



PRI Circular No. 02, series of 2024

**Implementing Guidelines for the Development and Conduct
of the Systems Training Course on Train Operations**

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, rules and regulations, for sustainable railway operation and maintenance;

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 PRI as a research and training center under the Department of Transportation (DOTr);

WHEREAS, Section 1 of the said EO mandates the PRI to serve as the planning, implementing, regulating, and administrative entity for the development of human resources in the railway sector to ensure efficient, reliable, and safe railway transportation services;

WHEREAS, pursuant to Article III, Section 10 of the EO’s Implementing Rules and Regulations (IRR) or DOTr Department Order (DO) No. 2020-005, four (4) training courses shall be offered by the Institute: (1) Fundamental Training (FT) Course, (2) Refresher Training (RT) Course, (3) Capacity Development Training Course, and (4) Supervisory/Management Training Course;

WHEREAS, in addition to the training courses offered by the PRI, all railway personnel must also undergo the Systems Training (ST) Course of their respective railway operators (ROs), thus, mandating the latter to develop their respective training courses for each of the railway discipline and conduct an annual proficiency check pursuant to Article III, Section 13 of DOTr DO No. 2020-005;

WHEREAS, the ST Course shall focus on the specific skills and competencies particular to each system of the RO, thus, making the ROs the best entities to design their respective training courses;

WHEREAS, proper train operation is vital to the safety of the passengers, railway personnel, and the general public as a whole, sustainability of railway operations, and the integrity and operability of the railway systems;

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WHEREAS, pursuant to Section 2 (e) of EO No. 96, s. of 2019, the PRI has the authority to prescribe rules and regulations for the accreditation of railway operator training facilities (ROTFs);

WHEREAS, only PRI-accredited ROTFs shall be allowed to conduct and implement the ST Course on Train Operations to ensure both the quality of the training course and capacity of the train drivers;

WHEREAS, DOTr DO No. 2020-005 further states that such training course must be conducted in compliance with the standards set by the PRI in a subsequent Circular;

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

ARTICLE I

Coverage

These guidelines shall apply to the development of the ST Course on Train Operations by the ROTFs, and the conduct and management of the same once accredited by the PRI.

ARTICLE II

Definition of Terms

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

- a. Accreditation – the process of authorizing an ROTF to conduct the FT Course to all railway personnel and the ST Course on Train Operations in accordance with the guidelines set by the PRI;
- b. Certificate – an official document specifying the competency in which the holder thereof is authorized to serve and is issued by an ROTF after completion of the ST Course;
- c. 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;
- d. Institute – also called the PRI, is the Philippine Railways Institute established under EO No. 96, s. 2019;
- e. Key Trainer – the person employed or authorized by the accredited ROTF and is certified by the PRI to lead the ST Course on Train Operations;



- f. 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, infrastructure, and depot equipment;
- g. Practical Training – a hands-on learning experience in a supervised setting which allows trainees to apply concepts learned during the theoretical training;
- h. RO – Railway Operator operating in the Philippines;
- i. RO Training Facility – also called an ROTF in this Circular, is a training center/department/unit or any similar office within an RO that provides training to its personnel;
- j. Systems Training Course – also called the ST Course, is a training conducted by the ROs that is focused on specific skills and competencies for a particular railway system;
- k. Theoretical Training – a learning experience which is limited to reading materials, classroom discussions, and demonstrations; and
- l. Training Division – Training Division – also called the TD, is responsible for the formulation and development of training materials and curricula, as well as the conduct and update of training programs. It 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 Development of the Training Curriculum

In developing the ST Course on Train Operations, the following requirements must be complied with:

A. Review of the System

A review of each system must be conducted in order to: (1) assess the adequacy of the system, including its most recent work manuals and/or procedures; (2) account for changes in technologies; (3) determine the key information needed by train drivers to safely and effectively perform their duties and functions; and (4) regularly update the rules and regulations in the railway system.

One (1) system is considered distinct from another system if it has significantly different signaling features or other technical specifications that can affect train operations. As such:



1. *Single System* – an RO with a single system, regardless of the number of its lines, must conduct a single review of its system; and
2. *Multiple Systems* – an RO with multiple systems must conduct a separate review for each of its systems.

