



PHILIPPINE CONTRACTORS ACCREDITATION BOARD

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- **Starting 03 June 2020**, PCAB will NO LONGER accept RENEWAL APPLICATIONS VIA EMAIL.
- **ALL RENEWAL APPLICATIONS** shall be applied via the new PCAB License Renewal Portal: <https://www.pcabgovph.com>
- Renewal applications filed via email before 03 June 2020 shall still be processed accordingly.
- For a step-by-step video on how to use PCAB's online portal, please go to: https://www.youtube.com/watch?v=j_GqtyKHcPc&t=170s
- For questions on the use of the new portal please email pcab@dti.gov.ph



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For all other applications (New, Amendments and Special License applications), applicants can still submit via email and shall follow below procedures:

1. All application forms must be completely and correctly accomplished, notarized and must be signed by the Authorized Managing Officer on each and every page including its supporting documents and copy of valid contractor's license (for Amendments).
2. All pages (application and attached documents) shall be scanned and **compressed** into one **PDF file**;
3. E-mail Composition:
 - a) **Subject:** <Application Type>
 - b) **Message Content:**
 - o **For New Applications:** <Company Name>, <Organization Type (Sole Proprietorship, Corporation or Partnership)>;
 - o **For Amendment Applications:** <Contractor's License Number>, <Company Name>;
 - o **For Special License – Joint Venture:** <Name of Joint Venture> <Bidding Date>, <Contract ID>;
 - o **For Registration for Government or ARC:** <Contractor's License Number>, <Company Name>;
 - c) **Attachment:**
 - o Compressed PDF file of application including supporting documents and copy of valid contractor's license (for Amendments).
 - d) **Send To:** pcab@dti.gov.ph
AND Cc:
HerbertMatienzo@dti.gov.ph and
HonorioEduardoReyes@dti.gov.ph



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4. Wait for the feedback of PCAB.
5. PCAB will issue a **Notice of Approval** for approved applications.
6. Payment of fees shall be made **before the release of PCAB license**.

IMPORTANT!

For Renewal Applicants: PCAB is **temporarily** lifting the Staggered Filing for Renewal of Regular License applicants (BR 376, s. 2014) with below license ending:

- License Ending 2 – March 1 to 15
- License Ending 3 – March 16 to 31
- License Ending 4 – April 1 to 15
- License Ending 5 – April 16 to 30
- License Ending 6 – May 01 to 15
- License Ending 7 – May 16 to 31
- License Ending 8 – June 01 to 15
- License Ending 9 – June 16 to 30

Further, the aforementioned applicants may file their applications before 30 June 2020 and shall NOT be imposed an Additional Processing Fee (APF) of Php 5,000.

For Special License – Joint Venture Applicants: Board Resolution No. 047, series of 2015 shall be applied for applications filed less than five working days but at least one day before bidding date or negotiation date;



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FREQUENTLY ASKED QUESTIONS:

1. Where to inquire or follow-up our applications?

A: Kindly contact us thru these numbers and e-mail: 09178482427, 8895-4258, 88954220 and pcab@construction.gov.ph

2. Where can I submit my hardcopies of application?

A: You can submit at nearest CIAP Window

3. Where can I pay my filing fees?

A: You can pay at nearest CIAP Window

4. Why do I need to compress my application into a PDF file?

A: To scrutinize your documents in faster and orderly manner

5. When will I receive my Contractor's License?

A: Once the PCAB has resumed its normal operation

6. Is Notice of Approval sufficient or valid for bidding purposes?

A: Yes, it is valid for bidding purposes

7. What if the following documents or requirements are not available due to Community Quarantine:

- a) SSS R-3 for old STE & BIR 1604CF & Alpha List for 60 years old and above
- b) Personal Appearance for new STE if any
- c) Expired PRC ID of New/Old STE
- d) Additional Increase in Asset/ Capital/ Equipment but no available supporting documents and the like

A: The above lacking requirement base on the application checklist will be required to submit, if material to the license category or classification before the release of license

8. Whose email addresses we are going to use?

A: Email address should be the companies official/legitimate email addresses.

(Signed)

Atty. HERBERT D.G. MATIENZO, MPA
PCAB Executive Director

