



**PRI Office Order No. 11, series of 2023**

**Guidelines for the Creation, Review, Approval, and Administration of the  
Practical Comprehensive Examination for the Refresher Training Course  
for Railway Operations and Maintenance Personnel**

---

**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 3 of the said EO states that there shall be a Training Division, which under Article III, Section 8 of its Implementing Rules and Regulations (IRR) or DOTr Department Order (DO) No. 2020-005, shall be responsible for providing training to all existing, new, and prospective railway personnel;

**WHEREAS**, it is necessary for the existing railway operations and maintenance (O&M) personnel to undergo and complete the Institute’s Refresher Training (RT) Course to enhance their capacity and strengthen their knowledge, skills, and attitude in delivering their services to the riding public;

**WHEREAS**, Circular Nos. 1, 2, and 3, series of 2021 were issued by the Institute as guides in the conduct of the RT Course, evaluation of trainees’ competence, and issuance of certificates and train drivers’ IDs;

**WHEREAS**, pursuant to the said Circulars, the trainees’ competence shall be evaluated through a written Comprehensive Examination (CE) upon completion of the training course, the passing percentage of which is set at 42 or 70% of the total number of questions;

**WHEREAS**, in order to better assess the competency of existing railway O&M personnel, both theoretical and practical assessment tools shall be utilized to determine the trainees’ knowledge and skills in railway O&M, thus, aligning the PRI’s competency assessment with the current best practices;

**WHEREAS**, the Institute upholds the integrity and transparency of the said assessment tools, thus, the need to establish rules and regulations on the practical CE’s creation, review, approval, and administration;

**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 adopted:

## **ARTICLE I**

### **Coverage**

This Order shall apply to the creation, review, approval, and administration of the practical CE as an assessment tool to evaluate trainees who underwent and completed the RT Course.

## **ARTICLE II**

### **Definition of Terms**

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

- a. Assessment Committee - also called the AC, is responsible for the (1) checking of the written CE's Answer Sheets in relation to the Answer Key, (2) consolidating the results of the practical CE; and (3) drafting of summary of the trainees' performance in the formative assessments, if available, pre/post-tests, and the CE, including the Lists of Successful and Unsuccessful Trainees;
- b. Competency - a set of related knowledge, skills, and attitudes that are required to effectively perform tasks in the workplace, and can be developed by completing relevant subject/s. There are three (3) types of PRI competencies, namely: 1) Core; 2) Departmental; and 3) Specialized;
- c. Comprehensive Examination - also called the CE in this Order, is a combination of written and practical examinations conducted at the conclusion of the training course, which aims to gauge the trainees' knowledge and proficiency in the competencies discussed;
- d. Coordination Committee - also called the CC in this Order, is responsible for all the coordination needed for the conduct of each cycle which includes the (1) review of the completeness and correctness of Training Application Form (TAF), (2) review of the trainee's qualifications and eligibility to undergo the FT Course, and, if needed, (3) coordination with ROs and/or applicants for correction and/or proper accomplishment of the TAFs, (4) coordination with the trainees for the submission of requirements and activities, (5) coordination with the ROs on access to necessary facilities, tools, and equipment, including Personal Protective Equipment, in case of practical training and CE, (6) preparation of the Master Training Profile and official Batch List, and (7) provision of trainee code;
- e. Examination Committee - also called the EC, is the who that (1) reviews the trainee's application and eligibility to take the CE, (2) manages the question



bank, (3) creates the examination sets, (4) checks if the questions included in the examination sets were taught by the instructors or included in the training materials, (5) provides the Answer Keys, (6) prints and seals the final copies, (7) administers the written CE, and (8) checks whether the approved competency assessment tools for the practical CE were used;

- f. Instructor – a PRI personnel entrusted with teaching the existing and new railway O&M personnel theoretical and/or practical skills, and who will also act as the proctor in the administration of the practical CE;
- g. Practical Comprehensive Examination – also called practical CE, exam, or examination in this Order, is an assessment tool to be administered by the Instructor at the conclusion of the RT Course to gauge the trainees' knowledge and proficiency in the competencies discussed, which also includes oral assessment, hands-on, or simulation activities;
- h. RT Course – also called the Refresher Training Course for Railway Operations and Maintenance Personnel, is a training conducted by the Institute to enhance the knowledge, skills, and attitude on railway O&M of existing O&M personnel;
- i. Training Curriculum Development Committee – composed of the: (1) TD Chief as the Head; and (2) RDD Chief, CAD Chief, and heads of the PRS, IHSS, TD Sections, and select instructors as members. The ED may include other members/s as deemed necessary. The said Committee shall develop the training design based on the learning objectives and the results of the TNA; and
- j. Training Division – also called 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**

#### **Creation of Practical Comprehensive Examination**

The nature, objectives, assessment methods, and criteria of the practical CE, and any future revisions thereof, shall be aligned with the RT Course curriculum. The Training Curriculum Development Committee, as defined in PRI Office Order No. 22, series of 2021, shall supervise the creation of the practical CEs, using the Guidelines on the Development of Training Curriculum.