In both instances, the accredited ROTF shall review its system to align with the PRI curriculum, which is amended every two (2) years or earlier as it may deem necessary, such as when there are developments to its system/s or in the railway industry, technologies, and laws, rules, and regulations.

B. Conduct of Training Needs Assessment

In addition to the necessary key information, the gap between the personnel's competency and the expected or required competency for train drivers must be identified and considered in the development of the training curriculum. Thus, a training needs assessment (TNA) shall be done by the accredited ROTF. In cases where the said accredited ROTF has not established its TNA yet, the process as indicated in the PRI Office Order No. 22, s. 2021 and its amendment/s, if any, may be adopted. The ROTF may also request for assistance from the PRI with regard to the TNA to be adopted.

In addition, the TNA shall be conducted every two (2) years or earlier as the RO may deem necessary.

C. Curriculum Development

Results of the system review and TNA shall then be incorporated in the training curriculum being developed. For ROs with a single system, one (1) training curriculum shall be developed while ROs with multiple systems shall develop one (1) training curriculum per system. The ROTF may also request for assistance from the PRI with regard to the training curriculum development.

Once the training curriculum is developed, the same shall be submitted to and approved by the PRI.

ARTICLE IV Qualifications of Trainees

The personnel who is qualified to undergo the ST Course on Train Operations must meet the following qualifications, *to wit*:

- a. received a Certificate of Competency after completing the requirements for either of the following courses:
 1. FT Course with the PRI or accredited ROTF under the Specialized Competency of Commercial Train Driving (CTD); or
 2. the PRI's RT Course under the Specialized Competency of CTD; and



b. his/her functions with the RO pertain to train operations.

ARTICLE V
Systems Training Course on Train Operations

The ST Course on Train Operations shall be conducted pursuant to the following guidelines:

A. Training Path

The ST Course shall be applicable only to CTD, which allows train operation both in the mainline (with or without commercial passengers) and the RO's depot.

For train drivers who are required to operate a train on more than one (1) railway system, they shall undergo the training for each system based on the training curriculum developed pursuant to Article III (C) hereof unless the systems have no significant differences in signaling features or other technical specifications that can affect train operations.

B. Training Subjects and Hours

The ST Course on Train Operations shall be a combination of both theoretical and practical training to be conducted by the accredited ROTF. Theoretical training shall focus on topics considered under the subject basic training, while practical training is further subdivided into three (3) subjects: (1) Train Driving, (2) Train Preparation, and (3) Operation under Abnormal Conditions. The said subjects, taking into consideration the classifications under Article V (A) hereof, must be complied with following minimum training hours, *to wit*:

Type of Training	Subject	No. of Hours
Theoretical Training	Basic Training	32 hours
Practical Training	Train Driving	104 hours
	Train Preparation	16 hours
	Operation under Abnormal Conditions	24 hours
Total		176 hours

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C. Required Topics

The following topics are the minimum requirements to be included in the ST Course on Train Operations for all three (3) classifications, but the ROTF can include additional topics it deems necessary:

Type of Training	Subject	Topics
Theoretical Training	Basic Training	(1) Duties and Responsibilities of a Train Driver <ul style="list-style-type: none">a. Attitude as a train crewb. When leaving the driver's cabc. Handover to another driverd. Checking devices and switchese. Safety measures in train driving (before, during, and after train driving)
		(2) Driving-Related Rules <ul style="list-style-type: none">a. Safe driving (e.g., signaling system, use of signs and signals, procedures to ensure safe distance between trains)b. Operation under normal condition<ul style="list-style-type: none">- Driving speed (e.g., operation at a low speed, operation in yards)- Train communication system- Shunting- Line sweepingc. Operation during abnormal conditions<ul style="list-style-type: none">- Obstacle protection- Driving in substitute block system (e.g., DRIVstation to station)- Rolling stock fault intervention procedures- Unusual driving method (e.g., backward driving, reverse driving, pushing operation in a driver's cab other than a front car of the train, running against the normal traffic direction, push and pull driving during rescue or assisting of trains)- Driving under severe weather conditions (e.g., strong wind, heavy rain, inundation, heavy fog, earthquake)- Safety critical communication- Emergency track possession- Emergency response (while stopping at a station/between stations, reporting measures)
Practical Training	Train Driving	(1) Driving preparation (e.g., roll call, uniforms, belongings)
		(2) Basic operation (e.g., attitude while driving, transfer, hand-over process, notch handling, brake handling)

