portal account of the applicant <p>Note: Use ONE account only for all application types</p>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Duly accomplished set of digital forms: Regular License → Change of AMO		PCAB Online Licensing Portal Account → Regular License → Change of AMO
A. TECHNICAL		
A.1.	Authorized Managing Officer (AMO) Note: <ul style="list-style-type: none"> Applicants for category “E” to “AAA”: AMO should be at least 25 years old; Applicants for category “AAAA”: AMO should be at least 35 years old. Instruction: Accomplish digital form.	PCAB Online Licensing Portal Account → Regular License → Change of AMO → AMO
A.1.1.	Completion of 2-day AMO Seminar and passed the AMO Examination. Note: List of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF	Construction Manpower Development Foundation (CMDF) - https://facebook.com/D.TI.CIAP.CMDF/ OR PCAB Accredited Contractors Associations
A.1.2.	Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar/ 16-hour Safety Management Seminar for AMOs Instruction: Upload as attachment (One PDF file only).	Construction Manpower Development Foundation (CMDF) - https://facebook.com/D.TI.CIAP.CMDF/
A.1.3.	For SOLE PROPRIETORSHIP – Change of AMO	Authorized Managing

Checklist of Requirements		Where to Secure
	between spouses: 1. Letter nominating his/her spouse as AMO in his/her stead; and 2. Joint affidavit that the property relations existing in the marriage is either Absolute Community of Property or Conjugal Partnership of Gains	Officer and his/her Spouse
A.1.4.	For CORPORATION: If AMO is NOT the president, copy of Board Resolution on AMO's duties and responsibilities: 1. Authority to sign checks and other financial documents; 2. Authority to hire and fire employees; 3. Authority to approve, negotiate and sign contracts; 4. Authority and capability to commit and answer for the corporation; and 5. Oversee all contracts of the company. Instruction: Upload as attachment (One PDF file only).	Issued by the Corporate Board of the Firm
A.1.5.	For CORPORATION or PARTNERSHIP: If AMO is NOT a Filipino, copies of Working Visa/Alien Employment Permit and Alien Certificate of Registration. Instruction: Upload as attachment (One PDF file only).	<ul style="list-style-type: none"> • Embassy • Bureau of Immigration (BI) - https://immigration.gov.ph/ • Department of Labor and Employment (DOLE) - https://dole.gov.ph/
A.1.6.	For CORPORATION or PARTNERSHIP: Certified copy of the firm's latest SEC General Information Sheet (GIS). Instruction: Upload as attachment (One PDF file only).	Securities and Exchange Commission (SEC) - https://www.sec.gov.ph/
A.1.7.	AMO Interview by the Board, if applicable Notes: <ul style="list-style-type: none"> • 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; • Foreign AMO is required to be interviewed; • AMO will be interviewed upon submission of the complete application. Applicant will be notified of the interview schedule through provided contact details and email address; • Interview may be online or face-to-face depending on the schedule of the Board Member/s. 	Philippine Contractors Accreditation Board (PCAB) Board Member/s

Checklist of Requirements		Where to Secure
B. PAYMENT		
B.1.	<p>Pay the Application Fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should NOT be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of Proof of payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal Account → Regular License → Change of AMO → Payment</p> <ul style="list-style-type: none"> • QR Ph Payment Facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
1.1 Attend the 2-day AMO seminar and 40-hour COSH/ 16-hour Safety Management seminar, pass the AMO examination	None	Cost of 2-day AMO seminar/ 40-hour COSH/ 16-hour Safety Management seminar may vary depending on the Seminar host	None	None
1.2 Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account	None	None	None	None
Note: Use ONE account only for all application types.				

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. Note: For over-the-counter transactions only.	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges. See License Fee Structure	10 minutes Note: For over-the-counter transactions only.	CIAP cashier Note: For over-the-counter transactions
3.3 Submit complete application Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be	Evaluate Technical, qualifications and indicate conditions/deficiencies,	None	20 business days	PCAB Technical Evaluator/ PCAB Technical and Financial Evaluation Division Chief/

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
sent to applicant's registered email address	if any.			PCAB Executive Director/ PCAB Board Members
4.2 Receive schedule of AMO interview, if applicable	Inform client regarding the schedule of AMO interview, if applicable.	None		
4.3 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcb.construction.gov.ph/verify or pcb.gov.ph/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 20 Business Days From time of submission of application to recommendation of Board Members which shall not include the number of days for AMO interview. Moreover, it should be understood that the AMO				

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
interview is scheduled upon the availability of the Board Members				

License Fee Structure for Change of Authorized Managing Officer (AMO)

PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Change of AMO								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
License Fee	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (P)	1,342.00							

Online Filing of New Registration for Government Infrastructure Project/ARCC

Processing of application for New Registration for Government Infrastructure Project or “ARCC”

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors without Registration for Government Infrastructure Project or “ARCC”

Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: ARCC – New ARCC 	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/ • PCAB Instructional Guides
<ul style="list-style-type: none"> • Signed-up account for PCAB Online Licensing Portal • Valid Regular Contractor’s License reflected in the PCAB Online Licensing Portal account <p>Note: Use ONE account only for all application types</p>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/
Duly accomplished set of digital forms: ARCC → New Registration for Government Infrastructure Projects	PCAB Online Licensing Portal Account → ARCC → New Registration for Government Infrastructure Projects
A. LEGAL	

Checklist of Requirements		Where to Secure
A.1.	<p>Contractor's General Information</p> <p>Notes:</p> <ul style="list-style-type: none"> • <i>Select project kinds based on the approved primary classification and other classification/s;</i> • <i>Computation of application fees would depend on the number of declared size ranges and project kinds;</i> • <i>Always refer to your previously issued contractor's license certificate for reference</i> <p>Instruction: Accomplish digital form</p>	<p>PCAB Online Licensing Portal Account → ARCC → New Registration for Government Infrastructure Project → General Information</p>
B. PAYMENT		
B.1.	<p>Pay the Application Fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should NOT be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal Account → ARCC → New Registration for Government Infrastructure Project → Pay/Submit</p> <ul style="list-style-type: none"> • QR Ph payment facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account	None	None	None	None

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Note: Use ONE account only for all application types.				
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. Note: For over-the-counter transactions only.	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges. See License Fee Structure	10 minutes Note: For over-the-counter transactions only.	CIAP cashier Note: For over-the-counter transactions
3.3 Submit complete application Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online Licensing Portal account.	Evaluate Government Registration	None	20 business days	PCAB Government Registration

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address	qualifications and indicate conditions/deficiencies, if any.			Evaluator/ PCAB Technical and Financial Evaluation Division Chief/ PCAB Executive Director/ PCAB Board Members
4.2 Receive schedule of STE interview, if applicable	Inform client regarding the schedule of STE interview, if applicable.	None		
4.3 Receive application result For disapproved application , receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application , receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the	None	None	None

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

License Fee Structure for New Registration for Government Infrastructure Project/ARCC
PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Registration for Government Infrastructure Projects (New Registration)			
Fee Particulars	Size Range		
	Large A/B	Medium A/B	Small A/B
Filing Fee	1,200.00	1,200.00	1,200.00
Project Kind Fee			
First Project Kind	7,200.00	4,800.00	2,400.00
Succeeding Project Kind(s) (if any)	1,200.00	1,200.00	1,200.00
Documentary Stamp Tax	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00
Grand Total (P)	9,642.00	7,242.00	4,842.00

Registration for Government Infrastructure Projects (Additional Project Kind)					
Fee Particulars	Large A/B & presently with all Medium A/B	Medium A/B & presently with all Medium A/B	Large A/B & presently with all Small A/B	Medium A/B & presently with all Small A/B	Small A/B & presently with all Small A/B
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Project Kind Fee					
First Project Kind	2,400.00	1,200.00	4,800.00	2,400.00	1,200.00
Succeeding Project Kind(s)	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00
Grand Total (P)	4,842.00	3,642.00	7,242.00	4,842.00	3,642.00

Penalties
At least P100,000.00 but not more than P500,000.00/ 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).

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

Processing of application for Renewal of Registration for Government Infrastructure Project or “ARCC”

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors with existing and valid Registration for Government Infrastructure Project or “ARCC”

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: ARCC – Renewal of ARCC 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/ • PCAB Instructional Guides
<ul style="list-style-type: none"> • Signed-up account for PCAB Online Licensing Portal • Valid Regular Contractors Licensed reflected on the PCAB Online Licensing Portal account <p><i>Note: Use ONE account only for all application types</i></p>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/
Duly accomplished set of digital forms: ARCC → Renewal of Registration for Government Infrastructure Projects		PCAB Online Licensing Portal Account → ARCC → Renewal of Registration for Government Infrastructure Projects
A. LEGAL		
A.1.	Contractor’s General Information Notes: <ul style="list-style-type: none"> • <i>Select project kinds based on the approved primary classification and other classification/s;</i> • <i>Computation of application fees would depend on the number of declared size ranges and project kinds;</i> • <i>Always refer to your previously issued contractor’s license certificate for reference.</i> Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → ARCC → Renewal of Registration for Government Infrastructure Projects → General Information
B. PAYMENT		
B.1.	Pay the Application Fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati Cashier 	PCAB Online Licensing Portal Account → ARCC → Renewal of Registration for Government Infrastructure Projects → Pay/Submit

Checklist of Requirements		Where to Secure
<p>Notes:</p> <ul style="list-style-type: none"> • <i>*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;</i> • <i>*Accepts Manager's Cheque or Cashier's Cheque payable to CIAP-PCAB;</i> • <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal;</i> • <i>For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required.</i> <p>Instruction: Accomplish the Digital Form.</p>	QR Ph Payment Facility Integrated within PCAB Online Licensing Portal Over-the-counter: CIAP Makati Cashier	

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account	None	None	None	None
Note: Use ONE account only for all application types.				
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's</i> 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. Note: For over-the-counter transactions only.	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other	10 minutes Note: For over-the-counter transactions only.	CIAP cashier Note: For over-the-counter transactions

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<p><i>cheque payable to CIAP-PCAB.</i></p> <ul style="list-style-type: none"> <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 		<p>classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure</p>		
<p>3.3 Submit complete application</p> <p>Important Note: <i>For this type of application, submission of application is automatic once the payment portion is accomplished</i></p>	None	None	None	None
STEP 4				
<p>4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address</p>	Evaluate Government Registration qualifications and indicate conditions/deficiencies, if any.	None	20 business days	PCAB Government Registration Evaluator/ PCAB Technical and Financial Evaluation Division Chief/ PCAB Executive Director/ PCAB Board Members
<p>4.2 Receive schedule of STE interview, if applicable</p>	Inform client regarding the schedule of STE interview, if applicable.	None		
<p>4.3 Receive application result</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and</p>	Review evaluation result and recommend disapprove or approve	None		

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
registered email address.				
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcb.construction.gov.ph/verify or pcb.gov.ph/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 20 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for Renewal of Registration for Government Infrastructure Project/ARCC

PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Registration for Government Infrastructure Projects (Re-registration)			
Fee Particulars	Size Range		
	Large A/B	Medium A/B	Small A/B
Filing Fee	1,200.00	1,200.00	1,200.00
Project Kind Fee			
First Project Kind	7,200.00	4,800.00	2,400.00
Succeeding Project Kind(s) (if any)	1,200.00	1,200.00	1,200.00
Documentary Stamp Tax	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00
Grand Total (₱)	9,642.00	7,242.00	4,842.00

Registration for Government Infrastructure Projects (Additional Project Kind)					
Fee Particulars	Large A/B & presently with all Medium A/B	Medium A/B & presently with all Medium A/B	Large A/B & presently with all Small A/B	Medium A/B & presently with all Small A/B	Small A/B & presently with all Small A/B
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Project Kind					

Registration for Government Infrastructure Projects (Additional Project Kind)					
Fee Particulars	Large A/B & presently with all Medium A/B	Medium A/B & presently with all Medium A/B	Large A/B & presently with all Small A/B	Medium A/B & presently with all Small A/B	Small A/B & presently with all Small A/B
Fee					
First Project Kind	2,400.00	1,200.00	4,800.00	2,400.00	1,200.00
Succeeding Project Kind(s)	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00
Grand Total (P)	4,842.00	3,642.00	7,242.00	4,842.00	3,642.00

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).

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

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

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors with existing and valid Registration for Government Infrastructure Project or “ARCC”

Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: ARCC – Upgrading of ARCC – Additional Project Kind 	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/ • PCAB Instructional Guides
<ul style="list-style-type: none"> • Signed-up account for PCAB Online Licensing Portal • Valid Regular Contractors Licensed reflected on the PCAB Online Licensing Portal account <p>Note: Use ONE account only for all application types</p>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/
Duly accomplished set of digital forms: ARCC → Upgrade/Addl Project Kind	PCAB Online Licensing Portal Account → ARCC → Registration for

Checklist of Requirements		Where to Secure
		Government Infrastructure Projects – Upgrade Size Range/Addl Project Kind
A. LEGAL		
A.1.	<p>Contractor’s General Information</p> <p>Notes:</p> <ul style="list-style-type: none"> • Applicant has the option to simultaneously upgrade the size range/s and add project kind/s by selecting both “Upgrade” and “Additional Project Kind” under “Type of Application for Registration and Classification of Contractor for Government Infrastructure Projects” option and indicating the new AND currently approved project kind/s and size range/s. Additional fees will apply. • Always declare the new and current ARCC Project Kinds and Size Ranges in the application. Otherwise, these will not be included in the digital license. • Computation of application fees would depend on the selected type of application, declared new and/or changes in the current size ranges and project kinds. • Always refer to your previously approved contractor’s license certificate for reference. <p>Instruction: Accomplish digital form</p>	PCAB Online Licensing Portal Account → ARCC → Registration for Government Infrastructure Projects – Upgrade Size Range/Addl Project Kind → General Information
A.1.1.	<p>For UPGRADING OF SIZE RANGES: The following supporting documents should be signed by the AMO on each and every page:</p> <p>Government Project (Certified True Copy by the Project Owner):</p> <ol style="list-style-type: none"> 1. Copy of Contract Agreement; 2. Authenticated copy of Contract Agreement; 3. Certificate of Acceptance/Completion from Tendering Agency; 4. Approved sub-contract agreement by the government implementing agency, if applicable; 5. Copy of Cost Breakdown/Bill of Quantities, if applicable <p>Private Project (Certified True Copy by the Project Owner):</p> <ol style="list-style-type: none"> 1. Copy of Contract Agreement; 2. Certificate of acceptance completion from Project Owner/Main Contractor; 3. Copy of Cost Breakdown/Bill of Quantities, if applicable; 4. Copy of Certificate of Creditable Tax Withheld at Source (BIR Form no. 2307); 	Project Owner

Checklist of Requirements		Where to Secure
	5. Copy of the following BIR documents duly filed, stamped-received and certified by BIR: <ol style="list-style-type: none"> Quarterly Value-Added Tax Return (BIR Form No. 2550-Q); Summary Alphabetical List/Alphalist of Withholding Tax (SAWT). <p>Instruction: Upload as attachment (one PDF file only).</p>	
B. PAYMENT		
B.1.	<p>Pay the Application Fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati Cashier <p>Notes:</p> <ul style="list-style-type: none"> <i>*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;</i> <i>*Accepts Manager's Cheque or Cashier's Cheque payable to CIAP-PCAB;</i> <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal;</i> <i>For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required.</i> <p>Instruction: Accomplish the Digital Form.</p>	PCAB Online Licensing Portal Account → ARCC → Registration for Government Infrastructure Projects – Upgrade Size Range/Addl Project Kind → Pay/Submit <ul style="list-style-type: none"> QR Ph Payment Facility Integrated within PCAB Online Licensing Portal Over-the-counter: CIAP Makati

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account	None	None	None	None
<i>Note: Use ONE account only for all application types.</i>				
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees	CIAP cashier will receive the payment and copy of	Breakdown of fees can be found in the Payment	10 minutes	CIAP cashier
<p>Payment Options:</p> <ul style="list-style-type: none"> Online: QR Ph 				
			<i>Note: For over-the-</i>	<i>Note: For over-the-</i>

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<ul style="list-style-type: none"> Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP cashier. *Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB. Cheques are NOT proof of payment and should not be uploaded at the portal. For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 	<p>Order of Payment and issue Official Receipt.</p> <p>Note: For over-the-counter transactions only.</p>	<p>portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure</p>	<p>counter transactions only.</p>	<p>counter transactions</p>
<p>3.3 Submit complete application</p> <p>Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished</p>	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>STEP 4</p>				
<p>4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address</p>	<p>Evaluate Government Registration qualifications and indicate conditions/deficiencies, if any.</p>	<p>None</p>	<p>20 business days</p>	<p>PCAB 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>Inform client regarding the schedule of STE interview, if applicable.</p>	<p>None</p>		

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
4.3 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 20 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for Upgrading of Range AND/OR Additional Project Kind in Registration for Government Infrastructure Project/ARCC
PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Registration for Government Infrastructure Projects (Additional Project Kind)					
Fee Particulars	Large A/B & presently with all	Medium A/B & presently with all	Large A/B & presently with all Small	Medium A/B & presently with all Small	Small A/B & presently with all Small

	Medium A/B	Medium A/B	A/B	A/B	A/B
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Project Kind Fee					
First Project Kind	2,400.00	1,200.00	4,800.00	2,400.00	1,200.00
Succeeding Project Kind(s)	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00
Grand Total (₱)	4,842.00	3,642.00	7,242.00	4,842.00	3,642.00

Registration for Government Infrastructure Projects (Upgrading)						
Fee Particulars	Large A to Large B	Medium A/B to Large A/B	Medium A to Medium B	Small A/B to Large A/B	Small A/B to Medium A/B	Small A to Small B
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Upgrading of Size Range	nil	2,400.00	nil	4,800.00	2,400.00	nil
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (₱)	1,242.00	3,642.00	1,242.00	6,042.00	3,642.00	1,242.00

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).

