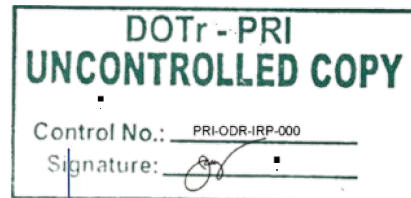




Republic of the Philippines
Department of Transportation
PHILIPPINE RAILWAYS INSTITUTE



PRI Office Order No. 1, series of 2022

Guidelines on the Institutional Research on Railway Human Resource and Skills Development of the Philippine Railways Institute

WHEREAS, it is the policy of the Philippine Government to develop human resource capacities in the railway sector that would ensure its competence and compliance with the standards of practice and rules and regulations, taking into consideration the existing and new railway lines;

WHEREAS, Executive Order (EO) No. 96, series of 2019, otherwise known as “Establishing the Philippine Railways Institute under the Department of Transportation as the Planning, Implementing, and Regulatory Agency for Human Resources Development in the Railways Sector”, created the Institute as a research and training center under the Department of Transportation (DOTr);

WHEREAS, the EO’s Implementing Rules and Regulations (IRR) or Department Order (DO) No. 2020-005 specified the function of the Research and Development Division (RDD) in identifying, formulating, recommending, and advocating strategies on the development of human resources development (HRD) policies, plans, and procedures and guidelines;

WHEREAS, the same IRR also gave the RDD the responsibility to initiate and establish partnerships with relevant government agencies, local and international organizations, the academe, and other relevant entities;

WHEREAS, research and evaluation serve as major tools in proactively addressing critical issues and concerns in the railway sector;

NOW, THEREFORE, I, ANNELI R. LONTOC, Officer-in-Charge – Executive Director (OIC-ED) of the Philippine Railways Institute (PRI), by virtue of the powers vested in me, hereby order that the following rules and procedures be promulgated and adopted:

ARTICLE I Coverage

This Order shall be implemented primarily by the RDD with the assistance of other divisions and sections of the PRI, as may be applicable, to identify, formulate, recommend, and advocate for the development of the railway sector’s HRD policies, plans, procedures, and guidelines.

ARTICLE II Definition of Terms

Whenever used in this Order, the following terms shall have the respective meanings hereafter set forth:

- a. Development – refers to the translation of research findings or other knowledge into a plan or design for a new service or process, or for a significant improvement to an existing service or process, and includes the conceptual formulation, design, and testing of alternatives, prototypes, and operation of pilot instances;
- b. Executive Director – also called the ED, is the head of the PRI who is in-charge of its day-to-day operations;

- c. Institute – also called the PRI, is the Philippine Railways Institute established under EO No. 96, s. 2019;
- d. Institutional and Human Skills Section – also called the IHSS, is a section under the RDD and has the main function of formulating, developing, and publishing training curricula, materials, textbooks, and instructors' manuals involving Institutional Framework, Human Skills and Essential Values in the Workplace, and Technical Skills in order to develop and/or upgrade the competencies of railway personnel;
- e. Knowledge – is a fluid mixture of experiences, values, contextual information, and expert insights that provides a framework for evaluating and incorporating new experiences and information;
- f. Knowledge Management – refers to the creation of an environment in which people's experience and wisdom on the railway sector are valued, and where internal processes are structured to support legislators, program managers, and service providers in creating, sharing, and using the said knowledge;
- g. Knowledge Products – refer to documents and publications derived from expertise, research, and lessons learned that respond to different demands of users and may cover a wide range of purposes;
- h. Learning Organization – refers to an organization that acquires knowledge and innovates fast enough to survive and thrive in a rapidly changing environment, and a learning organization which: a) creates a culture that encourages and supports continuous employee learning, critical thinking, and risk-taking with new ideas; b) views mistakes as opportunities for learning and values employee contribution; c) learns from experience and experimentation; and d) disseminates the new knowledge throughout the organization for incorporation into day-to-day activities;
- i. Organizational Knowledge – is generally expressed by what an organization believes, does, or by how it behaves, and is embedded in organizational practice;
- j. Planning and Research Section – also called the PRS, is a section under the RDD and has the main function of conducting policy reviews, studies, and research in the field of HRD for the railway sector;
- k. Primary Data – refers to data obtained through first-hand investigation collected through interviews, questionnaires, focus group discussions, and case studies, among others;
- l. Railway Sector – refers to railway operators (ROs), manufacturers, suppliers, maintenance, and other service providers of the railway sector;
- m. Research – refers to the process of original and systematic inquiry that entails gathering and collection of data, documentation of information, and analysis and interpretation of such information in accordance with appropriate methodologies set by global standards, specific professional fields, and academic disciplines. This also includes establishing facts and principles, and consisting of information acquired from research investigation backed up by related literature;
- n. Research and Development Division – also called the RDD, has the main function of identifying, formulating, recommending, and advocating strategies on the development of HRD policies, plans, and strategies for the railway sector;

- o. Research Event – refers to a venue for the presentation of completed research and serves as a platform for awareness and promotion of the studies;
- p. Research Report – refers to completed studies in the form of a written document or an audio-visual presentation of the research study's findings based on the conduct of data-gathering activities and recommendations, and also includes relevant information congruent to the research proposal such as the study's objectives, scope/delimitation, rationale, and related literature; and
- q. Secondary Data – refers to data that has already been consolidated and/or published by other organizations and readily available as a public document.