		(3) Understanding relevant equipment and handling (e.g., rolling stock, platform screen door)
		(4) Work and locations requiring special attention
		(5) Understanding tracks (e.g., distance between stations, track bed, construction, curves, gradients, switch/turnout position, signaling system, power supply and distribution system)
		(6) Brake handling (e.g., timing and volume of application and loosening, handle angle, time between breaking and stopping, stop position, rolling prevention)
		(7) Understanding maximum speed and speed limit
		(8) Speed awareness without observing speedometer, acceleration to a certain speed at a certain point, and distance estimation
		(9) On-time operation
		(10) Driving under special conditions (e.g., when safety device is bypassed, overrunning the stop position, unusual weather, manual train driving when ATP/ATO fails)
	Train Preparation	(1) Equipment handling when leaving the depot
	Operation under Abnormal Conditions	(1) Emergency response (countermeasures in the event of an emergency/accident like derailment/smoke/fire, such as train protection, passenger emergencies and evacuation, response to fatalities, coupling/uncoupling)
		(2) Fault intervention (countermeasures in the event of a system failure--such as rolling stock failure, contact line failure, railway tracks failure, and signaling system failure--or obstruction)

D. Training Materials

As a minimum requirement, the RO’s manuals of operation, and safety and emergency handbook must be incorporated in the training materials. The training materials to be used must be consistent and aligned with the PRI-approved training curriculum.

E. Conduct of Training

The conduct of the training shall comply with the training method stated under Section 15 of the DOTr DO No. 2020-005 and its amendment/s, if any. Thus, there must be a combination of both theoretical and practical training.

The following are measures in the conduct of training:

Utilization of technology

The accredited ROTFs may utilize computers, simulators, hololens, technologically advanced gadgets, and integrated exercises to facilitate the trainees' learning. Note, however, that the use of simulators is not obligatory but may be useful particularly in the event of abnormal working conditions or for rules infrequently applied as stipulated under DOTr DO No. 2020-005.

Theoretical training

The theoretical training must be conducted in a formal manner. Thus, every trainer must be designated with a specific subject to teach. In the event that there are two (2) or more instructors in one (1) subject, the trainees must be informed before the commencement of the lecture of such facts and the proper turn-around of lectures.

The training must also include not only the technical skills but also important demeanor and attitudes that a train driver must possess like the personal appearance (wearing of uniform), importance of the job in handling the safety and security of passengers, and the proper physical and mental conditions of a train driver.

Practical training

The practical training for the train driving subject is specified under Article V (B) hereof. Training hours must include the following minimum distance requirements of 50 kilometers for the CTD. This includes revenue driving or driving along the mainline during revenue hours. However, the hours spent by the trainee in using the simulators mentioned above shall not be considered in computing the practical training hours.

Training on health and safety protocols

The training must give emphasis on the importance of safety rules and regulations in train operations, which must include safety precautions before, during, and after train driving. Other than existing rules and regulations, the training must also adopt key safety findings in past accidents that transpired in different railway transportation systems. Hence, inculcation to the trainees on strict compliance with the rules on safety must be observed.



F. Facilities and Equipment Needed

To fully and effectively implement the ST Course on Train Operations, necessary adult-centered facilities and equipment are required. As such, pursuant to Section 31 of the DOTr DO No. 2020-005 and its amendment/s, if any, all ROTFs must have the facilities and equipment that are safe and conducive to learning and training activities on training operations, such as:

1. classrooms or training rooms that are large enough to accommodate the trainees;
2. train set dedicated for practical training;
3. other equipment needed for practical training (e.g., equipment to manipulate point machine in case of failure);
4. area dedicated for the conduct of practical training;
5. display screens; and
6. test track.

The use of train simulators, although not obligatory pursuant to Section 15 of the DOTr DO No. 2020-005 and its amendment/s, if any, may be used in the training especially in the event of abnormal working conditions or for rules infrequently applied.

Moreover, support-services such as, but not limited to, a medical clinic, canteen, and locker rooms must be available within their premises. Proof of these equipment and facilities must be provided to the PRI upon application for accreditation.

G. Key Trainers

As a requirement for the PRI's approval of an ROTF's application for accreditation and a prerequisite to the implementation of the ST Course on Train Operations, such ROTF must employ at least one (1) key trainer.

