



Central Office External Services



Handling of Feedback and Inquiries

This frontline service enables citizens to utilize the Department's customer relations management program (Citizens Feedback Management Center) which endorses inquiries to concerned offices; customer feedback mechanism and recommends areas for improvement based on analytics to the management.

Office or Division:	Stakeholders Relations Service -Stakeholders Affairs Division			
Classification:	Simple to Highly Technical			
Type of Transactions:	G2C - Government-to-Citizens G2G - Government-to-Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Contact details, mailing address, and/or supporting documents if needed		From the Client/Citizen		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>For Simple Transactions:</i> 1. Course feedback/ inquiries/request or commendation through any of the following modes: a. Visit DPWH Public Assistance and Complaints Desk and fill up Walk-in form located at the Front Desk of all DPWH Offices. b. Send an email to citizens_feedback@dpwh.gov.ph	1.1 Concerned Action Officer receive, evaluate and encode details of feedback including contact details of client at the Stakeholders Affairs Division Database and request additional information when necessary	None	30 minutes	Community Affairs Officer III Community Affairs Officer II Community Affairs Officer I Administrative Assistant VI Administrative Assistant III



<p>c. Call the DPWH 165-02 Call Center Hotline or SRS Hotline and Cp Viber/Text</p> <p>d. Post at DPWH official social media accounts: Department of Public Works and Highways, Philippines Facebook Page and @DPWHph on Twitter and on Instagram - @dpwhph.</p>				
	1.2 Verify / coordinate to concerned office		1 day and 7 hours	Community Affairs Officer III
	1.3 Follow-up response / action taken of concerned office	None	30 minutes	Community Affairs Officer II Community Affairs Officer I
	1.4 receive and provide information / action taken of concerned office on the client's inquiry / concern.	None	1 day	Administrative Assistant VI Administrative Assistant III
END OF TRANSACTION	TOTAL:	None	3 working days	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>For Complex Transactions:</i></p> <p>1. Course feedback/ inquiries/request or commendation through any of the following modes:</p> <ul style="list-style-type: none"> a. Visit DPWH Public Assistance and Complaints Desk and fill up Walk-in form located at the Front Desk of all DPWH Offices. b. Send an email to citizens_feedback@dpwh.gov.ph c. Call the DPWH 165-02 Call Center Hotline or SRS Hotline and Cp Viber/Text d. Post at DPWH official social media accounts: Department of Public Works and Highways, Philippines Facebook Page and @DPWHph on Twitter and on Instagram - @dpwhph 	<p>1.1 Concerned Action Officer receive, evaluate and encode details of feedback including contact details of client at the Stakeholders Affairs Division Database and request additional information when necessary</p>	None	30 minutes	<p>Community Affairs Officer III</p> <p>Community Affairs Officer II</p> <p>Community Affairs Officer I</p> <p>Administrative Assistant VI</p> <p>Administrative Assistant III</p>



	1.2 Evaluate, verify/ coordinate and generate Request for Action (RFA) Memorandum address to concerned office	None	4 hours	Community Affairs Officer III Community Affairs Officer II
	1.3 Disseminate and send an advance copy of RFA Memorandum via email to concerned office	None	3 hours	Community Affairs Officer I Administrative Assistant VI Administrative Assistant III
	1.4 Follow-up response / action taken of concerned office	None	30 minutes	
2. Action taken of concerned office	2.1 Validate and preparation of reply / action taken of the concerned office and provide advance copy through email to concerned action officer	None	5 days	Regional Offices Bureaus Services UPMO Clusters District Engineering Offices
	2.2 Receive and provide information / action taken of concerned office on the client's complaint/concern.	None	1 day	Community Affairs Officer III Community Affairs Officer II Community Affairs Officer I Administrative Assistant VI Administrative Assistant III
END OF TRANSACTION	TOTAL:	None	7 working days	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>For Highly Technical Transactions:</i></p> <p>1. Course feedback/ inquiries/request or commendation through any of the following modes:</p> <p>a. Visit DPWH Public Assistance and Complaints Desk and fill up Walk-in form located at the Front Desk of all DPWH Offices.</p> <p>b. Send an email to citizens_feedback@dpwh.gov.ph</p> <p>c. Call the DPWH 165-02 Call Center Hotline or SRS Hotline and Cp Viber/Text</p> <p>d. Post at DPWH official social media accounts: Department of Public Works and Highways, Philippines Facebook Page and @DPWHph on Twitter and on Instagram - @dpwhph</p>	<p>1.1 Concerned Action Officer receive, evaluate and encode details of feedback including contact details of client at the Stakeholders Affairs Division Database and request additional information when necessary</p>	None	30 minutes	<p>Community Affairs Officer III</p> <p>Community Affairs Officer II</p> <p>Community Affairs Officer I</p> <p>Administrative Assistant VI</p> <p>Administrative Assistant III</p>
	1.2 Evaluate, verify/ coordinate and			



	generate Request for Action (RFA) Memorandum address to concerned office	None	4 hours	Community Affairs Officer III
	1.3 Dessiminate and send an advance copy of RFA Memorandum via email to concerned office	None	3 hours	Community Affairs Officer II Community Affairs Officer I Administrative Assistant VI Administrative Assistant III
	1.4 Follow-up response / action taken of concerned office	None	30 minutes	
2. Action taken of concerned office	2.1 Validate and preparation of reply / action taken of the concerned office and provide advance copy through email to concerned action officer	None	18 days	Regional Offices Bureaus Services UPMO Clusters District Engineering Offices
	2.2 Receive and provide information / action taken of concerned office on the client's complaint/concern.	None	1 day	Community Affairs Officer III Community Affairs Officer II Community Affairs Officer I Administrative Assistant VI Administrative Assistant III
END OF TRANSACTION	TOTAL:	None	20 working days	

*NOTE: Request for extension of time which the concerned DPWH office may seek action, depending on the request and justification and maybe extended only once for the same number of days pursuant to Rule VII, Sec. 3(b) of JMC No. 2019-001 on the IRR of RA11032***



Accreditation of Contractors'/Consultants' Materials Engineers (Initial)

To provide a visual guide and easy reference on the procedures involved in the processing of pertinent documents regarding the initial accreditation of Contractors' and Consultants' Materials Engineers pursuant to Department Order No. 98, Series of 2016.

Office or Division:	Bureau of Research and Standards - Technical Working Group (TWG) - Accreditation Unit			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered and licensed Civil Engineers employed by private construction companies/firms			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished/filled out Application Form with letter request and/or transmittal from the DPWH Regional Office		a. Downloadable online (www.dpwh.gov.ph) or; b. Any DPWH Regional Office (QAHD)		
2. Valid PRC License (1 photocopy)		Professional Regulations Commission (PRC) – Licensing office		
3. Affidavit not connected with any government agency and not working abroad (1 original copy)		Any Notary Public		
4. Certificate of Employment (1 original copy) or DTI License.		a. From the company where the applicant is presently employed or; b. Department of Trade and Industry (DTI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and the Requirements to the Chief of	1.1 Receive and evaluate the submitted documents from the sixteen (16)	None	1 day	DPWH Regional Office [Chief, Quality Assurance and Hydrology Division (QAHD)]



Quality Assurance and Hydrology Division (QAHD) of any DPWH Regional Office	DPWH Regional Offices			
	1.2 Endorse the evaluated documents of applicants to BRS	None	1 day	Chief, QAHD
	1.3 Review/Encode and final evaluation of submitted documents	None	5 days	Engineer III/ Statistician III/ Laboratory Technician I/ Engineer II/ Administrative Assistant II/ Administrative Aide VI
2. Receive the Notice of Examination Schedule from the DPWH Regional Office where the application was filed.	2. Issuance of Memorandum informing on the venue and room assignments of the applicants/examinees	None	3 days	Engineer III/ Statistician III/ Laboratory Technician I/ Engineer II / BRS Director/DPWH Regional Office (Chief, QAHD)
3. Take the Written Examination	3.1 Conduct of Written Examination	None	1 day	BRS, DPWH-NCR/Regional Office Nos. VII and XI Proctors and Supervisors
	3.2 Checking and Re-Checking of Test Questionnaires and Encoding of Examinations	None	3 days	Statistician III
4. Wait for the exam results	4. Prepare/sign Report of Rating informing the examinees	None	2 days	Engineer III/ Laboratory Technician I/ Engineer II/ Administrative Assistant II / BRS Director/DPWH Regional



				Office/Chief, QAHD
5. Receive Notification whether client passed/failed the examination	5.1 Prepare proposed Department Order to those who successfully passed the examination	None	1 day	Engineer III/ Laboratory Technician I /BRS Director
	5.2 Approval and signature of accreditation documents	None	3 days	Secretary (Department Order) Undersecretary and Assistant Secretary for Technical Services (Accreditation Certificate)
6. Receive Certificate of Accreditation and IDs	6.1 Issue Accreditation Certificates and IDs and Updating of Database (PCMA)	None	1 day	Engineer III/ Architect II/ Statistician III/ Laboratory Technician I/ Administrative Aide VI
END OF TRANSACTION	TOTAL:	None	19 working days	



Accreditation of Contractors'/Consultants' Materials Engineers (Upgrading)

To provide a visual guide and easy reference on the procedures involved in the processing of pertinent documents regarding the upgrading of classification rank of Contractors' and Consultants' Materials Engineers pursuant to Department Order No. 98, Series of 2016.

Office or Division:	Bureau of Research and Standards - Technical Working Group (TWG) - Accreditation Unit		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	Registered and licensed Civil Engineers employed by private companies/firms who are already accredited as Contractors'/Consultants' Materials Engineer I (ME I)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished/filled out Application Form with letter request to take the practical examination;		Downloadable online (www.dpwh.gov.ph)	
2. Valid PRC License (1 photocopy) and ME I Accreditation ID (1 photocopy);		Professional Regulations Commission (PRC)	
3. Certificate of Employment (1 original copy or DTI Certification/PCAB License or a duly notarized affidavit not connected with any government agencies or not working abroad.		a. From the company where the applicant is presently employed. b. Department of Trade and Industry (DTI) Philippine Contractors Accreditation Board (PCAB)	
4. Original or Certified Copy of Accreditation Certificate as Contractor's/Consultant's Materials Engineer I (ME I) or an Affidavit of Loss if the certificate is lost. [Marriage Contract (only if the applicant has changed civil status and wished to change her surname accordingly).]		To be provided by the applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application form and the Requirements to the BRS	1. Receive and evaluate the submitted documents	None	1 day	<i>Engineer III/ Laboratory Technician I/ Statistician III</i>
2. Informed on the schedule of the Practical Exam	2. Inform the applicant in writing through Notice of Practical Examination			<i>Engineer III/ Statistician III</i>
3. Undergo the Practical Examination	3. Administer the Practical Examination	None	1 day	<i>BRS Panel of Examiners and Evaluators created under Office Order No. 01, Series of 2019</i>
4. Receive Certificate of Accreditation and IDs	4.1 Evaluate the result of the Practical Examination	None	1 day	<i>BRS Panel of Examiners</i>
	4.2 Encode the Evaluation Worksheets	None	1 day	<i>BRS Panel of Examiners</i>



	4.3 Inform in writing the examinees on the result of the practical examination (Pass or Fail) and Prepare/Issue Department Order to those who qualified for upgrading	None	1 day	<i>Engineer III/ Statistician III and BRS Director</i>
	4.4 Approval and signature of accreditation documents	None	3 days	<i>Secretary (Department Order); Undersecretary and Assistant Secretary for Technical Services (Accreditation Certificate)</i>
	4.5 Issue Accreditation Certificates and IDs and Updating of Database (PCMA)	None	1 day	<i>Engineer III/ Architect II/ Statistician III/ Laboratory Technician I/ Administrative Aide VI</i>
END OF TRANSACTION	TOTAL:	None	8 working days	



Accreditation of Contractors'/Consultants' Materials Engineers (Renewal)

To provide a visual guide and easy reference on the procedures involved in the processing of pertinent documents regarding the renewal of certificate of accreditation of Contractors' and Consultants' Materials Engineers pursuant to Department Order No. 98, Series of 2016.

