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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
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**SUBJECT: Guidelines and Criteria for the Design Audit of DPWH Regional and District Engineering Offices, 2025 Edition**

7/9/2025

To ensure transparent, and effective implementation of the annual Design Audit (DA) of Regional and District Engineering Offices (RDEOs), in support of Measure J16 under the Department's Performance Governance System (PGS), the revised Guidelines and Criteria for the Design Audit of DPWH Implementing Offices, 2025 Edition is hereby issued.

These changes aim to streamline procedures, strengthen the objectivity of performance evaluations, and ensure alignment with current design standards and documentation protocols.

This Order supersedes Department Order No. 48, series of 2024, and all other issuances inconsistent herewith, and shall take effect immediately.

  
**MANUEL M. BONOAN**  
Secretary

Department of Public Works and Highways  
Office of the Secretary  
  
WIN5R01817

Encl: Guidelines and Criteria for the Design Audit of DPWH Regional and District Engineering Offices, 2025 Edition

5.1 MGM/AGC

# DESIGN AUDIT

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

2025 Edition

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BUREAU OF DESIGN**  
MANILA



BUREAU OF **DESIGN**

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## **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 DPWH Regional and District Engineering Offices (ROs/DEOs).

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.

The new guidelines target to evaluate design data accuracy that coincides with the latest edition of the Department's Design Guidelines Criteria and Standards (DGCS), referral codes, and specifications including compliance to applicable laws and department issuances relative to design.

### **2. Definition of Terms**

Auditor	BOD personnel (Civil Engineer) authorized to assess the design capability of Implementing Offices to prepare architectural and engineering design plans
AOA	Areas of Assessment
Corrective Action Plan	Set of actions to correct the errors incurred by the Implementing Offices
Design Audit (DA)	A yearly activity conducted by the BOD, which aims to assess the competency of implementing offices in designing various infrastructure projects
Design Audit Team (DAT)	Composed of one (1) member from each division that will conduct the Design Audit in the Implementing Offices
Design Audit Technical Working Group (DA TWG)	Composed of one (1) member from each Division of the Bureau of Design and a Secretariat, led by one (1) division chief, headed by the Bureau Director and Assistant Director as Chairman and Vice Chairman, respectively

Errors	Deficiencies by the Implementing Offices in the approved Detailed Engineering Design plans and other supporting documents, as noted by the Design Assessment Team.
ESGG	Engineering Surveys, Geotechnical, and Geological
Implementing Office (IO)	A Regional or District Engineering Office of DPWH that is responsible for the design or delivery of a project
Project Category	Buildings, Bridge, Highways, Water Engineering, and Slope Protection Projects
OvR	Overall Rating, average of the computed total rating per project category (total rating of design plans) including Design Management, As-Staked/Revised Plan ratings, and Demerits (deduction)

### 3. Objectives

The main objectives of the Design Audit are as follows:

- 3.1.** To ensure compliance of the design plans prepared by the Planning and Design Division/Section with the standards set by the Department;
- 3.2.** To identify areas where the design process could be strengthened and improved; and
- 3.3.** To establish a comparative design performance rating of ROs and DEOs.

### 4. Areas of Assessment (AOA)

This chapter presents the specific areas identified for evaluation in the conduct of the design audit. These areas were determined based on their significance in ensuring the quality, compliance, and overall integrity of design outputs. The assessment framework is intended to uphold established standards, encourage best practices, and facilitate continuous improvement across all implementing units. The corresponding weight allocation for each assessment area is provided in Section 8.1 for reference and guidance.

#### 4.1. Design Management

**4.1.1. Compliance to Policies/Referral Code relative to the quality and design documentation of the Preparation of Design Plans.** Checks on the compliance of design plans to the latest policies and standard templates of the Department relative to quality of plans and design documentation.

**4.1.2. Efficiency of Plan Preparation.** Verification of the utilization, including the number, appropriateness, and ideal ratio of engineering tools (computer software), to the number of design personnel involved in the actual execution of particular design works.

**4.1.3. Personnel Trainings and Seminars.** Checks on continuous/programmed trainings and seminars attended by the personnel of the Planning and Design Division/Section of ROs/DEOs for updates on current design methodologies, technologies, and procedures in particular expertise/field to improve their capability and skills as designers.

