Republic of the Philippines
Department of Transportation
PHILIPPINE RAILWAYS INSTITUTE

PRI Office Order No. 19, s. 2023

TO	:	**ALL CONCERNED PERSONNEL OF THE PHILIPPINE RAILWAYS INSTITUTE (PRI)**
FROM	:	**UNDERSECRETARY AND OFFICER-IN-CHARGE, PRI**
SUBJECT	:	**AN ORDER REPEALING PRI OFFICE ORDER NO. 10, s. 2023 AND RECONSTITUTING THE TRAINING MANAGEMENT COMMITTEES**
DATE	:	**07 AUGUST 2023**

In view of the exigency of service, personnel movement, and the increasing need to streamline the processes of the PRI relative to the conduct of its training courses, there is a need to revisit the Committee membership, thereby repealing PRI Office Order No. 10, s. 2023 to reflect the following revisions:

Overall Supervision	Chief Transportation Development Officer (CTDO), Training Division (TD)
I. TM Committee - spearhead the designing, development, production, and distribution of all approved training materials to be used in the FT Course	*Head:* Engineer IV (Engr. IV) TD-Rolling Stock and Electrical Facilities Section (RSEFS) *Vice Head:* Supervising Transportation Development Officer (SvTDO) TD-Safety and Security Section (SSS)
<u>Finalization Committee</u> a. finalizes all training materials in terms of formatting; b. prepares said materials for printing, binding, and distribution; and	*Head:* Engr. IV, TD-RSEFS *Vice Head:* Training Specialist III (TS III), TD-SSS *Members:* 1. Engr. III, TD-RSEFS 2. Engr. III, TDS-RSEFS 3. STDO, TD-SSS

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c. distributes/delivers the training materials to respective railway operators.	4. Engr. II, TD-RSEFS 5. Engr. II, TD-RSEFS
Technical Committee a. ensures that the (1) PPT presentations, video lectures, banners/posters, flyers, photo-visual materials/ presentation, and other online resources are available; (2) ensures that the online training platform is working; (3) back-up arrangements are available in case the online training platform is not working; and (4) training room and facilities and equipment are ready in case of face-to-face sessions	*Head:* SvTDO, TD-SSS *Vice Head:* TS III, TD-RSEFS *Members:* 1. Engr. III, TD-RSEFS 2. Engr. III, TD-RSEFS 3. Arch. III, TD-CATS 4. STDO, RDD-Planning and Research Section (PRS) 5. STDO, TD-SSS 6. Transportation Development Officer II (TDO II), TD-SSS
II. TPI Committee - responsible for all relevant activities pertaining to the implementation of the FT Course	*Head:* SvTDO TD-Railway Operations Section (ROS) *Vice Head:* Engr. IV TD-Civil, Architecture, and Track Section (CATS)
Assessment Committee a. checks the written Comprehensive Examination's (CE) Answer Sheets in relation to the Answer Key; b. consolidates the results of the practical CE; c. drafts the summary results of the CE, including the Lists of Successful and Unsuccessful Trainees; d. analyzes the items and data gathered from the written CE; and e. draft reports relative to the item and data analysis from the written CE.	*Head:* Chief Transportation Regulation Officer (CTRO), Certification and Accreditation Division (CAD) *Vice Head:* TS IV, RDD-IHSS *Members:* 1. Attorney IV, CAD 2. Attorney III, CAD 3. STDO, CAD 4. TS III, RDD-IHSS 5. ISA II, RDD-PRS 6. TDO II, CAD 7. TDO II, RDD-PRS

<u>Coordination Committee</u> a. reviews the completeness and correctness of Training Application Form (TAF); b. reviews the trainee's qualifications and eligibility who will undergo the FT Course, if needed; c. coordinates with ROs and/or applicants for correction and/or proper accomplishment of the TAFs; d. coordinates with the trainees for the submission of requirements and activities; e. coordinates with the ROs on access to necessary facilities, tools, and equipment, including Personal Protective Equipment (PPE), in case of practical training and CE; f. prepares the Master Training Profile and official Batch List; and g. provides trainee code.	*Head:* TS III, TD-CATS *Vice Head:* TS III, TD-RSEFS *Members:* 1. Administrative Officer V (AO V), Administrative and Finance Section (AFS) 2. ISA II, RDD-PRS 3. TDO II, CAD 4. TDO II, RDD-IHSS 5. TDO II, TD-ROS 6. TDO I, TD-SSS
<u>Examination Committee</u> a. reviews instructor's questions; b. checks if the questions included in the examination sets were taught by the instructors or included in the training materials; c. manages the question bank; d. creates the table of specifications, pre/post tests, and examination sets; e. provides the answer keys; f. schedules examinations; g. reviews the trainee's application and eligibility to take the CE; h. prints and seals final copies; i. administers written and practical CE, and j. checks whether the approved competency assessment tools for	*Head:* Engr. III, TD-CATS *Vice Head:* TS III, TD-RSEFS *Members:* 1. Architect III, TD-CATS 2. Engineer III, TD-RSEFS 3. Engineer III, TD-RSEFS 4. STDO, RDD-IHSS 5. STDO, TD-ROS 6. TS III, RDD-IHSS 7. TS III, TD-ROS 8. TS III, TD-CATS 9. TS III, TD-SSS 10. TS III, TD-SSS 11. Engr. II, TD-CATS 12. TDO II, TD-SSS 13. TDO II, TD-ROS

the practical CE were used.	
Monitoring and Evaluation Committee a. responsible for the actual operations; b. monitors the (1) trainees' performance, (2) trainees' attendance, (3) trainees' submission of requirements, and (4) training course schedule. c. Responsible for the Pre/Post test and Training Evaluation results d. Submit training reports after the duration of the PRI training courses	*Head:* SvTDO, TD-ROS *Vice Head:* Engr. IV, TD-CATS *Members:* 1. Engr. III, TD-CATS 2. STDO, TD-ROS 3. TS III, TD-CATS 4. TS III, TD-ROS 5. TS III, TD-ROS 6. TS III, RDD-IHSS 7. Engr. II, TD-CATS 8. Engr. II, TD-RSEFS 9. TDO I, TD-ROS

The above-mentioned personnel shall discharge duties and responsibilities attached to their respective designations pursuant to this Order, in addition to their existing duties and responsibilities in the PRI.

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

ANNELI R. LONTOC, *CESO I,*
Undersecretary, DOTr and
OIC-Executive Director, PRI