



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

697.13 DPWH
02-01-2019

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DEPARTMENT ORDER)
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NO. **10**)
)
Series of 2019 *Or. 01-19*

SUBJECT: Guidelines on the Accreditation of the Contractors' and Consultants' Project Engineers

To ensure that only qualified and competent project engineers will be assigned by the contractors and consultants in DPWH projects, the hereto attached guidelines on the accreditation of Contractors' and Consultants' Project Engineers are hereby prescribed.

The implementation of this accreditation shall take effect on January 02, 2020, to give more time for the project engineers to comply with the requirements of the accreditation after which only accredited project engineers of the contractors and consultants shall be assigned to supervise DPWH projects.

The Bureau of Quality and Safety shall be responsible for the accreditation of Contractors' and Consultants' Project Engineers and shall recommend the issuance of certificate of accreditation for approval of the Undersecretary for Technical Services.

For strict compliance.

MARK A. VILLAR
Secretary

15.1 MGM/GSR

Department of Public Works and Highways
Office of the Secretary



WIN9U01701

GUIDELINES ON THE ACCREDITATION AND ASSIGNMENT OF CONTRACTORS' AND CONSULTANTS' PROJECT ENGINEERS

1.0 CRITERIA FOR ACCREDITATION

The following criteria shall be applied in the evaluation for the accreditation of Project Engineers.

a. Education and Eligibility	Pass/Fail
b. Accreditation Examination	35 points
c. Training and Experience	35 points
- Training	10 points
- Experience	25 points
d. Performance Evaluation	<u>30 points</u>
Total	100 points

1.1 EDUCATION AND ELIGIBILITY

The applicant must be registered and licensed Civil Engineer, including foreign applicant. A certificate of registration/license with professional identification card or a Special Temporary Permit with professional temporary identification card all issued by the Professional Regulation Commission (PRC) shall be required from foreign engineers.

1.2 ACCREDITATION EXAMINATION 35 points

The rating for this criterion shall be based on the result of the examination administered to Contractors' and Consultants' Project Engineers. The passing score shall be **60** to meet the initial criterion of the accreditation.

The raw score obtained in the examination shall be multiplied by the factor weight of 35% to obtain the earned points for this criterion.

1.3 TRAINING AND EXPERIENCE 35 points

Training and experience shall be evaluated as follows:

1.3.1 Training 10 points

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

a. Planning, Design, Construction Methods & Techniques **4 points**

Credit 1 point for equivalent training on Construction methods and Techniques (or its equivalent) and another 1 point each for any three equivalent trainings related to the construction aspect of project implementation as indicated in Exhibit "A", to obtain the total points, which shall not exceed 4 points.

b. Materials Quality Control **4 points**

Credit one (1) point for completing the Materials Quality Control in Project Implementation (or its equivalent) and another 1 point each for any three (3) equivalent trainings related to the quality control in Exhibit "A", to get the total points, which shall not exceed 4 points.

c. Project Management and Supervision **2 points**

Credit 1 point each for any two trainings on Project Management (or its equivalent) as shown in Exhibit "A", to get the total points, which shall not exceed 2 points.

Only topic/training with at least minimum of eight (8) hours duration shall be given credit as listed in "Exhibit A".

1.3.2 Experience **25 points**

The rating for this criterion shall be based on:

- a) The number of projects handled by the applicant in a capacity as Project/Resident Engineer
- b) The number of years that the applicant has been handling projects as Project/Resident Engineer

Experience shall be rated as follows:

- a. Number of Contracts Handled Corresponding to Costs, 10 maximum points

Contract Cost	≤ 50M	> 50M to 200M	> 200M to 500M	> 500M	Points
	(1)	(2)	(3)	(4)	
Number of Contracts	1-5	1-3			4
	6-10	4-6	1-2		5
	11-15	7-9	3-4	1	6
	16-20	10-12	5-6	2	7
	21-25	13-15	7-8	3	8
	26-30	16-18	9-10	4	9
	More than 30	More than 18	More than 10	More than 4	10 (maximum)

Points for this criterion shall be the highest point earned based on the number of contracts using columns 1, 2, 3 and 4 of the above table.

