



**INTERIM PROCEDURES ON DESIGNATING AN ACCREDITED  
DPWH FIELD ENGINEER FOR DPWH PROJECTS  
DURING THE COVID-19 PANDEMIC**

**1. ISSUANCE OF PROJECT DESIGNATION ORDER**

The Head of Implementing Office (HIO) shall designate an Accredited DPWH Field Engineer (ADFE) through a Project Designation Order (PDO). For the purpose of standardization and updating of the database of active ADFEs, previously issued PDOs must be replaced by new PDOs based on this Interim Procedures and using the attached PDO Format (Annexes 1-3).

ADFEs are classified as follows:

- 1.1 Project Engineer III (PE III)
- 1.2 Project Engineer II (PE II)
- 1.3 Project Engineer I (PE I)
- 1.4 Junior Project Engineer (JPE)
- 1.5 Provisional Project Engineer (PrPE)
- 1.6 Materials Engineer II (ME II)
- 1.7 Materials Engineer I (ME I)
- 1.8 Provisional Materials Engineer (PrME)

**2. SCOPE AND EFFECTIVITY OF PROJECT DESIGNATION ORDER**

One PDO must be issued to an ADFE for each project. The total number of projects/PDO of an ADFE and their corresponding project costs shall not exceed the values indicated in the tables below.

**TABLE 1 – Regional Office: Project Engineers**

Field Engineer Classification	Distribution of Projects	
	Maximum Number of Projects	Cost Per Project
PE III	5	>P250M
PE III	15	P250M and below
PE II	5	> P100M up to P500M
PE II	15	P100M and below
PE I	2	> 100M up to P250M
PE I	18	P100M and below
JPE	10	P100M and below
PrPE	5	P100M and below

**TABLE 2 – Regional Office: Materials Engineers**

Field Engineer Classification	Distribution of Projects	
	Maximum Number of Projects	Cost Per Project
ME II	5	>P250M
ME II	15	P250M and below
ME I	5	>100M up to P500M
ME I	15	P100M and below
PrME	5	P100M and below

**TABLE 3 – District Engineering Office: Project Engineers**

Field Engineer Classification	Distribution of Projects	
	Maximum Number of Projects	Cost Per Project
PE III	2	>P250M
PE III	18	P250M and below
PE II	2	> 100M up to P500M
PE II	18	P100M and below
PE I	2	> 100M up to P250M
PE I	18	P100M and below
JPE	10	P100M and below
PrPE	5	P100M and below

**TABLE 4 – District Engineering Office: Materials Engineers**

Field Engineer Classification	Distribution of Projects	
	Maximum Number of Projects	Cost Per Project
ME II	2	>P250M
ME II	18	P250M and below

ME I	2	> 100M up to P500M
ME I	18	P100M and below
PrME	5	P100M and below

**TABLE 5 – Central Office:  
Project Engineers**

Field Engineer Classification	Distribution of Projects	
	Maximum Number of Projects	Cost Per Project
PE III	5	>P500M
PE III	15	P500M and below
PE II	5	> 250M up to P500M
PE II	15	P250M and below
PE I	5	> 100M up to P250M
PE I	10	P100M and below
JPE	10	Below P100M
PrPE	5	Below P100M

**TABLE 6 – Central Office:  
Materials Engineers**

Field Engineer Classification	Distribution of Projects	
	Maximum Number of Projects	Cost Per Project
ME II	5	>P250M
ME II	15	P250M and below
ME I	5	> 100M up to P500M
ME I	15	P100M and below
PrME	5	P100M and below

### **3. LOCATION OF PROJECTS**

The HIO shall make sure that all on-going projects being handle by and ADFE are located in one province only, except when the project itself covers more than one province.

### **4. ISSUANCE OF PDO FOR ADFE WHO HAS BEEN DESIGNATED AS CHIEF OF SECTION/DIVISION**

The HIO may issue a PDO to an ADFE who has been designated as Division/Section Chief, except for the Construction Division/Section and Hydrology and Quality Assurance Division/Section, as Project/Materials Engineer of projects provided that:

4.1 All other ADFEs of the concerned office have already reached their maximum number of projects, as certified by the Head of Office and verified by the Bureau of Quality and Safety (BQS) for Project Engineers or by the Bureau of Research and Standards (BRS) for Materials Engineers.

4.2 The Undersecretary for Operations concerned approved the PDO.

### **5. ISSUANCE OF PDO FOR ADFE WHO HAS EXCEEDED THE MAXIMUM NUMBER OF PROJECTS**

The HID may issue a PDO to an ADFE who has exceeded the maximum number of projects provided that:

5.1 All other qualified ADFEs of the concerned office have already reached their maximum number of projects, as certified by the Head of Office and verified by the Bureau of Quality and Safety (BQS) for Project Engineers or by the Bureau of Research and Standards (BRS) for Materials Engineers

5.2 The Undersecretary for Operations concerned approved the PDO.

### **6. ISSUANCE OF PDO TO AN ADFE-ARCHITECT**

A PDO may be issued to an ADFE who is an Architect for 3-storey public/school buildings or higher only.

### **7. ASSIGNMENT OF PROJECT INSPECTOR (PI)**

7.1 An Accredited PE must be assisted by a minimum of one (1) accredited PI for every ten (10) projects to be handled.

7.2 An accredited PE who has not yet exceeded his limit of assignment may act as PI in other on-going DPWH projects where he is not the designated Project Engineer. However, his/her accreditation must be lower than the accreditation of the designated Project Engineer for the project.

