



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

Department Circular

No. 05

Series of 2021

SUBJECT : SUPPLEMENTARY GUIDELINES ON THE IMPLEMENTATION OF THE CONSTRUCTORS' PERFORMANCE EVALUATION SYSTEM (CPES) AT THE DEPARTMENT OF AGRICULTURE (DA) UNDER THE NEW NORMAL

I. OBJECTIVES

This Department Circular shall serve as supplementary guidelines to the implementation of the Department Circular No. 01, Series No. 2019, under the new normal. Virtual platforms such as Zoom, Cisco Webex or Google Meet shall be utilized in case physical presence is not feasible due to localized travel restrictions and quarantine protocols. Further, the DA adheres to the safety protocols against the spread of COVID-19 while implementing the CPES at DA.

II. COMPOSITION OF THE CPES EVALUATION TEAM

The CPES Evaluation Team shall be composed of the following DTI-accredited evaluators:

- a) One (1) Constructors' Performance Evaluator (CPE) Team Leader, as certified by the DTI-PDCB
- b) One (1) CPE Member from DA-RFO, Bureau, Attached Agencies or Corporations
- c) One (1) CPE Member from BAFE

Cross-posting of the CPEs shall still be observed in accordance with Section 10 of the Department Circular No. 01, Series of 2019.

III. RESOURCE PERSONS/WITNESSES

The following shall serve as resource persons/witnesses during the conduct of evaluation of the performance of the constructors:

- a) Project-in-Charge/Technical Staff of the Concerned DA Implementing Office
- b) CPES Focal Person of the DA Implementing Office
- c) Project Engineer or Manager of the Constructor
- d) Concerned Local Agricultural and Fishery Council (AFC)
- e) Regional Agricultural and Fishery Council (RAFC) Chairperson
- f) Project Beneficiary representative/s

IV. ROLE OF PCAF AS THE DA CPES – IMPLEMENTING UNIT

A. Pre, During, and Post – evaluation Activities

Pre-Evaluation

1. Coordinate with the concerned DA Implementing Offices regarding their submission of the list of ongoing infrastructure projects and request for the necessary documents stated in Section 6.2.1 of the Department Circular No. 01, Series of 2019;
2. Consolidate and review project documents submitted by the DA Implementing Offices;
3. Coordinate and schedule the most appropriate evaluation date(s) of the CPE Team Leader and Members;
4. Once the available CPEs have been determined, the DA CPES-IU will inform the concerned CPEs and confirm their commitment to the conduct of the evaluation thru email and cellphone number;
5. Prepare the Notice of Meeting for the Entry and Exit Conference for the constructors and resource persons/witnesses, and Memorandum for the concerned DA Regional Executive Directors and Heads of DA bureaus, attached agencies and corporations relative to the conduct of the evaluation;
6. Coordinate with the DA Implementing Office and constructor and notify them the details and mechanics of the evaluation;
7. Provide the selected CPE Team Leaders and Members the necessary project documents as bases for the evaluation;
8. Notify the DA Implementing Office Head and concerned constructor's project engineer/manager before the actual evaluation date(s) within seven (7) days for projects located in urban areas where means of communications are readily available and fourteen (14) working days for projects located in remote areas;

During Evaluation

A. Entry Conference

9. Facilitate the conduct of the entry conference before onsite visit and evaluation by the CPE team thru face-to-face and/or online platform (WebEx, Zoom or Google Meet);
10. Present to the DA implementing Offices, Constructors and other participants of the entry conference the legal bases, objectives, and the uses and benefits of CPES, evaluation criteria, documentary requirements, flow of activities and the details of Projects to be evaluated.
11. Facilitate and assist the CPE team in the identification of Ongoing Item of Works and Spots to be evaluated. Document the agreements and synthesis of the entry conference, and forward to the CPE Team and RFO engineers for their reference during the evaluation and on site visit, respectively.

