



DEPARTMENT OF TOURISM

**CITIZEN'S CHARTER
2021 (2nd Edition)**



Philippine Commission on Sports Scuba Diving (PCSSD)



ACCREDITATION OF DIVE INDIVIDUAL – NEW APPLICATION

A certification issued by the PCSSD recognizing the holder's compliance with the minimum standards required in the operation as a diving professional.

Office or Division:	PCSSD	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Any individual who is a Filipino citizen, or foreign national with a valid proof of permanent residency issued by the Bureau of Immigration and a valid work permit issued by the Department of Labor and Employment, and possessing the required permit or license issued by other concerned authorities, desiring to teach, train, or conduct activities related to sports SCUBA diving.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
General Requirements		
1. Accomplished Application Form (1 copy)	PCSSD website: www.divephilippines.com.ph	
2. Current Diver's C-card (1 scanned or photocopy)	Diver's Certifying Agency	
3. 2 x 2 ID Picture (1 scanned copy or original copy)	Applicant	
4. Electronic signature (1 scanned copy)	Applicant	
5. Data Privacy Consent Form (1 scanned copy or original copy)	PCSSD/Accreditation Officer or PCSSD website www.divephilippines.com.ph	
6. Payment of Accreditation Fees (and its subsequent proof, usually a deposit slip/official receipt) <ul style="list-style-type: none"> ● Scanned or photocopy of Bank deposit/transfer ● Cash Transaction 	<ul style="list-style-type: none"> ● Landbank of the Philippines ● DOT Cash Section 	
Specific Requirements:		
Additional requirements for Foreign nationals (scanned or photocopy):		
<ul style="list-style-type: none"> ● Valid Alien Certificate of Registration (ACR) ● Valid Alien Employment Permit (AEP) ● Valid Working Visa 	Bureau of Immigration	
	Bureau of Immigration	
	Department of Labor and Employment (DOLE)	
*If applicable for Foreign nationals:		
<ul style="list-style-type: none"> ● Valid Special Resident Retiree's Visa (SRRV) OR Special Investor's 		



Resident Visa (SIRV) as per Philippine Retirement Authority, holders of this ID must secure an Alien Employment Permit (AEP) <ul style="list-style-type: none"> Valid Special Working Permit (SWP) 		Philippine Retirement Authority/ Department of Labor and Employment Bureau of Immigration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access PCSSD's website at www.divephilippines.com.ph			Based on the applicant's preference.	<i>Applicant</i>
2. Fill out the application form directly from the PCSSD's website and click submit OR Download the application form from the website and submit the scanned copy of the application form to accreditation@divephilippines.com.ph	2. Acknowledge/ Receive the application form 2.1. Review the application form submitted by the applicant. 2.2 Respond to the applicant regarding the documentary requirements needed for the accreditation.		2. 5 minutes upon receipt. 2.1. and 2.2. 30 minutes	<i>Accreditation Officer, PCSSD</i>
3. Completion and Submission of scanned or copies of all documentary requirements.	3. Review the documentary requirements submitted by the applicant.		30 minutes upon receipt of requirements.	<i>Accreditation Officer, PCSSD</i>



	<p>If all documents are complete and valid, the dive individual will receive an email on how to settle the accreditation fees.</p> <p>If incomplete, the applicant will be notified of the other requirements for compliance before he/she will be notified of the payment process.</p>			
<p>4. Payment of Accreditation Fees:</p> <p>4.1 If paid via bank deposit, proof of payment must be sent to accreditation@divephilippines.com.ph</p> <p>OR</p>	<p>4. The Accreditation Officer will acknowledge receipt of deposit slip.</p> <p>4.1 Accreditation Officer to process Order of Payment with submitted deposit slip or proof of payment for submission to DOT-Cash Section for processing of Acknowledgement Receipt.</p> <p>4.1.2 Cash Section to verify payment from Landbank of the Philippines.</p> <p>4.1.3 The Accreditation Officer will issue the</p>	<p>Accreditation Fee for Diving Individuals:</p> <p>Php 1, 000.00- Dive professional</p> <p>Php 500.00- Non-Professional Diver</p> <p>Php 1, 000.00- Professional Diver</p> <p>Free of Charge- Declared Dive Individuals</p>	<p>4. 5 minutes upon receipt of deposit slip.</p> <p>4.1 30 minutes</p> <p>4.1.2 1 to 2 days</p>	<p><i>Applicant and Accreditation Officer, PCSSD</i></p>



