



# **District Engineering Office (DEO)**

## **External Services**



## Handling of Feedback and Inquiries

Supervises the Department's customer relations management program (Public Assistance and Complaints Desk); customer feedback mechanism and recommends to Management areas for improvement based on analytics.

<b>Office or Division:</b>	Regional / District Engineering Office – Public Affairs and Information Office (PAIO)			
<b>Classification:</b>	Simple to Highly Technical			
<b>Type of Transactions:</b>	G2C - Government-to-Citizens G2G - Government-to-Government			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Contact details, mailing address, and/or supporting documents if needed		From the Client/Citizen		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<i>For Simple Transactions:</i>  1. Course feedback/ inquiries/request or commendation through any of the following modes: a. Visit DPWH Public Assistance and Complaints Desk and fill up Walk-in form located at the Front Desk of all DPWH Offices.	1.1 Concerned Action Officer receive, evaluate and encode details of feedback including contact details of client at the Stakeholders Affairs Division Database and request additional information when necessary	None	30 minutes	<i>Designated Information Officer</i>



<p>b. Send an email to (insert email add of RO / DEO)</p> <p>c. Post at DPWH official social media accounts: Department of Public Works and Highways, Philippines Facebook Page (RO Facebook)</p>				
	1.2 Verify / coordinate to concerned office	None	1 day and 7 hours	<i>Designated Information Officer</i>
	1.3 Follow-up response / action taken of concerned office	None	30 minutes	
	1.4 receive and provide information / action taken of concerned office on the client's inquiry / concern.	None	1 day	
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>3 working days</b>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>For Complex Transactions:</i></p> <p>1. Course feedback/ inquiries/request or commendation through any of the following modes:</p> <p>a. Visit DPWH Public Assistance and Complaints Desk and fill up Walk-in form located at the Front Desk of all DPWH Offices.</p> <p>b. Send an email to (insert email add of RO / DEO)</p> <p>c. Post at DPWH official social media accounts: Department of Public Works and Highways, Philippines Facebook Page (RO Facebook)</p>	<p>1.1 Concerned Action Officer receive, evaluate and encode details of feedback including contact details of client at the Stakeholders Affairs Division Database and request additional information when necessary</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Designated Information Officer</i></p>
	<p>1.2 Evaluate, verify/ coordinate and generate Request for Action (RFA) Memorandum address to concerned office</p>	<p>None</p>	<p>4 hours</p>	<p><i>Designated Information Officer</i></p>



	1.3 Disseminate and send an advance copy of RFA Memorandum via email to concerned office	None	3 hours	
	1.4 Follow-up response / action taken of concerned office	None	30 minutes	
2. Action taken of concerned office	2.1 Validate and preparation of reply / action taken of the concerned office and provide advance copy through email to concerned action officer	None	5 days	<i>Offices in Regional Office and District Engineering Offices</i>
	2.2 Receive and provide information / action taken of concerned office on the client's complaint/concern.	None	1 day	<i>Designated Information Officer</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>7 working days</b>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>For Highly Technical Transactions:</i></p> <ol style="list-style-type: none"> <li>1. Course feedback/ inquiries/request or commendation through any of the following modes:               <ol style="list-style-type: none"> <li>a. Visit DPWH Public Assistance and Complaints Desk and fill up Walk-in form located at the Front Desk of all DPWH Offices.</li> <li>b. Send an email to (insert email add of RO / DEO)</li> <li>c. Post at DPWH official social media accounts: Department of Public Works and Highways, Philippines Facebook Page (RO Facebook)</li> </ol> </li> </ol>	<p>1.1 Concerned Action Officer receive, evaluate and encode details of feedback including contact details of client at the Stakeholders Affairs Division Database and request additional information when necessary</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Designated Information Officer</i></p>
	<p>1.2 Evaluate, verify/ coordinate and generate Request for Action (RFA) Memorandum address to concerned office</p>	<p>None</p>	<p>4 hours</p>	<p><i>Designated Information Officer</i></p>



	1.3 Disseminate and send an advance copy of RFA Memorandum via email to concerned office	None	3 hours	
	1.4 Follow-up response / action taken of concerned office	None	30 minutes	
2. Action taken of concerned office	2.1 Validate and preparation of reply / action taken of the concerned office and provide advance copy through email to concerned action officer	None	18 days	<i>Offices in Regional Office and District Engineering Offices</i>
	2.2 Receive and provide information / action taken of concerned office on the client's complaint/concern.	None	1 day	<i>Designated Information Officer</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>20 working days</b>	

*NOTE: Request for extension of time which the concerned DPWH office may seek action, depending on the request and justification and maybe extended only once for the same number of days pursuant to Rule VII, Sec. 3(b) of JMC No. 2019-001 on the IRR of RA11032\*\*\**



## Application for Issuance of Excavation Permit on National Roads

This Permit is issued to clients whose proposed excavation or digging works are (a) within the national Road-Right-Of-Way; (b) outside the carriageway; (c) have total restoration cost of Php 500,000.00 and below; and (d) compliant with the provisions of DPWH Department Order (D.O.) No. 26, s. 2011, D.O. 124, s. 2014, and D.O. No. 83, s. 2018, and other applicable issuances.

The total “Processing Time” below is the ideal assessment and process duration for an application whose documents are complete and in accordance with the “Checklist of Requirements,” and the Applicant’s prompt response to DPWH notices/calls.

