



Republic of the Philippines  
Department of Transportation  
**PHILIPPINE RAILWAYS INSTITUTE**



**PRI Office Order No. 4, 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. 13, s. 2023 AND RECONSTITUTING THE SUPPORT STAFF FOR THE ADMINISTRATIVE AND FINANCE SECTION (AFS)**

**DATE : 20 AUGUST 2024**

In view of the exigency of service and personnel movement in the PRI, there is a need to amend PRI Office Order 13, s. 2023 as regards the composition of the AFS Support Staff. As such, the following personnel are designated to perform support services for the PRI:

Admin Support Processes	Designated Personnel
<b>Budget</b>  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.  For reimbursements, the designated PRI personnel shall prepare the following: <ul style="list-style-type: none"><li>Modified Obligation and Request Status;</li><li>Disbursement Voucher (DV);</li><li>Justification;</li><li>Purchase Request (PR);</li><li>Filled-out Canvass Forms (at least three);</li><li>secure Official Receipts; and</li></ul>	<u>Supervisor:</u> <ul style="list-style-type: none"><li>Chief Transportation Development Officer (CTDO), RDD</li></ul> <u>Research and Development Division (RDD):</u> <ul style="list-style-type: none"><li>Training Specialist IV (TS IV)</li></ul> <u>Training Division (TD):</u> <ul style="list-style-type: none"><li>CTDO</li><li>Engineer III, TD-Civil, Architecture, and Track Section (CATS)</li><li>Engineer III, TD-Rolling Stock and Electrical Facilities Section (RSEFS)</li><li>TS III, TD-CATS</li><li>TS III, TD-ROS</li></ul>

<ul style="list-style-type: none"> <li>Memorandum-Endorsement to approving offices.</li> </ul>	<ul style="list-style-type: none"> <li>- TS III, TD-RSEFS</li> <li>- TS III, TD-SSS</li> <li>- TS III, TD-SSS</li> <li>- TDO I, TD-ROS</li> </ul> <p><u>Certification and Accreditation Division (CAD):</u></p> <ul style="list-style-type: none"> <li>- Attorney III</li> </ul>
<p><b>Human Resources Management</b></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"> <li>- assist the AFS in the determination of training needs and provide appropriate learning and development interventions</li> </ul> <p>b.) Performance Management System</p> <ul style="list-style-type: none"> <li>- assist the AFS in the review of the PRI personnel's achievements in terms of the objectives set by the Institute</li> <li>- consolidate IPCR ratings of their respective divisions and sections</li> </ul> <p>c.) Rewards and Recognition</p> <ul style="list-style-type: none"> <li>- 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</li> </ul>	<p><u>Supervisor:</u></p> <ul style="list-style-type: none"> <li>- Chief Transportation Regulation Officer (CTRO), CAD</li> </ul> <p><u>AFS:</u></p> <ul style="list-style-type: none"> <li>- Administrative Officer II (AOII)</li> </ul> <p><u>RDD:</u></p> <ul style="list-style-type: none"> <li>- TS III, RDD- Institutional and Human Skills Section (IHSS)</li> <li>- Senior Transportation Development Officer (STDO), RDD-Planning and Research Section (PRS)</li> </ul> <p><u>TD:</u></p> <ul style="list-style-type: none"> <li>- Engineer IV, TD-CATS</li> <li>- STDO, TD-ROS</li> <li>- STDO, TD-SSS</li> <li>- TS III, TD-CATS</li> <li>- Engineer II, TD-RSEFS</li> <li>- Engineer II, TD-CATS</li> <li>- TDO II, TD-SSS</li> </ul> <p><u>CAD:</u></p> <ul style="list-style-type: none"> <li>- Attorney IV</li> </ul>
<p><b>Supply and Inventory</b></p> <p>The assigned PRI personnel shall:</p> <ul style="list-style-type: none"> <li>accomplish the Requisition and Issuance Slip for needed supplies</li> </ul>	<p><u>Supervisor:</u></p> <ul style="list-style-type: none"> <li>- AO V, AFS</li> </ul> <p><u>AFS:</u></p> <ul style="list-style-type: none"> <li>- AO I</li> </ul>



<p>of their respective divisions;</p> <ul style="list-style-type: none"><li>• identify responsible persons for the Inventory Custodian Slip;</li><li>• be prepared for spot inventory audits;</li><li>• establish own stock buffer points relative to the supplies of their respective divisions; and</li><li>• follow government disposal procedures in coordination with the AFS.</li></ul>	<p><u>RDD:</u></p> <ul style="list-style-type: none"><li>- TDO II, RDD-IHSS</li><li>- TDO II, RDD-PRS</li></ul> <p><u>TD:</u></p> <ul style="list-style-type: none"><li>- TS III, TD-ROS</li><li>- TS III, TD-RSEFS</li><li>- TS III, TD-SSS</li><li>- Engineer II, TD-CATS</li></ul> <p><u>CAD:</u></p> <ul style="list-style-type: none"><li>- TDO II</li></ul>
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The above-mentioned personnel shall perform and discharge duties and responsibilities attached to their respective designations pursuant to this Order, in addition to their existing PRI duties and responsibilities until such support is still needed by the AFS. Further, the AFS' Administrative Officer V shall continue to work in coordination with the respective designated supervisors/Division Chiefs and oversee the concerned personnel's performance of 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  
Undersecretary, DOTr and  
OIC-Executive Director, PRI