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07 August 2017

MS. HELENE GRACE T. RAMOS
Director IV
Office for Strategy Management
Civil Service Commission
Through
Constitution Hills
Batasan Pambansa Complex
Diliman, Quezon City

Thru : **The AO 25 Secretariat**

Dear Director Ramos:

We are pleased to submit the Certification of Compliance (CoC) of the **Construction Industry Authority of the Philippines (CIAP)** as required under CSC MC No. 14, s. 2017. The certification contains the complied requirements of the Anti-Red Tape Act (ARTA) law including the report of improvements of the most availed frontline transactions and the actions taken to improve each transaction,.

We hope that the Citizen's Charter compliance with the ARTA law merit your favorable validation of the CIAP frontline services.

Thank you.

Very truly yours,


Atty. RUTH B. CASTELO
Undersecretary, Competitiveness and Ease
Of Doing Business Group (CEODBG)



Enabling Business, Empowering Consumers

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
5TH Floor, Executive Building Center, 369 Sen. Gil Puyat Avenue, 1200 Makati City, Philippines
Telephone (632) 895.6826: TeleFAX No. 897.9336: E-mail: ciap@dti.gov.ph or ciapdti@yahoo.com
www.ciap.dti.gov.ph



CERTIFICATION of COMPLIANCE

Pursuant to Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor

I, Ruth B. Castelo, Filipino, of legal age, Undersecretary for Competitiveness & Ease of Doing Business Group (CEODBG) and head of the **Construction Industry Authority of the Philippines (CIAP)**, being responsible and accountable in ensuring compliance with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify the following facts:

- 1) The CIAP has established its service standards known as the Citizen's Charter that enumerates the following:
 - a. Vision and mission of the agency
 - b. Frontline services offered
 - c. Step-by-step procedure in availing of frontline services
 - d. Employee responsible for each step
 - e. Time needed to complete the procedure
 - f. Amount of fees
 - g. Required documents
 - h. Procedure for filing complaints
- 2) The Citizen's Charter is posted as information billboards in the service offices of CIAP that deliver frontline services.
- 3) The Citizen's Charter is positioned at the main entrance of the office or at the most conspicuous place of all the said service offices.
- 4) The Citizen's Charter is written in English and published as an information material (e.g. booklet or brochure).
- 5) The Citizen's Charter is uploaded in the agency's website and accessible to the public.
- 6) The agency has undertaken self-assessment and reporting of improvements in its existing Citizen's Charter.
- 7) The Citizen's Charter shows the process improvements, specifically on the streamlining of procedures and shortened turnaround time, on the most availed frontline services:

Frontline Service	Process Improvement	Action Taken to Improve Process	Results/Benefits
Issuance of Contractor's License	1. Opened additional CIAP Windows as part of Decentralization (CARAGA, Region 8)		Additional window to serve contractors at the CARAGA Region and Region 8
	2. Implemented the initial/Phase I of the Information System Strategic Plan (Computerization Project) Online filing for AA & AAA for CFY 2017-2018	Continuous improvement of the system thru feedback	Automated processing and evaluation of contractor's licensing application

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	3. Online examination for Authorized Managing Officers	To be implemented	Automated administration of AMO examination
Issuance of Contractor's License/Awareness Campaign for Contractors' Licensing Law	4. Intensified information dissemination and Amnesty Program for unlicensed contractors		Increase in the number of licensed contractors from 8,268 for CFY 2015-2016 to 9,673 for CFY 2016-2017

This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

IN WITNESS HEREOF, I have hereunto set my hand this 07 of August, 2017 in Makati City, Philippines.



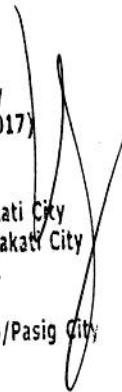
Atty. RUTH B. CASTELO
Undersecretary, CEODBG

SUBSCRIBED AND SWORN to before me this 10 of AUG 2017 2017 in CITY OF MAKATI, Philippines, with affiant exhibiting to me his/her DTI- ID NO. 5248 issued on _____ at MAKATI CITY.

NOTARY PUBLIC

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Series of 2017

YOLANDA Y. VILLANUEVA
Notary Public for Makati City
Appointment No. M-48 (2016-2017)
Until December 31, 2017
2nd Floor DTI Building
361 Sen. Gil J. Puyat Avenue, Makati City
PTR No. MKI 5329882/1-12-2016/Makati City
Roll of Attorney No. 55493
IBP Lifetime No. 09175
MCLE No. V-0016654/March 28, 2016/Pasig City





1. Frontline Service with Description

- **Issuance of New Regular License** - Processing of applications for the issuance of license certificate under R.A. 4566

2. Schedule of Availability of Service

- 8:00 a.m. – 5:00 p.m. (Monday thru Friday)

3. Address and Contact Information of Frontline Office

- 5th Floor, Executive Building Center, 369 Sen. Gil J. Puyat Ave., Makati City
- Tel. No.: 895-4258, Telefax: 895-4220
- pcab@dti.gov.ph, ciappcab.main@gmail.com

4. Who May avail of the Service

- New entrants/returning delisted contractors with at least 60% Filipino equity

5. What are the Requirements

- Detailed checklist of requirements indicated in the application form.
 - Duly accomplished application form for new license (forms are available at CIAP website: www.ciap.dti.gov.ph);
 - Integrity Pledge;
 - Latest audited financial statement, not more than six months old, signed by a BOA accredited CPA;
 - Bank certification as proof of cash as of financial statement date;
 - Certified copy of TCT, tax declaration of land and building assets;
 - Certified copy of deeds of sale, official receipts of transportation and construction equipment, and other assets;
 - Certified copies of valid PRC IDs of technical personnel;
 - Personal appearance of technical personnel before the PCAB or DTI Regional or Provincial offices or CIAP Window;
 - Completion of 40-hour Safety Seminar (Basic Occupational Safety & Health (BOSH) for Construction Site Safety Officer or Construction Safety & Health (COSH));
 - Completion of 2-day AMO Seminar;
 - Passed the AMO written examination;
 - Membership with SSS, PHILHEALTH & PAG-IBIG;
 - E-mail Address;
 - Original signature of AMO on each and every page of the application forms including supporting documents;
 - Self-stamped envelopes for verification of supporting documents (One self-stamped envelope per supporting document);
 - Proof of payment of Prepaid Courier Pouch for mailing of license certificate (**optional**).

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