



## 7. Quality Control- Order of Payment and Compressive Strength Test Result (CHB)

Contractors requests for Order of Payment for Compressive Strength Test and Compressive Strength Test Result (for CHB) as a requirement for project payment processing. PEO prepares and provides Order of Payment as requested by Project Contractor or his/her representative.

**Office or Division:** Office of the Provincial Engineer / Monitoring and Support Division and Quality Control Division

**Classification:** Complex

**Type of Transaction:** G2B - Government to Business Entity

**Who may avail:** Requesting Party (Project Contractor or his/her representative)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 Original and 1 Receiving Copy) Order of Payment (1 Original)		PEO - Monitoring and Support Division PEO - Quality Control Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gives one (1) original copy and one (1) receiving copy of request letter (informing schedule of concrete pouring activities)	1. Receives original copy and return receiving copy to client	None	10 Minutes	<i>Computer Operator I</i> Monitoring and Support Division
2. Secures the receiving copy for follow ups	2.1 Logs details of request letter to Routed Communication Google Docs	None	5 Minutes	<i>Computer Operator I</i> Monitoring and Support Division
	2.2 Encodes subject of request letter to routing slip with provided control number, attach the routing slip to the original request letter and give to the Provincial Engineer's secretary	None	5 Minutes	<i>Computer Operator I</i> Monitoring and Support Division
	2.3 Gives the routed request letter to the Provincial Engineer for instruction and/or approval	None	10 Minutes	<i>Administrative Aide IV</i> Monitoring and Support Division
	2.4 Provides instructions to concerned/ assigned division or personnel and/or approval	None	1 Day	<i>Provincial Engineer</i> Monitoring and Support Division
	2.5 Encodes instructions from the Provincial Engineer to Routed Communication Google Docs and hand over to Monitoring and Support Division Head review	None	5 Minutes	<i>Administrative Aide IV</i> Monitoring and Support Division



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Reviews instructions from the Provincial Engineer and give to Clerk II for dissemination to concerned/ assigned division or personnel	None	5 Minutes	<i>Engineer IV Monitoring and Support Division</i>
	2.7 Duplicates copy/ies of original request letter and routing slip with instructions and disseminate to concerned/ assigned division or personnel	None	20 Minutes	<i>Clerk II Monitoring and Support Division</i>
	2.8 Scans request letter and routing slip with instructions and logs routing slip with control number in logbook	None	5 Minutes	<i>Clerk II Monitoring and Support Division</i>
	2.9 Receives copy/ies of request letter and routing slip with instructions subject for appropriate action/target setting	None	5 Minutes	<i>Engineer IV Quality Control Division</i>
	2.10 Assigns Quality Control Engineer to obtain sample (CHB) from project site	None	20 Minutes	<i>Engineer IV Quality Control Division</i>
3. Assists Quality Control Engineer in obtaining samples (CHB) from project site	3.1 Conducts project site visit and obtain samples (CHB) from project site and safe-keep at Quality Control Laboratory awaiting schedule of test	None	1 Day	<i>Engineer III/Engineer II/ Laboratory Technician II Quality Control Division</i>
	3.2 Prepares and signs two (2) copies of Order of Payment for Compressive Strength Test with computed fees and endorse to Quality Control Division Head for signature	None	1 Day	<i>Security Material Control Officer III Quality Control Division</i>
4. Receives signed Order of Payment and proceed to Provincial Treasurer's Office for payment of fees	4.1 Releases signed Order of Payment for Compressive Strength Test	Compressive (CHB) PHP 170 / test*; 1 test /10,000 pcs	1 Hour	<i>Security Material Control Officer III Quality Control Division</i>



5. Gives one (1) photocopy of Official Receipt secured from Provincial Treasurer's Office	5.1 Receives one (1) photocopy of Official Receipt and inform Engineer I regarding payment to schedule Compressive Strength Test	None	30 Minutes	Security Material Control Officer III Quality Control Division
	5.2 Prepares schedule of Compressive Strength Test and inform Laboratory Technician II	None	1 Hour	Engineer I/Laboratory Technician I Quality Control Division
	5.3 Conducts Compressive Strength Test of obtain samples at Quality Control Laboratory located at Motorpool and submit results to Security Material Control Officer III	None	1 Day	Engineer I/Laboratory Technician II Quality Control Division
	5.4 Prepares one (1) copy of Worksheet for Compressive Strength Test and forward to Engineer III for data interpretation (compressive strength)	None	2 Hours	Engineer I Quality Control Division
	5.5 Prepares data interpretation (compressive strength) and fill up Worksheet for CHB and forward to Security Material Control Officer III	None	2 Hours	Engineer III Quality Control Division
	5.6 Prepares three (3) copies of Compressive Strength Test Result and forward to Engineer II for checking	None	4 Hours	Security Material Control Officer III Quality Control Division
	5.7 Checks Compressive Strength Test Result and forward to Engineer IV for recommendation	None	4 Hours	Engineer II Quality Control Division
	5.8 Recommends and sign Compressive Strength Test Result and endorse to Provincial Engineer for approval	None	2 Hours	Engineer IV Quality Control Division
	5.9 Signs approval of Compressive Strength Test Result and return back to Security Material Control Officer III	None	4 Hours	Provincial Engineer Quality Control Division
6. Secures one (1) copy of Compressive Strength Test Result	6. Releases one (1) copy for contractor, file one (1) copy for QC records and safekeep one (1) copy for project payment processing	None	2 Hours	Security Material Control Officer III Quality Control Division
<b>TOTAL:</b>		PHP 170 / test*; 1 test / 10,000 pcs	<b>7 days</b>	