<b>Office or Division:</b>	Maintenance Section (DEO)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transactions:</b>	G2B - Government-to-Business G2G - Government-to-Government	
<b>Who may avail:</b>	Utility Companies and other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. <b>Application Form</b> (1 original)		DEO - Maintenance Section
2. <b>Authority of Signing Official of the Applicant</b> - issued by the President/Manager of the Company or through a Board Resolution, whichever is applicable, and includes complete business or agency address, email address, and contact number. (1 original, notarized)		To be provided by the Applicant
3. <b>Map, Sketch plan with Specifications</b> - showing the exact location of the project, including the name of the road section, type of underground or aerial facility/structure to be installed, and other relative appurtenances, in A3 size bond paper. (1 original, duly signed by the contractor’s Project Manager/ Engineer and the official/s or authorized representative of the utility company or agency)		To be provided by the Applicant
4. <b>Bar/Gantt Chart or PERT-CPM Chart</b> - showing the duration of excavation and restoration activities, in A4 size bond paper. (1 original duly signed by the contractor’s Project Manager/Engineer and the official/s or authorized representative of the utility company or agency)		To be provided by the Applicant



<p><b>5. Program of Works</b> - with corresponding detailed estimates for the costs of excavation and restoration works., in A4 size bond paper. (1 original duly signed by the contractor's Project Manager/Engineer and the official/s or authorized representative of the utility company or agency)</p>	<p>To be provided by the Applicant</p>
<p><b>6. Typical Section &amp; Specifications</b> - type and total area of pavement or surface to be excavated, type and extent of work to be undertaken, as well as name and address of contractor if by contract, in A3 size bond paper. (1 original, duly signed by the contractor's Project Manager/Engineer and the official/s or authorized representative of the utility company or agency)</p>	<p>To be provided by the Applicant</p>
<p><b>7. Terms and Conditions</b> - (1 original, duly signed by the official/s or authorized representative of the utility company or agency)</p>	<p>DEO - Maintenance Section</p>
<p><b>8. Performance Bond</b> - together with certificates of authenticity from the Insurance Company and Insurance Commission, and Performance Bond Receipt. The bond should be callable on demand, equivalent to 100% of the full restoration/reconstruction cost of the affected area, taking into consideration the type and class of surface or pavement structure. It shall be posted/provided by the Applicant when the Program of Works has been already approved by the DEO. (1 original, duly notarized)</p>	<p>To be provided by the Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit an accomplished application form together with the necessary documents to the Administrative Section</p>	<p>1. Endorse the application to the Maintenance Section</p> <p>2. Check the completeness of the attached documents</p> <p>2.1 Provide the Applicant with the Checklist of Requirements if the</p>	<p>None</p>	<p>3 Days</p>	<p><i>Records Officer</i> Administrative Section</p> <p><i>Engineer II</i> Maintenance Section</p> <p>-do-</p>



	<p>attached documents are incomplete, and return the submitted application together with the attachments to the Applicant for resubmission</p> <p>2.2 Forward the submitted application to the District Engineer if the attached documents are complete</p> <p>3. Delegate to the Maintenance Section the task of evaluating the submitted application</p> <p>4. Assign technical personnel to evaluate the application</p> <p>5. Evaluate the submitted application and attachments as to compliance with D.O. 26, s. 2011, D.O. 124, s. 2014, D.O. 83, s. 2018, and other applicable issuances</p> <p>5.1 Inform the Applicant to resubmit specific documents if there is a non-compliance in the submitted</p>			<p>-do-</p> <p><i>District Engineer</i></p> <p><i>Section Chief Maintenance Section</i></p> <p><i>Engineer II Maintenance Section</i></p> <p>-do-</p>
--	---	--	--	---



	<p>application</p> <p>5.2 Coordinate with the Applicant for the schedule of Joint Inspection if the documents are compliant</p>			-do-
<p>2. Conduct Joint Inspection with the Maintenance Section Technical Personnel at the proposed site.</p>	<p>6. Conduct Joint Inspection with the Applicant to determine the actual location and extent of the proposed work</p> <p>6.1 Inform the Applicant regarding the necessary revisions in their submitted documents especially Program of Works (POW) if there are deviations in the extent of work as identified during the Joint Inspection, and prepare a report therefor, including recommendations and calculation of the "Supervision Fee" based on the necessary revisions.</p> <p>6.2 Prepare a joint inspection report, including the calculation of "Supervision Fee" based on the submitted POW, as well as</p>	None	2 Days	<p><i>Engineer II</i> Maintenance Section</p> <p>-do-</p> <p>-do-</p>



	<p>recommending to proceed to Client Step Nos. 3 &amp; 4, if no deviations are identified.</p> <p>7. Submit the prepared joint inspection report to the Maintenance Section Chief and provide the Applicant with a copy thereof</p> <p>8. Check the prepared joint inspection report.</p> <p>8.1. Return the prepared joint inspection report to the assigned technical personnel, if there is a concern.</p> <p>8.2 Concur with the recommendation to proceed to Client Step Nos. 3 &amp; 4, if there is no concern, and provide the Finance Section with a copy of the "Supervision Fee" calculation.</p>			<p>-do-</p> <p><i>Section Chief Maintenance Section</i></p> <p>-do-</p> <p>-do-</p>
<p>3. Pay the non-refundable amount for "Supervision Fee" to the Cashier</p>	<p>9. Receive the payment and provide an official receipt.</p>	<p>a. If the restoration cost is below Php 50,000.00</p> <p><b>SF = Restoration Cost x 3%</b></p>	<p>10 Minutes</p>	<p><i>Cashier Administrative Section</i></p>



