



UPGRADING OF CONTRACTOR'S LICENSE CATEGORY APPLICATION

PCAB-F-SVD-003. Revision No. 00, 11/18/2018 | This Form is NOT for sale. Reproduction is Allowed

Instruction: Read Important Reminders (page 18 and 19). The following pertinent documents and information shall be submitted in support to PCAB Upgrading of Contractor's License Category Application.

Checklist of Requirements		Remarks
A. LEGAL		
A.1.	Affidavit of Attestation and General Information (page 3 and page 5);	
A.1.1.	For change in address only: Business Permit, or any other official document showing the new office address of the applicant;	
A.1.2.	SEC Certificate of Filing of Increase in Authorized Capital and Amended Articles of Incorporation, if applicable;	
A.1.3.	Certified copy of subsequent amendments (if any) to Articles of Incorporation and/or By-Laws in case of Corporate or Partnership applicant. In case of corporate applicant with foreign content , proofs/documents showing that election of aliens in the Board of Directors is allowed in proportion to their share in capital;	
A.1.3.1.	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;	
A.1.3.2.	Certified copy of the pertinent pages of the firm's latest General Information Sheet (GIS) submitted to SEC showing the updated list of stockholders and directors;	
A.2.	PCAB Integrity Pledge (page 4);	
B. FINANCIAL		
B.1.	Certified copy by the BIR of the Quarterly Income Tax Return duly filed with the BIR covering the income reported in the Audited Financial Statement submitted and official receipt evidencing payment of tax on income earned during the interim period, if applicable	
B.2.	Complete Financial Statements with accompanying Auditor's notes dated within the last six (6) months immediately preceding the filing of application (duly audited and signed on every page by an Independent CPA with valid PRC-BOA accreditation) and a CD-R (compact disc recordable) containing the firm's Audited Balance Sheet & Income Statement in the prescribed template to be uploaded in the CIAP database. The PCAB Financial Statement Forms A & B (A. Balance Sheet / B. Income Statement) can be downloaded at CIAP website, www.ciap.dti.gov.ph ;	
B.2.1.	In case of increase in networth:	
B.2.1.1.	Cash - Original copy of Bank Certification/Bank statement of account certified by Bank Manager of cash deposits as of the Balance Sheet date; (Note: Amount in excess of 1% of the networth per Audited Balance Sheet or ₱ 500,000.00 whichever is higher, reflected as "Cash" or "Cash on Hand" will be deducted from the Networth);	
B.2.1.1.1.	Authorization to Depository Bank (page 6);	
B.2.1.2.	Land and Building - List of Land and Building/s owned by the company and registered in its name (page 9);	
B.2.1.2.1.	Certified copy of TCT including back page for newly acquired land and/or condominium which were not previously reported/submitted to PCAB;	
B.2.1.2.2.	Certified copy of Deed of Sale or Tax Declaration of newly acquired / newly constructed building which were not previously reported / submitted to PCAB;	
B.2.1.3.	Transportation & Construction Equipment - List of Construction and/or Transportation/Delivery Vehicles/Equipment/Machineries/Plants owned by the company and registered in its name (page 10);	
B.2.1.3.1.	Certified copy by the LTO of the LTO Certificate of Registration and current Official Receipt of Registration of newly acquired registrable Construction and/or Transportation / Delivery Vehicles/Equipment;	
B.2.1.3.2.	Certified copy of Deed of Sale or sales invoices/official receipts for newly acquired construction equipment/machineries/plants, or newly acquired construction equipment;	
B.2.1.4.	Other Assets (i.e. investment in Banks and / or Shares of stocks and other accounts);	
B.2.1.4.1.	Certified copies of certificates of Stock, time deposits, & other pertinent proofs of ownership of other assets;	
B.2.2.	If increase is due to appraisal of properties - Independent Appraisers Report duly licensed by the Professional Regulation Commission;	
B.2.3.	Schedule of Receivables - if the value of the said account exceed 50% of the Contractor's Networth per Audited Balance Sheet duly signed by AMO and certified by External Auditor (page 11)	
B.3.	Applicant's Authorization to BIR & other government agencies to release information to PCAB (page 7 and page 8)	

[illegible]

AFFIDAVIT OF ATTESTATION

In behalf of _____
(Name of Firm)

holder of Contractor's License No. _____, originally issued on _____ and last renewed for CFY 20__ to 20__, I hereby request for an upgrading of the company's license category from _____ to _____.

I certify to the completeness of the information/documents contained in this application appertaining to the category/classification the company is applying for and that the information/documents are true and correct.

