

Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS OFFICE OF THE SECRETARY Manila



May 15, 1998

DEPARTMENT ORDER) NO. 199 Series of

SUBJECT : Accreditation and Assignment of DPWH Project Engineers and Inspectors

In order to ensure that only qualified and competent field engineers will be assigned to supervise DPWH projects, the attached criteria for accreditation and assignment of DPWH Project Engineers and Inspectors are hereby prescribed.

Effective January 2, 1999, only accredited project engineers and inspectors may be assigned to supervise DPWH projects.

The Committee created to accredit field engineers, under Department Order No. 170, Series of 1997, shall carry out the evaluation for accreditation and recommend the issuance of certificates of accreditation for approval of the Secretary.

For strict compliance.

GREGORIO R VIGILAR

Secretary

Department Order No. 73 Series of 1998

GUIDELINES FOR THE ACCREDITATION AND ASSIGNMENT OF DPWH PROJECT ENGINEERS AND INSPECTORS

1.0 CRITERIA FOR ACCREDITATION

The following criteria shall be applied in the evaluation for accreditation of field engineers.

- a. Education and Eligibility Pass/Fail
- b. Training and Experience 35% maximum
 - Training 10% maximum - Experience 25% maximum
- c. Performance 30% maximum
- d. Accreditation Examination 35% maximum

1.1 EDUCATION AND ELIGIBILITY

The minimum requirements for accreditation of field engineers are :

- a. The applicant must be a BSCE graduate.
- b. The applicant must be a Registered Civil Engineer (RA 1080).

Education and eligibility are a Pass/Fail criterion. Those that fail this criterion shall be disqualified outright.

1.2 TRAINING AND EXPERIENCE

Training and experience shall be evaluated as follows :

Training

10% maximum

The rating for this criterion shall be based on the relevant trainings attended by the field engineers. The relevant trainings and their corresponding points are as follows.

a. Planning, Design, Construction Methods & Techniques 4% maximum

Give 1 % for the training on Construction Methods and Techniques and another 1% each for any three trainings related to the construction aspect of project implementation as indicated in Exhibit "A", to obtain the total points, which shall not exceed 4%.

b. Materials Quality Control

4% maximum

Give 2 % for the On-the-Job-Training on Materials Quality Control and another 1% each for any two trainings related to the quality control aspect of project implementation as shown in Exhibit "A", to get the total points, which shall not exceed 4%.

c. Project Management & Supervision 2% maximum

Give 1 % each for any two trainings on project management as shown in Exhibit "A", to get the total points, which shall not exceed 2%.

Experience

25% maximum

The rating for this criterion shall be based on :

- a) the number of projects handled by the applicant in a capacity as Project/Resident Engineer, Materials Engineer or Project Inspector, whether in the government or private sector, and
- b) the number of years that the applicant has been handling projects as Project/Resident Engineer, Materials Engineer or Project Inspector whether in the government or private sector.

Experience shall be rated as follows:

a. Number of projects handled, 10% maximum

1 - 10 projects = 4% 11 - 15 projects = 6% 16 - 20 projects = 8% More than 20 projects = 10%

b. Number of years handling projects, 15% maximum

1% per year, but the total shall not exceed 15%.

Submission of proofs/evidences, such as a certification from the head of office with job description, memorandum designation or any other documents, e.g. Statement of Work Accomplished and Project Billings/Vouchers bearing the applicant's signature and authenticated by the head of office, is required as basis for evaluation of work experience.

1.3 PERFORMANCE

30 % maximum

The rating for this criterion shall be based on the average of the MORE performance ratings obtained during the last two rating periods immediately preceding the time of application for accreditation. For each rating period, the equivalent points prescribed in Department Order No. 207, Series of 1991 as shown below shall be applied.

ADJECTIVAL RATING	VALUE	POINTS
0	1.0	100
	1.1	99.26
	1.2	98.55
	1.3	97.84
	1.4	97.13
	1.5	96.42
	1.6	95.71
	1.7	95.00
VS	1.8	94.00
	1.9	92.68
	2.0	91.40
	2.1	90.12
	2.2	88.84
	2.3	87.84
	2.4	86.28
	2.5	85.00
S	2.6	84
, ,	2.7	83
	2.8	82
	2.9	81
	3.0	79
	3.2	78
	3.3	77
	3.4	76
	7 5	75

The average rating (in points) of the two rating periods shall be multiplied by the factor weight of 30 % to obtain the rating for this criterion.