B. Actual Evaluation

12. Provide technical assistance during the actual evaluation of the projects by the CPE team based on the pertinent documents, pictures and videos of the project and spots captured during the site visit.
13. Review the completeness, accuracy and consistency of the CPES evaluation findings, ratings and reports to be submitted by the CPES Evaluation Team;



C. Exit Conference

14. Facilitate the conduct of the exit conference after the onsite visit and evaluation by the CPE team thru face-to-face and/or online platform (WebEx, Zoom or Google Meet);
15. Present the CPE team findings, observations and the rating of the Constructor for the Project evaluated;

Post Evaluation

16. Facilitate the issuance of the Corrective Action Request (CAR) to the constructor's authorized representative;
17. Issue a CPES Rating Certificate to the Constructor upon the satisfactory completion of the necessary corrective actions listed in the Corrective Action Requests (CARs);
18. Submit to the DTI-Construction Industry Authority of the Philippines (CIAP) an authenticated copy of the Constructor's Performance Report within 30 days after the evaluation; and
19. File and consolidate the original copies of the CPES rating sheets thru a database or online/offline storage.

V. ROLES OF THE CPES EVALUATION TEAM LEADER AND MEMBERS

The CPES Evaluation Team shall perform the following:

- a) consolidate and review all evidences (pictures or videos) of the findings submitted by the accredited CPEs from the DA Implementing Office;
- b) compute the CPES Ratings based on their findings and CPES Evaluation Checklists; and
- c) prepare a Powerpoint presentation to be presented during the exit conference (a template will be provided by the DA CPES-IU).

VI. ROLES OF THE DA IMPLEMENTING OFFICES THRU THEIR RESPECTIVE CPES FOCAL PERSONS

1. Provide the list of ongoing infrastructure projects funded by their respective offices with at least 30% to 90% physical accomplishment;
2. Assist the DA CPES-IU in the coordination with the constructor's project engineer/manager regarding the conduct of evaluation.
3. Provide the necessary project documents listed in Section 6 of DA DC No. 01, Series of 2019 to the DA CPES-IU and CPES Evaluation Team, two (2) weeks before the actual evaluation;
4. Assist in the facilitation of the conduct of the entry and exit conferences, and actual evaluation;
5. Take the actual photos and videos of the pre-identified spots for evaluation; and
6. Act as resource person or witness during the actual evaluation and analysis of data gathered.



VII. FLOW OF ACTIVITIES DURING THE CONDUCT OF THE EVALUATION OF THE PERFORMANCE OF THE CONSTRUCTORS

A. Entry Conference

1. The Entry Conference shall be attended by the following physically or thru online platform:
 - a) Head of the DA Implementing Office
 - b) Chief or Assistant Chief of the Engineering Division
 - c) Project-in-Charge of the concerned DA Implementing Office
 - d) CPES Focal Person of the DA Implementing Office
 - e) Project Engineer or Manager of the Constructor
 - f) Concerned Local Agricultural and Fishery Council (AFC)
 - g) Regional Agricultural and Fishery Council (RAFC) Chairperson
 - h) Project Beneficiary representative/s
2. The following topics shall be discussed during the conference:
 - a) Legal bases for the conduct of CPES
 - b) Criteria for the Evaluation
 - c) Rating System
 - d) Mechanics of the Evaluation
3. All ongoing items of work shall be discussed during the entry conference. In addition, any variation or change order, and time extension or suspension order issuances shall be presented and noted during the said conference.
4. The CPES Evaluation Team, together with the constructor's project engineer and the project-in-charge, shall identify the spots to be evaluated and present them to the participants of the conference.

