



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

097.13 DPWH  
08.03.2018


03 AUG 2018

DEPARTMENT ORDER )  
NO. **114** )  
Series of 2018 )  
SUBJECT : Amendment to Department Order No. 104,  
Series of 2016, Revised Guidelines on the  
Provisional Accreditation of DPWH Project  
Engineers and Inspectors

Department Order No. 104, series of 2016 was issued to allow newly hired engineers and job order personnel to be given provisional accreditation. However, the project assignments are restricted by the limitations on project cost and the accreditation has validity of two (2) years from the date of issuance.

To achieve the desired sufficiency in the number of DPWH field engineers assigned to projects, the attached revised guidelines on the provisional accreditation of DPWH Project Engineers and Inspectors is hereby prescribed.

This Order supersedes Department Order No. 104, series of 2016 and shall take effect immediately.

  
**MARK A. VILLAR**  
Secretary

15.1 MGM/EKS/MAV

Department of Public Works and Highways  
Office of the Secretary



WIN8U01636

## **REVISED GUIDELINES ON THE PROVISIONAL ACCREDITATION OF DPWH PROJECT ENGINEERS AND INSPECTORS**

### **1.0 PROCEDURE FOR PROVISIONAL ACCREDITATION**

Applicants to the provisional accreditation must attend the Comprehensive Training for DPWH Provisional Field Engineers and take the accreditation examination at the end of the said training.

#### **1.1 Requirements for Provisional Accreditation**

- a. Applicant must be a Registered Civil Engineer (RA 1080) to meet the minimum requirement for the provisional accreditation of DPWH Field Engineers. Education and eligibility are a Pass/Fail criterion. Those who fail this criterion shall be disqualified outright.
- b. Applicants must have completed and passed the Comprehensive Training for DPWH Provisional Field Engineers.
- c. Applicants must have passed the accreditation examination given at the end of the training.

#### **1.2 Who may be Accredited as Project Engineers**

Newly hired licensed Civil Engineers occupying a position title of Engineer II and holding permanent positions who completed and passed the Comprehensive Training for Provisional DPWH Field Engineers and passed the accreditation examination at the end of the training.

#### **Who may be Accredited as Project Inspectors**

- Permanent personnel who passed the training but did not obtain the 60% passing score in the accreditation examination, provided that their score is not less than 50%.
- Engineers who were given permanent positions but non-engineering plantilla items and had passed all the requirements for the provisional accreditation shall be classified only as Provisional Project Inspectors.
- Job Order personnel who passed the training and accreditation examination, provided that their contract carries accountability provisions and with specific duties consistent with the intent of this Department Order.

### 1.3 Validity

Provisional accreditation of Project Engineers/Inspectors and Project Inspectors (Job Order personnel) shall be valid for **three (3) years** and **two (2) years**, respectively, from date of issuance of accreditation. There will be no renewal of provisional accreditation for permanent Project Engineers/Inspectors and they must obtain regular accreditation under Department Order No. 73, Series of 1998 or its superseding issuance before the expiration of their provisional accreditation.

Validity of accreditation given earlier by virtue of D.O. 104, series of 2016 to Provisional Project Engineers/Inspectors holding permanent plantilla positions shall be extended indefinitely until such time that they are upgraded to regular accreditation. For Provisional Project Inspectors hired as job order personnel, they may apply for upgrading to regular accreditation, if they have acquired permanent engineering plantilla item.

## 2.0 CRITERIA FOR PROVISIONAL ACCREDITATION OF PROJECT ENGINEERS AND INSPECTORS

The following criteria shall be applied in the provisional accreditation of Project Engineers and Inspectors:

### A. Comprehensive Training for Field Engineers

- |  |            |
|--|------------|
| • Attendance (Minimum of 80% of 21 days) | 10%        |
| • On-the-Job Training                    |            |
| a. Participation                         | 20%        |
| b. Presentation                          | 30%        |
| • Module Examination                     | <u>40%</u> |
|  | 100%       |

**Passing = 70%**

### B. Provisional Accreditation Examination

100%

**Passing = 60%**

Provisional Accreditation shall be given to those who passed the Comprehensive Training for Field Engineers by obtaining a minimum rating of 70% and obtained at least 60% in the Accreditation Examination.

### 3.0 CHANGE OF ACCREDITATION STATUS

- a. After a year, provisional accreditation status may be upgraded individually to regular accreditation, upon evaluation of the request of each field engineer who has acquired additional qualification requirements during the provisional accreditation and after taking the accreditation examination for DPWH Field Engineers Accreditation. Evaluation of upgrading requirements shall be based on D.O. 73, Series of 1998, Guidelines for Accreditation or its superseding issuance.
- b. Provisional Project Engineers/Inspectors with permanent position and Provisional Project Inspectors under job order employment status who were later given regular plantilla items, may both obtain regular accreditation by taking the examination for DPWH Field Engineers Accreditation and meeting all the other requirements under D.O. 73, Series of 1998 or its superseding issuance. However, they shall not be required to undergo the Comprehensive Training for Field Engineers, having passed it already.

### 4.0 LIMITS OF ASSIGNMENT OF PROVISIONAL PROJECT ENGINEERS AND INSPECTORS

The head of the implementing office shall assign Provisional Project Engineers and Inspectors within its area of jurisdiction, subject to the following limitations of assignment:

#### For Regional/District Offices

Classification	Limits of Assignment	
	Maximum Number of Contracts <sup>A</sup>	Maximum Cost of Project
Provisional PE	5	PhP 20M
PI	Assist Regular PE or Provisional PE in the implementation of contracts but limited to maximum number of 5 contracts simultaneously, each costing not more than PhP 20M	

<sup>A</sup> Includes contracts for clustered projects, MOAs and projects undertaken by administration. All contracts handled simultaneously shall be located within the same province.

#### For Unified Project Management Offices

Classification	Limits of Assignment	
	Maximum Number of Contracts	Maximum Cost of Project
Provisional PE	1	PhP 100M
PI	Assist Regular PE or Provisional PE in the implementation of contracts but limited to 1 contract only, costing not more than PhP 100M	

## **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:

- a) Duly accomplished application form (Annex "A"), certified by the Head of Office
- b) Certified true copy of Certificate of Completion of Comprehensive Training for DPWH Provisional Field Engineers
- c) Certified true copy of the latest contract of service for job order personnel as required in Section 1.2 of these Guidelines.
- d) Certified true copy of permanent appointment



Department of Public Works and Highways

DPWH-BQS-QSAD-16-F01 Rev000

**APPLICATION FORM FOR ACCREDITATION OF  
DPWH PROVISIONAL FIELD ENGINEERS**

**EMPLOYEE ID NO. :** \_\_\_\_\_

**EMPLOYMENT TYPE :** ☐ Permanent ☐ Job Order

**NAME:** \_\_\_\_\_  
(Surname) (First Name) (Middle Name)

**MAIDEN NAME (if applicable):** \_\_\_\_\_

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

**OFFICE ASSIGNED:** \_\_\_\_\_

**DPWH E-MAIL ADDRESS:** \_\_\_\_\_

**ELIGIBILITY :**

☐ Registered Civil Engineer Registration No. \_\_\_\_\_ License Expiry Date \_\_\_\_\_

I certify that the information contained in and attached to this application is accurate. I understand that if any information is determined to be inaccurate, my application will be denied and I will be subjected to disciplinary action.

Please attach passport  
size ID picture on white  
background with  
nametag

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

\_\_\_\_\_  
Name and Signature of the Head of Office