**4.1.4. *Timeliness.*** Verification of documentation, timestamps, or other evidence is conducted to ensure that tasks were performed on time in accordance with relevant standards and/or policies.

## **4.2. Design Plans of Infrastructure Projects**

**4.2.1. *Completeness and Correctness of Drawings/Details.*** All Detailed Architectural and Engineering Design (DAED) 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, engineering survey, geotechnical, and geological requirements, and current department issuances and laws.

**4.2.2. *Consistency of Design Parameters with Supporting Documents.*** Parameters and data used in the design calculations shall be checked if consistent with the supporting design data/reports (geotechnical, geological, seismic, traffic, survey, hydrologic, and other reports) to ensure that actual field data are used.

**4.2.3. *Accuracy of Design Analysis and Calculations.*** All DAED plans and other related plans of proposed structures should be adequately and accurately designed based on the design parameters as stipulated in the latest edition of the DGCS, 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, computations, and reports shall show accurate data and calculations for the specific project under consideration.

## **4.3. As-Staked/Revised Plans of Infrastructure Projects**

As-Staked/Revised plans shall be checked for design changes and resulting deviation from the original scope of works as approved in the DAED plan. 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 DAED plan and As-built plan shall be the basis for ongoing and completed projects, respectively.

## **5. Design Audit Technical Working Group (TWG)**

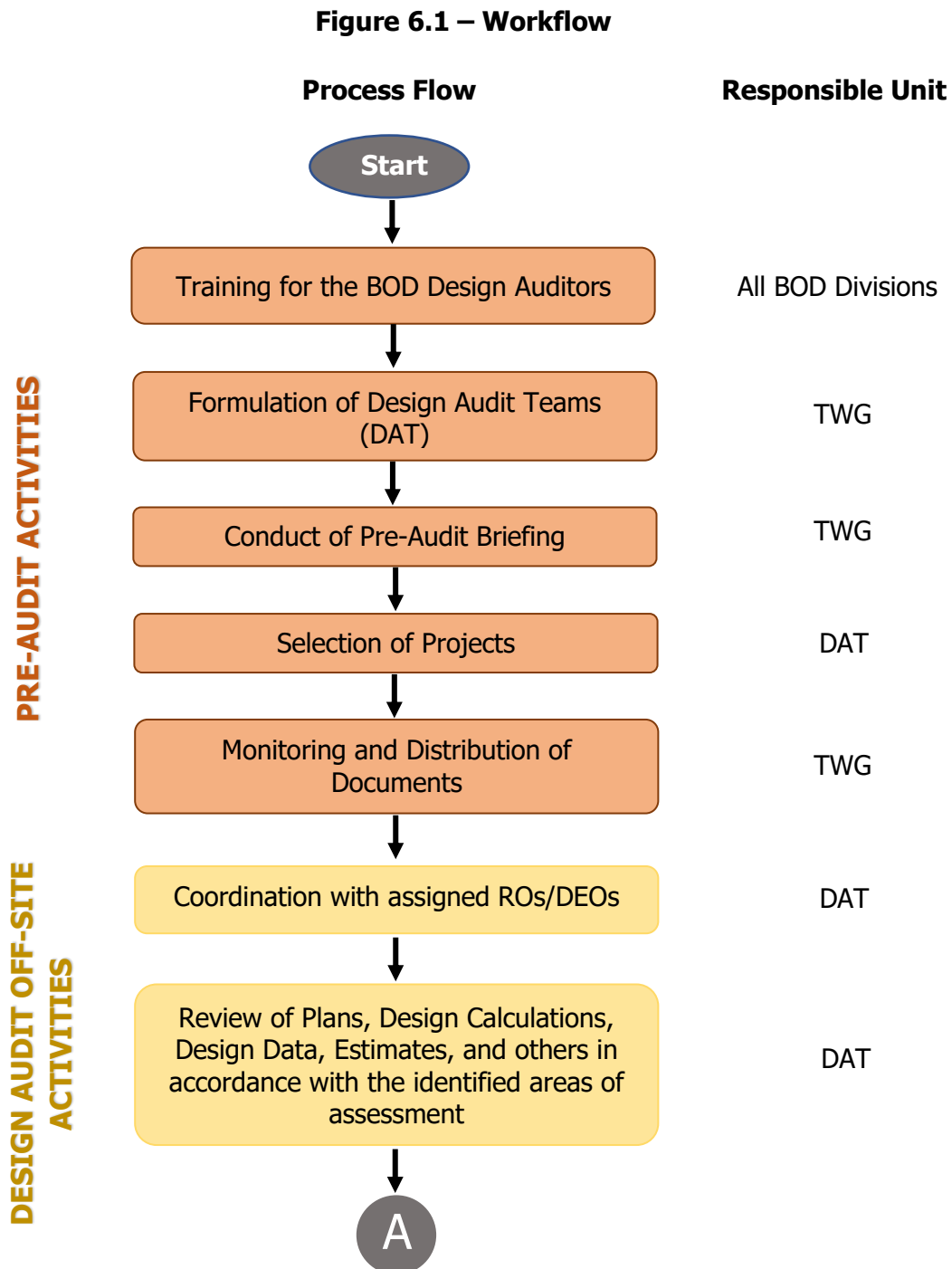
The members of the Design Audit TWG shall be composed of representatives from each of the six (6) Divisions of the BOD headed by a Division Chief, designated by the Bureau Director thru an Office Order.