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

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

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Complex
Type of Transaction	Government to Business
Who may Avail	<ul style="list-style-type: none"> • New applicants • Small-scale Filipino Sole Proprietors • For sole proprietorship only and can undertake private projects only

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> Instructional Guide: Pakyaw License – New 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
Signed-Up Account for PCAB Online Licensing Portal Note: Use ONE account only for all application types		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Duly Accomplished Set of Digital Forms: Pakyaw → Pakyaw		PCAB Online Licensing Portal Account → Pakyaw
A. LEGAL		
A.1.	Contractor’s General Information Instruction: Accomplish Digital Form	PCAB Online Licensing Portal Account → Pakyaw → General Information
A.1.1	Certified True Copy of Business Name Registration Certificate (Territorial Scope is at least City/ Municipal). Instruction: Upload as attachment (One PDF file only).	Department of Trade & Industry (DTI) - www.dti.gov.ph
B. TECHNICAL		
B.1.	Authorized Managing Officer (AMO) Note: AMO/Proprietor should be at least 18 years old Instruction: Accomplish digital form.	PCAB Online Licensing Portal Account → Pakyaw → General Information
B.1.1.	National Certification (NC) 2 issued by TESDA in a construction related skill. Important Note: <ul style="list-style-type: none"> New applicants may initially skip the TESDA NC 2 requirement and must submit it later before the renewed Pakyaw Contractor’s License is released; The Proprietor who is also a licensed Engineer or Architect is not required to comply with the TESDA NC 2 requirement. 	Technical Education and Skills Development Authority (TESDA) – https://www.tesda.gov.ph/
B.1.2.	Certificate of Completion of One-day Entrepreneurial Course Instruction: Upload as attachment (One PDF file only). Important Note: New applicants may submit the Certificate of Completion for the One-Day Entrepreneurial Course later before the renewed Pakyaw Contractor’s License is released.	Construction Manpower Development Foundation (CMDF) - https://facebook.com/D.TI.CIAP.CMDF/ or PCAB Accredited Contractors Associations

Checklist of Requirements		Where to Secure
B.1.3.	<p>Certificate of Completion of One-day Safety Seminar</p> <p>Instruction: Upload as attachment (One PDF file only).</p> <p><i>Important Note: New applicants may submit the Certificate of Completion for the One-Day Safety Seminar later before the renewed Pakyaw Contractor's License is released.</i></p>	<p>Construction Manpower Development Foundation (CMDF) - https://facebook.com/D.TI.CIAP.CMDF/</p>
C. FINANCIAL		
C.1.	<p>Bank Certificate/Bank Statement dated within the last two (2) weeks immediately preceding the filing of application showing a balance of at least ₱20,000.00</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	<p>PCAB Online Licensing Portal Account → Pakyaw → General Information</p>
C.1.1.	<p>Authority to Verify Documents with the Depository Bank – template can be downloaded at PCAB Online Licensing Portal Account → Pakyaw → General Information</p> <p>Instruction: Download the LATEST Authority to Verify Documents with the Depository Bank template, accomplish and upload as attachment (One PDF file only).</p>	<p>PCAB Online Licensing Portal Account → Pakyaw → General Information</p>
D. PAYMENT		
D.1.	<p>Pay the Application Fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati Cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts Manager's Cheque or Cashier's Cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> • <i>For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal Account → Pakyaw → Pakyaw → Pay/Submit</p> <ul style="list-style-type: none"> • QR Ph Payment Facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati Cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
1.1 Attend the One-day Entrepreneurial Course and One-day Safety Seminar	None	Cost of One-day Entrepreneurial Course and One-day Safety seminar, may vary depending on the seminar host	None	None
1.2 Complete remaining application requirements	None	None	None	None
STEP 2				
2.1 Create a valid email address	None	None	None	None
2.2 Sign-up account at PCAB Online Licensing Portal: <ul style="list-style-type: none"> pcab.construction.gov.ph pcabgovph.com <p>Note: Use ONE account only for all application types.</p>	None	None	None	None
2.3 Log-in using signed-up account	None	None	None	None
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees <p>Payment Options:</p> <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP cashier. *Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB. 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. <p>Note: For over-the-counter transactions only.</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	10 minutes <p>Note: For over-the-counter transactions only.</p>	CIAP cashier <p>Note: For over-the-counter transactions</p>

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<ul style="list-style-type: none"> Cheques are NOT proof of payment and should not be uploaded at the portal. For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required. 		ranges. See License Fee Structure		
3.3 Submit complete application Important Note: For this type of application, submission of application is automatic once the payment portion is accomplished	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address	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 schedule of STE interview, if applicable	Inform client regarding the schedule of STE interview, if applicable.	None		
4.3 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB	Generate digital license	None	1 minute	PCAB license creation team

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Online Licensing Portal account. Note: <i>If the applicant receives 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.</i>	certificate			
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 7 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for New 'Pakyaw' Contractors License Application
PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Pakyaw License Application (New)	
License Fee	500.00
Documentary Stamp Tax	30.00
Legal Research Fund	12.00
Grand Total (₱)	542.00

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

Processing of application for Renewal of 'Pakyaw' Contractor's License.

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Complex
Type of Transaction	Government to Business
Who may Avail	'Pakyaw' Contractors license holder

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> Instructional Guide: Pakyaw License – Renewal 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-Up Account for PCAB Online Licensing Portal Valid 'Pakyaw' Contractor's license reflected in the PCAB Online Licensing Portal account <p><i>Note: Use ONE account only for all application types</i></p>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Duly Accomplished Set of Digital Forms: Pakyaw → Pakyaw		PCAB Online Licensing Portal Account → Pakyaw
A. LEGAL		
A.1.	Contractor's General Information Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Pakyaw → Pakyaw → General Information
B. TECHNICAL		
B.1.	Authorized Managing Officer (AMO) Instruction: Accomplish digital form.	PCAB Online Licensing Portal Account → Pakyaw → General Information
B.1.1.	National Certification (NC) 2 issued by TESDA in a construction related skill. Instruction: Upload as attachment (One PDF file only).	Technical Education and Skills Development Authority (TESDA) – https://www.tesda.gov.ph/
C. FINANCIAL		
C.1.	Income Tax Return (Year End) Instruction: Upload as attachment (One PDF file only).	PCAB Online Licensing Portal Account → Pakyaw → General Information
D. PAYMENT		
D.1.	Pay the Application Fees Payment Options: <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati Cashier Notes:	PCAB Online Licensing Portal Account → Pakyaw → Pakyaw → Pay/Submit <ul style="list-style-type: none"> QR Ph Payment Facility Integrated

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts Manager's Cheque or Cashier's Cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> • <i>For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	<p>within PCAB Online Licensing Portal</p> <ul style="list-style-type: none"> • Over-the-counter: CIAP Makati Cashier 	

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account.	None	None	None	None
<i>Note: Use ONE account only for all application types.</i>				
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> • <i>*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.</i> 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. Note: For over-the-counter transactions only.	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other	10 minutes Note: For over-the-counter transactions only.	CIAP cashier Note: For over-the-counter transactions

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<ul style="list-style-type: none"> • <i>*Accepts manager’s cheque or cashier’s cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 		classifications, number of declared project kinds and size ranges. See License Fee Structure		
3.3 Submit complete application Important Note: <i>For this type of application, submission of application is automatic once the payment portion is accomplished</i>	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant’s registered email address	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 For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal	Generate digital license certificate	None	1 minute	PCAB license creation team

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
account. <i>Note: If the applicant receives 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.</i>				
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 7 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for Renewal of ‘Pakyaw’ Contractors License Application
PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Pakyaw License Application (Renewal)	
License Fee	500.00
Documentary Stamp Tax	30.00
Legal Research Fund	12.00
Grand Total (P)	542.00

Online Filing of New Special License – Joint Venture (Local)

Processing of application for New Special License – Joint Venture (Local), a cooperative arrangement between licensed construction contractors (All Filipinos) to jointly perform a single specific undertaking/project with each of the partners contributing to the performance.

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> Instructional Guide: Special License – New – Joint Venture (Local) 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-Up Account for PCAB Online Licensing Portal Valid Regular Contractor's license reflected in the PCAB Online Licensing Portal account <p>Note: Use ONE account only for all application types</p>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Duly Accomplished Set of Digital Forms: Special License – JV/Consortium/Foreign → Special License – Joint Venture (Local) → New JV Application <p>Note: Special license application has to be filed at least one (1) working day before bidding or negotiation date</p>		PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Local) → New JV Application
A. LEGAL		
A.1.	Contractor's General Information Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Local) → New JV Application → General Information
A.1.1.	Joint Venture Agreement Notes: <ul style="list-style-type: none"> Only the LATEST and NOTARIZED Joint Venture Agreement shall be uploaded; INCOMPLETE and INCONSISTENT information in the Joint Venture Agreement shall result to DISAPPROVAL of the application. Instruction: Download the LATEST Joint Venture Agreement	PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Local) → New JV Application → General Information

Checklist of Requirements		Where to Secure
	template, accomplish, notarize and upload as attachment (One PDF file only)	
A.1.2.	<p>Copy of pertinent pages of “Invitation to Bid” or “Instruction to Bidders” or “Notice to Bidders”</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	Tendering Agency/Publication in the Newspaper or Website
A.1.3.	<p>Affidavit of Disclosure (If with pending case)</p> <p>Instruction: Upload as attachment (One PDF file only).</p>	PCAB Special License applicants/Tendering Agency
B. PAYMENT		
B.1.	<p>Pay the Application Fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati Cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts Manager’s Cheque or Cashier’s Cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> • <i>For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal Account → Special License –</p> <p>JV/Consortium/Foreign → Special License – Joint Venture (Local) → New JV Application → Pay/Submit</p> <ul style="list-style-type: none"> • QR Ph Payment Facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati Cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account.	None	None	None	None
<i>Note: Use ONE account only for all application types.</i>				
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<p>3.2 Pay the application fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 	<p>CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt.</p> <p>Note: For over-the-counter transactions only.</p>	<p>Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure</p>	<p>10 minutes</p> <p>Note: For over-the-counter transactions only.</p>	<p>CIAP cashier</p> <p>Note: For over-the-counter transactions</p>
<p>3.3 Submit complete application</p> <p>Important Notes:</p> <ul style="list-style-type: none"> • <i>Special license application has to be filed at least one (1) working day before bidding or negotiation date.</i> • <i>For this type of application, submission of application is automatic once the payment portion is accomplished.</i> 	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
STEP 4				
<p>4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be</p>	<p>Evaluate Joint Venture qualifications and indicate conditions/deficiencies, if</p>	<p>None</p>	<p>7 business days</p>	<p>PCAB Joint Venture Evaluator/ PCAB Technical and Financial</p>

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
sent to applicant's registered email address	any.			Evaluation Division Chief/ PCAB Executive Director/ PCAB Board Members
4.2 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 7 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for New Special License – Joint Venture (Local)
 PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Special License – Joint Venture (New)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
License Fee (per project basis)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Categorization Fee (per CFY basis)	150,000.00	43,200.00	21,600.00	7,200.00	4,800.00	2,400.00	1,200.00	nil
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (₱)	151,342.00	44,542.00	22,942.00	8,542.00	6,142.00	3,742.00	2,542.00	1,342.00

Additional Processing Fee for Special License Applications Filed Less Than Five (5) Working Days but At Least One (1) Day Before Bidding Date or Negotiation Date	
Large B	25,000.00
Large A	20,000.00
Medium A & B	15,000.00
Small A & B	10,000.00

Online Filing of New Special License – Joint Venture (Foreign)

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

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> Instructional Guide: Special License – New – Joint Venture (Foreign) 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-Up Account for PCAB Online Licensing Portal Valid Regular/Special Contractor’s license reflected in the PCAB Online Licensing Portal account <p>Note: Use ONE account only for all application types</p>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Duly Accomplished Set of Digital Forms: Special License – JV/Consortium/Foreign → Special License – Joint Venture (Foreign) → New JV Application - Foreign <p>Note: Special license application has to be filed at least one (1) working day before bidding or negotiation date</p>		PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Foreign) → New JV Application - Foreign
A. LEGAL		
A.1.	Contractor’s General Information Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Foreign) → New JV Application – Foreign → General Information
A.1.1.	Joint Venture Agreement Notes: <ul style="list-style-type: none"> Only the LATEST and NOTARIZED Joint Venture Agreement shall be uploaded; INCOMPLETE and INCONSISTENT information in the Joint Venture Agreement shall result to DISAPPROVAL of the application. Instruction: Download the LATEST Joint Venture Agreement template, accomplish, notarize and upload as attachment (One PDF file only)	PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Foreign) → New JV Application – Foreign → General Information
A.1.2.	Copy of pertinent pages of “Invitation to Bid” or “Instruction to Bidders” or “Notice to Bidders” Instruction: Upload as attachment (One PDF file only).	Tendering Agency/Publication in the Newspaper or Website
A.1.3.	Affidavit of Disclosure (If with pending case) Instruction: Upload as attachment (One PDF file only).	PCAB Special License applicants/Tendering Agency
B. PAYMENT		
B.1.	Pay the Application Fees	PCAB Online Licensing

Checklist of Requirements		Where to Secure
<p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati Cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts Manager's Cheque or Cashier's Cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> • <i>For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	<p>Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Foreign) → New JV Application – Foreign → Pay/Submit</p> <ul style="list-style-type: none"> • QR Ph Payment Facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati Cashier 	

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account. Note: Use ONE account only for all application types.	None	None	None	None
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> • <i>*Scanned copy of proof of payment (e.g. official receipt, transaction receipt)</i> 	CIAP cashier/ will receive the payment and copy of Order of Payment and issue Official Receipt. Note: For over-the-	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 Note: For over-the-counter transactions only.	CIAP cashier Note: For over-the-counter transactions

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<p><i>shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP cashier.</i></p> <ul style="list-style-type: none"> <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 	<p><i>counter transactions only.</i></p>	<p>application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure</p>		
<p>3.3 Submit complete application</p> <p>Important Notes:</p> <ul style="list-style-type: none"> <i>Special license application has to be filed at least one (1) working day before bidding or negotiation date.</i> <i>For this type of application, submission of application is automatic once the payment portion is accomplished.</i> 	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
STEP 4				
<p>4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address</p>	<p>Evaluate Joint Venture qualifications and indicate conditions/deficiencies, if any.</p>	<p>None</p>	<p>7 business days</p>	<p>PCAB Joint Venture Evaluator/ PCAB Technical and Financial Evaluation Division Chief/ PCAB Executive Director/ PCAB Board Members</p>
<p>4.2 Receive application result</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address.</p>	<p>Review evaluation result and recommend disapprove or approve</p>	<p>None</p>		

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.				
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 7 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for New Special License – Joint Venture (Foreign)
PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Special License – Joint Venture (New)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
License Fee (per project basis)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Categorization Fee (per CFY basis)	150,000.00	43,200.00	21,600.00	7,200.00	4,800.00	2,400.00	1,200.00	nil
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00

Grand Total (P)	151,342.0	44,542.0	22,942.0	8,542.0	6,142.0	3,742.0	2,542.0	1,342.0
	0	0	0	0	0	0	0	0

Additional Processing Fee for Special License Applications Filed Less Than Five (5) Working Days but At Least One (1) Day Before Bidding Date or Negotiation Date	
Large B	25,000.00
Large A	20,000.00
Medium A & B	15,000.00
Small A & B	10,000.00

Online Filing of New Special License – Consortium (Foreign/Local)

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

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors with non-licensed contractor partner/s

Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> Instructional Guide: Special License – New – Consortium (Foreign/Local) 	PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-Up Account for PCAB Online Licensing Portal Valid Regular/Special Contractor’s license reflected in the PCAB Online Licensing Portal account <p>Note: Use ONE account only for all application types</p>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Duly Accomplished Set of Digital Forms: Special License – JV/Consortium/Foreign → Special License – Consortium (Foreign/Local) → New Consortium Application <p>Note: Special license application has to be filed at least one (1) working day before bidding or negotiation date</p>	PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Consortium (Foreign/Local) → New Consortium Application
A. LEGAL	
A.1. Contractor’s General Information Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License –

Checklist of Requirements		Where to Secure
		Consortium (Foreign/Local) → New Consortium Application → General Information
A.1.1.	<p>For NON-CONSTRUCTOR PARTNERS (Managing and operating partner, as financier/s or any such other construction supportive role):</p> <p>Origin - Filipino:</p> <ul style="list-style-type: none"> • DTI Certificate of Registration of Business Name or SEC Registration and Articles of Partnership or Incorporation, whichever is applicable; • Annual Income Tax Return duly filed with the Bureau of Internal Revenue; • Company Brochure <p>Origin – Foreign:</p> <ul style="list-style-type: none"> • SEC Certificate of Registration to do business in the Philippines or if not yet doing business, certificate of registration of representative office. In the absence of a representative office, submit a copy of Board Resolution appointing the authenticated representative of the firm; • Complete Audited Financial Statement with accompanying auditor’s notes for the preceding taxable year and Income Tax Return filed with the BIR for the preceding taxable year, if old company; • Company Brochure <p>Instruction: Upload as attachment (One PDF file only)</p>	<ul style="list-style-type: none"> • For Business Name Registration Certificate: Department of Trade & Industry (DTI) - https://www.dti.gov.ph/ • For SEC Certificate of Registration and Articles of Partnership/ Incorporation and By-Laws: Securities and Exchange Commission (SEC) - https://www.sec.gov.ph/ • For Income Tax Return: Bureau of Internal Revenue - https://www.bir.gov.ph/ • For Audited Financial Statement: Certified Public Accountant with valid PRC-BOA accreditation and Bureau of Internal Revenue (BIR) - https://www.bir.gov.ph/ • For Company Brochure: Provided by the company
A.1.2.	<p>Consortium Agreement</p> <p>Notes:</p> <ul style="list-style-type: none"> • <i>Only the LATEST and NOTARIZED Consortium Agreement shall be uploaded;</i> • <i>INCOMPLETE and INCONSISTENT information in the Consortium Agreement shall result to DISAPPROVAL of the application</i> <p>Instruction: Download the LATEST Consortium</p>	<p>PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Consortium (Foreign/Local) → New Consortium Application → General Information</p>

Checklist of Requirements		Where to Secure
	Agreement template, accomplish, notarize and upload as attachment (One PDF file only)	
A.1.3.	Copy of pertinent pages of “Invitation to Bid” or “Instruction to Bidders” or “Notice to Bidders” Instruction: Upload as attachment (One PDF file only)	Tendering Agency/Publication in the Newspaper or Website
A.1.4.	Affidavit of Disclosure (If with pending case) Instruction: Upload as attachment (One PDF file only)	PCAB Special License applicants/Tendering Agency
B. PAYMENT		
B.1.	Pay the Application Fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati Cashier Notes: <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts Manager’s Cheque or Cashier’s Cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> • <i>For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required.</i> Instruction: Accomplish the digital form.	PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Consortium (Foreign/Local) → New Consortium Application → Pay/Submit <ul style="list-style-type: none"> • QR Ph Payment Facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati Cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account. Note: Use ONE account only for all application types.	None	None	None	None
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees	CIAP cashier	Breakdown of	10 minutes	CIAP cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager’s cheque or cashier’s cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 	<p>will receive the payment and copy of Order of Payment and issue Official Receipt.</p> <p>Note: For over-the-counter transactions only.</p>	<p>fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure</p>	<p>Note: For over-the-counter transactions only.</p>	<p>Note: For over-the-counter transactions only.</p>
<p>3.3 Submit complete application</p> <p>Important Notes:</p> <ul style="list-style-type: none"> • <i>Special license application has to be filed at least one (1) working day before bidding or negotiation date.</i> • <i>For this type of application, submission of application is automatic once the payment portion is accomplished.</i> 	<p>None</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>STEP 4</p>				
<p>4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant’s registered</p>	<p>Evaluate Consortium qualifications and indicate conditions/deficiencies, if any.</p>	<p>None</p>	<p>20 business days</p>	<p>PCAB Consortium Evaluator/ PCAB Technical and Financial Evaluation</p>

