



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



**PRI Office Order No. 14, series of 2024**

**Revised Guideline on the Policy Formulation Process of the  
Philippine Railways Institute, thereby Repealing PRI Office Order No. 22, s. of 2022**

**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;

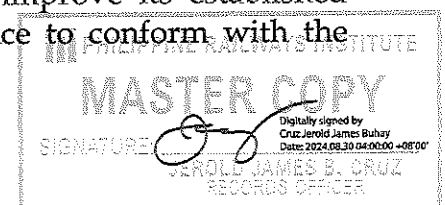
**WHEREAS**, PRI Office Order No. 13, series of 2021 or "An Order Establishing the Quality Management System of the Philippine Railways Institute and Ensuring its Effective Implementation and Continual Improvement" specifies the PRI's management processes, one of which is leadership and governance;

**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 and external policies must be formulated;

**WHEREAS**, 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 policies;

**WHEREAS**, PRI Office Order No. 22, series of 2022 was issued detailing the PRI's internal policy formulation process, specifying the timeline and personnel/division responsible;

**WHEREAS**, the PRI, with its commitment to continuously improve its established Quality Management System, seeks to revise the said issuance **to conform with the existing practice and promote ease of doing business;**



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:

## ARTICLE I Coverage

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

## 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 and implementation 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. Department Orders – also called the DOs, are issuances relative to the PRI's mandate to develop the human resources in the railway sector, including those applicable to the railway operations and maintenance (O&M), which is initially drafted, reviewed, and facilitated by the PRI, and eventually signed by the DOTr Secretary;
- e. Executive Director – also called the ED, is the one in charge of the day-to-day operations of the PRI;
- g. Institute – also called the PRI, is the Philippine Railways Institute established under EO No. 96, s. 2019;
- h. Office 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. Operations Manual – refers to a document detailing the step-by-step process of a team/committee to achieve its planned objective or course of action;

- i. Policy – refers to a set of internal or external guidelines/ rules that determines a course of action;
- j. 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;
- k. Process Owner – is the concerned division/section/committee/team that is responsible for implementing the issuance under consideration;
- l. Research and Development Division – also called the RDD, is responsible for the establishment and management of partnerships, conduct of research, and policy formulation/review;
- m. Special Orders – also called SOs, are issuances specifying the PRI personnel’s duties and responsibilities in their respective ad hoc functions; and
- n. 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 courses.

### ARTICLE III AGENDA SETTING

Agenda setting or the issue-sorting stage in the policy formulation process identifies and narrows down the issues surrounding the operations of the PRI, and the possible course of action/s 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:

- . Mid-year and Year-end Strategic Planning Workshops;
- . Management Reviews;
- . Management Committee meetings;
- . consultation meetings; and
- . annual internal quality audits.

It may also arise pursuant to directives from the DOTr and other oversight agencies.

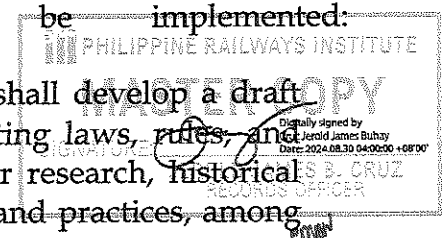
### ARTICLE IV POLICY FORMULATION AND ADOPTION

Formulation of policies shall follow the following steps:

#### A. DOs

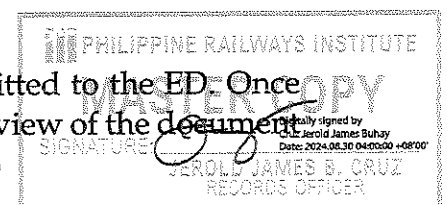
The RDD shall spearhead the formulation of DOs that when implemented or adopted, shall influence the railway sector and/or workforce in general. On the other hand, DOs aiming to improve the PRI’s provided services shall be under the CAD’s responsibility. As such, the following process shall be implemented:

1. Once the agenda is set, the concerned process owner shall develop a draft (version 0 attached as **Annex A**) considering the existing laws, rules, and regulations, international best practices, results of their research, historical data, consultation meetings, and the PRI’s experiences and practices, among



others. A rough draft is acceptable provided that all necessary information, requirements, and processes are included.