I further certify that the business name and/or SEC registration of this firm is valid and existing.

I certify furthermore that the SSS, Pag-IBIG, and PhilHealth contributions were remitted in favor of the employees of this firm.

I am fully aware that:

1. All documents submitted in support to this application are subject to verification before PCAB action;
2. Any discovered misrepresentation of information and/or manifestations of fraud on the application documents submitted by my firm applicant or its Authorized Representative/Agent/Liaison Officer shall be subjected to investigation which may result to the disapproval of my application, denial/suspension/revocation of license and blacklisting of my firm and myself as its Authorized Managing Officer; and
3. Unconfirmed information/documents submitted to support my firm's qualifications shall be excluded for categorization/classification purposes.
4. The evaluation of my qualification shall be solely based on the documents submitted at the time the application was filed/accepted by PCAB.

Authorized Managing Officer
(Signature over Printed Name)

Republic of the Philippines)
Province of _____)
City/Municipality of _____) S.S

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20__ at _____; affiant exhibited to me his/her Community Tax Certificate No. _____ issued at _____ on _____ 20__.

NOTARY PUBLIC
Until December 31, 20__

Doc. No.
Page No.
Book No.
Series of 20__.

PCAB INTEGRITY PLEDGE

We believe that the construction industry is one of the most susceptible to all forms of corruption that hampers the noble objectives towards national progress and global competitiveness.

As frontrunners of nation-building, we acknowledge our major role and responsibility in ensuring that we carry out our tasks guided by ethical standards and equipped with the necessary capability for the successful prosecution of our contracts.

In view thereof, we pledge the following:

- We will present only true qualifications to PCAB so that we may be evaluated properly and be given the category and classification where we should rightfully belong;
- We will uphold the dignity of the license and not be instruments for unlicensed contractors to undertake construction projects through license lending nor through false joint ventures/consortium or pseudo combinations which is inimical to the public safety/interest;
- We will not employ unlicensed sub-contractors/specialty contractors which is a clear circumvention of the requirement that all contractors must be licensed;
- We will absolutely shun away from any form of collusion that destroys the very essence and integrity of biddings;
- We will not engage in bribery or do any act which constitutes graft or corrupt practice which is the root cause of bloated contract amounts;
- We will not use sub-standard materials which will in any way compromise the safety, reliability and performance of the built environment;
- We will not abandon our contracts and we will implement our projects faithfully in accordance with the prescribed specifications thereof;
- We will provide the necessary resources, financial and technical capability in carrying out our contractual obligations, and as far as possible, within the stipulated time of completion;
- We are aware that we will be imposed disciplinary action should we violate any of the commitments hereof or the PCAB Code of Ethics or be found to be a party to corruption.

Authorized Managing Officer
(Signature over Printed Name)

Name of Company

Republic of the Philippines)
Province of _____)
City/Municipality of _____) S.S

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ at _____; affiant exhibited to me his/her
Community Tax Certificate No. _____ issued at _____ on _____ 20____.

NOTARY PUBLIC
Until December 31, 20____

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CONTRACTOR'S GENERAL INFORMATION

Note: Please use additional sheets if necessary.

Name of Firm: (as per SEC or DTI)

Office Address

Telephone/Fax No. (include area code)

If Provincial based, contact address in Manila, if any

Website

E-mail Address (required)

Mobile No.

Type of Firm (please check only one)

Equity

☐ Sole Proprietorship ☐ Partnership ☐ Corporation

Filipino: % Foreign: % Nationality:

International Organization for Standardization (ISO) Certification (please check, if any)

☐ ISO 14001:2004 ☐ OSHAS 18001:2007 ☐ ISO 9001:2008 ☐ ISO 9001:2015

SEC / Business Name Registration No.

Registration Date (mm/dd/yyyy)

Expiry Date (mm/dd/yyyy)

Firm's SSS No.

Tax Identification No.

PhilHealth No.

PAG-IBIG No.

Original Contractor's License No.