Office or Division:	Bureau of Research and Standards - Technical Working Group (TWG) - Accreditation Unit	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Registered and licensed Civil Engineers employed by private construction companies/firms who are already accredited as Contractors'/Consultants' Materials Engineers (either ME I or ME II)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished/filled out Application Form with letter request;		Downloadable online (www.dpwh.gov.ph)
2. Photocopy of valid PRC License and ME Accreditation ID		Professional Regulations Commission (PRC)
3. Certificate of Employment or DTI Certification/PCAB License		a. From the company where the applicant is presently employed. b. Department of Trade and Industry (DTI) Philippine Contractors Accreditation Board (PCAB)
4. Affidavit not connected with any government agency and not working abroad		Any Notary Public
5. Original or Certified Copy of Accreditation Certificate as Contractor's/Consultant's Materials Engineer I (ME I) or an Affidavit of Loss if the certificate is lost.		To be provided by the applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application Form and the Requirements personally to the BRS.	1. Receive the submitted documents	None	1 day	<i>Engineer III/ Laboratory Technician I</i>
	1.2 Evaluate the submitted documents			
2. Wait for the notification of BRS	2.1 Prepare the renewed Accreditation Certificate	None	1 day	<i>Laboratory Technician I</i>
	2.2 Endorse the renewed Accreditation Certificate for approval of the Undersecretary and Assistant Secretary for Technical Services			<i>Engineer III/ Laboratory Technician I /BRS Director</i>
	2.3 Approval and signature of the renewed Accreditation Certificates	None	1 day	<i>Undersecretary and Assistant Secretary for Technical Services</i>
3. Receive Certificate of Accreditation	3.1 Issue Accreditation Certificates	None	1 day	<i>Engineer III/ Laboratory Technician I</i>
	3.2 Updating Database (PCMA)	None	1 day	<i>Laboratory Technician I</i>
END OF TRANSACTION	TOTAL:	None	5 working days	



Testing of Various Construction Materials

Testing of various construction materials in DPWH are available, namely: asphalt, cement and concrete, paints, soils/soil aggregates, and other miscellaneous materials.

Office or Division:	Bureau of Research and Standards - Materials Testing Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - DPWH Implementing Offices - Private Entities - Other Government Offices 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application/ Request Letter (1 original)		Applicant/Client		
2. Filled-out Sample Card Form (1 original)		DPWH-BRS-MTD		
3. Sufficient Sample (Minimum Sample requirements)		Applicant/Client		
4. Original Official Receipt (1 original)		DPWH – Cashier Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter, Sample Card, and Sample of Materials	1. Evaluate the submitted request letter, sample card, and sample	Please refer to “Schedule of Fees and Charges for Laboratory Testing of Construction Materials” (D.O. No. 188, S. 2022)	2 days	Materials Testing Division/ Concerned Section Chief
	2. Issue order of payment			
2. Submit Original Official Receipt of Testing Fee	3.1 Receives samples upon presentation of O.R. After, approves sample card for testing and assigned lab number. Once			Materials Testing Division/ Division Chief/ Section Chief/ Concerned Analyst



	assigned, laboratory testing may commence.		Please refer to document: “Schedule of Releasing of Test Reports”	
	3.2 Test Report is drafted and will be valued/ reviewed based on the Test Report. After, test report is finalized and approved via signature.	None	2 days	<i>Materials Testing Division/ Division Chief/ Section Chief/ Concerned Analyst/ Bureau Director/ Asst. Bureau Director</i>
3. Receive the Test Report	4. Issuance/ Release of Test Report	None	1 day	<i>Materials Testing Division/ Concerned Section Chief</i>
END OF TRANSACTION	TOTAL:	Please refer to “Schedule of Fees and Charges for Laboratory Testing of Construction Materials” (D.O. No. 188, S. 2022)	Please refer to document: “Schedule of Releasing of Test Reports”	



MATERIALS TESTING DIVISION
LABORATORY TESTING FEE
D.O. NO. 188, SERIES OF 2022

SOIL AND SOIL AGGREGATES	
KIND OF TEST	NEW RATE 2022
COURSE AGGREGATE	
1. Unit Weight	PHP 260.00
2. Grading	350.00
3. Wash Test	210.00
4. Abrasion	720.00
5. Specific Gravity and Absorption	350.00
6. Soundness	600.00
7. Clay Lumps	180.00
	PHP 2,670.00
FINE AGGREGATE	
1. Unit Weight	PHP 260.00
2. Grading	350.00
3. Wash Test	210.00
4. Specific Gravity and Absorption	350.00
5. Soundness	600.00
6. Mortar Strength (7 & 28 days)	350 x 2 = 700.00
7. Organic Impurities	420.00
8. Clay Lumps	180.00
	PHP 3,070.00
AGGREGATE BASE / SUBBASE COURSE	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. Abrasion	720.00
4. PL - LL	500.00
5. Compaction	
Proctor	990.00
Modified	1,120.00
6. CBR	2,010.00
Proctor	PHP 4,780.00
Modified	PHP 4,910.00
FINE GRAINED SOIL	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. PL - LL	500.00
4. Specific gravity	280.00
5. Hydrometer	870.00
6. Moisture Content	170.00
	PHP 2,380.00



SOIL AND SOIL AGGREGATES	
KIND OF TEST	NEW RATE 2022
COMPOSITE AGGREGATE	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. Abrasion	720.00
4. PL - LL	500.00
5. Specific Gravity	280.00
6. Stripping	600.00
	PHP 2,660.00
CRUSHED & AGGREGATE BASE COURSE	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. Abrasion	720.00
4. PL - LL	500.00
5. Fractured Face	210.00
6. CBR	2,010.00
7. Compaction	
Proctor	990.00
Modified	1,120.00
Proctor	PHP 4,990.00
Modified	PHP 5,120.00
AGGREGATE SURFACE COURSE	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. PL - LL	500.00
4. Abrasion	720.00
	PHP 1,780.00



REINFORCED CONCRETE CULVERT PIPE (RCCP)	
KIND OF TEST	NEW RATE 2022
RCCP (24" & under 610mm)	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	900.00
	PHP 1,510.00
RCCP (27" & 30", 685 & 762mm)	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	1,140.00
	PHP 1,750.00
RCCP (33, 36" & 42" , 900, 910 & 1066mm)	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	1,500.00
	PHP 2,110.00
RCCP (48", 54" & 60")	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	2,460.00
	PHP 3,070.00



MISCELLANEOUS MATERIALS	
KIND OF TEST	NEW RATE 2022
DEFORMED STEEL BAR (Complete Test)	
1. Tension (Tensile / Yield)	PHP 290.00
2. Elongation	170.00
3. Deformation Measurement	180.00
4. Bending	180.00
5. Variation in Mass	170.00
6. Phosphorus Content	500.00
	PHP 1,490.00
Physical Test Only (Deformed Steel Bar)	PHP 990.00
PLAIN STEEL BAR (Complete Test)	
1. Tension (Tensile / Yield)	PHP 290.00
2. Bending	180.00
3. Elongation	170.00
4. Variation in Mass	170.00
5. Phosphorus Content	500.00
	PHP 1,310.00
Physical Test Only (Plain Steel Bar)	PHP 810.00
STANDARD SPECIMEN (Reduced Section) (Anchor Rod, Spike Plate, Angle Bar)	
1. Tension	PHP 720.00
2. Dimension	170.00
3. Elongation	170.00
	PHP 1,060.00
STEEL GUARDRAIL	
1. Tension	PHP 720.00
2. Dimension	170.00
3. Zinc Coating	500.00
	PHP 1,390.00
TIE WIRE / COLD DRAWN WIRE / HIGH TENSILE WIRE / WIRE MESH	
1. Tension	PHP 350.00
2. Dimension	170.00
3. Zinc Coating	500.00
4. Elongation	350.00
	PHP 1,370.00
ANCHOR NAIL / BOLT (DEFORMED STEEL BAR)	
1. Physical Test Only	PHP 990.00
	PHP 990.00



MISCELLANEOUS MATERIALS	
KIND OF TEST	NEW RATE 2022
WIRE ROPE (½" Nominal Size and under)	
1. Breaking Strength	PHP 690.00
2. Dimension	170.00
	PHP 860.00
WIRE ROPE (Over ½" to 1" Nominal Size)	
1. Breaking Strength	PHP 990.00
2. Dimension	170.00
	PHP 1,160.00
HIGH TENSION BOLT (Ref. Pavement Studs)	
1. Proof Load (Tension)	PHP 720.00
G.I. SHEETS	
1. Zinc Coating	PHP 350.00
2. Dimension	170.00
3. Coating Bend Test	170.00
	PHP 690.00
REFLECTIVE SHEETING	
1. Shrinkage	PHP 360.00
2. Flexibility	360.00
3. Adhesion	360.00
	PHP 1,080.00
GALVANIZED PIPES	
1. Zinc Coating	PHP 1,000.00
2. Wall Thickness	170.00
	PHP 1,170.00
WATER FOR CONCRETING	
1. PH Test	PHP 400.00
2. Total Solids	400.00
3. Compressive Strength (With Standard) 7 Days	240 x 2 = 480.00
4. Time of Setting (With Standard)	150 x 2 = 300.00
5. Autoclave Expansion	1,000.00
	PHP 2,580.00



MISCELLANEOUS MATERIALS	
KIND OF TEST	NEW RATE 2022
ADDITIONAL TEST WHEN REQUESTED	
1. Sulfate	PHP 400.00
2. Chloride	400.00
GABION BASKET	
1. Tension	PHP 350.00
2. Dimension	PHP 170.00
3. Zinc Coating	500.00
	PHP 1,020.00
	X 2
	PHP 2,040.00
CURING COMPOUND	PHP 2,500.00



PAINTS	
KIND OF TEST	NEW RATE 2022
REFLECTORIZED TRAFFIC PAINT	
White : Type I (Pre-Mixed)	PHP 4,830.00
: Type II (Drop-on) No Beads	3,880.00
Yellow : Type I (Pre-Mixed)	5,330.00
: Type II (Drop-on) No Beads	4,350.00
Black : (Non-Reflectorized)	3,350.00
RED LEAD & RED OXIDE PRIMER	PHP 2,600.00
LATEX, FLATWALL or QUICK DRY ENAMEL	Performance Tests depends on the available test that can be performed
ALUMINUM	PHP 1,650.00
HYDRATED LIME	
1. Calcium Oxide (CaO)	PHP 350.00
2. Magnesium Oxide (MgO)	350.00
3. Loss on Ignition (LOI)	270.00
4. Grading	350.00
	PHP 1,320.00
For Chemical Analysis: Additional PHP 350 per constituent	
THERMOPLASTIC PAINT	
1. Specific Gravity / Density	PHP 410.00
2. Softening Point	510.00
3. Drying Time (No Pick-Up)	160.00
4. Appearance of Paint	160.00
5. Vehicle Binders	2,330.00
6. Glass Beads Content	810.00
7. Glass Beads Grading	180.00
8. TiO2 / Chrome Yellow	500.00
9. Impact Resistance	650.00
10. Bond Strength	1,000.00
11. Color	1,000.00
White	PHP 7,710.00
Yellow (w/o Chemical Analysis)	PHP 7,210.00



