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

097.13 DPWH

06.01.2022

DEPARTMENT ORDER )

**SUBJECT: CERTIFICATION OF DPWH  
LABORATORY TECHNICIANS**

NO. 97 )  
Series of 2022 )  
A 6/1/2022

In order to strengthen the Materials Quality Assurance Program of the Department and to ensure that the testing of construction materials used in DPWH projects are conducted by qualified and competent Laboratory Technicians, the Certification of DPWH Laboratory Technicians is hereby prescribed. The Bureau of Research and Standards (BRS) shall administer the certification in accordance with the attached guidelines.

The BRS shall start the certification process for DPWH Laboratory Technicians on the 2<sup>nd</sup> semester of FY 2022. Starting January 1, 2023, all DPWH Star-Rated Laboratory shall have at least one (1) certified DPWH Laboratory Technician in order to maintain their Star Rating.

**ROGER G. MERCADO**  
Acting Secretary

14.1 RPF/EAA/MLC

Department of Public Works and Highways  
Office of the Secretary



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## **GUIDELINES FOR THE CERTIFICATION OF DPWH LABORATORY TECHNICIANS**

### **1.0 Criteria for Certification**

The following criteria shall be applied in the evaluation for the certification of DPWH Laboratory Technicians.

<b>CRITERIA</b>	<b>EQUIVALENT POINTS</b>	
<b>1.1. Eligibility</b>	<b>PASS or FAIL</b>	
<b>1.2. Education</b>	<b>10 pts maximum</b>	
<b>1.3. Training and Experience</b>		<b>35 pts maximum</b>
1.3.1 Training	15 pts maximum	
1.3.2 Experience	20 pts maximum	
<b>1.4. Examination</b>		<b>55 pts maximum</b>
1.3.1 Written	20 pts maximum	
1.3.2 Practical	30 pts maximum	
1.3.3 Oral	5 pts maximum	
<b>TOTAL POINTS</b>		<b>100</b>

#### **1.1 Eligibility**

**PASS or FAIL**

As a minimum requirement for the certification of DPWH Laboratory Technicians, the applicant must have completed at least two (2) years of studies in college. This is aligned with the minimum educational requirement for Laboratory Technician I position provided under the approved Qualification Standards (QS) Manual issued by the Civil Service Commission.

Applicant who satisfy this minimum requirement shall be marked as PASS and may be eligible for this Certification. Otherwise, the applicant shall be marked as FAIL and shall not proceed in the certification process.

DPWH and Contract of Service (CoS) personnel holding a Laboratory Technician position are eligible to apply for certification. Meanwhile, DPWH and CoS personnel who are holding other item position but are assigned in DPWH Construction Materials Testing Laboratories may apply only upon the recommendation and endorsement of their Head of Office.

DPWH Materials Engineers I and II who are holding Laboratory Technician positions are exempted for this Certification. By virtue of this exemption, their respective DPWH Materials Engineers accreditation certificate may act as an alternative document to the Certification issued under these guidelines.

## 1.2 Education

**10 points maximum**

Equivalent points shall be given to the applicant as follows:

<b>Educational Attainment</b>	<b>Equivalent</b>
Has a degree in any engineering- or natural science-related courses	5 points
Completed the Laboratory and Metrological/Calibration Services course by Technical Education and Skills Development Authority (TESDA)	4 points
Completed at least two (2) years of studies in college in any engineering- or science-related courses	3 points
Completed at least two (2) years of studies in college in other courses	2 points

Applicant who passed the board examination for any engineering- or natural science-related profession shall be given an additional 5 points for this criterion. The applicant must present a valid professional license issued by the Professional Regulation Commission (PRC) to obtain the additional points. The equivalent points from educational attainment as prescribed in the table and the additional points for a valid professional license shall be added to obtain the total points for this criterion which shall not exceed 10 points maximum.

## 1.3 Training and Experience

**35 points maximum**

Training and experience shall be evaluated as follows:

### 1.3.1 Training (15 points maximum)

The rating for this criterion shall be based on the relevant trainings or seminars attended by the applicant. The relevant trainings/seminars and their corresponding points are as follows:

#### a. Materials Testing Training (10 points or 0)

Give 10 points if applicant has completed the five-day Laboratory Technicians Course or the one-month Comprehensive Training on Materials Testing Technology (MTT) facilitated by DPWH Bureau of Research and Standards (BRS) or by any DPWH Regional Offices.

#### b. Other Relevant Trainings/Seminar (5 points maximum)

Give 1 point per 4 cumulative-hours of trainings/seminars related to materials quality control, laboratory testing, or occupational health and safety acquired by the applicant in DPWH or in other training institutions (with corresponding certificate). Total accumulated points for other trainings/seminars shall not exceed 5 points.