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
email address				Division Chief/ PCAB Executive Director/ PCAB Board Members
4.2 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 20 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for New Special License – Consortium (Foreign/Local)

PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Special License – Consortium (New)								
	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	D	E

Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
License Fee (per project basis)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Categorization Fee (per CFY basis)	150,000.00	43,200.00	21,600.00	7,200.00	4,800.00	2,400.00	1,200.00	nil
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (₱)	151,342.00	44,542.00	22,942.00	8,542.00	6,142.00	3,742.00	2,542.00	1,342.00

Additional Processing Fee for Special License Applications Filed Less Than Five (5) Working Days but At Least One (1) Day Before Bidding Date or Negotiation Date	
Large B	25,000.00
Large A	20,000.00
Medium A & B	15,000.00
Small A & B	10,000.00

Online Filing of New Special License – Foreign Individual Application

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

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	<p>Corporation with 100% Foreign equity applying for Category “A”, “AA”, “AAA”, and “AAAA” – applying for Special License under the following conditions:</p> <ol style="list-style-type: none"> Application for a Special License for a Specific Private Project: <ul style="list-style-type: none"> The project involves proprietary technology or equipment exclusive to the firm; There is no or inadequate local capability to undertake the project. Application for a Special License for a Specific Project Based on Funding Source:

	<ul style="list-style-type: none"> • Public-Private Partnership (PPP) projects; • Build-Operate-Transfer (BOT) schemes; • International Competitive Bidding (ICB) for foreign-funder projects (e.g. funded by JICA, World Bank, etc.).
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Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> • Reference: Categorization and Classification Table (PCAB-QMS-REF-001) • Instructional Guide: Special License – New Foreign Contractor 	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/ • PCAB Instructional Guides
<ul style="list-style-type: none"> • Signed-Up Account for PCAB Online Licensing Portal <p>Note: Use ONE account only for all application types</p>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/
Duly Accomplished Set of Digital Forms: Special License → New Special License – Foreign Contractor	PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor

A. LEGAL		
A.1.	Contractor’s General Information Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor → General Information
A.1.1.	The following should be signed by the AMO: <ol style="list-style-type: none"> 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 Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate office in the country where project is located; 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; 3. For privately owned projects only: Copy of Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307) 	Philippine Embassy or Consulate office/Bureau of Internal Revenue (BIR) - https://www.bir.gov.ph/

	Instruction: Upload as attachment (One PDF file only).	
A.1.2.	<p>Other Supporting Documents:</p> <ol style="list-style-type: none"> 1. SEC Certificate of Registration, Articles of Incorporation or Partnership, showing construction as one of the primary purposes of the corporation and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant; 2. Original or certified true copy of valid Contractor's License/Permit/Authority issued by the appropriate government agency duly authenticated by the Philippine Embassy in the home country of the foreign contractor applicant; 3. Certification from the appropriate Tendering Agency that the project is foreign financed/internationally funded and that international bidding is 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. <i>Note: Download the template at PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor → General Information</i> 4. Back-to-back guarantee from the parent company if the applicant is a subsidiary of a foreign contractor <p>Instruction: Upload as attachment (One PDF file only).</p>	Securities and Exchange Commission (SEC) - https://www.sec.gov.ph/ / Philippine Embassy/ Tendering Agency/ Parent company of the foreign contractor, if applicable
A.1.3.	<p>Project Details:</p> <ol style="list-style-type: none"> 1. Contract ID, if any; 2. Project Title; 3. Project Location; 4. Implementing Agency; 5. Funding Source; 6. Covered by; 7. Date "Notice to Bidders" was published or Date "Invitation to Bidders" was received by the applicant; 8. Date of Bidding; 9. Approved Budget for Contract; 10. Size Range (as per Philippine Bidding Documents), if applicable; 11. Project Kind (as per Philippine Bidding Documents), if applicable 	PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor → General Information
A.1.3.1.	Copy of pertinent pages of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders"	Tendering Agency/ Publication in the Newspaper or Website

	Instruction: Upload as attachment (One PDF file only)	
A.1.3.2.	Affidavit of Disclosure (If with pending case) Instruction: Upload as attachment (One PDF file only)	PCAB Special License applicants/ Tendering Agency
A.2.	Contractor's Affidavit Notes: <ul style="list-style-type: none"> • Only the LATEST and NOTARIZED Contractor's Affidavit shall be uploaded; • For applications with STE, upload the duly accomplished Contractor's Affidavit which includes the signature of STE opposite its name (Paragraph 5, item f) • INCOMPLETE and INCONSISTENT information in the Contractor's Affidavit shall result to DOWNGRADING of category and/or DISAPPROVAL of the application Instruction: Download the LATEST Contractor's Affidavit template (PCAB-QMS-CLR-AFF-F16 Revision No. 00, 01AUG2022), accomplish, notarize and upload as attachment (One PDF file only)	PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor → Affidavit

B. TECHNICAL		
B.1.	Authorized Managing Officer (AMO) Notes: <ul style="list-style-type: none"> • Applicants for Category "E" to "AAA": AMO should be at least 25 years old; • Applicants for Category "AAAA": AMO should be at least 35 years old Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor → AMO
B.1.1.	Completion of 2-day AMO Seminar and passed the AMO Examination Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF	Construction Manpower Development Foundation (CMDF) - https://facebook.com/D.TI.CIAP.CMDF/ -OR- PCAB Accredited Contractors Associations
B.1.2.	Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar/ 16-hour Safety Management Seminar for AMOs Instruction: Upload as attachment (One PDF file only)	Construction Manpower Development Foundation (CMDF) - https://facebook.com/D.TI.CIAP.CMDF/
B.1.3.	Other Supporting Documents: <ol style="list-style-type: none"> 1. Board Resolution authorizing its Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and in behalf of the company, and 	Philippine Embassy/ Professional Regulation Commission (PRC) - https://www.prc.gov.ph/ / Company

	<p>defining the scope and/or limitations of the powers of the RAR/AMO;</p> <ol style="list-style-type: none"> 2. Copy of Appointment paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR; 3. Board Resolution appointing and authorizing the Filipino Resident Agent to accept summons and other legal processes in behalf of the foreign contractor applicant, and authorizing PCAB, in the absence of the Filipino Resident Agent, or where such agent cannot be found at his address of record, or upon cessation of business of the foreign contractor in the Philippines, to accept summons or legal processes as if the same were made upon the firm at its home office; 4. Authenticated diploma and/or transcript of records as well as PRC ID/Certificate of registration or equivalent (For new RAR professional) <p>Instruction: Upload as attachment (One PDF file only)</p>	
B.1.4.	<p>If AMO is NOT a Filipino, copies of Working Visa/Alien Employment Permit and Alien Certificate of Registration</p> <p>Instruction: Upload as attachment (One PDF file only)</p>	<ul style="list-style-type: none"> • Embassy • Bureau of Immigration (BI) - https://immigration.gov.ph/ • Department of Labor and Employment (DOLE) - https://dole.gov.ph/
B.1.5.	<p>AMO Interview by the Board, if applicable</p> <p>Notes:</p> <ul style="list-style-type: none"> • <i>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;</i> • <i>Foreign AMO is required to be interviewed;</i> • <i>AMO will be interviewed upon submission of the complete application. Applicant will be notified of the interview schedule through provided contact details and email address;</i> • <i>Interview may be online or face to face depending on the schedule of the Board Member/s.</i> 	<p>Philippine Contractors Accreditation Board (PCAB) Board Member/s</p>
B.2.	<p>Sustaining Technical Employees (STEs), if applicable</p> <p>Instruction: Accomplish digital form</p>	<p>PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor → STE</p>

B.2.1.	Clear copy of valid PRC ID Card (Front and Back) Instruction: Upload as attachment (One PDF file only)	Professional Regulation Commission (PRC) - https://www.prc.gov.ph/
B.2.2.	Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar Instruction: Upload as attachment (One PDF file only)	Construction Manpower Development Foundation (CMDF) - https://facebook.com/D.TI.CIAP.CMDF/
B.2.3.	STE Interview, if applicable Notes: <ul style="list-style-type: none"> • Applicant will be notified of the schedule through provided contact details and email address indicated in the application; • Interview is online 	Philippine Contractors Accreditation Board (PCAB) STE interview staff
C. FINANCIAL		
C.1.	Financial Information Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor → Financial Information
C.1.1.	Schedule of Accounts Receivables, if applicable Note: Applicants are required to submit accomplished Accounts Receivables template if the receivable accounts (accounts/contracts and other receivable) exceed 50% of the total Net Worth/Equity as of the latest audited balance sheet submitted in support of its application. Instruction: Download the LATEST Schedule of Accounts Receivables template, accomplish and upload as attachment (One PDF file only).	PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor → Financial Information
C.1.2.	A. All pertinent pages of the Audited Financial Statement (Year End)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application; B. If the Equity or Net Worth based on the Audited Financial Statement (Year End)** of the preceding year fails to meet the capital requirement for category applying for, an Audited Financial Statement (Interim)** to reflect the current financial position may be submitted; C. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO: <ol style="list-style-type: none"> a. Income Tax Return (Year End); 	<ul style="list-style-type: none"> • Certified Public Accountant with valid PRC-BOA accreditation • Remitting Bank • Bureau of Internal Revenue (BIR) - https://www.bir.gov.ph/

	<p>b. Receipt of Income Tax Return; and c. Audited Financial Statement (Year End)** for the preceding taxable year.</p> <p>**Audited Financial Statement (Interim or Year End) pertinent pages:</p> <ol style="list-style-type: none"> Independent Auditor's Opinion Report; Balance Sheet or Statement of Financial Position; Income Statement/Statement of Comprehensive Income; Statement of Changes in Owner's/Stockholders' Equity, if applicable; Notes to Financial Statement; Bank Certification - dated as of the Balance Sheet date; Statement of Management Responsibility for Financial Statements; Statement of Cash Flows; Quarterly Tax Return and Receipt of Income Tax Return, if applicable <p>Instruction: Upload as attachment (One PDF file only)</p>	
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D. PAYMENT		
D.1.	<p>Pay the Application Fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati Cashier <p>Notes:</p> <ul style="list-style-type: none"> <i>*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.</i> <i>*Accepts Manager's Cheque or Cashier's Cheque payable to CIAP-PCAB.</i> <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> <i>For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor → Payment</p> <ul style="list-style-type: none"> QR Ph Payment Facility Integrated within PCAB Online Licensing Portal Over-the-counter: CIAP Makati Cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
1.1 Attend the 2-day AMO	None	Cost of 2-day	None	None

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
seminar and COSH/ 16-hour Safety Management seminar, pass the AMO examination		AMO seminar/ COSH/ 16-hour Safety Management seminar may vary depending on the seminar host		
1.2 Complete remaining application requirements	None	None	None	None
STEP 2				
2.1 Create a valid email address	None	None	None	None
2.2 Sign-up an account at PCAB Online Licensing Portal: pcab.construction.gov.ph or pcabgovph.com <i>Note: Use ONE account only for all application types</i>	None	None	None	None
2.3 Log-in using signed-up account	None	None	None	None
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. Note: For over-the-counter transactions only.	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds	10 minutes Note: For over-the-counter transactions only.	CIAP cashier Note: For over-the-counter transactions

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<ul style="list-style-type: none"> <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 		and size ranges. See License Fee Structure		
<p>3.3 Submit complete application</p> <p>Important Note:</p> <ul style="list-style-type: none"> <i>Special license application has to be filed at least one (1) working day before bidding or negotiation date.</i> <i>For this type of application, a Submit Application button will appear if the progress indicator is one hundred (100) percent</i> 	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address	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	Inform client regarding the schedule of STE interview, if applicable	None		
4.3 Receive schedule of AMO interview, if applicable	Inform client regarding the schedule of AMO interview, if applicable	None		
4.4 Receive application result For disapproved application, receive system-generated	Review evaluation result and recommend	None		

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	disapprove or approve			
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 20 Business Days From time of submission of application to recommendation of Board 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				

License Fee Structure for New Special License – Foreign Individual

PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Special License – Foreign (New)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
License Fee (per project basis)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

Categorization Fee (per CFY basis)	150,000.00	43,200.00	21,600.00	7,200.00	4,800.00	2,400.00	1,200.00	nil
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (P)	151,342.00	44,542.00	22,942.00	8,542.00	6,142.00	3,742.00	2,542.00	1,342.00

Additional Processing Fee for Special License Applications Filed Less Than Five (5) Working Days but At Least One (1) Day Before Bidding Date or Negotiation Date	
Large B	25,000.00
Large A	20,000.00
Medium A & B	15,000.00
Small A & B	10,000.00

Online Filing of Renewal of Special License – Joint Venture (Local)

Processing of application for Renewal Special License – Joint Venture (Local/All Filipinos)

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Complex
Type of Transaction	Government to Business
Who may Avail	New Special Contractor's License – Joint Venture holder

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> Instructional Guide: Special License – Renewal – Joint Venture (Local) 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-Up Account for PCAB Online Licensing Portal Approved New Special Contractor's License – Joint Venture reflected in the PCAB Online Licensing Portal account Valid Regular license of each Joint Venture participants <p>Note: Use ONE account only for all application types</p>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Renew button which can be found at Special License – JV/Consortium/Foreign → Special License – Joint Venture (Local) → Renewal of JV Application		PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Local) → Renewal of JV Application
A. PAYMENT		
A.1.	Pay the Application Fees Payment Options: <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati Cashier or CIAP Windows Cashier (Tacloban) Notes: <ul style="list-style-type: none"> <i>*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.</i> <i>*Accepts Manager's Cheque or Cashier's Cheque payable to CIAP-PCAB.</i> <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> 	PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Local) → Renewal of JV Application → Pay/Submit <ul style="list-style-type: none"> QR Ph Payment Facility Integrated within PCAB Online Licensing Portal Over-the-counter: CIAP Makati Cashier or CIAP Windows Cashier (Tacloban)

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required. <p>Instruction: Accomplish the digital form.</p>		

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account.	None	None	None	None
<i>Note: Use ONE account only for all application types.</i>				
STEP 3				
3.1 Click the renew button	None	None	None	None
3.2 Pay the application fees				
<p>Payment Options:</p> <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP cashier. *Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB. Cheques are NOT proof of payment and should not be uploaded at the portal. For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading 	<p>CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt.</p> <p>Note: For over-the-counter transactions only.</p>	<p>Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.</p> <p>See License Fee Structure</p>	<p>10 minutes</p> <p>Note: For over-the-counter transactions only.</p>	<p>CIAP cashier</p> <p>Note: For over-the-counter transactions</p>

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<i>of proof of payment is NOT required.</i>				
3.3 Submit complete application Important Notes: <ul style="list-style-type: none"> For this type of application, submission of application is automatic once the payment portion is accomplished. 	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address	Evaluate Joint Venture qualifications and indicate conditions/deficiencies, if any.	None	7 business days	PCAB Joint Venture Evaluator/ PCAB Technical and Financial Evaluation Division Chief/ PCAB Executive Director/ PCAB Board Members
4.2 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. Note: <i>If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 7 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for Renewal of Special License – Joint Venture (Local)

PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Special License – Joint Venture								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
License Fee (per project basis)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Categorization Fee (per CFY basis)	150,000.00	28,800.00	14,400.00	4,800.00	3,600.00	1,920.00	960.00	nil
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (₱)	151,342.00	30,142.00	15,742.00	6,142.00	4,942.00	3,262.00	2,302.00	1,342.00

Online Filing of Renewal of Special License – Joint Venture (Foreign)

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

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Complex
Type of Transaction	Government to Business
Who may Avail	New Special Contractor's License – Joint Venture holder

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> Instructional Guide: Special License – Renewal – Joint Venture (Foreign) 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-Up Account for PCAB Online Licensing Portal Approved New Special Contractor's License – Joint Venture reflected in the PCAB Online Licensing Portal account Valid Regular license of each Joint Venture participants <p>Note: Use ONE account only for all application types</p>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Renew button which can be found at Special License – JV/Consortium/Foreign → Special License – Joint Venture (Foreign) → Renewal of JV Application - Foreign		PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Foreign) → Renewal of JV Application - Foreign
A. PAYMENT		
A.1.	Pay the Application Fees Payment Options: <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati Cashier Notes: <ul style="list-style-type: none"> <i>*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.</i> <i>*Accepts Manager's Cheque or Cashier's Cheque payable to CIAP-PCAB.</i> <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> 	PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Joint Venture (Foreign) → Renewal of JV Application - Foreign → Pay/Submit <ul style="list-style-type: none"> QR Ph Payment Facility Integrated within PCAB Online Licensing Portal Over-the-counter: CIAP Makati Cashier

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required. <p>Instruction: Accomplish the digital form.</p>		

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account.	None	None	None	None
<i>Note: Use ONE account only for all application types.</i>				
STEP 3				
3.1 Click the renew button	None	None	None	None
3.2 Pay the application fees		Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges.	10 minutes	CIAP cashier
Payment Options: <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP cashier. *Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB. Cheques are NOT proof of payment and should not be uploaded at the portal. For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. Note: For over-the-counter transactions only.	See License Fee Structure	Note: For over-the-counter transactions only.	Note: For over-the-counter transactions

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<i>of proof of payment is NOT required.</i>				
3.3 Submit complete application Important Notes: <ul style="list-style-type: none"> For this type of application, submission of application is automatic once the payment portion is accomplished. 	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address	Evaluate Joint Venture qualifications and indicate conditions/deficiencies, if any.	None	7 business days	PCAB Joint Venture Evaluator/ PCAB Technical and Financial Evaluation Division Chief/ PCAB Executive Director/ PCAB Board Members
4.2 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. Note: <i>If the applicant receives 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.</i>	Generate digital license certificate	None	1 minute	PCAB license creation team
STEP 6				

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 7 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for Renewal of Special License – Joint Venture (Foreign)

PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Special License – Joint Venture								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
License Fee (per project basis)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Categorization Fee (per CFY basis)	150,000.00	28,800.00	14,400.00	4,800.00	3,600.00	1,920.00	960.00	nil
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (₱)	151,342.00	30,142.00	15,742.00	6,142.00	4,942.00	3,262.00	2,302.00	1,342.00

Online Filing of Renewal of Special License – Consortium (Foreign/Local)

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

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Complex
Type of Transaction	Government to Business
Who may Avail	New Special Contractor’s License – Consortium holder

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Instructional Guide: Special License – Renewal – Consortium (Foreign/Local) 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/ • PCAB Instructional Guides
<ul style="list-style-type: none"> • Signed-Up Account for PCAB Online Licensing Portal • Approved New Special Contractor’s License – Consortium reflected in the PCAB Online Licensing Portal account • Valid Regular/Special license of each PCAB licensed contractor participants <p>Note: Use ONE account only for all application types</p>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/
Renew button which can be found at Special License – JV/Consortium/Foreign → Special License – Consortium (Foreign/Local) → Renewal of Consortium Application		PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Consortium (Foreign/Local) → Renewal of Consortium Application
A. PAYMENT		
A.1.	<p>Pay the Application Fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati Cashier <p>Notes:</p> <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts Manager’s Cheque or Cashier’s Cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> • <i>For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required.</i> 	PCAB Online Licensing Portal Account → Special License – JV/Consortium/Foreign → Special License – Consortium (Foreign/Local) → Renewal of Consortium Application → Pay/Submit <ul style="list-style-type: none"> • QR Ph Payment Facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati Cashier

Checklist of Requirements		Where to Secure
	Instruction: Accomplish the digital form.	