PAINTS	
KIND OF TEST	NEW RATE 2022
LATEX PAINTS (FLAT, SEMI-GLOSS, GLOSS)	
1. Density / Specific Gravity	PHP 400.00
2. Drying Time	160.00
3. Total Solids (by weight)	400.00
4. Viscosity (ford Viscosity Cup)	500.00
5. Fineness of Grind	380.00
6. Storage Stability (1 month)	900.00
7. Degree of Setting (6 months)	1,200.00
8. Degree of Blistering	
9. Degree of Cracking	
10. Degree of Flaking	
11. Degree of Chalking (Tape Method)	
Chemical Requirements	
12. Volatile Organic Compound Content	
13. Lead Content	
ENAMEL (FLAT, SEMI-GLOSS, GLOSS)	
1. Density / Specific Gravity	PHP 400.00
2. Total Solids	400.00
3. Viscosity (Ku)	500.00
4. Fineness of Grind	380.00
5. Storage Stability	900.00
6. Drying Time	160.00
7. Levelling	520.00
8. Content Ratio - 24hrs	
9. Specular Gloss - 24hrs	600.00
10. Adhesive (Tape Test) - 7 days	380.00
11. Pencil Hardness - 7 days	380.00
Optimal Requirement: Durability Requirement	
12. Accelerated Weathering (Xenon Arc or QUV) - 200hrs	2,100.00
13. Color Fastness to light (Xenon Arc or QUV) - 200hrs	2,100.00
Chemical Requirements	
14. Volatile Organic Compound	2,400.00
15. Lead Content	1,920.00



CONCRETE AND CONCRETE PRODUCTS			
MOLDED CONCRETE SAMPLES (per specimen)			
Concrete Cylinder (Compression)	PHP	180.00	
Concrete Cubes (Compression)	PHP	180.00	
Concrete Beams (Flexural)	PHP	210.00	
CONCRETE HOLLOW BLOCKS			
1. Compression	PHP	620.00	
2. Dimension		510.00	
3. Moisture Content and Absorption		800.00	
	PHP	1,930.00	
CUTTING OF CONCRETE SAMPLES TO STANDARD SIZE FOR STRENGTH DETERMINATION			
	PHP	560.00	
CONCRETE CORE			
1. Compressive Strength	PHP	180.00	
2. Thickness Determination		170.00	
	PHP	350.00	



ASPHALTIC MATERIALS / ASPHALT MIX	
KIND OF TEST	NEW RATE 2022
ASPHALT CEMENT (VISCOSITY GRADE)	
1. Viscosity (2)	PHP 1,200.00
2. Penetration (1)	240.00
3. Ductility	500.00
4. Specific Gravity	170.00
5. Loss on Heating (Thin - Film Oven Test)	270.00
6. Spot Test	360.00
7. Solubility	350.00
8. Flash Point	270.00
	PHP 3,360.00
ASPHALT CEMENT (PENETRATION GRADE) - AASHTO M20	
1. Penetration (2)	480.00
2. Ductility (2)	1,000.00
3. Specific Gravity	170.00
4. Loss on Heating (Thin - Film Oven Test)	270.00
5. Spot Test	360.00
6. Solubility	350.00
7. Flash Point	270.00
	PHP 2,900.00
ASTM D346 (No Spot Test)	2,540.00
Softening Point	580.00
	PHP 3,120.00
EMULSIFIED ASPHALT (SS-1, SS-1h, CSS-1, CSS-1h)	
1. Viscosity (Saybolt-Furol)	PHP 350.00
2. Distillation	660.00
3. Cement Mixing	270.00
4. Sieve Test	270.00
5. Specific Gravity	170.00
6. Storage Stability	270.00
7. Ash Content	350.00
8. Ductility	500.00
9. Penetration	240.00
	PHP 3,080.00
CRS (Cationic Rapid Set)	PHP 2,810.00
POLYMER MODIFIED BITUMEN (PMB)	
1. Penetration	PHP 240.00
2. Flash Point	270.00
3. Softening Point	580.00
4. Solubility	350.00
5. Ductility	500.00
	PHP 1,940.00



ASPHALTIC MATERIALS / ASPHALT MIX	
KIND OF TEST	NEW RATE 2022
CUTBACK ASPHALT (RC, MC & SC) - Penetration/Viscosity (Residue)	
1. Specific Gravity	PHP 170.00
2. Distillation	800.00
3. Viscosity (Kinematic)	350.00
4. Spot Test	360.00
5. Penetration / Absolute Viscosity	240.00 / 600.00
6. Ductility	500.00
7. Solubility	350.00
8. Flash Point	270.00
	PHP 3,040.00 / 3,400.00
PREFORMED JOINT FILLER	
1. Compression and Recovery	PHP 500.00
2. Absorption	510.00
3. Dimension	210.00
4. Density	260.00
	PHP 1,480.00
Sponge Rubber	PHP 970.00
BITUMINOUS MIX	
1. Extraction	PHP 470.00
2. Grading	350.00
3. Stability (Wet and Dry) / Compressive Strength - IRS	940.00
4. Specific Gravity	260.00
	PHP 2,020.00
Stability (Marshall)/set (3 Specimens)	PHP 470.00
MINERAL FILLER	
1. Plasticity	PHP 380.00
2. Grading	350.00
3. Loss on Ignition	270.00
	PHP 1,000.00



ASPHALTIC MATERIALS / ASPHALT MIX	
KIND OF TEST	NEW RATE 2022
THORMAJUNT	
1. Pour Point Temperature	PHP 350.00
2. Safe Heating Temperature	350.00
3. Flow	500.00
4. Penetration (Cone)	260.00
5. Softening Point	580.00
	PHP 2,040.00
ASPHALT JOINT FILLER / CONCRETE	
1. Penetration (Cone)	PHP 260.00
2. Flow	500.00
3. Pour Point	350.00
4. Safe Heating	350.00
	PHP 1,460.00
ASPHALT CORE	
1. Density	PHP 260.00
2. Thickness	210.00
3. Extraction	470.00
4. Grading	350.00
	PHP 1,290.00



MATERIALS TESTING DIVISION

SCHEDULE OF RELEASING OF TEST REPORTS (Upon Approval for Testing)

ITEM NO.	MATERIAL / TEST	NO. OF WORKING DAYS
I. ASPHALT		
1	Asphalt Cement	10
2	Cut-Back Asphalt	10
3	Emulsified Asphalt	10
4	Concrete Joint Sealer	7
5	Preformed Expansion Joint Filler	10
6	Polymer Modified Bitumen (PMB)	10
7	Thormajoint Binder	7
8	Asphalt Mix	12
9	Asphalt Core	7
II. CEMENT		
10	Cement	
	7 days	14
	28 days	30
III. CONCRETE		
11	Concrete Cylinder	7
12	Concrete Beam	7
13	Concrete Core	7
IV. PAINTS		
14	Aluminum Paint	10
15	Latex / Enamel / House Paint	-
16	Red Lead / Red Oxide	12
17	Reflectorized Traffic Paint	12
18	Thermoplastic Paint	20
V. SOILS		
19	Soil Classification	8
20	Soil Classification with Compaction	10
21	Soil Classification with Compaction and California Bearing Ratio (CBR)	12



MATERIALS TESTING DIVISION
SCHEDULE OF RELEASING OF TEST REPORTS
 (Upon Approval for Testing)

ITEM NO.	MATERIAL / TEST	NO. OF WORKING DAYS
VI. SOIL AGGREGATES		
22	Fine Aggregates	30
23	Course Aggregates	12
24	Composite Aggregates	10
VII. MISCELLANEOUS MATERIALS		
25	Concrete Hollow Blocks	10
26	Curing Compound	12
27	Galvanized Steel Sheets / Pipes / Wires (Weight of Coating)	7
28	Guard Rail (Physical Test)	8
29	High Tensile Wire / Wire Mesh (Physical Test)	8
30	Hydrated Lime	10
31	Pavement Studs	8
32	Reflective Sheeting	8
33	Reinforced Concrete Culvert Pipe (RCCP)	8
34	Steel Bars	
	Physical test	10
	Complete Test (Physical and Chemical Test)	12
35	Water for Concreting	14

Prepared by:


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 Engineer IV

Approved by:


DENISE MARIA M. AYAG
 OIC - Director, Bureau of Maintenance
 Concurrent, Bureau of Research and Standards



Accreditation of Government and Private Testing Laboratory

The Accreditation of Government and Private Testing Laboratory is issued to testing laboratories authorizing/accrediting them to perform the required tests for Government infrastructure projects.

Office or Division:	Bureau of Research and Standards - Materials Testing Division		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
Who may avail:	<ul style="list-style-type: none">- Private testing laboratories- Laboratories of Provincial Engineering Offices- Universities/Colleges		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application/Request Letter (1 original, 1 photocopy)		Requesting laboratory	
2. Accomplished Form for Accreditation (BRS Form No. 1) (1 original)		DPWH official website (www.dpwh.gov.ph)	
3. Mayor’s Permit/Business Permit/Municipal License (1 photocopy)		Office of the Mayor	
4. DTI/SEC Registration (1 photocopy)		DTI, SEC	
5. Quality Manual (1 photocopy)		Requesting laboratory	
6. Calibration Report (1 photocopy)		Requesting laboratory	
7. Original Official Receipt (Accreditation Fee based from D.O. No. 22, Series of 2018) (1 original)		DPWH – Cashier Section	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant files application with Supporting Documents intended for this purpose	<p>Upon receipt of the request /application from the Director's Office:</p> <p>1. 1 the staff evaluates the completeness of the submitted documents.</p> <p>1.2 Issue order of payment</p>	<p>PHP 1,000.00</p> <p>(Accreditation Fee based from D.O. No. 22, Series of 2018)</p>	2 days	<i>Materials Testing Division / Concerned Section Chief</i>
2. Submit original Official Receipt of Accreditation Fee and arrange Schedule of Inspection/ Assessment	2. Schedules the date of the inspection and informs the applicants		4 days	<i>Materials Testing Division/ Division Chief/ Concerned Accreditors</i>
	3. Secures travel tickets (for Visayas and Mindanao)			
	<p>4.1 Conducts Inspection/ Assessment.</p> <p>4.2 Exit dialogue with concerned applicants after inspection</p>		3 days	<i>Materials Testing Division/ Concerned Accreditors</i>
	5. Draft/finalize Inspection Reports for approval and certification (for		10 days	<i>Bureau Director/ Assistant Bureau Director</i>



	applicants compliant with the requirements)			
3. Receive the Certificate	6. Issuance/ release of Certificate		1 day	<i>Materials Testing Division / Concerned Section Chief</i>
END OF TRANSACTION	TOTAL:	PHP 1,000.00	20 Working Days	



Accreditation of Private Asphalt and Portland Cement Concrete Batching Plants

The Accreditation of Private Asphalt and Portland Cement Concrete Batching Plants is issued to batching plants authorizing/accrediting them to supply Asphalt and Portland Concrete Cement for government infrastructure projects.