		<p>b. If the restoration cost is equal to or greater than Php 50,000.00</p> <p><b>SF = Restoration Cost x 1.50%</b></p>		
<p>4. Post a surety in the form Performance Bond, callable on demand, to the Maintenance Section</p>	<p>10. Receive the Performance Bond</p> <p>11. Coordinate with the Procurement Unit regarding the authenticity of the posted Performance Bond</p> <p>12. Draft the Excavation Permit</p> <p>13. Approve the draft Excavation Permit</p> <p>14. Forward the approved Excavation Permit to the Administrative Section and copy furnish the Maintenance Section</p>	<p>None</p>	<p>2 Days</p>	<p><i>Engineer II</i> Maintenance Section</p> <p>-do-</p> <p>-do-</p> <p><i>District Engineer</i></p> <p><i>Clerical Staff</i> Office of the District Engineer</p>
<p>5. Receive the Excavation Permit from the Administrative Section.</p>	<p>15. Notify the Applicant for the issuance of the Excavation Permit</p> <p>16. Release the Excavation Permit</p>	<p>None</p>	<p>1 Day</p>	<p><i>Engineer II</i> Maintenance Section</p> <p><i>Records Officer</i> Administrative Section</p>



<p><b>END OF TRANSACTION</b></p>	<p><b>TOTAL:</b></p>	<p>a. If the restoration cost is below Php 50,000.00</p> <p><b>SF = Restoration Cost x 3%</b></p> <p>b. If the restoration cost is equal to or greater than Php 50,000.00</p> <p><b>SF = Restoration Cost x 1.50</b></p>	<p><b>8 Days, 10 Minutes</b></p>	
----------------------------------	----------------------	--	----------------------------------	--



## Application for Issuance of DPWH Clearance for Billboard, Utility Poles, Buildings, etc.

This Clearance is issued to clients whose proposed installation/construction of signboard/billboard, utility poles, buildings, etc., along national roads do not encroach on DPWH Road-Right-of-Way (ROW). Related issuances for this frontline service include (a) Department Order No. 73, s. 2014: "Prohibited Uses Within the Right-of-Way of National Roads"; (b) Section 23 of Presidential Decree 17 (Revised Philippine Highway Act); (c) Rule XX of the Implementing Rules and Regulations (IRR) of Presidential Decree 1096 (National Building Code of the Philippines); (d) National Building Code Development Office (NBCDO) Memorandum Circular No. 01, s. 2008.; (e) and other applicable issuances.

The total "Processing Time" below is the ideal assessment and process duration for an application whose documents are complete and in accordance with the "Checklist of Requirements," and the Applicant's prompt response to DPWH notices/calls.

<b>Office or Division:</b>	Maintenance Section (DEO)	
<b>Classification:</b>	Complex	
<b>Type of Transactions:</b>	G2C - Government-to-Citizen G2G - Government-to-Government G2B - Government-to-Business	
<b>Who may avail:</b>	Advertising Agencies, Public/Private Utility Companies, and General Public	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. <b>Application Letter</b> (1 original)	To be provided by the Applicant
	2. <b>Plans, Maps, and Specifications</b> - showing deck plan (for roof mounted billboard) as well as the dimensions of the signboard or utility poles and supports/anchorage; showing the exact location of the signboard or utility poles to be installed/constructed/relocated; indicating the details of materials to be used; (for buildings) showing location map and complete detailed engineering design plan. (1 copy with technical personnel's signature and seal)	To be provided by the Applicant
	3. <b>Lease Contract</b> - if the Applicant does not own the property or the building (1 copy)	To be provided by the Applicant



<b>4. Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) - if the Applicant owns the property or the building (1 copy)</b>				To be provided by the Applicant
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application letter with attached documents to the Administrative Section.	1. Endorse the application to the Maintenance Section	None	2 Days	<i>Records Officer Administrative Section</i>
	2. Check the completeness of the attached documents			<i>Engineer II Maintenance Section</i>
	2.1 Provide the Applicant with the Checklist of Requirements if the attached documents are incomplete, and return the submitted application together with the attachments to the Applicant for resubmission			-do-
	2.2 Forward the submitted application to the District Engineer if the attached documents are complete			-do-
	3. Delegate to the Maintenance Section the task of evaluating the submitted application			<i>District Engineer</i>



	<p>4. Assign technical personnel to evaluate the application.</p> <p>5. Evaluate the submitted application and attachments as to compliance with D.O. 73, s. 2014, P.D. 1096, and NBCDO MC 01, s. 2008, and other applicable issuances.</p> <p>5.1 Inform the Applicant to resubmit specific documents if there is a non-compliance in the submitted application.</p> <p>5.2 Coordinate with the Applicant for the schedule of Joint Inspection if the documents are compliant.</p>			<p><i>Section Chief</i> Maintenance Section</p> <p><i>Engineer II</i> Maintenance Section</p> <p>-do-</p> <p>-do-</p>
2. Conduct Joint Inspection with the Maintenance Section Personnel on site.	6. Conduct Joint Inspection with the Applicant to ensure that the signboard, utility poles, buildings, etc., along the national road will not encroach on RROW, as well as the minimum setbacks (from the property line adjoining RROW)	None	3 Days	<i>Engineer II</i> Maintenance Section



	<p>and all provisions of the applicable issuances will be observed.</p> <p>7. Submit Inspection Report to the Maintenance Section Chief recommending for issuance of clearance.</p> <p>8. Draft the Clearance</p> <p>9. Endorse the draft Clearance to the District Engineer for approval</p> <p>10. Approve the draft Clearance</p> <p>11. Forward the approved DPWH Clearance to the Administrative Section and copy furnish the Maintenance Section</p>			<p>-do-</p> <p>-do-</p> <p><i>Section Chief Maintenance Section</i></p> <p><i>District Engineer</i></p> <p><i>Clerical Staff Office of the District Engineer</i></p>
3. Receive the DPWH Clearance from the Administrative Section.	<p>12. Notify the Applicant for the issuance of the approved Clearance</p> <p>13. Release the approved Clearance to the Applicant</p>	None	1 Day	<p><i>Engineer II Maintenance Section</i></p> <p><i>Records Officer Administrative Section</i></p>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>6 Days</b>	



## Purchase Bid Documents (Civil Works Projects)

Accommodates purchase of complete set of Bidding Documents to interested bidders for them to participate in the bidding of contracts.

