4. Contractor's Request for Progress/Final Billing

Once a month, the contractor may submit a request for payment for work accomplished; prior to approval of the request, DSD to review / evaluate the project status / accomplishment.

The contractor submits a request for payment for work accomplished (Statement of Work Accomplished -SWA), in which SWA indicates the amount considered for payment based on the Bill of Quantities to cover the accumulative value of the works executed;

Office/Division:	Dredging and Survey Department- PSD and DMD
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Contractor

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request Letter from the Contractor (1 original copy)	Contractor

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Submit letter request for Billing, including corresponding justification /supporting documents.	1.1 DSD records receipt of Contractor request for payment;	None	2 days	DSD - Secretary
	1.2 DSD Manager review the submitted request and instruct DMD to further evaluate the request, take necessary recommendation;	None		DSD Manager
	1.3 DMD Manager confers with the Project Manager and/or Inspector concerning the request and verifies the cumulative accomplishment to date;	None	5 days	DMD Manager and Project Manager

	1.4 DMD to report to the DSD Manager the status of the project and proposed recommendation / action to be taken;	None		DMD Manager
	1.5 Coordinate / discuss with the Project Manager and / or project inspector concerning the Status of the project;	None		DMD / Project Manager
	1.6 Review and evaluates the Contractor's SWA including the accompanied plans and computations as to the correctness of quantities of works involved per item and the unit cost of such items of work, together with other pertinent supporting documents;	None	10 days	Project Manager
	1.7 DMD Manager upon receipt of evaluated SWA, checks its completeness including the attached supporting documents, if necessary, require	None		DMD Manager

	Contractor to submit additional documents / information; work involved and submits to the DSD Manager for approval and subsequent endorsement to Top Management; 1.8 Approval or Endorsement to Top Management by the DSD Manager.	None	3 days	DSD Manager
	TOTAL:	**None**	**20 days (working days)**	