



Republic of the Philippines
Department of Transportation
PHILIPPINE RAILWAYS INSTITUTE



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Control No.: PRI-ODR-TMF-000

Signature:

PRI Office Order No. 4, series of 2022

TO : ALL PERSONNEL OF THE PHILIPPINE RAILWAYS INSTITUTE

**FROM : UNDERSECRETARY AND OFFICER-IN-CHARGE OF THE
PHILIPPINE RAILWAYS INSTITUTE**


**SUBJECT : TRAINING MANAGEMENT COMMITTEES - FUNDAMENTAL
TRAINING COURSE**

DATE : 14 MARCH 2022

Pursuant to Article III of PRI Office Order No. 19, s. 2021 or the "Implementing Guidelines for the Management of the Fundamental Training Course, Evaluation of Trainees' Competence, and the Issuance of Certificates and Train Driver's ID," there shall be two (2) management committees that shall be responsible for the preparation, management, and implementation of the FT Course: (1) Training Materials (TM) Committee and (2) Training Program Implementation (TPI) Committee. Both committees shall be under the supervision and control of the Training Division Chief.

As such, the following personnel are hereby designated as Committee Head and members, with the consequent duties and responsibilities:

I. TM Committee - spearhead the designing, development, production, and distribution of all approved training materials to be used in the FT Course	<i>Head:</i> Bailey John E. Bandiola <i>Vice Head:</i> Kimjay M. Lamar
<u>Finalization Committee</u> a. finalizes all training materials in terms of formatting; b. prepares said materials for printing, binding, and distribution; and c. distributes/delivers the training materials to respective railway operators.	<i>Head:</i> Cesar Anthony A. Aben <i>Vice Head:</i> Pritecill Floresa D. Mariano <i>Members:</i> 1. Jefferson V. Abad 2. Leo B. Austria 3. James Kebi D. Ledesma 4. John Melchor C. Montes
<u>Examination Committee</u> a. reviews the trainee's application and eligibility to take the CE; b. manages the question bank; c. creates the examination sets; d. checks if the questions included in the examination sets were taught by the instructors or included in the training materials; e. provides the Answer Keys; f. prints and seals the final copies; g. administers the written CE, and h. checks whether the approved competency assessment tools for the practical CE were used.	<i>Head:</i> Kimjay M. Lamar <i>Vice Head:</i> Jomahc Aquiline E. Lagasca <i>Members:</i> 1. Eric B. Apellido 2. Mariol Miguel M. Bactad 3. Bailey John E. Bandiola 4. Elgin M. Geradela, Jr. 5. Eisen Lowell A. Goco 6. Kerby M. Gonzaga 7. Alvin P. Jamora 8. Lex Jeremiah G. Romero 9. Marienel M. Visaya
II. TPI Committee - responsible for all relevant activities pertaining to the implementation of the FT Course	<i>Head:</i> Maria Carolina P. Arzadon <i>Vice Head:</i> Luisito G. Apacible
<u>Evaluation and Certification Committee</u>	<i>Head:</i> Princess May M. Butron

<ul style="list-style-type: none"> a. checks the written Comprehensive Examination's (CE) Answer Sheets in relation to the Answer Key; b. consolidates the results of the practical CE; c. drafts of summary of the trainees' performance in the formative assessments, pre/post-tests, and the CE, including the Lists of Successful and Unsuccessful Trainees; and d. summarizes and analyzes the training evaluation results. 	<p>Vice Head: Julian Marc A. Makilan</p> <p>Control No.: PRI-ODR-TMF-000 Signature: </p> <p>Members:</p> <ul style="list-style-type: none"> 1. John Marth V. Alata 2. Ana Katrina A. Carlota 3. Kert John S. Garcia 4. John Rey M. Legaspi 5. Paolo T. Manuel 6. Ryan Christopher V. Manzano 7. Christian L. Matignas 8. Rjay R. Yu
<p><u>Technical Committee</u></p> <ul style="list-style-type: none"> a. ensures that the (1) PPT presentations, video lectures, banners/posters, flyers, photo-visual materials/presentation, and other online resources are available; (2) ensures that the online training platform is working; (3) back-up arrangements are available in case the online training platform is not working; and (4) training room and facilities and equipment are ready in case of face-to-face sessions 	<p>Head: Luisito G. Apacible Vice Head: Leo Chris M. Mateo</p> <p>Members:</p> <ul style="list-style-type: none"> 1. Jose Noel G. Florendo 2. Renlay B. Concha 3. Rhodolph C. Nullar 4. Agustin B. Soriano, Jr. 5. Rjay R. Yu 6. Darwin E. Discaya 7. Alvin P. Jamora
<p><u>Coordination Committee</u></p> <ul style="list-style-type: none"> a. reviews the completeness and correctness of Training Application Form (TAF); b. reviews the trainee's qualifications and eligibility to undergo the FT Course, and, if needed; c. coordinates with ROs and/or applicants for correction and/or proper accomplishment of the TAFs; d. coordinates with the trainees for the submission of requirements and activities; e. coordinates with the ROs on access to necessary facilities, tools, and equipment, including Personal Protective Equipment (PPE), in case of practical training and CE; f. prepares the Master Training Profile and official Batch List; and g. provides trainee code. 	<p>Head: Abel C. Trinidad Vice Head: Rosella C. Algado</p> <p>Members:</p> <ul style="list-style-type: none"> 1. Karen B. Bitao 2. Ezekiel A. Gonzales 3. Renalyn C. Guba 4. Israel A. Radiaganding
<p><u>Monitoring Committee</u></p> <ul style="list-style-type: none"> a. responsible for the actual operations; and b. monitors the (1) trainees' performance, (2) trainees' attendance, (3) trainees' submission of requirements, and (4) training course schedule. 	<p>Head: Carolina P. Arzadon Vice Head: Kelvin L. Lapidario</p> <p>Members:</p> <ul style="list-style-type: none"> 1. Francis Bien M. Gonzales 2. John Melvin M. Villafior

The above-mentioned personnel shall discharge the duties and responsibilities attached to their respective designations pursuant to this Order, in addition to their existing duties and responsibilities in the PRI.

This Order shall take effect immediately.


ANNELI R. LONTOC, CESO I
PMB