<p>4.2 If paid personally, applicants will notify the PCSSD/Accreditation officer</p>	<p>Acknowledgment receipt and send the copy to the applicant through email. Hard/original copy will be issued together with the PCSSD ID.</p> <p>4.2 The Accreditation Officer will process Order of Payment, and assist the applicant to the Cash Section. Cash Section to issue the Official Receipt to the applicant.</p>		<p>4.1.3 30 minutes</p> <p>OR</p> <p>4.2 30 minutes</p>	
<p>5. A. Receive Identification Card as PCSSD Accredited Diver (Voluntary Dive Individual):</p> <p>5.1.A. Applicant may personally pick-up the PCSSD ID to the PCSSD Office</p> <p>5.2 Accreditation Officer may mail the ID through the DOT Records Section</p>	<p>5. Accreditation Officer will process the PCSSD ID and Welcome Letter of the applicant upon receipt of payment</p> <p>5.1.A Accreditation officer will issue the PCSSD ID to the applicant</p> <p>5.2.A. Accreditation will send the soft copy of the PCSSD ID with Welcome Letter and the soft</p>		<p>5.1.A and 5.1.B Based on the applicant's preference</p> <p>5.2.A and 5.2.B. 3 days</p>	<p><i>Applicant and Accreditation Officer, PCSSD</i></p>



<p>5.B. Receive Identification Card as PCSSD Accredited Diver (Declared Dive Individual):</p> <p>5.1.B. Applicant may personally pick-up the PCSSD ID to the PCSSD Office</p> <p>5.2.B Accreditation Officer may mail the ID through the DOT Records Section</p>	<p>copy of the acknowledgement receipt and will route the hard/original copy to the DOT-Records Section to send it to the registered address of the applicants through the Post Office</p> <p>5. B. Applicant will receive the PCSSD ID and Welcome Letter if the dive establishment they are affiliated with is inspected and accredited</p> <p>5.1.B. Accreditation officer will issue the PCSSD ID to the applicant</p> <p>5.2.B Accreditation Officer will route the PCSSD ID with the Welcome Letter to the DOT Records Section and the Records Section will mail it to the registered address of the applicants through the Post Office</p>			
<p>TOTAL:</p>		<p>1,000.00</p>	<p>5days 2hrs and 10minutes</p>	



ACCREDITATION OF DIVE INDIVIDUAL – RENEWAL APPLICATION

A certification issued by the PCSSD recognizing the holder's compliance with the minimum standards required in the operation as a diving professional.

A certification issued by the PCSSD recognizing the holder's compliance with the minimum standards required in the operation as a diving professional.

Office or Division:	PCSSD	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Any individual who is a Filipino citizen, or foreign national with a valid proof of permanent residency issued by the Bureau of Immigration and a valid work permit issued by the Department of Labor and Employment, and possessing the required permit or license issued by other concerned authorities, desiring to teach, train, or conduct activities related to sports SCUBA diving.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
General Requirements		
1. Current Diver's C-card (1 scanned or photocopy)	Diver's Certifying Agency	
2. Data Privacy Consent Form (1 scanned copy or original copy)	PCSSD/Accreditation Officer or PCSSD website www.divephilippines.com.ph	
3. Payment of Accreditation Fees (and its subsequent proof, usually a deposit slip/official receipt)		
<ul style="list-style-type: none"> ● Scanned or photocopy of Bank deposit/transfer ● Cash Transaction 	<ul style="list-style-type: none"> ● Landbank of the Philippines ● DOT Cash Section 	
Specific Requirements:		
<i>Additional requirements for Foreign nationals if expired prior to their renewal period (scanned or photocopy):</i>		
<ul style="list-style-type: none"> ● Alien Certificate of Registration (ACR) ● Alien Employment Permit (AEP) ● Valid Working Visa 	Bureau of Immigration Bureau of Immigration Department of Labor and Employment (DOLE)	