ARTICLE III Roles and Responsibilities

The RDD, through its sections, shall take responsibility for ensuring the implementation of this Order.

A. Planning and Research Section

The PRS shall have the following duties and responsibilities in accordance with Section 39 of DOTr DO No. 2020-005:

1. conduct policy reviews, studies, and research in the field of HRD for the railway sector through primary and secondary data;
2. prepare and submit plans and periodic performance reports of the PRI;
3. provide management with technical assistance on the preparation of budgetary requirements on the periodic planning and prioritization of programs, projects, and activities together with the budget proposals;
4. establish and manage Knowledge and Information Management Center for the PRI;
5. establish and maintain the database for human capital for the railway sector;
6. formulate and facilitate capacity development programs to continuously enhance the competence of PRI instructors and personnel; and
7. perform such other functions related to policy research and development.

An example of number 2 above would be the Annual Research Journal while number 7 includes the establishment of a monitoring and evaluation system for research and development.

B. Institutional and Human Skills Section

The IHSS shall have the following duties and responsibilities in accordance with Section 39 of DOTr DO No. 2020-005 and PRI Office Order No. 07, s. of 2021:

1. formulate, develop, and publish training curricula, materials, textbooks, and instructors' manuals involving Institutional Framework, Human Skills and Essential Values in Workplace, and Technical Skills in order to develop and/or upgrade the competencies of railway personnel;
2. conduct the training module in the Refresher and Fundamental Training Courses for railway personnel with respect to Institutional Framework, Human Skills and Essential Values in the Workplace and Technical Skills;

- prepare instructor's guide and teaching manuals on Institutional Framework, Human Skills and Essential Values in the Workplace, and Technical Skills;
- monitor compliance with the guidelines and delivery of training on institutional Framework, Human Skills, and Essential Values in the Workplace, and Technical Skills;
- assist in the formulation and conduct of capacity development programs to upgrade the competencies of PRI instructors and personnel, with respect to Institutional Framework, Human Skills and Essential Values in the Workplace, and Technical Skills;
- facilitate the delivery and assessment of training courses, training paraphernalia for core subjects and topics; and
- perform such other functions related to railway training materials development and delivery for core competencies.

ARTICLE IV

Strategic Planning

The RDD, with the assistance of the Administrative and Finance Section (AFS), shall be responsible for the conduct of the annual strategic planning session in accordance with the following guidelines:

- Scheduling of Strategic Planning Session.** This shall be a three- to five-day session to be conducted virtually or face-to-face, whichever is more practical and convenient, during the start of each semester.
- Pre-Work Activities.** These shall be accomplished by all PRI divisions for easier plenary discussion during the actual strategic planning session. The pre-work may constitute the following preparations:

Action Item	Responsible Division/ Section	Approval
Development of the Strategic Planning Session Program	PRS	Management Committee (Man Comm) and ED
Icebreakers Assignment of Master of Ceremony, Facilitators, and Documenter	AFS	Man Comm
Presentation Material and Pre-Work Templates	PRS	Chief, RDD
Mission, Vision, Core Values, Quality Policy	AFS	Man Comm
Accomplishments/ milestones per Major Final Output for the previous semester	All divisions and sections	All Division Chiefs
Budget Utilization of the PRI	AFS in coordination with divisions and sections	Man Comm

Procurement Planning	AFS in coordination with divisions and sections	Man Comm
Communication Planning	AFS in coordination with divisions and sections	Man Comm
Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis	All divisions and sections	All Division Chiefs
Recommendations	All divisions and sections	All Division Chiefs
Proposed Activities with Proposed Budget - Monthly, Quarterly, Semestral, and Yearly	All divisions/sections	All Division Chiefs
Update/ Formulation of three-year plan	All divisions/sections	All Division Chiefs
Citizen's Charter Presentation and Updates/ Compliance to Ease of Doing Business/ Anti-Red Tape Authority	All divisions/sections	All Division Chiefs

3. **Actual Strategic Planning Session.** Each division shall present and discuss their respective pre-work activities as identified in the table above. If practicable, the Man Comm, with the ED’s approval, may decide to conduct the Management Review at the start of each strategic planning session.

