



CITIZEN'S CHARTER NO. R6-.AF-08. PREPARATION AND PAYMENT OF INFRASTRUCTURE PROJECTS

This Service is used to pay Contractors of the Infrastructure Projects of PENROs.

Office or Division:	Management Services Division PENRO			
Classification:	Complex			
Type of Transaction	G2C - Government to Citizen			
Who may avail:	External: External Clientele/Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the contractor attach Notice to Proceed, Schedule of Works, Application to undertake work.		Contractor		
2. Statement of Work Accomplishment (SWA) (Prepared by Project Engineer and Certified Correct by Contractor only)		Project Engineer and Certified By Contractor		
3. Letter request by the Contractor Bank guarantee for retention money; credit line certificate from the bank or Surety Bond (Insurance)		Contractor		
Additional if from the Government Sector				
Additional if applicant is a representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Contractors to prepare and submit letter request of the ff:	1. Received by the receiving and releasing clerk forwarded to the Office of the CENR Officer thru the PASU/Project Focal Person/Manager.	None	1 day	 <i>Lelanie L. Caro</i> <i>Planning Officer III</i> <i>OIC-Chief, MSD</i>




*Nina Quely Nadua
Records Officer I
General Records Unit*




a. 15% Mobilization	-do-	None	-	-do-
b. 1st Billing	-do-	None	-	-do-
c. 2nd/Final Billing	-do-	None	-	-do-
d. 10% Retention	-do-	None	-	-do-
2. Preparation of Disbursement Voucher and Supporting Documents			2 days	
a. 15% Mobilization	Obligation Request Status prepares disbursement vouchers, and Supporting Documents -Obligation Request Status -Notice of Award, -Contract (approved and notarized), -Bid Schedule and Proposals, -Plans and Design, Bill of Materials, -BAC Resolution	None	-	 <i>Ramil Marin EMS I</i>




*Corazon Teodosio
SR. ECOSYSTEM MGT.
SPECIALIST*

	<p>-Minutes of opening of Bids -Bid Statement (Bid Amount) -Certificate of Availability Funds, and -PhilGEPS posting</p>			
b. 1st Billing	<p>Review and prepares endorsement of contractors letter request and SWA to the office of the PENR Office to for inspection of PENRO IAC.</p> <p>PENRO IAC will conduct the inspection together with the hired Engineer of the CENRO and CENRO Rep. Immediately after the Inspection and Validation of the Project; the IAC will prepare the Narrative Report and the Statement of Work Accomplishment in the CENR Office for immediate preparation of Disbursement Vouchers.</p> <p>Prepares endorsement for payment to the PENR Office with the complete supporting documents.</p>	None	-	<p><i>PENRO IAC CENRO Rep. Contractual Engineer PASU Chief, CDS (CENRO) PASU; Chief, CDS; CENR Officer</i></p>
c. 2nd/Final Billing	<p>Prepares endorsement for payment to the PENR office with the complete supporting documents letter request for the rep. of COA and Accounting Sec.</p>	None	-	<p><i>PENRO PMO/TSD PENRO IAC CENRO Rep. Contractual Engineer PASU</i></p>

	(Same documents of 1st billing with the letter request for the Rep. of COA and Accounting Sec.; Certification of Completions with pictures of Infra. Project.)			<i>Chief, CDS (CENRO) COA Rep.</i>
d. 10% Retention	Prepares endorsement for payment to the PENR office with the complete supporting documents. Letter request by the Contractor; Bank guaranty for retention money; credit line certificate from the bank of Surety Bond (Insurance); Certificate of Completion and Acceptance; Final monitoring report with pictures. Memorandum/Endorsement recommending for payment to the office of the PENR Officer.	None	-	<i>CENRO Rep. Contractual engineer PASU Chief, CDS, (CENRO) CENR Officer and Planning Officer</i>
3.Recommend for Payments	The CENR Officer recommends for payment and endorse to the office of the PENR Officer. (Memorandum/Endorsement recommending for payment to the office of the PENR Officer.)	None	1 day	 <i>Joannette Opeda Forester III OIC-CENR Officer</i>

				 <p><i>Alex Zubiaga Planning Officer II</i></p>
4. Review and Processing of Request for Payment	<p>Receive for review as to specification of the project; within the approved Work and Financial Plan Approval of ORS and control of charging processing as to the completeness of supporting documents.</p> <p>Letter request by the Contractor; Attached Statement of Work Accomplishment prepared by the Project Engineer and certified correct by the Contractor only.</p>	None	1 day	<p><i>Receiving Clerk to PENRO PMO/Chief, TSD; Chief, CDS; Project Focal Person; Planning Officer; Budget Officer Processing Clerk Accountant</i></p>
4. Approval for Payments	<p>Initials of Chief, Management Services Division for approval of the PENR Officer</p> <ul style="list-style-type: none"> -Disbursement Voucher -Obligation Request Status -Inspection and Acceptance -Request for Payment -Bill of Materials -Statement of Work Accomplishment prepared by the IAC signed by all the Members of the IAC and its Chairman; Certified Correct by the CENRO Engineer; Recommending 	None	1 day	 <p><i>Lelanie L. Caro Planning Officer III OIC-Chief, MSD</i></p>  <p><i>Merlene B. Aborka PENR Officer</i></p>

	for Approval by the CENR Officer and approved by the PENR Officer.			
5.Payments	Receive the DV with complete documents for payment, Issuance of Checks or LDDAP.	None	2 days	 <i>Mary Lobelle Refendor</i> <i>Administrative Officer I</i>
TOTAL:		None	8 days	