



4. Quality Control- Order of Payment and Field Density Test Result				
Contractors requests for Order of Payment for Field Density Test and Field Density Test Result 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	PRO-CESSING TIME	PERSON RESPON-SIBLE
1. Gives one (1) original copy and one (1) re-receiving copy of request letter	1. Receives original copy and return receiving copy to client	None	10 Minutes	<i>Computer Operator I Monitoring and Support Division</i>
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 Monitoring and Support Division</i>
	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 Monitoring and Support Division</i>
	2.3 Receives routing slip with original request letter for Provincial Engineer's instructions/approval	None	10 Minutes	<i>Administrative Aide IV Monitoring and Support Division</i>
	2.4. Provides instructions to concerned/assigned division or personnel and/ or approval	None	1 Day	<i>Provincial Engineer Monitoring and Support Division</i>
	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 Monitoring and Support Division</i>
	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>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPON-SIBLE
	2.7 Duplicates copy/ies of original request letter and routing slip with instructions and disseminate to concerned/assigned division or personnels	None	20 Minutes	<i>Clerk II</i> Monitoring and Support Division
	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</i> Monitoring and Support Division
	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</i> Quality Control Division
3. Provide schedule to Quality Control Engineer for the conduct Field Density Test on project site	3.1 Assigns Quality Control Engineer to conduct Field Density Test on project site	None	20 Minutes	<i>Engineer IV</i> Quality Control Division
	3.2 Prepares and sign two (2) copies of Order of Payment for Field Density Test with computed fees and endorse to Quality Control Division Head for signature	None	1 Day	<i>Security Material Control Officer III</i> Quality Control Division
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 Field Density Test	PHP 480 / test; PHP 1,440/set; 1set = 3 tests	1 Hour	<i>Security Material Control Officer III</i> Quality Control Division
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 II regarding payment of Field Density Test	None	30 Minutes	<i>Security Material Control Officer III</i> Quality Control Division
6. Assists Quality Control Engineer in the conduct Field Density Test on project site	6.1 Conducts Field Density Test using Soil Density Gauge - Non-Nuclear Equipment on project site to draw digital result	None	3 Days	<i>Engineer III/Engineer II/Laboratory Technician I</i> Quality Control Division
	6.2. Prepares and sign three (3) copies of Field Density Test Result (using digital results as reference) and forward to Engineer IV for recommendation	None	4 Hours	<i>Engineer II</i> Quality Control Division



	6.3 Recommends and signs Field Density Test Result and endorse to Provincial Engineer for approval	None	3 Hours	<i>Engineer IV</i> Quality Control Division
	6.4 Signs approval of Field Density Test Result and return back to Security Material Control Officer III	None	4 Hours	<i>Provincial Engineer</i> Quality Control Division
7. Secures one (1) copy of Field Density Test Result	7. 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	<i>Security Material Control Officer III</i> Quality Control Division
TOTAL:		PHP 480 / test; PHP 1,440/set; 1set = 3 tests	7 days	