

## 5. Payment transaction of Reinforced Concrete Pipe Culvert (RCPC) and Concrete Hollow Blocks (CHB)

Casting division provide various products from hollow blocks to reinforced concrete pipe culvert to Provincial Engineering Office as per Program of Work (POW) presented.

<b>Office or Division:</b>	PEEDO – RCPC and CHB Making Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Program of Work (POW) – 1 Photo copy		Provincial Engineer's Office (PEO) – Project In-charge		
Request Order – 1 Original copy		Requesting Offices – Chief of Staff		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book and forward a copy of the POW	1.1. Give the Log Book to the client.	None	1 Minute	<i>Admin Aide IV</i> PEEDO
2. Inquire for orders and secure the Order of Payment that will be issued by the casting foreman.	2.1. Interview clients for their orders.  2.2. Show the price list and of the products.  2.3. Show the Compressive and Flexural Strength Test of the products.  2.4. Issuance of 3 copies of Order of Payment.  2.5. The staff in-charge will proceed to the PEEDO Admin for signatory of the Supervisor for gate pass	RCPC 72" Ø = 8,750.00 60" Ø = 5,800.00 48" Ø = 3,300.00 36" Ø = 2,300.00 24" Ø = 1,250.00 18" Ø = 950.00  CHB 6x8x16 = 13.00 4x8x16 = 7.50	10 Minutes	<i>Admin Aide IV</i> PEEDO – RCPC and CHB Division

	and approval for hauling of products			
<b>TOTAL</b>		<b>RCPC – P 950.00 to P 8,750.00 per item CHB – P 7.50 to P 13.00 per item</b>  <b>depending on the products needed in the POW</b>	<b>11 minutes</b>	