Date Issued (mm/dd/yyyy)

Last Renewal of License

CFY 20____ - 20____

Present Category (please check only one)

Category Applied for (please check only one)

☐ AAA ☐ AA ☐ A ☐ B ☐ C ☐ D ☐ E/Trade

☐ AAAA ☐ AAA ☐ AA ☐ A ☐ B ☐ C ☐ D

Present Principal Classification (please check only one)

Present Other Classification/s (please check, if any)

☐ General Engineering ☐ General Building

☐ General Engineering ☐ General Building

☐ Trade ☐ Specialty (please specify below):

☐ Specialty (please specify below):

Owners / Stockholders / Officers (for corporation / partnership)

NAME	POSITION	NATIONALITY	CAPITAL SUBSCRIPTION	PAID-UP CAPITAL	PERCENTAGE	
					Shares	Peso value

Directors / Officers (for corporation only)

NAME	POSITION	NATIONALITY	ADDRESS

Certified correct by:

Authorized Managing Officer
(Signature over printed name)

AUTHORITY TO VERIFY BANK ACCOUNT

THE MANAGER

Subject: Bank Account # _____

Sir:

Please provide the **Philippine Contractors Accreditation Board (PCAB)**, a government agency under the Department of Trade and Industry, any information they need regarding the subject account with your bank.

I am applying for a contractor's license from PCAB and part of their evaluation process is the verification of bank deposits and other assets of an applicant.

This will serve as your authorization to release any information that may be requested by PCAB regarding the above subject account.

Thank you.

Very truly yours,

Name of Firm:

By: _____
Signature over Printed Name of
Authorized Managing Officer or
Authorized Signatory with the Bank

Date: _____

AUTHORITY TO VERIFY ITR / AFS FROM B.I.R.

THE REVENUE DISTRICT OFFICER

Subject: Income Tax Return and Audited Financial Statement as of _____

Sir:

Please provide the **Philippine Contractors Accreditation Board (PCAB)**, a government agency under the Department of Trade and Industry, any information they need regarding the subject ITR and AFS filed with your office.

I am applying for a contractor's license from PCAB and part of their evaluation process is the verification of ITR and AFS, of an applicant.

This will serve as a waiver on the confidentiality provision of Section 270 of the National Internal Revenue Code of 1997 (memorandum circular No.28, 2006 dated May 08, 2006) and your authorization to release any information that may be requested by PCAB regarding the above subject document/s.

Thank you.

Very truly yours,

Signature over Printed Name of
Authorized Managing Officer

Date:_____

AUTHORITY TO VERIFY FROM GOVERNMENT AGENCY/IES

AUTHORIZATION

The **Philippine Contractors Accreditation Board (PCAB)** is hereby authorized to verify and secure information and/or copies of documents submitted by or in the name of the firm to any or all of the following agencies relative to its application filed with the PCAB:

1. Securities and Exchange Commission (SEC)
2. Land Registration Authority (LRA)
3. Land Transportation Office (LTO)
4. Social Security System (SSS)
5. Professional Regulation Commission (PRC)
6. Philippine Health Insurance Corporation (PhilHealth)
7. Home Development Mutual Fund (Pag-IBIG)

Signature over Printed Name of
Authorized Managing Officer

Date:_____

LIST OF CONSTRUCTOR'S REAL PROPERTIES

Note: Please use additional sheets if necessary.

REAL PROPERTIES OF THE FIRM AS OF THE BALANCE SHEET DATE

COMPLETE DESCRIPTION (Type of land/building)	*TCT-CLT/ CCT/TD NUMBER	LOCATION (Street No., Barangay, Municipality/City, Province)	ACQUISITION COST	ACQUISITION DATE

***LEGEND:**

TCT – Transfer Certificate of Title
CCT – Condominium Certificate of Title
TD – Tax Declaration
CLT – Certificate of Land Title

Signature over Printed Name of
Authorized Managing Officer

Date: _____

LIST OF CONSTRUCTOR'S PLANTS, VEHICLES AND EQUIPMENT

Note: Please use additional sheets if necessary.

A. DELIVERY AND TRANSPORTATION EQUIPMENT OF THE FIRM AS OF BALANCE SHEET DATE

COMPLETE DESCRIPTION				ACQUISITION		BOOK VALUE (in Php)
Vehicle Brand / Type	Plate No.	Year Model	OR No. / Date	Date	Cost (in Php)	
OVERALL TOTAL VALUE					Php	Php

B. MACHINERIES/PLANTS AND OTHER CONSTRUCTION EQUIPMENT OF THE FIRM AS OF BALANCE SHEET DATE

COMPLETE DESCRIPTION	SERIAL NO.	ACQUISITION		BOOK VALUE (in Php)
		Date	Cost (in Php)	
OVERALL TOTAL VALUE			Php	Php

Signature over Printed Name of
Authorized Managing Officer

Date: _____

SCHEDULE OF RECEIVABLES

Note: To be accomplished if the applicant's receivable accounts (accounts/contracts & other receivable) exceed 50% of the total networth/equity as of the latest audited balance sheet submitted in support of its application. Please use additional sheets if necessary.

