

097, 13 DPWH  
02-07-2013



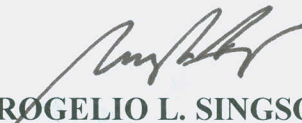
Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

**FEB 07 2013**

DEPARTMENT ORDER ) SUBJECT: ACCREDITATION OF DPWH  
NO. 12 ) MATERIALS ENGINEERS  
Series of 2013 02.07.13 )

In order to strengthen the Quality Assurance Program of the Department and to ensure that only qualified and competent materials engineers shall be assigned in the implementation of DPWH projects, accreditation of DPWH Materials Engineers is hereby made a requirement for assignment to DPWH projects effective January 2, 2014 and the corresponding guidelines for its implementation (Annex A) are hereto prescribed.

The Bureau of Research and Standards (BRS) shall administer the accreditation of all Materials Engineers.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



WIN3102072

Attachment: As stated

**GUIDELINES FOR THE ACCREDITATION OF DPWH  
MATERIALS ENGINEERS**

**1.0 Criteria for Accreditation**

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

CRITERIA	EQUIVALENT POINTS	
<b>a. Registered and licensed Civil Engineer</b>	<b>Pass/Fail</b>	
<b>b. Training and Experience</b>  b.1 Training b.2 Experience	15% maximum 15% maximum	<b>30% maximum</b>
<b>c. Accreditation Examination</b>  c.1 Written c.2 Practical  c.2.1 Laboratory c.2.2 Field	50% maximum 20% maximum  10% maximum 10% maximum	<b>70% maximum</b>
<b>TOTAL POINTS</b>	<b>100%</b>	

**1.1 Minimum Requirement**

As a minimum requirement for accreditation of a DPWH Materials Engineer, the applicant must be a registered and licensed Civil Engineer.

## **1.2 Training and Experience**

**30% maximum**

Training and experience shall be evaluated as follows:

### **1.2.1 Training**

**15% maximum**

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

#### **a. Materials Quality Control**

**13% maximum**

Give 5% for the On-the-Job Training on Materials Testing and Quality Control (at least one-month duration) and 1.0% each for any eight (8) trainings as shown in Exhibit "B" and/or any training related to materials testing and quality control aspects, to get the total points, which shall not exceed 13%.

#### **b. Information Technology**

**2% maximum**

Give 1% each for any two (2) computer trainings/seminars attended, to get the total points, which shall not exceed 2.0%.

### **1.2.2 Experience**

**15% maximum**

The rating for this criterion shall be based on:

- a. The number and cost of projects that the applicant has handled in a capacity as Project Engineer, Materials Engineer, Materials Inspector or Materials Laboratory Technician whether in the government or private sector.
- b. The number of years that the applicant has been assigned as Project Engineer, Materials Engineer, Materials Inspector or Materials Laboratory Technician whether in the government or private sector.
- c. In case the applicant is a QAU member, the number of years that the applicant has been actively assigned in any QAU activity at least once in a year.

Experience shall be rated as follows:

**a. Number of projects handled 7.5% maximum**

**Table 1**

	Project Cost Limit (P)			Rating
	Below P20 M	P21 M to P60 M	Above P60 M	
No. of Projects Handled	1 – 4			2.0%
	5 – 8	1 – 2		2.5%
	9 – 12	3 – 4	1 – 2	3.0%
	13 – 16	5 – 7	3 – 4	4.0%
	17 – 20	8 – 12	5 – 7	5.0%
	21 – 25	13 – 15	8 – 10	6.0%
	more than 25	more than 15	more than 10	7.5%

If the applicant had handled several projects with different magnitude, the highest equivalent rating he obtained among all projects he had handled under the above-mentioned project cost limit, shall be considered in the evaluation.

**b. Number of years handling projects and/or 7.5% maximum  
Number of years actively assigned in any  
QAU activities**

1% per year, but the total points shall not exceed 7.5%

Submission of proofs/evidences such as certification of projects handled showing project cost with project duration to be supported with directive/memorandum order, certified true copy of appointment or other related documents, duly signed by the Head of Office, is required as basis for evaluation of work experience.

In case of a Quality Assurance Unit member (Central/Regional Office), 1% per year shall be given if he/she has been assigned to any QAU activity at least once in a year, but the total points shall not exceed 7.5%.

**1.3 Accreditation Examination 70% maximum**

The rating for this criterion shall be based on the results of the written and practical examinations administered by the Bureau of Research and Standards (BRS).

