



Republic of the Philippines
Department of Transportation
PHILIPPINE RAILWAYS INSTITUTE



PRI Office Order No. 2, s. 2024

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. 19, s. 2023 AND RECONSTITUTING THE TRAINING MANAGEMENT COMMITTEES

DATE : 20 AUGUST 2024

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. 19, s. 2023 to reflect the following revisions:

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



<p>c. distributes/delivers the training materials to respective railway operators (ROs); and</p> <p>d. ensures that the: (1) PPT presentations, video lectures, banners/posters, flyers, photo-visual materials/ presentation, and other online resources are available; (2) 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.</p>	<ol style="list-style-type: none"> 2. Engr. III, TD-RSEFS 3. Engr. III, TD-RSEFS 4. STDO, TD-SSS 5. TS III, TD-RSEFS 6. Engr. II, TD-RSEFS
<p><u>Coordination Committee</u></p> <ol style="list-style-type: none"> a. reviews the completeness and correctness of Training Application Forms (TAFs); b. reviews the trainee's qualifications and eligibility to undergo the FT Course, if needed; c. coordinates with the 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, in case of practical training and Comprehensive Examination (CE); f. prepares the Master Training Profile and official Batch List; 	<p><i>Head:</i> TS III, TD-RSEFS</p> <p><i>Vice Head:</i> TS III, TD-CATS</p> <p><i>Document Controller:</i> TDO I, TD-SSS</p> <p><i>Members:</i></p> <ol style="list-style-type: none"> 1. TS III, TD-ROS 2. AO V, AFS 3. ISA II, RDD-PRS 4. TDO II, CAD 5. TDO II, RDD-IHSS 6. TDO II, TD-ROS 7. TDO II, TD-SSS 8. ENGR II, TD-CATS

and g. provides trainee code.	
II. Training Program Implementation Committee (TPIC) - responsible for all relevant activities pertaining to the implementation of the FT Course	<i>Head:</i> SvTDO TD-Railway Operations Section (ROS) <i>Vice Head:</i> Engr. IV TD-Civil, Architecture, and Track Section (CATS)
<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 practical CE were used.	<i>Head:</i> Engr. III, TD-CATS <i>Vice Head:</i> TS III, TD-SSS <i>Document Controller:</i> TDO I, TD-ROS <i>Members:</i> 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, TD-ROS 7. TS III, TD-RSEFS 8. TS III, TD-CATS 9. TS III, TD-SSS 10. TDO II, RDD-IHSS 11. TDO II, TD-SSS
<u>Monitoring and Evaluation Committee</u> a. responsible for the actual training operations; b. monitors the: (1) trainees' performance; (2) trainees' attendance; (3) trainees' submission of requirements;	<i>Head:</i> TS III, TD-ROS <i>Vice Head:</i> Engr. III, TD-RSEFS <i>Document Controller:</i> Engr II, TD-CATS <i>Members:</i> 1. Engr. III, TD-CATS 2. TS III, TD-CATS 3. STDO, TD-ROS

and (4) training course schedule; c. responsible for the Pre/Post tests and Training Evaluation results; and d. submit training reports after the duration of the PRI training courses.	4. STDO, TD-SSS 5. Engr. II, TD-RSEFS 6. TDO II. TD-ROS
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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 *PMEN*
OIC-Executive Director, PRI