



Republic of the Philippines
Department of Transportation
PHILIPPINE RAILWAYS INSTITUTE



**DOTr - PRI
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PRI Office Order No. 8, series of 2022

Control No.: PRI-ODR-CGF-000

Signature: 

**Guidelines for the Creation of Instructor's Guide to be Used for
the Conduct of the Fundamental Training Course's Practical Training**

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;

WHEREAS, Section 3 of the EO states that there shall be a Training Division, which under Article III, Section 8 of DOTr Department Order (DO) No. 2020-005, the EO's Implementing Rules and Regulations (IRR), shall be responsible for providing training to all existing and new railway personnel;

WHEREAS, pursuant to Article III, Section 10 of DO No. 2020-005, four (4) training courses shall be offered by the PRI: (1) Fundamental Training (FT) Course, (2) Refresher Training Course, (3) Capacity Development Training Course, and (4) Supervisory/Management Training Course;

WHEREAS, pursuant to Section 11 of the same IRR, as a condition precedent in the issuance of certificates, all railway personnel shall undergo and complete the FT Course that is specific to their respective functions;

WHEREAS, the FT Course shall focus on new and potential railway personnel who have or will have direct operations and maintenance (O&M) functions, including employees of third-party service providers, as endorsed by the railway operators (ROs), and other eligible persons as determined by the PRI;

WHEREAS, the Institute must ensure the quality of the training course to effectively inculcate among the new and potential railway O&M personnel the knowledge, skills, and attitude necessary in railway O&M for them to provide quality service to the passengers and sustain the operations of the existing, new, and extended railway lines, thus, the need to establish the rules and regulations on the conduct of the FT Course;

WHEREAS, the crucial role of facilitating the trainees' effective learning is lodged to the PRI instructors as they develop training instructions and integrate learning resources in the delivery of the FT Course's theoretical and practical training;

WHEREAS, the practical training is essential in ensuring that the knowledge gained during the theoretical training is appropriately applied or used to further enhance the trainees' knowledge and develop their skills, thereby making them more competent to perform the required duties and responsibilities in railway O&M;

WHEREAS, an efficient, effective, and organized training delivery requires the use of a document that serves as their guide in facilitating the supervised practical training, thus, the need to establish rules in creating the Instructor's Guide (IG) to achieve the desired purpose;

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

ARTICLE I

Coverage

This Order applies to all IGs that will be used by the PRI personnel assigned as instructors, including other instructors, who may be sourced externally, in the conduct of the FT Course's practical training.

ARTICLE II

Definition of Terms

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

- a. Competency – a set of related knowledge, skills, and attitude that are required to effectively perform tasks in the workplace, and can be developed by completing relevant subject/s. There are three (3) types of PRI competencies, namely: 1) Core; 2) Departmental; and 3) Specialized;
- b. Core Competencies – are competencies required across all functions within the organization, which focus on Values, Human Skills, Institutional Framework, and Technical Knowledge;
- c. Departmental Competencies – are competencies required across all functions per organizational department such as operations and maintenance;
- d. Executive Director – also called the ED, is the one in charge of the day-to-day operations of the PRI;
- e. Fundamental Training Course – also called the FT Course, is a training conducted by the Institute to provide an industry-level knowledge, skills, and attitude on railway O&M to new railway personnel, consisting of core, departmental, and specialized competencies;
- f. Instructor – a PRI personnel and/or external resource person whose job is to teach the railway personnel theoretical and/or practical knowledge and skills;
- g. Instructor's Guide – also called an IG, is a document that serves as a guide to the instructors in delivering the assigned topics, including the conduct of in-session activities, if there are any;
- h. Learning Outcomes – refer to the learning or particular skills the trainees must have achieved at the end of the training;
- i. Objectives – brief statements that outline trainees' learning by the end of an activity;
- j. O&M – operations and maintenance of railway system facilities, particularly, rolling stock, tracks and guideways, power supply, signaling, communications, automated fare collection, civil works, stations, and depot equipment;

- k. PRI – the Philippine Railways Institute established under EO No. 96, s. 2019 and shall be known as the Institute in this Order;
- l. Specialized Competency – a type of competency that is required per functional group, sub-system, or discipline within an organizational department, and for this purpose, the Institute offers nine (9): 1) Tracks & Guideways; 2) Buildings & Facilities; 3) Power Supply & Distribution; 4) Signaling & Communications; 5) Rolling Stock; 6) Passenger Management; 7) Fare & Ticketing Management; 8) Commercial Train Driving; and 9) Non-Commercial Train Driving; and
- m. Training Division – also called TD, consists of four (4) sections: (1) Safety and Security; (2) Railway Operations; (3) Civil, Architecture, and Tracks; and (4) Rolling Stock and Electrical Facilities.