#### **A. General Principles**

The following general principles shall be considered in the formulation of the practical CE:

1. The nature of the practical CE, including the necessary equipment, tools, and materials, shall be determined by the concerned PRI Instructor to whom the subject/topic was assigned.
2. The objectives of the practical CE must be in line with the learning objectives of the respective subjects/topics vis-à-vis the approved RT Course curriculum.
3. The practical CE must be aligned with topics discussed and covered by the theoretical lectures and practical activities. Trainees shall not be assessed based on criteria that were never discussed or covered in the RT Course.
4. The assessment criteria shall be set in a manner that is easily quantifiable and measurable through practical actions, questioning, or professional discussion.
5. All practical CEs shall implement measures to ensure the safety and mental readiness of the Instructor and its trainees.
6. In the case of any evidence of physical impairment, the Instructor-in-charge shall create a suitable practical CE for the trainee. The TD shall ensure and validate that the subject/learning topic's objectives are satisfied in the specialized practical CE appropriate for trainees with physical impairment.

## **B. Creation of Practical Comprehensive Examination**

The concerned Instructor shall create, within ten (10) working days after deliberations with his/her section, the practical CE that is deemed an appropriate competency assessment tool of the subject/topic. The draft proposal, herein attached as **Annex A**, shall have the following information included in its body:

1. type of training covered by the proposed practical CE;
2. description of the practical CE;
3. subject/topic covered;
4. time allotment;
5. location;
6. number of instructors/facilitators needed to execute the practical CE;
7. objective/s of the practical CE;
8. mechanics required to perform the practical CE, which shall be developed by the concerned Instructor and Section Supervisor;
9. assessment/activity guide for the practical CE;
10. materials/equipment to be used for the practical CE;
11. expected outputs/indicators;
12. budgetary requirements, if applicable; and
13. assessment method/tools needed (such as oral assessment and hands-on assessment, among others).

## **C. Safety Planning**

In line with the planned activities for the practical CE, the TD's Safety and Security Section (SSS) shall prepare a Safety Plan that shall include the following information:

1. assignment of Safety Officers (SOs) for the practical CE;
2. HIRAC (Hazard ID, Assessment, and Control);



3. toolbox meetings;
4. Safety Orientation; and
5. Kiken Yochi Training, which is a type of training that aims to motivate participants to recognize and predict hazards.

The said plan shall be used as information for other relevant planning activities for the RT Course and subject to the practical CE's approval process.

Assigned SOs for the practical CE shall primarily be members of the TD-SSS. Should availability of the TD-SSS members be limited, certified SO/s from other sections/divisions of the Institute may represent the TD-SSS as the assigned SO/s.

#### **D. Approval Process**

The draft practical CE shall, thereafter, undergo the following review and approval process:

1. Upon submission of the proposal, the concerned Section Supervisor shall provide comments and suggestions that are grounds for revisions, if there are any, two (2) working days from receipt thereof. The concerned Instructor shall address the Section Supervisor's comments and revise the proposal within two (2) working days from receipt of the comments. The TD Chief shall also oversee the revisions made in the practical CE.
2. A third-party consultant shall review the draft proposal within five (5) working days from submission of the revised document. After the review, the third-party consultant shall provide their comments to the concerned Instructor, which the latter shall address within two (2) working days from receipt thereof.
3. The Training Curriculum Development Committee and EC shall review the draft proposal within five (5) working days from submission. The review shall consist of a demonstration or dry-run to show how the practical CE is to be administered by the Instructor/assessor. The demonstration/dry-run shall be a final technical test run done to ensure the appropriateness of the practical CE's mechanics (e.g., time allotment).
4. Once the technical test run is successful, the same shall be submitted to the ED for the latter's review and approval, which shall be completed within four (4) working days. Otherwise, the revised practical CE shall be reverted to the concerned Section Supervisor, which shall have one (1) day from receipt thereof to make the necessary revisions.
5. Once the proposal is approved by the ED, the same shall be implemented as an assessment tool in the RT Course.

#### **E. Preservation**

All proposals and records relevant to the practical CE shall be filed and secured by the EC. Approved practical CE shall also be safeguarded and implemented, as necessary, by the said committed taking into consideration its integrity and reliability.