1. *Qualifications.* The qualifications of these key trainers, who must be appointed by the ROTF and certified by the PRI, are stated in Section 14 of the DOTr DO No. 2020-005, *to wit:*
 - i. holder of at least a Bachelor's degree, or preferably with Master's Degree, relevant to the job;
 - ii. underwent the FT or RT Course conducted by the PRI;
 - iii. issued a Certificate of Competency by the PRI;
 - iv. underwent training with his or her respective RO;
 - v. must be at least a Division Chief or its equivalent with five (5) years of working experience in the RO including one (1) year supervisory experience in operations and/or maintenance;



Note: For newly operated ROs, key trainer/s with five (5) years of working experience in *other* existing ROs is/are allowed.

- vi. knowledgeable with the RO's systems and operations; and
- vii. with experience in teaching railway-related subjects.

In addition to the above qualifications, the Key Trainers must meet the following requirements:

- i. has been issued commercial train driver's ID by the PRI;
- ii. has experience in teaching train drivers; and
- iii. other qualifications as may be deemed necessary by the ROTF.

The certification process shall be detailed in the Circular on Certification of Key Trainers.

2. *Responsibilities:* The Key Trainers shall have the following duties and responsibilities:

- i. in-charge in the development of the training curriculum and plan for the ST Course on Train Operations in accordance with the guidelines set herein;
- ii. submit the training curriculum and materials to the PRI for the latter's review and approval;
- iii. monitor and supervise the conduct of the training in accordance with the said plan;
- iv. be apprised of the training-related Circulars and other guidelines issued by the PRI and implement the same;
- v. direct and supervise the other trainers' teaching capability, teaching methods, training activity management, working attitude, and all other related matters;
- vi. be responsible for the trainees' assessment process from the preparation of examination, its administration (except the practical examinations which shall be administered by the concerned instructors), establishment of policies on passing percentage, and reporting such results to the PRI;
- vii. issue certificates of completion of the ST Course on Train Operations;
- viii. submit the Application Form, herein attached as **Annex A**, for the train driver's ID to the PRI, along with other required documents;
- ix. establish internal rules with the provisions of this Circular as the minimum requirements; and
- x. must be full-time employees of the ROTF and must be fully responsible for the training on train operations. *pmx*



In case there is a change on the Key Trainer/s, the same must be reported by the ROTF to the PRI.

H. Other Trainers

To assist the Key Trainer/s in developing and conducting the ST Course on Train Operations, other trainers must also be hired.

1. *Qualifications.* The following are the required qualifications:

- i. underwent the FT or RT Course conducted by the PRI and has been issued a Certificate of Competency by the same;
- ii. underwent training with his or her respective RO;
- iii. with at least two (2) years of working experience in the RO;

Note: For newly operated ROs, key trainer/s with two (2) years of working experience in *other* existing ROs is/are allowed.

- iv. be knowledgeable with the RO's systems and operations; and
- v. preferably with experience in teaching railway-related subjects.

In addition to the above qualifications, the other trainers must meet the following requirements:

- i. has been issued commercial train driver's ID by the PRI;
- ii. has experience in teaching train drivers; and
- iii. other qualifications as may deemed necessary by the ROTF.

2. *Responsibilities.* The other key trainers shall have the following duties and responsibilities:

- i. shall assist the Key Trainer/s in the development and conduct of the ST Course on Train Operations;
- ii. they shall also act as the driving instructors who shall be responsible in teaching and enhancing the trainees' driving skills; and
- iii. they shall assist in the assessment of trainees by providing feedback on their performance. *pm*



I. Number of Trainees

As a general rule, the size and capacity of the training rooms shall be considered in determining the number of trainees per class. This is to maintain an effective learning experience for the trainees and, at the same time, allow the trainers to easily manage the lectures/discussions and interact with the trainees. In no case, however, shall each class exceed 40 trainees.

J. Evaluation of Trainees' Competencies

Pursuant to Section 16 of the DOTr DO No. 2020-005, written and practical examinations shall be administered by the accredited ROTF following the examination guidelines below:

1. Written Examination – conducted after the theoretical training; and
2. Practical Examination – conducted after completion of the total driving hours and may include spot evaluation and on-the-job training.

