



9. Request for Final Payment

Request from the contractor for the final payment upon completion of a project.

Office or Division:	City Engineer's Office – Materials and Quality Control 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 and As Built Plan, 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. Field Validation Report 		<ol style="list-style-type: none"> 1. Contractor 2. Contractor 3. Contractor 4. Contractor 5. CEO - Construction Division 6. CEO – Materials & Quality Control Division 7. City Treasurer's Office 8. Bids and Awards Committee (BAC) 9. City Mayor's Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter with all the attachments	1.1. Receive, log request and forward to DH	None	5 mins	Receiving In-Charge, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Forward request to Construction Division	None	15 mins	Division Secretary, Construction, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Conduct of inspection and preparation of final payment documents	None	1 day	Division Chief, Resident Engineer, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Forward final payment documents to MQCD for the issuance of Certificate of Quality Assurance	None	1 hour	Division Clerk, Engineer I/ Material Inspector, MQCD, City Engineer's Office, CEO Compound, Bula, GSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Sign Final payment documents by Planning Division	None	30 mins	Division Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.6. Return Final payment documents to Construction Division for checking and arrangement	None	15 mins	Division Secretary Construction Division, Resident Engineer and Division Chief, City Engineer's Office, CEO Compound, Bula, GSC
	1.6.1. Review and sign Final Payment documents	None	1 hour	Division Chief, Construction Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.6.2. Submit Final 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 Final payment documents	None	1 hour	Asst. Department Head's Secretary, Division Secretary, Assistant City Engineer, City Engineer's Office, CEO Compound, Bula, GSC
	1.9. Sign Final payment documents with indorsement to City Accountant's Office	None	30 mins	Department Head (DH), City Engineer's Office, CEO Compound, Bula, GSC
2. Receive copy of the indorsement	2.1. 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, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL	None	1 Day, 6 Hours, 5 mins	
END OF TRANSACTION				