## **8. ASSIGNMENT OF ACCREDITED PE FROM OTHER OFFICES**

- 8.1 Regional Directors/District Engineers may request the designation of Project Engineers/Inspectors from the pool of accredited field engineers in the Central Office as the need arises
- 8.2 UPMO Cluster Directors may also request from the pool of accredited field engineers in the Regional/District Engineering Offices where their projects are being implemented.

[Date]

**MEMORANDUM**

**TO** : **[NAME]**  
 [Classification]  
 Accreditation No. [XXXX]  
 [Name of Office]

**SUBJECT** : **PROJECT DESIGNATION ORDER (PROJECT ENGINEER)**

In the exigency of service and in addition to your present duties and responsibilities, you are hereby designated as **PROJECT ENGINEER** of the hereunder project:

<b>Name of Project</b>	<b>Project Components</b>	<b>Project Cost (P)</b>	<b>a. Start Date b. Expiration Date</b>	<b>a. Effectivity Date b. Expiration Date</b>
<b>[Contract ID]</b> [Name of Project]			a. [mm/dd/yyyy] b. [mm/dd/yyyy]	a. [mm/dd/yyyy] b. [mm/dd/yyyy]

Under and by virtue of this Order, you are hereby directed to perform the duties and responsibilities appurtenant to your designation and inherent to your accreditation as **[CLASSIFICATION]**.

Corollary to this, you are to coordinate with all concerned stakeholders to ensure smooth implementation of the above-mentioned project. You shall see to it that all project records are readily provided for reference and guidance of all concerned pursuant to Department Order No. 216 Series of 2000 and ensure accurate and up to date data are inputted in the Project and Contract Management Application (PCMA) pursuant to the PCMA Procedures and User's Manual.

To ensure close supervision of the project, you are authorized to render overtime services during Saturdays, Sundays and Holidays. Your transportation allowance, overtime pay and other incidental expenses shall be charged against the fund of the project, subject to the usual accounting and auditing rules and regulations.

Be guided accordingly.

**[NAME]**  
 [Head of the Implementing Office]

cc: (1) Director, Bureau of Quality and Safety, This Department  
 (2) Director, Bureau of Construction, This Department

[Office Code Number][Initials]

[Date]

**MEMORANDUM**

**TO** : **[NAME]**  
 [Classification]  
 Accreditation No. [XXXX]  
 [Name of Office]

**SUBJECT** : **PROJECT DESIGNATION ORDER (MATERIALS ENGINEER)**

In the exigency of service and in addition to your present duties and responsibilities, you are hereby designated as **MATERIALS ENGINEER** of the hereunder project:

<b>Name of Project</b>	<b>Project Components</b>	<b>Project Cost (P)</b>	<b>c. Start Date d. Expiration Date</b>	<b>c. Effectivity Date d. Expiration Date</b>
<b>[Contract ID]</b> [Name of Project]			c. [mm/dd/yyyy] d. [mm/dd/yyyy]	c. [mm/dd/yyyy] d. [mm/dd/yyyy]

Under and by virtue of this Order, you are hereby directed to perform the duties and responsibilities appurtenant to your designation and inherent to your accreditation as **[CLASSIFICATION]**.

Corollary to this, you are directed to report to the concerned Project Engineer to assist the same in ensuring all materials to be incorporated into the work shall undergo minimum testing requirements and subsequently passed the DPWH Standards and Specifications.

To ensure close supervision of the project, you are authorized to render overtime services during Saturdays, Sundays and Holidays. Your transportation allowance, overtime pay and other incidental expenses shall be charged against the fund of the project, subject to the usual accounting and auditing rules and regulations.

Be guided accordingly.

**[NAME]**  
 [Head of the Implementing Office]

cc: (1) Director, Bureau of Research and Standards, This Department  
 (2) Director, Bureau of Construction, This Department

[Office Code Number][Initials]

[Date]

**MEMORANDUM**

**TO** : **[NAME]**  
 [Classification]  
 Accreditation No. [XXXX]  
 [Name of Office]

**SUBJECT : PROJECT DESIGNATION ORDER (PROJECT INSPECTOR)**

In the exigency of service and in addition to your present duties and responsibilities, you are hereby designated as **PROJECT INSPECTOR** of the hereunder project:

Name of Project	Project Components	Project Cost (P)	e. Start Date f. Expiration Date	e. Effectivity Date f. Expiration Date
[Contract ID] [Name of Project]			e. [mm/dd/yyyy] f. [mm/dd/yyyy]	e. [mm/dd/yyyy] f. [mm/dd/yyyy]

Under and by virtue of this Order, you are hereby directed to perform the duties and responsibilities appurtenant to your designation and inherent to your accreditation as [CLASSIFICATION].

Corollary to this, you are directed to report to the concerned Project Engineer to assist the same in ensuring smooth implementation of the above-mentioned project. You shall see to it that all project records are readily provided for reference and guidance of all concerned pursuant to Department Order No. 216 Series of 2000.

To ensure close supervision of the project, you are authorized to render overtime services during Saturdays, Sundays and Holidays. Your transportation allowance, overtime pay and other incidental expenses shall be charged against the fund of the project, subject to the usual accounting and auditing rules and regulations.

Be guided accordingly.

**[NAME]**  
 [Head of the Implementing Office]

cc: (1) Director, Bureau of Quality and Safety, This Department  
 (2) Director, Bureau of Construction, This Department

[Office Code Number][Initials]