

PCAB CITIZEN'S CHARTER

SEMINAR AND EXAMINATION FOR AUTHORIZED MANAGING OFFICERS (AMOs)

Important: Attendance in the AMO Seminar and passing the AMO Examination are pre-requisites for filing an application for New License or Change of Authorized Managing Officer (CAMO) application.

A. Who is qualified to be an AMO?

- Senior Executive of a company;
- With at least 2 year experience in implementing a construction project in a managerial or supervisory capacity; and
- Nominated by the firm and possessing managerial powers

B. What is an AMO Seminar?

The AMO Seminar is a two(2)-day seminar that is intended to equip the contractor/applicant with the basic knowledge on construction safety, building and lien laws, taxation, labor and other relevant laws, and the basic principles of the construction business

C. Who should attend?

- The proprietor in an application for a new license
- Any person nominated as AMO in an application for new license of a partnership or corporation
- Any person designated to replace the AMO of a PCAB licensed contractor (application to be filed: Change in AMO or CAMO)

D. Who conducts the seminar?

The seminar is conducted by Construction Manpower Development Foundation (CMDf) and hosted by accredited contractors association/professional organizations.

E. How often and where are the seminars held?

Seminars are held every month and the venues are distributed (Luzon, Visayas and Mindanao) so that those in the provinces will have equal access. Leaflets on the annual schedule are available at the Public Assistance Desk and may be viewed at www.pcab.dti.gov.ph

F. How much does it cost?

Ranges from Php 3,500 to Php 5,500

G. When and where is the AMO Examination administered?

- It is administered at the close of each AMO Seminar
- Examination may also be taken at the PCAB Office on Fridays from 9:00 am – 11:00 am (*Note: Schedule applicable also for re-takers*)
- With prior authorization by PCAB, CIAP Windows/DTI Regional/Provincial Office may administer the exam

H. How soon are the results of the examination released?

- Five (5) working days from the time the test questionnaire is received by PCAB
- Results (passers only) are posted at www.ciap.dti.gov.ph