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05.24.2022

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

MAY 20 2022

DEPARTMENT ORDER)
)
NO. 82)
Series of 2022 5/24/2022

SUBJECT: Guidelines and Criteria for the Design Audit of DPWH Regional and District Engineering Offices, 2022 Edition

In order to attain efficiency in the preparation of architectural and engineering plans, and to enhance the capability and further improve the performance of Regional and District Engineering Offices in the delivery of infrastructure projects in terms of cost, time, function, and design life, by incorporating consistency and accuracy in addition to completeness of plan, the proposed Guidelines hereto attached is hereby issued for the regular design audit of DPWH Implementing Offices.

The said Guidelines comprise of audit procedures, mechanics of rating, and areas to be audited for plans and design processes, including As-Staked plan and Road Safety requirements for projects undertaken by the Regional and District Engineering Offices. This shall serve as basis for the design auditors in undertaking Design Audit and the preparation of reports and final rating.

This order shall take effect immediately and supersedes Department Order No. 224, series of 2016.

ROGER G. MERCADO
Acting Secretary

Department of Public Works and Highways
Office of the Secretary
WIN2R01537

DESIGN AUDIT

Guidelines and Criteria for the Design Audit of DPWH Regional and District Engineering Offices

2022 Edition

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUREAU OF DESIGN
MANILA

BUREAU OF DESIGN

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Glossary

Auditor –BOD personnel (Civil Engineer) authorized to assess the design capability of Implementing Offices to prepare architectural and engineering design plans.

Corrective Action Plan – Set of actions to correct the errors incur by the Implementing Offices.

Design Audit (DA) – A yearly activity conducted by the Bureau of Design (BOD), which aims to assess the competency of implementing offices in designing various infrastructure projects.

Design Audit Committee (DAC) – Overall coordinator in the conduct of Design Audit.

Design Audit Team (DAT) – composed of one (1) team leader and one (1) member that will facilitate the Design Audit in the Implementing Offices.

Errors – Deficiencies incur by the Implementing Offices in the approved Detailed Engineering Design plans and other supporting documents as noted by the Design Assessment Team.

Implementing Office – A Regional or District Engineering Office of DPWH that is responsible for the design or delivery of a project.

Member – holds at least Engineer II (Civil Engineer) plantilla position in Bureau of Design. Assists the Team Leader in the overall progress of the Design Audit Activities.

Ranking – basis of the level of delegated authority of the Implementing Offices

Rating – result of Design Assessment conducted by the auditors based on the presented DED plans and other supporting documents.

Sanctions – Penalties imposed to the Implementing Offices based on their accomplishment in the Corrective Action Plan

Team Leader – holds at least Engineer III (Civil Engineer) plantilla position in Bureau of Design. In charge of the overall planning and execution of Design Audit Activities.

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

GUIDELINES AND CRITERIA FOR THE DESIGN AUDIT OF DPWH REGIONAL AND DISTRICT ENGINEERING OFFICES

1. Rationale

The DPWH as the engineering arm of the government is tasked to continuously develop its technology for the purpose of ensuring the safety of all infrastructure facilities and securing all public works and highways with the highest efficiency and quality of construction.

The Bureau of Design (BOD), as the leading support group in providing quality infrastructure through sound engineering design, developed the Design Audit (DA) that covers the evaluation of detailed architectural and engineering design works and processes undertaken in the said offices.

The Design Audit which aims to enhance the capability and improve the performance of the ROs and DEOs – Planning and Design Division/Section will ultimately improve the delivery of infrastructure projects in terms of functionality, economy, safety/stability and resiliency.

While the previous DA checks on the completeness of design data and documents, the newly updated guidelines will include the evaluation of design data accuracy that coincides with the Department's Design Guidelines Criteria and Standards, 2015 Edition, referral codes, and specifications including compliance to applicable laws and department issuances relative to design.

2. Objectives

The main objectives of the design audit are as follows:

1. To ensure compliance of the design plans prepared by the Planning and Design Division/Section with the standards set by the Department;

2. To identify areas where the design process could be strengthened and improved; and

3. To establish a comparative design performance rating of ROs and DEOs.

3. Areas of Assessment

3.1 Design Management

3.1.1 Document Management

Checks on encoding and recording of design related documents (i.e., Letters/Memos, Design Engineering Plans, Analyses, Calculations, etc.) including storage, archiving and retrieval.