<p>*If applicable for Foreign nationals:</p> <ul style="list-style-type: none"> • Special Resident Retiree's Visa (SRRV) OR Special Investor's Resident Visa (SIRV) as per Philippine Retirement Authority, holders of this ID must secure an Alien Employment Permit (AEP) • Special Working Permit (SWP) 		<p>Philippine Retirement Authority/ Department of Labor and Employment</p> <p>Bureau of Immigration</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Completion and Submission of scanned or copies of all documentary requirements.</p>	<p>Review the documentary requirements submitted by the applicant.</p> <p>If all documents are complete and valid, the dive individual will receive an email on how to settle the accreditation fees.</p>		<p>30 minutes upon receipt of requirements.</p>	<p><i>Applicant</i></p>



	If incomplete, the applicant will be notified of the other requirements for compliance before he/she will be notified of the payment process.			
<p>2. Payment of Accreditation Fees:</p> <p>2. 1 If paid via bank deposit, proof of payment must be sent to accreditation@divephilippines.com.ph</p> <p>OR</p> <p>2.2 If paid personally, applicants will notify the PCSSD/Accreditation officer</p>	<p>2.The Accreditation Officer will acknowledge receipt of deposit slip.</p> <p>2.1. Accreditation Officer to process Order of Payment with submitted deposit slip or proof of payment for submission to DOT-Cash Section for processing of Acknowledgement Receipt.</p> <p>2.1.2. Cash Section to verify payment from Landbank of the Philippines.</p> <p>2.2 The Accreditation Officer will process Order of Payment, and assist the applicant to the Cash Section. Cash Section to issue the Official Receipt to the applicant.</p>	<p>Accreditation Fee for Diving Individuals:</p> <p>Php 1, 000.00- Dive professional</p> <p>Php 500.00- Non-Professional Diver</p> <p>Php 1, 000.00- Professional Diver</p> <p>Free of Charge- Declared Dive Individuals</p>	<p>2. 5 minutes upon receipt of deposit slip.</p> <p>2.1 30 minutes</p> <p>2.1.2 1 to 2 days</p> <p>OR</p> <p>2.2 30 minutes</p>	<p><i>Applicant and PCSSD/ Accreditation Officer</i></p>



<p>3. Issuance of PCSSD ID</p> <p>3. A. Receive Identification Card as PCSSD Accredited Diver (Voluntary Dive Individual):</p> <p>3.1.A. Applicant may personally pick-up the PCSSD ID to the PCSSD Office</p> <p>3.2 Accreditation Officer may mail the ID through the DOT Records Section</p> <p>OR</p> <p>3.B. Receive Identification Card as PCSSD Accredited Diver (Declared Dive Individual):</p>	<p>3. Accreditation Officer will process the PCSSD ID and Welcome Letter of the applicant upon receipt of payment</p> <p>3.1.A Accreditation officer will issue the PCSSD ID to the applicant</p> <p>3.2.A. Accreditation will send the soft copy of the PCSSD ID with Welcome Letter and the soft copy of the acknowledgement receipt and will route the hard/original copy to the DOT-Records Section to send it to the registered address of the applicants through the Post Office</p> <p>3. B. Applicant will receive the PCSSD ID and Welcome Letter if the dive establishment they are affiliated with is inspected and accredited</p> <p>3.1.B. Accreditation officer will issue the</p>		<p>3.1.A and 3.1.B Based on the applicant's preference</p> <p>3.2.A and 3.2.B. 3 days</p>	<p><i>Applicant and PCSSD/ Accreditation Officer</i></p>
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<p>3.1.B. Applicant may personally pick-up the PCSSD ID to the PCSSD Office</p> <p>3.2.B Accreditation Officer may mail the ID through the DOT Records Section</p>	<p>PCSSD ID to the applicant</p> <p>3.2.B Accreditation Officer will route the PCSSD ID with the Welcome Letter to the DOT Records Section and the Records Section will mail it to the registered address of the applicants through the Post Office</p>			
<p>TOTAL:</p>		<p>1,000.00</p>	<p>5days 1hour and 5minutes</p>	



ACCREDITATION OF NEW DIVE ESTABLISHMENTS AND LIVEBOARD DIVE BOATS

A certification issued by the PCSSD recognizing the holder's compliance with the minimum standards required in the operation of a sports scuba diving establishment and liveboard dive boat.