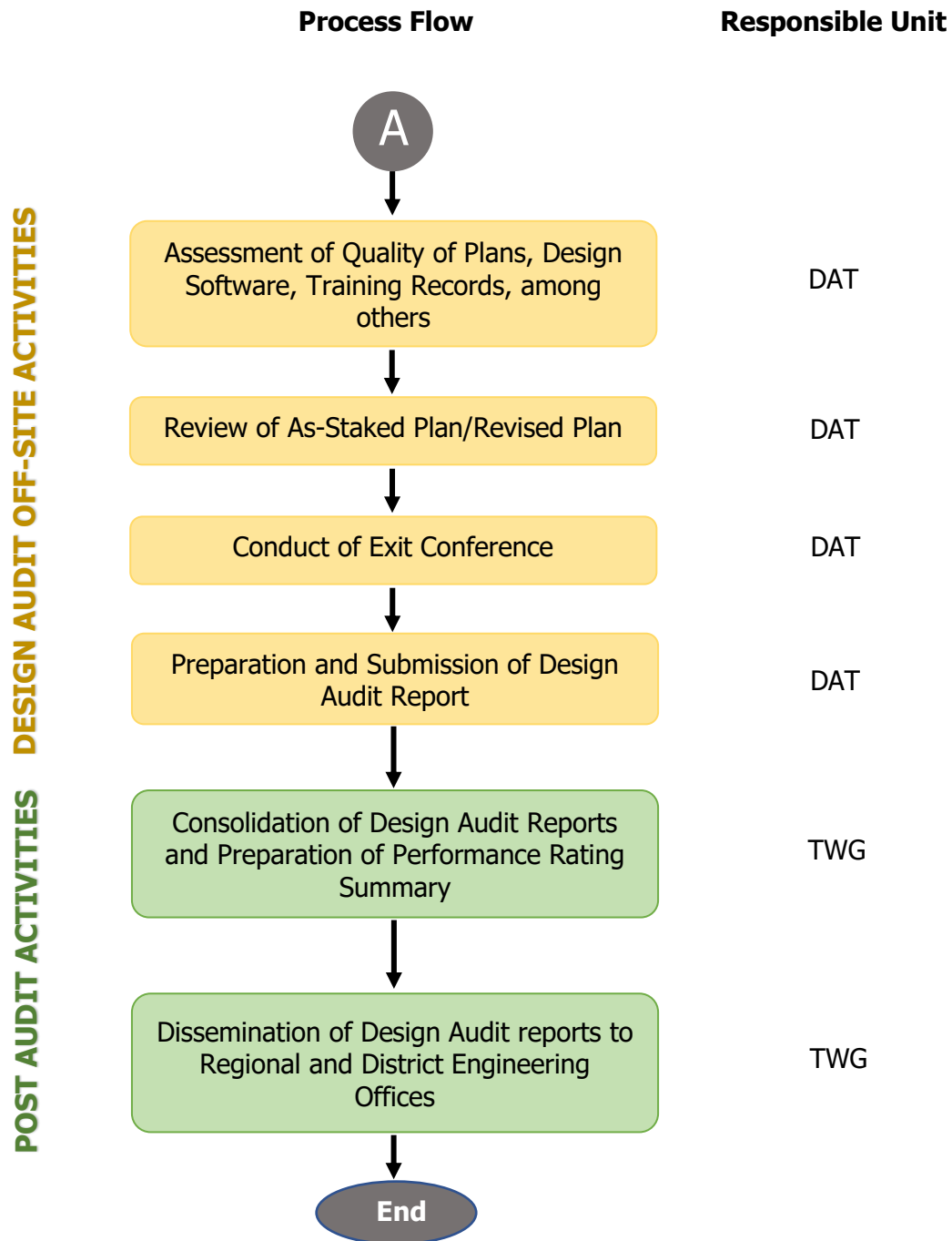
The TWG shall undertake the revision of the guidelines and establishment of the criteria for the conduct of Design Audit, and shall serve as the overall coordinator of Design Audit activities as specified in Section 6 of this guideline.

