



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

DEPARTMENT ORDER NO. 2024-018

Subject : **AN ORDER AMENDING DEPARTMENT ORDER No. 2022-007
PRESCRIBING THE OMNIBUS SCHEDULE OF TRAINING
FEES AND OTHER CHARGES OF THE PHILIPPINE
RAILWAYS INSTITUTE (PRI)**

Date : **OCT 28 2024**

WHEREAS, the government recognizes the urgent need to develop the human resource capacities of railway personnel to ensure their availability and competence, and guarantee their compliance with the generally accepted standards of practice, as well as rules and regulations pertaining to the safety, operations, and maintenance of railway lines;

WHEREAS, a competent workforce is necessary not only to operate, maintain, and sustain existing and new railway infrastructure projects, but also to provide for passengers' safety and satisfaction, which are the main goals of all railway personnel;

WHEREAS, on 21 November 2019, 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", was signed, thus, creating the PRI as a research and training center under the Department of Transportation (DOTr);

WHEREAS, Section 1 of EO 96 mandated the PRI to serve as the planning, implementing, regulating, and administrative entity for the development of human resources in the railways sector to ensure efficient, reliable, and safe railway transportation services;

WHEREAS, under Section 2(g) of EO 96, the PRI has the power to determine and collect reasonable fees, dues, or assessments relative to certification and accreditation, training, and other services by the PRI;

WHEREAS, DOTr Department Order (DO) No. 2020-005 or the Implementing Rules and Regulations (IRR) of EO 96 was later issued setting out in detail the mandate, powers, and functions of the PRI;

WHEREAS, Article III, Section 10 of the IRR provides that the PRI shall offer four (4) training courses: (1) Fundamental Training (FT) Course, (2) Refresher Training (RT) Course, (3) Capacity Development Training (CDT) Course, and (4) Supervisory/Management Training (SMT) Course;



WHEREAS, for sustainable operations, the PRI shall impose minimal fees for the delivery of its training courses and its other services;

WHEREAS, DOTr DO No. 2022-007 prescribing fees and charges for the FT Course was issued on 11 April 2022;

WHEREAS, the PRI has unbundled the training fees for its training courses for transparency;

WHEREAS, this DO amends DOTr DO No. 2022-007 to revise FT Course fees and charges, and include that for the RT and CDT Courses;

WHEREAS, there has also been an increase in the demand to visit the PRI Interim Training Center (PRI-ITC), with its train simulators and mock-up training facilities, from educational institutions and other government and private sectors for the purpose of educating the students and other relevant interested persons;

WHEREAS, that these visits at the PRI-ITC will promote the development of the railway transportation sector, and will further advance the students' interest in pursuing courses related to railway operations and maintenance (O&M);

WHEREAS, the changing of fees for the training courses shall only be made by reason of inevitable circumstances such as inflation, and such change of fees shall only be valid upon the issuance of a Special Order by the PRI's Executive Director (ED);

NOW, THEREFORE, I, JAIME S. BAUTISTA, Secretary of the DOTr, by virtue of the powers vested in me by law, hereby order the amendment of DO No. 2022-007, and the adoption and implementation of the following schedule of fees and charges.

Section 1 AMENDMENT OF THE IRR

Section 1 of DO No. 2022-007 is hereby amended to read as follows:

Section 42. Fees and Charges. Fees and charges in the conduct of training courses by the PRI shall be collected for railway personnel employed by public and private railway operators (ROs), including employees of third-party service providers (TPSPs) of both private and public ROs, and other eligible persons as determined by the PRI. In the meantime, however, qualified personnel of public ROs may avail of the PRI's training courses (e.g., RT Course) free of charge until the end of 2024.

Moreover, fees shall be collected for the accreditation of RO training facilities. Subsequent guidelines shall be further issued to set out the said collection of fees.



Section 2 SCOPE

This DO shall be applicable to all new railway O&M personnel employed by private and public ROs who shall undergo training courses to be conducted by the PRI, including those employees of TPSPs of both private and public ROs, and other eligible persons as determined by the PRI. The said fees and charges shall cover the direct costs of services, which shall cover the following:

- a. identified direct operating expenses of the PRI, which include, but are not limited to, training kits, graduation fee, and other miscellaneous expenses;
- b. textbooks, e-books, and other training materials, including Personal Protective Equipment (PPE), as applicable;
- c. trainee's meals, except if the training will be conducted online, as provided in Section 4(A) below; and
- d. Certificate of Competency, Certificate of Appearance, and Train Driver's ID, as applicable.

This DO shall also be applicable to the RT Course availed after 30 December 2024.