Ex.

Column	No. of Contracts	Points
Column (1)	= 3	= 4
Column (2)	= 5	= 5
Column (3)	= 8	= 8
Column (4)	= 1	= 6

Highest point earned = 8 points

- b. Aggregate number of years handling contracts, 15 maximum points

- 1 point per year, but the total shall not exceed 15 points

For DPWH-implemented projects, submission of proofs/evidences as supporting documents for relevant experiences (indicating Name of Project, Contract Amount, Start and Completion Dates) to act as Project/Resident Engineer, certification from the head of office with job description, memorandum designation or any other documents, e.g. Statement of Work Accomplished and project billings/vouchers bearing the applicant's signature and authenticated by the head of DPWH implementing office are required as basis for evaluation of work experience.

For projects implemented outside DPWH, submitted proofs/evidences as supporting documents for trainings/seminars attended and relevant experiences shall be certified as true copies of the original documents by the Authorized Managing Officer of the contractor/consultant.

1.4 PERFORMANCE

30 points

The rating for this criterion shall be based on the performance evaluation of the Contractors'/Consultants' Project Engineer in the actual implementation of on-going or completed DPWH projects.

Three (3) projects of any category which are included during the project assessments/inspections shall be nominated by the Contractors'/Consultants' Project Engineer for performance evaluation. The three (3) projects inspected shall be rated for its compliance to quality and/or workmanship of completed works whichever is available during their implementation.

The criterion rating shall be obtained by multiplying the performance rating by the weight factor of 30%. The performance rating shall be based on the average ratings of three (3) evaluated projects included in the project assessment/evaluation reports.

1.4.1 Report on the Quality of the Completed Works

The rating for this criterion shall be on a per item of work basis done completely in accordance with the approved plans and specifications reflecting quality of workmanship applied. An item of work found to have defects shall be rated commensurately with the gravity of defects such as less serious defect, serious defect and very serious defect as stipulated in Department Order No. 102, series of 2016.

The rating of each evaluated project shall be obtained from the rating of A.3-Quality of the Completed Works from the QAU reports.

1.4.2 Evaluation Report on the Workmanship Applied

The rating for this criterion shall be based on the workmanship aspect of the quality of work which are verifiable in accordance to the approved plans and specifications. In rating this aspect, efficiency of methodology shall be considered as per Amended CPES Implementing Guidelines for Infrastructure Projects as Approved by NEDA pursuant to IRR of RA 9184.

The rating of each evaluated project shall be obtained from the rating of Workmanship from the CPES evaluation reports.

Example of Performance Evaluation:

A. Quality of Completed Works, A.3 (50 pts.)

Project		A.3 Rating
Project (1)	=	25
Project (2)	=	20
Project (3)	=	28
Total	=	73
Average	=	24.33

$$\begin{aligned}
 \text{Performance Rating} &= \text{Average} \times \text{Factor (2.0)} \times 30\% \\
 &= 24.33 \times 2.0 \times 30\% \\
 &= 14.60\%
 \end{aligned}$$

B. Workmanship (On-Going Projects, 40 pts.) (Completed Projects, 50 pts.)

b.1 On-Going Project (40 pts.)

Project		Rating
Project (1)	=	30
Project (2)	=	35
Project (3)	=	32
Total	=	97
Average	=	32.33

$$\begin{aligned}
 \text{Performance Rating} &= \text{Average} \times \text{Factor (2.5)} \times 30\% \\
 &= 32.33 \times 2.5 \times 30\% \\
 &= 24.25\%
 \end{aligned}$$

b.2 Completed Project (50 pts.)

Project		Rating
Project (1)	=	35
Project (2)	=	38
Project (3)	=	30
Total	=	103
Average	=	34.33

$$\begin{aligned}
 \text{Performance Rating} &= \text{Average} \times \text{Factor (2.0)} \times 30\% \\
 &= 34.33 \times 2.0 \times 30\% \\
 &= 20.60\%
 \end{aligned}$$

2.0 CLASSIFICATION OF PROJECT ENGINEERS

Project engineers shall be classified according to their total score. The total score shall be the sum of the points obtained in Sections 1.2, 1.3 and 1.4.

