



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

097.13 DPWH  
10-2-97 (R)

22 August 1997

DEPARTMENT ORDER

NO. 158 *10/2*  
S. 1997

SUBJECT : Rating of the DPWH District Engineers Based on  
Highway Maintenance Effort

The Department hereby adopts the enclosed system and format to objectively rate the DPWH District Engineers on their maintenance effort for the national roads and bridges under their respective jurisdictions.

The rating format shall be filled up by the Regional Directors concerned who shall assign appropriate percentage scores corresponding to the manner in which the District Engineers fare in the preparation and implementation of their Maintenance by Administration Projects (MBA), Maintenance by Contract (MBC) and other maintenance-related projects; the physical conditions (roads, bridges and roadside features) of the road network within their jurisdiction, and the efficiency by which they carry out specific administrative functions pertaining to highway maintenance.

The Regional Directors shall conduct the rating of the DPWH District Engineers every semester and shall promptly forward the results of such rating within two weeks after its completion to the Secretary, this Department, Attention : The Director, Bureau of Maintenance, for his review and appropriate action.

*[Signature]*  
GREGORIO R. VIGILAR  
Secretary

# **RATING SHEET**

District Engineer: \_\_\_\_\_

District: \_\_\_\_\_

Description

Weight:

Total:

## **1. Maintenance by Administration.**

20%

### **Preparation.**

Weight \*  
Score

<b>A.</b>	<b>Realistic, balanced and Implementable Maintenance Program (AMWP/PB).</b>	<b>1%</b>	Hardly implementable, un-balanced and un-realistic.	Fairly implementable, balanced and realistic.	Implementable, balanced and realistic.	Excellent, the program reflects the maintenance needs.	
	Score:		0%	33%	66%	100%	
<b>B.</b>	<b>Timely preparations of Maintenance Program.</b>	<b>1%</b>	Submitted 1 month after last submission date.	Submitted 2 weeks after last submission date.	Submitted 1 week after last submission date.	Submitted on or before submission date.	
	Score:		0%	33%	66%	100%	

### **Implementation.**

<b>C.</b>	<b>Timely implementation of Maintenance work activities by Administration.</b>	<b>6%</b>	More than 15% negative slippage.	Between 10% to 15 % negative slippage.	Between 5% to 10 % negative slippage.	Less than 5% negative slippage.	
	Score:		0%	33%	66%	100%	
<b>D.</b>	<b>Effective use of resources.</b>	<b>2%</b>	Excessive un-productive time, majority of the equipment is idle.	Some un-productive time, some of the equipment is idle.	Little un-productive time, few of the equipment is idle.	Hardly any un-productive time, equipment is well utilized.	
	Score:		0%	33%	66%	100%	
<b>E.</b>	<b>Timeliness of response to emergency maintenance activities.</b>	<b>4%</b>	Not paid any attention to.	Emergency maintenance needs are responded to within 4 weeks.	Emergency maintenance needs are responded to within 2 weeks.	Emergency maintenance needs are responded to immediately.	
	Score:		0%	33%	66%	100%	
<b>F.</b>	<b>Quality of maintenance works.</b>	<b>6%</b>	Hardly any attention is paid to the specifications.	Some work are in accordance with the specifications.	Most work are in accordance with the specifications.	All work are in accordance with the specifications.	
	Score:		0%	33%	66%	100%	

## **2. Maintenance by Contract.**

20%

### **Preparation.**

<b>A.</b>	<b>Realistic, balanced and Implementable Maintenance Program (AMWP/PB).</b>	<b>1%</b>	Hardly implementable, un-balanced and un-realistic.	Fairly implementable, balanced and realistic.	Implementable, balanced and realistic.	Excellent, the program reflects the maintenance needs.	
	Score:		0%	33%	66%	100%	
<b>B.</b>	<b>Timeliness of project preparations, prequalification, bids and awards.</b>	<b>1%</b>	Submitted 1 month after last submission date.	Submitted 2 weeks after last submission date.	Submitted 1 week after last submission date.	Submitted on or before submission date.	
	Score:		0%	33%	66%	100%	

### **Implementation.**

<b>C.</b>	<b>Realistic &amp; timely submission of work schedules.</b>	<b>4%</b>	Submitted more than 1 months late to the contractors and/or un-realistic.	Submitted more than 2 weeks late to the contractors and/or hardly realistic.	Submitted more than 1 week late to the contractors and/or fairly realistic.	Submitted on time to the contractors and realistic.	
	Score:		0%	33%	66%	100%	
<b>D.</b>	<b>Timely implementation of Maintenance By Contract.</b>	<b>4%</b>	More than 15% negative slippage.	Between 10% to 15 % negative slippage.	Between 5% to 10 % negative slippage.	On schedule.	
	Score:		0%	33%	66%	100%	
<b>E.</b>	<b>Quality of Maintenance work.</b>	<b>6%</b>	Hardly any attention is paid to the specifications.	Some work are in accordance with the specifications.	Most work are in accordance with the specifications.	All work are in accordance with the specifications.	
	Score:		0%	33%	66%	100%	
<b>F.</b>	<b>Conformance of contract administration to MBC-Guidelines and PD 1594.</b>	<b>4%</b>	Contract administration is hardly in accordance with the MBC-manual and PD 1594.	Contract administration is fairly in accordance with the MBC-manual and PD 1594.	Contract administration is mainly in accordance with the MBC-manual and PD 1594.	Contract administration is in accordance with the MBC-manual and PD 1594.	
	Score:		0%	33%	66%	100%	

