



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

11 February 2000


DEPARTMENT ORDER) SUBJECT:

No. **31**)
Series of 2000) 2-11-

**Guidelines for the Imposition of
Administrative Sanctions to Regional/
District technical Personnel involved in
the Defective Implementation of
Maintenance Activities for National
Roads and Bridges**

T O: All DPWH Regional Directors and District Engineers
Others Concerned

In order to improve the performance of the Regional and District technical personnel in the maintenance of national roads and bridges and to provide a rational basis for the imposition of administrative sanctions where appropriate and necessary, the attached Guidelines are hereby issued for the guidance of all concerned.


GREGORIO R. VIGILAR
Secretary

Guidelines for the Imposition of Administrative Sanctions to Regional/District Personnel involved in the Defective Implementation of Maintenance Activities of National Roads and Bridges (as per DPWH Department Order 31, s. 2000)

A. OBJECTIVE

1. To improve the performance of Regional/District technical personnel in the implementation of the maintenance of national roads and bridges within their respective jurisdiction based on the results of the Regular Physical Condition Rating Activity ;
2. To provide an objective, rational, and reliable basis for administrative sanctions that will be imposed on Engineers involved in the defective implementation of maintenance activities of national roads and bridges;
3. To inculcate in the minds of field personnel the importance of proper road and bridge maintenance for the safety and convenience of the travelling public ;
4. To monitor the overall condition of the road sections at a given time.

B. DEFINITION OF TERMS

1. **Regular Physical Condition Rating** : Numerical Rating expressed in percentage given on sections of roads/bridges which includes their physical characteristics, the quality of the carriageway, shoulders, etc. based on the regular physical condition rating activities being conducted by the Bureau of Maintenance (BOM) in compliance with the provision of D.O. 179, s. 1997, entitled "Revised Guidelines of Inspection to Rate the Physical Condition of National Roads and Bridges".
2. **Technical personnel** : Those directly in charge in the proper upkeep of national roads and bridges, and, hence, include the District Maintenance Engineers, District Engineers, Regional Maintenance Engineers, and Regional Directors.
3. **Administrative Sanctions** : Sanctions imposed on the erring technical personnel based on the results of the BOM regular physical condition rating reflecting therein the technical personnel's negligence or deficiency in the performance of their duties pertaining to the relevant activities that should have been conducted to bring the road to a condition that would not jeopardize the safety of the public and other such bases that may be deemed relative in the evaluation of degree of culpability of the erring technical personnel.

3.1 For each District Office, the extent of defects shall be classified as follows :

- 3.1.1 Significant**, if more than 15.00% of the entire road sections within a District Engineering Office is given a rating of "Fair", OR more than 5.0% is rated as "Poor";
- 3.1.2 Very Significant**, if the District Engineering Office has, for two Rating Periods received a rating of "Fair" in more than 15.00% of its road sections OR "Poor" in more than 5.0% of its road sections.

- 3.1.3 **Severe**, if the District Engineering Office has for more than two Rating Periods received a rating of "Fair" in more than 15.00% of its road sections, OR "Poor" in more than 5.0% of its road sections.

3.1 Calibrated sanctions to be imposed shall be :

For the District Level :

a. District Maintenance Engineer :

3.2.1 Warning :

A warning shall be issued for offenders of a **Significant** extent of defects.

3.2.2. Notice not to handle/supervise maintenance activities/works or projects involving maintenance for a period of six (6) months :

This notice shall be issued to the concerned engineers if a **Very Significant** extent of defects is found within their jurisdiction. Within this period, the concerned Engineer shall be **relieved** of his duty, shall cease to handle any project involving maintenance (MBA, MBC, preventive maintenance-local or foreign funded) and shall be replaced with capable Maintenance Engineers from the Regional/District Offices who shall take over his work for the specified period of relief.

3.2.3. Notice not to handle/supervise maintenance activities/works or projects involving maintenance for a period of another six (6) months (or a total of one year), and in which case, the Notice shall be construed as tantamount to neglect of duty:

This notice shall be issued to the concerned engineers if a **severe** extent of defects is found within their jurisdiction. Likewise, within this period, the erring engineer shall be relieved of his duty, shall cease to handle any project involving maintenance and shall be replaced with capable maintenance engineers from the Regional/District Offices who would take over his work for the specified period of relief.

b. District Engineer

3.2.4 Warning :

A "Warning" shall be issued to the District Engineer if his District Maintenance Engineer had been **relieved** of his maintenance duty for a period of six months.

3.2.5 Relief :

The District Engineer shall be relieved from performing his duty, and the Assistant District Engineer shall be recommended to take over, if the District Maintenance Engineer has been relieved for a period of one (1) year or had been administratively **charged** by the Legal Service for neglect of duty, whichever comes first.

For the Regional Office Level:

a. Regional Maintenance Engineer (RME)

3.2.7 Warning :

The Regional Maintenance Engineer shall be issued a "Warning" when **two (2)** of their District Engineers have been issued a Warning.