Office or Division:	Philippine Commission on Sports SCUBA
Classification:	Highly Technical Transaction
Type of Transaction:	G2B (Government to Business Entity)
Who may avail:	<p>Any establishment organized under Philippine laws and duly registered with concerned government agencies/authorities engaged in sports scuba diving activities, whether or not for a fee, such as:</p> <ul style="list-style-type: none"> ▪ Dive Center ▪ Dive Resort ▪ Dive Shop (Wholesale and Retail Shop) ▪ Air Refilling Station ▪ Liveboard Dive Boat
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
General Requirements:	
<p>1. Accomplished the Online Application Form (1 original copy to be printed by Accreditation Officer, or 1 scanned copy to be filled-out and submitted by the applicant)</p>	www.divephilippines.com.ph
<p>2. Data Privacy Consent Form (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p> <p>(For Corporations, attach a Secretary's Certificate or Special Power of Attorney as an additional supporting document)</p> <p>(1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	<p>Template will be sent upon submission of the application form or template available at www.divephilippines.com.ph</p> <p>To be produced by the dive establishment</p>
3. Valid Mayor's Business permit	Office of the Mayor – Business Processing and Licensing Office



<p>(1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	
<p>4. DTI or SEC Certificate (for which is applicable to the business entity)</p> <p>(1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	<p>Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC)</p>
<p>5. Accident Management Plan or Emergency Plan appropriate for a particular destination.</p> <p>(1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	<p>Template available at www.divephilippines.com.ph or the establishment may use their own template provided that it has the necessary information similar to the PCSSD template.</p>
<p>6. Company Logo (high resolution)</p> <p>(1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	<p>To be produced by the dive establishment</p>
<p>7. Valid Certification Cards of Declared Dive Individuals or Employed and Freelance Dive Professionals;</p> <p>(1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	<p>To be produced by the dive establishment</p>
<p>8. Payment of Accreditation Fees (and its subsequent proof, usually a deposit slip/official receipt)</p> <ul style="list-style-type: none"> ● Bank deposit/transfer ● Cash Transaction 	<ul style="list-style-type: none"> ● Landbank of the Philippines ● DOT Cash Section
<p>To be checked during random inspection:</p> <ol style="list-style-type: none"> 1. First Aid Kit 2. Oxygen (O₂) Facility (with non-rebreather mask and regulator that delivers 15L/min) 	



3. Spineboard				
Specific Requirements:				
<p>Disclosure on their application as to the hiring of foreign employee/s (whether or not on full-time capacity) together with the submission of the corresponding documentary requirements (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant), to wit: a.</p> <p>a. Alien Certificate of Registration (ACR);</p> <p>b. Valid Working Visa;</p> <p>c. Alien Employment Permit (AEP);</p> <p>d. Special Resident Retiree's Visa (SRRV) or Special Investor's Resident Visa (SIRV)/ Employment Permit (AEP) (if applicable); and</p> <p>e. Special Working Permit (SWP)</p>		<p>Bureau of Immigration</p> <p>Bureau of Immigration</p> <p>Department of Labor and Employment</p> <p>Philippine Retirement Authority/ Department of Labor and Employment</p> <p>Bureau of Immigration</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Accomplish the application form directly from the PCSSD's website and click submit with the attached requirements.</p> <p>Or</p>	<p>1.1 Acknowledge and review the application form with the attached requirements.</p>	<p>None</p>	<p>30 minutes</p>	<p>Accreditation/ Inspection Officer, PCSSD</p>



<p>Download and fill-out the application form, and submit the scanned copy with the attached requirements to the PCSSD email address: accreditation@divephilippines.com.ph</p>				
<p>2. Submit the complete scanned copies of all the documentary requirements.</p>	<p>2.1 Accreditation Officers to evaluate the submitted documentary requirements.</p>	<p>None</p>	<p>1 day</p>	<p>Accreditation/ Inspection Officer, PCSSD</p>
	<p>2.1.A If complete, send an email detailing the payment procedure to the compliant applicant/s.</p> <p>2.1.B If incomplete, a notification will be sent instructing the submission of the complete documentary requirements</p>	<p>None</p>	<p>30 minutes</p>	<p>Accreditation/ Inspection Officer, PCSSD</p>
<p>3. Pay the full amount of the required Accreditation Fees via bank deposit and submit proof of payment through PCSSD email address, accreditation@divephilippines.com.ph</p> <p>OR</p>	<p>3.1 Acknowledge receipt of proof of payment (deposit slip).</p>	<p>PhP 5,000.00</p>	<p>5 minutes</p>	<p>Accreditation/ Inspection Officer, PCSSD</p>