3.1.2 Availability of Design Tools and Software

Checks on number, appropriateness and ideal ratio of engineering tools (computer hardware/software, references, survey equipment, etc.) to the number of design personnel involved in the actual execution of particular design works.

3.1.3 Personnel Trainings and Seminars

Checks on continuous/programmed trainings and seminars are attended by the personnel of the Planning and Design Division/Section of ROs/DEOs updating them on current design methodologies, technologies, and procedures in particular expertise/field, therefore, improving their capability and skills as designers.

3.2 Design Plans of Infrastructure Projects

3.2.1 Completeness and Correctness of Drawings/Details

All Detailed Architectural and Engineering Design Plans, and other related plans (in standard format) of proposed structures for a specific calendar year should be complete and correct as indicated in the checklist of requirements for highway, bridge, water engineering, and building projects. This also includes compliance to road safety requirements for highways and bridge projects, engineering survey, geotechnical, and geological, and compliance to current department issuances and laws.

3.2.2 Consistency of Design Parameters with Supporting Documents

Parameters and data used in the design calculations shall be checked if consistent with the supporting design reports (geotechnical, geologic, seismic, traffic, survey, hydrologic, and other reports) to ensure that actual field data are used.

3.2.3 Accuracy of Design Analysis and Calculations

All Detailed Architectural and Engineering plans and other related plans of proposed structures should be adequately and accurately designed based on the design parameters as stipulated in the Department's guidelines (DCGS 2015 ed.), referral codes, and specifications and other applicable department issuances. Actual field conditions shall be gathered using standard procedures in surveying, field testing and other specialized procedures as required in the particular project. Supporting documents such as design analyses, reports, and computations shall show accurate data and calculations for the specific project under consideration.

3.3 As-Staked Plans of Infrastructure Projects

As-Staked plans shall be checked as to deviation from the original scope of works as approved in the detailed engineering design plan due to all types of changes. Provision of necessary supporting documents for processing of As-Staked plan including Revised plan (if any) shall also be included in the design audit. In the absence of As-Staked plan due to no changes, the corresponding As-built plan shall be evaluated.

4. Re-constitution of the BOD Technical Working Group (TWG)

Per BOD Office Order No. 5, series of 2021, the TWG shown below constitutes the Team to undertake the revision of the guidelines and establishment of the criteria for the conduct of Design Audit:

Team Adviser: **HANZEL B. SAMSON**
Engineer IV, Highways Division

Team Leader: **SAMUEL A. BERTILLO**
Engineer III, Highways Division

Team Members:

MELANIE B. PAGCALIWANGAN – Engineer III, Buildings Division
RENATO RAINIER M. VITORIO – Engineer II, Bridges Division
DJON MAR ELLYZ M. SANTIAGO –
Engineer II, Surveys & Investigation Division (Alternate)
DARYL PAUL B. DE LA ROSA – Engineer II, Water Projects Division (Alternate)
JING ANDREW M. DELA CRUZ – Engineer II, Design Management Division

Secretariat:

KIMBERLY R. DE OCAMPO – Engineer II, Highways Division
ABBY P. LASAM – Engineer II, Highways Division