1.4 ACCREDITATION EXAMINATION 35% maximum

The rating for this criterion shall be based on the results of the examination administered at the end of the Comprehensive Training for DFWH Field Engineers. The raw score obtained in the examination shall be multiplied by the factor weight of 35 % to obtain the rating for this criterion.

2.0 CLASSIFICATION OF FIELD ENGINEERS

Field engineers shall be classified according to their total rating. The total rating shall be the sum of the ratings obtained in training and experience, performance, and the accreditation examination. The classification of field engineers shall be as follows :

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a. The designation of Project Engineer shall be given to those holding permanent plantilla items, with classification ranks determined as follows :

otal Rating			Classification	Classification							
76	8.	above	Project Engineer	IIJ							
71		75	Project Engineer	ΙI							
61		70	Project Engineer	I							

b. The designation of Project Inspector shall be given to those holding contractual/casual/daily items, with classification ranks determined as follows :

Total Rating	Classification						
71 & above	Project Inspector II						
61 - 70	Project Inspector I						

Engineers holding permanent plantilla items who fail to be accredited as Project Engineers (PE) maybe designated as Project Inspectors (PI), provided their total rating is not less than 50 points.

3.0 CRITERIA FOR ASSIGNMENT OF PROJECT ENGINEERS/INSPECTORS TO DPWH PROJECTS

3.1 The head of the implementing office shall assign Project Engineers and Inspectors within his area of jurisdiction, subject to the following limitations of assignment :

Classification	: Limits of Assignment :
: PE III : PE III :	: - One (1) project costing P50.0 M and above, or: : - Projects being implemented simultaneously do : not exceed P50.0 M in cost.
: PE II :	 Projects being implemented simultaneously do : not exceed P30.0 M in cost.
: PE I :	
: PI II :	
PI I	

3.2 All Chiefs of the Construction Section of the District Offices must apply for accreditation. Only accredited Chiefs of the Construction Section may act as Project Engineer.

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- **3.3** In special cases and subject to the approval of the Secretary, the Chief of the Construction Division in the Regional Office, the Assistant District Engineer, or District Engineer may act as Project Engineer.
- **3.4** Regional Directors/District Engineers shall request assistance from the pool of accredited field engineers in the Central Office as the need arises.
- **3.5** Classification ranks may be upgraded upon the request of a field engineer who acquires additional qualification requirements after the initial accreditation.

4.0 DUTIES AND RESPONSIBILITIES OF FIELD ENGINEERS

Project Engineer

- a) In-charge of the overall planning and control of the project.
- b) Ensures that materials and workmanship are at all times in accordance with plans and specifications.
- c) Ensures that inspections and tests are carried out promptly and timely.
- d) Witnesses critical activities of the project.
- e) Checks/verifies physical and financial status of the project.
- f) Checks/verifies statement of work accomplished.
- g) Approves concrete pouring permit.
- h) Issues work suspension orders and other site instructions.
- i) Prepares proposed Change Order, Extra Work Order or Supplemental Work Agreement, when necessary.
- j) Maintains and/or updates field documentation such as log book, plans and program of work, schedules, S-curve, laboratory test results, etc.
- k) Resolves problems encountered in the implementation of the project.
- 1) Coordinates with Project Consultants, NGO's and other officials concerned in project implementation.

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Project Inspector

a) Assists the Project Engineer in the overall direction and supervision of the field operation.

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- b) Ensures that the works being inspected are in accordance with the plans and specifications.
- c) Witnesses critical activities of the project.
- d) Notifies the project engineer in case there are deviations from approved plans and specifications.
- e) Conducts and monitors daily activities including weather conditions and maintains a logbook to record such activities.
- f) Prepares and submits statement of work accomplished.
- g) Prepares and submits physical/financial status to the project engineer.
- h) Carry out instructions/orders of the project engineer.

