



14. Request for Project Payment Processing (Partial 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 partial payment in order to carry out project inspection before preparing the documentary requirements.

Office or Division:	Office of the Provincial Engineer / 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		
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	Computer Operator / 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	Computer Operator / 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	Computer Operator / Monitoring and Support Division
	2.3 Gives the routed request letter to the Provincial Engineer for instruction and/or approval	None	10 Minutes	Administrative Aide IV / Monitoring and Support Division
	2.4. Provides instructions to concerned/assigned division or personnel and/or approval	None	1 Day	Provincial Engineer / 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	Administrative Aide IV / 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 con-	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>Computer Operator I Construction Division</i>
	2.10 Receives and records 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 Construction Division</i>
	2.11 Conducts project inspection and evaluate project status (% of completion)	None	1 Day	<i>Inspectorate Team (Assistant Provincial Engineer, Engineer</i>
	2.12 Informs contractor regarding the % status subjected for collection and instruct Engineering Assistant to prepare documentary requirements (Certification (% of completion), Statement of Time Elapsed and Work Accomplished and Statement of Work Accomplished) for project payment processing	None	1 Hour	<i>Engineer IV Construction Division</i>
	2.13 Prepares two (2) copies of each documentary requirements (Certification % of completion), Statement of Time Elapsed and Work Accomplished and Statement of Work Accomplished) for project payment processing and forward to Construction Engineer for signature	None	6 Hours	<i>Engineering Assistant Construction Division</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.14 Signs documentary requirements (Certification % of completion), Statement of Time Elapsed and Work Accomplished and Statement of Work Accomplished) for project payment processing and forward to Head of Inspec-	None	1 Hour	<i>Engineer IV</i> Monitoring and Support Division
	2.15 Signs documentary requirements (Certification % of completion), Statement of Time Elapsed and Work Accomplished and Statement of Work Accomplished) for project payment processing and return to Engineering Assistant/Project Development Assistant	None	1 Hour	<i>Assistant Provincial Engineer</i> Monitoring and Support Division
3. Receive signed documentary requirements for project payment processing, secure Quality Control Results (Grading Test Result and Compressive Strength Test for CHB) 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. Submit folder of all documentary requirements for project payment processing to Project Payment Processing	4.Receives and record submitted folder of all documentary requirements for project payment processing	None	1 Hour	<i>Engineering Assistant</i> Monitoring and Support Division



<p>5. Comply to corrections/lacking supporting documents</p>	<p>5. Checks completeness of submitted folder of all documentary requirements for project payment processing and forward to Project Payment Processing Engineers</p> <p>Documentary requirements are as follows:</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. Certification of % Completion 5. Letter Request for Payment 6. Official Receipt - Sand & Gravel Tax 7. Material Test Report 8. 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 	<p>None</p>	<p>1 Working Day (after receipt)</p>	<p><i>Engineering Assistant Monitoring and Support Division</i></p>
<p>6. Comply to corrections/lacking supporting documents (if there is to comply)</p>	<p>6.1 Reviews all documentary requirements attached in the folder for project payment processing and attach initial for Provincial Engineer's signature.</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, proceed to Procedure 7.2)</p>	<p>None</p>	<p>1 Working Day</p>	<p><i>Engineer IV Monitoring and Support Division</i></p>



	6.2 Signs all documentary requirements attached in the folder for project payment processing and forward back to Engineering Assistant for secure file copy	None	4 Hours	<i>Provincial Engineer</i> Monitoring and Support Division
7. Produces copy of folder for project payment processing as company record and return back to Engineering Assistant for preparation of transmittal to Provincial Accountant's	7.1 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 Working Day	<i>Engineering Assistant</i> Monitoring and Support Division
	7.2 Prepares transmittal and Disbursement Voucher (DV) for project payment to Provincial Accountant's Office including checklist and forward to Project Payment Processing Engineer for signature	None	2 Hours, 30 Minutes	<i>Engineering Assistant</i> Monitoring and Support Division
	7.3 Signs transmittal and Disbursement Voucher (DV) 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</i> Monitoring and Support Division
	7.4 Transmits folder for project payment processing to Provincial Accountant's Office	None	1 Hour	<i>Engineering Assistant/ Utility Worker I</i> Monitoring and Support
TOTAL:		None	7 Working Days, 5 Hour, 55 Minutes	