



8. Request for Partial Payment

Request from the contractor for the partial payment of an ongoing-project..

Office or Division:	City Engineer's Office – Construction Division			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Infrastructure Project Contractors			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Request Letter 2. Project Pictures 3. Notarized Contractor's Affidavit on Payment of Labor and Materials 4. Suspension Order, Time Extension, Variation Order, if applicable 5. Statement of Work Accomplished (SWA), Report of Inspection, Certificate of Payment and Statement of Time Elapsed 6. Certificate of Quality Assurance 7. Disbursement Voucher received with tracer (certified true copy) 8. Contract Agreement with transmittal to Commission on Audit (COA) if late submission(certified true copy by BAC) 9. Note: check other requirements per tracer slip 10. 		<ol style="list-style-type: none"> 1. Contractor 2. Contractor 3. Contractor 4. Contractor 5. CEO - Construction Division 6. CEO – Materials and Quality Control Division 7. City Treasurer's Office 8. Bids and Awards Committee (BAC) 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1.1. Receive, log, and forward the documents to City Engineer	None	5 mins	Administrative Personnel, Department Head
	1.2. Forward to Asst. Dept. Head	None	10 mins	Dept Head, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Forward to Construction Division	None	10 mins	Division Secretary, Construction, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Conduct inspection and prepare partial payment documents	None	3 days	Division Chief, Resident Engineer, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Forward to MQCD for the issuance of Certificate of Quality Assurance	None	1 day	Resident Engineer, Construction Division, City Engineer's Office, CEO Compound, Bula, GSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Sign Partial Payment documents by Planning Division	None	30 mins	Division Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.6. Return Partial Payment documents to Construction Division	None	15 mins	Division Clerk, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.6.1 Review and sign Partial Payment documents	None	1 hour	Division Chief, Construction Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.6.2. Submit Partial Payment documents to Admin Division	None	5 mins	Division Clerk, City Engineer's Office, CEO Compound, Bula, GSC
	1.7. Prepare Partial payment documents for ADH's signature with indorsement to City Accountant, copy furnish the contractor	None	1 hour	Admin Clerk, City Engineer's Office, CEO Compound, Bula, GSC
	1.8. Review and sign Partial payment documents	None	30 mins	Asst. Department Head, City Engineer's Office, CEO Compound, Bula, GSC
	1.9. Review and sign Partial payment documents and indorsement	None	30 mins	Department Head, City Engineer's Office, CEO Compound, Bula, GSC
2 Receive copy of indorsement	1.10. Record and release to contractor copy of indorsement; deliver to CAO the whole Partial Payment documents as indorsed	None	25 mins	Outgoing In-charge, Liaison Officer, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL	None	4 Days, 4 Hours & 50 mins	
END OF TRANSACTION				