



Project Monitoring Unit External Services



A. INFRASTRUCTURE BILLING CYCLE

Accomplishment Billing

Office/Division		Project Monitoring Unit		
Classification		Highly Technical		
Type of Transaction		G2B (Government to Business)		
Who may Avail		Contractors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request for billing addressed to the City Engineer		1. Provided by the contractor (signed by duly authorized representative)		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request	1. Letter from Contractor received by Records Section, Administrative Division	None	1 day	<i>OIC, Records Section Engineering Department</i>
	2. Route to the City Engineer	None	1 day	<i>City Government Department Head III Engineering Department</i>
	3. Route to Project Monitoring Unit 3.1. Course of action 3.1.1. Mobilization 3.1.1.1. Document Check 3.1.2. Progress Billing 3.1.2.1. Preparation of Statement of Work Accomplished 3.1.2.2. Validation of Accomplishment 3.1.2.3. Document Check 3.1.3. Final Billing 3.1.3.1. Preparation of Statement of Work Accomplished 3.1.3.2. Punchlisting 3.1.3.3. Document Check		1 day 5 days 7 days	<i>Engineer III Engineering Department</i>
	4. Route to the City Engineer 4.1. Mobilization 4.1.1. Complete Documents 4.1.1.1. Indorsement to General Services		1 day	<i>City Government Department Head III Engineering Department</i>



	Department for Voucher preparation			
	4.2. Progress Billing			
	4.2.1. Complete Documents/ Validated Accomplishment			
	4.2.1.1. Route to Supervising Division to sign Statement of Work Accomplished		3 days	
	4.2.1.2. City Engineer to sign Statement of Work Accomplished		1 day	
	4.2.1.3. Indorsement to General Services Department for Voucher preparation		1 day	
	4.3. Final Billing			
	4.3.1. Complete Documents			
	4.3.1.1. Route to Supervising Division to sign Statement of Work Accomplished and for Final Inspection		10 days	
	4.3.1.2. City Engineer to sign Statement of Work Accomplished and Acceptance		1 day	
	4.3.1.3. Indorsement to General Services Department for Voucher preparation		1 day	
	4.4. Incomplete Documents and/or Projects with Punchlisting works			
	4.4.1. Information to Contractor of the deficiency		1 day	
	TOTAL	None	34 days	