Office or Division:	Bureau of Research and Standards - Materials Testing Division		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
Who may avail:	<ul style="list-style-type: none">- DPWH Implementing Offices- Private Entities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application/Request Letter (1 original)	Applicant/Client		
2. Accomplished Form for Accreditation (BRS Form No. 2) (1 original)	DPWH-BRS-MTD		
3. Mayor’s Permit/Business Permit/Municipal License (1 photocopy)	Office of the Mayor		
4. DTI/SEC Registration (1 photocopy)	DTI, SEC		
5. Quality Manual (1 photocopy)	Requesting laboratory		
6. Calibration Report (1 photocopy)	Requesting laboratory		
7. Original Official Receipt (Accreditation Fee based from D.O. No. 253, Series of 2003) (1 original)	DPWH – Cashier Section		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant files application with Supporting Documents intended for this purpose	Upon receipt of the request /application from the Director's Office: 1. 1 the staff evaluates the completeness of the submitted documents. 1.2 Issue order of payment	Concrete	Asphalt	2 days	<i>Materials Testing Division/ Concerned Section Chief</i>
		Small (Below 50 cu.m./Hr) Php 3,000.00	Small (Below 50 tons/Hr) Php 3,000.00		
		Medium (50 to Below 100 cu.m./Hr) Php 4,500.00	Medium (50 to Below 100 tons/Hr) Php 4,500.00		
		Large (100 and Above cu.m./Hr) Php 6,000.00	Large (100 and Above tons/Hr) Php 6,000.00		
2. Submit original Official Receipt of Accreditation Fee and arrange Schedule of Inspection/ Assessment	2. Schedules the date of the inspection and informs the applicants	None		4 days	<i>Materials Testing Division/ Concerned Accreditors</i>
	3. Secures travel tickets (for Visayas and Mindanao)				
4. Assist and Attend the Inspection/ Assessment	4.1 Conducts Inspection/ Assessment. 4.2 Exit dialogue with concerned applicants after inspection			3 days	<i>Bureau Director/ Asst. Bureau Director</i>



	5. Draft/finalize Inspection Reports for approval and certification (for applicants compliant with the requirements)		10 days	<i>Bureau Director/ Assistant Bureau Director</i>
5. Receive the Certificate	5. Issuance/ Release of Certificate	None	1 day	<i>Materials Testing Division/ Concerned Section Chief</i>
END OF TRANSACTION	TOTAL:	Refer to Step #1	20 Working Days	



Purchase Bid Documents (Civil Works Projects)

Accommodates purchase of complete set of Bidding Documents to interested bidders for them to participate in the bidding of contracts related to civil works.

Office or Division:	Procurement Service - Civil Works Division			
Classification:	Simple			
Type of Transactions:	G2B - Government-to-Business			
Who may avail:	General Public/Contractor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Company ID or any government issued ID 2. Authorization Letter (if not an authorized liaison officer in the CWA, i.e. Special Power of Attorney for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative) 3. Letter of Intent (for Foreign Funded Projects) 4. (Optional) Duly filled-out Request of Order of Payment. <i>[Downloadable from the DPWH website under Business>Procurement>Civil Works>Forms>Request for Order of Payment]</i>		To be provided by the bidder/contractor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required documents for the issuance of approved Request of Order of Payment.	1. Receive, verify and issue approved Request of Order of Payment	None	5 minutes	Civil Works Division Action Officer



2. Client presents the approved Request of Order of Payment to the Accounting and Cash Division. After payment, the client presents the Official Receipt to PrS-Civil Works Division and receive the Bidding Documents.	2.1 FS-Accounting Division to issue approved Order of Payment	Fee depends on project ABC		<i>Accounting Division Action Officer</i>
	2.2 HRAS-Cash Division to issue Official Receipt			<i>Cashier Division Action Officer</i>
	2.3 PrS-Civil Works Division to issue Bid Documents		2 minutes	<i>Civil Works Division Action Officer</i>
END OF TRANSACTION	TOTAL:	Refer to reference below	7 minutes	

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

Source: Appendix 8, Sec. 5.0 "Updated-2016-Revised-IRR-of-RA-No.-9184-as-15-October-2023"



Purchase Bid Documents (Consulting Services Projects)

Accommodates purchase of complete set of Bidding Documents to interested bidders for them to participate in the bidding of contracts related to consultancy services.

Office or Division:	Procurement Service - Consulting Services Division			
Classification:	Simple			
Type of Transactions:	G2B - Government-to-Business			
Who may avail:	Shortlisted Bidders (Consultant)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Company ID or any government issued ID 2. Authorization Letter (i.e. Special Power of Attorney for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative) 3. Letter of Intent (for Foreign Funded Projects) 4. (Optional) Duly filled-out Request of Order of Payment. <i>[Downloadable from the DPWH website under Business>Procurement>Civil Works>Forms>Request for Order of Payment]</i>		To be provided by the bidder/consultant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required documents for the issuance of approved Request of Order of Payment.	1. Receive, verify and issue approved Request of Order of Payment	None	5 minutes	Consulting Services Division Action Officer
2. Client presents the approved Request of Order of Payment to the Accounting and Cash Division. After payment, the client presents the Official Receipt to PrS-Consulting Services	2.1 FS-Accounting Division to issue approved Order of Payment	Fee depends on project ABC		Accounting Division Action Officer
	2.2 HRAS-Cash Division to issue Official Receipt			Cashier Division Action Officer



Division and receive the Bidding Documents.	2.3 PrS- Consulting Services Division to issue Bid Documents		2 minutes	<i>Consulting Services Division Action Officer</i>
END OF TRANSACTION	TOTAL:	Refer to reference below	7 minutes	

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

Source: Appendix 8, Sec. 5.0 "Updated-2016-Revised-IRR-of-RA-No.-9184-as-15-October-2023"



Purchase Bid Documents (Goods and Services Projects)

Accommodates purchase of complete set of Bidding Documents to interested bidders for them to participate in the bidding of contracts.

Office or Division:	Procurement Service - Goods and Services Division			
Classification:	Simple			
Type of Transactions:	G2B - Government-to-Business			
Who may avail:	General Public/Supplier			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Company ID or any government issued ID 2. Authorization Letter (i.e. Special Power of Attorney for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative) 3. Letter of Intent (for Foreign Funded Projects) 4. (Optional) Duly filled-out Request of Order of Payment. <i>[Downloadable from the DPWH website under Business>Procurement>Civil Works>Forms>Request for Order of Payment]</i>		To be provided by the bidder/supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required documents for the issuance of approved Request of Order of Payment.	1. Receive, verify and issue approved Request of Order of Payment	None	5 minutes	Goods and Services Division Action Officer
2. Client presents the approved Request of Order of Payment to the Accounting and Cash Division. After payment, the client presents the Official Receipt to PrS-Goods and Services Division	2.1 FS-Accounting Division to issue approved Order of Payment	Fee depends on project ABC		Accounting Division Action Officer
	2.2 HRAS-Cash Division to issue Official Receipt			Cashier Division Action Officer



and receive the Bidding Documents.	2.3 PrS-Goods and Services Division to issue Bid Documents		2 minutes	<i>Goods and Services Division Action Officer</i>
END OF TRANSACTION	TOTAL:	Refer to reference below	7 minutes	

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

Source: Appendix 8, Sec. 5.0 "Updated-2016-Revised-IRR-of-RA-No.-9184-as-15-October-2023"



Inclusion of Contractors in the Civil Works Application (CWA)

Administers the inclusion of contractors in the Civil Works Application to facilitate the determination of their eligibility to bid for the project they intend to participate.

Office or Division:	Procurement Service - Civil Works Division			
Classification:	Complex			
Type of Transactions:	G2B - Government-to-Business			
Who may avail:	Civil Works Contractors who have interest to participate in the infrastructure projects of the agency.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dully filled-out Contractor's Confidential Application Statement for Registration (CCASR) Form		DPWH Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client accomplishes and submits CCASR Form downloadable from the DPWH website.	1. Conduct evaluation and validation of submitted requirements.	none	4 days	<i>Civil Works Division Evaluators</i>
2. Client waits for the approval and issuance of Contractor Registration Certificate (CRC).	2. Issuance of Contractor Registration Certificate		1 day	<i>Civil Works Division Action Officer</i>
END OF TRANSACTION	TOTAL:	None	5 working days	



Updating of Contractor's Information

Administers the updating of Contractor's Information to facilitate the determination of their eligibility to bid for the project they intend to participate.

Office or Division:	Procurement Service - Civil Works Division	
Classification:	Complex	
Type of Transactions:	G2B - Government-to-Business	
Who may avail:	DPWH-CWA included Civil Works Contractors who have interest to participate in the infrastructure projects of the agency.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> For Updating of Legal/Technical/Financial Documents: <ol style="list-style-type: none"> Request Letter Affidavit of Authenticity Originally Stamped Certified True Copy (by Authorized Managing Officer (AMO) or Issuing Office) of document/s to be updated: <ol style="list-style-type: none"> Mayor's Permit Tax Clearance Certificate SEC/DTI/CDA Certificate PhilGEPS Certificate PCAB License Audited Financial Statement & Income Tax Return (stamped "received" by the BIR.) 		To be provided by the contractor
		Local Government Unit
		Bureau of Internal Revenue
		SEC/DTI/CDA
		DBM-PS PhilGEPS
		PCAB
		To be provided by the contractor
<ul style="list-style-type: none"> For Updating (Addition/Removal) of Authorized Liaison Officer (ALO)/AMO: <ol style="list-style-type: none"> Request Letter Affidavit of Authenticity Duly notarized Authorization by AMO/Owner (for Sole Proprietor) or Board/Partnership/Joint Venture Resolution with Secretary's Certificate (for Corporation/Partnership/Cooperative) 2x2 ID Picture of ALO/AMO Originally Stamped Certified True Copy (by AMO or Issuing Office) of two (2) valid IDs with specimen signatures 		To be provided by the contractor
<ul style="list-style-type: none"> For Updating of Email Address or Telephone No. <ol style="list-style-type: none"> Request Letter 		To be provided by the contractor



2. Affidavit of Authenticity	
<ul style="list-style-type: none"> • For Updating of Business Address <ol style="list-style-type: none"> 1. Request Letter 2. Affidavit of Authenticity 3. Originally Stamped Certified True Copy (by AMO or Issuing Office) of Mayor's Permit 4. Originally Stamped Certified True Copy (by AMO or Issuing Office) of Amended Articles of Incorporation/Partnership/Cooperation (for Corporation/Partnership/Cooperative) 	To be provided by the contractor
	Local Government Unit
	To be provided by the contractor
<ul style="list-style-type: none"> • For Updating of Projects <ol style="list-style-type: none"> A. <i>DPWH-Completed/Accepted Projects (For contracts with Notice to Proceed date prior to 2018)</i> <ol style="list-style-type: none"> 1. Request Letter (indicating the Contract ID Nos. of projects for updating) 2. Originally Stamped Certified True Copies (by AMO or Issuing Office) of the following: <ol style="list-style-type: none"> a. Certificates of Completion, and/or; b. Certificate of Final Acceptance B. <i>LGU/Government/Private Sector-Completed/Accepted Projects</i> <ol style="list-style-type: none"> 1. Request Letter 2. Originally Stamped Certified True Copies (by AMO or Issuing Office) of the following: <ol style="list-style-type: none"> a. List of Completed Projects (Annex N of CCASI Form) b. Certificate of Completion or Final Inspection Report c. Certificate of Final Acceptance or CPES with at least Satisfactory Rating (for LGUs or Other Government Agency) <p><i>And, if project is not yet encoded in the CWA:</i></p> <ol style="list-style-type: none"> d. Notice of Award 	DPWH-Implementing Office
	To be provided by the contractor/ Local Government Unit/Other Government Agency/Private Sector



