

**Contracting Fiscal Year (CFY): 2025/2026**

IMPORTANT NOTICE: Filing schedule for license renewal application – on or before September 25, 2027

TERMS AND CONDITIONS OF REGULAR LICENSE

1. The Licensee must observe and abide by the provisions of Republic Act No. 4566, as amended by Presidential Decree No. 1746, its implementing Rules and Regulations, and other orders or instructions which the Philippine Contractors Accreditation Board shall issue from time to time pursuant to its power and authority under the law.
2. The License shall be valid during the contracting fiscal year it was issued provided it has not been suspended, cancelled, or revoked by the Board.
3. The License must be renewed annually on or before the expiration of its validity; otherwise, the contractor shall be deemed to be operating without a valid license.
4. The License is non-transferable.
5. The Licensee must not submit bids, sign construction contracts nor undertake construction projects after his/its license has expired and before the same is renewed otherwise the contractor shall be meted the appropriate disciplinary action and pay additional licensing fee in accordance with the existing schedule.
6. The Licensee's qualification is subject to review at any time to ascertain the contractor's eligibility to the present classification and category of his license.
7. License category may be upgraded and other classification(s) may be added to the license only upon formal application by the Licensee together with all the necessary supporting documents.
8. The Licensee must not undertake/implement construction projects which are not within the scope of the license's classification otherwise may be imposed appropriate disciplinary action and payment of additional licensing fee in accordance with the existing schedule.
9. The Licensee must immediately notify the Board in writing of the resignation or disassociation of its Sustaining Technical Employee and must replace the said employee within a period of ninety (90) days from the date of resignation or disassociation. Failure to notify the Board within 30 days from the date of resignation of the Sustaining Technical Employee is a ground for immediate revision of the category and classification(s) of the License.
10. Submission of falsified documents or any misrepresentation or false information in the application for a license or renewal thereof shall subject the Licensee to administrative disciplinary action without prejudice to the imposition of penal sanctions provided for by Law.
11. The Licensee must submit to the Board monitoring reports that may be required from time to time.
12. A Licensee who is retiring from the construction business must advise the Board in writing and must immediately surrender the license to the Board for cancellation.
13. The Licensee must at all times observe and adhere to the letter and spirit of the Code of Ethics of constructors.
14. The License is valid only when signed by the individual proprietor or the Authorized Managing Officer of the Licensee.
15. The Licensee must employ only licensed subcontractors and/or specialty contractors.
16. The Licensee shall sub-contract only from a licensed contractor.
17. The Licensee shall only sub-contract from a licensed project owner undertaking by himself, a project for commercial / industrial use.

CONSTRUCTORS' CODE OF ETHICS

1. A constructor should be fair and honest in his business dealings, his practices and activities guided by principles of justice and equity.
2. A constructor should conduct himself with honor and dignity in his relations with his fellow constructors, fully aware that to speak maliciously of the work reputation or ability of a fellow constructor is highly unethical, and should cooperate with them for the protection and advancement of the construction industry.
3. A constructor should undertake his construction contracting activities on high ethical level and deliver quality service and faithful performance of the undertaking to which owner-clients are entitled.
4. A constructor should not advertise his firm's business in misleading terms and make false representations which may not only be improper but also immoral.
5. A constructor should refrain from the unfair competition which is a disservice to the construction industry.
6. A constructor should be fair and just to his employees, consider their welfare with sympathy and understanding.
7. A constructor should not attempt to supplant a fellow constructor who is in the employ of the owner or prevent a constructor from undertaking that which the owner has engaged him to do as it is a practice inconsistent with the honor and dignity of the construction contracting industry.
8. A constructor should hold himself dedicated to the proposition that the construction industry should be rid of participants whose reputation, conduct and practices are inimical to the construction industry.