



Republic of the Philippines
Department of Transportation
PHILIPPINE RAILWAYS INSTITUTE



PRI Office Order No. 22, series of 2022

Guidelines on the Internal Policy Process of the Philippine Railways Institute

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 (DOTr);

WHEREAS, Section 1 of the said EO mandated 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, the same EO provides for the core functions of the PRI namely: (a) provision of quality training, (b) certification of railway personnel and accreditation of railway operator training facilities and independent training centers, and (c) continuous research and development on human resources in the railway sector;

WHEREAS, the EO’s Implementing Rules and Regulations (IRR) or DOTr Department Order (DO) No. 2020-005 states that specific details of the PRI’s operations shall be discussed in subsequent Circulars and Orders;

WHEREAS, PRI Office Order No. 13, s. 2021 or “An Order Establishing the Quality Management System of the Philippine Railways Institute and Ensuring its Effective Implementation and Continual Improvement” specifies the PRI’s management processes, one of which is leadership and governance;

WHEREAS, to effectively lead and govern the Institute in the exercise of its mandate, performance of its powers and functions, and achievement of its vision and mission, internal policies must be formulated;

WHEREAS, internal policy formulation is key to ensuring that the established processes are efficient for the PRI to deliver quality services and products, thus, the need to establish rules on the development and review of internal policies;

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

PMB

ARTICLE I

Coverage

This Order shall apply to the formulation of the PRI's internal policies such as, but not limited to, Circulars, Orders, and Manuals. All PRI personnel, regardless of their employment status, shall follow these rules.

ARTICLE II

Definition of Terms

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

- a. Administrative and Finance Section – also called the AFS, is responsible for the development of plans and policies on, and management of the PRI's human resources, assets and properties, procurement, and storage and distribution of supplies;
- b. Certification and Accreditation Division – also called the CAD, is responsible for the issuance of certificates and train driver's ID, and the conduct of accreditation and quality audits;
- c. Circular – refers to an issuance prescribing policies, rules and regulations, and procedures promulgated pursuant to law, applicable to individuals and organizations outside the Government and designed to supplement provisions of the law or to provide means for carrying them out, including information relating thereto (*Book IV, Chapter 11, Section 50 (1) of the Administrative Code of 1987*);
- d. Executive Director – also called the ED, is the one in charge of the day-to-day operations of the PRI;
- e. Institute – also called the PRI, is the Philippine Railways Institute established under EO No. 96, s. 2019;
- f. Manual – refers to a document detailing the step-by-step process to achieve a course of action;
- g. Order – refers to an issuance directed to a particular office, official, or employee, concerning specific matters including assignments, detail and transfer of personnel, for observance or compliance by all concerned (*Book IV, Chapter 11, Section 50 (2) of the Administrative Code of 1987*);
- h. Policy – refers to a set of internal or external guidelines/rules that determines a course of action;

- i. Policy Process – refers to the development of specific policy options where a range of possible choices is narrowed down, and which consists of five (5) stages namely agenda setting, policy formulation, adoption, implementation, and evaluation;
- j. Research and Development Division – also called the RDD, is responsible for the establishment and management of partnerships, conduct of research, and policy formulation/review; and
- k. 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.

ARTICLE III AGENDA SETTING

Agenda setting or the issue-sorting stage in the policy process identifies and narrows down the issues surrounding the operations of the PRI, and the possible course/s of action to address the same. The agenda or issue is set during the conduct of various PRI activities such as, but are not limited to, the following:

- a. Semi-annual Strategic Planning Workshops;
- b. Management Review;
- c. Management Committee meetings;
- d. consultation meetings; and
- e. annual internal quality audit.

It may also arise pursuant to directives from the Department of Transportation (DOTr) and other oversight agencies.

ARTICLE IV POLICY FORMULATION AND ADOPTION

Formulation of policies shall follow the following steps:

A. Circular

- 1. Once the agenda is set, the concerned division/section/committee shall develop a draft (version 0) considering the existing laws, rules, and regulations, results of their research, historical data, and the PRI's experiences and practices, among others. A rough draft is acceptable provided that all necessary information, requirements, and processes are included.
- 2. Version 0 of the document shall be submitted to the CAD, which shall review the same within five (5) working days from receipt thereof to ensure that it is compliant with EO No. 96, DOTr DO No. 2020-005, and existing national

policies and plans, laws, rules, and regulations. The CAD must also ensure that the draft is consistent with the PRI Circulars/Orders. Revisions shall be reflected by the CAD in the draft's version 1.