The raw score shall be multiplied by the factor weight of 50% for the written examination and 20% for the practical examination.

### **1.3.1 Written Examination**

**50% maximum**

The applicant will be assessed on their knowledge thru written examination on the topic related to materials specifications, standard sampling and testing procedures of various construction materials, minimum testing requirements, quality assurance and decision making pertaining to materials testing and quality control. The written examination shall consist of 100 items, and the applicant should obtain at least 50 points in order to qualify him/her to take the practical examination.

The written examination shall be administered to all qualified applicants. At least two (2) examinations shall be conducted per year to be held on every second Saturday of April and October in Manila.

### **1.3.2 Practical Examination**

**20% maximum**

#### **1.3.2.1 Laboratory**

**10% maximum**

The applicant will be requested to demonstrate the actual sampling and testing procedures of construction materials to determine their testing capability.

#### **1.3.2.2 Field**

**10% maximum**

The applicant will be requested to demonstrate the actual implementation of quality control supervision and decision making in the project.

The practical examination shall be administered to all applicants who meet the requirements for written examination. At least four (4) examinations shall be conducted per year to be held on every quarter in Manila.

## **2.0 Classification of DPWH Materials Engineers**

DPWH Materials Engineers shall be classified according to their total rating. The total rating shall be the sum of the ratings obtained from the training and experience and the accreditation examinations.

The classification of DPWH Materials Engineers shall be as follows:

- a. The designation of DPWH Materials Engineers shall be given to those holding permanent plantilla items except for the Project Management Office where most of the plantilla items are contractual, with classification ranks determined as follows:

<b><u>Classification</u></b>	<b><u>Total Rating</u></b>
DPWH Materials Engineer I	70% - 79%
DPWH Materials Engineer II	80% and above

- b. Classification ranks of DPWH Materials Engineer I shall be upgraded to DPWH Materials Engineer II upon request of the concerned engineer and submission of his acquired additional qualification requirements such as trainings, number of projects handled and number of years assigned in the projects as DPWH Materials Engineer I and the latest accreditation examination rating, (if any), to obtain a total rating of not less than 80%.
- c. An accredited DPWH Materials Engineer who retired or separated from the government service shall be considered as accredited Contractors/Consultants' Materials Engineer corresponding to his/her classification rank upon his/her request subject for approval of the Chairman, Accreditation Committee for Materials Engineers.

### **3.0 Criteria for the Assignment of DPWH Materials Engineers**

3.1 The head of the implementing office shall assign DPWH Materials Engineers within their jurisdiction, subject to the following limits of assignment:

<b><u>Classification</u></b>	<b><u>Limits of Assignment</u></b>
DPWH Materials Engineer II	<ul style="list-style-type: none"> <li>- One project, with no cost limit</li> <li>- Two (2) projects located within the same province for simultaneous assignments, with an aggregate cost of not more than P150M.</li> </ul>
DPWH Materials Engineer I	<ul style="list-style-type: none"> <li>- One project costing below P150M</li> <li>- Four (4) projects located within the same province for simultaneous assignments, with an aggregate cost of not more than P50 M.</li> </ul>

### **4.0 Procedures for Accreditation**

#### **4.1 Accreditation Requirements:**

The following must be submitted to the Accreditation Committee for validation and evaluation.

- 4.1.1 The applicants shall apply and take written and practical examination on the scheduled accreditation examination for DPWH Materials Engineers, to be administered and held at the DPWH-BRS Bldg., EDSA, Quezon City.

- 4.1.2 Duly accomplished application form for examination that can be secured from the DPWH Regional Office, with attached copy of valid Professional Regulation Commission (PRC) identification card (ID). Application form shall be submitted to the Bureau of Research and Standards (BRS) at least one (1) month before the scheduled examination.
- 4.1.3 Duly accomplished application form for accreditation (Exhibit "C"), certified by the Head of Office.
- 4.1.4 Attachments required under Section 1.2 and 1.3 of this Guidelines.

#### **4.2 Issuance of Certificate of Accreditation**

A Certificate of Accreditation and an Accreditation ID will be issued to all applicants who meet the accreditation criteria.

#### **5.0 Effectivity**

Effective January 02, 2014 only accredited DPWH Materials Engineers shall be assigned to supervise the implementation of DPWH projects.