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account. <i>Note: Use ONE account only for all application types.</i>	None	None	None	None
STEP 3				
3.1 Click the renew button	None	None	None	None
3.2 Pay the application fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. Note: For over-the-counter transactions only.	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classifications, number of declared project kinds and size ranges. See License Fee Structure	10 minutes Note: For over-the-counter transactions only.	CIAP cashier Note: For over-the-counter transactions only.

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
3.3 Submit complete application Important Notes: <ul style="list-style-type: none"> For this type of application, submission of application is automatic once the payment portion is accomplished. 	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address	Evaluate Consortium qualifications and indicate conditions/deficiencies, if any.	None	7 business days	PCAB Consortium Evaluator/ PCAB Technical and Financial Evaluation Division Chief/ PCAB Executive Director/ PCAB Board Members
4.2 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. Note: If the applicant receives 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

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 7 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for Renewal of Special License – Consortium (Foreign/Local)

PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Special License – Consortium (Renewal)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
License Fee (per project basis)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Categorization Fee (per CFY basis)	150,000.00	28,800.00	14,400.00	4,800.00	3,600.00	1,920.00	960.00	nil
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (P)	151,342.00	30,142.00	15,742.00	6,142.00	4,942.00	3,262.00	2,302.00	1,342.00

Online Filing of Renewal of Special License – Foreign Individual Application

Processing of application for Renewal of Special License by a Foreign Contractor

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Highly Technical
Type of Transaction	Government to Business
Who may Avail	New Special Contractor’s License – Foreign holder

Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> Reference: Categorization and Classification Table (PCAB-QMS-REF-001) Instructional Guide: Special License – Renewal – Foreign 	PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/ PCAB Instructional Guides
<ul style="list-style-type: none"> Signed-Up Account for PCAB Online Licensing Portal <p>Note: Use ONE account only for all application types</p>	PCAB Online Licensing Portal: <ul style="list-style-type: none"> www.pcab.construction.gov.ph/ www.pcabgovph.com/
Duly Accomplished Set of Digital Forms: Special License → Renewal of Special License – Foreign Contractor	PCAB Online Licensing Portal Account → Special License → Renewal of Special License – Foreign Contractor
A. LEGAL	
<p>A.1. Contractor’s General Information</p> <p>Instruction: Accomplish digital form</p>	PCAB Online Licensing Portal Account → Special License → Renewal of Special License – Foreign Contractor → General Information
<p>A.1.1. The following should be signed by the AMO:</p> <ol style="list-style-type: none"> 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 Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate office in the country where project is located; 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; 3. For privately owned projects only: Copy of Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307) 	Philippine Embassy or Consulate office/Bureau of Internal Revenue (BIR) - https://www.bir.gov.ph/

Checklist of Requirements		Where to Secure
	<p>Instruction: Upload as attachment (One PDF file only).</p>	
A.1.2.	<p>Other Supporting Documents:</p> <ol style="list-style-type: none"> 1. SEC Certificate of Registration, Articles of Incorporation or Partnership, showing construction as one of the primary purposes of the corporation and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant; 2. Original or certified true copy of valid Contractor's License/Permit/Authority issued by the appropriate government agency duly authenticated by the Philippine Embassy in the home country of the foreign contractor applicant; 3. Certification from the appropriate Tendering Agency that the project is foreign financed/internationally funded and that international bidding is 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. <i>Note: Download the template at PCAB Online Licensing Portal Account → Special License → New Special License – Foreign Contractor → General Information</i> 4. Back-to-back guarantee from the parent company if the applicant is a subsidiary of a foreign contractor <p>Instruction: Upload as attachment (One PDF file only).</p>	<p>Securities and Exchange Commission (SEC) - https://www.sec.gov.ph/ / Philippine Embassy/ Tendering Agency/ Parent company of the foreign contractor, if applicable</p>
A.1.3.	<p>Project Details:</p> <ol style="list-style-type: none"> 1. Contract ID, if any 2. Project Title 3. Project Location 4. Implementing Agency 5. Funding Source 6. Covered by 7. Date "Notice to Bidders" was published or Date "Invitation to Bidders" was received by the applicant 8. Date of Bidding 9. Approved Budget for Contract 10. Size Range (as per Philippine Bidding Documents), if applicable 	<p>PCAB Online Licensing Portal Account → Special License → Renewal of Special License – Foreign Contractor → General Information</p>

Checklist of Requirements		Where to Secure
	11. Project Kind (as per Philippine Bidding Documents), if applicable	
A.1.3.1.	<p>Copy of pertinent pages of “Invitation to Bid” or “Instruction to Bidders” or “Notice to Bidders”</p> <p>Instruction: Upload as attachment (One PDF file only)</p>	Tendering Agency/ Publication in the Newspaper or Website
A.1.3.2.	<p>Affidavit of Disclosure (If with pending case)</p> <p>Instruction: Upload as attachment (One PDF file only)</p>	PCAB Special License applicants/ Tendering Agency
A.2.	<p>Contractor’s Affidavit</p> <p>Notes:</p> <ul style="list-style-type: none"> • Only the LATEST and NOTARIZED Contractor’s Affidavit shall be uploaded; • For applications with STE, upload the duly accomplished Contractor’s Affidavit which includes the signature of STE opposite its name (Paragraph 5, item f) • INCOMPLETE and INCONSISTENT information in the Contractor’s Affidavit shall result to DOWNGRADING of category and/or DISAPPROVAL of the application <p>Instruction: Download the LATEST Contractor’s Affidavit template (PCAB-QMS-CLR-AFF-F16 Revision No. 00, 01AUG2022), accomplish, notarize and upload as attachment (One PDF file only)</p>	PCAB Online Licensing Portal Account → Special License → Renewal of Special License – Foreign Contractor → Affidavit
B. TECHNICAL		
B.1.	<p>Authorized Managing Officer (AMO)</p> <p>Notes:</p> <ul style="list-style-type: none"> • Applicants for Category “A” to “AAA”: AMO should be at least 25 years old; • Applicants for Category “AAAA”: AMO should be at least 35 years old <p>• Instruction: Accomplish digital form</p>	PCAB Online Licensing Portal Account → Special License → Renewal of Special License – Foreign Contractor → AMO
B.1.1.	<p>Completion of 2-day AMO Seminar and passed the AMO Examination</p> <p>Note: Lists of attendees of 2-day AMO Seminar and results of AMO examination are transmitted to PCAB by CMDF</p>	Construction Manpower Development Foundation (CMDF) - https://facebook.com/DTI.CIAP.CMDF/ -OR- PCAB Accredited Contractors Associations
B.1.2.	<p>Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar/ 16-hour Safety Management Seminar for AMOs</p>	Construction Manpower Development Foundation (CMDF) -

Checklist of Requirements		Where to Secure
	<p>Instruction: Upload as attachment (One PDF file only)</p>	<p>https://facebook.com/DTI.CIAP.CMDF/</p>
B.1.3.	<p>Other Supporting Documents:</p> <ol style="list-style-type: none"> 1. Board Resolution authorizing its Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and in behalf of the company, and defining the scope and/or limitations of the powers of the RAR/AMO; 2. Copy of Appointment paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR; 3. Board Resolution appointing and authorizing the Filipino Resident Agent to accept summons and other legal processes in behalf of the foreign contractor applicant, and authorizing PCAB, in the absence of the Filipino Resident Agent, or where such agent cannot be found at his address of record, or upon cessation of business of the foreign contractor in the Philippines, to accept summons or legal processes as if the same were made upon the firm at its home office; 4. Authenticated diploma and/or transcript of records as well as PRC ID/Certificate of registration or equivalent (For new RAR professional) <p>Instruction: Upload as attachment (One PDF file only)</p>	<p>Philippine Embassy/ Professional Regulation Commission (PRC) - https://www.prc.gov.ph/ / Company</p>
B.1.4.	<p>If AMO is NOT a Filipino, copies of Working Visa/Alien Employment Permit and Alien Certificate of Registration</p> <p>Instruction: Upload as attachment (One PDF file only)</p>	<ul style="list-style-type: none"> • Embassy • Bureau of Immigration (BI) - https://immigration.gov.ph/ • Department of Labor and Employment (DOLE) - https://dole.gov.ph/
B.1.5.	<p>AMO Interview by the Board, if applicable</p> <p>Notes:</p> <ul style="list-style-type: none"> • <i>Applicants for category “A” to “AAAA” (AMO is either technical or non-technical graduate) are required to be interviewed;</i> • Foreign AMO is required to be interviewed; • AMO will be interviewed upon submission of the complete application. Applicant will be notified of the interview schedule through provided contact details and email address; 	<p>Philippine Contractors Accreditation Board (PCAB) Board Member/s</p>

Checklist of Requirements		Where to Secure
	<ul style="list-style-type: none"> Interview may be online or face to face depending on the schedule of the Board Members <p>The PCAB Board may require additional documents as the need arises.</p>	
B.2.	Sustaining Technical Employees (STEs), if applicable Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Special License → Renewal of Special License – Foreign Contractor → STE
B.2.1.	Clear copy of valid PRC ID Card (Front and Back) Instruction: Upload as attachment (One PDF file only)	Professional Regulation Commission (PRC) - https://www.prc.gov.ph/
B.2.2.	Certificate of Completion of 40-hour Construction Safety and Health (COSH) Seminar Instruction: Upload as attachment (One PDF file only)	Construction Manpower Development Foundation (CMDF) - https://facebook.com/DTI.CIAP.CMDF/
B.2.3.	STE Interview, if applicable Notes: <ul style="list-style-type: none"> Applicant will be notified of the schedule through provided contact details and email address indicated in the application; Interview is online. 	Philippine Contractors Accreditation Board (PCAB) STE interview staff
C. FINANCIAL		
C.1.	Financial Information Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Special License → Renewal of Special License – Foreign Contractor → Financial Information
C.1.1.	Schedule of Accounts Receivables, if applicable Note: Applicants are required to submit accomplished Accounts Receivables template if the receivable accounts (accounts/contracts and other receivable) exceed 50% of the total Net Worth/Equity as of the latest audited balance sheet submitted in support of its application. Instruction: Download the LATEST Schedule of Accounts Receivables template, accomplish and upload as attachment (One PDF file only).	PCAB Online Licensing Portal Account → Special License → Renewal of Special License – Foreign Contractor → Financial Information

Checklist of Requirements	Where to Secure
<p>C.1.2.</p> <p>A. All pertinent pages of the Audited Financial Statement (Year End)** must be included and shall be under the name of the firm. Submission of INCOMPLETE set of Audited Financial Statement shall result to DISAPPROVAL of the application;</p> <p>B. If the Equity or Net Worth based on the Audited Financial Statement (Year End)** of the preceding year fails to meet the capital requirement for category applying for, an Audited Financial Statement (Interim)** to reflect the current financial position may be submitted;</p> <p>C. The following documents should be duly received and stamped by the BIR, signed by the CPA and signed by the AMO:</p> <ol style="list-style-type: none"> a. Income Tax Return (Year End); b. Receipt of Income Tax Return; and c. Audited Financial Statement (Year End)** for the preceding taxable year. <p>** Audited Financial Statement (Interim or Year End) pertinent pages:</p> <ol style="list-style-type: none"> a. Independent Auditor's Opinion Report; b. Balance Sheet or Statement of Financial Position; c. Income Statement/Statement of Comprehensive Income; d. Statement of Changes in Owner's/Stockholders' Equity, if applicable; e. Notes to Financial Statement; f. Bank Certification - dated as of the Balance Sheet date; g. Statement of Management Responsibility for Financial Statements; h. Statement of Cash Flows; i. Quarterly Tax Return and Receipt of Income Tax Return, if applicable j. <p><i>In support to Upgrade of Category application, the following documents MAY be included:</i></p> <ol style="list-style-type: none"> k. <i>List of Transportation Equipment under the name of the firm. Download the template from this link.</i> b. <i>LTO Certificate of Registration and current Official Receipt</i> 	<ul style="list-style-type: none"> • Certified Public Accountant with valid PRC-BOA accreditation • Remitting Bank • Bureau of Internal Revenue (BIR) - https://www.bir.gov.ph/

Checklist of Requirements		Where to Secure
	<p><i>l. List of Real Properties under the name of the firm. Download the template from this link.</i></p> <ul style="list-style-type: none"> <i>• TCT Tax Declaration for Land Properties/ Condominium Certificate of Title and Contract to Sell</i> <p><i>m. Independent Appraiser's Report, if the properties are stated at its appraised value</i></p> <p>Instruction: Upload as attachment (One PDF file only)</p>	
D. PAYMENT		
D.1.	<p>Pay the Application Fees</p> <p>Payment Options:</p> <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati Cashier <p>Notes:</p> <ul style="list-style-type: none"> <i>*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.</i> <i>*Accepts Manager's Cheque or Cashier's Cheque payable to CIAP-PCAB.</i> <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> <i>For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required.</i> <p>Instruction: Accomplish the digital form.</p>	<p>PCAB Online Licensing Portal Account → Special License → Renewal of Special License – Foreign Contractor → Pay/Submit</p> <ul style="list-style-type: none"> QR Ph Payment Facility Integrated within PCAB Online Licensing Portal Over-the-counter: CIAP Makati Cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
Log-in at PCAB Online Licensing Portal using previously signed-up account.	None	None	None	None
Note: Use ONE account only for all application types.				

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati cashier Notes: <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. Note: For over-the-counter transactions only.	Breakdown of fees can be found in the Payment portion of the application. Computation of fees by the system will be based on the selected application type, category, principal classification, number of declared other classification s, number of declared project kinds and size ranges. See License Fee Structure	10 minutes Note: For over-the-counter transactions only.	CIAP cashier Note: For over-the-counter transactions
3.3 Submit complete application Important Notes: <ul style="list-style-type: none"> • <i>For this type of application, submission of application is automatic once the payment portion is accomplished.</i> 	None	None	None	None
STEP 4				
4.1 Check the status of application via PCAB Online	Evaluate Technical,	None	20 business days	PCAB Technical Evaluator,

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Licensing Portal account. 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			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	Inform client regarding the schedule of STE interview, if applicable	None		
4.3 Receive schedule of AMO interview, if applicable	Inform client regarding the schedule of AMO interview, if applicable	None		
4.4 Receive application result For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address. For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.	Review evaluation result and recommend disapprove or approve	None		
STEP 5				
Download and print the digital license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives notice of deficiency/ies (as mentioned in Step 4.1), the download link for digital license is disabled until ALL conditions/deficiencies are</i>	Generate digital license certificate	None	1 minute	PCAB license creation team

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<i>found fully complied.</i>				
STEP 6				
Verify issued digital license at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the digital license certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 20 Business Days From time of submission of application to recommendation of Board Members 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				

License Fee Structure for Renewal of Special License – Foreign Individual

PCAB-QMS-REF-002 Revision No. 02, 01NOV2023

Special License – Foreign (Renewal)								
Fee Particulars	Category							
	AAAA	AAA	AA	A	B	C	D	E
Filing Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
License Fee (per project basis)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Categorization Fee (per CFY basis)	150,000.00	28,800.00	14,400.00	4,800.00	3,600.00	1,920.00	960.00	nil
Documentary Stamp Tax	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Legal Research Fund	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Grand Total (₱)	151,342.00	30,142.00	15,742.00	6,142.00	4,942.00	3,262.00	2,302.00	1,342.00

Online Filing of Certificate of Exemption

Processing of application for Certificate of Exemption

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Complex
Type of Transaction	Government to Business
Who may Avail	Firms in the construction industry whose services do not require a contractor's license

Checklist of Requirements		Where to Secure
<ul style="list-style-type: none"> • Instructional Guide: Certificate of Exemption 		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/ • PCAB Instructional Guides
Signed-Up Account for PCAB Online Licensing Portal <i>Note: Use ONE account only for all application types</i>		PCAB Online Licensing Portal: <ul style="list-style-type: none"> • www.pcab.construction.gov.ph/ • www.pcabgovph.com/
Duly Accomplished Set of Digital Forms: Exemption → Exemption Certificate		PCAB Online Licensing Portal Account → Exemption → Exemption Certificate
A. LEGAL		
A.1.	Applicant's General Information Instruction: Accomplish digital form	PCAB Online Licensing Portal Account → Exemption → Exemption Certificate → General Information
A.1.1	22. For SOLE PROPRIETORSHIP: <ol style="list-style-type: none"> 1. Business Name Registration Certificate 2. Mayor's Permit 3. BIR Registration Certificate 4. Executive Profile/ Brochure/ Business History 23. For CORPORATION or PARTNERSHIP: <ol style="list-style-type: none"> 1. SEC Certificate of Registration and the latest General Information Sheet (GIS) 2. Articles of Incorporation 3. Mayor's Permit 4. BIR Registration Certificate 5. Executive Profile/ Brochure/ Business History Instruction: Upload as Attachment (One PDF File Only)	24. For Business Name Registration Certificate: Department of Trade & Industry (DTI) - www.dti.gov.ph 25. For SEC Certificate of Registration and Articles of Partnership / Incorporation and By-Laws: Securities and Exchange Commission (SEC) - www.sec.gov.ph <ul style="list-style-type: none"> • Bureau of Internal Revenue (BIR) - https://www.bir.gov.ph/home
B. PAYMENT		
B.1.	Pay the Application Fees Payment Options: <ul style="list-style-type: none"> • Online: QR Ph • Over-the-counter*: CIAP Makati Cashier Notes: <ul style="list-style-type: none"> • <i>*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.</i> • <i>*Accepts Manager's Cheque or Cashier's Cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT Proof of Payment and should NOT be uploaded at the Portal.</i> 	PCAB Online Licensing Portal Account → Exemption → Exemption Certificate → Pay/Submit <ul style="list-style-type: none"> • QR Ph Payment Facility Integrated within PCAB Online Licensing Portal • Over-the-counter: CIAP Makati Cashier

Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> For those who paid through QR Ph Payment Facility, Payment will be Reconciled Automatically and uploading of Proof of Payment is NOT required. <p>Instruction: Accomplish the Digital Form.</p>	