<b>Office or Division:</b>	Procurement Unit (DEO)			
<b>Classification:</b>	Simple			
<b>Type of Transactions:</b>	G2B - Government-to-Business			
<b>Who may avail:</b>	General Public/Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Company ID or any government issued ID  2. Authorization Letter (if not an authorized liaison officer in the CWA, i.e. Special Power of Attorney for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative)  3. Letter of Intent (for Foreign Funded Projects)		To be provided by the bidder/contractor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client presents the required documents for the issuance of approved Request of Order of Payment.	1. Receive, verify and issue approved Request of Order of Payment	None	5 minutes	<i>Procurement Unit Action Officer</i>
2. Client presents the approved Request of Order of Payment to the	2.1 Accounting Unit to issue approved Order of Payment	Fee depends on project ABC		<i>Accounting Unit Action Officer</i>



Accounting and Cash Unit. After payment, the client presents the Official Receipt to Procurement Unit and receive the Bidding Documents.	2.2 Cash Unit to issue Official Receipt			<i>Cashier Unit Action Officer</i>
	2.3 Procurement Unit to issue Bid Documents		2.5 minutes	<i>Procurement Unit Action Officer</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>		<b>7.5 minutes</b>	

<b>Approved Budget for the Contract</b>	<b>Maximum Cost of Bidding Documents (in Philippine Peso)</b>
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

Source: Appendix 8, Sec. 5.0 "Updated-2016-Revised-IRR-of-RA-No.-9184-as-15-October-2023"



## Purchase Bid Documents (Goods and Services, and Consulting Services Projects)

Accommodates purchase of complete set of Bidding Documents to interested bidders for them to participate in the bidding of contracts.

<b>Office or Division:</b>	Procurement Unit (DEO)			
<b>Classification:</b>	Simple			
<b>Type of Transactions:</b>	G2B - Government-to-Business			
<b>Who may avail:</b>	General Public/Supplier			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Company ID or any government issued ID 2. Authorization Letter (i.e. Special Power of Attorney for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative) 3. Letter of Intent (for Foreign Funded Projects)		To be provided by the bidder/consultant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client presents the required documents for the issuance of approved Request of Order of Payment.	1. Receive, verify and issue approved Request of Order of Payment	None	5 minutes	<i>Procurement Unit Action Officer</i>
2. Client presents the approved Request of Order of Payment to the Accounting and Cash Unit. After payment, the	2.1 Accounting Unit to issue approved Order of Payment	Fee depends on project ABC		<i>Accounting Unit Action Officer</i>
	2.2 Cash Unit to issue Official Receipt			<i>Cashier Unit Action Officer</i>



client presents the Official Receipt to Procurement Unit and receive the Bidding Documents.	2.3. Procurement Unit to issue Bid Documents		2.5 minutes	<i>Procurement Unit Action Officer</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>		<b>7.5 minutes</b>	

<b>Approved Budget for the Contract</b>	<b>Maximum Cost of Bidding Documents (in Philippine Peso)</b>
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

Source: Appendix 8, Sec. 5.0 "Updated-2016-Revised-IRR-of-RA-No.-9184-as-15-October-2023"



## Testing of Various Construction Materials

Testing of various construction materials in DPWH are available, namely: asphalt, cement and concrete, paints, soils/soil aggregates, and other miscellaneous materials.

<b>Office or Division:</b>	Quality Assurance Section (DEO)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- DPWH Implementing Offices</li> <li>- Private Entities</li> <li>- Other Government Offices</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application/ Request Letter (1 original)		Applicant/Client		
2. Filled-out Sample Card Form (1 original)		DPWH-BRS-MTD		
3. Sufficient Sample (Minimum Sample requirements)		Applicant/Client		
4. Original Official Receipt (1 original)		DPWH – Cashier Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter, Sample Card, and Sample of Materials	1. Evaluate the submitted request letter, sample card, and sample	Please refer to “Schedule of Fees and Charges for Laboratory Testing of Construction Materials” (D.O. No. 188, S. 2022)	2 days	<i>Materials Testing Division/ Concerned Section Chief</i>
	2. Issue order of payment			
2. Submit Original Official Receipt of Testing Fee	3.1 Receives samples upon presentation of O.R. After, approves sample card for testing			<i>Materials Testing Division/ Division Chief/ Section Chief/ Concerned Analyst</i>



	and assigned lab number. Once assigned, laboratory testing may commence.		Please refer to document: <b>“Schedule of Releasing of Test Reports”</b>	
	3.2 Test Report is drafted and will be valuated/ reviewed based on the Test Report. After, test report is finalized and approved via signature.	None	2 days	<i>Materials Testing Division/ Division Chief/ Section Chief/ Concerned Analyst/ Bureau Director/ Asst. Bureau Director</i>
3. Receive the Test Report	4. Issuance/ Release of Test Report	None	1 day	<i>Materials Testing Division/ Concerned Section Chief</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	-	-	