- 6.0** The Committee created to accredit Contractors'/Consultants' Materials Engineers, under Department Order No. 69, Series of 2007, shall carry out the evaluation for accreditation and recommend the issuance of certificates of accreditation for approval of the Secretary.

## **EXHIBIT “B”**

### **Relevant Trainings with their Corresponding Points**

#### **A. Materials Quality Control - 13%**

1. Five (5) percent for completing an On-the-Job Training on Materials Testing (at least one month duration).
2. One (1) percent each for completing any eight (8) of the following trainings/seminars:
  - a. Materials Quality Control in Project Implementation
  - b. Materials Testing Procedures
  - c. Materials Engineering and Quality Control
  - d. Soil Engineering
  - e. Asphalt Technology
  - f. Concrete Technology
  - g. Sub-surface Exploration
  - h. Geotechnical Engineering
  - i. Quality Assurance Unit (QAU) Training
  - j. Other Related Trainings

#### **B. Information Technology - 2%**

1. One (1) percent each for completing any two (2) computer trainings/seminars.



EXHIBIT "C"

APPLICATION FOR ACCREDITATION OF  
DPWH MATERIALS ENGINEER

NAME : \_\_\_\_\_

OFFICE : \_\_\_\_\_

OFFICE ADDRESS : \_\_\_\_\_

POSITION TITLE : \_\_\_\_\_

NATURE OF APPOINTMENT : ( ) PERMANENT ( ) CONTRACTUAL

SEX : ( ) MALE ( ) FEMALE

AGE : \_\_\_\_\_

CIVIL STATUS : ( ) SINGLE ( ) MARRIED

( ) OTHERS, SPECIFY \_\_\_\_\_

EDUCATIONAL ATTAINMENT: (TERTIARY UP ONLY)


ELIGIBILITY : \_\_\_\_\_

LENGTH OF SERVICE    a) Within DPWH \_\_\_\_\_  
                                  b) Outside DPWH \_\_\_\_\_

TRAININGS/SEMINARS:

Course Design	Duration

(Provide Separate sheet, if necessary)

EXPERIENCE:

	WITH DPWH	OUTSIDE DPWH
<b>A. NUMBER OF YEARS HANDLING PROJECTS</b>		
As Project Engineer	:	_____
As Materials Engineer	:	_____
As Materials Technician/Inspector	:	_____
<b>B. NUMBER OF PROJECTS HANDLED</b>		
As Project Engineer	:	_____
As Materials Engineer	:	_____
As Materials Technician/Inspector	:	_____

**ACCREDITATION EXAMINATION:**

Rating = \_\_\_\_\_

This is to certify that the above information including supporting documents are true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Head of Office  
(Signature over printed name)

Republic of the Philippines  
Department of Public Works and Highways  
ACCREDITATION OF DPWH MATERIALS ENGINEERS

## APPLICATION FORM

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

<div style="display: flex; justify-content: space-between; align-items: flex-start;"><div style="width: 60%;"><p>Application Number <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></span></p><p>Name _____ <span style="display: block; text-align: center; font-size: small;">(Last) (First) (Middle)</span></p><p>PRC License Number _____ Valid Until _____</p></div><div style="width: 35%; text-align: center; vertical-align: middle;"><p>2" x 2" Photo</p></div></div>														
<p>Position Title</p> <p>Office</p> <p>Office Address</p> <p>Home Address</p> <p>Home Tel. No.</p> <p>Nationality</p> <p>Birth date</p>	<p>⋮</p> <p>⋮</p> <p>⋮</p> <p>⋮</p> <p>⋮</p> <p>⋮</p> <p>⋮</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ Office Tel. No. _____</p> <p>_____ Sex _____ Civil Status _____</p> <p>_____</p>												
<p>Education (Limit to Tertiary Level Up)</p> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: center; width: 33%;"><u>Degree</u></th><th style="text-align: center; width: 33%;"><u>School</u></th><th style="text-align: center; width: 33%;"><u>Year Graduated</u></th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table>			<u>Degree</u>	<u>School</u>	<u>Year Graduated</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____
<u>Degree</u>	<u>School</u>	<u>Year Graduated</u>												
_____	_____	_____												
_____	_____	_____												
_____	_____	_____												
<p>I certify to the correctness of the foregoing.</p> <div style="text-align: right; margin-top: 50px;"><p>_____ Signature over printed Name</p><p>_____ Date</p></div>														