



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

DPWH 13 DPWH  
04-26-2018

25 JUL 2018

DEPARTMENT ORDER )  
NO. **108** )  
Series of 2018 )

**SUBJECT: Guidelines on the Provisional Accreditation of DPWH Materials Engineers and Materials Inspectors**

To alleviate the present insufficiency in the number of DPWH Materials Engineers to be assigned in the projects due to the increase in the Department's capital outlays budget and the corresponding number of projects being implemented, and to ensure that only qualified personnel are assigned in undertaking project quality assurance, the attached guidelines on the provisional accreditation of DPWH Materials Engineers and Materials Inspectors are hereby prescribed.

Engineers holding permanent positions, including those newly hired engineers, may avail the provisional accreditation for Materials Engineers. Moreover, engineers hired as Job Order personnel may avail the provisional accreditation for Materials Inspectors.

This Order shall take effect immediately

  
**MARK A. VILLAR**  
Secretary

14.1 RPF/RGT

Department of Public Works and Highways  
Office of the Secretary



WIN8U01631

## **GUIDELINES FOR THE PROVISIONAL ACCREDITATION OF DPWH MATERIALS ENGINEERS AND MATERIALS INSPECTORS**

### **1.0 Criteria for Provisional Accreditation**

The following criteria shall be applied in the evaluation for the provisional accreditation of DPWH Materials Engineers and Materials Inspectors:

- A. Licensed and Registered Civil Engineer
- B. One (1) Month On-The-Job Training (OJT) on Materials Testing Technology

a. Attendance (Minimum of 80% of 22 Days)	30%
b. Participation	35%
c. Examination	35%
	<hr/>
	100%

**Passing = 70%**

- C. DPWH Materials Engineers Accreditation Written Examination\* 100%

**Passing = 50%**

*\*Applicants for Provisional Materials Inspectors Accreditation are not required to take the DPWH Materials Engineers Accreditation Written Examination but are required to satisfy the other requirements stipulated herein.*

### **1.1 Minimum Requirement**

As a minimum requirement for provisional accreditation of DPWH Materials Engineer and Materials Inspector, the applicant must be a registered and licensed Civil Engineer (RA 1080). Education and eligibility are a Pass/Fail criterion. Applicants who fail this criterion shall be disqualified outright.

#### **1.1.1 Provisional Materials Engineers Accreditation**

Applicants occupying permanent position title of Engineers II, III, IV, and V at the DPWH Central, Regional, and UPMO Offices and Engineers II and III at the DPWH District Engineering Offices who are not yet accredited may apply for Provisional Materials Engineers Accreditation.

Provisional accreditation for Materials Engineers shall be given to those who have met the minimum requirement, completed and passed the One (1) Month OJT on Materials Testing Technology, and obtained the minimum rating of **50%** on the DPWH Materials Engineers Accreditation Written Examination issued under the Department Order No. 12, series of 2013.

### **1.1.2 Provisional Materials Inspector Accreditation**

Applicants who are Job Order (J.O.) in status may apply for Provisional Materials Inspector Accreditation provided that their contract carries accountability provisions.

Provisional accreditation for Materials Inspectors shall be given to those who have met the minimum requirement, and completed and passed the One (1) Month OJT on Materials Testing Technology.

## **2.0 Validity**

Provisional accreditation for Materials Engineers shall be valid for two (2) years from the date of issuance. There will be no renewal of provisional accreditation for Materials Engineers. Materials Engineers under provisional accreditation must obtain regular accreditation under D.O. No. 12, series of 2013 before the expiration of their provisional accreditation.

Provisional accreditation for Materials Inspectors shall be valid for one (1) year from the date of issuance. Renewal of provisional accreditation for Materials Inspectors shall be on a case-to-case basis provided that the Job Order personnel is rehired.

## **3.0 Change of Accreditation Status**

After one (1) year, Materials Engineers' provisional accreditation status may be upgraded to DPWH Materials Engineer I or II upon request of the concerned applicant and submission of acquired additional qualification requirements during the provisional accreditation. The evaluation of upgrading requirements shall be based on D.O. No. 12, series of 2013, "Guidelines for the Accreditation of DPWH Materials Engineers".

## **4.0 Limits of Assignment of Provisional Materials Engineers and Inspectors**

The head of Implementing Office may assign Provisional Materials Engineers or Provisional Materials Inspectors within its area of jurisdiction, subject to the limits of assignment prescribed in the amended Guidelines for the Accreditation of DPWH Materials Engineers.

## **5.0 Issuance of Certificate of Accreditation and ID**

A Certificate of Accreditation and ID shall be issued to those who will meet the requirements upon submission of the following documents:

1. Duly accomplished application form (Annex "A"), certified by the Head of Office
2. Certified True Copy of Certificate of One (1) Month On-The-Job Training on Materials Testing Technology



Department of Public Works And Highways  
**Bureau of Research and Standards (BRS)**  
**Application for Provisional Accreditation**  
**Annex A**

Issue Date:	
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NAME : \_\_\_\_\_

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

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

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

NATURE OF APPOINTMENT : ( ) PERMANENT ( ) JOB ORDER

SEX : ( ) MALE ( ) FEMALE

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

CIVIL STATUS : ( ) SINGLE ( ) MARRIED  
( ) OTHERS, SPECIFY: \_\_\_\_\_

EDUCATIONAL ATTAINMENT : (TERTIARY UP ONLY)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Please attach Passport  
Size ID picture with  
nametag

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

\_\_\_\_\_  
Signature of the Head of Office