## 6. Design Audit Activities

### 6.1. Workflow of Activities in Design Audit of DPWH ROs/DEOs

In the conduct of Design Audit, the following activities shall be undertaken as shown in Figure 6.1.





## 6.2. Pre-Audit Activities

**6.2.1. Training for the BOD Design Auditors.** The BOD shall conduct annual trainings for BOD Design Auditors/Prospective Auditors to ensure familiarity with the latest design audit requirements, updates in policies, and technical guidelines.

**6.2.2. Accreditation for BOD Design Auditors.** All prospective BOD design auditors shall undergo the accreditation process as outlined in Annex "A".

**6.2.3. Formulation of DAT.** Each Design Audit Team (DAT) shall be composed of one (1) Team Leader and five (5) Team Members. The team shall be composed of representatives



from each of the six (6) Divisions of BOD. The Team Leader shall be at least an Engineer III, to be designated by the Bureau Director, in accordance with the minimum qualifications and criteria set in Annex "A".

**6.2.4. *Conduct of Pre-Audit Briefing.*** At least one (1) week prior to the commencement of the conduct of Design Audit, all issues and concerns shall be thoroughly discussed and clarified during the pre-audit briefing.

**6.2.5. *Selection of Projects.*** Projects to be audited shall be selected from the General Appropriations Act (GAA) of the current Fiscal Year from Planning Service, and/or from updated project lists in the Project and Contract Management Application (PCMA) from Bureau of Construction, consolidated by the TWG. Each project shall meet the corresponding criteria set in Section 7.1 of this guideline. The ROs/DEOs shall electronically transmit the required duly signed and approved plans and all other supporting documents to the Bureau of Design using the designated digital platform or medium (e.g., Official email, or any secure file transfer system as specified).

No hard copies or in-person presentations will be required; however, all digital submissions must be clear, complete, and legible (e.g., plans must be in PDF, with sufficient resolution, and calculations or supporting reports must be included). It is the responsibility of each IO to ensure that their submission is complete and sent within the deadline provided. Confirmation of receipt will be communicated by the Bureau of Design.

**6.2.6. *Monitoring and Distribution of Documents.*** The TWG shall monitor the submission of consolidated documents from the ROs/DEOs, and distribute the said documents to the respective DAT.

### **6.3. Design Audit Off-site Activities**

The DAT shall conduct Design Audit off-site activities by reviewing the submitted electronic copies of DAED plans, As-Staked Plans, and supporting documents and shall commence based on the schedule prepared by the TWG.

**6.3.1. *Coordination with assigned ROs/DEOs.*** The DAT shall coordinate with the concerned officials/personnel (Regional Director/Asst. Regional Director/District Engineer/Asst. District Engineer) through a courtesy meeting via any online conference platform. Their full cooperation will be requested to facilitate the smooth conduct of the off-site Design Audit.