The classification of project engineers shall be as follows:

Total Score	Classification
80 & above	Project Engineer II
60 – 79	Project Engineer I

3.0 ASSIGNMENT OF CONTRACTORS'/CONSULTANTS' PROJECT ENGINEERS TO DPWH PROJECTS

Only accredited project engineers may be assigned to DPWH projects, subject to the following limits of assignment:

For Regional/District Offices

Classification	Limits of Assignment
PE II	Two (2) projects located within the same province for simultaneous assignments, no cost limit
PE I	Three (3) projects located within the same province for simultaneous assignments, each project costing not more than 100M

For Unified Project Management Offices (UPMOs)

Classification	Limits of Assignment	
	Maximum Number of Contracts	Maximum Cost of Project
PE II	1	>500M
PE I	2	500M

4.0 PROCEDURE FOR ACCREDITATION

4.1 Who may be Accredited

All registered and licensed civil engineers of the contractors and consultants, including foreigners, who are assigned as project engineers to DPWH-implemented projects, may apply for accreditation and must pass the given accreditation examination.

All government engineers are prohibited from applying for the accreditation while still employed by the government including those under the NGAs, SUCs, GOCCs, LGUs, GFIs, and other governmental organizations.

4.2 Accreditation Requirements

All applications for the scheduled accreditation examination must be submitted to the Bureau of Quality and Safety (BQS) thru the Chief of the Construction Division of any DPWH Regional Office, for validation and evaluation together with the following documents:

- a. Duly accomplished application form for examination that can be downloaded at the DPWH website (www.dpwhnet.gov.ph) or can be secured from any DPWH Regional Office thru the Construction Division.
- b. One (1) passport size photograph on a white background with nametag pasted in the application form.
- c. Certified true copy of PRC ID as registered and licensed Civil Engineer for local engineers and certificate of registration/license with professional identification card or a Special Temporary Permit with professional temporary identification card all issued by PRC for foreign engineers.

For passers of the given examination, all attachments required under Section 1.3 for Training and Experience and Section 1.4 for Performance Rating, of this guidelines, should be submitted to the Bureau of Quality and Safety (BQS).

4.3 Accreditation Examination

An accreditation examination shall be administered to all qualified applicants. At least two (2) examinations per year to be held in February and July will be given simultaneously at the DPWH Central Office in Manila.

Applicants who applied but failed to take the examination three (3) times shall be barred perpetually from taking the examination.

4.4 Issuance of Certificate of Accreditation and Accreditation ID

- a) A Certificate of Accreditation and Identification Card will be issued to all applicants who will meet the accreditation criteria.
- b) The Certificate of Accreditation, unless revoked or suspended for cause, shall be valid for three (3) years from the date it was issued, and shall be renewed thereafter.

The accredited Contractors'/Consultants' Project Engineer should file his application for renewal of accreditation certificate personally by presenting valid PRC ID and other government issued ID cards for authentication for local engineers and certificate of registration/license with professional identification card or a Special Temporary Permit with professional temporary identification card all issued by PRC for foreign engineers.

All requests for renewal of accreditation certificate must be addressed to the Chairman, Accreditation Committee for Contractors' and Consultants' Project Engineers, thru the Bureau of Quality and Safety (BQS) together with the following requirements:

- b.1) Request letter of the concerned Project Engineer signifying intention to renew his certificate of accreditation.
- b.2) Original/Renewed Certificate of Accreditation with expired validity date.
- b.3) Certification of Employment from the current employer, if there is any, indicating the date of employment and/or affidavit attesting that the applicant is not connected or employed with any government office.
- b.4) Photocopy of valid PRC ID and accreditation card as accredited Project Engineer.
- b.5) Duly accomplished Application Form for the Renewal of Certificate.