[illegible]

Certified Correct by:

Printed Name and Signature of External Auditor

Printed Name and Signature of AMO

LIST OF NOMINATED SUSTAINING TECHNICAL EMPLOYEES

Name of STE	PRC Registration				Date Employed	Position in the Firm
	Prof.	License Number	Date of			
			Registration	Validity		
Previously Nominated						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
Newly Nominated						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Signature over Printed Name of
Authorized Managing Officer

Date:_____

SUSTAINING TECHNICAL EMPLOYEE AFFIDAVIT

Note: Please accomplish this affidavit properly. Refer to the next page for STE qualification requirements.

Picture of STE
see Important Reminders (page 18, item no. 4) for specification

Republic of the Philippines)
Province of _____)
City/Municipality of _____) S.S

I,	Last Name	First Name		Ext. Name (Jr/Sr, if any)	Middle Name
Born on	mm	dd	yyyy	Single / Married to	
and residing at	Room/Floor/Unit/Bldg. Name, Lot/Block/Phase No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code				
with	Telephone / Mobile No. (required)			Email Address (required)	

having been duly sworn in accordance with law depose and say:

1. That I am a duly licensed _____ and holder of PRC License No. _____
(Profession)
valid up to _____, as evidenced by a copy of my PRC ID posted below;

2.	That I hold a Bachelor's Degree in	Course / Profession		
	Given at:	Name of School	Given on:	Inclusive Dates

3.	That my Tax Identification Number is :			
	and my Social Security System Number:			

4.	That I am employed on a regular and full-time basis by:	Name of Firm		
	With the position of	Position in the Firm	as STE for	CFY

5. That I am not presently employed by either a private company or any government office or government owned/controlled corporation, nor a full time instructor, nor working abroad;
6. That I am not a holder of a valid contractor's license;
7. That I am not involved in any construction malperformance suggestive of negligence, incompetence or malpractice or any act or omission liable for disciplinary action by myself or in collaboration with any other person;
8. That I have not been convicted by a court of competent jurisdiction of any offense involving moral turpitude;
9. That I am fully aware that my failure to notify the PCAB of my disassociation from my present employer **within 30 days from such disassociation** shall cause my disqualification from being a Sustaining Technical Employee, an Authorized Managing Officer and an applicant for a contractor's license with PCAB;
10. That I authorize the PCAB to verify and investigate any or all information in this affidavit from whatever sources PCAB may consider appropriate;
11. That I am executing this affidavit to attest to the truth of the foregoing.

FURTHER AFFIANT SAYETH NAUGHT.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ at _____;
affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____ 20____.

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NOTARY PUBLIC
Until December 31, 20 ____

PASTE

PROF. I.D. CARD

VALID FOR

CURRENT YEAR

(Front)
(photocopy)

PASTE

PROF. I.D. CARD

VALID FOR

CURRENT YEAR

(Back)
(photocopy)

QUALIFICATION REQUIREMENTS FOR STE

1. A technology professional, such as engineer or architect, duly licensed by the Professional Regulation Commission (PRC).
2. Holder of a valid PRC I.D.
3. With three (3) years minimum actual construction experience.
4. A full-time employee of the nominating contractor, not associated professionally or by employment with any other party, particularly a party engaged in construction or construction-related activities.
5. Have none of the following disqualifications:
 - a) Involvement, in any capacity, in any construction malperformance of grave consequence, suggestive of his negligence, incompetence and/or malpractice;
 - b) Involvement, by himself or in collaboration with any other person or firm, in any act or omission liable for disciplinary action of which he/she is or the other person or firm was found guilty by the PCAB Board ;
 - c) Conviction by a court of competent jurisdiction of any offense involving moral turpitude; and
 - d) If formerly a Sustaining Technical Employee or an Authorized Managing Officer of any construction firm but disassociated there from, failure to notify the Board of his disassociation in accordance with paragraph 5 and 6 of the Affidavit of Undertaking.

This is to certify that I have verified with PRC the abovestated professional eligibility/registration of the Sustaining Technical Employee. Affiant herein and found the same to be true and correct.

Authorized Managing Officer
(Signature over printed name)

Date

AFFIDAVIT OF STE CONSTRUCTION WORK EXPERIENCE

Note: Please use additional sheets if necessary.

Republic of the Philippines)
Province of _____)
City/Municipality of _____) S.S

I, _____, single/married, Filipino, of legal age, with postal address at _____, having been duly sworn in accordance with law depose and say that the projects enumerated below constitute my full & complete construction experience.