**6.3.2. *Review of Plans, Design Calculations, Design Data, Estimates, and others in accordance with the identified areas of assessment.*** The DAT shall ensure neutrality and impartial evaluation in the review of the submitted plans and supporting documents in accordance with identified AOAs. The DAT members shall conduct their audits with respect to their discipline, but the Team Leader shall oversee and coordinate the overall audit process. This includes scheduling the audits, ensuring that ROs/DEOs receive consolidated audit notifications, and harmonizing the findings from different discipline teams.

**6.3.3. *Assessment of Quality of Plans, Design Software, Training Records, among others.*** The DAT shall assess the ROs/DEOs design management system and methodology including the utilization of engineering design tools such as design software in the actual execution of design works.

**6.3.4. Review of As-Staked Plan/Revised Plan.** The DAT shall review and check As-Staked/Revised plans as to design changes, completeness, and timeliness of supporting documents in accordance with the latest Department order/policies. The As-Staked/Revised plan shall be supported with a Joint As-Staked Survey Report and Detailed Technical Justification for Changes. In cases where there are no deviations from the original DAED Plan, necessary supporting documents per latest relevant issuances and policies shall be submitted. The design changes from the approved DAED Plan shall be evaluated in accordance the latest relevant issuances and policies. Other changes shall be recorded for data gathering purposes only as basis in formulation of future design-related policies.

**6.3.5. Conduct of Exit Conference.** After checking all of the necessary documents, an online exit conference among the Head of Implementing Office (IO), Chief of Planning and Design Division/Section, Designers, and DAT shall be conducted to discuss preliminary findings and provide initial recommendations on identified areas for improvement. Likewise, the DAT shall also discuss the IO's compliance with the previously submitted Corrective Action Plan, subject to demerits set in Section 9. The initial findings and recommendations shall be prepared by the DAT and shall be officially concurred by the Head of the Implementing Office, and such concurrence shall form part of the audit documentation.

**6.3.6. Preparation and Submission of Design Audit Report.** Only the prescribed formats/template shall be used in the preparation and submission of the Design Audit report. Duly signed Design Audit report shall be submitted by each DAT to the TWG after the assigned Design Audit period.

## **6.4. Post Audit Activities**

**6.4.1. Dissemination of Design Audit reports to Regional and District Engineering Offices.** The DAT shall prepare a memorandum to each RO/DEO, signed by the Undersecretary for Technical Services. The memorandum shall contain both the numerical and adjective ratings, and shall be transmitted together with the Design Audit Report.

The Design Audit report will serve as the basis for the Corrective Action Plan (CAP). The CAP shall be prepared by the Chief of the Planning and Design Division/Section, with the concurrence of the Regional Director or District Engineer, and shall be submitted to the Bureau of Design.

**6.4.2. Consolidation of Design Audit Reports and Preparation of Performance Rating Summary.** The TWG shall consolidate all Design Audit reports and prepare a Summary of Performance Ratings to be submitted to the Undersecretary for Technical Services by the end of the calendar year. The TWG shall keep the reports and all pertinent documents for data banking.

## **7. Number of Design Plans to be Assessed**

Design Audit should cover the target number of projects designed by the Department under its proposed annual infrastructure program as approved by the Undersecretary for Technical Services.

### **7.1. Project Selection Criteria for DAED Plans**

Below are the following criteria for each project category:

**7.1.1. Highways<sup>1</sup>** (limited to portland cement concrete pavement projects only)

- New Construction/Road Opening
- Road Upgrading
- Roads Leading to Declared Tourism Destinations
- Road Projects under other Convergence Program
- Road Widening

**7.1.2. Bridges**

- Construction of New Bridge
- Total Replacement of Bridge
- Widening of Existing Bridge

**7.1.3. Water Engineering Projects**

- New Construction of Revetment
- New Construction of Dike
- New Construction of Spur Dike

**7.1.4. Buildings** (limited to reinforced concrete structures projects only)

- New Construction
- Two (2) Storey and above
- Not a standard plan prepared by the Bureau of Design or other government agencies

**7.1.5. Road Slope Protection**

- Construction of Road Slope Protection
- Rehabilitation/Reconstruction of Roads with Slips, Slope Collapse, And Landslide

<sup>1</sup>Highway plans must include Geometric, Pavement, and Drainage with or without Slope Protection components.