4. **Post-Strategic Planning Session.** The strategic planning session outputs shall be as follows:

Action Item	Responsible Division/ Section	Approval	Timeline
Minutes of the Strategic Planning Session Program	AFS	Man Comm and ED	Three (3) working days from the conduct of strategic planning session
Office Performance and Commitment	All Divisions (to be consolidated by the PRS)	ED	Two (2) weeks from the conduct of strategic planning session
Division Performance Commitment	All Division Chiefs	ED	One (1) week from the approval of the Office Performance Contract
Individual Performance Commitment	All PRI supervisory and rank-and-file personnel	All Division Chiefs	Three (3) days from the cascading of Division Performance Contract
Updated Citizen’s	All Divisions	ED	One (1) month

Charter			from the conduct of strategic planning session
Project Procurement Management Plan	AFS	ED	One (1) month from the conduct of strategic planning session
Three-Year Plan and Results Framework entitled “DOTr-PRI Strategic Results Framework CY Year 1-Year 3”	PRS (in coordination with all divisions)	Man Comm and ED	One (1) month from the conduct of strategic planning session
Three-Year Research Agenda	PRS (in collaboration with the IHSS)	Man Comm and ED	One (1) month from the conduct of strategic planning session
Annual Accomplishment Report	All Divisions	ED	Three (3) months from the conduct of strategic planning session

The PRS shall primarily be responsible for monitoring and evaluating the outputs and results of the entire strategic planning session.

ARTICLE V

Research, Development, and Policy Formulation

Pursuant to its functions, the RDD shall be responsible for the research, development, and policy formulation tasks of the PRI.

A. Bases

Research undertakings by the RDD shall be initiated by any of the five (5) major bases, as follows:

- primary data from the PRI’s training courses (e.g., Re-entry Plans, Assessment Results, Evaluation Forms, Customer Feedback Forms);
- observations on current O&M practice, including that of the ROs (e.g., Fire Emergency Protocol);
- RDD’s data analysis as it may collect, compile, and analyze information in the railway sector, the result of which can be used to initiate policy research;
- as directed by the principals or proposed by major stakeholders; and
- as agreed in partnership with grants providers.

B. Proposal

The RDD shall draft a Research Project Plan (RPP) stating the rationale and background, research problem statement, objectives, outcomes, resources needed, and methods to be employed. The RPP shall be formulated based on the annual strategic planning and PRI necessity and shall be approved by the ED.

C. Policy Draft

As a preliminary output, the PRS shall draft a policy output from the result/s of the undertaken research. Where necessary, a Technical Working Group (TWG) composed of relevant PRI personnel and external stakeholders shall be created to draft the said policy. A letter and/or memoranda shall be handed out to the invited members.

The draft shall then be reviewed separately by the PRI's Man Comm and the TWG. Thereafter, necessary revisions, if there are any, shall be facilitated by the PRS. Once all comments are addressed, the revised draft shall be submitted to the ED for the latter's approval.

The final version, once cleared by the ED, shall be sent out to relevant stakeholders for another round of review. After this, the PRI shall recommend to the DOTr-Office of the Undersecretaries for Railways, Planning and Project Development, and Finance, as needed, the final Policy Document for onward implementation or sponsorship (in case of higher-level legislation). For any revision/s that may be proposed by the approving authorities and external stakeholders, it shall undergo the same review process as stated above.

D. Research Funding

The PRI, through the DOTr, may accept grants from relevant interested parties for the PRI to implement its powers and functions under EO No. 96, s. 2019, including the conduct of research. Alternatively, the PRI may propose budget allocation in the General Appropriations Act to conduct research activities with third-party service providers.

E. Conduct of Research

1. Creation of Research Proposal (see Annex A for Research Proposal template)

Approach	Description	Strengths
In-house	A study initiated and conducted by the PRI.	<ul style="list-style-type: none"> High program knowledge Own time and schedule Opportunity for learning
Fully outsourced	A study initiated by the PRI that is outsourced to a third-party service provider (e.g. individual consultants or research institutions)	<ul style="list-style-type: none"> Evaluations are neutral and impartial Less staff time is required from the PRI
Joint	A study that may be initiated by either the PRI or stakeholders and conducted in close partnership	<ul style="list-style-type: none"> Trained personnel through transfer of technology Balance of neutrality and program knowledge

Should other divisions or sections within the PRI request for topics the RDD would research, they shall accomplish the research request form (see Annex B) with the research proposal attached. Examples of this may be tasks such as data extractions, data cleaning, data reports, data analysis, research reports, research presentations, and other similar tasks.

2. Actual Conduct of Research

a. General Process flow

Researches are generally conducted through the following processes:

- identifying gap/s through trainees' accounts or observations;
- identifying the root cause/s;
- research of relevant information (e.g., laws and policies) that may address the gap/problem;

- iv. evaluating the collected information;
- v. formulating a solution; and
- vi. implementing the solution.

b. Research Types

To facilitate the development of responsive and evidence-based policies and programs, the PRI welcomes the conduct of a variety of research types such as, but not limited to, the following that may provide a holistic look at the current & emerging rail concerns/phenomena:

Research Type	Description
Descriptive research	Examines situations in order to provide insights on the current situation, place, people, or events and establish the current norms, through scientific observation
Experimental research	Determines causation among relatively limited and well-defined concepts and propositions; mainly involves hypothesis-testing
Action Research	Similar to experimental research but is implemented in a real-life setting. Follows an exploratory cycle where interventions are carried out, monitored, and assessed continuously, until a sufficient understanding of the problem is achieved
Policy Research	Uses evidence to gain insight on the causes and consequences of problems, and calculate the advantages, disadvantages, and risks of various policy interventions
Case Study	In-depth investigation, which focuses on one or a few instances of a social phenomenon e.g. a community, family, individual, or historical period
Longitudinal Study	Track changes/progress of the same group or individual over time
Ethnography	Provides a detailed and observation of the social and cultural environment of a group/community

