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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

297.13 DPWH
OT-27-2016

DEPARTMENT ORDER)
NO. **98**)
Series of 2016)

SUBJECT : REVISED GUIDELINES ON THE
ACCREDITATION OF CONTRACTORS'/
CONSULTANTS' MATERIALS ENGINEERS

To ensure that only qualified and competent materials engineers will be assigned by contractors and consultants to DPWH projects despite the significant increase in the number of projects to be implemented by the Department, these Revised Guidelines on the Accreditation of Contractors'/Consultants' Materials Engineers are hereby prescribed.

1.0 CRITERIA FOR ACCREDITATION

The following criteria shall be applied in the evaluation for accreditation of Contractors'/Consultants' Materials Engineers:

1.1 Minimum Requirement

As a minimum requirement for accreditation of materials engineers, the applicant must be a registered and licensed Civil Engineer. This minimum requirement may be extended to foreign applicants.

1.2 Written Examination

A written examination shall be administered to all the applicants. The raw score obtained in the examination shall be converted to percentage (100% maximum) to obtain the total score for accreditation.

1.3 Practical Examination

Practical examination shall be administered to an accredited Materials Engineer I applying for upgrading to Materials Engineer II. It shall be conducted at the Bureau of Research and Standards (BRS) Office in Quezon City or at a selected/identified DPWH Regional Office.

1.4 DPWH Engineers and other government engineers are prohibited from taking the examination for the accreditation of Contractors'/Consultants Materials Engineers to prevent private entities from engaging the services of the former while still employed by the government.

1.5 Accredited DPWH Materials Engineers who retired or decided to leave DPWH may be considered as Contractors'/Consultants' Materials Engineers corresponding to their rank upon request.

- 1.6 Other government engineers who were previously accredited as Contractors'/Consultants' Materials Engineers but whose accreditations were revoked per Department Order No. 60, Series of 2003 may be reinstated as Contractors'/Consultants' Materials Engineers corresponding to their rank after separation from the government service upon their request, subject to the approval of the Secretary upon recommendation of the Accreditation Committee.

2.0 PROCEDURE FOR ACCREDITATION

2.1 Accreditation Requirements

Upon application for accreditation, the following must be submitted to the Accreditation Committee, thru the Chief of the Quality Assurance and Hydrology Division of any DPWH Regional Office.

- a. Duly accomplished application form that can be downloaded through DPWH Website (www.dpwhnet.gov.ph) or can be secured from any DPWH Regional Office.
- b. Photo copy of Professional Regulation Commission (PRC) identification card.
- c. Two (2) passport size (2" x 2") photographs, one of which should be pasted in the application form.

2.2 Accreditation Examination

- a. An accreditation examination shall be administered to all qualified applicants. Two (2) examinations per year to be held on the second Saturday of March and September will be given simultaneously in Manila, Cebu City and Davao City.
- b. Applicants who applied but failed to take the examination three (3) times without valid explanation shall be barred perpetually from taking the examination.

2.3 Issuance of Certificate of Accreditation

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

3.0 RENEWAL AND UPGRADING OF ACCREDITATION

- 3.1 Renewal of certificate of accreditation of materials engineers **working abroad** is not allowed. Likewise, materials engineers working in the Philippines should file their application for renewal of their accreditation certificate **personally** by presenting their valid original Professional Regulation Commission (PRC) identification card.
- 3.2 Request for upgrading of classification, renewal of accreditation certificate and reinstatement of accreditation must be addressed to the Chairman, Accreditation Committee for DPWH and Contractors'/Consultants' Materials Engineers, Attention: The Director IV, BRS, EDSA, Diliman, Quezon City. The Committee which was created to accredit DPWH and Contractors'/Consultants' Materials Engineers shall carry out the evaluation for accreditation and recommend the issuance of certificates of accreditation for approval of the Secretary.



4.0 CLASSIFICATION OF CONTRACTORS'/CONSULTANTS' MATERIALS ENGINEERS

4.1 Materials Engineers shall be classified according to the results of Written and Practical Examinations.

4.1.1 Written Examination

Applicants who got a score of 60% and above are automatically accredited as Materials Engineer I.

4.1.2 Practical Examinations

(For upgrading from Materials Engineer I to Materials II only)

a. Laboratory

The applicants will be required to demonstrate the actual sampling and testing procedures of construction materials in accordance with the existing standards to determine their testing capability.

b. Field

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

4.2 Accredited Materials Engineer I may be upgraded to Materials Engineer II by undergoing only a Practical Examination and not a written examination. Applicants must obtain a total score of at least 75% in the Practical Examination to qualify as Materials Engineer II.

4.3 Accredited Materials Engineer I who applied for upgrading but failed to be upgraded to Materials Engineer II after two (2) successive attempts is barred from taking the Practical Examination for one (1) year and should take a refresher course related to Materials Quality Control.

4.4 An accredited Contractors'/Consultants' Materials Engineer who enters the government service and wishes to be accredited as DPWH Materials Engineer may apply for accreditation. His/her score in the written examination will be considered and he/she must undergo the practical examination. However, in the case of upgraded Materials Engineer II who have undergone practical examination, he/she will be automatically conferred the same rank.

4.5 DPWH engineers who took the DPWH Materials Engineers examination and got a score of 60% and above but are separated from government service can be accredited as Contractors'/Consultants' Materials Engineers I, without undergoing practical examination for Contractors'/Consultants' Materials Engineers.

5.0 CRITERIA FOR THE ASSIGNMENT OF CONTRACTORS'/CONSULTANTS' MATERIALS ENGINEERS

Accredited materials engineers may be assigned to DPWH projects, subject to the following limits of assignment:



Classification


Limits of Assignment

- a. Materials Engineer I - One (1) project costing not more than ₱150M, or
- Two (2) projects, with an aggregate cost of not more than ₱250M, or
- Three (3) projects, with an aggregate cost of not more than ₱200M.
- b. Materials Engineer II - One (1) project, no cost limit, or
- Two (2) projects, with an aggregate cost of not more than ₱300M, or
- Three (3) projects, with an aggregate cost of not more than ₱250M.

Non-accredited materials engineers may be assigned to three (3) projects, with an aggregate cost of ₱15.0M or below.

This Order shall take effect immediately and supersedes the following issuances:

1. Department Order No. 184, Series of 1999
2. Department Order No. 60, Series of 2003
3. Department Order No. 55, Series of 2012


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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5.5 JFS/RCA