



| | |
|--|--|
| 15. Request for Project Payment Processing (Full Payment) | |
| PEO assists in the processing of technical documents required for partial payment of implemented infrastructure project. Contractors provide request letter for their collection of full payment in order to carry out project inspection before preparing the documentary requirements. | |
| Office or Division: | Provincial Engineer's Office / Monitoring and Support Division and Construction Division |
| Classification: | Highly Technical |
| 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) | PEO - Monitoring and Support Division PEO - Construction 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 | 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 |
| | 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</i> Monitoring and Support Division |
| | 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</i> Monitoring and Support Division |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---|-----------------|-----------------|---|
| | 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>Computer Operator I</i> Construction Division |
| | 2.10 Receives and record assigned request letter with instructions and forward to Construction Division Head for evaluation of project status (% of completion) | None | 15 Minutes | <i>Project Development Assistant</i> Construction Division |
| | 2.11 Conducts project inspection and evaluate project status (% of completion) | None | 1 Day | <i>Inspectorate Team</i> (<i>Assistant Provincial Engineer, Engineer IV, Architect IV and Engineer III</i>) Construction Division |
| | 2.12 Informs contractor regarding the % status subjected for collection and instruct Engineering Assistant to prepare documentary requirements (Certificate of Project Completion, Statement of Time Elapsed and Work Accomplished, PEO Certification, Inspection and Verification Report, Checklist on Inspection of Completed Projects and Statement of Work Accomplished) for project payment processing If 100% completed, (If found to be not 100% completed, Head of Inspectorate Team will inform Contractor about the findings for their compliance. Contractors are ask to provide proof of compliance to the Head of Inspectorate Team) | None | 1 Hour | <i>Engineer IV</i> Construction Division |



| | | | | |
|--|--|------|---------|---|
| | 2.13 Prepares two (2) copies of each documentary requirements (Certificate of Project Completion, Statement of Time Elapsed and Work Accomplished and Statement of Work Accomplished) and one (1) copy of PEO Certification, Inspection and Verification Report, Checklist on Inspection of Completed Projects and for project payment processing and forward to Construction Engineer for signature | None | 6 Hours | <i>Engineering Assistant</i> Construction Division |
| | 2.14 Signs documentary requirements (Certificate of Project Completion, Statement of Time Elapsed and Work Accomplished, PEO Certification, Inspection and Verification Report, Checklist on Inspection of Completed Projects and Statement of Work Accomplished) for project payment processing and forward to Head of Inspectorate Team | None | 1 Hour | <i>Engineer IV</i> Construction Division |
| | 2.15 Signs documentary requirements (Certificate of Project Completion, Statement of Time Elapsed and Work Accomplished, PEO Certification, Inspection and Verification Report, Checklist on Inspection of Completed Projects and Statement of Work Accomplished) for project payment processing and return to Engineering Assistant/Project Development Assistant | None | 4 Hours | <i>Assistant Provincial Engineer, Engineer IV, Architect IV and Engineer III</i> Construction Division |
| 3. Receives signed documentary requirements for project payment processing, secure all Quality Control Results and attach all documentary requirements to folder for Project Payment Processing. | 3. Transmits all signed documentary requirements for project payment processing | None | 1 Hour | <i>Engineering Assistant/Project Development Assistant</i> Construction Division |



| | | | | |
|--|---|------|--------|---|
| 4. Submits folder of all documentary requirements for project payment processing to Project Payment Processing | 4.1 Receives and record submitted folder of all documentary requirements for project payment processing | None | 1 Hour | <i>Engineering Assistant</i> Monitoring and Support Division |
| 5. Complies to corrections/lacking supporting documents | <p>4.2 Checks completeness of submitted folder of all documentary requirements for project payment processing and forward to Project Payment Processing Engineer</p> <ol style="list-style-type: none"> 1. Construction and Safety & Health - DOLE 2. Statement of Time Elapsed & Work Accomplishment Report 3. Statement of Work Accomplished 4. Certificate of Project Completion 5. Letter Request for Payment 6. Official Receipt - Sand & Gravel Tax 7. Material Test Report 8. Notice to Auditor 9. Transmittal to COA 10. Official Receipt-Material Test Fee 9. Official Receipt-Compressive Strength Test Fee 10. Letter of Compressive Strength Test/No Compressive Test 11. Official Receipt-Coring Machine Rental 12. Approved Quality Control Program 13. Pictures-Before, During, After 14. Logbook 15. As the Need Requires: a. Suspension Order; b. Resume Order; c. Change Order; d. Extension Order 16. Others: a. Release; a.1. GN Power Listing; a.2. request for release of cement; a.3. Requisition Issuance Slip; b. Non- Release; b.1 Letter to use own stock 17. Inspection and Verification Report 18. As-Built Plan 19. Certificate of Acceptance 20. Affidavit of 100% Completion 21. Surety Bond (if needed) 22. PEO Requirement: a.) No Government Equipment; b.) No Written Complaint; c.) Satisfactorily Completed accordance to Plans and Specs | None | 1 Day | <i>Engineering Assistant</i> Monitoring and Support Division |