Alternatively, evaluation studies are generally classified as follows:

Evaluation Type	Description
Impact Evaluation (IE)	A type of evaluation that seeks to answer the changes directly attributable to a program or the causal effect (impact) of a program or an outcome of interest.
<div>1. Prospective Impact Evaluation (PIE)</div>	Developed at the same time as the program is being designed and are built into program implementation. Herein, baseline data is collected before the program is implemented.
<div>2. Retrospective Impact Evaluation (RIE)</div>	Assesses the program impact after the program has been implemented. As such, data for the comparison groups are collected ex post.
Process Evaluation	A type of evaluation that focuses on how a program is implemented and operated, assessing whether it

	conforms with its original design and documenting its progress and operation.
--	---

c. Research Methodology

Upon determining the research type, the RDD, in collaboration with other concerned divisions or sections, shall brainstorm on which of the following research methods to utilize:

- i. Quantitative Method - refers to measurement and testing using numerical data; this is usually used for research with objectives that are confirmatory in nature;
- ii. Qualitative Method - refers to collection and analysis of textual data; this is usually used for research with objectives that are exploratory in nature; and
- iii. Mixed-Method - refers to the combination of the best of both qualitative and quantitative methodologies to yield better outcomes.

Following the determination of research type, the PRI-RDD shall undertake the sampling process as follows:

- i. Define target population for the research;
- ii. Select sampling frame which shall represent the population:
 - o Probability Sampling - Also known as *random sampling*, it can be any from simple random, stratified random, cluster sampling, systematic sampling, or multi-stage sampling;
 - o Non-Probability Sampling - Often associated with qualitative research, it can be any from quota sampling, snowball sampling, judgment sampling, or convenience sampling;
- iii. Collect data; the choice of which data collection method to use depends on the research objectives as well as resource constraints and risks in carrying out the data gathering activity. These methods may be any of the following:
 - o Interviews - Structure, Unstructured, or Semi-Structured;
 - o Focus Group Discussions;
 - o Online or On-Site Surveys/ Questionnaires;
 - o Observations;
 - o Documents or Records Retrieval;
 - o Case Studies; and
 - o Other data collection methods may be necessary;
- iv. Assess response rate and margin of error to determine accuracy of data;

d. Research Feedback Form

The research feedback form (see *Annex C*) shall include the participant/ stakeholder's comments/ insights/ inputs on the conducted research. This will include, but is not limited to, ratings, level of satisfaction, questions, suggestions, and explanations to their feedback. The form shall be used once a research topic has been completed to be evaluated by the concerned PRI and external stakeholders.

3. Review and Approval of Findings

The conduct of research shall be reviewed in a manner that ensures its quality and integrity, and maximizes the chance of obtaining useful results. The transparency of the methodology used must also be considered to ensure that the research was appropriately addressed. Upon review of the research, the same shall be recommended by the Man Comm to the ED for the latter's final approval. The timeline for the review and approval stage may range from a minimum of three (3) months to a maximum of five (5) years, depending on the subject matter and objectives of the research.

4. Publication

Research must be publicly available for the stakeholders' consumption. It shall be available in a printed format which shall be stored and preserved in the PRI Library. It shall likewise be available digitally for accessibility of stakeholders. The PRI shall outsource a third-party publishing company to publish the approved research in accordance with the applicable government laws and regulations.

5. Research Events

The following shall be the venue for the presentation of research findings, including but not limited to:

- a. Expert Panel Meeting;
- b. General Conference;
- c. International Convention;
- d. Joint Panel Meeting;
- e. Major Stakeholder Meeting;
- f. Research Forum; and
- g. Symposium.

F. Guiding Principles and Standards

1. **Rights of data subjects, confidentiality, and respect.** Researchers and evaluators are expected to respect the diversity of individuals involved and to adhere to the set standards in gathering and handling personal information in accordance with the provisions of the Republic Act No. 10173 or the Data Privacy Act of 2012 to ensure that rights of data subjects are safeguarded. Specifically, implementers must uphold the following:
 - a. Value and safeguard the rights, interests, and dignity of all involved. Researchers and evaluators shall be guided by the principle of beneficence when involving human subjects in a study.
 - b. Be sensitive to the cultural, gender, social, and economic environment of all stakeholders, particularly those covered by studies and conduct themselves in a manner that is fair and appropriate to the environment.
 - c. Differences in gender, culture, sector, ethnicity, and religion must be taken into account in designing studies, analysis of data, and reporting.
 - d. Lawful collection of data shall be ensured through obtaining as appropriate, a written informed consent (or in the case of minor respondents, informed assent). Researchers must ensure that prospective respondents fully understand the purpose, procedures, and risks involved with their participation in the study.
 - e. Respect the confidentiality of information provided by the participants, especially any agreement to grant anonymity. Sensitive information shall remain confidential to protect study participants from potential harm and reprisals.
 - f. Give respondents freedom to decline participation or withdraw from the study at any time.

g. As stipulated in Chapter IV of the Data Privacy Act of 2012, the data subjects are entitled to the following rights with regard to the processing of their personal information:

- i. Right to be notified when his/her personal information will be, are being, or have been processed;
- ii. Right to be informed on the purpose, methods, and other details prior to entry of his/her personal information into the processing system;
- iii. Right to access his/her personal information;
- iv. Right to correct data errors or inaccuracy;
- v. Right to suspend, withdraw, or order the blocking, removal, destruction of his/her personal information from the data handlers; and
- vi. Right to be indemnified for any damages for inaccurate, unlawful, or unauthorized use of personal data.