**MATERIALS TESTING DIVISION**  
**LABORATORY TESTING FEE**  
**D.O. NO. 188, SERIES OF 2022**

<b>SOIL AND SOIL AGGREGATES</b>	
<b>KIND OF TEST</b>	<b>NEW RATE 2022</b>
<b>COURSE AGGREGATE</b>	
1. Unit Weight	PHP 260.00
2. Grading	350.00
3. Wash Test	210.00
4. Abrasion	720.00
5. Specific Gravity and Absorption	350.00
6. Soundness	600.00
7. Clay Lumps	180.00
	<b>PHP 2,670.00</b>
<b>FINE AGGREGATE</b>	
1. Unit Weight	PHP 260.00
2. Grading	350.00
3. Wash Test	210.00
4. Specific Gravity and Absorption	350.00
5. Soundness	600.00
6. Mortar Strength (7 & 28 days)	350 x 2 = 700.00
7. Organic Impurities	420.00
8. Clay Lumps	180.00
	<b>PHP 3,070.00</b>
<b>AGGREGATE BASE / SUBBASE COURSE</b>	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. Abrasion	720.00
4. PL - LL	500.00
5. Compaction	
Proctor	990.00
Modified	1,120.00
6. CBR	2,010.00
Proctor	<b>PHP 4,780.00</b>
Modified	<b>PHP 4,910.00</b>
<b>FINE GRAINED SOIL</b>	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. PL - LL	500.00
4. Specific gravity	280.00
5. Hydrometer	870.00
6. Moisture Content	170.00
	<b>PHP 2,380.00</b>



<b>SOIL AND SOIL AGGREGATES</b>	
KIND OF TEST	NEW RATE 2022
<b>COMPOSITE AGGREGATE</b>	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. Abrasion	720.00
4. PL - LL	500.00
5. Specific Gravity	280.00
6. Stripping	600.00
	<b>PHP 2,660.00</b>
<b>CRUSHED &amp; AGGREGATE BASE COURSE</b>	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. Abrasion	720.00
4. PL - LL	500.00
5. Fractured Face	210.00
6. CBR	2,010.00
7. Compaction	
Proctor	990.00
Modified	1,120.00
Proctor	<b>PHP 4,990.00</b>
Modified	<b>PHP 5,120.00</b>
<b>AGGREGATE SURFACE COURSE</b>	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. PL - LL	500.00
4. Abrasion	720.00
	<b>PHP 1,780.00</b>



<b>REINFORCED CONCRETE CULVERT PIPE (RCCP)</b>	
<b>KIND OF TEST</b>	<b>NEW RATE 2022</b>
<b>RCCP (24" &amp; under 610mm)</b>	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	900.00
	<b>PHP 1,510.00</b>
<b>RCCP (27" &amp; 30", 685 &amp; 762mm)</b>	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	1,140.00
	<b>PHP 1,750.00</b>
<b>RCCP (33, 36" &amp; 42" , 900, 910 &amp; 1066mm)</b>	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	1,500.00
	<b>PHP 2,110.00</b>
<b>RCCP (48", 54" &amp; 60")</b>	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	2,460.00
	<b>PHP 3,070.00</b>



<b>MISCELLANEOUS MATERIALS</b>	
KIND OF TEST	NEW RATE 2022
<b>DEFORMED STEEL BAR (Complete Test)</b>	
1. Tension (Tensile / Yield)	PHP 290.00
2. Elongation	170.00
3. Deformation Measurement	180.00
4. Bending	180.00
5. Variation in Mass	170.00
6. Phosphorus Content	500.00
	<b>PHP 1,490.00</b>
<b>Physical Test Only (Deformed Steel Bar)</b>	<b>PHP 990.00</b>
<b>PLAIN STEEL BAR (Complete Test)</b>	
1. Tension (Tensile / Yield)	PHP 290.00
2. Bending	180.00
3. Elongation	170.00
4. Variation in Mass	170.00
5. Phosphorus Content	500.00
	<b>PHP 1,310.00</b>
<b>Physical Test Only (Plain Steel Bar)</b>	<b>PHP 810.00</b>
<b>STANDARD SPECIMEN (Reduced Section) (Anchor Rod, Spike Plate, Angle Bar)</b>	
1. Tension	PHP 720.00
2. Dimension	170.00
3. Elongation	170.00
	<b>PHP 1,060.00</b>
<b>STEEL GUARDRAIL</b>	
1. Tension	PHP 720.00
2. Dimension	170.00
3. Zinc Coating	500.00
	<b>PHP 1,390.00</b>
<b>TIE WIRE / COLD DRAWN WIRE / HIGH TENSILE WIRE / WIRE MESH</b>	
1. Tension	PHP 350.00
2. Dimension	170.00
3. Zinc Coating	500.00
4. Elongation	350.00
	<b>PHP 1,370.00</b>
<b>ANCHOR NAIL / BOLT (DEFORMED STEEL BAR)</b>	
1. Physical Test Only	PHP 990.00
	<b>PHP 990.00</b>