Proceed to the PCSSD-DOT Office to personally pay the Accreditation Fee.	OR Process the Order of Payment, and assist applicant to the Cash Section for the issuance of official receipt.		OR 30 minutes	
	3.2 Accreditation Officer to process Order of Payment with submitted deposit slip for submission to DOTCash Section for processing of the Acknowledgment Receipt.	None	30 minutes	Accreditation/ Inspection Officer, PCSSD
	3.3 Cash Section to verify payment from Landbank of the Philippines.	None	2 days	Accreditation/ Inspection Officer, PCSSD
	3.4. Issuance of the Acknowledgment Receipt.	None	1 day	Accreditation/ Inspection Officer, PCSSD
4. Random Inspection – Verification of facility, equipment, declared foreign and local employees, etc.	4.1 Accreditation /Inspection officers to send notification of schedule of the random inspection.	None	5 days	Accreditation/ Inspection Officer, PCSSD



<p>– Air quality test (tests oil mist, water vapor, carbon monoxide and carbon dioxide content)</p>				
	<p>4.2 Accreditation /Inspection officers to conduct the random inspection.</p>	<p>None</p>	<p>1 day</p>	<p>Accreditation/ Inspection Officer, PCSSD</p>
	<p>4.2. A Accreditation Officer to process the accreditation certificate if there is no discrepancy with the inspection.</p>	<p>None</p>	<p>3 days</p>	<p>Accreditation/ Inspection Officer, PCSSD</p>
	<p>4.2.A.1 Accreditation Officer to issue scanned copy of the accreditation certificate and forward the hard copy to Records Section for mailing to applicant.</p>	<p>None</p>	<p>3 days</p>	<p>Accreditation/ Inspection Officer, PCSSD</p>
	<p>4.2.B Accreditation officers to issue compliance memorandum if there is discrepancy with the inspection.</p>	<p>None</p>	<p>5 minutes</p>	<p>Accreditation/ Inspection Officer, PCSSD</p>



TOTAL	PhP 5,000.00	16 days 1 hour 40 minutes	
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ACCREDITATION OF RENEWAL DIVE ESTABLISHMENTS AND LIVEBOARD DIVE BOATS

A certification issued by the PCSSD recognizing the holder's compliance with the minimum standards required in the operation of a sports scuba diving establishment and liveboard dive boat.

Office or Division:	Philippine Commission on Sports SCUBA
Classification:	Highly Technical Transaction
Type of Transaction:	G2B (Government to Business Entity)
Who may avail:	<p>Any establishment organized under Philippine laws and duly registered with concerned government agencies/authorities engaged in sports scuba diving activities, whether or not for a fee, such as:</p> <ul style="list-style-type: none"> ▪ Dive Center ▪ Dive Resort ▪ Dive Shop (Wholesale and Retail Shop) ▪ Air Refilling Station ▪ Liveboard Dive Boat
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
General Requirements:	
<p>1. Accomplished the Online Application Form (1 original copy to be printed by Accreditation Officer, or 1 scanned copy to be filled-out and submitted by the applicant)</p>	www.divephilippines.com.ph
<p>2. Data Privacy Consent Form (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p> <p>(For Corporations, attach a Secretary's Certificate or Special Power of Attorney as an additional supporting document)</p> <p>(1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	<p>Template will be sent upon submission of the application form or template available at www.divephilippines.com.ph</p> <p>To be produced by the dive establishment</p>
3. Valid Mayor's Business permit	Office of the Mayor – Business Processing and Licensing Office



