



<b>5. Quality Control - Order of Payment and Tensile Strength Test Result</b>				
Contractors requests for Order of Payment for Tensile Strength Test and Tensile Strength Test Result as a requirement for project payment processing. PEO prepares and provides Order of Payment as requested by Project Contractor or his/her representative.				
<b>Office or Division:</b>	Office of the Provincial Engineer / Monitoring and Support Division and Quality Control Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	Requesting Party (Project Contractor or his/her representative)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (1 Original and 1 Receiving Copy) Order of Payment (1 Original)		PEO - Monitoring and Support Division PEO - Quality Control Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PRO-CESSING TIME</b>	<b>PERSON RE-SPONSIBLE</b>
1. Gives one (1) original copy and one (1) receiving copy of request letter	1. Receives original copy and return receiving copy to client	None	10 Minutes	<i>Computer Operator / Monitoring and Support Division</i>
2. Secures the receiving copy for follow ups	2.1 Logs details of request letter to Routed Communication Google	None	5 Minutes	<i>Computer Operator / Monitoring and Support Division</i>
	2.2 Encodes subject of request letter to routing slip with provided control number, attach the routing slip to the original request letter and give to the Provincial Engineer's secretary	None	5 Minutes	<i>Computer Operator / Monitoring and Support Division</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
	2.2 Encodes subject of request letter to routing slip with provided control number, attach the routing slip to the original request letter and give to the Provincial Engineer's secretary	None	5 Minutes	<i>Computer Operator I</i> Monitoring and Support Division
	2.3 Gives the routed request letter to the Provincial Engineer for instruction and/or approval	None	10 Minutes	<i>Administrative Aide IV</i> Monitoring and Support Division
	2.4 Provides instructions to concerned/assigned division or personnel and/or approval	None	1 Day	<i>Provincial Engineer</i> Monitoring and Support Division
	2.5 Encodes instructions from the Provincial Engineer to Routed Communication Google Docs and hand over to Monitoring and Support Division Head review	None	5 Minutes	<i>Administrative Aide IV</i> Monitoring and Support Division
	2.6 Reviews instructions from the Provincial Engineer and give to Clerk II for dissemination to concerned/assigned division or personnel	None	5 Minutes	<i>Engineer IV</i> Monitoring and Support Division
	2.7 Duplicates copy/ies of original request letter and routing slip with instructions and disseminate to concerned/assigned division or personnel	None	20 Minutes	<i>Clerk II</i> Monitoring and Support Division
	2.8 Scans request letter and routing slip with instructions and logs routing slip with control number in logbook	None	5 Minutes	<i>Clerk II</i> Monitoring and Support Division
	2.9 Receives copy/ies of request letter and routing slip with instructions subject for appropriate action/target setting	None	5 Minutes	<i>Engineer IV</i> Quality Control Division
	2.10 Assigns Quality Control Engineer to obtain sample (reinforcing steel bar) from project site	None	20 Minutes	<i>Engineer IV</i> Quality Control Division



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
3. Assists Quality Control Engineer in obtaining samples (reinforcing steel bar) from project site	3.1 Conducts project site visit and obtain samples (reinforcing steel bar) from project site and safekeep at Quality Control Laboratory awaiting schedule of test	None	1 Day	<i>Engineer III/Engineer II/Laboratory Technician I</i> Quality Control Division
	3.2 Prepares and signs two (2) copies of Order of Payment for Tensile Strength Test with computed fees and endorse to Quality Control Division Head for signature	None	1 Day	<i>Security Material Control Officer III</i> Quality Control Division
4. Receives signed Order of Payment and proceed to Provincial Treasurer's Office for payment of fees	4. Releases signed Order of Payment for Tensile Strength Test	PHP 600/ test;1 test/10,000 kg./bar/ diameter	1 Hour	<i>Security Material Control Officer III</i> Quality Control Division
5. Gives one (1) photocopy of Official Receipt secured from Provincial Treasurer's Office	5.1 Receives one (1) photocopy of Official Receipt and inform Engineer I regarding payment to schedule Tensile Strength Test	None	30 Minutes	<i>Security Material Control Officer III</i> Quality Control Division
	5.2 Prepares schedule of Tensile Strength Test and inform Laboratory Technician II	None	1 Hour	<i>Engineer I/Laboratory Technician I</i> Quality Control Division
	5.3 Conducts Tensile Strength Test of obtain samples at Quality Control Laboratory located at Motorpool and submit results to Security Material Control Officer III	None	1 Day	<i>Engineer I/Laboratory Technician II</i> Quality Control Division
	5.4 Prepares one (1) copy of Worksheet for Tensile Strength Test and forward to Engineer III for data interpretation (yield strength, tensile strength and elongation)	None	2 Hours	<i>Engineer I</i> Quality Control Division



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
	5.5 Prepares data interpretation (yield strength, tensile strength and elongation) and fill up Worksheet for Reinforcing Steel Bars and forward to Security Material Control Officer III	None	2 Hours	<i>Engineer III</i> Quality Control Division
	5.6 Prepares three (3) copies of Tensile Strength Test Result and forward to Engineer II for checking	None	4 Hours	<i>Security Material Control Officer III</i> Quality Control Division
	5.7 Checks Tensile Strength Test Result and forward to Engineer IV for recommendation	None	4 Hours	<i>Engineer II</i> Quality Control Division
	5.8 Recommends and sign Tensile Strength Test Result and endorse to Provincial Engineer for approval	None	2 Hours	<i>Engineer IV</i> Quality Control Division
	5.9 Signs approval of Tensile Strength Test Result and return back to Security Material Control Officer III	None	4 Hours	<i>Provincial Engineer</i> Quality Control Division
6. Secures one (1) copy of Tensile Strength Test Result	6. Releases one (1) copy for contractor, file one (1) copy for QC records and safekeep one (1) copy for project payment processing	None	2 Hours	<i>Security Material Control Officer III</i> Quality Control Division
<b>TOTAL:</b>		<b>PHP 600 / test; 1 test/10,000 kg./bar diameter</b>	<b>7 days</b>	