The DOTr, through the PRI, shall provide the RT Course to existing railway O&M personnel of public and private ROs, including that of TPSPs, hired before 1 December 2020. Thus, they shall avail of the said training course free of charge as part of the government's continuing capacity development programs until 30 December 2024, except for the fees and charges in the issuance of certificates and/or train driver's ID pursuant to Section 4 (B) hereof. In cases where the ROs and TPSPs failed to endorse their existing railway personnel on or before the aforementioned date, or the personnel already availed the training but failed to complete the same, the concerned personnel shall be allowed to take/complete the RT Course but with payment of corresponding fees and charges.

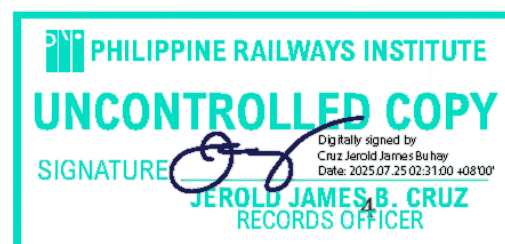
Section 3 DEFINITION OF TERMS

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

- a. **Capacity Development Training Course** – also called the CDT Course, is a training course offered by the Institute to certified railway personnel three (3) years after their completion of either the FT or RT Course, and aims to update railway personnel on new laws, regulations, and technologies in the railway sector;
- b. **Certificate of Appearance** – an official document issued to non-railway personnel who completed the FT Course, which may be later converted into a Certificate of Competency once the non-railway personnel is hired by the ROs or TPSPs,



- c. **Certificate of Competency** - an official document issued to railway personnel specifying the competency in which the holder thereof is authorized to serve and is issued after completion of either the RT or FT Course;
- d. **Certificate of Completion** - an official document specifying the training attended by the holder thereof issued after the completion of the CDT Course;
- e. **Educational Institutions** - are private and government organizations, accredited by the authorized government agency, providing a variety of learning and development interventions to its students and trainees;
- f. **Executive Director** - also known as the ED, is in-charge of the day-to-day operations of the PRI;
- g. **Fees and Charges** - levies imposed by national government agencies and government-owned or controlled corporations on the direct recipients of public goods and services they render in the exercise of their mandated regulatory and service delivery functions;
- h. **Fundamental Training Course** - also called the FT Course, is a training course that aims to provide industry-level knowledge, skills, and attitudes on railway O&M to new railway personnel, consisting of core, departmental, and specialized competencies;
- i. **Interim Training Center** - also known as the ITC, is an area where theoretical and practical training in railway is being conducted to educate and train future and existing railway personnel to be equipped in the operation of different railway lines;
- j. **New personnel** - persons hired by the ROs or TPSPs on December 1, 2020 and later;
- k. **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;
- l. **PRI** - the Philippine Railways Institute established under EO No. 96, s. 2019 and shall be known as the Institute in this DO;
- m. **Private Railway Operator** - also called private RO in this DO, refers to a business entity that was granted a concession, franchise, or service contract to operate and maintain railway infrastructure;
- n. **Public Railway Operator** - also called public RO in this DO, refers to a unit of the government responsible for the O&M of railway infrastructure;



- o. **Refresher Training Course** - also called the RT Course, is a training conducted by the Institute to enhance the knowledge, skills, and attitude of existing railway O&M personnel, and is only applicable to those employed before December 1, 2020;
- p. **Students** - persons studying in schools, colleges, and universities to enter in a profession; and
- q. **Third-party Service Provider** - also called TPSP, is any entity that provides services to public or private ROs for a fee.

Section 4

SCHEDULE OF FEES AND CHARGES

The PRI shall collect reasonable fees and charges for the conduct of training courses, and the consequent issuance of certificates and train driver's ID, as applicable. As such, the following schedule of fees and charges are established:

A. Fees for the Conduct of the FT Course

During the run of the FT Course, the following training fees shall be applicable:

FT COURSE FEES					
Specialization	Required Fees			Optional Fees	
	Basic Fee	Textbook: choose one (1)		PPE	Meals ¹
		Printed	E-copy		
Commercial Train Driving	13,200.00	9,150.00	3,670.00	2,500.00	27,300.00
Passenger Management	5,800.00	7,570.00	3,040.00	2,500.00	22,800.00
Fare and Ticketing Management	3,700.00	7,770.00	3,120.00	2,500.00	22,800.00
Building and Facilities Maintenance	5,400.00	8,520.00	3,420.00	2,500.00	21,300.00
Tracks and Guideways Maintenance	4,700.00	9,140.00	3,660.00	2,500.00	24,300.00

¹ Estimated cost per student for the meals, which the trainee may spend in the Institute's canteen, when already operational.