Name and Complete Address of Employer/ Name & Location of Projects Undertaken	Work Classification (GE, GB, SP)	Nature/Scope of Work Assignment (Proj. Engr.)	Project Duration (mm/dd/yyyy)	
			From	To

That I authorize the PCAB to verify and investigate any or all information in this affidavit from whatever sources PCAB may consider appropriate;

That I am executing this affidavit to attest to the truth of the foregoing.

FURTHER AFFIANT SAYETH NAUGHT.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____
at _____; affiant exhibited his/her Community
Tax Certificate No. _____ issued at _____ on _____ 20____.

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STE PERSONAL APPEARANCE

Note: To be accomplished by the STE. The STE Personal Appearance is valid only for three (3) months from the date signed by the PCAB/DTI Personnel.

Name of STE			
Last Name	First Name	Ext. Name (Jr/Sr, if any)	Middle Name
Profession		PRC ID No.	Expiration Date
Present Employer			

I hereby confirm the following:

1. The veracity of the information reflected on the STE Affidavit and Affidavit of Construction Experience that I executed in favor of the above present employer;
2. That I am fully aware that my failure to notify the PCAB of my disassociation from the above-stated nominating firm and any misrepresentation in the attached forms shall cause my disqualification as sustaining technical employee, or authorized managing officer, or a licensee applicant with PCAB per Board Resolution No. 401, Series of 2001.
3. That I have been previously connected with the following companies and disassociated therefore:

Previous Employers	Date of Employment	Date of Resignation	Position

4. Other Remarks:

Valid I.D.(s) Presented:

1. _____ No: _____
2. _____ No: _____

STE's Signature

Date Signed

To be filled out by PCAB/DTI ROG Personnel

Signature over Printed Name Date: _____ PCAB/DTI Office: _____	STE's Specimen Signature (during interview): Date: _____
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AUTHORIZED REPRESENTATIVES AFFIDAVIT

Note: To be accomplished by the AMO.

Republic of the Philippines)
Province of _____)
City/Municipality of _____) S.S

I,	Last Name	First Name	Ext. Name (Jr/Sr, if any)	Middle Name
born on	mm dd yyyy	Single / Married to	Last Name	First Name
and residing at:	Room/Floor/Unit/Bldg. Name, Lot/Block/Phase No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code			

having duly sworn to in accordance with law depose and say:

1.	That I am the Authorized Managing Officer of :	Name of Firm
	with office address at:	Room/Floor/Unit/Bldg. Name, Lot/Block/Ph. No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code

That I appoint two (2) representatives, whose pictures and signatures appear below:

	Name of Representative and Position in the Firm	Picture <small>See Important Reminders (page 18, item no. 4) for specification</small>	Signature of Representative over Printed Name
2.	A.		
	B.		

to transact business with PCAB; i.e, present for pre-screening my application for contractor's license or any application related thereto, file/follow-up, submit documents, receive notices/license in connection with the said application and the like.

- | | |
|----|--|
| 3. | That I am aware that I am responsible/liable for any or all acts/representation made by my representatives in connection with the functions stated herein. |
| 4. | That I undertake to notify PCAB in the event that this appointment is modified, amended or revoked. |
| 5. | That I have read and fully understood and complied with the requirements of PCAB Board Resolution No. 515 s. 2011 (copies of required documents are attached). |

Affiant
(Authorized Managing Officer of Firm)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ at _____; affiant exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____ 20_____.

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IMPORTANT REMINDERS (A)

1. All required information in the application forms should be properly filled out. Do not leave an item blank. If an item is not applicable, indicate "N/A".
2. The recommended paper size in printing the application forms is 8.27" x 11.69" (A4 size).
3. Application forms and its corresponding supporting documents/attachments should be:
 - a. arranged according to page number with index tabs;
 - b. fasten in a long size folder.
4. The **required picture specification** for the STE / Authorized Representatives Affidavit as follows:
 - a. taken within the last three (3) months prior to filing of application;
 - b. Philippine passport size (4.5 cm x 3.5 cm or 1.78" x 1.38");
 - c. colored, with white background and printed on good quality photo paper;
 - d. in standard close-up shot, taken in full-face view directly facing the camera;
 - e. in bare face (with no eyeglasses or any accessories that may cover the facial features), showing left and right ears;
 - f. with handwritten (not computer-generated) name tag legibly showing signature over printed full name in the format: First Name, Middle Initial, Last Name and Extension Name, if any;
5. Only the Authorized Managing Officer or one of the two (2) Authorized Representatives of the Firm is allowed to transact with PCAB (Board Resolution No. 515, s. 2011).
6. All applicants are required to pay non-refundable upfront fees for all types of license applications upon acceptance (Board Resolution No. 313, s. 2011).
7. Avoid the rush and delay in the **filing/processing of renewal application**. Observe and follow the revised filing schedule (Board Resolution No. 376, s. 2014) as stated below:

Last Digit of License No.	Filing Month
0	February 1-14
1	February 15-28
2	March 1-15
3	March 16-31
4	April 1-15
5	April 16-30
6	May 1-15
7	May 16-31
8 and new license approved from January to March	June 1-15
9 and approved from April to June	June 16-30

- Contractors with license number ending 0-3 filing on their time schedule and whose accounting period is on calendar year i.e., from January 1-December 31 may submit the previous year's Audited Financial Statements (AFS). For contractors whose accounting periods are other than calendar year may submit the latest AFS submitted to the Bureau of Internal Revenue;
 - Release of the license certificate for these contractors is subject to the submission of the current AFS filed with the BIR and that no significant erosion of networth or equity is suffered by the contractor as not to qualify it for its present category;
 - Should the contractor become unqualified for its present category due to financial erosion, the application shall be reviewed by the Board for issuance of the highest category sustainable by the contractor's qualification;
 - Contractors filing their renewal applications beyond the schedule for their license number ending shall be assessed an Additional Processing Fee (APF) of Php 5,000.00; and
 - If the renewal application is filed after the end of the CFY which is 30 June, an Additional License Fee (ALF) which existed before the APF will still be imposed or a total of Php 10,000 will be collected on top of the regular renewal fees for each category.
8. Filing/submission of application/s can be done at PCAB Makati / CIAP Windows / DTI Regional or Provincial Offices / PCAB Accredited Contractors' Associations & Professional Organizations.
 9. Application Forms (i.e. ARC, Amendments, Special License, etc.), Citizen's Charter, Board Resolutions, Advisories and other relevant information about PCAB application can be downloaded at www.ciap.dti.gov.ph
 10. For further inquiries or clarifications, please communicate with us thru email or thru contact numbers below:

Department of Trade & Industry Philippines
Construction Industry Authority of the Philippines
PHILIPPINE CONTRACTORS ACCREDITATION BOARD
5F Executive Building Center, 369 Sen. Gil J. Puyat Ave.,
Makati City 1209
Tel/TeleFax: 895-4258 / 895-4220 / 09178482427
E-mail Address: ciappcab.main@gmail.com, pcab@dti.gov.ph

Note: Do not include this page in your application folder. For reference use only.

IMPORTANT REMINDERS (B)

Common causes of documentary deficiency resulting to non-acceptance/undue delay in the filing/processing of application for Upgrading of Contractor's License Category:

A. Legal Requirement:

1. No signature of Authorized Managing Officer (AMO)/Proprietor on all documents and application forms;
2. Original copies of the following documents were not presented in lieu of the certified copies:
 - a. Audited Financial Statement (AFS)/Income Tax Return (ITR);
 - b. SSS R-3/CCL;

B. Financial Requirement:

1. No Notes to Financial Statement (Audited Financial Statements (AFS));
2. No Signature of the Auditor on the Audited Financial Statement;
3. Expired Professional Regulation Commission (PRC) ID / Board of Accountancy (BOA) / Accreditation;
4. No Accounts Receivables;

C. Technical Requirement:

1. Sustaining Technical Employee (STE) Affidavit of Undertaking not duly accomplished;
2. No Personal Appearance of STE;
3. Expired PRC ID;
4. STE's Affidavit of Work Experience not duly accomplished;
5. No SSS R-3/CCL for the quarter preceding the application.

Please make sure to check the completeness of your application to avoid non-acceptance.

GUIDELINES FOR CLASSIFICATION AND CATEGORIZATION OF CONTRACTORS

1. **Classification** means the area of operation that a contractor can engage is based on the technical experience of his sustaining technical employee (STE). A contractor may apply for and be issued more than one classification, one of which shall be designated as his principal classification.
2. **Category** indicates the graded level of aggregate capability of a contractor with respect to his principal classification and is based on predetermined qualification criteria which include financial capacity, experience of STE, track record and equipment. Evaluation of category shall be based on the following criteria quantified by credit points in scales as determined by the Board.

2.1 **Financial capacity**

Financial capacity shall be in term of Networth based on the latest audited financial statements submitted to the Bureau of Internal Revenue (BIR), or paid-up capital based on the latest audited financial statements submitted to the Securities and Exchange Commission (SEC), if a newly-organized partnership or corporation. PCAB has the right to reject or reduce portion thereof if, upon verification, the reported assets of the contractor were found to be erroneous or not adequately supported with appropriate documents. Corresponding credit points is 1 for every P100,000.00 of the value of Networth/Stockholder's Equity.