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Complete application requirements	None	None	None	None
STEP 2				
2.1 Create a valid email address	None	None	None	None
2.2 Sign-up an account at PCAB Online Licensing Portal: <ul style="list-style-type: none"> pcab.construction.gov.ph pcabgovph.com <p>Note: Use ONE account only for all application types.</p>	None	None	None	None
2.3 Log-in using signed-up account	None	None	None	None
STEP 3				
3.1 Accomplish each digital forms and upload supporting documents	None	None	None	None
3.2 Pay the application fees <p>Payment Options:</p> <ul style="list-style-type: none"> Online: QR Ph Over-the-counter*: CIAP Makati cashier <p>Notes:</p> <ul style="list-style-type: none"> *Scanned copy of proof of payment (e.g. official receipt, transaction receipt) shall be uploaded as attachment in the application and subject to payment reconciliation by the CIAP cashier. 	CIAP cashier will receive the payment and copy of Order of Payment and issue Official Receipt. <p>Note: For over-the-counter transactions only.</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. <p>See License Fee Structure</p>	10 minutes <p>Note: For over-the-counter transactions only.</p>	CIAP cashier <p>Note: For over-the-counter transactions</p>

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<ul style="list-style-type: none"> • <i>*Accepts manager's cheque or cashier's cheque payable to CIAP-PCAB.</i> • <i>Cheques are NOT proof of payment and should not be uploaded at the portal.</i> • <i>For those who paid through QR Ph payment facility, payment will be reconciled automatically and uploading of proof of payment is NOT required.</i> 				
<p>3.3 Submit complete application</p> <p>Important Note: <i>For this type of application, submission of application is automatic once the payment portion is accomplished.</i></p>	None	None	None	None
STEP 4				
<p>4.1 Check the status of application via PCAB Online Licensing Portal account. System-generated notices (such as conditions/deficiencies) will be sent to applicant's registered email address</p>	Evaluate qualifications and indicate conditions/deficiencies, if any.	None		
<p>4.2 Receive application result</p> <p>For disapproved application, receive system-generated notice of disapproval and its details through PCAB Online Licensing Portal account and registered email address.</p> <p>For approved application, receive system-generated notice of approval and its details through PCAB Online Licensing Portal account and registered email address.</p>	Review evaluation result and recommend disapprove or approve	None	20 business days	PCAB Technical and Financial Evaluation Division Chief/ PCAB Executive Director/ PCAB Board Members
STEP 5				
Download and print the digital	Generate	None	1 minute	PCAB license creation

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
license certificate from PCAB Online Licensing Portal account. <i>Note: If the applicant receives 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.</i>	exemption certificate			team
STEP 6				
Verify issued exemption certificate at pcab.construction.gov.ph/verify or pcabgovph.com/verify	Details of the exemption certificate is automatically posted at the verification website.	None	None	None
TOTAL PROCESSING DAYS: 20 Business Days From time of submission of application to recommendation of Board Members				

License Fee Structure for Certificate of Exemption

Fixed Fees	
Certification Fee	500.00
Documentary Stamp Tax	30.00
Legal Research Fund	12.00

Issuance of Certified True Copy of PCAB Contractor's License

Office/ Division	Philippine Contractors Accreditation Board (PCAB)
Classification	Simple
Type of Transaction	Government to Business
Who may Avail	PCAB Licensed Contractors

Checklist of Requirements		Where to Secure
Original copy of Regular/Special Contractor's License		Applicant
Photocopied Regular/Special Contractor's License		Applicant
A. PAYMENT		
A.1.	Pay the Application Fees	Over-the-counter: CIAP Makati Cashier

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
STEP 1				
Present original and photocopy/ies of PCAB Contractor's License	Check, verify and review submitted documents	None	5 minutes	PCAB Frontline Staff
STEP 2				
2.1 Received Order of Payment	Issued copy of Order of Payment	None	10 minutes	PCAB Frontline Staff
2.2 Pay the application fees Over-the-counter: CIAP Makati cashier	CIAP cashier/ CIAP window cashier will receive the payment and copy of Order of Payment and issue Official Receipt	₱54.00/page		CIAP cashier
STEP 3				
Claim certified copy/ies of PCAB Contractor's License	Issued certified copy/ies of PCAB Contractor's License	None	1 minute	PCAB Frontline Staff
TOTAL PROCESSING: 16 Minutes				



Philippine Overseas Construction Board

External Service

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. P.D. 1167 Section 4. 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 (7) working days after the submission of all the requirements pertinent to the application. The Board's action shall be immediately communicated in writing to the applicant.
Type of Transaction:	G2B - Government to Business
Who may avail:	<p>A. Construction contractor (as defined under P.D. 1167 Sec. 3 (a))</p> <ul style="list-style-type: none"> - 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. <p>Specialized consultancy group (as defined under Rule 2, Sec. 1(i) of IRR of PD1167)</p> <ul style="list-style-type: none"> - 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>Qualifications:</p> <ol style="list-style-type: none"> 1. PCAB Licensed Contractor <ul style="list-style-type: none"> ✓ General Construction Contractor with PCAB Category "AA" or higher; with classifications of General Engineering (GE) and/or General Building (GB); and with at least one (1) general engineering / building-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 - <ul style="list-style-type: none"> ✓ May or may not have a PCAB License; ✓ Must have at least three (3) permanently employed staff with appropriate degrees and professional training along the line of consultancy services offered by the company and with aggregate experience of twenty-five (25) man-years. One of the staff

must have been actively engaged in the practice of his profession for at least ten (10) years;

- ✓ Must have at least five (5) years of continuous actual operation as a specialized consultant, counted from the date of the firm's earliest contract;
- ✓ Successfully completed during the immediate past five (5) years at least one (1) consultancy project costing not less than PHP1M.

B. Service Contractor (as defined under Rule 2 Sec. 1(v) IRR of PD 1167)

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

In all instances, manpower service contractor shall be the employer of the workers and shall assume among others the following employer responsibilities: (1) 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** – *“Guidelines Governing Exportation of Filipino Construction Workers”*
- LOI No. 852, series of 1979 has been **repealed** and **amended** by the following issuances:
 - ✓ Executive Order No. 792, series of 1982
 - ✓ Executive Order No. 247 s. 1987
 - ✓ Republic Act No. 8042 s. 1995
 - ✓ Republic Act No. 10022
 - ✓ Republic Act No. 9422 s. 2007
 - ✓ R.A No. 9422. s. 2007 was repealed by R.A. No. 11641, series of 2021.

R.A. No. 11641, series of 2021 – *“An act creating the Department of Migrant Workers (DMW) defining its powers and functions, rationalizing the organization and functions of government agencies related to overseas employment and labor migration, appropriating funds therefor, and for other purposes.”*

A **Memorandum of Agreement (MOA)** between the POCB and DMW is in progress aiming to support and protect Filipino construction workers and professionals, simplify regulatory processes, and enhance the global competitiveness of Filipino construction companies, workers and professionals.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form at prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public	Download form (POCB-F-SVD-002 Revision 07) at http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-002-Application-for-Registration-V7.docx
2. Duly accomplished form for Domestic Project	Download form (POCB-F-SVD-003b) at

Information for the last five (5) years	http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-003b-Domestic-Project-Information.docx
3. Printed/scanned copy of valid PCAB license; POCB to verify the authenticity of the license category and validity at PCAB online license verification website	http://construction.gov.ph/directory/pcab-online-license-verification-website/?fbclid=IwAR0vNbss5ui5i9jfbxsdlcl8F03n47UAHzOHUqVmWK90I3ASc7yJkKqFCVA

**ADDITIONAL REQUIREMENTS FOR SPECIALIZED CONSULTANCY GROUPS
(NOT REGISTERED WITH PCAB)**

4. Duly accomplished biodata of key technical personnel	Download form (POCB-F-SVD-004) at http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-004-Biodata-Of-Key-Personnel_f.docx
5. For Corporation , Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By-Laws and General Information Sheet (GIS) (one (1) certified copy of the original)	Securities and Exchange Commission (SEC)
For Single Proprietorship , Department of Trade and Industry (DTI) Certificate of Registration of Business Name (one (1) certified copy of the original)	Department of Trade and Industry (DTI) – Business Name Registration Office
6. Audited financial statement of applicant company for the last three (3) preceding years	Applicant company
7. Income tax return of the applicant company for the last three (3) preceding years	Applicant company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit scanned copies of application form and supporting documents to POCB official email/s (online 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
Or				
Submit original copies of application form and supporting documents to POCB office (over the counter filing)	1.2. Evaluate application, prepare evaluation report, and submit to Board Secretary for review. 1.3. Review recommendation/evaluation report and endorse to the Executive Director for approval 1.4. Approve the recommendation/evaluation report for endorsement to the POCB Board for action/ approval.	None	1 hour	Supervising TIDS - POCB
		None	15 minutes	Board Secretary - POCB
		None	15 minutes	Executive Director - POCB
	1.5. The Board shall act upon the application (either physical or virtual)	None	Within 7 working days (during scheduled)	Members of the Board - POCB

			board meeting or via referendum) **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 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 via email.	None	15 minutes	Frontline staff POCB
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	5 minutes	Cashier - CIAP
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 Approval to the applicant thru email	None	10 minutes	Frontline Staff - POCB

4. Acknowledge receipt of original POCB Certificate of Registration / Notice of Approval	4.1. Update incoming/ outgoing e-logbook	None	5 minutes	Frontline Staff - POCB
TOTAL:			7 working days, 2 hours and 10 minutes	

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:	J
Type of Transaction:	G2B - Government to Business
Who may avail:	<p>A. Construction contractor (as defined under P.D. 1167 Sec. 3 (a):</p> <ul style="list-style-type: none"> - natural or juridical person organized and licensed under Philippine laws, who undertakes or offers to undertake, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, remove, move, wreck, or demolish any structure, facility, project development or improvement, or to do any part thereof. <p>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):</p> <ul style="list-style-type: none"> - 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>Qualifications:</p> <ol style="list-style-type: none"> 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 PD 1167):
 - refers to one who undertakes manpower service contracts in which the contractor provides workmen with administrative support, but in such manner that the contractor does not have responsibility for a distinct physical part, or distinct phase, of the project.
 - In all instances, manpower service contractor shall be the employer of the workers and shall assume among others the following employer responsibilities: (1) payroll 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 form as prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public	Download form (POCB-F-SVD-002 Revision 07) at http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-002-Application-for-Registration-V7.docx
2. Duly accomplished form for Overseas Project Information	Download form at (POCB-F-SVD-003a Revision 01) at http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-003a-Overseas-Project-Information.docx
3. Printed / scanned copy of valid license; POCB to verify the authenticity of the license category and validity at PCAB online license verification website	http://construction.gov.ph/directory/pcab-online-license-verification-website/?fbclid=IwAR0vNbss5ui5i9ifbxsdcl8F03n47UAHzOHUqVmWK90l3ASc7yJkKqFCVA
ADDITIONAL REQUIREMENTS FOR SPECIALIZED CONSULTANCY GROUPS (NOT REGISTERED WITH PCAB)	

4. Duly accomplished biodata of newly hired technical personnel	Download form (POCB-F-SVD-004) at http://construction.gov.ph/wp-content/uploads/2021/02/POCB-F-SVD-004- Biodata-Of-Key-Personnel f.docx
5. For Corporation, Latest General Information Sheet (GIS)	Securities and Exchange Commission (SEC)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit scanned copies of application form and supporting documents to POCB official email/s (online filing)</p> <p>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.</p> <p>*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
	1.2. Evaluate application, prepare evaluation report, and submit to Board Secretary for review.	None	30 minutes	Supervising TIDS - POCB
	1.4 Review recommendation / evaluation report and endorse to the Executive Director for approval	None	15 minutes	Board Secretary- POCB
	1.4. Approve the recommendation / evaluation report for endorsement to the POCB Board for action/approval.	None	15 minutes	Executive Director- POCB
	1.5. The Board shall act upon the application (either physical or virtual)	None	Within 7 days (during scheduled board meeting or via	Members of the Board- POCB

			<p>referendum)</p> <p>**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 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 via email.	None	15 minutes	Frontline staff - POCB
<p>2. Pay the required fees at the CIAP Cashier by showing the Order of Payment.</p> <p>*Make sure to secure Official Receipt that will be issued upon payment.</p>	<p>2.1. Accept the payment based on the Order of Payment.</p> <p>2.2 Issue the Official Receipt.</p>	PHP10,000.00	5 minutes	Cashier- CIAP
3. Present to POCB Frontline Officer the Proof of Payment or O.R. for the release of POCB Certificate of Registration/Notice	<p>3.1. Check and photocopy the Official Receipt.</p> <p>3.2. Attach Documentary Stamp to the POCB Certificate</p>	None	10 minutes	Frontline Staff - POCB

of Approval	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 - POCB
TOTAL:			7 working days 1 hour and 40 minutes	

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."

Office or Division:	Philippine Overseas Construction Board
Classification:	Complex Process within 7 working days (during scheduled board meeting or via referendum) *P.D. 1167 IRR, Rule IV. 6 states that, "the Board shall act on the application (for Project Authorization) within fifteen (15) working days after the applicant has complied all the application requirements. The Board's action shall be immediately communicated in writing to the applicant"
Type of Transaction:	G2B - Government to Business
Who may avail:	POCB Registered Construction Contractors
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form as prescribed by the Philippine Overseas Construction Board (POCB) and sworn to before a notary public	Download form (POCB-F-SVD-006) at http://construction.gov.ph/online_forms/ap_plication-for-project-authorization/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit scanned copy of application	1.1 Receive the application filed and check for completeness	None	5 minutes	Frontline Staff - POCB

<p>form to POCB official email (online filing)</p> <p>Or</p> <p>Submit original copy of application form to POCB office (over the counter filing)</p>	1.2 Evaluate application, prepare evaluation report, and submit to Board Secretary for review	None	10 minutes	Senior TIDS- POCB
	1.3 Review recommendation / evaluation report and endorse to the Executive Director for approval	None	10 minutes	Board Secretary - POCB
	1.4 Approve the recommendation / evaluation report for endorsement to the POCB Board for action / approval.	None	10 minutes	Executive Director - POCB
	1.5. The Board shall act upon the application (either physical or virtual)	None	7 working days **Rule IV Section 6 of the IRR of PD 1167 states "The Board shall act on the application within fifteen (15) working days after the applicant has complied with all the applications requirements".	Members of the Board- POCB
	1.6. Notify the applicant on the Board Action taken	None	5 minutes	Frontline Staff- POCB
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- POCB
3. Acknowledge receipt of original Copy of POCB Notice of Board Action	3. Update ongoing/ outgoing e-logbook	None	5 minutes	Frontline Staff- POCB
Total:			7 days and 50 minutes	

Issuance of Certified True Copy of POCB Certificate of Registration.

Office or Division:	Philippine Overseas Construction Board			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	POCB Registered Construction Contractors			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. POCB Certificate of Registration (original copy)	Applicant company			
2. POCB Certificate of Registration (photocopied on A4 paper based on number of copies required by the company)	Applicant company			
3. Documentary Stamp (one (1) per photocopy)	Applicant company			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present original and photocopies of POCB Certificate of Registration to the Frontline Staff	1.1 Check and verify submitted documents and forward to the Board Secretary for review	None	10 minutes	Frontline Staff
	1.2 Review and certify photocopies	None	5 minutes	Board Secretary-POCB
2. Claim Certified Copies of POCB Certificate of Registration	2. Issue Certified Copy/ies of POCB Certificate of Registration to the client.	None	5 minutes	Frontline Staff-POCB
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*.

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

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

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

Office or Division:		Philippine Domestic Construction Board		
Classification:		Complex (7 days)		
Type of Transaction:		G2G – Government to Government G2C – Government to Client		
Who may avail:		Accredited CPES Evaluator/s		
1. Duly accomplished and signed CPES Application Form (One (1) copy each)		website: http://construction.gov.ph/online_forms/application-for-renewal-of-accreditation-of-constructors-performance-evaluator/		
<ul style="list-style-type: none"> • PDCB-F-SVD-003a: Application for Renewal of Accreditation • PDCB-F-SVD-003b: Certificate of Endorsement for Renewal of Accreditation 				
2. For those who have conducted project evaluation: (One (1) copy each)		Agency host		
<ul style="list-style-type: none"> • Certified true copy of at least three most recent certificates of construction related trainings attended; • Project evaluation/s conducted and submitted to PDCB duly signed by CPES Implementing Unit Head; 		CPES Implementing Unit Head		
For those who have not conducted using CPES evaluation, you are required to attend a CPES refresher training and submit the following: (One (1) copy)		CPES Implementing Unit Head		
<ul style="list-style-type: none"> • Certified true copy of certificate of participation/ attendance in 3-day CPES Accreditation Training 				
3. Certified true copy of certificate of employment and/or service record (One (1) copy)		Agency where employed		
4. Photocopy of valid PRC license with signature (One (1) copy)		By the applicant		
Client/ Applicant STEPS	F E E	PDCB		PROCESSING TIME
		ACTIONS	PERSON RESPONSIBLE	
1. Download and accomplish application form from CIAP website (http://construction.gov.p		2.1 Prescreening – checking the completeness of the submitted documents;	PDCB Receiving/ Administrative Staff	30 minutes upon receipt thereof

<i>h/implementing-boards/philippine-domestic-construction-board/)</i>	N O N E			
2. Submit duly accomplished application form together with the required supporting documents		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	N O N E	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	FEE	PDCB		PROCESSING TIME
		ACTIONS	PERSON RESPONSIBLE	
1. Download and accomplish application form from CIAP website (http://construction.gov.ph/online_forms/application-for-renewal-of-constructors-performance-evaluator/)		-	-	-
2. Submit duly accomplished application form together with the required supporting documents	NONE	2.1 Prescreening – checking the completeness of the submitted documents;	PDCB Receiving/ Administrative Staff	30 minutes upon receipt thereof
		2.2 If the application is found <i>incomplete</i> , the application shall be pending and the client will be notified of deficiencies for completion and compliance;	Administrative Staff/ TIDS	1 hour
		2.3 If <i>complete</i> , the application/s will be received and forwarded to concerned evaluator;	Administrative Staff/ TIDS	30 minutes
		2.4 Evaluate and review the applications and sign the summary evaluation/s	TIDS/Sr. TIDS	3 hours
		2.5 Endorse/Recommend for approval	Sr. TIDS/ Chief TIDS	2 hours
		2.6 Sign the memo to approve the Renewal of Accreditation	Executive Director	1 hour
		2.7 Notify agency of the approval of the renewal of accreditation thru email	TIDS/ Administrative Staff	1 hour

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

MINIMUM CRITERIA:

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



Construction Industry Arbitration Commission

External Services

1. CONSTRUCTION ARBITRATION

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

Office or Division:	Construction Industry Arbitration Commission
Classification:	Highly Technical/Quasi-judicial¹
Type of Transaction:	Government to Client (G2C) Government to Business (G2B) Government to Government (G2G)
Who may avail:	Parties involved in construction in the Philippines who are otherwise bound, directly or by reference, by an arbitration agreement for the resolution of their contractual dispute/s, whether such parties are project owner, contractor, subcontractor, fabricator, project manager, design professional, consultant, quantity surveyor, bondsman or issuer of an insurance policy in a construction project.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of Copies	
A. FOR THE CLAIMANT		
A.1 Duly accomplished Request for Arbitration (RFA) Form CIAC-F-SVD-001/Rev 1 dated 14/12/2018 <i>*Additional copy for additional Respondent/s</i>		CIAC Office (or CIAP Window at nearest DTI Regional Office) and CIAP website: http://construction.gov.ph/implementin g-

		boards/construction industry-arbitration-commission/ Claimant or counsel
A.2. Complaint/Narration of Facts <i>*Additional copy for additional Respondent/s</i>	3 copies for Sole Arbitrator, 5 copies for Arbitral Tribunal	Claimant's files
A.3. Construction Contract <i>*Additional copy for additional Respondent/s</i>		CIAC Office (or CIAP Window at nearest DTI Regional Office) and CIAP website: http://construction.gov.ph/implementation-boards/construction-industry-arbitration-commission/
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>		Construction Project files; Witnesses
A.5. Documents establishing the circumstances of the case <i>*Additional copy for additional Respondent/s</i>		Claimant's files
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>		
B. FOR THE RESPONDENT		
B.1. Answer / Answer with Counterclaim / Motion to Dismiss / Motion for Extension of Time to File Answer <i>*Additional copy for additional Respondent/s</i> <i>**One copy furnished to the Claimant.</i>	2 copies for Sole Arbitrator. 4 copies for Arbitral Tribunal	Respondent or counsel
FOR ALL PARTIES		
C.1. Post-Award Motions covered by CIAC Resolution No. 11-2007 <i>*One copy furnished to the other party.</i>	2 copies for Sole Arbitrator. 4 copies for Arbitral Tribunal	Party or Counsel
C.2 Motions/Requests covered by CIAC Resolution No. 06-2014 (Imposing Administrative Fees on	2 copies for Sole Arbitrator. 4 copies for Arbitral Tribunal	Party or Counsel

Requests and Motions Relative to the Cases filed with the CIAC				
<i>*One copy furnished to the other party.</i>				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure RFA Form from the CIAC (or CIAP Window at nearest DTI Regional Office) or download from the CIAP website: (http://construction.gov.ph/implementing-boards/construction-industry-arbitration-commission/)	1. None	None		
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 Mediation as an alternative dispute resolution. If both parties agreed on mediation, refer to CIAC Mediation Rules			-do-
	2.3 Calculate fees through	See CIAC Table of		-do-

	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	Fees. ₱1,000 per relief sought		
	2.4 Issue Order of Payment			-do-
Pay the required initial deposit of arbitration fees at the CIAP Cashier	3.1 Accept the payment based on the Order of payment	See CIAC Table of Fees		CIAP Cashier
	3.2. Encode arbitration details in the IS/CA			CIAC Administrative Asst. III/ Administrative Aide IV
	3.3. Assign Case Number	None		-do-
	3.4. Notify Respondent of the Request for Arbitration		3 days	AMCD Chief TIDS/ Spvng TIDS/OIC
Respondent: file Motion for Extension of Time to file Answer, if necessary	4. Receive Motion for Extension of Time to File Answer	₱500.00		CIAC Receiving Clerk
	4.1 Issue Order of Payment			-do-
Pay the required fees at the CIAP Cashier	5. Accept the payment based on the			CIAP Cashier

	Order of Payment			
	5.1 Issue Order resolving Motion for Extension of Time to file Answer			CIAC Executive Director
Respondent: file Motion to Dismiss, if necessary	6. Receive Motion to Dismiss and refer to the Commission or appointed arbitrator/s	None		CIAC receiving clerk or CIAP window staff
	6.1. If referred to the Commission, resolve motion			Commission
	6.2 If referred to arbitrator/s, resolve motion or issue Notice of Case Management Conference			Appointed Arbitrator/s
Claimant & Respondent: attend case Management Conference	7. Conduct Case Management Conference	None		Appointed Arbitrator/s
Respondent: File Answer to RFA	8. Receive Answer to the RFA and refer to the Staff- in-charge of the case	None		CIAC receiving clerk or CIAP window staff
	8.1 Check answer and if there is a counterclaim, calculate fees through the ISCA or through the Arbitration Fees Online Calculator			Staff-in-charge of the case

	8.2. Issue Order of Payment			-do-
Respondent: pay the required initial deposit of arbitration fees for the counterclaim/s	9. Accept the payment based on the Order of Payment	See CIAC Table of 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		After due deliberation on the appointment during the CIAC meeting as part of the agenda	Commission
	9.4 Draft Initial Terms of Reference (TOR)		20 working days from receipt of Answer/ lapse of period to file Answer	Staff-in-charge of the case
	9.5 Set date and issue Notice of Preliminary Conference (PC)		15 days from appointment	Sole Arbitrator (SA)/ Arbitral Tribunal (AT)
	10. Conduct Preliminary Conference; finalize and sign the TOR	None	On date set but not later than 5 days from last PC held	SA/AT
Claimant, Respondent and all other parties and/or authorized representatives/ counsels: attend Preliminary Conference for finalization/signing of the Terms of Reference (TOR)	10.1 Process payments to arbitrator/s			Staff-in-charge of the case
	10.2 Issue		3 days from	-do-

	Statement of Account to Parties		PC	
Parties: pay the required arbitration fees due upon TOR signing	11. Issue Order/s of Payment	Based on sharing of arbitration fees in the TOR		-do-
	11.1 Accept payment based on the Order of Payment			CIAP Cashier
Parties and/or authorized representative/ counsel/ witnesses: attend ocular inspection, if needed	12. Conduct Ocular Inspection	None		SA/AT
	12.1 Issue Statement of Account to parties		7 days before date of hearing	Staff-in-charge of the case
Parties and/or authorized representative/ counsel/witnesses: attend scheduled hearing/s; present witnesses & documentary evidence; cross- examine other party's witnesses (if no hearings, submit additional pleadings, documents, evidences)	13. Conduct hearing/s	None		SA/AT
	13.1 Process payments to arbitrators			Staff-in-charge of the case
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
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			Staff-in-charge of the case
	15.2 Issue Notice of Award to parties		1 day from receipt of Award/full payment of arbitration fees	CIAC Executive Director
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: SA- ₱6,000; AT- ₱10,000	30 days from receipt of motion	SA/AT
	16.1 Issue notice of resolution on Motion for Correction/ Amended or Corrected Award		1 day from receipt of Order/ Corrected or Amended Award	Staff-in-charge of the case / CIAC Executive Director
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
Concerned party/ies: File Motion for Execution / Motion to Stay Execution or comply with SA/AT orders to comment in motion/comply with requirements for the posting of bond to stay execution	18. Resolve Motion for Execution/ Motion to Stay Execution	None	20 working days from receipt of comment/ last hearing date	SA/AT
	18.1 Prepare and sign Writ of Execution/ Order approving bond to stay		7 working days from issuance of Order granting motion	SA/AT
	18.2 Act on request for concurrence/ Writ of		After due deliberation on the request	Commission

	Execution/ approval of bond to stay execution		during the CIAC meeting as part of the agenda	
	18.3 Release Writ of Execution or Order concurring with approval of bond to stay execution to Movant		1 day from receipt of writ or order signed by SA/AT and Commissioner s	Staff-in-charge of the case
Submit Writ of Execution to concerned Sheriff; pay/ deposit Sheriff's estimated expenses	19. None	See CIAP Sheriff's Fees		
Party/ies: file post- award motions, if necessary (e.q. Motion for alias writ of execution, examination of judgment debtor, correction/ clarification/ interpretation of the award, motion to quash & others under CIAC Res. No. 11- 2007)	20. Resolve motion/s after hearing/s, if needed	Filing Fee- ₱3,000 Arbitrator's Fee SA-₱6,000 AT- ₱10,000	30 days from close of post- award hearings/ proceedings	SA/AT

CIAC TABLE OF ARBITRATION FEES
(Revised under CIAC Resolution No. 01-2023; effective 01 March 2023)

A. For Monetary Claims

I. SCHEDULE OF FILING AND ADMINISTRATIVE FEES						
SUM IN DISPUTE¹ (M=Million)	FILING FEE²		ADMINISTRATIVE FEE³			
Less than P100,000.00	₱4,320.00		₱13,400.00			
P100,000.00 to P1.0M	₱4,320.00 + 0.36% of excess over ₱100,000		₱13,400.00 + 0.24% of excess over ₱100,000			
P1.0M to P10.0M	₱8,208.00 + 0.12% of excess over ₱1.0M		₱18,100.00 + 0.12% of excess over ₱1.0M			
P10.0M to P50.0M	₱21,168.00 + 0.06% of excess of ₱10.0M		₱42,400.00 + 0.06% of excess over ₱10.0M			
More than P50.0M	₱49,968.00 + 0.03% of excess of ₱50.0M		₱95,900.00 + 0.03% of excess over ₱50.0M			
¹ See Rules for Computing the Sum in Dispute pursuant to CIAC Resolution No. 04-2016 (attached as Annex "A") amending CIAC Resolution No. 07-2013 ² 20% increase in the base amounts approved in the CIAC Special Meeting held on 13 February 2001 ³ Base amounts adjusted under CIAC Resolution No. 01-2023 Note: Pursuant to CIAC Res. No. 02-1996 (dtd. May 28, 1996), a special assessment fee for the establishment of the Arbitration Development Fund (ADF), equivalent to 1/10 of 1.5% of the Sum in Dispute (SID), as amended by CIAC Resolution No. 07-2013, shall be imposed on cases with SID over ₱1.0 Million.						
II. ARBITRATOR'S FEES						
(The honoraria of the arbitrators shall consist of a Base Amount plus Adjustments to reflect complexity of the case, number of disputants and number of arbitrators)						
SUM IN DISPUTE (SID)	BASE AMOUNT (for arbitrator's fees)*					
≤ ₱ 1 Million	3% of SID but not < ₱22,400.00 or as may be prescribed by CIAC					
Over ₱1M – ₱5.0M	₱ 44,400.00 + 1.00% in excess of ₱1.0M					
Over ₱5M - ₱10.0M	₱ 134,300.00 + 0.75% in excess of ₱5.0M					
Over ₱10M - ₱20.0M	₱ 218,500.00 + 0.50% in excess of ₱10.0M					
Over ₱20M - ₱50.0M	₱ 330,900.00 + 0.20% in excess of ₱20.0M					
Over P50M - ₱100.0M	₱ 465,300.00 + 0.10% in excess of ₱50.0M					
Over ₱100M - ₱500.0M	₱ 577,100.00 + 0.05% in excess of ₱100.0M					
Over ₱500M – ₱1 Billion	₱1,026,200.00 + 0.035% in excess of ₱500.0M					
Above ₱1 Billion	₱1,418,300.00 + 0.025% in excess of ₱1 Billion					
* Base amounts adjusted pursuant to CIAC Resolution No. 01-2023						
2. Adjustment Factors: The Base amount computed in Item No. 1 shall be adjusted to take into account the following:						
Complexity (AF1)	No. of Disputants (AF2)		No. of Arbitrators (AF3)			
Nature	Adjustment Factor	No. of Parties	Adjustment Factor	No. of Arbitrators	Adjustment Factor	
Simple/Common Complex	1.0	2	1.0	1	1.0	
	1.5	3	1.1			
		4	1.2			3
		5 and over	1.3			
3. Overall Adjustment Factor (OAF) = (AF1 + AF2 +			4. Total Honoraria = Base Amount x (OAF + 1.0)			

AF3) – 3.0		
III. SCHEDULE OF PAYMENTS*		
A. Upon Filing of the Request for Arbitration (RFA)	B. Upon signing of the Terms of Reference (TOR)	C. Before the Final Hearing
<ul style="list-style-type: none"> • Filing Fee - 100% • Initial Deposit for - 25% Arbitrator's Fees • Administrative Fees - 100% • Special assessment fee (ADF) - 100% under CIAC Res. No. 02-1996, if applicable <p>Note: Respondent to deposit similar amount of fees based on its counterclaim, if any.</p>	<ul style="list-style-type: none"> • 50% of the Arbitrator's Fees 	<ul style="list-style-type: none"> • 25% of the Arbitrator's Fees
* As amended by CIAC Resolution No. 09-2012 (effective 05 July 2012)		

B. For Monetary Claims

ARBITRATION FEES FOR NON-MONETARY CLAIMS	
B.1 PURELY NON-MONETARY AWARD INVOLVED	SCHEDULE OF PAYMENTS*
<p>1. Filing Fee P4,320.00 plus 9.0% of arbitrators' fees (20% increase in the base amount approved on 13 February 2001)</p>	<ul style="list-style-type: none"> -100% upon filing of the Request for Arbitration based on estimated total arbitrators' fees for 3 sessions of 3 hours per session -Before the final hearing, balance of the filing fee based on actual total arbitrators' fees
<p>2. Administrative Fees P10,200 plus 6.0% of total Arbitrators' Fees (70% increase in the base amount approved on 13 February 2001)</p>	<ul style="list-style-type: none"> -100% upon filing of the Request for Arbitration based on estimated total arbitrators' fees for 3 sessions of 3 hours per session -Before the final hearing, balance of administrative fees based on actual total arbitrators' fees
<p>3. Arbitrator's Fees (70% increase in the amounts approved on 25 August 1989)</p> <p>3.1 Acceptance Fee 3.2 Fees per session</p> <p>For a Tribunal:</p> <p>Chairman:</p> <ul style="list-style-type: none"> • Minimum of P7,650.00 per session of 3 hours or less plus P2,550.00 in excess of 3 hours <p>Members</p> <ul style="list-style-type: none"> • Minimum of P5,100.00 per session of 3 hours or less plus P1,700.00 per hour in excess of 3 hours 	<ul style="list-style-type: none"> - P17,000.00 upon filing of the Request for Arbitration - Upon signing of the TOR, 50% of the estimated arbitrators' fees - Before the final hearing, balance of arbitrator's fees based on actual number of sessions - Before the final hearing

For Sole Arbitrator: <ul style="list-style-type: none"> • Minimum of P12,750.00 per session of 3 hours or less plus P4,250.00 per hour in excess of 3 hours 3.3 Award Drafting P17,000.00	*Amended by CIAC Resolution No. 09-2012 (Effective 5 July 2012)
B.2. FOR NON-MONETARY CLAIMS BUT WITH MONETARY AWARD INVOLVED <ul style="list-style-type: none"> • Fees will be based on the schedule of monetary claims 	

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.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of Copies	
1. Duly accomplished Request for Mediation Form (RFM) CIAC-F-SVD-003	2	CIAC Office (or CIAP Window at the nearest DTI Regional Office) and CIAP website: http://construction.gov.ph/implementing-boards/construction-industry-arbitration-commission/
2. Case Abstract/Relief Sought	2	Claimant or counsel
3. Construction Contract	2	Project Files/ Claimant's files/ records
4. Mediation Agreement CIAC-F-SVD-004a or CIAC-F-SVD-004b (if no mediation clause/subsequent agreement)	2	CIAC Office (or CIAP Window at the nearest DTI Regional Office) and CIAP website: http://construction.gov.ph/implementing-boards/construction-industry-arbitration-commission/

5. Authority to Stipulate and to Compromise (in a form of Secretary's Certificate, Board Resolution or Special Power of Attorney)	2	Claimant's Board Secretary
6. Documents establishing the circumstances of the case	2	Construction Project files

CLIENT STEPS		AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
UPON FILING OF COMPLAINT/REQUEST FOR ARBITRATION					
1	Secure RFM Form from the CIAC (or CIAP Window at nearest DTI Regional Office) or download from the CIAP website (http://construction.gov.ph/implementing-boards/construction-industry-arbitration-commission/)	1. None	None		
2	Fill up the RFM and deliver, together with the required documents, to Respondent/s	2. None			
3	Submit a copy of the RFM together with the required documents and nominee/s for Mediator to CIAC (or CIAP Window at the nearest DTI Regional Office)	3. Receive RFM			
		3.1 Check completeness of the requirements and inform the Claimant of the deficiencies (if any)			
		3.2 Calculate fees through the Integrated System for Construction Arbitration (ISCA) or through the Arbitration Fees Online Calculator.			
		3.3 Issue Order of Payment			
4	Pay the required initial deposit of mediation fees	4. Accept payment based			

	(100% Filing and Administrative Fees and 50% Mediator's Fees)	on the Order of Payment			
		4.1 Encode payment details in the IS/CA			
		4.2 Assign Case Number			
MEDIATION PROCESS					
		4.3 Notify Respondent of the Request for Mediation <i>*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</i>	None	3 days	Staff-in-charge of the case
5	Respondent files Answer and agrees to mediation <i>*If there is counterclaim, Pay the required initial deposit of mediation fees (100% Filing and Administrative Fees and 50% Mediator's Fees)</i>	5. Receive Answer to the RFM and refer to staff-in-charge of the case <i>*Repeat process 3.2, 3.3, & 4.</i>	None		CIAC Receiving Clerk
6	If Respondent not agreeable with Claimant's nominee/s for Mediator, parties to nominate/agree on a Mediator/file Application for Appointment	6. Appointment of Mediator	None	Governed by Sections 9–13, CIAC Mediation Rules	Commission
		6.1 Issue Statement of Account			Staff-in-charge of the case
7	Pay balance of the Mediator's Fees (50%)	7. Issue Order of Payment	See Table of CIAC Mediation Fees		CIAC Administrative Asst. III/ Administrative Aide IV

		Accept payment based on the Order of Payment			CIAP Cashier
8	Parties: Attend Mediation proceedings and sign Mediation Agreement with the Mediator (if none was submitted by the Claimant)	8. Facilitate signing of the Mediation Agreement and conduct Mediation sessions	None	30 days from acceptance by the parties & Mediator of appointment or within extensions of time with written consent of the parties	Mediator
9	Parties: Sign Settlement Agreement (for successful mediation)	9. Receive a copy of the Settlement Agreement	None		Staff-in-charge of the case
		9.1 Prepare and submit Mediator's Report		30 days from acceptance of appointment or agreed time extensions	Mediator
10	Notify CIAC of compliance with the Settlement Agreement	10. Receive compliance	None		CIAC Receiving Clerk
11	Parties: In case of default in the Settlement Agreement, file a request to the CIAC for the appointment of the Mediator as Sole Arbitrator for rendition of Arbitral Award and issuance of a Writ of Execution	11. Receive request	None		CIAC Receiving Clerk
		11.1 Issue Order of Payment	₱3,000.00 Administrative Fee and 20% Arbitrator's Fee		CIAC Administrative Asst. III/ Administrative Aide IV
12	Pay the required fees	12.1 Accept payment based on the Order of Payment			CIAP Cashier
		12.2 Appoint Mediator as Sole Arbitrator		After deliberation on the appointment during the CIAC meeting as part of the agenda	Commission

		12.3 Submit Award based on settlement agreement		30 days from receipt of settlement agreement	Sole Arbitrator
		12.4 Prepare and sign Writ of Execution		7 working days from resolution of motion for execution	Sole Arbitrator
		12.5 Concur with the Writ of Execution		After deliberation on the request during the CIAC meeting as part of the agenda	Commission
		12.6 Release Writ of Execution to Movant		1 day from receipt of writ signed by Sole Arbitrator and Commissioners	Staff-in-charge of the case
13	Submit Writ of Execution to concerned Sheriff; pay / deposit Sheriff's estimated expenses	13. None		See CIAP Sheriff's Fees	

TABLE OF MEDIATION FEES
(Revised under CIAC Resolution No. 07-2013; effective 11 December 2013)

I. From Filing to Formulation of Settlement Agreement

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

SUM IN DISPUTE		MEDIATION FEE*
1 st Php 1M	----	1.7% of the SID
Next 4M	5M	17,000+0.50% in excess of 1M
Next 5M	10M	68,000+0.375% in excess of 5M
Next 10M	20M	110,500+0.25% in excess of 10M
Next 20M	50M	153,000+0.10% in excess of 20M
Next 50M	100M	204,000+0.05% in excess of 50M
Above 100M	----	246,500+0.25% in excess of 100M
B. Breakdown: 10% Filing Fee 30% Administrative Fee 60% Mediator's Fee		
C. Payment Schedule**:		
<ul style="list-style-type: none"> ● Full Filing and Administrative Fees upon filing of Request for Mediation ● Mediator's Fee 		

	- 50% upon filing of Request for Mediation	
	- 50% upon Appointment of Mediator	
Sample Computation: SID: 1M to 100M	17,000	Mediation Fee 145,000

Filing Fee	1,700	14,500
Administrative Fee	5,100	43,500
Mediator's Fee	10,200	87,000
* 70% increase in the base amounts approved on 19 November 2005; NOTE: Mediation Fees (inclusive of Filing and Administrative Fees) are computed at 50% of the Base Amounts for Arbitrator's Fees.		
**Pursuant to CIAC Resolution No. 09-2012 (effective 5 July 2012)		

II. Execution of Settlement Agreement

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

- A. Conversion of SA into an Arbitral Award - No additional compensation for the Mediator.
 - Only minimum work is required by the Mediator to adopt the SA into an Arbitral Award. - No additional charges

B.