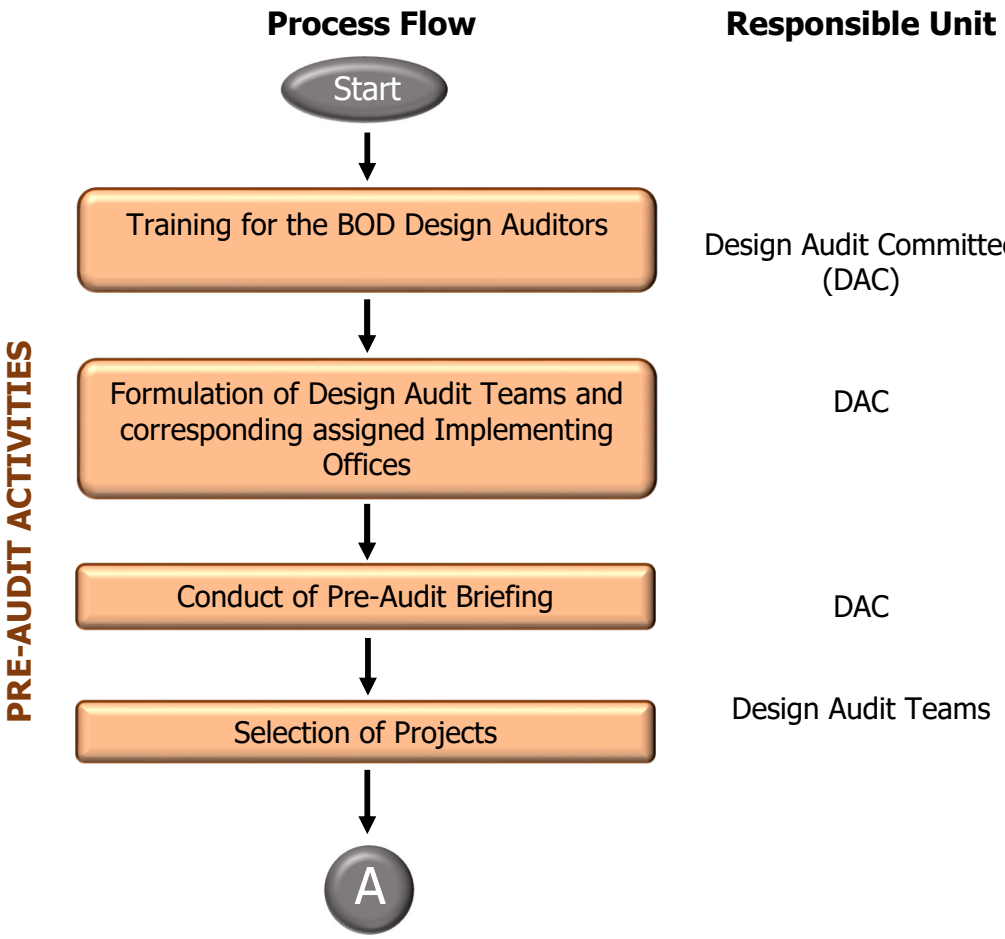
By virtue of BOD Office Order No. 1, series of 2020, the Highways Division (Design Audit Committee) shall be the overall coordinator in the conduct of Design Audit. Said Committee shall organize, schedule, dispatch Design Audit Teams, and facilitate Pre-Audit and Post-Audit Activities as specified in Section 5 of this guideline.

