



08 JUL 2024

DEPARTMENT ORDER)
No. 119)
Series of 2024)

7/9/2024

SUBJECT: Guidelines on the Testimonial Accreditation of Contractors' and Consultants' Project and Materials Engineers for Former DPWH Engineers who Held Third Level Positions

In accordance with the Department's policy that only qualified and competent project and materials engineers shall be assigned by the contractors and consultants in DPWH projects, the hereto attached Guidelines on the Testimonial Accreditation of Contractors' and Consultants' Project and Materials Engineers are hereby prescribed.

Testimonial Accreditation for Project and Materials Engineers may be availed by form non-accredited DPWH engineers who held third level positions during their tenure of service, specifically those who had been members of the Management Committee as Undersecretary or Assistant Secretary for Regional/Unified Project Management Office (UPMO) Operations and Technical Services, and Bureau, Regional and Project Directors.

The Bureau of Quality and Safety (BQS), this Department, shall be responsible for the evaluation of all applications for Testimonial Accreditation and shall recommend the issuance of accreditation for the approval of the Secretary.

This Order shall supersede Department Order No. 113, Series of 2021 and other issuances inconsistent herewith.

This Order takes effect immediately.


MANUEL M. BONOAN
Secretary

15.1 JLA/MGM/AGC

GUIDELINES ON THE TESTIMONIAL ACCREDITATION OF CONTRACTORS' AND CONSULTANTS' PROJECT AND MATERIALS ENGINEERS FOR FORMER DPWH ENGINEERS WHO HELD THIRD LEVEL POSITIONS

1.0 WHO MAY BE ACCREDITED

Former non-accredited DPWH engineers who held the following third-level ranking positions during their tenure of service are entitled for testimonial accreditation thru:

- 1.1 Outright accreditation shall be given to the following former members of the DPWH Management Committee (ManCom) as Contractors' and Consultants' Project and Materials Engineer II:
 - 1.1.1 Undersecretary for Regional Operations/Unified Project Management Office (UPMO) Operations /Technical Services
 - 1.1.2 Assistant Secretary for Regional Operations and Technical Services
- 1.2 Accreditation shall be given to the following former DPWH Head of Offices thru evaluation using the criteria rating system to be classified as Contractors' and Consultants' Project and Materials Engineer II/I:
 - 1.2.1 Regional Director
 - 1.2.2 Assistant Regional Director
 - 1.2.3 Project Director (Cluster Director)
 - 1.2.4 Bureau Director
 - 1.2.5 Assistant Bureau Director

2.0 CLASSIFICATION OF PROJECT/MATERIALS ENGINEERS

- 2.1 Outright accreditation shall be given to applicants who were former DPWH ManCom members stated under Section 1.1 of these guidelines and were able to satisfy the initial requirements for testimonial accreditation. They shall be classified as both Project and Materials Engineer II.
- 2.2 Accreditation shall be given to applicants who were former DPWH Heads of Office who:
 - 2.2.1 Were able to satisfy the initial requirements for testimonial accreditation; and,
 - 2.2.2 Obtained the total score in education and eligibility, training and experience to be classified according to their total score as follows:

Total Score	Classification
80 and above	Project and Materials Engineer II
60 - 79	Project and Materials Engineer I

3.0 CRITERIA FOR TESTIMONIAL ACCREDITATION

The following criteria shall be applied in the evaluation of testimonial accreditation of Contractors' and Consultants' Project and Materials Engineers.

3.1 Initial Requirements

Initial requirements are Pass/Fail criterion. Applicants who failed any of these shall be disqualified outright:

3.1.1 The applicant must be a duly licensed and registered Civil Engineer (R.A. 1080).

3.1.2 The applicant must possess the following experience:

- a. Twenty (20) years minimum experience in government service; and,
- b. Ten (10) years of experience relevant to project implementation, evaluation and assessment in operations and/or technical services.

Proofs such as Department Orders, Special Orders, service records, and memorandum/directive of related activities must be submitted to serve as basis for the evaluation.

3.2 Accreditation Criteria

Upon compliance with Section 3.1 provisions of the initial requirements for former Heads of Office, the Bureau of Quality and Safety (BQS) shall then evaluate the applicants' qualifications based on the following criteria:

- | | |
|--|-----------|
| 1. Educational Attainment, Graduate Level Degree | 15 points |
| 2. Training | 15 points |
| 3. Experience | 70 points |

Total - 100 points

Criteria Requirements:

3.2.1 Educational Attainment, Graduate Level Degree, 15 points

- Relevant Masteral Degree – 10 points
- Relevant Doctorate Degree – 5 points

3.2.2 Training, 15 points

The rating for this criterion shall be based on the relevant trainings attended as Field Engineer related to construction aspect of project implementation, materials quality control and project management and supervision corresponding to maximum points as follows:

Planning, Design, Construction Methods and Techniques – 8 points

Materials Quality Control – 5 points

Project Management and Supervision – 2 points

Only relevant topic/training listed in Exhibit "A" that satisfies contents and corresponds to the number of training hours duration shall be given credit.

3.2.3 Experience, 70 points

a. For Project Supervision Experience, 30 points

This refers to the number of years of project supervision in a capacity as a Field Engineer and/or as a Quality Assurance Unit (QAU)/ Constructors' Performance Evaluation System (CPES) member for project assessment and technical services for DPWH-implemented projects. The rating of **one (1) point per year** for this criterion shall be obtained from any of the following:

- Aggregate number of years of experience as a Field Engineer (Project Manager, Project Engineer, Materials Engineer, Project Inspector or Resident Engineer) in the supervision of projects.
- Number of years of experience in project audits, assessments, validations, evaluations, inspections and investigations of projects as QAU/CPES member.