<p>(1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	
<p>4. Valid Certification Cards of Declared Dive Individuals or Employed and Freelance Dive Professionals;</p> <p>(1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	<p>To be produced by the dive establishment</p>
<p>5. Payment of Accreditation Fees (and its subsequent proof, usually a deposit slip/official receipt)</p> <ul style="list-style-type: none"> ● Bank deposit/transfer ● Cash Transaction 	<ul style="list-style-type: none"> ● Landbank of the Philippines ● DOT Cash Section
<p>To be checked during random inspection:</p> <ol style="list-style-type: none"> 1. First Aid Kit 2. Oxygen (O2) Facility (with non-rebreather mask and regulator that delivers 15L/min) 3. Spineboard 	
<p>Specific Requirements:</p>	
<p>Additional requirements if expired prior to their renewal period:</p> <p>Disclosure on their application as to the hiring of foreign employee/s (whether or not on full-time capacity) together with the submission of the corresponding documentary requirements(1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant), to wit: a.</p> <ol style="list-style-type: none"> a. Alien Certificate of Registration (ACR); 	



b. Valid Working Visa; c. Alien Employment Permit (AEP); d. Special Resident Retiree's Visa (SRRV) or Special Investor's Resident Visa (SIRV)/ \Employment Permit (AEP) (if applicable); and e. Special Working Permit (SWP)		Bureau of Immigration Bureau of Immigration Department of Labor and Employment Philippine Retirement Authority/ Department of Labor and Employment Bureau of Immigration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the application form directly from the PCSSD's website and click submit with the attached requirements. Or Download and fill-out the application form, and submit the scanned copy with the attached requirements to the PCSSD email address: accreditation@divephilippines.com.ph	1.1 Acknowledge and review the application form with the attached requirements.	None	30 minutes	Accreditation/ Inspection Officer, PCSSD
2. Submit the complete scanned copies of all the documentary requirements.	2.1 Accreditation Officers to evaluate the submitted documentary requirements.	None	1 day	Accreditation/ Inspection Officer, PCSSD



	<p>2.1.A If complete, send an email detailing the payment procedure to the compliant applicant/s.</p> <p>2.1.B If incomplete, a notification will be sent instructing the submission of the complete documentary requirements</p>	None	30 minutes	Accreditation/ Inspection Officer, PCSSD
<p>3. Pay the full amount of the required Accreditation Fees via bank deposit and submit proof of payment through PCSSD email address, accreditation@divphilippines.com.ph</p> <p>OR</p> <p>Proceed to the PCSSD-DOT Office to personally pay the Accreditation Fee.</p>	<p>3.1 Acknowledge receipt of proof of payment (deposit slip).</p> <p>OR</p> <p>Process the Order of Payment, and assist applicant to the Cash Section for the issuance of official receipt.</p>	PhP 5,000.00	<p>5 minutes</p> <p>OR</p> <p>30 minutes</p>	Accreditation/ Inspection Officer, PCSSD
	3.2 Accreditation Officer to process Order	None	30 minutes	Accreditation/ Inspection Officer, PCSSD



	of Payment with submitted deposit slip for submission to DOTCash Section for processing of the Acknowledgement Receipt.			
	3.3 Cash Section to verify payment from Landbank of the Philippines.	None	2 days	Accreditation/ Inspection Officer, PCSSD
	3.4. Issuance of the Acknowledgement Receipt.	None	1 day	Accreditation/ Inspection Officer, PCSSD
4. Random Inspection – Verification of facility, equipment, declared foreign and local employees, etc. – Air quality test (tests oil mist, water vapor, carbon monoxide and carbon dioxide content)	4.1 Accreditation /Inspection officers to send notification of schedule of the random inspection.	None	5 days	Accreditation/ Inspection Officer, PCSSD
	4.2 Accreditation /Inspection officers to conduct the random inspection.	None	1 day	Accreditation/ Inspection Officer, PCSSD
	4.2. A Accreditation Officer to process the accreditation	None	3 days	Accreditation/ Inspection Officer, PCSSD



	certificate if there is no discrepancy with the inspection.			
	4.2.A.1 Accreditation Officer to issue scanned copy of the accreditation certificate and forward the hard copy to Records Section for mailing to applicant.	None	3 days	Accreditation/ Inspection Officer, PCSSD
	4.2.B Accreditation officers to issue compliance memorandum if there is discrepancy with the inspection.	None	5 minutes	Accreditation/ Inspection Officer, PCSSD
TOTAL		PhP 5,000.00	16 days 1 hour 40 minutes	