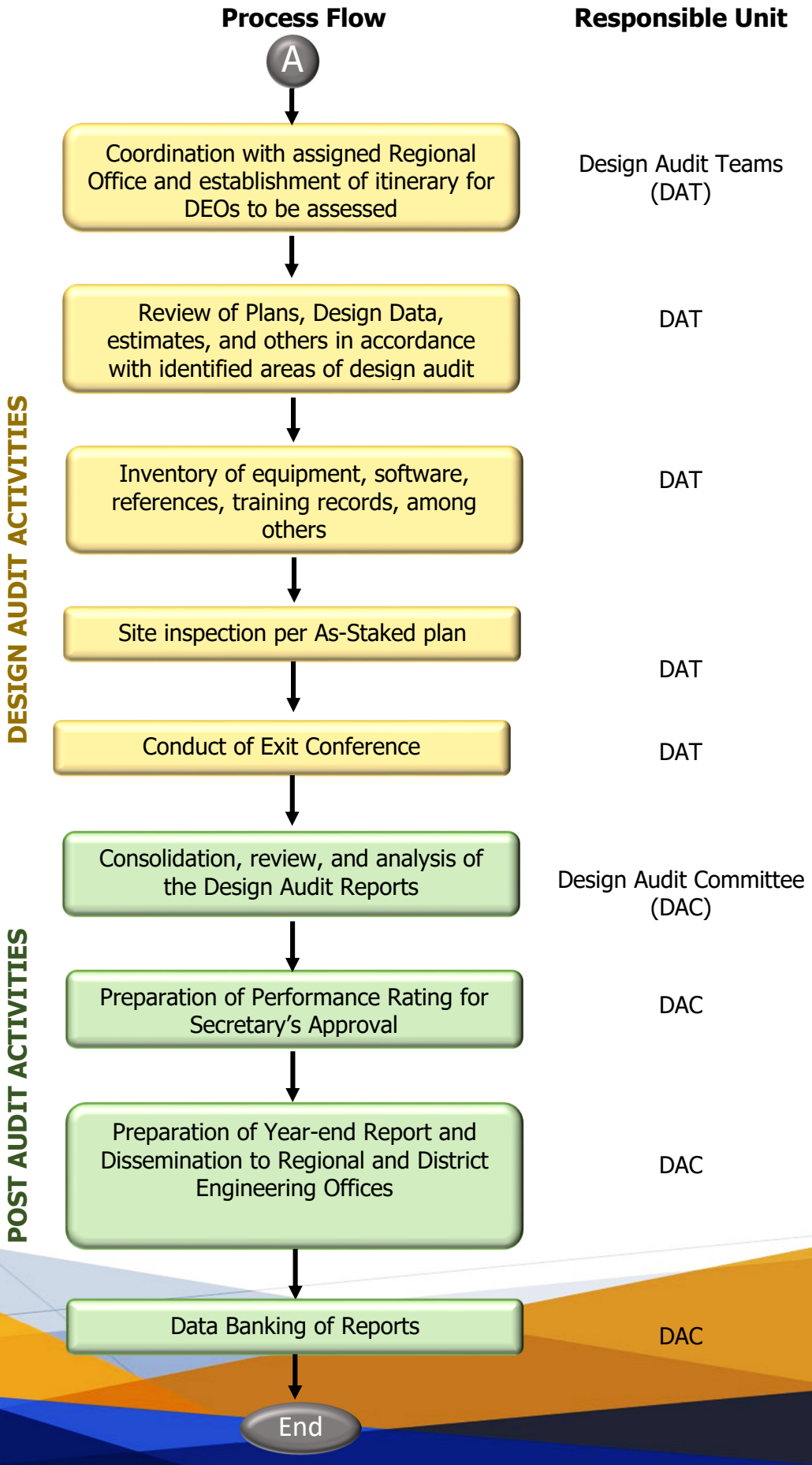
5. Activities in the Design Audit

5.1 Workflow of Activities in Design Audit of DPWH IOs

In the conduct of Design Audit, the following activities shall be undertaken as shown in Figure 5.1.

Figure 5.1 – Workflow




Process Flow
Responsible Unit
A
Coordination with assigned Regional Office and establishment of itinerary for DEOs to be assessed
Design Audit Teams (DAT)
Review of Plans, Design Data, estimates, and others in accordance with identified areas of design audit
DAT
Inventory of equipment, software, references, training records, among others
DAT
Site inspection per As-Staked plan
DAT
Conduct of Exit Conference
DAT
DESIGN AUDIT ACTIVITIES
Consolidation, review, and analysis of the Design Audit Reports
Design Audit Committee (DAC)
Preparation of Performance Rating for Secretary's Approval
DAC
Preparation of Year-end Report and Dissemination to Regional and District Engineering Offices
DAC
POST AUDIT ACTIVITIES
Data Banking of Reports
DAC
End

5.2 Pre-Audit Activities

5.2.1 Training for the BOD Design Auditors

BOD Design Auditors shall gain expertise in the design audit by undergoing Design Auditor's Training Course annually and taking an examination for accreditation every 2 years.

5.2.2 Formulation of Design Audit Teams

Each Design Audit Team shall be composed of one (1) Team Leader and one (1) Member that satisfies the qualifications and criteria set in Annex "A".

5.2.3 Conduct of Pre-Audit Briefing

Before departure, all issues and concerns shall be thoroughly discussed and clarified in the said briefing.

5.2.4 Selection of Projects by the Design Audit Team

Projects to be evaluated shall be selected from the General Appropriations Act (GAA) of the current Fiscal Year and/or from updated project lists in the Project and Contract Management Application (PCMA) consolidated by the Design Audit Committee. Each project shall meet the corresponding criteria set in Section 6.1 of this updated guideline.

5.3 Design Audit Activities

During the conduct of design audit, the Design Audit Team shall at all times observe neutrality and will be an instrument to the impartial evaluation of the actual design capability of the Regional and District Engineering Offices. The following activities shall guide the said team.

5.3.1 Coordination with assigned Regional Office and establishment of itinerary for DEOs to be assessed

The Design Audit Team shall meet the concerned officials/personnel (Regional Director/Asst. Regional Director/District Engineer/Asst. District Engineer) and request their full cooperation for the conduct of design audit.

5.3.2 Review of Plans, Design Calculations, Design Data, Estimates, and others in accordance with the identified areas of assessment

This will require the copies (hard and electronic copies) of approved plans of on-going projects being implemented by the ROs/DEOs, design reports, quantity calculations, design analyses, laboratory test result/s and related studies which may be considered as supporting documents in the

preparation and subsequent approval of plans. In addition, As-Staked plans will be evaluated to check the major design changes from the previously evaluated Detailed Engineering Design Plans.