## **F. Frequency of Practical Comprehensive Examination Revision**

The practical CEs shall also be reviewed and revised whenever necessary (e.g., curriculum is revised). In deciding whether revising the practical CE is necessary, the following shall be considered:

- a. maintaining the integrity and avoiding leakage on the nature of the practical CE;
- b. ensuring that the practical CE is in line with the RT Course curriculum;
- c. ensuring the quality of the practical CE in terms of its intended outcome/s;
- d. ensuring the practical CE's applicability in all railway lines;
- e. identified safety issues the practical CE may pose; and
- f. general feedback from the trainees.

To revise practical CEs following the above-mentioned considerations, the concerned Instructor shall draft a proposal following the guidelines provided in Article III (B) of this Order and, thereafter, follow the approval process as indicated in Article III (D) hereof.

## **ARTICLE IV**

### **Conduct and Assessment of the Practical Comprehensive Examination**

The following rules and regulations shall apply on the conduct of the practical CE and assessment of the results:

#### **A. Eligibility to Take the Practical Comprehensive Examination**

Pursuant to the PRI Circular No. 2, s. 2022, the following rules shall apply:

1. Trainees who completed the RT Course and are deemed eligible to take the written CE shall first take the said examination. Trainees who got a score of 42 or above shall be declared as having PASSED the examination and shall no longer be required to take the practical CE.
2. Only trainees who acquired a score between 30 to 41 in the written CE shall be eligible to take the practical CE.
3. On the other hand, a trainee who scored anywhere between 0-29 shall be declared as having FAILED the examination. As such, he/she shall retake the written CE and must get a score of at least 42 in order to pass the examination.
4. Failure to pass the written CE for the second time after failing the first practical CE shall likewise render him/her eligible to take the second practical CE provided, however, that the written CE's score is between 30 to 41.
5. In case the trainee still fails to pass the second practical CE, he/she shall have the last chance to pass by retaking the written CE and the practical CE, if needed, with the same requirements as above.



6. Finally, in cases where the trainee has already exhausted his/her three (3) chances, the PRI shall inform the respective railway operator or third party service provider, whichever is appropriate, of the trainee's non-compliance with the required competencies set for railway O&M personnel.
7. In all instances, the AC shall publish the results of the written and practical CEs.

## **B. Attendance Monitoring**

Attendance to the practical CE shall be monitored and recorded by the EC. The process for monitoring and recording the attendance shall be as follows:

1. The assigned EC member or assessor shall start collecting the attendance as early as 15 minutes before the start of the scheduled practical CE using the Attendance Sheet (**Annex B**). Attendance shall also be checked at the start of the practical CE.
2. No examinee shall be allowed to participate in the practical CE once the scheduled examination has started. Latecomers shall communicate with the EC for a rescheduling.
3. At any point during the course of the practical CE, the assessor shall also collect the attendance once using the Attendance Sheet above.
4. At the end of the scheduled examination, the assessor shall also collect and record the attendance a final time.
5. All completed Attendance Sheets shall be submitted to the EC Head for records purposes.

## **C. Administration of the Practical Comprehensive Examination**

The administration of the practical CE shall follow the guidelines and procedures to ensure the efficient and safe conduct of the same. In administering the examination, these general guidelines shall be followed:

1. All information regarding the practical CE, including the schedule, location, flow of activities (if information is not confidential in nature), required equipment for the examinees and PRI staff, required documents, safety reminders, and on-the-day reminders shall be communicated to all examinees and PRI staff by the CC at least one (1) day before the scheduled examination, provided that ample time is given to prepare any document or equipment.
2. Only assessors [minimum of three (3) assessors] assigned by the EC Head, SO/s, and examinees shall be present at the testing site. However, observers (e.g., PRI personnel from other divisions/sections, AC members, third-party entities) may be allowed provided that they are identified and communicated to the EC at least one (1) day before the scheduled examination. Provided, further, that the sole purpose of their presence is to observe the examination and provide inputs to further improve the conduct of the practical CE. Provided, finally, that the observers shall, at all times, observe the activity's confidentiality and abstain from disclosing the same to other parties without the written consent of the PRI.

3. Observers shall not be allowed to interfere in the conduct of the practical CE. Moreover, they are not allowed to talk to any of the assessors or examinees or walk/move around the testing room.
4. No examination may proceed without an SO present. The number of SOs vis-à-vis the number of examinees shall be pursuant to guidelines set in the Department of Labor and Employment's Occupational Safety and Health Standard.
5. In case of safety issues as determined by the assigned SO, the latter shall have the authority to stop all examination activities to ensure the safety of all participants.