As such, assessment tools or methods, including the criteria to be considered, must be developed based on the training curriculum. Regular review and continuous development must also be made on the said tools or methods.

The ROTF must also establish the required passing rate for the examination, including its policy on the trainees who fail to meet such passing rate and the number of retakes allowed.

ARTICLE VI Certificate of Competency

A certificate of competency on ST Course on Train Operations shall be issued by the accredited ROTF once the personnel completed the said course and successfully passed all required examinations. As such, the process of issuing the said certificates must be established and communicated to the appropriate RO management by the accredited ROTF.

ARTICLE VII Monitoring

The PRI and the accredited ROTF, whichever is applicable, shall adopt the following monitoring mechanisms:

A. Monitoring System

A system of monitoring the trainees shall be established by the accredited ROTF. In the same manner, the concerned RO shall have its own system of monitoring its personnel, including their completion of the ST Course on Train Operations. A Competency Management System (CMS) or any similar system may be developed that will define the



job roles that are specific, complete, and consistent across the RO. This can be done through the assistance of the PRI.

The PRI, on the other hand, shall have access to both systems and may require an RO or the accredited ROTF to submit reports pursuant to Section 22 (d) of DOTr DO No. 2020-005 and its amendment/s, if any, including the updated list of certified personnel. The PRI shall provide feedback mechanisms for the continuous improvement of services and for the adoption of standards depending on the needs of the industry. In case the RO has an existing CMS or any similar system, the PRI shall also monitor the same and may require the ROs to submit reports that can be derived from the said system. Moreover, the PRI shall update its registry of train drivers to reflect the ST Course on Train Operations certificates issued to the personnel.

B. Scheduled or Random Visits

To ensure the proper management of the ST Course on Train Operations, the PRI shall also conduct scheduled or random visits within the premises of the accredited ROTF. The said visit may be on any part of the said training course, including the administration of the examination/s.

C. Annual Proficiency Check

Pursuant to Article III, Section 13 of DOTr DO No. 2020-005, the accredited ROTF shall conduct an annual proficiency check among its trainees who completed the ST Course on Train Operations. The said check may be in the form of written or practical or oral examination.

ARTICLE VIII

Archiving of Training Records

The accredited ROTF must record and archive training records in the form of printed documents and/or digital files for at least three (3) years in accordance with Republic Act (R.A.) No. 10173, otherwise known as the "Data Privacy Act of 2012", and its amendments, if any. These documents shall include:

- a. medical examination and aptitude test results;
- b. examination results of theoretical and practical skills sessions;
- c. trainees' attendance records;
- d. training plan and actual training schedule and timetable; and
- e. personnel records of trainees.

The PRI may require the ROTF to submit these training records as deemed necessary by the ED for training or research purposes. All the data obtained shall be in compliance with R.A. 10173 and its amendments, if any.



ARTICLE IX

Training Cost

The ROs shall bear the cost, both direct and operational costs, necessary to implement the approved curriculum and conduct of the ST Course on Train Operations.

However, the RO concerned, in the case of an accredited ROTF, may accept trainees not yet their personnel and may impose fees for the said training. The fees shall be provided through the issuance of a Special Order by the ED.

ARTICLE X

Accreditation

To ensure the quality of railway personnel and compliance with all the standards and requirements set by the PRI, all ROTFs must be accredited by the Institute prior to their operations. Such accreditation shall also serve as an authority for the said ROTF to conduct the ST Course on Train Operations. Proper documentation on the guidelines set in this Circular shall be required, and shall be used as proof to be presented/reviewed by the PRI.

Pursuant to Article VIII, Section 47 of DOTr Do No. 2020-005 and its amendment/s, if any, the accreditation of ROTFs that shall offer ST Course to train drivers shall commence 12 months after the PRI building, training facilities, and equipment are completed, installed, and fully operational. The accreditation process, including its requirements and effects, are further provided under Article IV (e) of the said DO.

ARTICLE XI

Transitory Provisions

Existing ROs shall be given eight (8) months from the issuance of this Circular to develop and implement their respective ST Course on Train Operations. In the process, they may seek the assistance of the PRI and adopt the PRI Office Order No. 22, s. 2021 or its amendments, if there are any.