<b>MISCELLANEOUS MATERIALS</b>	
KIND OF TEST	NEW RATE 2022
<b>WIRE ROPE (½" Nominal Size and under)</b>	
1. Breaking Strength	PHP 690.00
2. Dimension	170.00
	<b>PHP 860.00</b>
<b>WIRE ROPE (Over ½" to 1" Nominal Size)</b>	
1. Breaking Strength	PHP 990.00
2. Dimension	170.00
	<b>PHP 1,160.00</b>
<b>HIGH TENSION BOLT (Ref. Pavement Studs)</b>	
1. Proof Load (Tension)	<b>PHP 720.00</b>
<b>G.I. SHEETS</b>	
1. Zinc Coating	PHP 350.00
2. Dimension	170.00
3. Coating Bend Test	170.00
	<b>PHP 690.00</b>
<b>REFLECTIVE SHEETING</b>	
1. Shrinkage	PHP 360.00
2. Flexibility	360.00
3. Adhesion	360.00
	<b>PHP 1,080.00</b>
<b>GALVANIZED PIPES</b>	
1. Zinc Coating	PHP 1,000.00
2. Wall Thickness	170.00
	<b>PHP 1,170.00</b>
<b>WATER FOR CONCRETING</b>	
1. PH Test	PHP 400.00
2. Total Solids	400.00
3. Compressive Strength (With Standard) 7 Days	240 x 2 = 480.00
4. Time of Setting (With Standard)	150 x 2 = 300.00
5. Autoclave Expansion	1,000.00
	<b>PHP 2,580.00</b>



<b>MISCELLANEOUS MATERIALS</b>	
<b>KIND OF TEST</b>	<b>NEW RATE 2022</b>
<b>ADDITIONAL TEST WHEN REQUESTED</b>	
1. Sulfate	PHP 400.00
2. Chloride	400.00
<b>GABION BASKET</b>	
1. Tension	PHP 350.00
2. Dimension	PHP 170.00
3. Zinc Coating	500.00
	<b>PHP 1,020.00</b>
	X 2
	<b>PHP 2,040.00</b>
<b>CURING COMPOUND</b>	PHP 2,500.00



<b>PAINTS</b>	
KIND OF TEST	NEW RATE 2022
<b>REFLECTORIZED TRAFFIC PAINT</b>	
White : Type I (Pre-Mixed)	PHP 4,830.00
: Type II (Drop-on) No Beads	3,880.00
Yellow : Type I (Pre-Mixed)	5,330.00
: Type II (Drop-on) No Beads	4,350.00
Black : (Non-Reflectorized)	3,350.00
<b>RED LEAD &amp; RED OXIDE PRIMER</b>	PHP 2,600.00
<b>LATEX, FLATWALL or QUICK DRY ENAMEL</b>	Performance Tests depends on the available test that can be performed
<b>ALUMINUM</b>	PHP 1,650.00
<b>HYDRATED LIME</b>	
1. Calcium Oxide (CaO)	PHP 350.00
2. Magnesium Oxide (MgO)	350.00
3. Loss on Ignition (LOI)	270.00
4. Grading	350.00
	<b>PHP 1,320.00</b>
<b>For Chemical Analysis: Additional PHP 350 per constituent</b>	
<b>THERMOPLASTIC PAINT</b>	
1. Specific Gravity / Density	PHP 410.00
2. Softening Point	510.00
3. Drying Time (No Pick-Up)	160.00
4. Appearance of Paint	160.00
5. Vehicle Binders	2,330.00
6. Glass Beads Content	810.00
7. Glass Beads Grading	180.00
8. TiO <sub>2</sub> / Chrome Yellow	500.00
9. Impact Resistance	650.00
10. Bond Strength	1,000.00
11. Color	1,000.00
<b>White</b>	<b>PHP 7,710.00</b>
<b>Yellow (w/o Chemical Analysis)</b>	<b>PHP 7,210.00</b>



<b>PAINTS</b>	
KIND OF TEST	NEW RATE 2022
<b>LATEX PAINTS (FLAT, SEMI-GLOSS, GLOSS)</b>	
1. Density / Specific Gravity	PHP 400.00
2. Drying Time	160.00
3. Total Solids (by weight)	400.00
4. Viscosity (ford Viscosity Cup)	500.00
5. Fineness of Grind	380.00
6. Storage Stability (1 month)	900.00
7. Degree of Setting (6 months)	1,200.00
8. Degree of Blistering	
9. Degree of Cracking	
10. Degree of Flaking	
11. Degree of Chalking (Tape Method)	
Chemical Requirements	
12. Volatile Organic Compound Content	
13. Lead Content	
<b>ENAMEL (FLAT, SEMI-GLOSS, GLOSS)</b>	
1. Density / Specific Gravity	PHP 400.00
2. Total Solids	400.00
3. Viscosity (Ku)	500.00
4. Fineness of Grind	380.00
5. Storage Stability	900.00
6. Drying Time	160.00
7. Levelling	520.00
8. Content Ratio - 24hrs	
9. Specular Gloss - 24hrs	600.00
10. Adhesive (Tape Test) - 7 days	380.00
11. Pencil Hardness - 7 days	380.00
Optimal Requirement: Durability Requirement	
12. Accelerated Weathering (Xenon Arc or QUV) - 200hrs	2,100.00
13. Color Fastness to light (Xenon Arc or QUV) - 200hrs	2,100.00
Chemical Requirements	
14. Volatile Organic Compound	2,400.00
15. Lead Content	1,920.00



<b>CONCRETE AND CONCRETE PRODUCTS</b>		
<b>MOLDED CONCRETE SAMPLES (per specimen)</b>		
Concrete Cylinder (Compression)	PHP	180.00
Concrete Cubes (Compression)	PHP	180.00
Concrete Beams (Flexural)	PHP	210.00
<b>CONCRETE HOLLOW BLOCKS</b>		
1. Compression	PHP	620.00
2. Dimension		510.00
3. Moisture Content and Absorption		800.00
	<b>PHP</b>	<b>1,930.00</b>
<b>CUTTING OF CONCRETE SAMPLES TO STANDARD SIZE FOR STRENGTH DETERMINATION</b>		
	PHP	560.00
<b>CONCRETE CORE</b>		
1. Compressive Strength	PHP	180.00
2. Thickness Determination		170.00
	<b>PHP</b>	<b>350.00</b>