Moreover, the following specific process shall be followed in the administration of the practical CE:

1. The practical CE shall start on the scheduled time. No latecomers shall be allowed to take the examination.
2. It shall be done in private sessions, in front of a panel composed of at least three (3) assessors assigned by the EC Head.
3. Only items to be used in the practical CE may be brought into the testing location or on the person of the trainee during the practical CE. All items in violation of this shall be surrendered to the assessors for safekeeping, to be returned to the examinee after the completion of the assessment.
4. The EC members or assessors shall conduct a short orientation prior to the start of the practical CE. The said orientation shall be composed of three (3) parts: (1) greetings and introduction by the assessors; (2) checking of the examinees' identification; and (3) discussion of the practical CE's purpose, methodology, assessment, and confidentiality rules. Attached as **Annex C** is the general instructions to the examination assessors.
5. The SOs shall, thereafter, discuss safety protocols and guidelines at the start of each activity.
6. After the orientation conducted by the EC member/assessor and the SO, the examinees shall draw lots on the order by which they shall take the practical CE.
7. Examinees who are waiting for their scheduled examination or have finished the same shall wait at a designated waiting area.
8. The examinees shall be given 15 minutes at the start of their scheduled assessment to prepare all needed materials and equipment for their practical CE.
9. No examinee may leave the examination room's premises until he/she has already completed the examination, and the assessors provided their assessment results.
10. The practical CE is completed once the examinee has received the assessment results, and the same has been discussed to him/her individually by the assessors.

Observers attending the conduct of the practical CE shall abide by the following rules:



1. Observers should be present at the testing location 15 minutes before the scheduled time.
2. Observers shall identify themselves to the assigned assessor as soon as the observers arrive.
3. Observers are not allowed to converse with or approach the examinees until the results of the assessment are discussed by the assessors and provided to the examinees.
4. Observers may not interfere, directly or indirectly, deliberately or unintentionally, in the conduct of the practical CE.
5. Video and sound recording shall be prohibited. Notes written down by the observers shall be kept confidential by the EC so as not to cause a leakage.
6. The assessors or the attending SO may ask the observer/s to leave should any of the preceding guidelines be violated.

#### **D. Assessment of the Examinee's Performance**

Only EC members or assessors may be assigned by the EC Head as practical CE assessors. Each examinee shall be evaluated by at least three (3) assessors, who shall record their evaluation/assessment of the examinees' performances in the Rating Sheet (**Annex D**). At the end of each examinee, the assessors' ratings shall be summarized using the Practical CE Rating Sheet Summary (**Annex E**).

#### **E. Examination Results/Feedback**

After the examinees have completed the practical CE, the assessors shall provide and explain the results to the examinees individually within the same day of the examination. The results shall be discussed with each examinee in a private session and shall be witnessed by an AC member. The examinee's strengths, weaknesses, good practices, and bad practices shall be discussed and explained by the assessors. Moreover, the means by which the examinee may conduct a retake in case they fail the practical CE shall also be discussed.

If the examinee agrees with the examination results, he/she shall sign the Rating Sheets and Practical CE Rating Sheet Summary. Otherwise, the examinee shall be required to submit a letter of appeal to the assessors. All accomplished documents shall then be sealed and submitted, along with the Attendance Sheets, to the AC.

#### **F. Handling Trainees' Appeals**

The process of handling appeals put forward by the examinees shall be as follows:

1. The trainee shall, within two (2) hours from the conclusion of his/her practical CE, submit his/her intention to appeal the administration or results of their practical CE to any PRI personnel present by submitting a Letter of Appeal (**Annex F**).
2. The receiving PRI personnel shall forward the accomplished letter to the EC within the day of receipt or immediately the following day.

3. The EC shall review the appeal and provide a recommendation or a response to the appeal within two (2) working days from receipt of the letter. The EC Head shall forward the recommendation to the TD Chief.
4. The TD Chief shall review the said recommendation and decide on the appeal within one (1) working day from receipt of the recommendation. The TD Chief's decision shall, thereafter, be forwarded to the EC Head for execution.
5. The appellant-examinees shall be notified by the EC of the results of their appeal through a letter to be signed by the TD Chief and sent by the EC through email or post office/courier.

Information about the appeal process shall also be explained to the examinees by the EC members or assessors.

#### **G. Collection of Feedback for the Practical CE**

Feedback on the conduct and content of the practical CE shall be handled in accordance with the guidelines set in Annex F or the Manual on Customer Feedback and Continual Improvement System of PRI Office Order No. 13, s. 2021.

### **ARTICLE V Amendments**


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

### **ARTICLE VI 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 VII Effectivity Clause**

This Order shall take effect immediately upon its issuance.