| | | | | |
|---|---|------|--------|--|
| | <p>If with Partial Payment: Additional Requirements:</p> <ol style="list-style-type: none"> 1. Obligation Request 2. Copy of Disbursement Voucher of previous payment 3. Copy of Programs and Plans 4. Copy of Contract and Agreement 5. Copy of Notice to Proceed 6. Copy of Notice to Award 7. Copy of Statement of Time Elapsed & Work Accomplishment Report (previous payment) 8. Copy of Statement of Work Accomplished (previous payment) 9. Copy of Certificate of Project Completion (previous payment) 10. Copy of Quality Control Program 11. Copy of Material Test Result 12. Copy of Official Receipt – Sand & Gravel 13. Copy of Official Receipt – Material Test Fee 14. Copy of Official Receipt – Compressive Strength Test Fee 15. Copy of Official Receipt – Coring Result Fee | None | 1 Day | <i>Engineering Assistant</i> Monitoring and Support Division |
| 6. Complies to corrections/lacking supporting documents (if there is to comply) | <p>6.1 Reviews all documentary requirements attached in the folder for project payment processing.</p> <p>(If there is to comply, forward to Utility Worker I to return to Contractor or his/her representative)</p> <p>(If there is nothing to comply, forward to Engineering Assistant for preparation of Transmittal to COA and Disbursement Voucher (DV))</p> | None | 1 Day | <i>Engineer IV</i> Monitoring and Support Division |
| | 6.2 Prepares Transmittal to COA and Disbursement Voucher (DV) and attach to folder for project payment processing and forward to Project Payment Processing Engineer for initial | None | 1 Hour | <i>Engineering Assistant</i> Monitoring and Support Division |
| | 6.3 Attaches initial to documentary documents (Certificate of Project Completion, Statement of Time Elapsed and Work Accomplished, PEO Certification, Statement of Work Accomplished and Transmittal to COA and Disbursement Voucher) and endorse to Provincial Engineer for signature | None | 1 Hour | <i>Engineer IV</i> Monitoring and Support Division |



| | | | | |
|--|--|-------------|------------------------------------|--|
| | 6.4 Signs all documentary requirements attached in the folder for project payment processing (Certificate of Project Completion, Statement of Time Elapsed and Work Accomplished, PEO Certification, Statement of Work Accomplished, As-Built Plan, Transmittal to COA and Disbursement Voucher (DV)) and forward back to Engineering Assistant for processing to COA. | None | 4 Hours | <i>Provincial Engineer Monitoring and Support Division</i> |
| 7. Process and acknowledged completeness of submitted documentary requirements | 7.1 Scan signed documents (Certificate of Project Completion, Statement of Time Elapsed and Work Accomplished, PEO Certification, Statement of Work Accomplished, As-Built Plan, Final Inspection and Verification Report and Transmittal to COA) If there is, scan Suspension Order, Resume Order, Approved Time Extension and Variation Order) | None | 2 hours | <i>Engineering Assistant Monitoring and Support Division</i> |
| | 7.2 Email to COA the scanned documents and print acknowledgement for file copy. | None | 1 Day | <i>Engineering Assistant Monitoring and Support Division</i> |
| 8. Produce copy of folder for project payment processing as company record and return back to Engineering Assistant for preparation of transmittal to Provincial Accountant's Office | 8.1 Secures one (1) duplicate copy of documentary requirements and return folder for project payment processing to Contractor or his/her representative to produce one (1) copy for their record | None | 1 Day | <i>Engineering Assistant Monitoring and Support Division</i> |
| | 8.2 Prepares transmittal for project payment to Provincial Accountant's Office including checklist and copy of AIP/ Resolution and forward to Project Payment Processing Engineer for signature | None | 2 Hours, 30 Minutes | <i>Engineering Assistant Monitoring and Support Division</i> |
| | 8.3 Signs transmittal for project payment to Provincial Accountant's Office and checklist and forward to Utility Worker I to transmit to Provincial Accountant's Office | None | 2 Hours | <i>Engineer IV Monitoring and Support Division</i> |
| | 8.4 Transmits folder for project payment processing to Provincial Accountant's Office | None | 1 Hour | <i>Engineering Assistant/ Utility Worker I Monitoring and Support Division</i> |
| TOTAL: | | None | 9 Days, 4 Hours, 55 Minutes | |