### 3. Other Maintenance Related Projects. 10%

#### Preparation.

A.	Correct preparation of Programs of Work.	1%	Most POWs are incomplete, faulty and lacking requirements.	Most POWs are incomplete and/or faulty.	Most POWs prepared are in order.	All POWs prepared are in order.	
		Score:	0%	33%	66%	100%	
B.	Timely submission of Programs.	1%	Most Programs submitted more than 1 month late.	Most Programs submitted more than 2 weeks late.	Most Programs submitted more than 1 week late.	Most Programs submitted on time.	
		Score:	0%	33%	66%	100%	
C.	Timely prequalification, bids and awards.	1%	Submitted 1 month after last submission date.	Submitted 2 weeks after last submission date.	Submitted 1 week after last submission date.	Submitted on or before submission date.	
		Score:	0%	33%	66%	100%	

#### Implementation.

D.	Timely implementation of other maintenance related projects.	2%	More than 15% negative slippage.	More than 10% negative slippage.	More than 5% negative slippage.	Less than 5% negative slippage.	
		Score:	0%	33%	66%	100%	
E.	Quality of Maintenance works.	3%	Hardly any attention is paid to the specifications.	Some work are in accordance with the specifications.	Most work are in accordance with the specifications.	All work are in accordance with the specifications.	
		Score:	0%	33%	66%	100%	
F.	Conformance of contract administration to PD 1594.	2%	Contract administration is hardly in accordance with PD 1594.	Contract administration is fairly in accordance with PD 1594.	Contract administration is mainly in accordance with PD 1594.	Contract administration is in accordance with PD 1594.	
		Score:	0%	33%	66%	100%	

### 4. Road Condition Rating 40%

#### A. Carriageway

I.	Minor failures (unrepaired potholes)	5%	More than 50 Sq.M. per Km.	Between 20 to 50 Sq.M. per Km.	Between 5 to 20 Sq.M. per Km.	Below 5 Sq.M. per Km.	
		Score:	0%	33%	66%	100%	
II.	Failed sections (unrepaired sections)	5%	More than 50 L.M. per Km.	Between 20 to 50 L.M. per Km.	Between 5 to 20 L.M. per Km.	Below 5 L.M. per Km.	
		Score:	0%	33%	66%	100%	
III.	Cracks and joints (not sealed)	5%	Several.	Common.	Rare.	Few or none.	
		Score:	0%	33%	66%	100%	
B.	Eroded shoulders (more than 50 mm deep)	5%	More than 200 L.M. of eroded shoulder per Km.	Between 100 to 200 L.M. of eroded shoulder per Km.	Between 50 to 100 L.M. of eroded shoulder per Km.	Less than 50 L.M. of eroded shoulder per Km.	
		Score:	0%	33%	66%	100%	
C.	Vegetation control and visibility (vegetation higher than 300 mm)	5%	More than 200 L.M. per Km.	Between 100 to 200 L.M. per Km.	Between 50 to 100 L.M. per Km.	Less than 50 L.M. per Km.	
		Score:	0%	33%	66%	100%	
D.	Drainage (side drains and culverts)	5%	More than 200 L.M. per Km of the drainage system is severely silted.	Between 100 to 200 L.M. of the drainage system is severely silted.	Between 50 to 100 L.M. of the drainage system is severely silted.	Less than 50 L.M. per Km. of the drainage system is silted.	
		Score:	0%	33%	66%	100%	
E.	Road features (road signs, KM-post, guardrails and road markings.	5%	More than 50% of the road features are not maintained.	Between 20% to 50% of the road features are not maintained.	Between 5% to 20% of the road features are not maintained.	Less than 5% of the road features are not maintained.	
		Score:	0%	33%	66%	100%	
F.	Bridges and river crossings.	5%	More than 50% of the bridges and river crossings are not maintained.	Between 20% to 50% of the bridges and river crossings are not maintained.	Between 5% to 20% of the bridges and river crossings are not maintained.	Less than 5% of the bridges and river crossings are not maintained.	
		Score:	0%	33%	66%	100%	

**5. Administrative Efficiency**
**10%**

<b>A.</b>	<b>Timeliness in submission of maintenance reports</b>	<b>2%</b>	Most reports submitted more than 1 month late.	Most reports submitted more than 2 weeks late.	Most reports submitted more than 1 week late.	Most reports submitted on time.	
		Score:	0%	33%	66%	100%	
<b>B.</b>	<b>Correctness of submitted maintenance reports</b>	<b>2%</b>	Most Reports are incomplete, faulty and lacking requirements.	Most Reports are incomplete and/or faulty.	Most Reports prepared are in order.	All Reports prepared are in order.	
		Score:	0%	33%	66%	100%	
<b>C.</b>	<b>Timeliness in submission of inventory</b>	<b>1%</b>	Most inventory submitted more than 1 month late.	Most inventory submitted more than 2 weeks late.	Most inventory submitted more than 1 week late.	Most inventory submitted on time.	
		Score:	0%	33%	66%	100%	
<b>D.</b>	<b>Correctness of submitted inventory</b>	<b>1%</b>	The inventory is incomplete, faulty and lacking requirements.	The inventory is incomplete and/or faulty.	The inventory is fairly in order.	The inventory is in order.	
		Score:	0%	33%	66%	100%	
<b>E.</b>	<b>Effective utilization of maintenance funds</b>	<b>4%</b>	Poor utilization of maintenance funds	Partly effective.	Fairly effective.	Effective and responsive.	
		Score:	0%	33%	66%	100%	

**Remarks:**
**Computation of Rating**

	<b>Weight %</b>	<b>Score</b>
1. Maintenance By Administration	20%	<input type="text"/>
2. Maintenance By Contract	20%	<input type="text"/>
3. Other Maintenance Related Projects	10%	<input type="text"/>
4. Road Condition Rating	40%	<input type="text"/>
5. Administrative Efficiency	10%	<input type="text"/>
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	100%	<input type="text"/>