ARTICLE III **General Rules**

PRI instructors are given the freedom to create activities that are relevant to the competency; however, each topic must have its corresponding IG, which must be created in adherence to the following minimum requirements:

- a. all topics under the Core, Departmental, and Specialized Competencies of the FT Course with designed training hours for practical activities, as indicated in the training curriculum shall have its corresponding IG;
- b. pre-determined learning outcomes in the training curriculum must be achieved with the aid of the IG;
- c. The procedures for the instructor in performing the practical activities must be clear, brief, concise, organized, and relevant to the topic/s and competency; and
- d. in drafting the IG, the use of gender-inclusive language shall be observed.

ARTICLE IV **Drafting Procedure**

The FT Course IG for Practical Activities Form, attached hereto as *Annex A*, shall be utilized in the creation of IGs. The following requirements shall be strictly followed:

- a. Include the competency, subject, topic, and learning outcomes indicated in the training curriculum for each IG.
- b. Set activity duration and its specific time frame taking into consideration the allotted minimum number of training hours for practical activities as prescribed in the training curriculum. Ensure that the allocated duration for each activity is adequate to perform the activity.
- c. Craft Specific, Measurable, Attainable, Relevant and Time-bound (SMART) activity objectives.
- d. Designate a target location/area that is convenient in performing the activity.

- e. Identify the resources (manpower, equipment, tools, and materials, among others) needed to effectively perform the identified activity.
- f. Include step-by-step procedures in conducting the established activities.

ARTICLE V

Review and Approval

All IG shall undergo and strictly follow the process of fifteen (15) working days review and approval, *to wit*:

- a. The PRI personnel concerned shall draft the assigned IG within three (3) working days. S/he shall submit a copy to his/her concerned TD Supervisor for content review, identification of which to include or exclude, and additional inputs, suggestions, and/or recommendations. The TD Supervisor is given two (2) working days to give his/her comments/inputs.
- b. Necessary revisions, if any, shall be made by the PRI personnel concerned within one (1) working day from receipt of the comments from the TD Supervisor.
- c. The revised IG shall then be submitted by the PRI personnel concerned to the third-party counterpart, if any, for content review, identification of which to include or exclude, and additional inputs, suggestions, and/or recommendations. The third-party counterpart is given three (3) working days to give their comments.
- d. Necessary revisions, if any, shall be made, by the PRI personnel concerned within two (2) working days from receipt of the comments from the third-party counterpart.
- e. The revised IG shall then be submitted by the PRI personnel concerned to the TD Chief and third-party counterpart, and an agreed final version shall be produced within two (2) working days. Once both the TD Chief and third-party counterpart come into an agreement, the agreed version of the IG shall be submitted to the ED for the latter's approval within two (2) working days from receipt thereof.
- f. For easier approval of the IG, proposals shall be initially reviewed online. Once finalized and approved, hard copies shall be prepared with affixed wet signatures of the concerned personnel.

In parallel with the FT Course curriculum's review, the IGs shall also be reviewed every two (2) years or earlier as deemed necessary in cases where there are developments in the railway industry, advances in technology, or change in laws, rules, and regulations.

ARTICLE VI

Revisions to the Instructors' Guide

In cases where revisions to the IG are necessary, the procedure outlined in Article V hereof shall be followed.

ARTICLE VII
Amendments

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

ARTICLE VIII
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 IX
Repealing Clause


All rules and procedures or parts thereof that are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

ARTICLE X
Effectivity Clause

This Order shall take effect immediately upon its issuance.


ANNEL R. LONTOC, CESO I 
Undersecretary, DOTr and
OIC - ED, Philippine Railways Institute

Control No.: PRI-ODR-CGF-000

Signature: 



DOCUMENT CONTROL NUMBER		REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE TRAINING DIVISION FUNDAMENTAL TRAINING COURSE INSTRUCTOR'S GUIDE FOR PRACTICAL ACTIVITIES										COMPETENCY
TYPE OF TRAINING FUNDAMENTAL TRAINING COURSE												
Competency												
Subject												
Learning Outcomes												
Pre-assessment Activity Duration (hrs)	Start	End	Type	Minimum No. of Practical Training Hours per RTR Contribution	Activity	Target Location	Tools/Required Materials/Equipment/Tools/Mat	Objectives	Procedure	Instructor's Remarks		
Competency												
Subject												
Learning Outcomes												
Pre-assessment Activity Duration (hrs)	Start	End	Type	Minimum No. of Practical Training Hours per RTR Contribution	Activity	Target Location	Tools/Required Materials/Equipment/Tools/Mat	Objectives	Procedure	Instructor's Remarks		
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Prepared by:

Name of Instructor
Position

Reviewed and Checked by:

Name of Immediate Supervisor
Position

Endorsed by:

Israel A. Redegondy
Chief, Training Division

Approved by:

Jose C. Ansel R. Lardas, CEO I
Undersecretary/Officer-in-Charge

PMB