<ul style="list-style-type: none"> e. Notice to Proceed f. Contract Agreements with copy of Scope of Work and Contract Costs and Bill of Quantities g. Joint Venture Agreement stating percent participation, for Joint Ventures <p><i>C. DPWH-On-Going Projects (For contracts with Notice to Proceed date prior to 2018)</i></p>	<p>To be provided by the contractor</p>
<ul style="list-style-type: none"> 1. Request Letter (indicating the Contract ID Nos. of projects for updating) 2. Latest percent (%) Statement of Works Accomplished (SWA) and percent (%) Time Elapsed Originally Stamped Certified True Copies (by AMO or Issuing Office) <p><i>D. LGU/Government/Private Sector-On-Going Projects</i></p> <ul style="list-style-type: none"> 1. Request Letter 2. Originally Stamped Certified True Copies (by AMO or Issuing Office) of the following: <ul style="list-style-type: none"> a. Latest percent (%) Statement of Works Accomplished (SWA) and percent (%) Time Elapsed b. List of on-going contracts including those already awarded but not yet started (Annex O of CCASI Form) <p><i>And, if project is not yet encoded in the CWA:</i></p> <ul style="list-style-type: none"> c. Contract Agreement with copy of Scope of Work and Contract Costs and Bill of Quantities d. Certificate of Posting of Invitation to Bid in PhilGEPS (for LGUs or Other Government Agency) e. Notice of Award f. Notice to Proceed g. Joint Venture Agreement stating percent participation, for Joint Venture 	<p>To be provided by the contractor/ Local Government Unit/Other Government Agency/Private Sector</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits required documents for updating.	1. Evaluate and update the documents submitted.	None	5 days	<i>Civil Works Division Evaluators</i>
END OF TRANSACTION	TOTAL:	None	5 working days	



Online Updating of Contractor's Information

Administers the online updating of Contractor's Information in order to facilitate the determination of their eligibility to bid for the project they intend to participate.

Office or Division:	Procurement Service - Civil Works Division			
Classification:	Simple			
Type of Transactions:	G2B - Government-to-Business			
Who may avail:	DPWH-CWA included Civil Works Contractors who have interest to participate in the infrastructure projects of the agency.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Included in the Civil Works Application		Procurement Service Office		
2. Document for updating		To be provided by the contractor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client log-in to the Contractor Profile Application (CPA) in the DPWH Website to update and upload the documents (Class "A" Legal and Financial Eligibility Documents, and PCAB License).	1. Evaluate the updates and the documents uploaded.	None	3 days	Civil Works Division Evaluators
END OF TRANSACTION	TOTAL:	None	3 working days	



Application for Accreditation Examination of Contractors' and Consultants' Project Engineers

To provide a visual guide and easy reference on the procedures involved in the processing of pertinent documents regarding the application for accreditation of examination of Contractors' and Consultants' Project Engineers pursuant to Department Order No. 94 series of 2020.

Office or Division:	Bureau of Quality and Safety		
Classification:	Highly Technical		
Type of Transactions:	G2C – Government to Citizens G2B - Government-to-Businesses		
Who may avail:	Registered and licensed Civil Engineers employed by private construction companies/firms		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished Application Form with letter request and/or transmittal from the DPWH Regional office.		a. Downloadable online (www.dpwh.gov.ph/dpwh/business/accreditation/index) or; b. At any DPWH Regional office (Construction Division)	
2. Two (2) passport size photograph on a white background with nametag, one (1) pasted in the application form and one (1) attached		To be provided by the client	
3. Photocopy of valid PRC ID Card (certified true copy) for local Engineers		Professional Regulation Commission (PRC)	
4. Certificate of registration / license with professional ID card or a Special Temporary Permit with professional temporary ID card issued for foreign engineers		Professional Regulation Commission (PRC)	
PHASE 1: Applicants for the Contractors’ and Consultants’ Project Engineers Accreditation Examination shall file their applications in any DPWH Regional Office (RO) on or before the end of May for July examination schedule and/or December for February examination schedule.			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit examination application form together with other requirements to the Chief of the Construction Division of any DPWH Regional Office	1.1. Receive and evaluate the submitted applications	None	1 day	DPWH Regional Offices Construction Division Chief
	1.2 Endorse the evaluated applications to the BQS	None	1 day	DPWH Regional Offices Construction Division Chief
	1.3 Consolidate and conduct final review of submitted applications	None	7 days	BQS-QSAD Engineer II/III, Engineer IV, Engineer V
2. Receive the Notice of Examination Schedule from the DPWH RO where the application was filed	2.1 Issue Notice of Examination to applicants informing venue and room assignments	None	7 days	BQS-QSAD Engineer II/III, Engineer IV, Engineer V DPWH Regional Offices Construction Division Chief
Phase 2: The Accreditation Examination shall be held every February and July (Department Order No. 94 s. 2020)				
3. Take Written Examination	3.1 Conduct of written examination	None	2 hours	BQS Engineer II/III/IV/V, Assistant Director, Director



	3.2 Checking of answer sheets	None	7 days	Administrative Officer/Aide, Engineer III/IV, Engineer V
4. Receive Notification whether applicant passed / failed the examination	4.1 Prepare / Sign Report of Rating informing the examinees on the result of examination			BQS-QSAD Engineer II/III, Engineer IV, Engineer V , Assistant Director/Direct or
	4.2 Disseminate the Report of Rating	None	7 days	DPWH Regional Offices Construction Division Chief
END OF TRANSACTION	TOTAL:	None	Phase 1: 16 working days	
			Phase 2: 15 working days	



Application for Accreditation of Contractors' and Consultants' Project Engineer

To provide a visual guide and easy reference on the procedures involved in the processing of pertinent documents regarding the application for accreditation of Contractors' and Consultants' Project Engineers who passed the accreditation examination pursuant to Department Order No. 94 series of 2020.

Office or Division:	Bureau of Quality and Safety
Classification:	Complex
Type of Transactions:	G2C – Government-to-Citizen
Who may avail:	Contractors' and Consultants' Project Engineers who passed the Accreditation Examination
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Application Form	Downloadable online (www.dpwh.gov.ph/dpwh/business/accreditation/index)
2. Photocopy of valid PRC ID Card (certified true copy) for local engineers	Professional Regulation Commission (PRC)
3. Certificate of registration / license with professional ID card or a Special Temporary Permit with professional temporary ID card issued for foreign engineers	Professional Regulation Commission (PRC)
4. Certificates of relevant / equivalent trainings on: <ul style="list-style-type: none"> - Planning, Design, Construction Methods and Techniques - Materials Quality Control - Project Management and Supervision 	To be provided by the Client
5. Certificate of Employment with job description	Employer of Client
6. Memorandum designation or any other documents such as: <ul style="list-style-type: none"> - Statement of Work Accomplished and project billings / vouchers bearing the applicant's signature - Other proofs / evidences showing experience as Project / Resident Engineer 	To be provided by the Client



7. Approved Certificate of Performance Rating for three (3) projects of any category nominated by the applicant which are inspected during the Quality Assurance Unit (QAU) Assessment or Constructors' Performance Evaluation.	To be provided by the Client
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PHASE 1: The Department Order (DO) for applicants who passed the Contractors' and Consultants' Accreditation will be issued every 15th and 30th day of the month. Cutoff date for the submission of applications for accreditation for inclusion in the said DO is on the 7th and 22nd day of the month, respectively.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accreditation requirements to the Bureau of Quality and Safety	1.1 Receive the applications for accreditation	None	1 day	BQS - Office of the Director Administrative Officer/Aide
	1.2 Evaluate applications for accreditation	None	3 days	BQS-QSAD Engineer II/III
	1.3 Review evaluation of applications for accreditation	None	3 days	BQS-QSAD Engineer IV, Engineer V, Assistant Director/Director
	1.4 Prepare DO for applicants who meet the requirements / letter for submission of additional requirements to applicants with lacking documents or	None	5 days	BQS-QSAD Engineer II/III, Engineer IV, Engineer V, Assistant Director/Director



	failed the evaluation			
	1.5 Sign, approve and posting of DO in the DPWH website	None	2 days	DPWH Secretary/ Human Resource Administrative Service-Records Management Division
PHASE 2: Accredited Contractors' and Consultants' Project Engineers will be issued Accreditation IDs and Certificates upon approval of the DO bearing their name.				
	2.1 Prepare Accreditation IDs and Certificates	None	7 days	BQS-QSAD Engineer III, Engineer IV, Engineer V, Assistant Director/Director
	2.2 Sign and approve Accreditation IDs and Certificates	None	2 days	Assistant Secretary / Undersecretary for Technical Services
	2.3 Issue Accreditation IDs and Certificates	None	3 days	BQS-QSAD Engineer III, Engineer IV, Engineer V, Assistant Director/Director
END OF TRANSACTION	TOTAL:	None	Phase 1: 14 working days	
			Phase 2: 12 working days	



Renewal of Accreditation of Contractors' and Consultants' Project Engineers

To provide a visual guide and easy reference on the procedures involved in the processing of pertinent documents regarding the renewal of accreditation of Contractors' and Consultants' Project Engineers pursuant to Department Order No. 94 series of 2020

Office or Division:	Bureau of Quality and Safety		
Classification:	Complex		
Type of Transactions:	G2C – Government to Citizens		
Who may avail:	Registered and licensed Civil Engineers employed by private construction companies / firms		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Request letter of the concerned Project Engineer signifying intention to renew his / her certificate of Accreditation		To be provided by the client	
2. Original / renewed certificate of Accreditation with expired validity date		To be provided by the client	
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		To be provided by the client	
4. Photocopy of valid PRC ID card		Professional Regulations Commission (PRC)	
5. Photocopy of accreditation ID card as accredited Project Engineer		To be provided by the client	
6. Duly accomplished Application Form for the renewal of Certificate		Downloadable online (www.dpwh.gov.ph/dpwh/business/accreditation/index)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter for renewal of Accreditation Certificate together with other requirements to the Bureau of Quality and Safety	1.1 Receive and route application for renewal of Accreditation Certificate	None	1 working days	BQS - Office of the Director Administrative Officer/Aide
	1.2 Evaluate application for renewal of Accreditation Certificate	None	2 working days	BQS-QSAD Engineer III, Engineer IV, Engineer V, Assistant Director/Director
	1.3 Sign and approve Accreditation Certificate	None	2 working days	Assistant Secretary/ Undersecretary for Technical Services
2. Receive Accreditation Certificate	2. Issue Accreditation Certificate to accredited Contractors' / Consultants' Project Engineer	None	2 working days	BQS-QSAD Engineer III, Engineer IV, Engineer V, Assistant Director/Director
END OF TRANSACTION	TOTAL:	None	7 working days	



Central Office Internal Services



Applying (for appointment) to Vacant Position in the Department

Through this frontline service, the Department can regulate the submission of application done by existing employees and citizens who want to be part of the DPWH workforce.