  
ANNELIR LONTOC, CESO I  
Undersecretary, DOTr and  
OIC-ED, PRI






  	DEPARTMENT OF TRANSPORTATION <b>PHILIPPINE RAILWAYS INSTITUTE</b> Training Division  <b>COMPETENCY ASSESSMENT          TOOL PROPOSAL</b>	DOC. CODE / REF NO.:  EFFECTIVITY DATE:  REVISION NO.:  PAGE NO.:	PRI-TD-F-CAP-YYYY-MM-XXXX-S  27 March 2023  00  Page __ of __
<b>BRIEF DESCRIPTION</b>			
Type of Training covered by the proposed Practical Comprehensive Examination (CE):			
Competency:			
Topic:			
Description of the Practical Comprehensive Examination (CE):			
Objectives of the Practical CE:			
<b>MECHANICS</b>			
Mechanics required to perform the proposed Practical CE:			
Assessment/Activity Guide:			
Proposed Location:			
Proposed Time Allotment:			
<b>PROPOSED PRACTICAL EXAMINATION'S REQUIREMENTS</b>			
Assessment Methods/Tools Needed:			
Materials/Equipment/Facilitators Needed:			
Budgetary Requirements, if applicable: <i>(Indicate the amount and attach necessary budgetary documents)</i>			
Assigned Personnel to execute the PE: <i>(List of instructors and/or facilitators)</i>			

EXPECTED OUTPUTS / INDICATORS	
<i>Describe expected outputs of the trainee:</i>	
PROPOSER:	
INSTRUCTOR:	SECTION SUPERVISOR:
DATE:	DATE:
REVIEWER COMMENTS	
REVIEWER:	EXAMINATION COMMITTEE HEAD:
DATE:	DATE:
APPROVER COMMENTS:	
TRAINING DIVISION CHIEF:	EXECUTIVE DIRECTOR:
DATE:	DATE:
Do not reproduce or remove from binder without the prior permission from the Examination Committee Head/ Document Controller	

pmpn



  	<p>DEPARTMENT OF TRANSPORTATION  <b>PHILIPPINE RAILWAYS INSTITUTE</b>          Training Division</p> <p align="center"><b>COMPREHENSIVE EXAMINATION          ATTENDANCE FORM</b></p>		DOC. CODE / REF NO.:	PRI-TD-F-CEA-YYYY-MM-XXXX-S
			EFFECTIVITY DATE:	3 February 2023
			REVISION NO.:	00
			PAGE NO.:	Page __ of __

TYPE OF TRAINING:	EXAMINATION DATE:	EXAMINATION TIME:	EXAMINATION VENUE:
-------------------	-------------------	-------------------	--------------------

No.	Signature	Name	Trainee Code	Batch/Cycle Number	Organization	Competency	Questionnaire Number	Set	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

*Do not reproduce or remove from binder without the prior permission from the Examination Committee Head/ Document Controller*

*pinan*

Administered by:

Prepared by:

Checked and Reviewed by:

Name  
Member, Examination Committee

Name  
Member, Examination Committee

Name  
Head, Examination Committee

## Script of Proctors for the Practical Comprehensive Examination

### PART I: INTRODUCTION

“Good Morning!”

“My name is <Name>, with me are <Name> and <Name>. We are members of the Examination Committee of the PRI and we will be your assessors for the day.”

### PART II: CHECKING CANDIDATES' DOCUMENTS

“Before we start the examination, let us first check the attendance. When I call your name, please present to me your identification card.”

*Note: Proctors must validate the picture of examinees in their identification card.*

“Kindly check the spelling of your name in the attendance sheet. And if found correct, kindly place your signature in the space provided.”

*Note: Proctors should also counter check the signature of the examinees both in their identification card and attendance sheet.*

### PART III: ORIENTATION

“Today, we are going to administer the Practical Comprehensive Examination (PCE). Before we move on to the assessment proper, I would like to discuss with you the important concepts and significant information regarding the Practical Comprehensive Examination.”

- **Purpose of PCE**

“This Practical Comprehensive Examination is an additional level to better assess your learnings from the Refresher Training (RT) Course and determine your competency in the specific competency that is required of



you in the railways operation and maintenance. This PCE comprises questions from different competencies namely:

1. Core, Departmental Operations, and Specialized Commercial Train Driving
2. Core, Departmental Operations, and Specialized Fare and Ticketing Management
3. Core, Departmental Operations, and Specialized Passenger Management
4. Core and Departmental Maintenance

*Note: Proctors must only explain the competencies applicable to the examinees.*

“Passing the PCE is necessary for you to receive your Certificate of Competency which specifies the railway discipline in which you are authorized to serve.”