4.5 Change in Accreditation Status

- a) An accredited DPWH Project Engineer who retired or resigned from Office may be considered as an accredited Contractors'/Consultants' Project Engineer upon his request, subject to the approval of the Secretary thru the recommendation of the Accreditation Committee, corresponding to the following rank:

DPWH Accreditation Classification	Proposed Contractors'/Consultants' Accreditation Classification
Project Engineer III	Project Engineer II
Project Engineer II	Project Engineer I
Project Engineer I	Project Engineer I
Junior Project Engineer	Project Engineer I

However, newly retired or resigned DPWH engineer should observe the one (1) year prohibition to practice his profession in private companies that conduct business with DPWH as provided under Section 7 (Prohibited Acts and Transactions) of Republic Act No. 6713.

5.0 TESTIMONIAL ACCREDITATION

Non-accredited DPWH Project/Resident Engineers who recently retired or resigned from Office may be entitled for testimonial accreditation as Contractors'/Consultants' Project Engineer upon submission of application and documents required for testimonial accreditation as follows:

- a) The applicant must be a BSCE graduate and a registered Civil Engineer (RA 1080).
- b) The applicant should be at least 50 years of age.
- c) The applicant should meet any of the following:
 - c.1 Minimum 15 years experience in handling projects as Contractors'/Consultants' Project Engineer
 - c.2 Served as contributor/examiner in the qualifying examination for accreditation of Contractors'/Consultants' Project Engineers
 - c.3 Acted as resource person in trainings and seminars relative to construction methodology and quality control.
- d) The applicant must have obtained Very Satisfactory rating for the last two (2) consecutive rating periods.

The BQS shall evaluate the applicant's qualification and if found acceptable, recommend testimonial accreditation to the Secretary.

6.0 EFFECTIVITY

Effective January 02, 2020 only accredited project engineers of the contractors and consultants may be assigned to supervise DPWH projects.

Exhibit "A"

RELEVANT/EQUIVALENT TRAININGS WITH THEIR CORRESPONDING POINTS

	Weight
A. Planning, Design, Construction Methods & Techniques	4 points
1. One (1) point for completing equivalent training on any one (1) of the following Construction Methods and Techniques:	
1.1 Construction Methods and Techniques for Bridges/Bridge Construction	
1.2 Construction Methods and Techniques for Buildings	
1.3 Construction Methods and Techniques for Flood Control and Drainage Structures	
1.4 Construction Methods and Techniques for Highways/Road Construction Methods and Techniques	
2. One (1) point each for completing any three (3) of the following equivalent trainings/seminars:	
<u>Planning</u>	
2.1 Computer Aided Preparation of Plans	
2.2 Flood Prevention and Mitigation	
2.3 Planning and Design of Flood Control Structures	
2.4 Safety in Construction	
2.5 Subsurface Exploration	
2.6 Traffic Engineering	
2.7 Training in Various Courses in Road Safety	
2.8 Transportation Engineering	
2.9 Workshop on Hydraulics and River Hydraulics Model using GIS, HEC-HMS and HEC-RAS	
<u>Design</u>	
2.10 Applications of Gabions and Mattresses	
2.11 Bridge Design with Computer Application using STAAD-Pro	
2.12 Computer Aided Design (Civil 3D)	
2.13 Earthquake Engineering and Infrastructure Rehabilitation	
2.14 Flood Control and Urban Drainage Design with Computer Application	
2.15 Geotechnical Engineering	
2.16 Highway Design with Computer Application using STAAD-Pro	
2.17 Highway Foundation Investigation and Analysis	
2.18 Hydrology Seminar	
2.19 Principles of Bridge Design	
2.20 Principles of Highway Design	
2.21 Principles of Highway Location, Survey and Design	
2.22 River and SABO Engineering	
2.23 Slope Stability	
2.24 Structural Analysis and Design Software (STAAD Pro)	
2.25 Structural Design	
2.26 Surveys and Site Investigation	

Construction

- 2.27 Bridge and Flood Control Project Implementation and Assessment
- 2.28 Bridge Assessment, Maintenance and Repair/Rehabilitation
- 2.29 Bridge Engineers Accreditation Course
- 2.30 Bridge Management System
- 2.31 Construction of Ports and Harbors
- 2.32 Construction of Water Supply Project
- 2.33 Labor-Based Technology
- 2.34 Pothole Patching Technology
- 2.35 Quality Assurance Seminar
- 2.36 Road and Bridge Information Application
- 2.37 Road Maintenance and Rehabilitation

