



2. Order of Payment - Copy of Approved Program of Works (POW) or Plans (for School)

Copy of approved Program of Works (POW) or plans is prepared and provided to requesting representative from school (if project is already approved with budget and subjected to project implementation).

Office or Division:	Office of the Provincial Engineer / Monitoring and Support Division
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Requesting Party (School Official/Representative)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Project Title List (1 Original) Government Issued Identification Card of requesting representative (1 Original)		PEO - Monitoring and Support Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provides the project title, present government issued Identification Card and request for Order of Payment of infrastructure project Program of Works (POW) or Plans	1. Prepares Order of Payment	None	20 Minutes	<i>Engineering Assistant</i> Monitoring and Support Division
2. Waits for the approval of Order of Payment	2. Approves Order of Payment	None	5 Minutes	<i>Engineer IV</i> Monitoring and Support Division
3. Secure Order of Payment and proceed to Provincial Treasurer's Office to pay required fees	3. Makes a duplicate copy of requested documents	PHP 100 for 1st page and PHP 20 per succeeding page/s	15 Minutes	<i>Engineering Assistant</i> Monitoring and Support Division
4. Presents proof of payment (Official Receipt) and secure the requested documents	4. Gives copy of requested documents	None	5 Minutes	<i>Engineering Assistant</i> Monitoring and Support Division
TOTAL:		PHP 100 for 1st page and PHP 20 per succeeding page/s	45 Minutes	