Submission of proofs/evidences, such as Project Designation Orders, certification from the head of office, memorandum designation or any other documents bearing the Name of Contract, Contract Amount, Start and Completion Dates and corresponding job description as Field Engineer (e.g. Statement of Work Accomplished and project billings/vouchers), memoranda/directives in any QAU/CPES related activities, UPMO Designation Order to act as Project Manager for UPMO projects are required as basis for evaluation of work experience. All submitted documents as evidence for the evaluation of this criterion shall be certified as true copy of the original documents by the Administrative Officer of the concerned Implementing Office.

b. For Managerial/Supervisory Experience, 30 points

Aggregate points for each year of managerial/supervisory experience shall be credited for applicants with previous managerial and supervisory positions for a maximum of 30 points:

Division Chief, Regional Office	3 points/year
Engineer V, Central Office	3 points/year
District Engineer	3 points/year
Assistant District Engineer	3 points/year
Engineer IV, Central/Regional Office	2 points/year
Section Chief, District Engineering Office	2 points/year

c. Other Experience as Examiner/Resource Speaker, 10 points

Additional points shall be credited for applicants who have served/acted as the following:

- Contributor/Examiner in the qualifying examination for accreditation of DPWH Field Engineers and/or Contractors'/Consultants' Project Engineers 5 points
- Resource Person for technical trainings/seminars on construction methodology, materials quality control and project management and other relevant technical trainings for the last ten (10) years in service with a certification from CDD, HRAS of Central Office or HRDS of Regional Offices certifying as Resource Speaker during his rendered service. 5 points

Requests for Testimonial Accreditation must be submitted to the BQS together with the certified copies of latest government service record, diploma or transcript of records for completed doctorate and/or masteral course/s, certification as a resource speaker from HRAS of Central Office or Administrative Officer of Regional Offices and District Engineering Offices, memorandum/directive of field work activities, i.e. project supervision/audits/investigations and relevant documents to serve as basis for the evaluation required under Section 3.2 of these guidelines.

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

4.0 DOCUMENTARY REQUIREMENTS FOR ACCREDITATION

The following are the documentary requirements for a one-time application for testimonial accreditation:

- a. Duly accomplished **Application Form for Accreditation**
- b. Certified true copy of valid PRC ID as registered Civil Engineer
- c. Certified true copy of Service Record
- d. Certified true copy of attachments required under Section 3.2 of this guidelines
- e. Certified true copy of any of the following:
 - e.1 Approved clearance from the applicant's former office
 - e.2 GSIS clearance
 - e.3 Ombudsman clearance (if applicable)

5.0 ISSUANCE OF CERTIFICATE OF ACCREDITATION

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

The accredited Contractors'/Consultants' Project/Materials Engineer should file his application for renewal of accreditation certificate personally by presenting valid PRC ID and other government issued ID cards for authentication.

All application for renewal of accreditation must be addressed to the Undersecretary for Technical Services together with the following requirements:

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

Annex "A"

RELEVANT TRAININGS WITH THEIR CORRESPONDING POINTS

	Weight
A. Planning, Design, Construction Methods & Techniques	8 points
1. One (1) point each for completing any eight (8) of the following trainings/seminars:	
<u>Planning</u>	
1.1 Preparation of Plans	
1.2 Flood Prevention and Mitigation	
1.3 Planning and Design of Flood Control Structures	
1.4 Safety in Construction	
1.5 Subsurface Exploration	
1.6 Traffic Engineering	
1.7 Road Safety Engineering	
1.8 Transportation Engineering	
<u>Design</u>	
1.9 Bridge Design	
1.10 Computer Aided Design (Civil 3D)	
1.11 Earthquake Engineering and Infrastructure Rehabilitation	
1.12 Flood Control and Urban Drainage Design	
1.13 Geotechnical Engineering	
1.14 Highway Design	
1.15 Highway Foundation Investigation and Analysis	
1.16 Hydrology Seminar	
1.17 Principles of Bridge Design	
1.18 Principles of Highway Design	
1.19 Principles of Highway Location, Survey and Design	
1.20 River and SABO Engineering	
1.21 Slope Stability	
1.22 Structural Design	
1.23 Surveys and Site Investigation	
1.24 Building Design	
<u>Construction</u>	
1.25 Construction Methods and Techniques	
1.26 Bridge and Flood Control Construction	
1.27 Bridge Assessment, Maintenance and Repair/Rehabilitation	
1.28 Construction of Ports and Harbors	
1.29 Construction of Water Supply Project	
1.30 Labor-Based Technology	
1.31 Pothole Patching Technology	
1.32 Quality Assurance Seminar (conducted in Central Office)	
1.33 Road Maintenance and Rehabilitation	

1.34 Project Quality Assurance

B. Materials Quality Control

5 points

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

C. Project Management and Supervision

2 points

1. Two (2) points for completing Project Management (176 hours)
2. One (1) point each for completing any two (2) of the following trainings/seminars:
 - 2.1 Implementing Rules and Regulation on RA 9184 (Government Procurement Reform Act)
 - 2.2 Project Documentation
 - 2.3 Infrastructure Planning and Programming Procedures
 - 2.4 Construction Supervision and Management
 - 2.5 Construction Planning and Scheduling
 - 2.6 DPWH Project Development and Implementation
 - 2.7 Networking/Scheduling (PERT/CPM or PDM)