B. Materials Quality Control

4 points

1. One (1) point for completing equivalent training on any one (1) of the following:
 - 1.1 On-the-Job Training on Materials Testing (with duration of 176 hours).
 - 1.2 Materials Quality Control in Project Implementation (with duration of 176 hours).
2. One (1) point each for completing equivalent training on any three (3) of the following trainings/seminars:
 - 2.1 Materials Quality Control in Project Implementation (with duration of less than 176 hours)
 - 2.2 Materials Testing Procedures
 - 2.3 Materials Engineering and Quality Control
 - 2.4 Soil Engineering
 - 2.5 Asphalt Technology
 - 2.6 Concrete Technology
 - 2.7 Project Quality Assurance

C. Project Management and Supervision

2 points

1. One (1) point for completing equivalent training on Project Management by PERT/CPM or Precedence Diagram Method (PDM).
2. One (1) point for completing equivalent training on any of the following trainings/seminars:
 - 2.1 Implementing Rules and Regulation on RA 9184 (Government Procurement Reform Act)
 - 2.2 Project Assessment and Documentation
 - 2.3 Infrastructure Planning and Programming Procedures
 - 2.4 Construction Supervision and Management
 - 2.5 Project Management
 - 2.6 Construction Planning & Scheduling w/ Computer-Aided Engineering/Computer Aided Design and Drafting
 - 2.7 Supervision Management for Field Engineers
 - 2.8 DPWH Project Development and Implementation
 - 2.9 Networking/Scheduling (PERT/CPM or PDM)



**ACCREDITATION OF CONTRACTORS' AND CONSULTANTS' PROJECT ENGINEERS
APPLICATION FORM FOR EXAMINATION**

Date of Examination _____

APPLICATION NUMBER

		-				
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Paste here your recent
passport size colored
picture in white
background with
complete name tag

NAME: _____
(Last Name) (First Name) (Middle Name)

MAIDEN NAME (if applicable): _____

PRC LICENSE NO.: _____ VALID UNTIL: _____

HOME ADDRESS (indicate only town/city and province):

POSITION TITLE: _____

CONTRACTORS'/CONSULTANTS' OFFICE NAME:

CONTRACTORS'/CONSULTANTS' OFFICE ADDRESS:

OFFICE TEL. NO.: _____ HOME TEL. NO.: _____

NATIONALITY: _____ SEX: _____ CIVIL STATUS: _____

BIRTHDATE (MM/DD/YYYY): _____ E-MAIL ADDRESS: _____

EDUCATION : BSCE OTHER COURSE _____

I certify that the information contained in and attached to this application is accurate. I understand that if any information is determined to be inaccurate, my application will be denied.

Date

Signature over printed Name



**ACCREDITATION OF CONTRACTORS' AND CONSULTANTS'
PROJECT ENGINEERS
APPLICATION FORM FOR THE RENEWAL OF CERTIFICATE**

ACCREDITATION NUMBER

Project Engineer II

Project Engineer I

Paste here your recent
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picture in white
background with
complete name tag

NAME: _____
(Last Name) (First Name) (Middle Name)

MAIDEN NAME (if applicable): _____

PRC LICENSE NO.: _____ **VALID UNTIL:** _____

HOME ADDRESS (indicate only town/city and province):

POSITION TITLE: _____

CONTRACTORS'/CONSULTANTS' OFFICE:

CONTRACTORS'/CONSULTANTS' OFFICE ADDRESS:

OFFICE TEL. NO.: _____ **HOME TEL. NO.:** _____

NATIONALITY: _____ **SEX:** _____ **CIVIL STATUS:** _____

BIRTHDATE (MM/DD/YYYY): _____ **E-MAIL ADDRESS:** _____

I certify that the information contained in and attached to this application is accurate. I understand that if any information is determined to be inaccurate, my application will be denied.

Date

Signature over printed Name