2.2 **Equipment Capacity**

Equipment capacity shall be in term of book value as reflected in the constructor's latest audited financial statement submitted to the BIR or the SEC, whichever is applicable, or equipment owned which are in operational condition and applicable to construction of the classification in which the constructor is to be categorized. Said owned equipment shall include units under installment and/or under lease purchase. Corresponding credit points is 1 for every P100,000.00 of the NBV of the contractor owned equipment.

2.3 **Experience of firm**

Experience of firm shall be in terms of:

- 2.3.1 Aggregate number of years in which the constructor firm, under the same business identify, has been actively engaged in construction contracting operation. Corresponding credit points is 10 for every year of actual construction operation as a licensed contractor; and
- 2.3.2 Average annual value of work completed by the firm during the past three (3) years or, if constructor's license is less than three (3) years, since being licensed, based on the audited financial statements submitted to the BIR. Corresponding credit points is one (1) for every P100,000.00 of the annual value of work accomplishment.

2.4 **Experience of technical personnel**

Experience of technical personnel shall be the sum total of individual experience of each STE nominated to the classification and shall be subject to the qualification requirement of each category as indicated in the PCAB Classification and Categorization Table. Said individual experience of the STE shall be as defined and qualified below:

- 2.4.1. The experience shall be in term of aggregate number of years in which the STE, in his present employment as well as previous, has been involved in construction is to be categorized.
- 2.4.2. It shall include only the years in which he was performing in managerial/supervisory capacity bearing on construction operation and/or contract implementation.
- 2.4.3. It shall be subject to a creditable ceiling of thirty (30) years, over which no excess shall be recognized.

Corresponding credit point is five (5) for every year of experience in construction.

The category of a contractor shall be determined on the basis of the number of points credited on the aggregate/combined experience of all its qualified STE. Only STEs who meet the minimum individual experience required shall be considered in determining aggregate experience and credit points. Thus, in order to qualify to the technical capacity requirement for category "AAA", the contractor must have qualified STEs whose individual experience is not less than ten (10) years with a creditable ceiling of thirty (30) years and have an aggregate/combined experience of at least sixty (60) years.

3. In determining a contractor's category, his qualification must satisfy all the minimum requirements, corresponding to the classification and category applied for, qualified and rated according to equivalent credit points and shall be the lowest sustainable by all three determinants as follows:

- 3.1 Financial Capacity
- 3.2 Experience of STE
- 3.3 Overall credit points based on the four qualification criteria referred to in item 2 of these guidelines.

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PCAB Categorization – Classification Table (Board Resolution No. 201, series of 2017)							
Classification	Category	Minimum Qualification Requirements					
		(1) *Financial Capacity		(2) **Sustaining Technical Employee (STE) Construction Experience			(3) ***Overall Credit Points
		Minimum Networth / Equity (₱)	Credit Points	Individual (years)	Aggregate (man-years)	Minimum Credit Points	
A. GENERAL ENGINEERING	AAAA	1,000,000,000.00	10,000.00	10	60	300	10,300.00
GE-1 (Road, Highways, Pavement, Railways, Airport Horizontal Structure, and Bridges)	AAA	180,000,000.00	1,800.00	10	60	300	2,850.00
	AA	90,000,000.00	900.00	10	50	250	1,365.15
GE-2 (Irrigation or Flood Control)	A	30,000,000.00	300.00	7	21	105	475.00
GE-3 (Dam, Reservoir or Tunneling)	B	10,000,000.00	100.00	5	10	50	177.50
GE-4 (Water Supply)	C	6,000,000.00	60.00	3	3	15	105.50
GE-5 (Port, Harbor or Offshore Engineering)	D	2,000,000.00	20.00	3	3	15	35.00
B. GENERAL BUILDING	AAAA	1,000,000,000.00	10,000.00	10	60	300	10,300.00
GB-1 (Building or Industrial Plant)	AAA	180,000,000.00	1,800.00	10	60	300	2,810.00
GB-2 (Sewerage or Sewage System)	AA	90,000,000.00	900.00	10	50	250	1,345.00
GB-3 (Water Treatment Plant & System)	A	30,000,000.00	300.00	7	21	105	471.00
GB-4 (Park, Playground or Recreational Work)	B	10,000,000.00	100.00	5	10	50	175.50
	C	6,000,000.00	60.00	3	3	15	96.50
	D	2,000,000.00	20.00	3	3	15	35.00
C. SPECIALTY	AAAA	1,000,000,000.00	10,000.00	10	60	300	10,300.00
SP-FW (Foundation Work)							
SP-SS (Structural Steel Work)							
SP-CC (Concrete Pre-casting, Pre-Stressing or Post-tensioning)	AAA	180,000,000.00	1,800.00	10	60	300	2,410.00
SP-PS (Plumbing & Sanitary Work)							
SP-EE (Electrical Work)							
SP-ME (Mechanical Work)	AA	90,000,000.00	900.00	10	50	250	1,145.00
SP-AC (Air-conditioning or Refrigeration)							
SP-ES (Elevator or Escalator)							
SP-FP (Fire Protection Work)	A	30,000,000.00	300.00	7	21	105	421.00
SP-WP (Waterproofing Work)							
SP-PN (Painting Work)							
SP-WD (Well-Drilling Work)	B	10,000,000.00	100.00	5	10	50	165.50
SP-CF (Communication Facilities)							
SP-MS (Metal Roofing & Siding Installation)	C	6,000,000.00	60.00	3	3	15	90.50
SP-SD (Structural Demolition)							
SP-LS (Landscaping)							
SP-EM (Electro Mechanical Work)	D	2,000,000.00	20.00	3	3	15	35.00
SP-NF (Navigational Facilities)							
D. SP-TRADE	Trade/E	100,000.00	1.00	none	none	none	1.00
* Minimum Qualification Requirements for Principal Classification ** For Other Classification/s, Minimum of 3 Years Actual Construction Experience *** Overall credit points inclusive of Equipment Capacity (1 point/P100Th); Experience of Firm (10 points/year of active existence); and 1 point/P100Th of 3 year Average Annual Volume of Work Accomplished; and COMTCP points if STEs are COMTCP certified							