Office or Division:	Human Resource and Administrative Service - Human Resource Management Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	DPWH Employees/Walk-In Applicants
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Letter (Indicating Item Number of Position)	To be provided by the applicant
2. Fully Accomplished Personal Data Sheet (PDS)	PDS (CS Form No. 212 rev. 2017) 1. Can be downloaded from http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html 2. Obtain upon request from the Human Resource Management Division (CO)/ Administrative Division (RO)/ Administrative Section (DEO)
3. Scholastic Records	To be provided by the applicant
4. Certificate of Trainings and Employment	To be provided by the applicant
5. Certificates of Eligibility, if applicable	To be provided by the applicant
6. Performance Rating for the last applicable rating period from the date of publication of vacancies.	To be provided by the applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Option A. Physical Submission 1. Submit application including documentary requirements	1. Receive application and documentary requirements	None	10 mins	<i>Administrative Assistant/ Officer</i> (Receiving Unit)
	2. Prepare/draft letter referring the application including supporting documents to office concerned.	None	30 minutes	<i>Administrative Assistant/Officer</i> (Processor concerned)
	3. Sign Referral Letter	None	1 hour	<i>Chief Administrative Officer</i>
	4. Release/ forward the referral letter including application and supporting documents to office concerned, copy furnished the applicant	None	20 minutes	<i>Administrative Assistant/ Officer</i> (Releasing Unit)
END OF TRANSACTION	TOTAL:	None	2 Hours	



Option B. Online Submission 1. Submit application including documentary requirements through Online Recruitment System (ORS)	1. Confirm successful submission of application and documentary requirements through Online Recruitment System (ORS)	None	15 minutes	N/A <i>(ORS generates confirmation message upon submission of application)</i>
	2. Download submitted application and documentary requirements through Online Recruitment System (ORS)	None	45 minutes	Office Placement Committee Secretariat
END OF TRANSACTION	TOTAL:	None	1 hour	



Issuance of Employee Records (Service Record and Certificate of Employment)

Certificate of Employment indicates information on employment status of a former or current employee of the Department, while service record provides employment history and/or human resource activity and movement of the employee in the Department.

Office or Division:	Human Resource and Administrative Service - Human Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government-to-Citizen			
Who may avail:	DPWH Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished request form (1 copy)		DPWH – HRMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit accomplished Request Form	1.1 Receive and record the signed request form	None	10 minutes	<i>Administrative Assistant/Aide (Receiving Unit)</i>
	1.2 Retrieve and check 201 File of the personnel and prepare Service Record/ Certificate of Employment	None	1 hour	<i>Administrative Officer/ Administrative Assistant (Processor Concerned) RMS, HRMD</i>
	1.3 Approve and sign Certificate of Employment/ Service Record	None	30 minutes	Chief Administrative Officer



2. Receive signed Certificate of Employment/ Service Record	2. Record and release signed Certificate of Employment/ Service Record	None	15 minutes	<i>Administrative Assistant/Aide</i> (Releasing Unit)
END OF TRANSACTION	TOTAL:	None	2 Hours	



Application for Authority to Travel Abroad

DPWH Employees are required to secure authority to travel before they are allowed to travel to a foreign country as no government official or personnel shall be allowed to depart for any travel abroad, even if such is for a personal or private purpose without cost to the government, unless such official or personnel has obtained the appropriate travel authorization from his/her agency, duly accomplished the requisite leave forms, and his/her absence shall not hamper the operation efficiency of said agency.

Office or Division:	Human Resource and Administrative Service - Human Resource Management Division	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen	
Who may avail:	DPWH Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Indorsement by the Head of Office concerned <ul style="list-style-type: none"> - Bureau/Service Director for Central Office rank & file personnel - Regional Director for ADE, DE and Regional Office personnel - District Engineer for Section Chief and below in the DEOs 		Head of Office Concerned
2. Duly approved Certificate of Office Clearance (CSC Form No. 7, s 2017) <ul style="list-style-type: none"> - Central Office Clearance - Directors (Bureau/Service/Regional/UPMO), Project Managers, DE, Division Chiefs, ADE and Bonded Personnel - District/Regional Offices Clearance - Regional and District Office employees 		SPMD-HRAS (CO)/ Administrative Division (RO/DEO)
3. Duly approved CSC Form No. 6, Revised 2020/ DPWH-HRAS-HRMD Form No. 07, s. 2021 (4 copies)		HRMD-HRAS (CO)/ Administrative Division (RO/DEO)
4. Designation Order of temporary replacement for ADE, DE, Div. Chief and up		Head of Office Concerned
5. Certification that will not hamper the operational efficiency of the Office		Head of Office Concerned



6. Additional requirements as per IATF compliance due to COVID-19 Pandemic: <ul style="list-style-type: none"> - Waiver - Undertaking for Authority to Travel - Copy of Round-Trip Ticket - Health Insurance (covering travel disruptions and hospitalization in case of COVID-19 infections during the allowable period of stay abroad) 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirement within the prescribed timeline	1.1 Receive and record request for authority to travel abroad	None	20 minutes	<i>Administrative Assistant</i> Receiving Unit, HRMD
	1.2 Review the submitted documents and prepare authority to travel abroad	None	2 hours	<i>Administrative Officer</i> EWBS, HRMD
	1.3 Review and affix initial	None	5 hours	<i>Director IV</i> HRAS <i>Chief Administrative Officer</i> HRMD-HRAS <i>Administrative Officer V</i> EWBS-HRAS
	1.4 Approve request for authority to travel abroad	None	1 day (Rank and File) 2 days (Key Officials)	<i>Assistant Secretary for Support Services</i> OSEC-DPWH <i>DPWH Secretary</i>



2. Receive signed authority to travel abroad	2.1 Record and release approved authority to travel abroad	None	40 minutes	<i>Administrative Assistant</i> RMD-HRAS
END OF TRANSACTION	TOTAL:	None	2 days (Rank and File) 3 days (Key Officials)	



Issuance of Certified Copy of Current/Non-Current Records

Original Copy, Certified True Copy, and Photocopy of DPWH approved documents that originated from Central Office that are in the custody of the Records Management Division may be issued to requesting clients.

Office or Division:	Human Resource and Administrative Service - Records Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished request slip (1 copy)		DPWH-RMD		
2. Valid ID (Original ID and 1 Photocopy)		Client		
3. For Authorized Representative <ul style="list-style-type: none"> • Authorization Letter (1 copy) • ID of Authorizing person • ID of Authorized person 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit accomplished Request Form	1.1 Receive and record the signed request form	None	10 minutes	<i>Administrative Assistant/Aide (Receiving Unit)</i>
	1.2 Review the request including details of the requesting party and its attachment, if any	None	10 minutes	<i>Administrative Officer/Assistant (Processor Concerned)</i>
	1.3 Approve request and forward to processor concerned	None	10 minutes	Chief Administrative Officer



	1.4 Search and Retrieve current/non-current record	None	2 hours (current) 2 days (non-current)	<i>Administrative Officer/ Assistant</i> (Processor Concerned)
	1.5 Reproduce required copies and Stamp "Certified True/ Copy/ Photocopy" on all pages of the issuance/s.	None	30 minutes	<i>Administrative Officer/ Assistant</i> (Processor Concerned)
	1.6 Verify and affix signature and indicate the date	None	30 minutes	Chief Administrative Officer
2. Receive requested document	2.1 Record and release document to the client	None	10 minutes	<i>Administrative Assistant/Aide</i> (Releasing Unit)
END OF TRANSACTION	TOTAL:	None	3 hours (current) 2 days (non-current)	



Request for Computer Proficiency Examination

The Computer Proficiency Examination (CPE) is used to determine an applicant's minimum computer proficiency skillset to perform computer-aided work/responsibilities as required by the position.

Office or Division:	Information Management Service (IMS) - User Support Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All Applicants, Employees, Contract of Service (COS), and Job Order (JO) Personnel of the DPWH Central, Regional and District Engineering Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CPE Request Form (1 original)		Information Management Service – User Support Division -or- Downloadable on the DPWH Intranet Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved CPE Request Form to IMS – User Support Division.	1.1 Receive the approved CPE Request Form.	None	5 minutes	<i>Clerk</i> Office of the IMS Director -or- User Support Division (via email)
	1.2 Evaluate and coordinate with the Requesting Office's designated contact person.	None	2 days	<i>Examiners</i> User Support Division
	1.3 Prepare confirmation memorandum.	None	1 day	<i>Examiners</i> User Support Division
	1.4 Provide the approved confirmation memorandum	None	2 days	<i>Examiners</i> User Support Division



	(scanned and hardcopy) to the Requesting Office.			
2. Identify and set up exam venue and equipment to be used for the exam, and other logistics. <i>(For Regional and District Engineering Offices)</i>	-or- 2.1 Identify and set up exam venue and equipment to be used for the exam, and other logistics. <i>(For Central Office)</i>	None	2 days	<i>IT Support Officer (ITSO)</i> Requesting Office -or- <i>Examiners User Support Division</i>
	2.2 Prepare the CPE materials to be uploaded to the examinee/s computer. Prepare the final list of examinees and email the Attendance Sheet to Requesting Office AO.	None	1 day	<i>Examiners User Support Division</i>
3. Examinees accomplish the Attendance Sheet with the assistance of the Requesting Office AO. <i>(For Regional and District Engineering Offices)</i>	-or- 3.1 Examinees accomplish the Attendance Sheet facilitated by the IMS Examiners. <i>(For Central Office)</i>	None	2 minutes	<i>Examinees Requesting Office</i> -or- <i>Examiners User Support Division</i>
	3.2 Upload the exam materials to the examinee's computer.	None	20 minutes	<i>Examiners User Support Division</i>
	3.3 Discuss the CPE rules.	None	10 minutes	<i>Examiners User Support Division</i>
4. Take the exam.		None	75 minutes	<i>Examinees Requesting Office</i>



	4. Collect the examinee's output files and remove the uploaded materials from the examinee's computer.	None	5 minutes	<i>Examiners User Support Division</i>
	5. Check and release the exam result.		2 days	<i>Examiners User Support Division</i>
END OF TRANSACTION	TOTAL:	None	10 days and 2 hours	



Request for New Development/Enhancement of Business Applications

DPWH Offices and Employees can request for the development of new business applications or enhancement of existing business applications such as additional features and functionalities, new reports, incorporation of new processes, etc.

Office or Division:	Information Management Service – Application Support Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DPWH Central Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Information Systems Services (RISS) Form		DPWH Intranet Website or MyIT Portal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished RISS Form to DPWH IT Service Desk via walk-in (hardcopy) or MyIT Portal (scanned copy).	1.1 Check the RISS Form for completeness.	None	10 minutes	<i>IT Service Desk Officer</i> User Support Division
	1.2 Forward RISS Form to Application Support Division.	None	1 minute	<i>IT Service Desk Officer</i> User Support Division
	1.3 Evaluate the request for feasibility and timeliness, and recommend action (Approved, Disapproved, Deferred).	None	4 hours	<i>Application Support Person</i> Application Support Division
	1.4 Recommend the action for approval.	None	4 hours	Chief, Application Support Division



	1.5 Approve the recommended action.	None	4 hours	IMS Director
	1.6 Notify the Requesting Office or Employee of the approved action (Approved, Disapproved, Deferred).	None	5 minutes	<i>Application Support Person</i> Application Support Division
END OF TRANSACTION	TOTAL:	None	12 hours and 16 minutes	



Request for Technical Specifications

DPWH Offices are required to request technical specifications from the Information Management Service when purchasing IT equipment and software. IT equipment is intended to be connected to the DPWH communication network and computing devices that include, but not limited to, desktop/ workstation, laptop, tablet computers, and smartphones. Software are programs involved in the operation of a computer system including, but not limited to, operating system, productivity tools, multimedia and graphic software, data communication software, development software, and security and anti-virus software, etc.