5.3.3 Inventory of Equipment, Software, References, and Training records, among others

This involves assessment of their document management system and methodology including the use of engineering design tools in the actual execution of design works.

5.3.4 Site Inspection per As-Staked Plan

Only major design changes as indicated in the As-Staked or Revised plan are subject to verification on site. Other changes shall be recorded for data gathering purposes only as basis in formulation of design-related policies only. Said major design changes as deviation from the corresponding approved Detailed Engineering Design Plan shall be evaluated whether it is due to faulty and/or inadequate design and specifications.

5.3.5 Conduct of Exit Conference

After checking all of the necessary documents and site inspection, an exit conference between Head of Implementing Office (IO) together with the Chief of Planning and Design Division/Section and Design Audit Team shall be conducted to discuss preliminary findings and provide initial recommendations on identified areas for improvement. Likewise, the said team shall also discuss the IO's compliance with the previously submitted Corrective Action Plan, subject to sanctions set in Section 8.

5.3.6 Preparation and submission of Design Audit Report

Duly signed design audit report shall be submitted by each design audit team to the BOD Director thru the Design Audit Committee, not later than five working (5) days and ten (10) working days for RO DA Team and DEO DA Team, respectively, after the assigned design audit period.

5.4 Post-Audit Activities

Upon submission of the design audit report, appropriate action is required to determine the rating of each IO being evaluated.

5.4.1 Consolidation and Data Analysis of the Design Audit Report

Based on the submitted design audit reports, performance of IOs shall be rated and ranked accordingly based on Section 7. Mechanics of Rating and Ranking.

5.4.2 Preparation of Performance Rating for the Secretary's Approval and Dissemination to Regional and District Engineering Offices

Summary of all the design audit reports for the calendar year shall be submitted by the DA Committee to the Secretary for approval not later than 15th of December of the current year.

5.4.2 Preparation of Year-end Report and Dissemination to Regional and District Engineering Offices

The Design Audit Team shall provide the rating (numerical and adjective) together with the findings and recommendations to each IOs through a memorandum signed by the Undersecretary for Technical Services. Said findings and recommendations shall be the basis of Corrective Action Plan to be prepared and submitted by the Chief of Planning and Design Division/Section, conformed by the Regional Director/District Engineer, within ten (10) working days upon receipt of the said memorandum. Further, BOD will provide Certificates for the TOP Performers in the Design Audit; top 5 Regional Offices and top 10% DEOs provided that the IO maintained at least Very Satisfactory (VS) rating.

5.4.3 Data Banking of Reports

The Design Audit Committee shall keep and consolidate the reports and all pertinent documents for data banking.

6. Number of Projects to be Assessed

The number of design plans to be evaluated for ROs and DEOs shall be as presented in the table below:

[1]Category	Number of Design Plans			
	Regional Office		District Engineering Office	
	DED Plans	[2]As-Staked Plans	DED Plans	[2]As-Staked Plans
Highways	2	2	1	2
Bridges	2	1	1	1
Water Projects	2	1	1	1
Buildings	2	-	1	-
Total	**8**	**4**	**4**	**4**

[1]In case of unavailability of DED plan for a certain project category, the required number for other category will be increased, depending on the availability, to serve as replacement and to meet the required number of DED Plan to be evaluated.

[2]As-Staked Plans shall be based on the DED plans audited in the preceding design audit period.

6.1 Project Selection Criteria for DED and As-Staked/As-Built plans

Below are the following criteria for each project category:

1. [3]Highways (limited to portland cement concrete pavement projects only)
   a. New Construction
      a.1 Road Opening
      a.2 Road Upgrading
   b. Roads Leading to Declared Tourism Destinations
   c. Road Projects under other Convergence Program

2. Bridges
   a. Construction of New Bridge
   b. Total Replacement of Bridge
   c. Widening of Existing Bridge

3. Water Engineering Projects
   a. New Construction of Revetment
   b. New Construction of Dike
   c. New Construction of Spur Dike

4. Buildings (limited to reinforced concrete structures projects only)
   a. New Construction
   b. Two (2) Storey and above
   c. Not a standard plan prepared by the Bureau of Design or other government agencies

[3]Plans must include Geometric, Pavement, Drainage and/or Slope Protection components.