2. **Transparency.** Key stages of the implementation, participation of relevant stakeholders shall be ensured, and the purpose of the study must be clearly communicated. Study questions, methodology, and processes shall be shared and consulted with them to improve ownership and quality of study implementation.
3. **Independence and Impartiality.** Potential conflicts of interest must be prevented or reduced to maintain independence of study findings. Studies shall be carried out without undue influence from any party. This may involve contracting the service of an independent review panel who reviews research proposals by making sure it is ethically designed and free of bias.
4. **Credibility and Reliability.** It is crucial to ensure credibility and reliability of the results to influence persons of authority and translate these results into legislative agenda. Researchers shall maintain the integrity and quality of study design, framework, and methodology, employ appropriate study techniques and carry out accurate analysis, and ensure that the findings and recommendations are supported by strong evidence. Compliance of parties with the provisions of Republic Act No. 8293 or the Intellectual Property Code of the Philippines, particularly Sections 185 (Fair Use of Copyrighted Work), 187 (Reproduction of Published Work); and 188 (Reprographic Reproduction by Libraries) shall be observed.

G. Ownership and Management of Information

PRI-funded studies, whether conducted in-house, or through outsourcing, shall be fully owned by the PRI. However, for those fully outsourced and joint studies funded by external entities, ownership can be shared by the PRI and its partner research institution. Relevant protocols shall be stipulated in a contract for the conduct of the study.

The PRI shall maintain a database of its research and evaluation studies as well as the resulting data and findings in its [Knowledge Base] which is thoroughly discussed in Article VIII hereof. Any interested individual or group shall be required to seek permission from the PRI if they intend to utilize the data or use for personal and/or academic purposes. The PRI shall have proprietary rights to the relevant research data, information and actual findings which shall adhere to the Data Privacy Act of 2012 and the Freedom of Information (FOI) Manual existing at the time of request.

ARTICLE VI
Establishment and Management of Partnerships

A. Partnerships Initiative

3

The establishment of partnerships may be initiated by, but not limited to, any of the following circumstances:

1. instructions from the Top Management of the PRI;
2. proposals received from external organizations;

3. recommendations from Relevant Interested Parties; and
4. as determined through strategic planning sessions.

B. Establishment of Partnerships

Once the external organization whom the PRI shall be partnering with is determined, the following are the guidelines for establishing the partnership:

1. The PRI, through the RDD, shall prepare an initial partner profile (*see Annex D*) to form part of its database.
2. The PRI, through the RDD, shall formulate a partnership risk assessment briefer to form part of the partner profile containing the following:
 - a. the prospective partner-organization's last projects for the last two (2) years, which shall emphasize projects with the Philippine Government, if there are any;
 - b. any media/current events articles that relate to the organization; and
 - c. forecasted resources (i.e. Budget, Manpower, etc.) that the PRI will provide to or may receive from the partnership.
3. The PRI shall identify the key priority areas or programs that shall be the subject of partnership in accordance with:
 - a. the PRI's mandate; and
 - b. general consultation with the PRI personnel.
4. The PRI or the intended partner may initiate the preparation of the draft Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) depending on the details of the partnership.
 - a. Either initiated by the partner or the PRI, this shall be reviewed by the:
 - i. Man Comm for the substantial provisions relative to the partnership;
 - ii. partner for the substantial provisions;
 - iii. Certification and Accreditation Division as to its initial legal implications; and
 - iv. DOTr-Legal Service as to its final legal veracity.

C. Signing of Partnership

Once all documents are finalized and agreed by both parties, the following are the guidelines for formally establishing the partnership:

1. any of the two (2) parties shall prepare a signing ceremony, whether virtual or face-to-face, whichever is more practicable.
2. the PRI or the partner shall initiate the notarization of the MOA/MOU and provide the other party an original notarized copy.

D. Monitoring and Evaluation of Partnership

Upon signing of the MOA/MOU, the following are the guidelines for monitoring and evaluating the partnership:

1. The guidelines on the formulation and implementation of partnership shall be governed by the MOA/MOU between the PRI and its partnered entity.
2. The DOTr Secretary or the PRI ED shall be the approving authority for all major and critical decision-making activities in the partnership. Other minor decision-making activities shall be within the discretion of the RDD Chief.