### **1.3.2 Experience (20 points maximum)**

The rating for this criterion shall be based on the laboratory-related work experience by the applicant in any DPWH Materials Testing Laboratory or any DPWH Accredited Private Testing Laboratory. Other laboratory-related work experience aside from the aforementioned may be credited provided that the said experience relates to the conduct of quality testing of construction materials.

The conversion table shown in *Annex A* shall be used in computing this criterion.

## **1.4 Certification Examination**

**55 points maximum**

The rating for this criterion shall be based on the results of the written, practical and oral examinations administered by the BRS.

In grading this criterion, the raw score shall be divided by the total number of points of the particular examination. The result shall then be multiplied by the factor weight of 20, 30 and 5 points for the written, practical, and oral examination, respectively.

### **1.4.1 Written Examination (20 points maximum)**

The applicant will be assessed on their knowledge thru a 50-items Written Examination on the topics related to the following modules: soil and soil aggregates, cement and concrete, asphaltic materials, and miscellaneous construction materials. The score attained by the applicant shall be divided by 50 then multiplied by 20 to obtain the equivalent points under this criterion.

The applicant shall also obtain at least an equivalent of 10 points. This shall be the passing mark for this criterion. Those who failed to meet the passing mark may retake the Written Examination on the succeeding testing schedule upon request.

The Written Examination shall be administered to all qualified applicants. At least two (2) Written Examinations shall be conducted per year to be held on every 2nd Saturday of May and November.

### **1.4.2 Practical Examination (30 points maximum)**

The Practical Examination shall be administered to all applicants who passed the Written Examination, or those who availed the options under *Section 1.4.4 Exemptions*. At least four (4) Practical Examinations shall be conducted per year to be held once every quarter.

The applicant shall also obtain at least an equivalent of 10 points. This shall be the passing mark for this criterion. Those who failed to meet the passing mark may retake the Practical Examination on the succeeding testing schedule upon request.

The applicant will be required to demonstrate the actual sampling and testing procedures of construction materials related to the following modules: soil and soil aggregates, cement and concrete, asphaltic materials, and miscellaneous construction materials.

#### **1.4.3 Oral Examination (5 points maximum)**

Oral Examination shall be conducted by the members of the BRS Laboratory Technician Certification Committee in order to assess the aptitude of the applicant. Oral Examination shall coincide with the Practical Examination.

#### **1.4.4 Exemptions**

In view of the knowledge and skills gained throughout the course of their work, consideration shall be provided to applicant who has been working in the laboratory for more than 5 years.

Applicant who has more than 5 years but less than 10 years of laboratory-related work experience has the option to forgo the written examination and proceed to the practical examination. Applicant who will avail this option shall be given an equivalent of 10 points for the written examination which shall be included in the final computation of rating. Otherwise, the applicant shall take the written examination wherein the result of the same will be used for the computation instead.

Meanwhile, applicant who has more than 10 years of laboratory-related work experience may be exempted to take the written examination. Those who will qualify under this exemption shall be given an equivalent of 20 points for the written examination which shall be included in the final computation of rating.

However, applicant who will avail the options under this exemption shall still undergo practical and oral examination. The applicant shall also obtain the passing mark for practical examination.

### **2.0 Classification of DPWH Laboratory Technician**

DPWH Laboratory Technician shall be classified according to their total rating. The total rating shall be the sum of the ratings obtained from the criteria stated herein.

The classification of certified DPWH Laboratory Technician shall be as follows:

<b><u>Classification</u></b>	<b><u>Total Rating</u></b>
DPWH Laboratory Technician Level I	70 pts – 80 pts
DPWH Laboratory Technician Level II	>80 pts

Classification ranks of DPWH Laboratory Technician Level I shall be upgraded to DPWH Laboratory Technician Level II upon request of the concerned personnel and submission of his acquired additional qualification requirements such as trainings, laboratory-work

experience, and the latest certification examination rating, (if any), to obtain a total rating of not less than 80 pts.

A Certification shall be conferred to the applicant base on the total rating they have obtained as stated above. The BRS shall evaluate and recommend the issuance of Certification for approval of the Undersecretary for Technical Services.

An awarding ceremony graced by the Undersecretary for Technical Services shall be conducted at the DPWH Central Office at least once a year to confer the Certificates.

### **3.0 Procedures for Certification**

The following must be submitted to the BRS Laboratory Technician Certification Committee for validation and evaluation:

- 1) The applicants shall apply to take the written/practical examination on the scheduled certification examination for DPWH Laboratory Technicians. The BRS shall administer the examination either at the BRS, DPWH Regional Offices, or other sites or modes as determined by the BRS.
- 2) The duly accomplished application forms for examination (*Annex B*) and certification (*Annex C*) signed by the Head of Office. These application forms shall be submitted to the Bureau of Research and Standards (BRS) at least one (1) month before the scheduled examination.
- 3) Attachments required under Sections 1.1 and 1.2 of this Guideline (e.g. Diploma, Transcript of Record, Training Certificates, Certificate of Employment, Service Record, etc.)