<b>ASPHALTIC MATERIALS / ASPHALT MIX</b>	
KIND OF TEST	NEW RATE 2022
<b>ASPHALT CEMENT (VISCOSITY GRADE)</b>	
1. Viscosity (2)	PHP 1,200.00
2. Penetration (1)	240.00
3. Ductility	500.00
4. Specific Gravity	170.00
5. Loss on Heating (Thin - Film Oven Test)	270.00
6. Spot Test	360.00
7. Solubility	350.00
8. Flash Point	270.00
	<b>PHP 3,360.00</b>
<b>ASPHALT CEMENT (PENETRATION GRADE) - AASHTO M20</b>	
1. Penetration (2)	480.00
2. Ductility (2)	1,000.00
3. Specific Gravity	170.00
4. Loss on Heating (Thin - Film Oven Test)	270.00
5. Spot Test	360.00
6. Solubility	350.00
7. Flash Point	270.00
	<b>PHP 2,900.00</b>
<b>ASTM D346 (No Spot Test)</b>	2,540.00
Softening Point	580.00
	<b>PHP 3,120.00</b>
<b>EMULSIFIED ASPHALT (SS-1, SS-1h, CSS-1, CSS-1h)</b>	
1. Viscosity (Saybolt-Furol)	PHP 350.00
2. Distillation	660.00
3. Cement Mixing	270.00
4. Sieve Test	270.00
5. Specific Gravity	170.00
6. Storage Stability	270.00
7. Ash Content	350.00
8. Ductility	500.00
9. Penetration	240.00
	<b>PHP 3,080.00</b>
<b>CRS (Cationic Rapid Set)</b>	<b>PHP 2,810.00</b>
<b>POLYMER MODIFIED BITUMEN (PMB)</b>	
1. Penetration	PHP 240.00
2. Flash Point	270.00
3. Softening Point	580.00
4. Solubility	350.00
5. Ductility	500.00
	<b>PHP 1,940.00</b>



<b>ASPHALTIC MATERIALS / ASPHALT MIX</b>	
KIND OF TEST	NEW RATE 2022
<b>CUTBACK ASPHALT (RC, MC &amp; SC) - Penetration/Viscosity (Residue)</b>	
1. Specific Gravity	PHP 170.00
2. Distillation	800.00
3. Viscosity (Kinematic)	350.00
4. Spot Test	360.00
5. Penetration / Absolute Viscosity	240.00 / 600.00
6. Ductility	500.00
7. Solubility	350.00
8. Flash Point	270.00
	<b>PHP 3,040.00 / 3,400.00</b>
<b>PREFORMED JOINT FILLER</b>	
1. Compression and Recovery	PHP 500.00
2. Absorption	510.00
3. Dimension	210.00
4. Density	260.00
	<b>PHP 1,480.00</b>
Sponge Rubber	<b>PHP 970.00</b>
<b>BITUMINOUS MIX</b>	
1. Extraction	PHP 470.00
2. Grading	350.00
3. Stability (Wet and Dry) / Compressive Strength - IRS	940.00
4. Specific Gravity	260.00
	<b>PHP 2,020.00</b>
Stability (Marshall)/set (3 Specimens)	<b>PHP 470.00</b>
<b>MINERAL FILLER</b>	
1. Plasticity	PHP 380.00
2. Grading	350.00
3. Loss on Ignition	270.00
	<b>PHP 1,000.00</b>



<b>ASPHALTIC MATERIALS / ASPHALT MIX</b>	
KIND OF TEST	NEW RATE 2022
<b>THORMAJOINT</b>	
1. Pour Point Temperature	PHP 350.00
2. Safe Heating Temperature	350.00
3. Flow	500.00
4. Penetration (Cone)	260.00
5. Softening Point	580.00
	<b>PHP 2,040.00</b>
<b>ASPHALT JOINT FILLER / CONCRETE</b>	
1. Penetration (Cone)	PHP 260.00
2. Flow	500.00
3. Pour Point	350.00
4. Safe Heating	350.00
	<b>PHP 1,460.00</b>
<b>ASPHALT CORE</b>	
1. Density	PHP 260.00
2. Thickness	210.00
3. Extraction	470.00
4. Grading	350.00
	<b>PHP 1,290.00</b>



## MATERIALS TESTING DIVISION

### SCHEDULE OF RELEASING OF TEST REPORTS (Upon Approval for Testing)

ITEM NO.	MATERIAL / TEST	NO. OF WORKING DAYS
<b>I. ASPHALT</b>		
1	Asphalt Cement	10
2	Cut-Back Asphalt	10
3	Emulsified Asphalt	10
4	Concrete Joint Sealer	7
5	Preformed Expansion Joint Filler	10
6	Polymer Modified Bitumen (PMB)	10
7	Thormajoint Binder	7
8	Asphalt Mix	12
9	Asphalt Core	7
<b>II. CEMENT</b>		
10	Cement	
	7 days	14
	28 days	30
<b>III. CONCRETE</b>		
11	Concrete Cylinder	7
12	Concrete Beam	7
13	Concrete Core	7
<b>IV. PAINTS</b>		
14	Aluminum Paint	10
15	Latex / Enamel / House Paint	-
16	Red Lead / Red Oxide	12
17	Reflectorized Traffic Paint	12
18	Thermoplastic Paint	20
<b>V. SOILS</b>		
19	Soil Classification	8
20	Soil Classification with Compaction	10
21	Soil Classification with Compaction and California Bearing Ratio (CBR)	12