3. The PRI shall prepare a results matrix and report for the said partnership.
4. The PRI shall coordinate an initial meeting to formally discuss the results matrix and determine how the partnership will proceed.
5. The PRI shall create and maintain:
 - a. a digital copy of semi-annual partnership report for the PRI's Man Comm; and
 - b. printed and digital copies of the annual partnership report to be provided to all stakeholders.
6. The PRI shall create and maintain a Project Partnership Inventory which shall serve as a directory of the PRI partnerships with information including but not limited to:
 - a. Copy of MOA/MOU
 - b. Name of partner
 - c. Start and end date
 - d. List of stakeholders
 - e. Copy of partnership output
 - f. Other relevant documents

The inventory shall be updated by the RDD on a regular basis and should there be a significant milestone that needs to be included.

ARTICLE VII

Knowledge Management

One of the key organizational resources is "knowledge," thus it shall be created, maintained, and managed responsibly and effectively. As such, there is a need for a collaboration platform that will encapsulate all available knowledge within the PRI.

A. Objectives

There shall be a knowledge management framework which shall guide the PRI's further development as a research and training center. It shall have the following objectives:

1. create, develop, and commission a system that will facilitate collection, storage, and sharing of existing knowledge in the organization;
2. provide a platform to facilitate innovation and knowledge creation through facilities like communities of practice/interest, collaboration, discussion, and multi-disciplinary teams; and
3. establish, implement, and institutionalize programs to improve quality of processes and information flow in the PRI, through initiatives that will spring forth this platform.

B. Goal and Outcome

The ultimate purpose of the Knowledge Management Framework is to enhance the institutional capacity of the PRI for an effective action in carrying out its mission and achieving its vision. As an outcome, the PRI shall endeavor to transform into a learning organization, thus, it shall:

1. improve the procedural aspects of knowledge management in the PRI, including the assimilation and dissemination by the PRI of relevant and high-quality knowledge to its partners and stakeholders; and
2. create and/or enhance the culture of knowledge management within the PRI, through the provision of an environment for continuing innovation and learning, knowledge sharing, trusting, and communicating.

C. Guiding Principles

1. Fostering an environment of organizational knowledge. The framework aims to establish a culture of effective knowledge management at the PRI, encouraging employees and partners to create and share knowledge and introduce innovations in their work. This culture includes employees and partners taking personal responsibility for the quality and integrity of knowledge that they produce and share.
2. Ensuring results-oriented knowledge management initiatives. The framework is designed to facilitate the results-orientation of knowledge management initiatives. Results will be monitored and the corresponding improvements in the Department's knowledge agenda will be identified.
3. Using knowledge to support PRI priorities. The framework will focus on knowledge efforts that will support the strategic and operational priorities of the PRI. These priorities shall be the bases for the PRI knowledge management initiatives that include knowledge products to be produced and shared, the core values to be promoted, and the knowledge activities to be undertaken.
4. Managing the transition of the PRI into a learning organization. The framework shall consider that knowledge management involves a process of change that needs to be managed. Thus, the people must have awareness first and be ready to cooperate in knowledge management. An appropriate environment for learning and knowledge sharing must be established. Adjustments in the knowledge management system along the way must be made and the organization must see some evidence of its effectiveness before it can be made fully operational.

D. Conceptual Framework

The RDD-PRS shall create and maintain a knowledge base in accordance with the following guidelines:

1. The knowledge base shall be maintained digitally and physically;
2. In the absence of a service provider, any service provider, the digital knowledge base shall be through an online collaborative platform like Google Drive, Google Sites, Microsoft Sharepoint, etc.;
3. Electronic files shall be organized in accordance with the topic;
4. These files shall be checked and backed-up during the first day of each month or the next business day if it falls on a holiday;
5. Promotion and management of PRI's knowledge product and knowledge services; and
6. Consistent with Chapters VI and VII of the Data Privacy Act of 2012, the PRI shall implement appropriate security measures with respect to processing and sharing of personal sensitive data. These measures shall be used to standardize access of data, prevent unlawful and unauthorized use or processing of data, and minimize risks of data breach or accidental/unintentional personal data disclosure.

E. Knowledge Management and Information Center

The entire corpus of research shall be physically and digitally available to all stakeholders. Collectively, this shall be managed by the PRS.

In terms of its physical availability, the PRI shall allocate a space dedicated for the library whereby all research materials, archives, and related literature pertinent to the railway sector are stored and preserved for all stakeholders.

In terms of its digital availability, the PRI shall establish a secured online repository of all research materials and relevant literature in the railway industry for reference of all interested stakeholders.

A separate Circular/Order shall be issued regarding the management of the Knowledge Management and Information Center once it is already formally established.

ARTICLE VIII Funding

The RDD shall endeavor to make funds available to conduct research and evaluation activities on a regular basis as prescribed by this Order. This shall be done through its inclusion of research and development budget in PRI's Work and Financial Plan as prepared by the AFS and through the acceptance of donations and grants pursuant to the functions of the RDD.

ARTICLE IX Amendments

Amendment to any provision of this Order shall undergo legal review to ensure its compliance with the EO No. 96, series of 2019 and the IRR or DOTr DO No. 2020-005.

ARTICLE X Separability Clause

If, for any reason, any section or provision of this Order is declared unconstitutional or invalid, the other sections or provisions hereof not affected by such declaration shall remain in full force and effect.

ARTICLE XI Effectivity Clause

This Order shall take effect immediately upon its issuance.


