



Republic of the Philippines  
Department of Transportation  
**PHILIPPINE RAILWAYS INSTITUTE**



**PRI CIRCULAR NO. 3, SERIES OF 2024**

**SUBJECT : IMPLEMENTING GUIDELINES FOR THE DEVELOPMENT  
AND CONDUCT OF THE SYSTEMS TRAINING COURSE ON  
OTHER SUBSYSTEMS**

**DATE :** DEC 13 2024

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

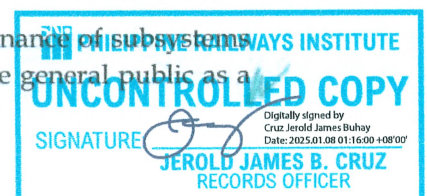
**WHEREAS**, Section 1 of the said EO mandates the PRI to serve as the planning, implementing, regulating, and administrative entity for the development of human resources in the railway sector to ensure efficient, reliable, and safe railway transportation services;

**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 with their respective railway operators (ROs), thus, mandating the latter to develop their respective ST 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**, akin to train operations, proper operation and maintenance of subsystems are vital to the safety of the passengers, railway personnel, and the general public as a





whole, the sustainability of railway operations, and the integrity and operability of the railway systems;

**WHEREAS**, to regulate the conduct of the ST Course on other subsystems and, thereby, ensure both the quality of the training course and capacity of the railway O&M personnel, guidelines must be established on the development and conduct of the same;

**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**, premises considered, the following rules and procedures are hereby adopted and promulgated:

## **ARTICLE I**

### **Coverage**

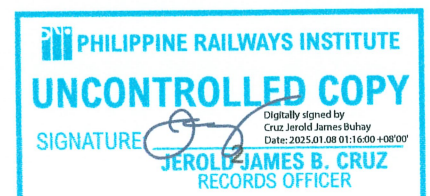
These Guidelines shall apply to the development and conduct of the ST Course on other Subsystems (STCOS) by railway operator training facilities (ROTfs).

## **ARTICLE II**

### **Definition of Terms**

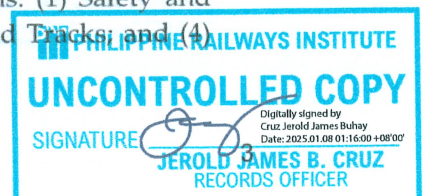
Whenever used in this Circular, the following terms shall have the respective meanings hereafter set forth:

- a. Accreditation – the process of authorizing an ROTF to conduct the FT Course to all railway personnel and the ST Course to train drivers 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 STCOS;
- c. Executive Director – also called the ED, is the head of the PRI who is in-charge of its day-to-day operations;
- d. 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;
- e. Institute – also called the PRI, is the Philippine Railways Institute established under EO No. 96, s. 2019;





- f. Key Trainer – the person employed or authorized by the ROTF and is certified by the PRI to lead the STCOS;
- g. 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;
- h. Practical Training – a hands-on learning experience in a supervised setting which allows trainees to apply concepts learned during the theoretical training;
- i. Refresher Training Course – also called the RT Course, is a training conducted by the Institute to enhance the knowledge, skills, and attitude on railway O&M of existing O&M personnel;
- j. RO – Railway Operator operating in the Philippines;
- k. 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;
- l. Sub-system – a specialized discipline or field within the railway O&M;
- m. System – refers to ROs' existing organized and/or established procedure/s;
- n. 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;
- o. Systems Training Course on Other Subsystems – also called the STCOS, is a training conducted by the ROs that is focused on specific skills other than train driving, which include but not limited to buildings & facilities maintenance, power supply & distribution maintenance, rolling stock maintenance, tracks & guideways maintenance, signaling & communications maintenance, fare & ticketing management, or passenger management;
- p. System Training Course on Train Operations – also called the STCTO, is a training conducted by the ROs that is focused on specific skills for train driving;
- q. Theoretical Training – a learning experience that is limited to reading materials, classroom discussions, and demonstrations; and
- r. 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 STCOS, the following requirements must be complied with:

#### **A. Review of the System**

##### **1. Railway Operators with a Single System**

An RO with a single system must conduct a review of its system, regardless of the number of its lines, to determine the key information needed by non-train drivers to effectively and safely perform their duties and functions. Reviews are to be done to assess the adequacy of the system, and to account for changes in technologies and processes. Such information, especially those that are unique to the system, and the necessary knowledge, skills, and attitude to acquire and apply such information must necessarily be included in the training curriculum. For existing ROs, the review must include an assessment of their most recent work manuals and/or procedures.

