



Republic of the Philippines
Department of Trade and Industry
Construction Industry Authority of the Philippines
PHILIPPINE OVERSEAS CONSTRUCTION BOARD
5/F, Executive Bldg. Center, Buendia cor. Makati Ave., Makati City 1200, Philippines
Telephone: 896-1831 & 33 Telefax: 896-4569 E-mail: pocb@skynet.net or pocb2009@yahoo.com



- Frontline Service** : **Issuance of Notice of Project Authorization (Manpower Service)**
- Description of Service** : Processing of applications for the issuance of notice of project authorization under PD 1167
- Clients** : POCB Registered Contractors or consultancy firms who intend to bid or negotiate for overseas manpower service:

Requirements: Detailed checklist of requirements indicated in the application form (*Forms are available at the DTI website*)

1. Data on prospective overseas manpower service contract
2. Manpower Schedule for the prospective manpower service contract
3. Information on workload to include all on-going construction projects and all manpower service contracts
4. Proposed terms and conditions of the manpower service contract to include provisions that the contractor shall remain the employer of the workers and as such shall assume employer responsibilities such as site administration, payrolling, remittance of workers' salaries, enrolment in the Medicare and SSS, among others.
5. Audited Financial Statements for the preceding calendar/fiscal year and a certified interim financial statement as of the end of the second quarter of the current calendar/fiscal year if the application is filed after the said period.
6. Agreement to be monitored

Schedule of Availability of Service: 8:00 a.m. – 5:00 p.m. (Monday thru Friday)

Address and Contact Information: 5th Floor, Executive Building Center
369 Sen. Gil J. Puyat Ave., Makati City
Tel. No.: 896-1831 or 33, Telefax: 896-4569

Fees: Free

How to Avail of the Service:

No.	Client Steps	Agency's Action	Office/Person Responsible	Office Location
1.	Secure Application Form		Frontline Officer/ download application form from the DTI Website (www.dti.gov.ph)	POCB Makati
2.	Submit duly accomplished application together with supporting documents	Pre-screening of submitted application	Pre-screener	POCB Makati
	Evaluation & recommendation	Prepare evaluation report & recommend for Board Action	Evaluator/Division Chief/Executive Director/Board Members	POCB Makati
4.	Verify result of Board Action	Issue notice of Board Action	Frontline Officer	POCB Makati
5.	Claim	Release notice of project authorization thru counter	Releasing Clerk	POCB Makati
END OF TRANSACTION				

Total Processing Time: 15 - 20 business days