ANNELI R. LONTOC, CESO I
Undersecretary, DOTr and ^{PMB}
OIC-ED, PRI



Republic of the Philippines
Department of Transportation
Philippine Railways Institute



RESEARCH PROPOSAL

NO.: PRI-RDD-F-RPR-YEAR-MM-XXXX-E

[Research Title]



I. Research Description

[Insert reason for the conduct of research. Include its basis and the possible impact for PRI.]

The deadline for the research is on [insert date].

II. Hypothesis

[Insert questions to be answered by this research, if any.]

III. Approach

Choose and select the appropriate approach for the research.

	In-house	Wholly conducted by PRI.
	Fully-Outsourced	Initiated by PRI; outsourced to a third-party service provider.
	Joint	Partnership of PRI and external stakeholder

IV. Research Type

Choose and select the appropriate research type. You may choose more than one research type; provided that the same is factored in the determination of the research deadline.

	Descriptive research	Examines situations in order to provide insights on the current situation, place, people, or events and establish the current norms, through scientific observation
	Experimental research	Determines causation among relatively limited and well-defined concepts and propositions; mainly involves hypothesis-testing
	Action Research	Similar to experimental research but is

NO.: PRI-RDD-F-RPR-YEAR-MM-XXXX-E

Control No.: PRI-ODR-IRP-000

Signature: 

		implemented in a real-life setting. Follows an exploratory cycle where interventions are carried out, monitored, and assessed continuously, until a sufficient understanding of the problem is achieved
	Policy Research	Uses evidence to gain insight on the causes and consequences of problems, and calculate the advantages, disadvantages, and risks of various policy interventions
	Case Study	In-depth investigation, which focuses on one or a few instances of a social phenomenon e.g. a community, family, individual, or historical period
	Longitudinal Study	Track changes/progress of the same group or individual over time
	Ethnography	Provides a detailed and observation of the social and cultural environment of a group/community

V. Methodology

Choose and select the desired methodology you would like to use for the research.

	Quantitative Method
	Qualitative Method
	Mixed-Method

The scope and delimitation of this project is:

[Insert scope]

The target population and sample frame is:

[Insert target population and sample type/number. Include the computation as may be necessary]

VI. Evaluation Type

Choose and select the desired research evaluation.

	Prospective Impact Evaluation (PIE)	Developed at the same time as the program is being designed and are built into program implementation. Herein, baseline data is collected before the program is implemented.
--	-------------------------------------	--

	Retrospective Impact Evaluation (RIE)	Assesses the program impact after the program has been implemented. As such, data for the comparison groups are collected ex post.
	Process Evaluation	A type of evaluation that focuses on how a program is implemented and operated, assessing whether it conforms with its original design and documenting its progress and operation.

VII. Budgetary Costs

[Insert budgetary costs if any or applicable. Indicate whether sourced from grants or appropriations.]

Prepared by:**INSERT NAME**Designation
Division/Section**Recommending approval:****INSERT NAME**Designation
Division/Section**Approved:****UNDERSECRETARY ANNELI R. LONTOC, CESO I**Officer-in-Charge
Philippine Railways Institute**Date:** _____



RESEARCH REQUEST FORM

SOURCE OF REQUEST

- ☐ Administrative and Finance Section
☐ Certification and Accreditation Division
☐ Civil, Architectural, and Tracks Section
☐ Railway Operations Section
☐ Rolling Stocks and Electrical Facilities Section
☐ Safety and Security Section

- ☐ Coordination Committee
☐ Evaluation Committee
☐ Examination Committee
☐ Finalization Committee
☐ Other Committees: _____

DOTr - PRI
UNCONTROLLED COPY

Control No.: PRI-ODR-IRF-000

Signature: _____

RESEARCH SUMMARY

Research Title:			
Research Description:	Explain why the study is needed; include hypothesis/research questions:		
Research Purpose:	Please specify how this research supports applicable plans within PRI (Strategic Plan, Institutional Goals, Unit Plans, division/department/program plans, Business Plans, etc.)		
Funding Source:	<input type="checkbox"/> Grants	<input type="checkbox"/> Appropriations	<input type="checkbox"/> None <input type="checkbox"/> Not Applicable
Date Needed:	Kindly provide a realistic timeline not below one (1) week. Please note that this will be assessed and whether it is attainable shall be reflected in the reply slip.		
In what format would you like the information? (Please provide a "mock-up" if possible)			
<input type="checkbox"/> Report (including narrative interpretation, graphics, etc.) Please note that this option will require consultation and editing time; this needs to be factored into the timing of your request.		<input type="checkbox"/> Electronic copy - table of the results <input type="checkbox"/> Electronic copy - graphics of the results <input type="checkbox"/> Excel file (you will do your own statistical analysis)	
To whom do you intend to distribute the information from your request? If none, please indicate so.			

By signing below, I hereby certify that the information given above is true and correct.

