



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
10-10-2013

07 OCT 2016

DEPARTMENT ORDER)
NO: **196**)
Series of 2016)

SUBJECT: Guidelines for the Evaluation and Ranking of Dredges and Dredge Masters

Recognizing the important contribution of dredging operations in the Department's flood control program, and the crucial role of dredge crew in the operation and maintenance of DPWH water-based equipment which are essential in achieving national development goals, it is necessary to institutionalize appreciation of exemplary performance. For this purpose, a recognition program for best-performing dredge and dredge crew is hereby institutionalized.

I. Criteria

For this purpose, the dredge and its Dredge Master shall be evaluated as a single unit based on the following criteria:

1. Project Management (30%) – this refers to work accomplishment in terms of actual time, quality, efficiency, and adherence to design specifications and targets. It is broken down as follows:

a. Adherence to Plan	5%
b. Quality	5%
c. Efficiency	5%
d. Effectiveness	5%
e. Resource consumption	5%
f. Spoil site management	5%
2. Equipment Management (20%) – this refers to the actual utilization, maintenance and upkeep of the dredge which may be reflected by the Preventive Maintenance (PM) to Corrective Maintenance (CM) ratio and downtime due to equipment failure.

a. Maintenance performance	5%
b. Downtime due to equipment failure	5%
c. PM to CM ratio	5%
d. Upkeep of dredge	5%
3. Safety enforcement (10%) – this refers to observance of established safety procedures and compliance to safety policies and regulations while on board the dredge.

a. Compliance to DO No. 74, Series of 2015	5%
b. Lost time due to accident	5%
4. Environmental Impact (10%) – this refers to the extent of the impact of the excavation, material transport and placement to the quality of water, coastal processes, marine ecology, and/or cultural heritage values. This also includes the effect of emissions and garbage produced during operations.

5. Submission of Mandated Reports (10%) – Monthly Dredging reports serve as basis for making decisions and strategically planning equipment and resource allocation for all dredging projects nationwide. Thus, completeness, timeliness and integrity of reports are of paramount importance.
 - a. Completeness 3%
 - b. Content 4%
 - c. Timeliness 3%
6. Integrity (5%) – With the dredges and crew working away from the supervision of the Implementing Office and the BOE, the management counts on the Dredge Master's and crew's integrity in performing their functions to achieve predetermined objectives.
7. Behavior Factors (5%) – the Dredge Master's interpersonal relationship with his/her fellow employees, subordinates and supervisor, and the way he/she deals with DPWH clientele shall also be considered in the evaluation. Behavior factors shall include loyalty to the organization and other behaviors which evince his worthiness of emulation by others.
8. Innovation (10%) – This refers to the adoption of innovative schemes such as, but not limited to, the use of native materials, new designs, new technology, new ways of doing work and improvement in the implementation of dredging projects in response to the effects of climate change.

II. Procedure

Evaluation shall be based on the above criteria, and shall be done not later than the 30th day of January of each year. The evaluation shall cover the two rating periods: January to June and July to December of the preceding year.

III. Evaluation Committee

The evaluation committee shall be composed of the BOE Director, as the Chairman, the Assistant Bureau Director as Vice Chairman, and the Floating Equipment Division Chief and Equipment Management Division Chiefs as members.

IV. Conferment of Awards

Awards shall be given to the top three best performing dredges and dredge crew at fitting ceremonies during the 1st Semestral BOE-EMD coordination meeting.

This Department Order shall take effect immediately.

For strict compliance.


MARK A. VILLAR
Acting Secretary

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Department of Public Works and Highways
Office of the Secretary



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