7. Rating System

7.1 Rating Areas

The ROs and DEOs shall be rated based on their respective performances on the key areas to be evaluated. The weighted percentage shall be as follows:

Areas of Assessment	Percent Weight (%)
I. Design Management	10
II. Design Plans of Infrastructure Projects	80
III. As-Staked Plans of Infrastructure Projects	10
Total	**100**

Moreover, the key areas of assessment shall be sub-categorized as shown:

Breakdown of Areas of Assessment	Percent Weight (%)
I. Design Management	**10**
I.1 Compliance to Policies/Referral Code relative to Preparation of Design Plans	30
I.2 Availability of Design Tools and Software	30
I.3 Personnel Trainings and Seminars	40
II. Design Plans of Infrastructure Projects	**80**
II.1 Completeness and Correctness of Drawings/Details	40
II.2 Consistency of Design Parameters with Supporting Documents	40
II.3 Accuracy of Design Analysis and Calculations	20
III. As-Staked Plans of Infrastructure Projects	**10**
III.1 Major Design Changes	60
III.2 Completeness of Supporting Documents	40
TOTAL	**100**

7.2 Rating Mechanics

The rating/evaluation shall be done per category (i.e., highways, bridges, buildings, and water engineering projects) based on the checklists provided percentage weight assigned to areas of assessment as shown in the table above expect Design Management (10%).

YES – if the requirement in the checklist is indicated, provided or complied

NO – if neither provided nor complied

N/A – if the pertinent document being audited did not require the presence or compliance to that certain requirement/measure in the checklist; or simply not applicable for the project.

7.2.1 Rating through the Design Management

For rating areas mentioned in Section 7.1 under Design Management of this guideline, put a check mark (✓) corresponding to the cell of requirement if complied by IO.

Equivalent Compliance points:

$$Score\ per\ Area = \frac{Total\ no.\ of\ YES}{Total\ no.\ of\ Items - Total\ no.\ N/A}$$

$$Rating\ per\ Area = Percentage\ Weight \times Score$$

7.2.2 Design Plans of Infrastructure Projects

For rating areas mentioned in Section 7.1 under Completeness and Correctness of Drawings/Details, Consistency of Design Parameters with Supporting Documents, and Accuracy of Design Analysis and Calculations, using the checklist per project category including Engineering Survey, Geotechnical, and Geological (ESGG) requirements set in section 6 of this guideline, put a check mark (✓) corresponding to the cell of requirement if complied by IO.

Equivalent Compliance points:

$$Score\ per\ Area = \frac{Total\ no.\ of\ YES}{Total\ no.\ of\ Items - Total\ no.\ N/A}$$

$$Rating\ per\ Area = Percentage\ Weight \times Score$$

$$Total\ rating\ per\ Project\ Category = Selected\ Project\ Category\ rating\ (50\%) \\ and\ corresponding\ ESGG\ rating\ (50\%)$$

7.2.3 As-Staked Plans of Infrastructure Projects

For rating areas mentioned in Section 7.1 under Major Design Changes and Completeness of Supporting Documents, using the checklist per project category set in section 6 of this guideline, put a check mark (✓) corresponding to the cell of requirement if complied by IO.

Equivalent Compliance points:

$$Rating\ per\ As\ Staked\ Plan \\ = Major\ Design\ Changes\ (maximum\ 6\%) \\ + Supporting\ Documents\ (maximum\ 4\%)$$

$$Total\ rating\ of\ As\ Staked\ Plans = \\ Average\ rating\ of\ all\ selected\ As\ Staked\ Plans$$

7.3 Performance Rating

7.3.1 Overall Rating (OR)

Performance of the IO to be audited will have its Overall Rating (OR). Said rating is the average of the computed total rating per project category (total rating of design plans) including Design Management and As-Staked Plan ratings.

The Performance of Regional and District Engineering Offices shall be rated in accordance with the scale as shown:

Adjective Rating	Numerical Rating (%)
Outstanding	above 95 to 100
Very Satisfactory	above 85 to 95
Satisfactory	above 75 to 85
Fair	above 65 to 75
Unsatisfactory	below 65

The same ruling for limits of authority to approve design plans shall be used as shown:

Ranking	Limits of Authority to Approve Design Plans	
	Regional Office	**District Engineering Office**
VS and above	up to Php 300 million	up to Php 100 million
Below VS	up to Php 150 million	up to Php 50 million

7.3.2 Bearings of the Rating

An Implementing Office must obtain above 85% overall rating (at least Very Satisfactory, VS) to achieve the maximum limits of authority to approve design plans as indicated in the above table.