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GUIDELINES FOR THE LICENSING OF CATEGORY QUADRUPLE A CONTRACTORS

Board Resolution No. 079, series of 2017

Introduction

The Quadruple A category license is a new category that will allow for the issuance of a regular license (with annotation) to contractors with more than 40% foreign equity participation.

Scope of Registration

A newly organized domestic corporation (up to 100% foreign-owned) whose purpose is construction is eligible to apply for the category. Likewise, a licensed contractor who has an equity/networth at least PHP 1 Billion may apply for upgrading to Quadruple A.

There will be two types of Quadruple A Licenses:

1. Quadruple A Platinum - locally owned licensed contractors with at least PHP 1 Billion equity
2. Quadruple A Gold - foreign-owned domestic corporation with at least PHP 1 Billion equity

Authorized Managing Officer (AMO)

The AMO may be a foreigner provided that the foreign AMO complies with the PCAB qualification standards of a Filipino AMO. The AMO should be at least 35 years old.

The AMO should complete the AMO seminar, COSH and pass the AMO examination and interview by the Board.

Financial Qualification

The Financial Qualification shall be evidenced by Audited Financial Statements with at least PHP 1 Billion equity. For newly organized foreign owned subsidiaries, the equity of PHP 1 Billion in cash shall be evidenced by inward remittance through the Banko Sentral ng Pilipinas.

Technical Qualification

The Technical Qualification shall be that of the AAA category.

Limitation of the License

Quadruple A Gold contractors may undertake private projects under the following contract cost:

- For vertical projects - minimum contract cost of PHP 5 Billion
- For horizontal projects - minimum contract cost of PHP 3 Billion

Quadruple A Platinum contractors may undertake government and private projects of any contract cost.

The Quadruple A category shall be limited to general contractors. However, Quadruple A contractors may engage licensed subcontractor/specialty contractors to work on portions of its projects.

Renewal

Quadruple A Gold contractors should maintain the Financial and Technical Qualifications for Quadruple A category. If a Quadruple A contractor does not maintain its P 1 Billion equity, its license will be invalidated.

Quadruple A Platinum contractors who fail to meet the Financial and Technical Qualifications shall be downgraded to the highest category they will qualify for.

FEE STRUCTURE

Upgrading of License Category								
	Category							
Fee Particulars	AAAA	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Categorization Fee	100,000	43,600	21,600	7,200	4,800	2,400	1,200	n.a.
License Fee	100	100	100	100	100	100	100	100
Documentary Stamp Tax	30	30	30	30	30	30	30	30
Legal Research Fund	12	12	12	12	12	12	12	12
Grand Total (P)	101,342	44,942	22,942	8,542	6,142	3,742	2,542	1,342

Forms of Payment:

Cash / Manager's Check or Cashier's Check payable to "CIAP" /
Online payment via Landbank

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