Furthermore, I expressly agree that the Research and Development Division may directly obtain all relevant records whether in electronic or paper based format in order to verify the information contained or for the purpose of conducting the research itself. I expressly authorize the Research and Development Division to provide information required by the involved stakeholders with the assurance that the same will require such parties to observe strict compliance with the Philippine Data Privacy Act and other related laws and issuances. I hereby affirm my right to be informed, object to processing, access and rectify, suspend or withdraw my personal data, and be indemnified in case of damages pursuant to the provisions of the Republic Act No. 10173 of the Philippines, Data Privacy Act of 2012 and its corresponding Implementing Rules and Regulations.

Requested by:	
Name:	
Designation:	
Division:	
Phone/Viber No.:	
Date:	

Approved by:	
Name:	
Designation:	
Division:	
Phone/Viber No.:	
Date:	

To be filled out by the Research and Development Division


- Assigned to: ☐ Institutional Human Skills Section ☐ Planning and Research Section
 Timeline: ☐ Retain proposed date ☐ New Date: _____
 Remarks: _____

SIGNATURE OVER PRINTED NAME
Division Chief

RESEARCH MILESTONES

DATE	ACTIVITY DESCRIPTION	PERSONS INVOLVED

Control No.: PRI-ODR-IRP-000

Signature: 

Do not produce or remove from binder without the prior permission of the Document Controller.

PRI-RDD-F-RRF-YEAR-MM-XXXX-E
REV. 00 | 25 NOV 2021



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
Philippine Railways Institute



**DOTr - PRI
UNCONTROLLED COPY**


Control No.: PRI-ODR-IRP-000

Signature: 

Research Feedback Form

Information that you provide shall not be used in any way against you or used in an action against you. All information gathered in this survey form shall be used for the improvement of the Philippine Railways Institute only.

You have the right to be informed, object to processing, access and rectify, suspend or withdraw your personal data, and be indemnified in case of damages pursuant to the provisions of the Republic Act No. 10173 of the Philippines, Data Privacy Act of 2012 and its corresponding Implementing Rules and Regulations.

 cad.pri@dotr.gov.ph (not shared) [Switch account](#)



* Required

Full Name *

Your answer

Company/Organization *

Your answer

Designation/Position *

Your answer



DOTr - PRI	
UNCONTROLLED COPY	
Control No.:	PRI-ODR-IRP-000
Signature:	

Sex *

- ☐ Female
- ☐ Male
- ☐ Other:

Contact Number *

Your answer

Email Address *

Your answer


Research request topic *

Your answer

Research request usage *

Your answer



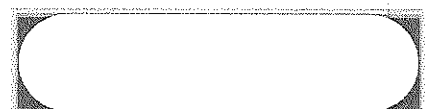
DOTr - PRI	
UNCONTROLLED COPY	
Control No.:	PRI-ODR-IRP-000
Signature:	

Rate each criteria with a score of 1 (lowest/NA) to 5 (highest/outstanding) based on the PRI's performance on the provided criteria. Tick the circle for the corresponding rating. *


	N/A	Poor	Dissatisfactory	Very Satisfactory	Outstanding
Quality of service provided by the PRI/ The service provided to me by the PRI is satisfactory.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timeliness of the service provided/ The PRI was able to comply with my request or communicate with me in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude of the PRI staff/ The staff who assisted me was very well-mannered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication (Emails/Call/Phone)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How likely are you to avail of other services from or transact with the PRI? *

	1	2	3	4	5
Very Unlikely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Control No.: PRI-ODR-IRP-000

Signature: **What were your research output expectations? ***

Indicate "None" if you have no expectations after this meeting.

Your answer

Tell us about your suggestion on how the PRI can improve. *

Your answer

Were you satisfied with the research output? Please expound. *

Your answer

If there are any, what went wrong/did you not like in the research output? *

Your answer

What suggestions do you have for us to improve our research output? *

Your answer


General comments *

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of Department of Transportation. 

PRI-RDD-F-PPR-YEAR-MM-XXXX-E
REV. 00 25 NOV 2021



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
Philippine Railways Institute



Do not produce or remove from binder without the
prior permission of the Document Controller.

**DOTr - PRI
UNCONTROLLED COPY**

Control No.: PRIODR-IRP-000

Signature:

PARTNER PROFILE

ORGANIZATION DETAILS

Name of Organization				
Date Founded	Organization Sector <input type="checkbox"/> Private <input type="checkbox"/> Public		Official Email Address	Contact Number
Unit / House / Lot No.	Building / Subdivision	Street	Barangay	City
Contact Person - Name	Contact Person - Position	Contact Person - Division/Department	Contact Person - Mobile No.	Contact Person - Email Address
Period of Partnership		Contract Agreement <input type="checkbox"/> Memorandum of Agreement <input type="checkbox"/> Memorandum of Understanding <input type="checkbox"/> None		
Mission	Vision		Key Services	

RISK ASSESSMENT

Rank	Risk Category	Risk Assessment	Probability	Mitigation

PARTNERSHIP MILESTONES

DATE	ACTIVITY DESCRIPTION	RESOLUTIONS

STATISTICS

No. of Meetings	
No. of Follow-ups	
Average Satisfaction Rating	

DOCUMENT

Partnership No.:	
Date Created:	

ASSIGNED PERSONNEL

Name:	
Designation:	

PMB