5.0 PROCEDURE FOR ACCREDITATION

5.1 Who May be Accredited

All DPWH licensed civil engineers, regardless of appointment status, and occupying a position title from Engineering Assistant to Engineer V may apply for accreditation.

5.2 Accreditation Requirements

The following must be submitted to the Accreditation Committee for validation and evaluation.

- a) Duly accomplished application form (Exhibit "B"), certified by the Head of Office.
- b) Certified true copy of Performance Rating for the last two (2) semesters.
- c) Certificate of Completion of Comprehensive Training for Field Engineers.
- d) Attachments required under Section 1.2 of these Guidelines.

5.3 Validation/Evaluation of Documents Submitted

 a) Only valid, complete and authentic documents shall be considered by the Accreditation Committee for evaluation.

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b) The applicants will be evaluated strictly in accordance with the criteria set forth in the preceding sections of these Guidelines.

5.4 Issuance of Certificate of Accreditation

- A Certificate of Accreditation will be issued to those who will meet the requirements for accreditation.
- b) The Certificate shall indicate the classification rank of field engineers based on their overall rating.

6.0 . TESTIMONIAL ACCREDITATION

The requirements for testimonial accreditation are as follows:

- a) The applicant must be a BSCE graduate and a licensed Civil Engineer (RA 1080).
- b) The applicant should be at least 55 years of age.
- c) The applicant should have a minimum of 20 years experience in handling DPWH projects.
- d) The applicant must had obtained very satisfactory rating for the last two consecutive rating periods.

The Accreditation Committee shall evaluate the applicant's qualification and if found acceptable, recommend testimonial accreditation to the Secretary.

EXHIBIT "A"

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RELEVANT TRAININGS WITH THEIR CORRESPONDING POINTS

Weight

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Α.	Pla	nning, Design, Construction Methods and Techniques 4%
	1.	One (1) percent for completing Contruction Methods and Techniques
	2.	One (1) percent each for completing any three of the following trainings/seminars:
		 Applications of Gabions and Mattresses Subsurface Exploration National Building Code Safety in Construction Earthquake Engineering and Infrastructure Rehabilitation Road Maintenance and Rehabilitation Bridge Assessment, Maintenance and Repair/ Rehabilitation Construction of Water Supply Project Geotechnical Engineering Flood Prevention and Mitigation Kontruction of Ports and Harbors Pothole Patching Technology Highway Foundation Investigation and Analysis River and SABO Engineering Bridge Construction Bridge and Flood Control Project Implementation and Assessment Structural Design Guality Assurance Seminar Labor-Based Technology
в.	Mat	erials Quality Control 4%
	1	Two (2) percent for completing an On-the-Job Training on Materials Testing (at least one month duration)
	2.	One (1) percent each for completing any two of the following trainings/seminars:
		a. Materials Quality Control in Project

- Implementation b. Materials Testing Procedures c. Materials Engineering and Quality Control
- d. Soil Engineering

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C. Project Management and Supervision

- 1. One (1) percent for completing Project Management by PERT/CPM.
- 2. One (1) percent each for completing any of the following trainings/seminars:
 - a. Contract Management (PD 1594)
 - b. Project Assessment and Documentation
 - c. Infrastructure Planning and Programming Procedures
 - d. Construction Supervision and Management

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- e. Project Management
- f. Construction Planning & Scheduling w/ Computer-Aided Engineering/Computer Aided Design and Drafting
- g. Supervision Management for Field Engineers
- h. DPWH Project Development and Implementation
- i. Networking/Scheduling (PERT/CPM)
- j. Project Monitoring and Evaluation

APPLICATION FOR ACCREDITATION

NAME	#	
OFFICE	u n	
OFFICE ADDRESS	- #	
POSITION TITLE	ir M	
NATURE OF APPOI	NT	MENT: ()PERMANENT ()CASUAL ()CONTRACTUAL
SEX	# 13	() MALE () FEMALE
AGE	R	
CIVIL STATUS	H	() SINGLE () MARRIED () OTHERS, SPECIFY
EDUCATIONAL ATT	ſAI	NMENT: (TERTIARY UP ONLY)
LENGTH OF SERV	ICE	a) With DPWH: b) Outside DPWH:

TRAININGS/SEMINARS:



EXPERIENCE:

Α.	NUMBER OF YEARS HANDLING PROJECTS:	WITH	DPWH	OUTSIDE	DPWH
	As Project Engineer :			****	
	As Resident Engineer :		*****		
	As Materials Engineer :		•		
	As Project Inspector :				
в.	NUMBER OF PROJECTS HANDLED:				
	As Project Engineer :	414110111211121111111111111111111111111		Legal - 18 - 19 - 19 - 19 - 19 - 19 - 19 - 19	
	As Resident Engineer :				
	As Materials Engineer :				
	As Project Inspector :	107.000 and \$1.000 and			

PERFORMANCE : (Last two consecutive M.O.R.E. rating periods)

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ACCREDITATION EXAMINATION:

Rating =

This is to certify that the information herein above including supporting documents are true and correct.

Applicant's Signature

Signature of the Head of Office

OTHER RELEVANT INFORMATION RE - ACCREDITATION OF DPWH FIELD ENGINEERS

Taking into account the Education and Eligibility pass/fail 1. criteria, how many of our incumbent field engineers are eligible for accreditation?

Out of 3,500 field engineers, only 79% or 2765 are eligible for accreditation.

What do we do with field engineers who can not be accredited 2. for lack of eligibility?

About 21% (735 out of 3,500) of our field engineers are not registered civil engineers.

These engineers can be assigned to other organizational units or projects as foremen, etc.

What happens to registered field engineers with contractual З. who could not be accredited project as appointments engineers?

About 240 (6.9%) field engineers have contractual appointment, mostly employed in Project Management Offices (PMD's). Since they can only be accredited as Project Inspectors, they can be assigned as such.

What is the probable breakdown of field engineers by 4. classification rank after the accreditation has been effected?

: : Status : of	: : : Class	sification	: Number(Percent) of : Simulation :	Field Engineers Extrapolation
: Appointment : :	:	капк	: Clased on 180 Field : Engineers Who Have Taken: : Accreditation Exam.)	Permanent Field Engineers)
: :Permanent : (63%) :	: PE : PE : PE : Not	III II I Accredited	: 32 (20%) : 50 (31%) : 62 (39%) : 16 (10%)	348 540 679 174
: : :Non-Permanent : (Casual,	 : : :		: Simulation : (Based on 50 Field : Engineers Who Have Taken : Accreditation Exam.) :	Extrapolation (Based on 1,023 Non-Permanent Field Engineers)
: Daily, : Temporary) : (37%) : :	: PI : PI : Not	II I Accredited	12 (24%) 26 (52%) 12 (24%)	246 532 246 2,765

- 5. What do we do with the 174 permanent and 246 non-permanent engineers who will fail in the accreditation?
 - a) The 174 permanent engineers are eligible for accreditation as Project Inspectors.

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b) The 274 non-permanent engineers (about 2 engineers/District Office) maybe assigned to other tasks.

6. Do we have sufficient field engineers to handle DPWH projects (before and after accreditation)?

A before and after accreditation analysis was done on three District Offices, as shown in Tables 1 and 2 below:

T A B L E 1 Number of projects handled by field engineers per year, before accreditation

: District	:Number : Engi	. of Proj.: per year :			
: office : :	PE	: PI	and DECS projects)	PE	PI :
: : : Pampanga 1st :	: : 15 :	: 15	187	12	12
: : : Laguna 1st :	: : : 11 :	8	224	20	28
: : : Quezon City :	: : 20 :	40	333	17	8

: District	:Number : Engi	Ave. No. be handle	of Proj. to: ed per year :		
: Unice :	• PE	PI	and DECS projects):	PE	PI
: : Pampanga 1st :	: : 14 :	11	187	13	17 :
: : : Laguna 1st :	: 10	6	. 224	22	37
: Quezon City	18	30	333	19	11

T A B L E 2 Number of projects to be handled by field engineers per year, after accreditation

Assuming an average project duration of one month, the project-to-engineer ratio will be as follows:

T A B L E 3 Number of Projects Handled by a Project Engineer At Any One Time

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