##### **2. Railway Operators with Multiple Systems**

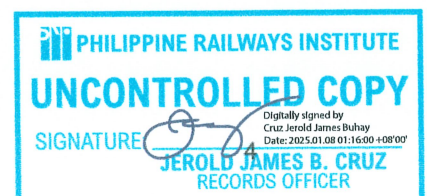
For ROs with multiple systems having significantly different features or other technical specifications that can affect other subsystems, the preceding rule as stated under ROs with a single system applies. However, the RO shall conduct separate reviews of each of the systems.

Likewise, the ROTFs shall review its system every two (2) years or earlier as it may deem necessary where there are developments in the railway industry, advances in technology, or changes in 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 specific railway personnel must be identified and considered in the development of the training curriculum. Thus, a training needs assessment (TNA) shall be done by the ROTF. In cases where the said ROTF has no established TNA, the process as indicated in the PRI Office Order on Curriculum Development or the Capacity Development Plan (CDP) may be adopted. The ROTF may also request through a formal letter addressed to the ED for assistance from the PRI with regard to the TNA to be adopted.

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





### C. Curriculum Development

Results of the system review and TNA or CDP, whichever is applicable, 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.

In the process of developing their respective training curricula, the ROTF may request the PRI for assistance.

### ARTICLE IV Qualifications of Trainees

The personnel who are qualified to undergo the STCOS under this Circular must meet the qualifications, *to wit*:

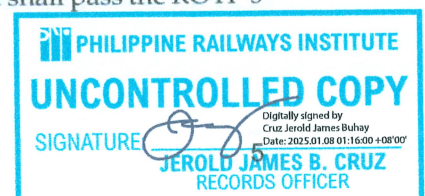
- a. completed the appropriate specialized competency under either of the following courses:
  1. FT Course with the PRI or accredited ROTF; or
  2. PRI's RT Course;
- b. passed the FT or RT Course's required examination, whichever is applicable, submitted all documents required by the PRI, and was issued a Certificate of Competency; and
- c. his/her functions with the RO or third-party service provider pertain to other subsystems, whether it be buildings & facilities maintenance, power supply & distribution maintenance, rolling stock maintenance, tracks & guideways maintenance, signaling & communications maintenance, fare & ticketing management, or passenger management.

### ARTICLE V Systems Training Course on other Subsystems

The STCOS shall be conducted pursuant to the following guidelines:

#### A. Training Path

All subsystems shall follow the training path as identified by the ROTF, as indicated under Article IV of this Circular, the start of which is the completion of either the RT or FT Course, successfully passing the required examinations, submission of all documents required by the PRI, and a Certificate of Competency. Thereafter, the same shall be followed by the STCOS depending on the respective subsystem and shall pass the ROTF's examination/s accordingly.





## **B. Training Method and Minimum Training Topics**

The STCOS shall be a combination of theoretical and practical training/on-the-job training (OJT) to be conducted by the ROTF. Theoretical training shall focus on topics considered under the subject of basic training while practical training consists of recapitulation, discussion, and exchange of information. On the other hand, the OJT is an engagement in the actual work with a mentor.

Additionally, the following topics shall be carried over into the STCOS but the ROTF must ensure that the same are tailored fit to their context, *to wit*:

1. organizational structure of the ROTF;
2. the DOTr and PRI, and their organization's relationship with both agencies;
3. introduction to the organization's contractors;
4. role/s of the ROs in monitoring and evaluating concession agreements;
5. interrelationship and interdependence of the railway systems;
6. safety rules and regulations specific to their respective railway systems; and
7. implementation of safety rules and regulations in the organization.