3.2.8 Notice not to handle/supervise maintenance activities/works or projects involving maintenance for a period of 6 months :

This notice shall be issued to the Regional Maintenance Engineer when three (3) of their District Engineers have been issued a Warning. The RME shall be relieved of his duty and the Asst. Maintenance Engineer (or any competent Engineer), shall then automatically take over the RME's work until the specified period of relief, in order not to disrupt the existing maintenance functions.

3.2.9 Notice not to handle/supervise maintenance activities/works or projects involving maintenance for a period of another six (6) months (or a total of one year), and in which case, such advice shall be tantamount to neglect of duty :

This notice shall be issued to the RME when any one of his District Engineers has been issued a recommendation for relief. Thus, if the relief of any one of his District Engineers becomes effective, the necessary filing of neglect of duty shall be in order.

b. Regional Director

The Regional Director shall, on the ground of neglect of duty, be likewise issued by the DPWH Legal Service, appropriate Sanction (warning, or relief) when his Regional Maintenance Engineer has been charged administratively with neglect of duty..

3.3 Issuance of Sanction

The issuance of "Warning" shall emanate from the Inspectorate Division, Bureau of Maintenance. Recommendation for "Relief" shall emanate from the DPWH Legal Service and forwarded to the DPWH Undersecretary concerned for approval upon written notice from the Bureau of Maintenance. Administrative charge of neglect of duty shall be filed, as warranted.

The Sanction issued to erring technical personnel shall become an official document to be included in the personal file (File 201) of the concerned Engineer/s.

3.4 It must be understood however, that the sanctions contained under this Guidelines are not a diminution of or a substitute to existing penalties which may be imposed for administrative anomalies related to the lapses treated under this Department Order, neither shall this Order bar the applicability of governing civil service rules the moment the actionable circumstances arises.

3.5 Commendation

Upon the recommendation of the Director, Bureau of Maintenance, a written **Commendation** to be signed by the DPWH Undersecretary concerned will be issued to those Engineers (technical personnel as detailed under B2 of this Department Order) who performed well in the field of maintenance (i.e., no sanctions whatsoever were issued for two consecutive semesters).

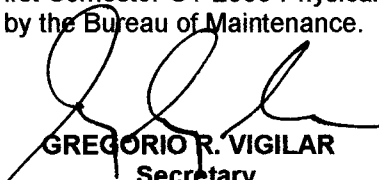
C. AREAS OF EVALUATION

The following are the responsibility areas as detailed under Department Order Number 179, s. 1997:

1. **Carriageway** : corresponding percentage points shall be assigned on the occurrence of minor failures, failed sections and unsealed cracks and joints;
2. **Roadside features** : corresponding percentage points shall be assigned on the occurrence of defects/deficiencies on roadsides. (Types of defects/deficiencies are defined under D.O.179,s.1997)
 - a. **Shoulders** :
An adjective rating of "Fair" is given if the road section being rated had defects/deficiencies along shoulders were noted to occur at a range of 51-100 sq.m./km.; "Poor", if the defects/deficiencies were noted on more than 100 sq.m./km.
 - b. **Vegetation control and visibility** :
An adjective rating of "Fair" is given if the vegetation along the road section being rated is higher than 300 mm noted within the range of 51-100 l.m./km.; "Poor" if its is more than 101 l.m./km.
 - c. **Drainage** :
An adjective rating of "Fair" is given if the drainage/ditches along the road section being rated had defects/deficiencies within the range of 50-100 l.m./km.; "Poor", if more than 100 l.m./km..
3. **Bridges and river crossings** : Corresponding Percentage points shall be assigned to determine the occurrence of the following defects/deficiencies on bridges and river crossings:
 - a. presence of potholes (for permanent bridges), unevenness of pavement surface at approaches causing excessive vehicle impact, differential settlement at joints between approach and superstructure; ponding of water at bridge deck; and for temporary bridges; lack of running boards and other bridge members.
 - b. presence of broken railings, or decayed, damaged or missing guardrails.
 - c. physical condition : whether bridge is devoid of paints, unclean bridge, peeled off paint or faded paint; bridge with graffiti or posters.
 - d. condition of slope protection on both abutments: constricted waterways, etc.

D. EFFECTIVITY

The effectivity of this Department Order shall be the First Semester CY 2000 Physical Condition Rating of national roads/bridges conducted by the Bureau of Maintenance.


GREGORIO R. VIGILAR
Secretary

**MATRIX OF SANCTIONS UNDER
DPWH DEPARTMENT ORDER NO. 31 S, 2000**

DPWH OFFICIAL	SANCTIONS commensurate to EXTENT OF DEFECTS		
	Significant	Very Significant	Severe
District Maintenance Engineer (DME)	Warning	6 months Relief	One year Relief including filing of administrative charge
District Engineer (DE)	-	Warning	Relief (duration to be recommended by the DPWH Legal Service)
Regional Maintenance Engineer (RME)	-	Warning	6 mos. Relief when 3 of their District Engineers are issued a Warning; and one year suspension when relief of any one of the DEs become effective
Regional Director (RD)	-	-	Appropriate sanction (Warning, or Relief) if the RME has been administratively charged