**7.2. Project Selection Criteria for As-Staked/Revised Plans**

As-Staked/Revised plans shall be strictly based on the DAED plans audited during the preceding design audit period. In cases where building plans were included in the previous audit, they shall be replaced with projects from different categories, provided that the replacement projects fall within the same calendar year as the other As-Staked/Revised plans being audited.

To ensure balanced representation across different project categories, priority shall be given to selecting at least one project per category (excluding Building plans), whenever possible and as applicable. Selection of multiple projects within the same category shall be allowed only when the projects audited in the previous design audit do not provide sufficient options to select at least one per category.

### 7.3. Non-Availability of As-Staked/Revised Plans

In the absence of As-Staked plan due to no changes, supporting documents per relevant department issuances shall be submitted. Additionally, the corresponding As-built plan shall be submitted as basis for completed projects.

## 8. Rating System

### 8.1. Weight Distribution

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

Areas of Assessment	Percent Weight (%)
<b>I.</b> Design Management	5
<b>II.</b> Design Plans of Infrastructure Projects	85
<b>III.</b> As-Staked/Revised Plans of Infrastructure Projects	10
<b>Total</b>	<b>100</b>

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

Breakdown of Areas of Assessment	Percent Weight (%)
<b>I. Design Management</b>	<b>5</b>
I.1 Compliance to Policies/Referral Code relative to Preparation of Design Plans	2
I.2 Efficiency of Plan Preparation	1
I.3 Personnel Trainings and Seminars	1
I.4 Timeliness	1
<b>II. Design Plans of Infrastructure Projects</b>	<b>85</b>
II.1 Completeness and Correctness of Drawings/Details	20
II.2 Consistency of Design Parameters with Supporting Documents	20
II.3 Accuracy of Design Analysis and Calculations	45
<b>III. As-Staked/Revised Plans of Infrastructure Projects</b>	<b>10</b>
III.1 Design Changes	6
III.2 Completeness and Timeliness of Supporting Documents	4
<b>TOTAL</b>	<b>100</b>

## 8.2. Rating Mechanics

The rating/evaluation shall be done per project category (i.e., highways, bridges, buildings, water engineering, and slope protection projects), based on the prescribed checklists and percentage weight assigned to AOA as shown in Section 8.1.

- YES** – if the requirement in the checklist is indicated, provided or complied  
**NO** – if the requirement in the checklist is 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.

**8.2.1. Design Management.** For rating areas mentioned in Section 7.1 under Design Management of this guideline, Equivalent Compliance points:

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

$$\text{Rating per AOA} = \text{Percentage Weight} \times \text{Score}$$

*Total rating for Design Management (DM) = Average rating of all DM Checklists*

**8.2.2. 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, Equivalent Compliance points:

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

$$\text{Rating per AOA} = \text{Percentage Weight} \times \text{Score}$$

$$\text{Total rating per Project Category} =$$

$$\text{Selected Project Category rating (70\%)} \\ \text{and corresponding ESGG rating (30\%)}$$

*Total rating for DED Plans = Average rating of all selected DED plans*

**8.2.3. As-Staked/Revised Plans of Infrastructure Projects.** For AOA mentioned in Section 7.1 under Design Changes and Completeness and Timeliness of Supporting Documents, using the checklist per project category set in Section 6 of this guideline.

Equivalent Compliance points:

$$\text{Rating per As Staked Plan} = \text{Design Changes (maximum 6\%)}$$

$$+ \text{Completeness and Timeliness of Supporting Documents (maximum 4\%)}$$

*Total rating for As Staked Plans = Average rating of all selected As Staked Plans*

### 8.3. Performance Rating

**8.3.1. Overall Rating (OvR).** Performance of the ROs/DEOs to be audited will have its Overall Rating (OvR). Said rating is the average of the computed total rating per project category (total rating of design plans) including Design Management, As-Staked/Revised Plan ratings, and Demerits (deduction).