B. Actual Evaluation

1. The accredited CPEs from the Implementing Office, together with the project engineer/technical staff assigned to monitor the project, shall assist the CPES Evaluation Team by visiting the project site and facilitating the collection of the pertinent information, pictures, videos and documents during or prior to actual evaluation.
2. To achieve a more accurate evaluation and to immediately address possible concerns or clarifications, the CPES Evaluation team may schedule a video call/conference with the CPEs or technical staff present at the project site, through any viable platform (e.g. Zoom, Google Meet, Messenger) during the day of actual evaluation.
3. The CPEs or technical staff at the project site shall live-stream the specific identified spots for evaluation simultaneously with the assessment of the CPES evaluation team. In case the internet connection at the project site cannot accommodate a video conference, geotagged pictures and videos of the spots identified will instead be gathered by the CPEs or technical staff, to be forwarded to the CPES Evaluation Team.
4. Only the pre-identified spots shall be evaluated. However, major non-conformances observed in other locations will be noted and documented. Both the constructor's and DA Implementing Office's project engineers should be aware of the findings and its location.



5. The findings and non-conformances observed during the evaluation shall be documented and supported by geotagged pictures and videos.

C. Exit Conference

1. The Exit Conference shall be attended by the following face-to-face or thru online platform:
 - a) Head of the DA Implementing Office
 - b) Chief or Assistant Chief of the Engineering Division
 - c) Project-in-Charge of the concerned DA Implementing Office
 - d) CPES Focal Person of the DA Implementing Office
 - e) Project Engineer or Manager of the Constructor
 - f) Concerned Local Agricultural and Fishery Council (AFC)
 - g) Regional Agricultural and Fishery Council (RAFC) Chairperson
 - h) Project Beneficiary representative/s
2. The following topics shall be presented and discussed to the participants:
 - a) Findings (pictures and videos)
 - b) Rating per Criterion
 - c) Computed Rating/Final Rating
3. A Corrective Action Request (CAR) shall be issued to the constructor thru the project engineer or manager after the exit conference. Further, a template of the Corrective Action Plan (CAP) to be submitted by the constructor shall also be provided for appropriate guidance and compliance.
4. If in agreement with the ratings and CAR, the constructor's project engineer or manager shall acknowledge and sign the CPES Evaluation Report. Thereafter, the said project engineer or manager shall be given duplicate copies of the CAR(s).
5. In case of disagreements or appeal against the presented rating or any of the CAR(s), the CPE Team Leader shall inform the project engineer or manager that these shall be settled by an appropriate adjudicating body to be designated by the DA.
6. In case when the constructor's project engineer or manager or authorized representative is absent during the CPES actual evaluation and exit conference, even after advance and proper notification, the CPES Rating of the constructor will be considered final and binding.
7. Immediately after the completion of the evaluation and exit conference, the CPES Evaluation Team shall submit to the DA CPES-IU the CPES Evaluation Form (cover sheet, rating sheet, checklists and summary sheet), evidences such as pictures or videos, and CAR(s) thru email and its original copy shall be sent thru courier.
8. Based on the non-conformance findings prepared by the CPE, the constructor shall prepare and submit the corresponding Corrective Action Plan (CAP) to the Implementing Office Head for his assessment and subsequent approval.



9. To ensure and validate constructor's compliance to the CAR, the DA CPES-IU shall require the DA Implementing Office project engineer assigned to the project to submit a Monitoring Report to the DA Implementing Office Head and copy furnished to the DA CPES-IU. Photos or videos shall be attached to provide evidence on the works undertaken.

VIII. SEPARABILITY CLAUSE

Should any provision of this Department Circular or any provisions thereof be declared invalid, the other provision of this Circular, so far as they are separable, shall remain in force and effect.

IX. REPEALING CLAUSE

All existing circulars, rules and regulations, or parts thereof, in conflict with, or inconsistent with any provisions of this Circular are hereby repealed or modified accordingly.

X. EFFECTIVITY

This Circular shall take effect immediately.

Approved and promulgated this 3rd day of November 2021.



WILLIAM D. DAR, Ph.D.

Secretary



DEPARTMENT OF AGRICULTURE
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