Office or Division:	Information Management Service – User Support Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the DPWH Central, Regional, and District Engineering Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Hardware and Software Purchase Request Form		DPWH Intranet Website or MyIT Portal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Hardware and Software Purchase Request Form via MyIT Portal.	1.1 Check the completeness of the request form.	None	10 minutes	<i>IT Service Desk Officer Level-1</i> User Support Division
	1.2 Forward request to User Support Division – IT Assets Management Section.	None	1 minute	<i>IT Service Desk Officer Level-1</i> User Support Division
	1.3 Evaluate and review the request as to the purpose and number of units to be procured against the existing inventory of the Office and its current actual needs, and recommend action	None	5 days	IMS - User Support Division



	(Approved, Disapproved, Needs Justification).			
	1.5 Approve the recommended action.	None	4 hours	IMS Director
	1.6 Forward the evaluated request to Requesting Office	None	10 minutes	IMS - User Support Division
END OF TRANSACTION	TOTAL:	None	5 days, 4 hours, and 21 minutes	



Request for Intranet Access

DPWH Employees can request access to the DPWH Intranet network to utilize the Department-wide IT services and enterprise business applications.

Office or Division:	Information Management Service			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the DPWH Central, Regional, and District Engineering Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Intranet, Internet, and Email Access Request Form		DPWH Intranet Website or MyIT Portal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Intranet, Internet, and Email Access Request Form via MyIT Portal.	1.1 Check the request for completeness.	None	10 minutes	<i>IT Service Desk Officer</i> User Support Division
	1.2 Forward request to the Technology Support Division.	None	1 minute	<i>IT Service Desk Officer</i> User Support Division
	1.3 Evaluate and review the request as to the purpose and recommend action (Approved, Disapproved).	None	4 hours	<i>Systems Administrator</i> Technology Support Division
	1.4 Recommend action for the approval.	None	4 hours	Chief, Technology Support Division
	1.5 Approve the recommended action.	None	4 hours	IMS Director
	1.6 Grant Intranet access to the requesting employee.	None	4 hours	<i>Systems Administrator</i> Technology Support Division
	1.7 Inform the Requesting Office	None	10 minutes	<i>IT Service Desk Officer</i>



	or Employee of the approved action.			User Support Division
END OF TRANSACTION	TOTAL:	None	16 hours and 21 minutes	



Request for Internet Access

DPWH Employees can request access to the Internet to access other government and private organization's websites.

Office or Division:	Information Management Service			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the DPWH Central, Regional, and District Engineering Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Intranet, Internet, and Email Access Request Form		DPWH Intranet Website or MyIT Portal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Intranet, Internet, and Email Access Request Form via MyIT Portal.	1.1 Check the request for completeness.	None	10 minutes	<i>IT Service Desk Officer</i> User Support Division
	1.2 Forward request to Technology Support Division.	None	1 minute	<i>IT Service Desk Officer</i> User Support Division
	1.3 Evaluate and review the request as to the purpose and recommend action (Approved, Disapproved).	None	4 hours	<i>Systems Administrator</i> Technology Support Division
	1.4 Recommend action for the approval.	None	4 hours	Chief, Technology Support Division
	1.5 Approve the recommended action.	None	4 hours	IMS Director
	1.6 Grant Internet access to the requesting employee.	None	4 hours	<i>Systems Administrator</i> Technology Support Division
	1.7 Inform the Requesting Office or	None	10 minutes	<i>IT Service Desk Officer</i>



	Employee of the approved action.			User Support Division
END OF TRANSACTION	TOTAL:	None	14 hours and 21 minutes	



Request for Email Access

DPWH Employees can request email access for communication with other DPWH Offices and Employees, and other government agencies and private organizations.

Office or Division:	Information Management Service			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the DPWH Central, Regional, and District Engineering Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Intranet, Internet, and Email Access Request Form		DPWH Intranet Website or MyIT Portal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Intranet, Internet, and Email Access Request Form via MyIT Portal.	1.1 Check the completeness of the request.	None	10 minutes	<i>IT Service Desk Officer</i> User Support Division
	1.2 Forward request to the Technology Support Division.	None	1 minute	<i>IT Service Desk Officer</i> User Support Division
	1.3 Evaluate and review the request as to the purpose and recommend action (Approved, Disapproved).	None	4 hours	<i>Systems Administrator</i> Technology Support Division
	1.4 Recommend action for the approval.	None	4 hours	Chief, Technology Support Division
	1.5 Approve the recommended action.	None	4 hours	IMS Director
	1.6 Grant email access to the requesting employee.	None	4 hours	<i>Systems Administrator</i> Technology Support Division
	1.7 Inform the Requesting Office or	None	10 minutes	<i>IT Service Desk Officer</i>



	Employee of the approved action.			User Support Division
END OF TRANSACTION	TOTAL:	None	14 hours and 21 minutes	



Request for Telephone Installation

DPWH Employees can request telephone installation for communication with other DPWH Offices and Employees, and other international and national government agencies and private organizations.

Office or Division:	Information Management Service			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the DPWH Central, Regional, and District Engineering Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Telephone Line and/or Feature Activation Request Form		DPWH Intranet Website or MyIT Portal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Telephone Line and/or Feature Activation Request Form via MyIT Portal.	1.1 Check the completeness of the request.	None	10 minutes	<i>IT Service Desk Officer</i> User Support Division
	1.2 Forward request to the Technology Support Division.	None	1 minute	<i>IT Service Desk Officer</i> User Support Division
	1.3 Evaluate and review the request as to the purpose/reason and recommend action (Approved, Disapproved).	None	4 hours	<i>Network Administrator</i> Technology Support Division
	1.4 Recommend action for the approval.	None	4 hours	Chief, Technology Support Division
	1.5 Approve the recommended action.	None	4 hours	IMS Director
	1.6 Set up telephone unit	None	2 days	<i>Network Administrator</i> Technology



	and/or enable features.			Support Division
	1.7 Inform the Requesting Office or Employee of the approved action.	None	10 minutes	<i>IT Service Desk Officer</i> User Support Division
END OF TRANSACTION	TOTAL:	None	1 day, 12 hours and 21 minutes	



Request for User Support

DPWH Employees can request ICT support for common issues and general inquiries on IT services such as password reset, unlock account, modify account, and configure email account.

Office or Division:	Information Management Service – User Support Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the DPWH Central, Regional, and District Engineering Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
“Need Help?” Online Request Form		MyIT Portal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the “Need Help?” Online Request Form from the MyIT Portal.	1.1 Check the completeness of the request.	None	2 minutes	<i>IT Service Desk Officer Level-1 User Support Division</i>
	1.2 Forward request to IT Service Desk Officer Level-2 (User Support Division)	None	1 minute	<i>IT Service Desk Officer Level-1 User Support Division</i>
	1.3 Perform service request (troubleshoot problem, etc.)	None	4 hours	<i>IT Service Desk Officer Level-2 User Support Division</i>
	1.4 Inform the Requesting Office or Employee of the completed service request.	None	10 minutes	IMS - User Support Division
END OF TRANSACTION	TOTAL:	None	4 hours and 13 minutes	



Request for Technical Support

DPWH Employees can request ICT support for common issues and general inquiries on IT services that enable employees to perform day-to-day work such as device configuration and setup, business application installation, telephone setup and/or move, employee setup and/or move, group office setup and/or move, videoconferencing setup, security issues such as spam email, blocked websites, and malware infection, issues such as computer won't boot, cannot print, application not responding, unable to send email, telephone no dial tone, virus infection, bench repair support, structured cabling, and new employee onboarding bundled requests.

Office or Division:	Information Management Service – User Support Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the DPWH Central, Regional, and District Engineering Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
“Need Help?” Online Request Form		MyIT Portal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the “Need Help?” Online Request Form from the MyIT Portal.	1.1 Check the completeness of the request.	None	2 minutes	<i>IT Service Desk Officer Level-1 User Support Division</i>
	1.2 Forward request to IT Service Desk Officer Level-2 (User Support Division)	None	1 minute	<i>IT Service Desk Officer Level-1 User Support Division</i>
	1.3 Perform service request (troubleshoot problem, etc.)	None	5 hours	<i>IT Service Desk Officer Level-2 User Support Division</i>
	1.4 Inform the Requesting Office or Employee of the completed service request.	None	10 minutes	IMS - User Support Division
END OF TRANSACTION	TOTAL:	None	4 hours and 13 minutes	



Request for Software Installation

DPWH Employees can request for installation of software (e.g., Autodesk AutoCAD, Microsoft Visio, etc.) and/or business applications (e.g., Civil Works Application, Internal Document Tracking System, etc.)

Office or Division:	Information Management Service – User Support Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the DPWH Central, Regional, and District Engineering Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
“Request for Software” Form		DPWH Intranet Website or MyIT Portal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished “Request for Software” Form via MyIT Portal.	1.1 Check the completeness of the request.	None	10 minutes	IT Service Desk Officer Level-1 User Support Division
	1.2 Forward request to IT Service Desk Officer Level-2 (User Support Division)	None	1 minute	IT Service Desk Officer Level-1 User Support Division
	1.3 Evaluate and review the request as to compatibility and license availability and compliance and recommend action (Approved, Disapproved).	None	4 hours	IT Service Desk Officer User Support Division Systems Administrator Technology Support Division
	1.4 Recommend action for the approval.	None	4 hours	Chief, Technology Support Division



	1.5 Approve the recommended action.	None	4 hours	IMS Director
	1.6 Install the software.	None	2 days	<i>IT Service Desk Officer</i> User Support Division
	1.7 Inform the Requesting Office or Employee of the installed software.	None	10 minutes	<i>IT Service Desk Officer</i> User Support Division
END OF TRANSACTION	TOTAL:	None	2 days, 12 hours, and 21 minutes	



Accreditation of DPWH Materials Engineers (Initial Accreditation)

To provide a visual guide and easy reference on the procedures in the processing of pertinent documents regarding the initial accreditation of DPWH Materials Engineers pursuant to Department Order No. 12, Series of 2013.