The Performance of Regional and District Engineering Offices shall have an equivalent adjective rating as shown below:

Adjective Rating	Numerical Rating (%)
<b>Outstanding (O)</b>	above 95 to 100
<b>Very Satisfactory (VS)</b>	above 85 to 95
<b>Satisfactory (S)</b>	above 75 to 85
<b>Fair (F)</b>	above 65 to 75
<b>Unsatisfactory (U)</b>	65 and below

Measure J16 of the Department's Performance Governance System (PGS) shall be based on numerical and adjective ratings to ensure compliance of ROs/DEOs with the latest edition of the DPWH Design Guidelines, Criteria and Standards (DGCS), as well as other applicable laws, codes, and Department Orders/Issuances.

**8.3.2. Significance of the Rating.** The results of the Design Audit for CY 2025 shall serve as the basis for both recognition and remedial action, consistent with applicable Department policies. Regional and District Engineering Offices (ROs/DEOs) that attain a Very Satisfactory (VS) or higher rating may be recommended for increased or retained delegated authority to approve DAED plans, in accordance with relevant DPWH issuances on design delegation.

If the IO fails to obtain a rating of Very Satisfactory or above, the BOD will have to recommend reduction on the IO's authority to approve detailed engineering design plans.

Further, BOD will provide Certificates for the Top Performers in the Design Audit provided that the ROs/DEOs maintained at least Very Satisfactory (VS) rating.

## **9. Demerits**

Non-compliance to the previously submitted CAP shall incur the following penalties:

<b>Action Taken by ROs/DEOs</b>	<b>Penalty Points</b>
Non-compliance to the corrective measures enumerated in the CAP leading to recurring <sup>2</sup> Technical errors	0.2 % deduction in total rating for each error but not greater than 2% deduction in total
Non-compliance to the corrective measures enumerated in the CAP leading to recurring <sup>2</sup> Design-related errors	0.5 % deduction in total rating for each error but not greater than 5% deduction in total
Non-submission of CAP	additional 3 % deduction in total rating, cumulative with the applicable deductions as aforementioned

<sup>2</sup>Errors as specified in Annex B, re: Classification of Errors

## **10. Effectivity**

This supersedes all previous guidelines for the conduct of Design Audit and is proposed to be implemented for CY 2025 and succeeding years, unless otherwise superseded by a new set of guidelines as approved by the Secretary.

### **Qualifications and Criteria for Bureau of Design Auditors**

The Design Audit Team shall be composed of one (1) Team Leader and five (5) Members which shall satisfy the qualifications and criteria set forth below:

#### **1. Qualifications for Bureau of Design Auditor Team Leader**

A Team Leader shall either be at least a **Section Chief** (Civil Engineer) who has passed the examination stated in Section 2.6 of this guideline, or an **Engineer III** (Civil Engineer) who obtained a minimum overall Final Rating of 85%.

#### **2. Criteria for Bureau of Design Auditor Team Member**

The following shall be applied in the evaluation to qualify as a Bureau of Design Auditor:

<b>Criteria</b>	<b>Prospective BOD Auditor</b>
<b>Eligibility</b>	Civil Engineer, BOD Personnel, and at least Engineer II
<b>Experience (25%)</b>	See Section 2.2
<b>Educational Background (5%)</b>	See Section 2.3
<b>Trainings (10%)</b>	See Section 2.4
<b>Performance (30%)</b>	See Section 2.5
<b>Examination (30%)</b>	See Section 2.6
<b>Final Rating</b>	<b>70% min.</b>

##### **2.1. Eligibility**

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

##### **2.2. Experience (25%)**

The rating for this criterion shall be based on the number of years (5.0 points per year as an Engineer, 2.0 point per year as an Engineering Assistant) that a prospective auditor has been preparing and/or evaluating plans and supporting documents including his/her job order experience as an Engineer in the Department.

##### **2.3. Educational Background (5%)**

The rating for this criterion shall be based on the engineering design related 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 ten (10) units earned, maximum of three (3) points.



