Construction Progress billing Procedure

For Progress Billing (subject to 10% retention)
1. Progress billing request/ statement
2. Progress Billing Computation/detailed work schedule
3. Copy of Building permit application received by City Hall (if applicable)
4. Certificate of Test Report (if Applicable)
5. Pictures showing progress accomplishment (before and after)
6. Billing Invoice

For Final Billing (100%) – Submit item nos. 3, 7 & 8 first before other attachments
1. Billing request/statement
2. Final billing computation
3. COC with warranty period/certificate
4. Billing Invoice
5. Three (3) sets of initial As-built plan – A3 size
6. Government Permit (if Applicable)
7. Proof of Punch List Completion (if applicable) (before and rectified photos w/ details of rectification)
8. Completion Pictures
9. Certification of training or seminar (for Genset/Electrical/Mechanical project)

Note: For 100% accomplishment we require the contractors to request a schedule for joint inspection of the project and to submit the initial As-built to the Unit Representative and CFMO for review and approval.

For Release of 10% Retention
1. Billing request/statement
2. Surety Bond/Guarantee bond
3. Three (3) hard (book binded) copies A3 Sizes specifications of Project profile (Final As-built plan, Operation Manual and Maintenance/Materials/Equipment/Brochures/Material Specification) - signed and sealed by the designated engr. attached ptr/prc id copy of the Engineer who signed and sealed on other trades like: plumbing, mechanical, electrical, fire pr
4. One (1) copy of e-file Project profile
5. Occupancy Permit (if Applicable)
6. COC with warranty period/certificate copy