- **Conduct of PCE**

1. All examinees should stay in a waiting room. You are not allowed to talk with one another or use any electronic devices. All questions regarding the examination shall be addressed directly to the assessors. Any act of cheating committed before, during, and after the practical CE shall result in failure of the CE, both written and practical, and a bar from taking either the said CE.
2. One at a time, examinees will enter the Practical Comprehensive Examination room.
3. Once inside the room, you will be asked a ten (10) item test relevant to your competency. You can demonstrate the scenario or verbally answer the question, depending on the nature of the questions.
4. For demonstration, we will just observe your actions and input our observations in the Rating Sheet.
5. For oral questioning, we will just listen to your answers and input your responses in the Rating Sheet.

"For this assessment, you will use different tools, materials, and equipment. All tools, materials, and equipment needed will be provided by the PRI".

"During the practical assessment, we must always observe safety. If you find any threat to safety, please inform me immediately so we can conduct preventive measures to avoid it or prevent the scenario from worsening."

- **Result of PCE**

"After all of the examinees have gone through the assessment proceedings, we will give you feedback about your overall performance and will announce the results of the PCE."

"We only have two results of the assessment: "Competent" and "Not Yet Competent". If you are found competent, you will receive a Certificate of Competency. However, if your outcome is not yet competent, you have to be scheduled for re-assessment."

"If after your result is announced and you are unhappy with your assessment result or you feel that there is something wrong with the assessment process that leads you to an undesirable outcome, we have an appeal process wherein you can submit your intention to appeal the administration of your practical CE to any PRI Instructor or staff present by submitting a Letter of Intent within two (2) hours from the conclusion of your practical CE."

- **Confidentiality Rule**

"You are bound by the PRI's confidentiality rule regardless of the results of this examination. As such, you are NOT allowed to disclose/leak/share/ any information related to the practical CE including, but not limited to, the questions asked, activities performed, and simulations made to any person. Failure to comply may result in the PRI taking recourse available to it under the existing laws, rules, and regulations. If you agree, please sign on the Rating Sheet and Summary



Summary Rating Sheets to be provided to you. Otherwise, you are not allowed to take this practical CE."

### IS EVERYTHING CLEAR?

"In a short while we will already proceed with the actual assessment process. Let's just have a 5 minute break to make yourself ready for the assessment."

## START OF THE ASSESSMENT

### PART IV: PRACTICAL CE PROPER

"Since everyone is here, we will now start the Practical CE. You will be called one at a time to enter the Practical CE room."

*Note: While inside the Practical CE room, proctors must invite the examinee to sit down. Proctors then ask questions or scenarios relative to the competency of the examinee. Questions and scenarios must come from the Practical CE Examination Form.*

*Note: For Demonstration, proctors must observe the actions and performance of the examinees. You must never interrupt or interfere with the examinees. Proctors must hold the Rating Sheet and check the boxes according to the criteria being performed whether it is satisfactorily executed or not.*

*Note: For Oral Questioning, proctors must listen to the answers of the examinees. You must never interrupt or interfere with the examinees. Proctors must write the responses of the examinees in the Rating Sheet.*

"Congratulations for finishing the Practical CE. Please go to the isolation room and kindly wait until all the examinees are done to receive your results".

## PART V: PROVIDING FEEDBACK

*Note: Proctors must establish rapport with the examinees by asking them how they are feeling before you give the results of the Practical CE.*

If the candidate was found **COMPETENT** say:

" <Name>, you scored \_\_ out of 10 in the Practical CE. <State strong points, followed by their weakness, and opportunities for improvement>. Your performance is still acceptable and I am glad to say that you are now **competent**. Kindly wait for a few days for your Certificate of Competency and further announcements regarding your graduation. Once again, congratulations."

If the candidate was found **NOT YET COMPETENT** say:

" <Name>, you scored \_\_ out of 10 in the Practical CE. I am sorry you were not able to perform within the standard requirements of the competency. <State strong points, followed by their weakness, and opportunities for improvement>. You have to further review or practice lectures related to the standard requirements of the competency. You may come back for reassessment when you feel confident enough that you have acquired the competency. You may request for rescheduling from the Training Division of the PRI."

## PART VI: CONFIRMATION OF RESULTS

" If you are satisfied with the results, I will present to you your rating sheets. Please affix your signature on the space provided as proof that you accept my assessment decision."

"If you are unhappy with your assessment result or you feel that there is something not right with the assessment process that leads you to an undesirable outcome, you can submit your intention to appeal the administration of your practical CE to any PRI Instructor or staff present by






submitting a Letter of Intent within two (2) hours from the conclusion of your practical CE."