**MATERIALS TESTING DIVISION**  
**SCHEDULE OF RELEASING OF TEST REPORTS**  
 (Upon Approval for Testing)

ITEM NO.	MATERIAL / TEST	NO. OF WORKING DAYS
<b>VI. SOIL AGGREGATES</b>		
22	Fine Aggregates	30
23	Course Aggregates	12
24	Composite Aggregates	10
<b>VII. MISCELLANEOUS MATERIALS</b>		
25	Concrete Hollow Blocks	10
26	Curing Compound	12
27	Galvanized Steel Sheets / Pipes / Wires (Weight of Coating)	7
28	Guard Rail (Physical Test)	8
29	High Tensile Wire / Wire Mesh (Physical Test)	8
30	Hydrated Lime	10
31	Pavement Studs	8
32	Reflective Sheeting	8
33	Reinforced Concrete Culvert Pipe (RCCP)	8
34	Steel Bars	
	Physical test	10
	Complete Test (Physical and Chemical Test)	12
35	Water for Concreting	14

Prepared by:

  
**JULIETA C. RABOT**  
 Engineer IV

Approved by:

  
**DENISE MARIA M. AYAG**  
 OIC - Director, Bureau of Maintenance  
 Concurrent, Bureau of Research and Standards



# **District Engineering Office (DEO)**

## **Internal Services**



## Applying (for appointment) to Vacant Position in the Department

Through this frontline service, the Department can regulate the submission of application done by existing employees and citizens who want to be part of the DPWH workforce.

<b>Office or Division:</b>	Administrative Section (DEO)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government
<b>Who may avail:</b>	DPWH Employees/Walk-In Applicants
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Cover Letter (Indicating Item Number of Position)	To be provided by the applicant
2. Fully Accomplished Personal Data Sheet (PDS)	PDS (CS Form No. 212 rev. 2017)  1. Can be downloaded from <a href="http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html">http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html</a> 2. Obtain upon request from the Human Resource Management Division (CO)/ Administrative Division (RO)/ Administrative Section (DEO)
3. Scholastic Records	To be provided by the applicant
4. Certificate of Trainings and Employment	To be provided by the applicant
5. Certificates of Eligibility, if applicable	To be provided by the applicant
6. Performance Rating for the last applicable rating period from the date of publication of vacancies.	To be provided by the applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application including documentary requirements	1. Receive application and documentary requirements	None	10 mins	<i>Administrative Assistant/ Officer (Receiving Unit)</i>
	2. Prepare/draft letter referring the application including supporting documents to office concerned.	None	30 minutes	<i>Administrative Assistant/Officer (Processor concerned)</i>
	3. Sign Referral Letter	None	1 hour	Administrative Officer
	4. Release/ forward the referral letter including application and supporting documents to office concerned, copy furnished the applicant	None	20 minutes	<i>Administrative Assistant/ Officer (Releasing Unit)</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours</b>	



## Issuance of Employee Records (Service Record and Certificate of Employment)

Certificate of Employment indicates information on employment status of a former or current employee of the Department, while service record provides employment history and/or human resource activity and movement of the employee in the Department.

<b>Office or Division:</b>	Administrative Section (DEO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government-to-Citizen			
<b>Who may avail:</b>	DPWH Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished request form (1 copy)		DPWH – HRMD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up and submit accomplished Request Form	1.1 Receive and record the signed request form	None	10 minutes	<i>Administrative Assistant/Aide</i> (Receiving Unit)
	1.2 Retrieve and check 201 File of the personnel and prepare Service Record/ Certificate of Employment	None	1 hour	<i>Administrative Officer/ Assistant</i> (Processor Concerned)



	1.3 Approve and sign Certificate of Employment/ Service Record	None	30 minutes	<i>Action Officer</i>
2. Receive signed Certificate of Employment/ Service Record	2. Record and release signed Certificate of Employment/ Service Record	None	15 minutes	<i>Administrative Assistant/Aide</i> (Releasing Unit)
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours</b>	



## Issuance of Certified Copy of Current/Non-Current Records

Original Copy, Certified True Copy, and Photocopy of DPWH approved documents that originated from Central Office that are in the custody of the Records Management Division may be issued to requesting clients.

<b>Office or Division:</b>	Administrative Section (DEO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Citizen G2B – Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished request slip (1 copy)		DPWH-RMD		
2. Valid ID (Original ID and 1 Photocopy)		Client		
3. For Authorized Representative <ul style="list-style-type: none"> <li>• Authorization Letter (1 copy)</li> <li>• ID of Authorizing person</li> <li>• ID of Authorized person</li> </ul>		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up and submit accomplished Request Form	1.1 Receive and record the signed request form	None	10 minutes	<i>Administrative Assistant/Aide (Receiving Unit)</i>
	1.2 Review the request including details of the requesting party and its attachment, if any	None	10 minutes	<i>Administrative Officer/Assistant (Processor Concerned)</i>
	1.3 Approve request and forward to processor concerned	None	10 minutes	<i>Administrative Officer</i>



	1.4 Search and Retrieve current/non-current record	None	2 hours (current) 2 days (non-current)	<i>Administrative Officer/ Assistant</i>  (Processor Concerned)
	1.5 Reproduce required copies and Stamp "Certified True/ Copy/ Photocopy" on all pages of the issuance/s.	None	30 minutes	<i>Administrative Officer/ Assistant</i>  (Processor Concerned)
	1.6 Verify and affix signature and indicate the date	None	30 minutes	<i>Administrative Officer</i>
2. Receive requested document	2. Record and release document to the client	None	10 minutes	<i>Administrative Assistant/Aide</i> (Releasing Unit)
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>3 hours (current)</b> <b>2 days(non-current)</b>	