FT COURSE FEES					
Signaling and Communications Maintenance	5,300.00	8,710.00	3,490.00	2,500.00	25,300.00
Power Supply and Distribution Maintenance	5,400.00	9,060.00	3,630.00	2,500.00	25,800.00
Rolling Stock Maintenance	5,900.00	11,080.00	4,440.00	2,500.00	25,800.00

B. Fees for the Conduct of the RT Course

All existing employees of ROs and TPSPs employed on or before November 30, 2020 who failed to avail the RT Course training until 30 December 2024 shall be required to still take the said training even beyond the aforementioned period but for a corresponding fee. The following fees are as follows:

RT COURSE FEES					
Specialization	Required Fees			Optional Fees	
	Basic Fee	Handouts: choose one (1)		PPE	Meals (Lunch only)
		Printed	E-copy		
Commercial Train Driving	4,000.00	600.00	400.00	N/A	1,700.00
Passenger Management	1,300.00	300.00	400.00	N/A	1,700.00
Fare and Ticketing Management	1,300.00	600.00	400.00	N/A	1,700.00
Railway Maintenance	1,300.00	400.00	300.00	N/A	1,700.00

C. Fees for the Conduct of the CDT Course

Railway personnel who completed either the FT or RT Course shall attend the CDT Course after three (3) years from the date of their FT/RT Course’s completion. Considering that the CDT Course will commence in November 2024, attendance to this training is already in compliance with the requirement. This training is intended to update trainees on new

PHILIPPINE RAILWAYS INSTITUTE

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JEROLD JAMES B. CRUZ
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laws, regulations, and technologies that have emerged to keep pace with the fast-changing scenarios in the railway industry. Moreso, the CDT Course shall be open to all railway personnel and interested persons who want to avail the same at any given time. The fees for the CDT Course are herein stated below:

CDT COURSE					
Days of Training <i>(Depending on the duration of topics offered)</i>	Required Fees			Optional Fees	
	Basic Fee	Training Materials: Choose one (1)		PPE	Meals (AM snack, lunch, and PM snack)
		Printed	E-copy		
One (1) day training	1,000.00	400.00	300.00	N/A	600.00
Two (2) day training	1,400.00	400.00	300.00	N/A	1,200.00
Three (3) day training	1,800.00	400.00	300.00	N/A	1,800.00
Four (4) day training	2,200.00	400.00	300.00	N/A	2,400.00
Five (5) day training	2,600.00	400.00	300.00	N/A	3,000.00

Payment of the training fees by the private RO or TPSP or other eligible person is, generally, a prerequisite for the personnel to start the training courses with the PRI. As such, the same must be settled prior to the training’s start date. The personnel whose employer incurred late payments due to valid reasons may be accepted upon determination by the PRI.

D. Educational Tour Fee at the ITC/PRI Building

The PRI shall collect entrance fee for the tour of the ITC/PRI building. The ITC/building’s opening to educational institutions, public agencies, and other relevant parties shall promote and encourage students to pursue railway-related courses to develop human resources for the railway sector. The fees are herein stated below:

Educational Tour Fee	
Regular	PHP125.00
Senior Citizen/PWD/Student	PHP100.00

E. Other Fees

With regard to lost certificates or train driver’s IDs, the PRI shall collect fees for the replacement cost incurred for the re-issuance of the same. The fees are herein stated below:

Other Fees	
Replacement of Train Driver’s ID	PHP250.00
Replacement of the Certificates (RT, FT, and CDT Courses)	PHP180.00

In instances where the RO/TPSP decides to invite the PRI to conduct the training courses within its premises, training requirements and logistical arrangements shall be communicated and made with the PRI.

Section 5
DETERMINATION OF FEES

In the determination of the above-mentioned training fees, consultations with DOTr officials and existing and future ROs shall be undertaken before the finalization of this DO.

The training fees stated in this DO exclude the honoraria of external instructors that the PRI may hire, if necessary, which is calculated based on DBM Circular No. 2007-01. The said fee shall be in addition to the fees under Section 4 hereof.

The ED shall be allowed to adjust and impose a corresponding increase provided that it shall not exceed ten percent (10%) annually. Provided, further, that upon consultation from other government training agencies, the said increase shall be through the issuance of a Special Order reviewed by the DOTr-Legal and approved by the DOTr Secretary. Moreover, the ROs, railway personnel, and the public shall be notified prior to such change.

Section 6
PAYMENT AND COLLECTION

The payment of fees as herein stated shall be made to the PRI through bank deposit to the DOTr's bank account or over the counter payment at the DOTr’s Central Office. In turn, an Acknowledgment Receipt shall be issued by the PRI upon the RO/TPSP's presentation of proof of the said deposit or payment.

The DOTr-Cash Division shall assist the PRI in the collection of the fees established in this DO. Moreover, existing general accounting rules and regulations shall be complied with.

Section 7
SEPARABILITY CLAUSE

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

Section 8
EFFECTIVITY

This DO 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.


JAIME J. BAUTISTA
Secretary 
 
DOTr-OSEC SJJB 24-003593