## **2.4. Trainings (10%)**

Two (2) points for completing any of the following engineering design related trainings/seminars:

- Preparation of Plans
- Computer-Aided Design
- Engineering Survey
- Traffic Engineering
- Road Safety Engineering
- Transportation Engineering
- Geotechnical Investigation
- Geological Investigation
- Geologic Hazard Assessment
- Site Investigation
- Hydrology
- Hydraulics
- Drainage Design
- Highway Design
- Bridge Design
- Building Design
- Flood Control Structures Design
- Urban Drainage Design
- Coastal Engineering
- Tunnel Engineering
- Earthquake Engineering
- River and SABO Engineering
- Slope Protection Structures Design
- Load Rating of Bridges
- Quantity Surveying

## **2.5. 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:

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

Example:

SPMS Numerical Rating = 4.56

$$\text{Equivalent points, \%} = 100 - 20 (5 - 4.56) = 91.20\%$$

### **Examination (30%)**

The rating for this criterion shall be based on the results of the examination administered at the end of the Design Auditor's Training Course. The raw score obtained in the examination shall be multiplied by the weight factor of 30% to obtain the earned points for this criterion.

### **3. Roles of Design Auditors**

- 3.1.** Design Auditors shall fully cooperate/participate with the DA TWG test runs of prospective tools/systems for the improvement of DA Process Flow and Data Gathering.
- 3.2.** Design Auditors shall fully cooperate with their respective Design Audit Team and comply with the submission of required documents on the given deadlines.
- 3.3.** The Design Audit Team Leader shall consolidate all the required documents (i.e., Memoranda, Checklists, etc.) for the submission of Design Audit Report to be submitted to the Chairman thru the Design Audit Technical Working Group.

### **4. Procedures for Evaluation**

Evaluation for the qualification of BOD – Design Auditors shall be facilitated and monitored by the Design Audit Technical Working Group.

#### **4.1. Applicants**

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

#### **4.2. Requirements**

- 4.2.1.** Recommendation from the applicant's Division Chief
- 4.2.2.** Duly accomplished BOD Design Auditors Application Form
- 4.2.3.** Certified true copies of SPMS Individual Performance Commitment and Review (IPCR) rating for the last two (2) semesters
- 4.2.4.** Certified true copy of Certificate of Completion in the Design Auditors' Training

#### **4.3. Evaluation**

- 4.3.1.** Only valid and complete set of documents shall be considered by the DA TWG.
- 4.3.2.** Applicants shall be evaluated strictly in accordance with the criteria set forth in this guideline.

#### **4.4. List of Accredited Design Auditors**

The List of Accredited Design Auditors will be announced through Office Order and will be posted in the BOD premises.



**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**BUREAU OF DESIGN**



**BUREAU OF DESIGN**

**CLASSIFICATION OF ERRORS**

<b>Plans and Supporting Documents</b>	<b>TECHNICAL ERROR (would not affect the design / structural integrity and stability of the structure)</b>	<b>DESIGN-RELATED ERROR (would affect the design / structural integrity and stability of the structure)</b>
<b>I. Detailed Engineering Design Plans</b>	<ol style="list-style-type: none"> <li>Incorrect/incomplete drawing details, but not limited to the following:               <ol style="list-style-type: none"> <li>Cover/Title sheet, Index of Drawings, Vicinity Map</li> <li>General Notes</li> <li>Summary of Quantities</li> <li>Typical Details</li> <li>Plan</li> <li>Profile</li> <li>Detailed Cross sections</li> </ol> </li> <li>Inconsistencies between Detailed Quantity Calculations and reflected Summary of Quantities in the plan.</li> <li>Non-compliance to Items indicated in Completeness and Correctness of Drawings/Details Checklist</li> </ol>	/
<b>II. Reports and other Technical Documents</b>	<ol style="list-style-type: none"> <li>Presented reports are not applicable to the project</li> <li>Non-compliance to items indicated in Consistency of Design Parameters with Supporting Documents Checklist</li> <li>Incomplete Supporting Documents</li> <li>No presented Supporting Documents</li> </ol>	
<b>III. As-Staked Plans</b>	<ol style="list-style-type: none"> <li>Approved with inconsistencies between As-staked/As-Built quantities (reflected in the plan) and Itemized Cost of Revisions</li> <li>Incomplete supporting documents</li> </ol>	