IOs with Fair or Unsatisfactory rating shall be subjected to all project categories (i.e., Building, Bridge, Highway, Water Engineering) design trainings and seminars, including Engineering Surveys, Geotechnical, and Geological aspects, a month after the issuance of Department Order, re: Revised Limits of Authority to Approve Design Plans.

Satisfactory rated IOs shall be on a probationary status and be subjected to training/seminar for areas of assessment (as stated in Section 7.1) with sub-rating below 85% only, a month after the issuance of Department Order, re: Revised Limits of Authority to Approve Design Plans. In this regard, two (2) consecutive on a probationary status shall be subjected to trainings and seminars same as IOs with Fair and Unsatisfactory ratings.

Lastly, IOs with two (2) consecutive Unsatisfactory (U) ratings shall not be allowed to approve design plans, regardless of the project cost. In this case, the Regional Office and Central Office shall be the approving authority for DEOs and ROs, respectively.

8. Sanctions

As discussed by the Design Audit Team of the IO's compliance in the previously submitted Corrective Action Plan, the following penalties shall be implemented:

Action Taken by IOs	Penalty Points
Non-compliance of [4]Technical errors	0.2 point (%) deduction in final rating for each error but not greater than 2% deduction in total
Non-compliance of [4]Design-related errors	0.5 point (%) deduction in final rating for each error but not greater than 5% deduction in total
Non-compliance of Corrective Action Plan	additional 3 point-deduction in final rating cumulative with the applicable deductions as aforementioned

[4]Errors as specified in Annex B, re: Classification of Errors

9. Effectivity

This updated guideline supersedes all previous guidelines for the conduct of Design Audit and is proposed to be implemented for CY 2022 and succeeding years, unless otherwise superseded by a new set of guidelines as approved by the Secretary, this Department.

Prepared:

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Team Leader, Technical Working Group

Noted:

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ROMEO C. RAAGAS
Chief, Highways Division
Head, Design Assessment Committee

Checked:

LEONARDO L. LINGAN
OIC-Assistant Director
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Recommending Approval:

EDWIN C. MATANGUIHAN
OIC-Director
Bureau of Design

Approved:

Undersecretary MAXIMO L. CARVAJAL
Technical Services

Qualification for Bureau of Design – Design Auditors

1. Criteria

The following criteria shall be applied in the evaluation for the Design Audit Team composition:

	Member	**Team Leader**
Eligibility	Civil Engineer, BOD Personnel, and at least Engineer II	Civil Engineer, BOD Personnel, and at least Engineer III
Experience, Educational Background and Trainings (40%)	See section 1.2	See section 1.2
Performance (30%)	See section 1.3	See section 1.3
Examination (30%)	See section 1.4	See section 1.4
Final Rating	**70% min.**	**85% min.**

1.1. Eligibility

The Auditor must be a Registered Civil Engineer from the Bureau of Design holding a plantilla position (permanent status).

1.2. Experience, Educational Background and Trainings (40%)

Experience and Trainings shall be evaluated as follows:

1.2.1. Experience (25%)

The rating for this criterion shall be based on:

a. The number of years (1.0 point per year, maximum of 5 points) that a prospective auditor has been a Section/Division Chief (5%).
b. The number of years (2.0 points per year, maximum of 10 points) that a prospective auditor has been conducting the Design Audit activities (10%).

c. The number of years (2.0 point per year, maximum of 10 points) that a prospective auditor has been preparing and/or evaluating plans and supporting documents (10%).

1.2.2. Educational Background (5%)

The rating for this criterion shall be based on the relevant graduate and/or post –graduate studies of prospective auditor. Maximum points shall be given to those who have completed graduate studies. Otherwise, one (1) point for every six (6) units earned, maximum of five (5) points but not exceeding 3%.

1.2.3. Trainings (10%)

The rating for this criterion shall be based on the relevant trainings attended by the prospective auditor (1.0 point for every 8 hours of relevant training, maximum of 10 points).

1.3 Performance (30%)

The criterion rating shall be based on the performance evaluation using the Department's Strategic Performance Management System (SPMS) as indicated in the Individual Performance Commitment and Review (IPCR) form.