[1] CIAC Responsibility

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

[2] Arbitrator's Responsibility (Execution Phase)

Fees computed on amount of Award in the SA - 20% of Arbitrator's Fee per CIAC
 Issuance of Writ of Execution Per Schedule of Hearing of
 Approval of Bond Motion (if necessary)

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. Foreigne - Php 5,000 for SID 10M and below Php 10,000 for SID > Php 10M



Construction Manpower Development Foundation

External Services

1. Enterprise Training Package

Private companies and professional organizations can request training programs for their employees which can also be customizable to suit their specific needs. These programs are designed to enhance skills, improve efficiency, and strengthen the capabilities of the construction workforce. The goal is to help the industry remain globally competitive by capacitating enterprises and organizations.

Office or Division:	Productivity and Competency Enhancement Division (PCED)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government Government to Business			
Who may avail:	All (engineering/vocational/technology schools/universities, construction firms, government institution)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formal Letter of Request for Training		Client		
2. Accomplished Training Request Form with the following details: <ul style="list-style-type: none"> Type of Training Training Objectives Participant Profile List of Participants Mode of Delivery (On-site, Online, or Hybrid) Location, if face-to-face Preferred Training Dates Contact Details of Client Representative 		Google Form Link: _____		
3. Company / Organization Profile		Client		
Conditional: Accomplished Relevant CPD Accreditation Forms (as identified by CMDF Senior TIDS) Condition: If applied for CPD-accreditation		CMDF		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements for Enterprise Training	1.1 Acknowledge receipt of the client's requirements for enterprise training.	None	1 hour	Administrative Assistant
	1.2 Forward request to the Executive Director (ED) for endorsement	None	1 hour	Administrative Assistant
	1.3 Once endorsed by the ED, the relevant Division Chief	None	1 hour	PCED or CACD Division Chief (DC)

			2 days	
3. Participate in MOA Discussion	3.1 Explain the details of the Memorandum of Agreement (MOA) to the client, including: <ul style="list-style-type: none"> • Key definition and terms • Roles and responsibilities of stakeholders • Cost breakdown and payment terms 	None	1 hour	PCED or CACD STIDS
	3.2 Address the client's concerns and feedback, then update the MOA proposal accordingly	None	3 days	PCED or CACD STIDS
	3.3 Submit the MOA proposal to the client for approval and signing	None	1 day	PCED or CACD STIDS
4. Approve and sign MOA	4.1 Process the notarization of the signed MOA	None	2 days	PCED or CACD STIDS
	4.2 Send the notarized MOA to the client for their records	None	1 hour	PCED or CACD STIDS
5. Training Proper	5.1 Facilitate and deliver the training program as agreed 5.2 Issue Statement of Account (SOA)	As per Agreement	N/A (Depends on training duration agreed upon)	PCED or CACD STIDS
6. Settle Payment with CMDF	6.1 Issue Official Receipt (OR) and appropriate training certificate to participants	Certificate Fee: PHP 230.00 per participant Management fee: As per agreed upon cost breakdown	1 hour	PCED or CACD STIDS
Total: 20 days Certificate Fee: PHP 230.00 per participant Management fee: As per agreed upon cost breakdown				

2. Replacement Or Duplication Of Certificates

Training graduates and/or certification holders may request a duplicate or replacement copy of their certificate of completion or certificate of competency within five (5) years from issuance, in line with the organization's document retention and archiving policies. Beyond this period, the organization can issue an Authentication of Training Completion or Certificate of Competency as official confirmation of program participation or demonstrated competence. All requests are subject to record verification and may incur a processing fee to ensure efficient handling and compliance with record management standards.

Office or Division:	Productivity and Competency Enhancement Division (PCED) or Competency Assessment and Certification Division (CACD)
Classification:	Simple
Type of Transaction:	Government to Government Government to Business Government to Citizen
Who may avail:	Any individual who received certificate of completion and/or certificate of competency
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) Original Copy (either printed, scanned, or electronic) of Filled out Application Form for Lost, Damaged, or Duplicate Certificate	PCED or CACD Administrative Assistant, or via website at construction.gov.ph
2. One (1) Copy of Supporting Document or Attachment: <ul style="list-style-type: none"> Damaged Certificate for Replacement of Certificates (either original or scanned copy); Notarized Affidavit of Loss for Lost Certificates (either original or scanned copy); or Duplicate Justification for Duplicating of Certificates (either printed, scanned, or electronic). 	Client
3. One (1) Copy (either photocopy or scanned) of Any Valid Government Issued ID	Client
4. One (1) Copy of Proof of Payment: <ul style="list-style-type: none"> Original Deposit Slip – for payments made over the counter; or Screenshot of Payment Transfer – for payments made online. 	Client
Conditional: Authorization Letter with Photocopy of Any Valid Government Issued ID of the Authorized Individual. Condition: If somebody else, except the requesting client, will claim the certificate.	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1a. If payment was made over-the-counter, requirements 1 to 4 should be submitted physically as listed above.</p> <p>1b. If payment was made online, requirements 1 to 4 may be submitted via email as listed above.</p> <p>2. Acknowledge the information on appropriate document to be prepared based on issuance date.</p>	<p>1. Receive and validate submitted requirements.</p> <p>2. Determine which appropriate document is to be prepared – either certificate of completion and/or certificate of competency if within five (5) years from issuance or Authentication of Certificate of Completion or Certificate of Competency if more than five (5) years from issuance.</p> <p>3. Inform client of the appropriate document based on the issuance date.</p>	<p>Certificate Fee – PHP 230.00</p>	<p>1 day</p>	<p>PCED or CACD Administrative Assistant</p>
<p>N/A</p>	<p>4a. For online payment, the agency will verify the payment.</p> <p>4b. For over-the-counter payment, proceed to the next step.</p>	<p>None</p>	<p>1 day</p>	<p>CIAP Cashier</p>

<p>3a. If the client will personally pick-up the appropriate document and official receipt, they may pick it up from the office from Monday to Friday between 8:00 AM to 5:00 PM.</p> <p>3b. If the client will authorize another individual to pick-up the appropriate document and official receipt, the authorized individual may pick it up by presenting the conditional requirement stated above from the office from Monday to Friday between 8:00 AM to 5:00 PM.</p> <p>3c. If the client will request for delivery of the document via third-party courier service, they may organize and procure their preferred courier service at their own expense and risk.</p>	<p>5. Prepare appropriate document based on the issuance date and route for signatures.</p> <p>6. Inform client when the appropriate document and the official receipt is ready for pick-up.</p>	<p>None</p>	<p>1 day</p>	<p>PCED or CACD Administrative Assistant</p>
<p>Totals: 3 days PHP 230.00</p>				

3. Competency Assessment And Certification (Automatic Certification)

This document provides a comprehensive guide for individuals seeking to apply for the automatic certification scheme, which offers local construction industry recognition equivalent to certifications or credentials granted by international certifying bodies and other reputable organizations or institutions.

Office or Division:	Competency Assessment and Certification Division (CACD)	
Classification:	Simple	
Type of Transaction:	Government to Citizen Government to Government	
Who may avail:	Construction Project Engineers, Construction Project Managers, Construction Project Supervisors	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) Copy of Letter of Intent, which must include: <ol style="list-style-type: none"> Name of Applicant Email and Contact Details Signified interest to apply for the Automatic Certification Scheme Can be submitted to the CMDF Office, or through e- mail at cmdf@construction.gov.ph		Client
Addressed to: Ms. Ofelia R. Usigan CMDF Executive Director		
2. One (1) Copy of Updated Curriculum Vitae (must explicitly enumerate years of experience, actual experience relevant to the certification being applied for, list of trainings and seminars attended, relevant certificates, and certifications)		Client
3. One (1) Certified true copy (CTC) of the international or industry certification to be recognized		Client
4. One (1) Duly accomplished CMDF Certification Application Form		CACD Senior TIDS (via Google Forms) Link:
5. One (1) Copy of Proof of Payment: <ul style="list-style-type: none"> Original Deposit Slip – for payments made over the counter; or Screenshot of Payment Transfer – for payments made online. 		Client
NOTE: Where permitted by law, other methods, including electronic signatures, are acceptable.		Client
ELIGIBILITY REQUIREMENTS		
Bachelor’s Degree in Engineering (Civil/Electrical/Mechanical/Sanitary/Geodetic/ Materials) or Architecture (excluding Landscape Architecture and Interior Design); and		
At least three (3) years of actual experience as a CPM, or 5 years of supervisory experience in actual construction.		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the certification application requirements along with payment of the applicable certification fee. The Application shall include:</p> <ul style="list-style-type: none"> a. Letter of Intent b. Updated Curriculum Vitae (must explicitly enumerate years of experience, e.g., actual experience as construction supervisor or manager) c. Certified true copy (CTC) of the international or industry certification to be recognized d. Duly accomplished CMDF Certification Application Form e. Photocopy of OR as proof of payment 	<p>1. Acknowledge receipt of the application and payment, then conduct a preliminary review to ensure all required application documents have been submitted.</p>	<p>Processing Fee – PHP 800.00</p>	<p>1 hour</p>	<p>CACD Senior TIDS</p>
	<p>2. Endorse to the partner organization, e.g., Construction Project Management Practitioners (CPMP) for Certificate in Project Management (CIPM), to confirm the authenticity and veracity of submitted credentials.</p>	<p>None</p>	<p><i>While CMDF facilitates credential endorsements, verification timelines are determined by the partner organization and may vary; therefore, a fixed waiting period cannot be provided.</i></p>	<p>CACD Senior TIDS</p>

	3. Upon verification, the Program Specialist shall endorse the application to the Program Manager for review.	None	2 hours	CACD Senior TIDS
	4. Once reviewed, the Program Manager shall forward the application to the ED/OIC for approval.	None	1 hour	CACD Senior TIDS
	5. Following approval, the Program Specialist shall prepare the Certificate of Competency (Recognition of International Credential) for the signatures of the Program Manager and the ED/OIC.	None	1 hour	CACD Senior TIDS
2. Claim Certificate of Competency (Recognition of International Credential)	6. Coordinate with the now certification holder the preferred arrangement to furnish the original copy of the COC (pick-up, send via courier service).	None	30 minutes	CACD Administrative Assistant
	7. Update CMDF Database for Certification Holders.	None	3 minutes	CACD Senior TIDS
Totals: 3 days Processing Fee – PHP 800.00				

4. COMPETENCY ASSESSMENT AND CERTIFICATION (PORTFOLIO-BASED ASSESSMENT)

This document provides a comprehensive guide for individuals seeking to apply for the portfolio-based certification scheme for the Enhanced Construction Project Managers' Training and Certification Program.

Office or Division:	Competency Assessment and Certification Division (CACD)	
Classification:	Complex	
Type of Transaction:	Government to Citizen Government to Government	
Who may avail:	Construction Project Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>1. One (1) Copy of Letter of Intent, which must include:</p> <ul style="list-style-type: none"> d. Name of Applicant e. Email and Contact Details f. Signified interest to apply for the Portfolio-Based Certification Scheme under the Enhanced Construction Project Managers' Training and Certification Program. <p>Can be submitted to the CMDF Office, or through e- mail at cmdf@construction.gov.ph</p> <p>Addressed to: Ms. Ofelia R. Usigan CMDF Executive Director</p>		Client
2. One (1) Copy of Updated Curriculum Vitae (must explicitly enumerate years of experience, actual experience relevant to the certification being applied for, list of trainings and seminars attended, relevant certificates, and certifications)		Client
3. One (1) Certified true copy (CTC) of the international or industry certification to be recognized		Client
4. One (1) Duly accomplished CMDF Certification Application Form		Administrative Assistant or construction.gov.ph
<p>5. One (1) Copy of Proof of Payment:</p> <ul style="list-style-type: none"> • Original Deposit Slip – for payments made over the counter; or • Screenshot of Payment Transfer – for payments made online. 		Client
NOTE: Where permitted by law, other methods, including electronic signatures, are acceptable.		Client
ELIGIBILITY REQUIREMENTS		
Bachelor's Degree in Civil, Electrical, Mechanical, Sanitary, Geodetic, or Materials Engineering, or Architecture;		
At least 8 years of actual experience as a Construction Project Manager; and		
At least 40 hours of Project Management Education within the last 8 years.		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit certification application requirements 1-4 as listed above.	Acknowledge receipt of the application. Check the completeness of application requirements and inform applicant on deficiencies, if any. Provide payment instructions.	None	1 Day	Administrative Assistant or construction.gov.ph
2. Settle Fees and provide Proof of Payment (refer to requirement 5).	2.1 Verify payment with the CIAP cashier. 2.2 Evaluate application and compliance with qualification requirements. 2.3 Prepare Competency Assessment Tools (CATs) 2.4 Advise Applicant on assessment schedule.	Assessment and Certification Fee - PHP 3,500	4 Days	CACD Senior Trade and Industry Development Specialist (STIDS)
3. Confirm availability	3.1 Assign support personnel and secure assessors from the roster of industry experts.	None	1 Day	CACD STIDS
4. Undergo Assessment	4.1 Administer Assessment 4.2 Prepare Certification Decision Report (CDR) 4.3 Prepare Certificate of Competency (COC) 4.4 Coordinate preferred pick-up arrangement to claim original copy of COC. 4.5 Update Database of Certification Holders	None	1 Day	CACD STIDS
5. Claim Certificate of Competency	None	None		CACD Administrative Assistant
Totals: 7 Days Assessment and Certification Fee - PHP 3,500				



CIAP Executive Office
External Services

1. Handling External Requests, Queries, and Communications (Simple)

External requests refer to all inquiries or interactions from stakeholders outside of the organization. This includes walk-in clients seeking assistance or information in person, phone calls made by individuals requesting support or details, and email requests where stakeholders reach out for clarification, service, or other forms of communication.

Simple transactions involve straightforward inquiries such as questions about requirements, application processes, the dissemination of information from the Department of Trade and Industry (DTI), training schedules, inquiries about the services and programs offered by CIAP, and other general inquiries.

Office or Division:	Construction Industry Authority of the Philippines (CIAP) – Office of the Executive Director Policy and Program Coordination and Monitoring Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2B - Government to Business G2G - Government to Government			
Who may avail:	General Public All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter from the client (general public or other government agencies) including any attachment(s).		From the emanating person/office/agency		
2. Valid I.D.		Client's possession		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a. Walk-in Client and Email Inquiries				
1. Send an email to ciap@construction.gov.ph or visit personally at CIAP office, 5/F Executive Building Center 369 Sen. Gil J. Puyat Ave., Makati City 1209	1.1 Receive, and stamp the receiving copy of the correspondence (hardcopy) 1.2 Acknowledge the email communication and record the transaction in the Online Data Tracking System.	None	1 working day	PPCMD/Communications and External Relations Section (CERSe) Administrative Assistant
	Prepare recommendations by completing the Referral Recommendation Form (RRF) for approval of the CIAP Executive Director.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Once approved by the Executive Director, the technical staff will forward the communication to division in-charge	None	1 working day	Executive Director PPCMD/Communications and External Relations Section (CERSe)
2. Receive response from CIAP/personnel assigned	Send response to the email clarification/inquiry of the citizen or client.	None	1 working day	PPCMD/Communications and External Relations Section (CERSe) or Office/Division in-charge
TOTAL		None	3 working days	
<i>b. Telephone Inquiries</i>				
1. Call the CIAP Trunk Line Number 8895-6826	Receives phone inquiries related to CIAP programs and services.	None	3 – 10 minutes	Administrative Assistant (or assigned officer if escalated)
2. Provides additional details if necessary.	2.1 If the requested information is already available online, refer the client to the CIAP website. 2.2 If the requested information is managed by another board, transfer the call to the appropriate board. 2.3 If additional information is required, request the client to send an email, and follow the steps outlined for email inquiries. 2.4 If the inquiry involves complex or unresolved issues, escalate the call to a supervisor.	None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	or the appropriate division for further assistance.			

2. Handling External Requests, Queries, and Communications (Complex)

CIAP handles complex inquiries related to compliance that require thorough analysis and preparation of reports. These complex requests involve reviewing and verifying of compliance data, which are crucial for making informed decisions, issuing certifications, verifying records, sending invitations to events, and supporting other processes vital to CIAP's operations. By addressing these inquiries, CIAP ensures that all activities adhere to regulatory requirements and maintain compliance standards.

Office or Division:	Construction Industry Authority of the Philippines (CIAP) – Office of the Executive Director Policy and Program Coordination and Monitoring Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client G2B - Government to Business G2G - Government to Government			
Who may avail:	General Public All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter from the client (general public or other government agencies) including any attachment(s).		From the emanating person/office/agency		
2. Valid I.D.		Client's possession		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN CLIENT AND EMAIL INQUIRIES				
1. Submit a formal letter addressed to CIAP, including any attachments (for walk-ins) or send an email to ciap@construction.gov.ph .	1.1 Receive, and stamp the receiving copy of the correspondence (hard copy) 1.2 Acknowledge the email communication and record the transaction in the Online Data Tracking System (for walk-ins)	None	5 minutes	PPCMD/Communications and External Relations Section (CERSe) Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Review document, prepare recommendations, and complete the RRF for the CIAP Executive Director's review and/or additional instruction.	None	15 minutes	PPCMD/Communications and External Relations Section (CERSe)
	Upon approval, forward the communication, including any instructions, to the relevant Implementing Board or personnel.	None	1 to 2 working days	Executive Director PPCMD/Communications and External Relations Section (CERSe)
	Concerned official acts on the communication, provides information/attachments , copy furnished to CIAP. If physical copy needed, inform client for pick-up.	None	4 working days (varies by request complexity)	CIAP Assigned Personnel
	Update DTS to reflect the assistance provided and ensure documentation.	None	2-5 minutes	PPCMD Administrative Assistant
TOTAL		None	7 working days	

3. Freedom of Information

The implementation of the Freedom of Information program began on November 25, 2016 in compliance with Executive Order No. 2 signed by President Rodrigo R. Duterte on July 23, 2016. The order, titled *"Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies on Full Public Disclosure and Transparency in the Public Service, and Providing Guidelines Therefor"*, seeks to foster greater government transparency.

