



AUTHORIZED PERSONS TO TRANSACT WITH THE PCAB
Board Resolution № 515, series of 2011

WHEREAS, the PCAB in all license application forms, has provided for the nomination of an employee of a contractor as authorized representative to transact business with the PCAB in behalf of the company;

WHEREAS, it has been observed that contractors' representatives are often appointed on an *ad hoc* basis or when it is expedient and convenient at the time, which poses risk to contractors from unscrupulous person;

WHEREAS, the appointment of different contractors' representatives every time an application is filed delays the application process because the staff serving the applicant has to verify and ensure that the person transacting with PCAB is an authorized representative of the contractor; and

WHEREAS, to protect contractor and the application process in general, the system for appointing employees as authorized representatives must be strengthened.

NOW, THEREFORE, based on the foregoing premises, PCAB RESOLVED to set the guidelines for the appointment of contractor's representative to transact business with PCAB, as follows:

1. The proprietor or the authorized managing officer (AMO) is the primary representative of the construction firm;
2. The proprietor or AMO may appoint not more than two (2) representatives from among the employees of the construction firm to transact business with PCAB in his stead;
3. The appointment of authorized representatives shall be effected by a formal appointment signed by the proprietor or AMO in the form provided for in the application papers and attaching thereto a copy of the company ID of the representative and evidence of payment of SSS premiums in favor of the latter for the quarter immediately preceding the appointment;
4. The duly appointed representatives shall be deemed permanent representatives of the construction firm unless revoked by the proprietor or AMO in writing. The revocation shall be effective the day following the receipt by PCAB of the formal notification; and
5. The contractor may change representatives by complying with the above requirements but the appointment of the new representatives shall be effective only 30 working days after submission of complete requirements for the appointment is received.

By appointing a representative before PCAB, the proprietor or AMO acknowledges that he and the company are bound by the acts of the said representative.

SO ORDERED.

25 July 2011, Makati City.


RAMON F. ALLADO
Chairman


VICTORINO BENJAMIN V. LAHOZ
Member


FAROUK M. MACARAMBON Sr.
Member

Attested by:


RENE E. FAJARDO
Officer-in-Charge


CONSOLACION C. VILLAFUERTE
Board Secretary