Performance rating shall be based on the average of equivalent points of SPMS numerical rating (multiplied by weight factor of 30%) for the last two (2) semesters immediately preceding the time of evaluation or promotion of role.

For each rating period, the equivalent points of the SPMS numerical rating are calculated as shown:

$$Equivalent\ points, \% = 100 - 20\ (5 - SPMS\ Numerical\ Rating)$$

Example:

SMPS Numerical Rating = 4.56

$$Equivalent\ points, \% = 100 - 20\ (5 - 4.56) = 91.2\ \%$$

1.4 Examination (30%)

The rating for this criterion shall be based on the results of the examination administered at the end of the Training for Design Auditors Course held annually. The raw score obtained in the examination shall be multiplied by the weight factor of 30% to obtain the earned points for this criterion. Said training shall be organized by the Design Audit Committee.

All Auditors shall be required to attend the Annual Training for Design Auditors as a refresher course but may opt not to take the examination. Further, all acting Division Chiefs in BOD are exempted in the examination, however, they must participate in Training of Design Auditors.

2. Roles of Design Auditors

Auditors shall be classified according to their final rating. The latter shall be the sum of the ratings obtained as stated in Section 1.

The classification of Auditors shall be as follows:

2.1 Team Leader – Garnered a final rating of at least 85%. In charge of the overall planning and execution of Design Audit Activities.

2.2 Member – Garnered a final rating of at least 70%. Assists the Team Leader in the overall progress of the Design Audit Activities.

2.3 Design Audit Team shall fully cooperate/participate with the Design Audit Committee's test runs of prospective tools/systems for the improvement of DA process flow and data gathering.

2.4 Classification may be upgraded by participating in the Annual Training for Design Auditors to re-evaluate his/her qualifications set by this guideline.

3. Procedure for Evaluation

Evaluation for the qualification of BOD – Design Auditors shall be facilitated by the Design Audit Committee and monitored by the BOD TWG.

3.1 Applicants

All BOD registered Civil Engineers holding a plantilla (permanent) position may apply for evaluation.

3.2 Requirements

3.2.1 Recommendation from the applicant's Division Chief.
3.2.2 Duly accomplish application form
3.2.2 Certified true copy of SPMS Individual Performance Commitment and Review (IPCR) rating for the last two (2) semesters
3.2.3 Certified true copy of Certificate of Completion in the Training for Design Auditors
3.2.4 Attachments as required under Section 1.2.2 of this guideline.

3.3 Evaluation

3.3.1 Only valid and complete set of documents shall be considered by the Design Audit Committee
3.3.2 Applicants shall be evaluated strictly in accordance with the criteria set forth in this guideline.

3.4 Issuance of Certificate

3.4.1 Certificate of Accreditation indicating the classification of auditor will be issued to those who will meet the requirements for accreditation.

4. Validity

Certificate of Accreditation is only valid for two (2) years upon issuance. Auditors who have expired certificate shall be subject to re-evaluation of classification set forth by this guideline.

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUREAU OF DESIGN

BUREAU OF DESIGN

CLASSIFICATION OF ERRORS

FINAL OUTPUT	TECHNICAL ERROR (would not affect the design / structural integrity and stability of the structure)	DESIGN-RELATED ERROR (would affect the design / structural integrity and stability of the structure)
I. Detailed Engineering Design Plans	1. Incorrect/incomplete drawing details, but not limited to the following: a. Cover/Title sheet, Index of Drawings, Vicinity Map b. General Notes c. Summary of Quantities d. Typical Details e. Plan f. Profile g. Detailed Cross sections 2. Inconsistencies between Detailed Quantity Calculations and reflected Summary of Quantities in the plan. 3. Non-compliance of items indicated in Completeness and Correctness of Drawings/Details Checklist	
II. Reports and other Technical Documents	1. Presented reports are not applicable to the project 2. Non-compliance of items indicated in Consistency of Design Paramaneters with Supporting Documents Checklist 3. Incomplete Supporting Documents 4. No presented Supporting Documents	1. Inappropriate (Structure/Design) Recommendation 2. Inaccurate Design Analysis and Calculations 3. Non-compliance of items indicated in Accuracy of Design Analysis and Calculations Checklist 4. No presented Design Analysis and Caculations
III. As-Staked Plans	1. Approved with inconsistencies between As-staked/As-Built quanities (reflected in the plan) and Itemized Cost of Revisions 2. Incomplete supporting documents	