

Republic of the Philippines  
Department of Trade and Industry  
Construction Industry Authority of the Philippines  
**PHILIPPINE OVERSEAS CONSTRUCTION BOARD**  
5/F, Executive Bldg. Center, Buendia cor. Makati Ave., Makati City 1200, Philippines  
Telephone: 896-1831 & 33    Telefax: 896-4569    E-mail: [pocb@skynet.net](mailto:pocb@skynet.net) or pocb2009@yahoo.com

**Frontline Service** : **Issuance of POCB New Registration Certificate**

**Description of Service** : Processing of applications for issuance of registration certificate under PD 1167

**Clients** : New

**How to Avail the Service:**

No.	Client Steps	Agency's Action	Office/Person Responsible	Office Location
1.	Download and fill up Application Forms at <a href="http://www.dti.gov.ph">www.dti.gov.ph</a>			
2.	Submit duly accomplished application together with supporting documents	Pre-screen application for filing; complete application is issued order of payment	Frontline Officer	POCB Makati
3.	Present order of payment to CIAP cashier and pay the amount			