

# Workflow Chart for the Accreditation of Contractors' and Consultants' Materials Engineers

## Minimum Qualification:

Registered and Licensed Civil Engineer

## Requirements:

- a) Duly accomplished application form that can be secured from any DPWH Regional Office
- b) Xeroxed copy of valid PRC ID
- c) Two (2) pieces of 2" x 2" photographs

## Where to File:

The requirements must be submitted to the Accreditation Committee, thru the Chief of Quality Assurance and Hydrology Division of any DPWH Regional Office.

## Date and Place of Examination:

The examination shall be held on every 2<sup>nd</sup> Saturday of March and September and conducted simultaneously in Manila, Cebu City and Davao City

## Result of Examination:

The report of rating shall be released after 1-month from the date of the accreditation examination.

## Department Order:

A Department Order shall be issued to examinees who passed the accreditation examination.

## Certificates and IDs of Accreditation:

The certificates and IDs of accreditation shall be issued to applicants who meet the accreditation criteria upon approval of the Department Order.

## Renewal of Certificate of Accreditation:

The certificate of accreditation shall be renewed after three (3) years from the date it was issued upon request of the concerned Materials Engineer.

## Reinstatement of Accreditation:

The accreditation shall be reinstated upon request of the concerned materials engineer, supported with a certification on separation from government service signed by the head of office or administrative officer of his/her previous employer.