*Note: Review the rating sheets together with other documents before concluding the activities.*

## **PART VII: EVALUATION**

"Before you leave, kindly accomplish this Customer Satisfaction Survey. Any information that you provide shall not, in any way, be used against you or in an action against you. All information gathered in this survey form shall be used only for the improvement of the services and processes of the Philippine Railways Institute (PRI) and that the PRI shall use the below information for data analysis pursuant to the Data Privacy Act of 2012."

PRIN

  	<p>DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division</p> <p><b>Refresher Training Course</b> <b>PRACTICAL COMPREHENSIVE EXAMINATION</b> <b>RATING SHEET</b></p>	DOC. CODE / REF NO.:	PRI-TD-F-PCR-YYYY-MM-XXXX-S
		EFFECTIVITY DATE:	10 February 2023
		REVISION NO.:	00
		PAGE NO.:	Page __ of __

TRAINEE INFORMATION			
TRAINEE CODE:	TRAINEE NAME:	BATCH NO:	COMPETENCY:

ITEM NO. 1		RATING
COMPETENCY:	QUESTION NO:	
ACTION/ ANSWER OF TRAINEE:		

ITEM NO. 2		RATING
COMPETENCY:	QUESTION NO:	
ACTION/ ANSWER OF TRAINEE:		




ITEM NO. 3		RATING
COMPETENCY:	QUESTION NO:	
ACTION/ ANSWER OF TRAINEE:		

ITEM NO. 4		RATING
COMPETENCY:	QUESTION NO:	
ACTION/ ANSWER OF TRAINEE:		

ITEM NO. 5		RATING
COMPETENCY:	QUESTION NO:	
ACTION/ ANSWER OF TRAINEE:		

ITEM NO. 6		RATING
COMPETENCY:	QUESTION NO:	
ACTION/ ANSWER OF TRAINEE:		



  	<p>DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division</p> <p><b>Refresher Training Course</b> <b>PRACTICAL COMPREHENSIVE EXAMINATION</b> <b>RATING SHEET</b></p>	DOC. CODE / REF NO.:	PRI-TD-F-PCR-YYYY-MM-XXXX-S
		EFFECTIVITY DATE:	10 February 2023
		REVISION NO.:	00
		PAGE NO.:	Page __ of __

ITEM NO. 7		RATING
COMPETENCY:	QUESTION NO:	
ACTION/ ANSWER OF TRAINEE:		
ITEM NO. 8		RATING
COMPETENCY:	QUESTION NO:	
ACTION/ ANSWER OF TRAINEE:		
ITEM NO. 9		RATING
COMPETENCY:	QUESTION NO:	
ACTION/ ANSWER OF TRAINEE:		
ITEM NO. 10		RATING
COMPETENCY:	QUESTION NO:	
ACTION/ ANSWER OF TRAINEE:		

**Rubrics for Practical Comprehensive Examination:**




Ratings:	Criteria:
1 point	Was able to demonstrate all correct actions and followed all safety rules
0.5 point	Was able to demonstrate some correct actions and followed some safety rules
0 point	Was not able to demonstrate correct actions and not followed safety rules

EXAMINER'S COMMENTS:

NON-DISCLOSURE AGREEMENT:

I understand that I am bound by the PRI's confidentiality rule regardless of the results of the Practical Comprehensive Examination. As such, I shall not leak/ disclose/ share any information regarding the said examination including, but not limited to, the questions asked, activities performed, and simulations made to any person. Failure to comply may result in the PRI taking recourse available to it under the existing laws, rules, and regulations.

Amzn




  	<p>DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division</p> <p><b>Refresher Training Course</b> <b>PRACTICAL COMPREHENSIVE EXAMINATION</b> <b>RATING SHEET</b></p>	DOC. CODE / REF NO.:	PRI-TD-F-PCR-YYYY-MM-XXXX-S
		EFFECTIVITY DATE:	10 February 2023
		REVISION NO.:	00
		PAGE NO.:	Page __ of __

EXAMINER'S NAME:	TRAINEE'S NAME:	DATE:	SCORE:
EXAMINER'S SIGNATURE:	TRAINEE'S SIGNATURE:	PCE QUESTIONNAIRE DOCUMENT CODE: PRI-TD-M-PCQ-_____-_____-_____-S	PASS OR FAIL:

Do not reproduce or remove from binder without the prior permission from the Examination Committee Head/ Document Controller

PMBN



  	DEPARTMENT OF TRANSPORTATION <b>PHILIPPINE RAILWAYS INSTITUTE</b> Training Division  <b>Refresher Training Course</b> <b>PRACTICAL COMPREHENSIVE EXAMINATION</b> <b>RATING SHEET SUMMARY</b>	DOC. CODE / REF NO.:	PRI-TD-F-PRS-YYYY-MM-XXXX-S
		EFFECTIVITY DATE:	3 February 2023
		REVISION NO.:	00
		PAGE NO.:	Page __ of __