EO No. 2 establishes a clear, uniform, and efficient process for accessing information. All information requests are processed in accordance with the guidelines outlined in the agency's FOI Manual established under CIAP Office Order No. 25-D-017: Revision of the CIAP Freedom of Information Manual.

Office or Division:	Construction Industry Authority of the Philippines (CIAP) – Office of the Executive Director			
	Policy and Program Coordination and Monitoring Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Client G2B - Government to Business G2G - Government to Government			
Who may avail:	General Public All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request (signed by the requesting party, including their name, contact information, and the purpose of the request) or an Accomplished FOI Request Form.		Secure the form from the CIAP FOI Manual or the CIAP FOI Portal at https://www.foi.gov.ph/requests/construction-industry-authority-of-the-philippines/		
2. Duly recognized government I.D. with a photo 3. If through representative, provide proof of the representative's authority, such as a special power of attorney or a letter of authority, and a photocopy of at least one (1) of the representative's government-issued ID are attached to the FOI request form.		Send an e-mail at ciap@construction.gov.ph , provided that the requesting party shall attach in the e-mail a scanned copy of the FOI request form, and a copy of a duly recognized government ID with photo		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request or accomplished FOI Request Form or send through email	1.1 Receives and evaluates the request	None	10 minutes	CIAP Overall Freedom of Information (FOI) Receiving Officer
	1.1.1 If the information is readily available, it will be immediately provided to the requesting party.		10 minutes	CIAP Overall FOI Receiving Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
at ciap@construction.gov.ph	1.1.2 If the request needs further evaluation and review, it will be endorsed to the concerned Implementing Board.		Per EO 2 within the prescribed 15 working days	CIAP Overall FOI Receiving Officer/FRO of the concerned Implementing Board
	1.1.3 If requested information is voluminous, FRO issues Notice of Extension and informs the requesting party.		Not to exceed Additional 20 working days	CIAP Overall FOI Receiving Officer
	1.1.4 In case of denial, EO No. 2 s 2016 will be adopted.			CIAP Overall FOI Receiving Officer
	1.2. Approval or denial of request	-	-	FRO of the concerned Implementing Board
	1.2.1 For approved requests 1.2.1.1. The requested information will be released by the designated FOI receiving Officer.	-	Within the prescribed 15 working days per E.O. No. 2	
	1.2.1.2. Informs requesting party of the Board's applicable fees.	CIAC: Certified Copies (₱10.00 per page) Clearance /Certification (₱20.00) Request relative to closed cases within the retention period (₱1,000.00) All other request (₱200.00)	One day	FRO of the concerned Implementing Board

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.2.2. For denied requests:</p> <p>1.2.2 Within 15 working days from the receipt of the request, requesting party will be notified of the denial in writing (Section 12 of EO No. 2 s 2016)</p>	-	Within the prescribed 15 working days per E.O. No. 2	CIAP Overall FOI Receiving Officer
<p>2. Client may file a written administrative FOI Appeal to the CIAP's Central Appeals and Review Committee within 15 calendar days from the notice of denial.</p> <p>Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.</p>	<p><i>Note: Denial of any request for access to information may be appealed to the office within 15 days from the notice of denial (Section 13 EO No. 2 s. 2016)</i></p> <p><i>*Appealed requests must be acted upon for a maximum period of 30 working days</i></p>	-	<p>Within 15 days from the notice of denial</p> <p>Within the prescribed 30 working days</p>	CIAP Central Appeals and Review Committee per Office Order No. 25-D-017
3. Receive requested information	2.1 Updates records/database and transmits information	None	One working day	CIAP Overall FOI Receiving Officer
4. If for pick-up, client pays applicable fees	2.2 Coordinates with requesting party the schedule of pick-up of documents	Depends on the number of pages per CIAP FOI Manual 2025 and applicable fees of the	-	<p>AFMD-GSS (Cashier Unit)</p> <p>CIAP Overall FOI Receiving Office/Assigned FOI Receiving Officer</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		responsibl e board		
TOTAL:	Certified Copies (₱10.00 per page) Clearance/Certification (₱20.00) Request relative to closed cases within the retention period (₱1,000.00) All other request (₱200.00) <i>Based on EO No. 2 s 2016</i> Simple requests: 1 to 2 days Requests requiring evaluation or voluminous information: 15 to 35 working days Requests with an appeal: Additional 30 working days All other request (₱200.00)			



**CIAP Executive Office
Internal Services**

1. Provision of Goods and Services from External Service Providers

* Service is covered under RA 9184

Purchase Request for Goods (Items, Supplies, and Materials) produced through the following:

- **Public Bidding**

Office or Division:	Finance	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Creditors/ Suppliers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Item	No. of copies	PERSON RESPONSIBLE
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
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website	1	Supply Section
Minutes of Bid Opening	1	Supply Section
Abstract of Bids	1	Supply Section
Post-Qualification Report of Technical Working Group	1	Supply Section
BAC Resolution declaring winning bidder	1	Supply Section
Notice of Post-Qualification	1	Supply Section
BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of the contract	1	Supply Section
Notice of Award	1	Supply Section
Performance Security	1	Supply Section
Program of Work and Detailed Estimates	1	Supply Section
Notice to Proceed	1	Supply Section
Bid Evaluation Report	1	Supply Section
Ranking of Short-listed bidders	1	Supply Section

Post Qualification Evaluation Report	1	Supply Section
Print out copy of posting of award in the PhilGEPS; <ul style="list-style-type: none"> ● Notice of Award ● Notice to Proceed Contract 	1	Supply Section
Approved Purchase Request	1	Supply Section
Original copy of Supplier's Invoices showing the quantity, description of articles, unit and total value duly signed by the supplier	1	To be provided by the Supplier
Delivery Receipt	1	To be provided by the Supplier
Inspection and Acceptance Report	1	Supply Section
Property Acknowledgement Receipt (<i>equipment only</i>)	1	Supply Section
Approved Purchase Request	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	1. Check and Review by the receiving person 1.1 Checking as to the completeness of the documents needed. 1.2 Review the document as to its validity for claiming. 2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received. 3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.	None	1 working day	Administrative Assistant II
Secure a copy of the receipt of documents submitted for proper monitoring.	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (<i>*Includes checking of authority to incur expense and working out of funds for fund/ allotment availability</i>) 2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction. 3. Prepare the Disbursement Voucher (DV)	None	3 working days 10 working days	Budget Officer/ Administrative Assistant II Budget Officer

thereto		
Approved Purchase Request	1	Supply Section
Original copy of Supplier's Invoices showing the quantity,description of articles, unit and total value duly signed bythe supplier	1	To be provided by 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 toLowest Calculated Responsive Bid (LCRB)	1	Supply Section
Justification as to the necessity of purchase	1	Supply Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. (*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>1.1 Checking as to the completeness of the documents needed.</p> <p>1.2 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	1 working day	Administrative Assistant II
Secure a copy of the receipt of documents submitted for proper monitoring.	<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</p>	None	3 working days 10 working days	Budget Officer/ Administrative Assistant II Budget Officer

	<p>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>4. Forward the DV and its supporting attachments to the accounting division.</p> <p>5. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>6. Assign DV Number and DV release</p>		2 working days	
			20 Minutes	
			3 working days	Administrative Assistant II
			20 Minutes	Administrative Assistant II
				Accountant
				Accountant
<p>Total of 19 working days, 2 Hours and 40 Minutes Please proceed to the next step (General Service Section)</p>				

- **Small Value Procurement**

Office or Division:	Finance	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Creditors/ Suppliers	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Item	No. of copies	PERSON RESPONSIBLE
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	1	To be provided by the

of articles, unit and total value duly signed by the supplier		Supplier
Delivery Receipt	1	To be provided by the Supplier
Property Acknowledgement Receipt (<i>equipment only</i>)	1	Supply Section
Authority to Purchase (<i>motor vehicle only</i>)	1	Supply Section
Inspection and Acceptance Report	1	Supply Section
Price quotation from at least three invited suppliers	1	Supply Section
Abstract of submitted Price Quotation	1	Supply Section
BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB)	1	Supply Section
Letter/ invitation to submit proposals	1	Supply Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. (*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>1.1 Checking as to the completeness of the documents needed.</p> <p>1.2 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	1 working day	Administrative Assistant II
Secure a copy of the receipt of documents submitted for proper monitoring.	<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>	None	3 working days 10 working days	Budget Officer/ Administrative Assistant II 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	
	4. Forward the DV and its supporting attachments to the accounting division.		20 Minutes	Administrative Assistant II
	5. Receive, review the accuracy of computation and certify the DV and its supporting documents.		3 working days	
	6. Assign DV Number and DV release		20 Minutes	Administrative Assistant II
				Accountant
				Accountant
Total of 19 working days, 2 Hours and 40 Minutes Please proceed to the next step (General Service Section)				

- **Direct Contracting**

Office or Division:	Finance
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	Creditors/ Suppliers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Item	No. of copies
PERSON RESPONSIBLE	
Purchase Order/ Contract	1
Proof of posting of invitation or request for submission of price quotation and Notice of Award in the PhilGEPS website	1
Performance and warranty securities	1
BAC Resolution recommending the alternativemode 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 the 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
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>1.1 Checking as to the completeness of the documents needed.</p> <p>1.2 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	1 working day	Administrative Assistant II
Secure a copy of the receipt of documents submitted for	1. Prepare the Obligation Request and Status (ORS) and assign number to obligate the amount claimed. (*Includes checking of authority to incur expense and	None	3 working days	Budget Officer/ Administrative Assistant II

proper monitoring.	<i>working out of funds for fund/ allotment availability)</i>			
	2. Review the completeness of documents and certify the ORS as to availability of allotment. Includes coordination with the requesting/ concerned unit as to the technicalities of the transaction.		10 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
	4. Forward the DV and its supporting attachments to the accounting division.		20 Minutes	Administrative Assistant II
	5. Receive, review the accuracy of computation and certify the DV and its supporting documents.		3 working days	Accountant
	6. Assign DV Number and DV release		20 Minutes	Accountant
Total of 19 working days, 2 Hours and 40 Minutes Please proceed to the next step (General Service Section)				

- **Limited Source Bidding**

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	No. of copies	PERSON RESPONSIBLE
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	To be provided by the Supplier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished required documents. (*Wait for the receiving person to log the receipt and/or sign the receiving copy of the employee)	<p>1. Check and Review by the receiving person</p> <p>1.1 Checking as to the completeness of the documents needed.</p> <p>1.2 Review the document as to its validity for claiming.</p> <p>2. If the documents are not found to be in compliance and/or complete, the claim shall be denied and such will not be received.</p> <p>3. If the documents are found to be in compliance and/or complete, the receiving person will have to log the receipt and/or sign the receiving copy of the employee.</p>	None	1 working day	Administrative Assistant II
Secure a copy of the receipt of documents submitted for proper monitoring.	<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</p>	None	<p>3 working days</p> <p>10 working days</p>	<p>Budget Officer/ Administrative Assistant II</p> <p>Budget Officer</p>

<p>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>4. Forward the DV and its supporting attachments to the accounting division.</p> <p>5. Receive, review the accuracy of computation and certify the DV and its supporting documents.</p> <p>6. 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>
<p>Total of 19 working days, 2 Hours and 40 Minutes Please proceed to the next step (General Service Section)</p>			

2. Dispatch of Service Vehicles

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

Office or Division:	AFMD	
Classification:	Simple	
Type of Transaction:	Internal/Within the Agency-(Government to Government)	
Who may avail:	CIAP concerned employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Vehicle Trip Ticket Request Form.	Dispatcher	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
	Send the Request Form to the Records Section for assigning of reference number (if vehicle is available)	None	5 minutes	Dispatcher
	Assign reference number	None	5 minutes	Records Clerk
	Approval/Denial of Request	None	2 minutes	Administrative Officer V
	Release of the Trip Ticket	None	5 Minutes	Records Clerk
	Prepare Service Vehicle	None	10 Minutes	Driver
	Dispatch Service Vehicle	None	2 Minutes	Driver
	Update Records	None	2 Minutes	Driver
	Monitor dispatched Service Vehicle	None	5 Minutes	Driver
Total of 41 Minutes				

3. Issuance of Requested Supplies and Equipment available in stock

Office or Division:	AFMD- Property and Supply Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Employees of the CIAP Implementing Boards
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Requisition and Issue Slip	Each office is provided with Requisition and Issue Slip

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Requisition and Issue Slip	1.1 Receive the signed Requisition and Issue Slip Submitted	None	2 minutes	Supply Officer/ Property Custodian
	1.2 Accomplished the RIS form received.		20 minutes	Supply Officer/ Property Custodian
	1.3 Release the Requisition and Issue Slip to requesting Office		1 working day upon receipt of Signed RIS	Supply Officer/ Property Custodian
Total of 1 working day and 22 minutes				

4. Issuance of Requested Employees' Documents

Office or Division:	AFMD- Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees of the CIAP Implementing Boards			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form		Personnel Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form indicating the purpose/s of the request	1.1 Receive the request form	None	5 minutes	Personnel Section
	1.2 Prepare the requested document		1 working day	Personnel Section
	1.3 Approval of the document		1 working day	Chief/Director
	1.4 Release of the requested document		5 minutes	Personnel Section
	2. Receive and acknowledge receipt		5 minutes	
Total of 2 working days, 15 minutes				

5. Certifying of CIAP Documents

The Records Officer receives the original signed document and assigns a number based on the last entry in the monitoring sheet. The Records Officer also creates a digital copy of the document and immediately stores the same to the designated records management hard drive and uploads it to the OneDrive system for secure, cloud-based storage. The original copy is filed at Records Unit, while the certified true copy is provided to the internal client.

Office or Division:	AFMD- Records Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Employees of the CIAP Implementing Boards	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Filled up records request / email communication		Records Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed document.	1. The records officer/staff receives a request and logs it in their inventory, recording details such as date of request, the requesting officer/staff's, the number of copies required, and the purpose of the request.	None	5 minutes	Requesting official/ employee
	2. Reproduces/photocopies the record(s) requested		20 minutes	Records Section
	3. Original copies are retained			
	4. Upon completion of the reproduction process, the requesting client signs/initials in the logbook to acknowledge receipt of the requested record/document.		5 minutes	Requesting official/ employee
Total of 30 minutes				

6. Request for IT Repair and/or Rehabilitation

Technical support services provided by the ICT Section for CIAP personnel include assistance with:

- ICT Hardware and Software
- Office365 Account
- Website Posting

Office or Division:	Policy and Program Coordination and Monitoring Division – Information and Communications Technology Section (ICT)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees of the CIAP Implementing Boards			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. Online ICT Support/Request Form		ICT Section (available online)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the online ICT Support/Request Form detailing the issue or problem encountered.	1.1 ICT Section receives and queues the request. 1.2 Technical Support Staff will assess the issue based on the provided details. 1.3 Assign technical staff member to attend to the request. 1.4 Determine a possible solution and communicate next steps to the client.	None	20 minutes to 1 hour	ICT Staff
2. For site visit, demonstrate the ICT system with the problem to the assigned IT staff.	2.1 Depending on the complexity of the issue, a remote access or site visit may be required to diagnose and resolve the problem. 2.2 In case the problem is resolved, inform client to carry out testing. 3.3 2.3 If the issue persists, inform the client of further actions needed to resolve the issue, and document the resolution.	None	2 to 3 working days	ICT Staff
3. Complete the online feedback survey and	ICT Section verifies through the online form whether the client has completed the feedback survey and updates the status of the request as			ICT Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
provide the ticket number to confirm the request has been addressed.	"Completed" or "Deferred" accordingly.			
TOTAL		None	3 working days	

FEEDBACK AND COMPLAINTS MECHANISM

CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION

<p>How to send feedback</p>	<p>Answer the client feedback form and drop it at the designated drop box inside the CMDF Office Contact info: 8890-1610 or 8511-1054 or 8511-1056 marketing@cmdf.dti.gov.ph</p>
<p>How feedbacks are processed</p>	<p>Every Monday, the Administrative Assistant opens the drop box and compiles and records 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 citizen. For inquiries and follow-ups, clients may contact the following telephone numbers: 8890-1610 or 8511-1054.</p>
<p>How to file a complaint</p>	<p>Answer the client Complaint Form and drop it at the designated drop box inside the CMDF Office.</p> <p>Complaints can also be filed via telephone.</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 numbers: 8890-1610 and 8511-1054</p>
<p>How complaints are processed</p>	<p>The Executive Secretary opens the complaints drop box on a daily basis and forward to the Executive Director.</p> <p>Upon evaluation, the Executive Director shall start the investigation and forward the complaint to the relevant division 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>For inquiries and follow-ups, clients may contact the following telephone numbers: 8890-1610, 8511-1054 and 8511-1056 Contact Information marketing@cmdf.dti.gov.ph</p> <p>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.</p>

PHILIPPINE OVERSEAS CONSTRUCTION BOARD

<p>How to send feedback</p>	<p>Answer the Client Feedback Form and drop it at the designated drop box at the Receiving Area of POCB.</p> <p>Contact info: +63.2.8-8961833 or POCB@construction.gov.ph RosemarieDelRosario@construction.gov.ph DorisGacho@construction.gov.ph</p>
<p>How feedbacks are processed</p>	<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 POCB@construction.gov.ph RosemarieDelRosario@construction.gov.ph DorisGacho@construction.gov.ph</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 POCB@construction.gov.ph / RosemarieDelRosario@construction.gov.ph DorisGacho@construction.gov.ph</p> <p>Make sure to provide the following information: (1) name of person being complained, (2) incident, (3) evidence.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number +63.2.8-8961833 or email POCB@construction.gov.ph RosemarieDelRosario@construction.gov.ph DorisGacho@construction.gov.ph</p>
<p>How complaints are processed</p>	<p>The POCB Board Secretary and Executive Director open the Complaints drop box daily and evaluate each complaint.</p> <p>Upon evaluation, the Board Secretary shall start the investigation and forward the complaint to the relevant personnel for their explanation.</p> <p>The Board Secretary will prepare a report after the investigation and shall submit it to the Executive Director for appropriate action.</p> <p>The Board Secretary will give feedback to the client.</p>