



Republic of the Philippines
Department of Transportation
PHILIPPINE RAILWAYS INSTITUTE



DOTr - PRI
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PRI OFFICE ORDER NO. 11, s. 2022

TO : ALL CONCERNED PERSONNEL OF THE PHILIPPINE RAILWAYS INSTITUTE (PRI)

FROM : UNDERSECRETARY AND OFFICER-IN-CHARGE, PRI

SUBJECT : AN ORDER AMENDING PRI OFFICE ORDER NO. 18, S. 2021, AS REGARDS THE COMPOSITION OF THE SUPPORT STAFF FOR THE ADMINISTRATIVE AND FINANCE SECTION (AFS)

DATE : 27 JULY 2022

In view of the exigency of service and personnel movement in the PRI, there is a need to amend PRI Office Order No. 18, s. 2021 as regards the composition of the AFS Support Staff. As such, the following personnel are designated to perform support services to the operations of the PRI:

Admin Support Processes	Designated Personnel
<p>Budget</p> <p>The designated personnel shall assist in the preparation of the yearly budget proposals to support the implementation of the PRI's various projects, programs, and activities (PPAs) that are related to their respective divisions and sections.</p> <p>For reimbursements, the designated PRI personnel shall prepare the following:</p> <ul style="list-style-type: none">• Modified Obligation and Request Status;• Disbursement Voucher (DV);• Justification;• Purchase Request (PR);• Filled-out Canvass Forms (at least three);• secure Official Receipts; and• Memorandum-Endorsement to approving offices.	<p><u>Supervisor:</u> Kimjay M. Lamar</p> <p><u>AFS:</u> Marconelle G. Esguerra</p> <p><u>Research and Development Division (RDD):</u> Ryan Christopher V. Manzano</p> <p><u>Training Division (TD):</u> Maria Carolina P. Arzadon Israel A. Radiaganding Jomahc Aquiline E. Lagasca Leo B. Austria Leo Chris M. Mateo</p> <p><u>Certification and Accreditation Division (CAD):</u> Julian Marc A. Makilan</p>
<p>Procurement</p> <p>The designated PRI personnel shall:</p> <ul style="list-style-type: none">• Gather price proposals through the conduct of market study;• Prepare the following documents and forms:<ul style="list-style-type: none">○ Abstract of Quotation;○ Project Procurement Management Plan;○ Approved Budget for the	<p><u>Supervisor:</u> Israel A. Radiaganding</p> <p><u>AFS:</u> Marconelle G. Esguerra</p> <p><u>RDD:</u> Renlay B. Concha</p> <p><u>TD:</u> John Melvin M. Villaflor Alvin P. Jamora</p>

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<p>Contract;</p> <ul style="list-style-type: none"> ○ PR; ○ Bidding Documents (for projects above Php 1 million); ○ Memorandum requesting for inclusion in the Annual Procurement Plan and for procurement; and ○ other procurement forms that may be requested by the Bids and Awards Committee, its Secretariat, Technical Working Group, and other approving authorities. <ul style="list-style-type: none"> ● Coordinate with the AFS procurement focal person for the payment to suppliers/ service providers and prepare the following documents: <ul style="list-style-type: none"> ○ Request for Inspection and Acceptance; ○ Memoranda for endorsement to concerned offices; ○ Certificate of Acceptance; ○ DVs for payment; and ○ other requisites for payment (attachments) as may be required. 	<p>Ezekiel Gonzales Rosella C. Algado</p> <p><u>CAD:</u> Julian Marc A. Makilan</p>
<p>Human Resources Management</p> <p>The designated PRI personnel shall assist the AFS in the Human Resource Management of the PRI, specifically for:</p> <p>a.) Learning and Development</p> <ul style="list-style-type: none"> - assist the AFS in the determination of the training needs and provide appropriate learning and intervention <p>b.) Performance Management System</p> <ul style="list-style-type: none"> - assist the AFS in the review of the PRI personnel's achievements in terms of the objectives set by the Institute - consolidate IPCR ratings of their respective divisions and sections <p>c.) Rewards and Recognition</p> <ul style="list-style-type: none"> - assist the AFS in coordinating with the DOTr Central Office on the PRI's adherence to the basic policies of the DOTr's incentive awards system 	<p><u>Supervisor:</u> Princess May M. Butron-Necesito</p> <p><u>AFS:</u> Marion R. Agner</p> <p><u>RDD:</u> Christian L. Matignas</p> <p><u>TD:</u> Luisito DG. Apacible</p> <p><u>CAD:</u> Princess May M. Butron-Necesito</p>
<p>Inventory of Supplies</p> <p>The assigned PRI personnel shall:</p> <ul style="list-style-type: none"> ● accomplish the Requisition and Issuance Slip for needed supplies of their respective divisions; 	<p><u>Supervisor:</u> Princess May M. Butron-Necesito</p> <p><u>AFS:</u> Marconelle G. Esguerra</p> <p><u>RDD:</u></p>

<ul style="list-style-type: none">• identify responsible persons for the Inventory Custodian Slip;• be prepared for spot inventory audits;• establish own stock buffer points relative to the supplies of their respective divisions; and• follow government disposal procedures in coordination with the AFS.	<p>Kerby M. Gonzaga</p> <p><u>TD:</u> Eric B. Apellido Paolo T. Manuel Abel C. Trinidad James Kebi D. Ledesma</p> <p><u>CAD:</u> John Marth V. Alata</p>
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The above-mentioned personnel shall perform and 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 until such support is needed by the AFS. Further, once the AFS' Administrative Officer V is hired, he/she shall continue to work in coordination with the respective designated supervisors/Division Chiefs and oversee the concerned personnel's performance of the functions as designated in this Order.

This Order takes effect immediately and supersedes all other Office Orders/issuances inconsistent herewith.


ANNEL R. LONTOC, CESO I