## **C. Training Materials**

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

## **D. 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. Thus, there must be a combination of both theoretical and practical training. The latter may utilize computers, simulators, 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 the said DO.

## **E. Facilities and Equipment Needed**

To fully and effectively implement the STCOS, necessary facilities and equipment are required. As such, ROTFs offering the said training course are required to have the facilities and equipment that are safe and conducive to learning and training activities, such as:

1. lecture hall/rooms with a minimum capacity of 20 persons per room;
2. mock-up facilities for practical training;
3. other equipment needed for practical training (e.g., equipment to manipulate point machine in case of failure, safety gears, etc.);
4. area dedicated for the conduct of practical training;
5. display screens; and





6. test track.

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.

**F. Key Trainers**

In the implementation of the STCOS, 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:

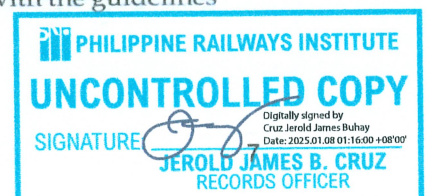
- i. holder of at least a Bachelor's Degree, or preferably with Master's Degree, relevant to the job;
- ii. underwent the FT or RT Course conducted by the PRI;
- iii. underwent training with his or her respective RO;
- iv. must be at least occupy a supervisory position or its equivalent with five (5) years of working experience in the RO including one (1) year supervisory experience in operations and/or maintenance;
- v. knowledgeable with the RO's systems and operations; and
- vi. 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 Certificate of Competency by the PRI;
- ii. has experience in teaching specific subsystems;
- iii. must be full-time employees of the ROTF and must be fully responsible for the training on specific subsystems; and
- iv. other qualifications as may be deemed necessary by the ROTF.

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

- i. formulate a training plan for the STCOS 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 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. responsible for the trainees' assessment process from the preparation of examination, its administration (except the practical examinations that shall be administered by the concerned instructors), establishment of policies on passing percentage, and reporting such results to the PRI; and
- vii. issue certificates of completion of the STCOS;
- viii. establish internal rules with the provisions of this Circular as the minimum requirements.

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

#### **G. Assistant Trainers**

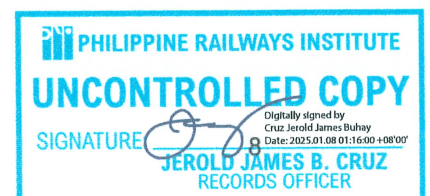
To assist the key trainer/s in developing and conducting the STCOS, assistant key trainers must also be hired.

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

- i. underwent the FT or RT Course conducted by the PRI;
- ii. underwent training with his or her respective RO;
- iii. with at least two (2) years of working experience in the RO;
- iv. 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 Certificate of Competency by the PRI;
- ii. has experience in teaching specific competency;





- iii. with experience in teaching railway-related subjects;
  - iv. must be full-time employees of the ROTF and must be fully responsible for the training on specific subsystems; and
  - v. other qualifications as may be deemed necessary by the ROTF.
2. *Responsibilities.* The assistant key trainers shall assist the key trainer/s in the development and conduct of the STCOS. As such, they shall also act as the instructors who shall be responsible in teaching and enhancing the trainees' current skills.

#### **H. 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.

#### **I. Evaluation of Trainees' Competencies**

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

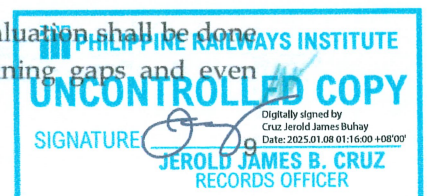
1. Written Examination – conducted after the theoretical training;
2. Practical Examination – conducted after completion of the total practical activities and may include spot evaluation; and
3. Training Effectiveness Assessment (Supervisor's Perspective) - conducted six (6) months after acquiring Certificate of Competency on STCOS. It shall be accomplished by the employee's immediate supervisor by evaluating the trainee's acquired learnings and its application to his/her respective duties and responsibilities.