Office or Division:	Technical Working Group (TWG) - Accreditation Unit			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Registered and licensed civil engineers of DPWH with permanent plantilla item/position. (Other government engineers, GOCCs and Job Order personnel of DPWH are strictly NOT ALLOWED)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Application Form (1 original copy) with letter request and transmittal from the DPWH Implementing Office		a. Downloadable online (www.dpwh.gov.ph) b. Any DPWH Regional Office (QAHD)		
2. Appointment Paper (certified true copy)		DPWH Office where the applicant is presently employed		
3. Training Certificates (certified true copies)		To be provided by the applicant		
4. Project Designation Orders (PDOs) (certified copies.		DPWH Office where the applicant is presently or was previously employed.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application Form and the	1.1 Receive and evaluate the submitted documents	None	1 day	<i>DPWH Regional Office/Division Chief, Quality</i>



Requirements to the Chief of Quality Assurance and Hydrology Division (QAHD) of the DPWH Regional Office which has jurisdiction over the applicant	from the sixteen (16) DPWH Regional Offices			<i>Assurance and Hydrology Division</i>
	1.2 Endorse the evaluated applicants' document to BRS	None	1 day	<i>Chief Quality Assurance and Hydrology Division</i>
	1.3 Review/encode and final evaluation of submitted documents	None	4 days	<i>BRS TWG Staff</i>
2. Receive the Notice of Examination Schedule from the DPWH Regional Office where the application was filed	2. Issuance of Memorandum to DPWH Materials Engineers informing the venue and room assignments of the applicants/examinees	None	3 days	<i>BRS TWG Staff/BRS Director/DPWH Regional Office/Chief, QAHD</i>
3. Take the Written Examination	3.1 Conduct of Written Examination	None	2 hours (1 day)	<i>BRS, DPWH/NCR Proctors and Supervisors</i>
	3.2 Checking and Re-Checking of Test Questionnaires and Encoding of Examinations	None	3 days	<i>BRS Non-technical Personnel/TWG staff</i>



4. Receive Notification whether client passed/failed the examination	4. Prepare/sign Report of Rating of the examinees	None	1 day	<i>TWG staff/BRS Director/DPWH Regional Office/Chief, QAHD</i>
5. Receive Notification re: Conduct of Practical Examination	5. Issuance of Memoranda re: Conduct and Schedule of Practical Examination	None	1 day	<i>TWG staff</i>
6. Take Practical Examination	6. Conduct of Practical Examination	None	1 day	<i>BRS Panel of Examiners and Evaluators created under Office Order No. 01, Series of 2019</i>
7. Submit documents for evaluation	7. Evaluation of submitted documents	None	1 day	<i>TWG Staff/Accreditation Committee</i>
8. Receive Certificate of Accreditation and IDs	8.1 Prepare proposed Department Order to those who qualified as Materials Engineer	None	1 day	<i>TWG staff/BRS Director</i>



	8.2 Approval and signature of accreditation documents	None	2 days	<i>Secretary (Department Order); Undersecretary and Assistant Secretary for Technical Services (Accreditation Certificate)</i>
	8.4. Issue Accreditation Certificates and IDs	None	2 days	<i>TWG staff</i>
	8.5 Updating Database PCMA	None	1 day (10 minutes)	<i>TWG staff</i>
END OF TRANSACTION	TOTAL:	None	21 working days	



Accreditation of DPWH Materials Engineers (Upgrading)

To provide a visual guide and easy reference on the procedures in the processing of pertinent documents regarding the upgrading of classification rank of DPWH Materials Engineers pursuant to Department Order No. 12, Series of 2013.

Office or Division:	TWG-Accreditation Unit			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Registered and licensed Civil Engineers of DPWH who are already accredited as DPWH Materials Engineer I (ME I)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Application Form (1 original copy);		Downloadable online (www.dpwh.gov.ph)		
2. Letter request and transmittal from the head of the DPWH Implementing Office concerned;		To be provided by the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application Form and the Requirements to the BRS	1. Receive and evaluate the submitted documents	None	1 day (5 minutes)	<i>TWG Staff</i>
2. Receive Certificate of Accreditation and IDs	2.1 Prepare proposed Department Order to those who qualified for upgrading	None	1 day	<i>TWG Staff</i>



	2.2 Approval and signature of accreditation documents	None	3 days	<i>Secretary (Department Order); Undersecretary and Assistant Secretary for Technical Services (Accreditation Certificate)</i>
	2.3 Issue Accreditation Certificates and IDs and Updating of Database (PCMA)	None	1 day (10 minutes)	<i>TWG Staff</i>
END OF TRANSACTION	TOTAL:	None	6 working days	



Issuance of Certificate of Availability of Allotment (CAA)

To provide a visual guide and easy reference on the procedures involved in the processing and issuance of Certificate of Availability of Allotment under Current Operating Expenditures and Capital Outlay (Locally Funded and Foreign Assisted Projects).

Office or Division:	Finance Service-Budget Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Implementing Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum Request for issuance of CAA (2 original copies)		To be provided by the Implementing Office		
2. Project Procurement Management Plan (PPMP) / Updated Project Procurement Management Plan (UPPMP) or Annual Procurement Plan (APP) / Updated Annual Procurement Plan (UAPP) (1 copy, either original or certified true copy)		To be provided by the Implementing Office		
3. Internal Document Tracking System (IDTS) Control Slip (1 original)		Central Document Management Group (CDMG) – Office of the Director, Finance Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Memorandum Request for CAA with IDTS Control Slip	1.1 Receive and encode submitted documents in the IDTS from CDMG	None	30 minutes	<i>Administrative Aide</i>
	1.2 Assign request to the concerned	None	15 minutes	<i>Assistant Division Chief</i>



	Section Chief then forward to the administrative aide			
	1.3 Encode request details in the computer	None	15 minutes	<i>Administrative Aide</i>
	1.4 Receive request and forward to the concerned Budget Officer	None	15 minutes	<i>Section Chief</i>
	1.5 Verify correctness of the details in the request. Prepare CAA if allotment is available	None	15 minutes	<i>Budget Officer</i>
	1.6 Review and initial CAA	None	15 minutes	<i>Section Chief and Assistant Division Chief</i>
	1.6 Review and sign CAA	None	15 minutes	<i>Division Chief</i>
2. Receive approved CAA	2. Release of Approved CAA to CDMG	None	15 minutes	<i>Administrative Aide</i>
END OF TRANSACTION	TOTAL:	None	2 Hours and 30 minutes	



Application and Issuance of Legal Clearance using the Employee Portal and Engagement Tool or the “e-Portal”

In line with the Department’s efforts to streamline its processes, improve the management of certifications, and enable a simple, fast and accessible requests for Legal Clearance, employees of the Department in the Central Office and National Capital Region may now request for Legal Clearance using the e-Portal.

The Legal Clearance is issued to employees of the Department, stating whether or not there is a pending administrative case against them. It is issued to affirm the validity of information for purposes of leaves, retirement, and other legal purposes it may serve.

Office or Division:	Internal Affairs Division, Legal Service			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - Employees of the Department of Public Works and Highways; or - Authorized representatives 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Employee Number		Human Resource and Administrative Service (HRAS)		
Intranet Account		Information Management Service (IMS)		
Computer		Employee		
Walk-ins				
Employee Number		Human Resource and Administrative Service (HRAS)		
Computer		Internal Affairs Division		
Representative				
Employee Number		Citizen being represented or Human Resource and Administrative Service (HRAS)		
Authorization Letter, SPA or Death Certificate		Citizen being represented or PSA		
Government Issued Identification Card of the person being represented		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG		
Government Issued Identification Card of the Representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Logging in				
Access the link http://co-web-03/lcia	None	None	None	None
1. Provide the valid “Network ID” and “Password”				



2. Click the "Login" button	None	None	None	None
Services				
1. On the Home Page, on the upper right side, select "Services"	None	None	None	None
Legal Clearance Request				
1. To request Legal Clearance, click the "Legal Clearance Request" tab. The details of the currently logged-in user will display	None	None	None	None
2. Select the "Purpose" of the request NOTE: For Nomination for "Training/Study Abroad" there is "Name of course or scholarship program" field that needs to fill in.		None	None	None
3. Read and check the "Certification and Disclaimer" to proceed with the request.		None	None	None
4. On the right corner, click the "Submit" button to submit the request	Check whether there is a pending case or none, then Accept or Disapprove Request	None	10 minutes	Internal Affairs Division
Request Summary				
1. To view all the submitted requests for a Legal Clearance certificate, click the "Request Summary" tab.	None	None	None	None
2. The "Print" icon will be available for the approved and already generated requests		None	None	None
END OF TRANSACTION	TOTAL:	None	10 minutes	



Certification of DPWH Laboratory Technicians

To provide a visual guide and easy reference on the procedures in the processing of pertinent documents regarding the certification of DPWH Laboratory Technicians pursuant to D.O. 97, s. 2022.

Office or Division:	TWG-Accreditation Unit			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Government			
Who may avail:	DPWH permanent employees and Contract of Service (CoS) personnel holding a position of Laboratory Technician or another item position in the DPWH.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished/filled out Application Forms that is built-in/included as Annexes B and C of D.O. 97, Series of 2022 as well as letter request and transmittal from DPWH Implementing Office		Downloadable online (www.dpwh.gov.ph)		
2. Credentials (duly certified): a. Training Certificates b. Certification of laboratory-related work experience issued by Head of Implementing Office or Certificate of Employment (COE) from DPWH-accredited Private Testing Laboratory/ies (for experience outside DPWH) c. Diploma; Transcript of Records (TOR); and valid PRC License		To be provided by the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and the	1. Receive and evaluate the submitted	None	1 day	DPWH Regional Office/Division Chief, Quality



Requirements to the Chief of Quality Assurance and Hydrology Division (QAHD) of the DPWH Regional Office which has jurisdiction over the applicant	documents from the sixteen (16) DPWH Regional Offices			Assurance and Hydrology Division
	2.1 Endorse the evaluated documents of applicants to BRS	None	1 day	Chief, QAHD
	2.2 Review/encode and final evaluation of submitted documents 2.3 Issue Memoranda to the concerned DPWH Office informing on the exemption of the applicant from taking the written examination	None	1 day	BRS-TWG Staff
2. Receive the Notice of Examination Schedule from the DPWH Regional Office where the application was filed	3. Issuance of Memoranda informing the venue and room assignments of the applicants.	None	2 days	BRS-TWG Staff/BRS Director/DPWH Regional Office/Chief, QAHD



3. Take the Written Examination [NOTE: Subsection 1.4.4 of D.O. 97, S. 2022 provides for the Exemption of applicants from taking the Written Examination and may proceed to take the Practical Examination, i.e. Step No. 5]	4. Conduct of Written Examination		1 day	Proctors and Supervisors from [BRS and concerned staff from DPWH, NCR and Regions VII and XII]
	5. Checking and Re-Checking of Test Questionnaires and Encoding of Examinations		2 days	BRS Non-technical Personnel/TWG staff
4. Receive Notification whether they passed/failed the examination	6. Prepare/sign Report of Rating of the Examinees		2 days	TWG staff/BRS Director/DPWH Regional Office/Chief, QAHD
5. Receive Notification re: Conduct of Practical Examination	7. Issuance of Memoranda re: Conduct and Schedule of Practical Examination		1 day	TWG staff
6. Take Practical and Oral Examinations	8. Conduct of Practical and Oral Examinations		1 day	BRS Panel of Examiners and Evaluators and Certification Committee created under Office Order No. 04, Series of 2023
7. Submit documents for	9. Evaluation of submitted		1 day	TWG Staff/ BRS Director



evaluation	documents			
	10. Preparation and approval of Department Order		1 day	TWG Staff/ BRS Director/ Secretary
	11. Preparation and Approval of Certificates		1 day	TWG Staff/ Asec. and Usec. for Technical Services and Information Management Service
	12. Transmittal of Certificates		1 day	<i>BRS Staff/ BRS Director</i>
END OF TRANSACTION	TOTAL:	None	14 working days	