3. The CAD shall then submit version 1 to the TD, RDD, AFS, and third-party entity/ies, as needed, for its respective review and comments. Inputs and/or comments shall be provided in the Summary of Comments (**Annex A**) for easy review and monitoring. The said review shall run for five (5) working days from receipt of the draft's version 1.
4. On or before the deadline set by the CAD, the TD, RDD, AFS, and third-party entity/ies shall submit their inputs and comments to the CAD.
5. Inputs and/or comments shall then be addressed by the CAD, and appropriate ones shall be reflected in the draft (version 2). However, in instances where there are still issues/matters that remain unresolved, the CAD shall revert the document to the TD, RDD, AFS, and third-party entity/ies. As such, the CAD shall decide on the number of allotted review days depending on its urgency and, as a result, different versions may arise from this review iteration process.
6. Once the CAD is satisfied, the draft shall be submitted to the ED for the latter's review and comments for five (5) working days from receipt thereof. The ED's inputs and/or comments shall then be reflected by the CAD into the draft document for seven (7) working days from receipt.
7. The revised draft document shall be resubmitted to the ED. Once the latter is satisfied, the CAD shall facilitate the review of the document by the DOTr-Legal Affairs.
8. Upon receipt of the DOTr-Legal Affairs' opinion by the ED, the same shall be forwarded to the CAD. Whenever applicable, comments and/or inputs from the legal opinion shall be reflected by the CAD into the draft document.
9. An in-person or online consultation meeting shall, thereafter, be scheduled and conducted among appropriate PRI stakeholders (e.g., railway operators, third-party service providers, relevant government agencies). Issues arising therein shall be addressed and comments and/or inputs shall be reflected in a newer version of the document. The allotted review days by the CAD shall depend on the complexity of matters/comments/issues received. However, the same shall not exceed twenty (20) working days.
10. Once all issues/comments/inputs are addressed, the draft shall be submitted to the ED and if the latter is satisfied, the CAD Chief shall finalize the draft and affix his/her initials on every page of the document before the ED's approval and signature. The ED, whenever deemed necessary, may direct another round of review by the DOTr-Legal Affairs.

11. The signed and approved Circular shall then be forwarded to the Records Officer for the PRI's internal document numbering and later submitted to the DOTr's Office of the Secretary for document numbering.
12. Once numbered, the CAD shall facilitate the Circular's publication in a newspaper of general circulation and filing with the UP Law Center.
13. On its effectivity date, the CAD shall request the Records Officer to disseminate the same to all PRI personnel. The concerned division/section/committee shall disseminate the same to the relevant stakeholders.
14. An orientation shall also be conducted to apprise the PRI personnel of the signed Circular. All questions and/or concerns shall be addressed by the CAD and concerned division/section/committee.

B. Orders

The steps stated in Article IV (A) hereof shall also apply to the formulation of Orders except for steps nos. 7 to 13. In this instance, once the ED is satisfied with the draft, the CAD Chief shall affix his/her initials on every page of the document. Thereafter, the ED's approval and the Order's consequent dissemination and orientation shall proceed.

C. Manuals

Manuals, procedures, and other guidelines are usually attached to the relevant Circular/Order. As such, the formulation process shall also follow the procedure set forth under Article IV (A) hereof except steps numbers 7 to 13. For the signatories, the Manual shall be signed by the personnel who developed the document, the concerned Division Chief/Section Head/Committee Head who recommended it to the ED, and the ED for the final approval.

Relevant Orders relative to document management shall be followed in the drafting of any of these mentioned policies.

ARTICLE V POLICY IMPLEMENTATION AND EVALUATION

The concerned division/section/committee shall implement the signed and issued Circular/Order/Manual based on the rules and regulations, and procedures stipulated in these documents. As such, the same concerned division/section/committee shall also monitor the policy being implemented. The policies' implementation may also be assessed during the annual internal quality audit.

ARTICLE VI
Amendments


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

ARTICLE VII
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 VIII
Effectivity Clause

This Order shall take effect immediately upon its issuance.


ANNELIE R. LONTOC, CESO I
Undersecretary, DOTr and ^{PMB}
OIC-ED, PRI

Summary of Comments

Title of the Circular/Order

Article/Section	Comment/Suggestion	CAD's Answer	RDD, TD, AFS, and Consultant's Reply
THIRD-PARTY CONSULTANT COMMENTS			
TD COMMENTS			
RDD COMMENTS			
AFS COMMENTS			

PMB