TRAINEE INFORMATION		
TRAINEE CODE:	COMPETENCY:	BATCH NO:

SCORE:	ASSESSOR'S NAME:	ASSESSORS'S SIGNATURE:
--------	------------------	------------------------

SCORE:	ASSESSOR'S NAME:	ASSESSORS'S SIGNATURE:
--------	------------------	------------------------

SCORE:	ASSESSOR'S NAME:	ASSESSORS'S SIGNATURE:
--------	------------------	------------------------

AVERAGE SCORE:	LATEST SCORE IN WCE:	SCORE TO PASS:	PASS OR FAIL:
----------------	----------------------	----------------	---------------

**NON-DISCLOSURE AGREEMENT:**

I understand that I am bound by the PRI's confidentiality rule regardless of the results of the Practical Comprehensive Examination. As such, I shall not leak/disclose/ share any information regarding the said examination including, but not limited to, the questions asked, activities performed, and simulations made to any person. Failure to comply may result in the PRI taking recourse available to it under the existing laws, rules, and regulations.

DATE:	TRAINEES'S NAME:	TRAINEE'S SIGNATURE:
-------	------------------	----------------------

VERIFIED BY:	SIGNATURE:
--------------	------------



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION**  
**PHILIPPINE RAILWAYS INSTITUTE**



PRI-TD-C-LET-2023-\_\_-00\_\_-S

Day (\_\_\_\_) Month (\_\_\_\_) Year (\_\_\_\_)

**MR. ISRAEL A. RADIAGANDING**

Chief, Training Division

Philippine Railways Institute (PRI)

Unit 157, The Columbia Tower, Ortigas Ave.,

Brgy. Wack-wack, Mandaluyong City

Subject : **Appeal to Reconsider the Practical Comprehensive Examination (CE) Results**

Dear **Mr. Radiaganding**:

I am writing to respectfully request for the reconsideration of my performance in the Practical CE on (name of competency) that I recently took on (date). The results show that I failed the said examination.

In this regard, I would be grateful if my rating sheets and the answers reflected therein are reviewed/revisited by the PRI, especially on the following questions:

No.	Question	Reason for Re-evaluation
1.		
2.		
3.		

\*Additional sheet/s may be used, if necessary

I believe that there were some circumstances that negatively impacted my performance. These circumstances made it difficult for me to focus and perform well during the examination. I kindly ask that you consider my circumstances and grant me the opportunity to have the result of my examination be reconsidered.

For any question/clarification or updates on the matter, your Office may contact me through (email/mobile number).

Thank you.

Sincerely,

\_\_\_\_\_  
Signature over printed name





Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION**  
PHILIPPINE RAILWAYS INSTITUTE



PRI-TD-C-LET-2023-\_\_-00\_\_-S

Day (\_\_\_\_) Month (\_\_\_\_) Year (\_\_\_\_)

**MR. ISRAEL A. RADIAGANDING**

Chief, Training Division

Philippine Railways Institute (PRI)

Unit 157, The Columbia Tower, Ortigas Ave.,

Brgy. Wack-wack, Mandaluyong City

Subject : **Appeal to Reconsider the Practical Comprehensive Examination (CE) Results**

Dear **Mr. Radiaganding**:

Ako ay sumusulat upang hilingin na muling isaalang-alang ang aking mga sagot at mga kilos na ipinakita sa Practical CE sa (name of competency) na aking kinuha noong (petsa). Ang resulta ay nagpapakita na ako ay bumagsak sa nasabing pagsusulit.

Kaugnay nito, ako ay nagpapasalamat kung ang aking mga rating sheet at mga sagot na makikita rito ay susuriin o muling bibisitahin ng PRI, lalo na sa mga sumusunod na tanong:

No.	Question	Dahilan para sa Muling Pagsusuri
1.		
2.		
3.		

\* Maaaring gumamit ng karagdagang papel kung kinakailangan

May ilang mga pangyayari na negatibong nakaapekto sa aking mga sagot. Dahil sa mga pangyayaring ito, naging mahirap para sa akin na mag-focus at sagutin nang maayos ang mga tanong sa panahon ng pagsusulit. Ako ay humihiling na ituring ang aking kalagayan at bigyan ako ng pagkakataon na muling isaalang-alang ang resulta ng aking pagsusulit.

Para sa anumang tanong, paglilinaw, o mga update tungkol dito, maaaring makipag-ugnayan sa akin ang inyong opisina sa (email/mobile number).

Maraming salamat po.

Sincerely,

\_\_\_\_\_  
Signature over printed name