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.

#### **J. Training Evaluation**

To ensure effectiveness and efficiency of the STCOS, a training evaluation shall be done by the ROTF in which results shall be vital in identifying training gaps and even





discovering opportunities for improving the training programs. In cases where the said ROTF has no established training evaluation, the existing process of the PRI may be adopted. The ROTF may also request for assistance from the PRI with regard to the training evaluation to be adopted.

In addition, the training evaluation shall be conducted every after conduct of the STCOS.

An annual proficiency check shall be conducted by the PRI through random visits to the ROTFs to ensure the consistency and effectiveness of the training conducted and whether it is still aligned in the mandate of the PRI.

The evaluation of the gathered data by the PRI shall be for monitoring and research purposes, as the case may be.

## **ARTICLE VI**

### **Certificate of Competency**

A certificate of competency on STCOS shall be issued by the ROTF once the personnel have completed the said training 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 ROTF.

## **ARTICLE VII**

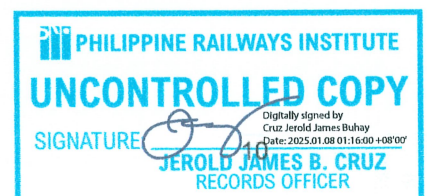
### **Monitoring**

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

#### **A. Monitoring System**

A system of monitoring the trainees shall be established by the ROTF. In the same manner, the concerned RO shall have its own system of monitoring its personnel, including their completion of the STCOS pursuant to Section 26 of DOTr DO No. 2020-005 and its amendment/s, if any. 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 ROTF to submit reports, including the updated list of certified STCOS personnel. In case the RO has an existing CMS or any similar system, the CAD shall also monitor the same. Moreover, the CAD shall update its registry of certificates immediately after receiving reports from the ROTF to reflect the STCOS certificates issued to the personnel.





## **B. Scheduled or Random Visits**

To ensure the proper management of the STCOS, the PRI shall also conduct scheduled or random visits within the premises of the 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 ROTF shall conduct an annual proficiency check among its trainees who completed the STCOS. The said check may be in the form of written or practical or oral examination.

# **ARTICLE VIII**

## **Archiving of Training Records**

The ROTF must record and archive training records in the form of printed documents and/or digital files for at least three (3) years and shall comply with the provisions of 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. application forms;
- 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**

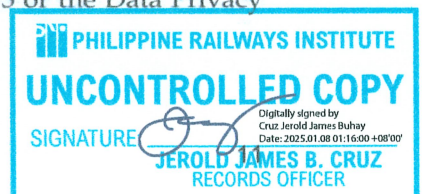
## **Training Cost**

The ROs shall bear the cost, both direct and operational costs, necessary to implement the approved curriculum and conduct of the STCOS.

# **ARTICLE X**

## **Compliance with the Data Privacy Act**

All personal and sensitive information acquired by the ROTFs with regard to the conduct of their training shall ensure strict compliance with R.A. No. 10173 or the Data Privacy Act of 2012.





## **ARTICLE XI**

### **Transitory Provisions**

Existing ROs shall be given one (1) year from the issuance of this Circular to develop and implement their respective STCOS. In the process, they may seek the assistance of the PRI, specifically its TD, and adopt the PRI Office Order on Curriculum Development.

In case the new ROs have not yet developed the said training course, they shall be given a period of one (1) year from the start of their operations to develop and implement their respective STCOS. However, all new railway personnel are still required to undergo and complete the FT Course.

## **ARTICLE XII**

### **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 or its amendment/s, if any.

## **ARTICLE XIII**

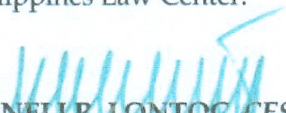
### **Separability Clause**

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.

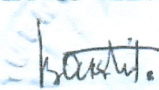
## **ARTICLE XIV**

### **Effectivity Clause**

This Circular shall take effect fifteen (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  
OIC-Executive Director, PRI

**APPROVED:**

  
**JAIME J. BAUTISTA**  
Secretary