In case the new ROs have not yet developed their ST Course, they shall be given a period of one (1) year from the start of their operations to develop and implement their respective ST Course on Train Operations. However, all new railway personnel are still required to undergo and complete the FT Course. For train drivers, only after completing both the FT and ST Courses shall the certificate of competency and train driver's ID card be issued.

ARTICLE XII

Compliance with the Data Privacy Act

All data acquired in relation to contracts executed between the PRI and external ^{Amn}



instructors shall ensure compliance under R.A. No. 10173 or The Data Privacy Act of 2012 and its amendments, if any.

ARTICLE XIII
Amendments

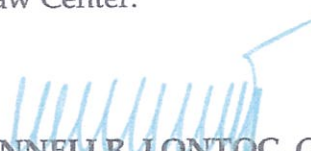
Amendment to any provision of this Circular shall undergo legal review to ensure its compliance with the EO No. 96, s. 2019 and the DOTr DO No. 2020-005 and its amendment/s, if any.

ARTICLE XIV
Separability Clause

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

ARTICLE XV
Effectivity Clause

This Circular shall take effect 15 days after its publication in the Official Gazette or in a newspaper of general circulation and upon filing with the University of the Philippines Law Center.



ANNELI R. LONTOC, CESO I
Undersecretary, DOTr and ^{Primer}
OIC – Executive Director, PRI





DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE
Certificate and Accreditation Division

TRAIN DRIVER'S ID CARD APPLICATION FORM

DOC REF NO.:	PRI-CAD-FTDC-YYYY-MM-0000-S
EFFECTIVITY DATE:	14 Aug 2024
REVISION NO.:	1
PAGE NO.:	1 of 2

Instructions

1. Accomplish the form completely.
2. Print data legibly in capital letters
3. Submit this form to the evaluator together with the required supporting documents.

GENERAL INFORMATION

Name: (Last Name, First Name, Middle Name, Name Extension (Jr., Sr., etc.))

Residential Address: (No., Street, City/Municipality, Province)

Company Name:

Company Address: (No., Street, City/Municipality, Province)

Designation: (Do not abbreviate)

Number of Years in Company:

TIN Number:

PhilHealth Number:

Email Address:

Tel./Cel No.

Birth Date (mm/dd/yyyy):

Age:

Nationality:

Birth Place:

Civil Status:

Sex: (M/F)

Bloodtype:

Weight (kg):

Height (cm):

Father's Name: (Last Name, First Name, Middle Name)

Mother's Maiden Name: (Last Name, First Name, Middle Name)

Spouse Name: (Last Name, First Name, Middle Name)

Emergency Contact Name: (Last Name, First Name, Middle Name)

Emergency Contact Address:

Emergency Contact Number:

ID TYPE APPLIED FOR

☐

1. Commerical

☐

2. Non-commercial

☐

3. Depot

RESTRICTIONS

Train's Power Source

☐


1. Electric

☐

2. Diesel

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	<div>DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Certificate and Accreditation Division</div> <div>TRAIN DRIVER'S ID CARD APPLICATION FORM</div>	<div>DOC REF NO.: PRI-CAD-F-TDC-YYYY-MM-0000-S</div> <div>EFFECTIVITY DATE: 14 Aug 2024</div> <div>REVISION NO.: 0</div> <div>PAGE NO.: 2 of 2</div>
TYPE OF APPLICATION		
<div><input type="checkbox"/> 1. New</div> <div><input type="checkbox"/> 2. Renewal</div> <div><input type="checkbox"/> 3. Change ID Type</div> <div><input type="checkbox"/> 4. Change Restriction</div> <div><input type="checkbox"/> 5. Change Address</div> <div><input type="checkbox"/> 6. Change Civil Status</div> <div><input type="checkbox"/> 7. Change Name</div> <div><input type="checkbox"/> 8. Others: _____</div>		
Fill this up only if your name above is different from your name in previous ID	PREVIOUS NAME (Last Name, First Name, Middle Name)	
This is to certify under penalty of perjury that the information I have given is true and correct	By signing this form, I voluntarily authorize PRI to allow disclosure of the above personal information to any authorized government agency	
To be accomplished by PRI Personnel	PRINTED NAME AND SIGNATURE	
	This is to certify that I have carefully evaluated this application including the supporting documents	
	PRINTED NAME AND SIGNATURE (Evaluator)	
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