### **4.0 Effectivity**

The Bureau of Research and Standards shall start the certification process for DPWH Laboratory Technicians on the 2<sup>nd</sup> semester of FY 2022. Starting January 1, 2023, all DPWH Star-Rated Laboratory shall have at least one (1) certified DPWH Laboratory Technician in order to maintain their star rating.

### **5.0 Creation of Certification Committee**

The BRS shall create a BRS Laboratory Technician Certification Committee who shall carry out the evaluation for certification and recommend the issuance of certificates for approval of the Undersecretary for Technical Services. The composition of the said Committee shall be approved by the Undersecretary for Technical Services.

**ANNEX A**  
Conversion Table for Work Experience

Cumulative no. of		Equivalent Points
Yrs.	Mos.	
0	1	0.33
0	2	0.66
0	3	1.00
0	4	1.33
0	5	1.67
0	6	2.00
0	7	2.33
0	8	2.67
0	9	3.00
0	10	3.33
0	11	3.67
<b>1</b>	<b>0</b>	<b>4.00</b>
1	1	4.33
1	2	4.67
1	3	5.00
1	4	5.33
1	5	5.67
1	6	6.00
1	7	6.33
1	8	6.67
1	9	7.00
1	10	7.33
1	11	7.67
<b>2</b>	<b>0</b>	<b>8.00</b>
2	1	8.33
2	2	8.67
2	3	9.00
2	4	9.33
2	5	9.67
2	6	10.00
2	7	10.33
2	8	10.67
2	9	11.00
2	10	11.33
2	11	11.67

Cumulative no. of		Equivalent Points
Yrs.	Mos.	
<b>3</b>	<b>0</b>	<b>12.00</b>
3	1	12.33
3	2	12.67
3	3	13.00
3	4	13.33
3	5	13.67
3	6	14.00
3	7	14.33
3	8	14.67
3	9	15.00
3	10	15.33
3	11	15.67
<b>4</b>	<b>0</b>	<b>16.00</b>
4	1	16.33
4	2	16.67
4	3	17.00
4	4	17.33
4	5	17.67
4	6	18.00
4	7	18.33
4	8	18.67
4	9	19.00
4	10	19.33
4	11	19.67
<b>5</b>	<b>0</b>	<b>20.00</b>

**ANNEX B**

Republic of the Philippines  
Department of Public Works and Highways  
**CERTIFICATION OF DPWH LABORATORY TECHNICIAN**  
**APPLICATION FORM**

\_\_\_\_\_  
Date of Examination

<div style="display: flex; justify-content: space-between; align-items: flex-start;"><div style="width: 30%;">Application Number</div><div style="width: 30%; text-align: center;"><table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></div></div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"><div style="width: 60%;">Name _____ <div style="display: flex; justify-content: space-around; width: 80%; margin-top: 5px;"><span>(Last)</span><span>(First)</span><span>(Middle)</span></div></div><div style="width: 35%; text-align: center; vertical-align: middle;">2" x 2" Photo</div></div>										
<div style="display: flex; flex-direction: column; gap: 5px;"><div>Position Title</div><div>Office</div><div>Office</div><div>Address</div><div>Home</div><div>Address</div><div>Home Tel.</div><div>No.</div><div>Nationality</div><div>Birth date</div></div>	<div style="display: flex; align-items: center;"><div style="width: 20px; text-align: center; font-size: 10px;">: : : : : : : : : :</div><div style="flex-grow: 1;"><div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;"></div><div style="width: 45%;">Office Tel. No: _____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="width: 45%;"></div><div style="width: 45%;">Sex: _____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="width: 45%;"></div><div style="width: 45%;">Civil Status: _____</div></div>									
<div style="display: flex; justify-content: space-between;"><div>Education (Limit to Tertiary Level Up)</div><div></div><div></div></div> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 33%; text-align: center;"><u>Degree</u></th><th style="width: 33%; text-align: center;"><u>School</u></th><th style="width: 33%; text-align: center;"><u>Year Attended</u></th></tr></thead><tbody><tr><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td></tr><tr><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td><td style="border-bottom: 1px solid black;"></td></tr></tbody></table> <p style="margin-top: 20px;">I certify to the correctness of the foregoing.</p> <div style="text-align: right; margin-top: 40px;">_____ Signature over printed Name</div> <div style="text-align: right; margin-top: 30px;">_____ Date</div>		<u>Degree</u>	<u>School</u>	<u>Year Attended</u>						
<u>Degree</u>	<u>School</u>	<u>Year Attended</u>								