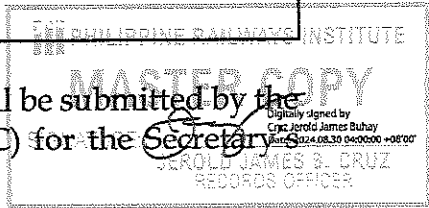
2. Version 0 of the document shall be submitted by the process owner to the CAD/RDD for review together with the Request Form (**Annex B**).
3. The assigned CAD/RDD personnel shall review the document's version 0 within five (5) working days from receipt to ensure that it is compliant with EO No. 96, DOTr DO No. 2020-005 and its amendments, if any, relevant DOs, existing national policies and plans, laws, rules, and regulations. He/she must also ensure that the draft is consistent with the existing PRI Circulars/Orders/Operations Manuals. In the course of its review, the CAD/RDD personnel may request for a soft copy of the document from the process owner. Revisions shall, thereafter, be reflected by the CAD/RDD personnel in the draft's version 1.
4. Version 1 of the document shall then be submitted through email to the CAD/RDD Chief for the latter's review and revision (version 2), if needed, within five (5) working days from receipt thereof.
5. The CAD/RDD Chief shall then submit, through email, version 2 to the concerned divisions, AFS, and third-party entity/ies, if any, for their respective review and comments. The said review shall run for 10 working days from receipt of the said draft. Exempted from the said review is the process owner and its members.
6. On or before the deadline set by the CAD/RDD, the concerned divisions, AFS, and third-party entity/ies, if any, shall submit their inputs and comments to the CAD/RDD. Inputs and/or comments shall be provided in the Summary of Comments (**Annex C**) for easy monitoring.
7. Inputs and/or comments shall then be addressed by the assigned CAD/RDD personnel and process owner through email correspondence or discussions. The CAD/RDD personnel shall document and, thereafter, reflect these resolutions in the draft (version 3), which shall be reviewed by the CAD/RDD Chief. The whole revision and review process shall run for 15 working days from receipt of the inputs and/or comments.
8. In instances where there are still issues/matters that remain unresolved, the CAD/RDD Chief shall revert the document to the process owner. The CAD/RDD or process owner or concerned divisions/AFS/third-party may request for a conference to clarify their comments/inputs and hear their respective points. Any issues decided during the said conference shall become final and reflected in the draft.
9. Once the CAD/RDD and the process owner are satisfied, the draft version 4 shall be submitted to the ED for the latter's review and comments for 10 working days from receipt thereof. The ED's inputs and/or comments shall then be reflected by the CAD/RDD into the draft document (version 5) for five (5) working days from receipt thereof.
10. The revised draft document (version 5) shall be resubmitted to the ED. Once the latter is satisfied, the CAD/RDD shall facilitate the review of the document by the DOTr-Office of the Legal Affairs (DOTr-OLA).



11. Upon receipt of the DOTr-OLA's opinion by the Office of the ED, the same shall be forwarded to the CAD/RDD. Whenever applicable, comments and/or inputs from the DOTr-OLA shall be reflected by the assigned CAD/RDD personnel into the draft document (version 6) and reviewed by the CAD/RDD Chief.
12. The CAD/RDD, with the process owner's assistance, shall then facilitate an in-person or online consultation meeting 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 (version 7) by the assigned CAD/RDD personnel and reviewed by the CAD/RDD Chief. The allotted review days by the CAD/RDD shall depend on the complexity of matters/comments/issues received. However, the same shall not exceed 20 working days from the conduct of the meeting.
13. Once all issues/comments/inputs are addressed, the final draft (version 8) shall be submitted to the ED and if the latter is satisfied, the CAD/RDD 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-OLA. For DOs to be implemented or co-implemented by other government agencies/entities, the ED may direct that the document be legally reviewed by the same agencies/entities.
14. To monitor review and/or changes/revisions made, the CAD/RDD shall internally implement the following file naming scheme:

Version	Description
Version 0	Draft received from the process owner
Version 1	Draft submitted by CAD/RDD personnel to CAD/RDD Chief
Version 2.x	Draft reviewed by CAD/RDD Chief for the concerned divisions/ AFS/ third-party entity/ies' comments
Version 3.x	Draft version reflecting the concerned divisions/ AFS/ third-party entity/ies' comments
Version 4.x	Draft agreed by CAD/RDD and process owner
Version 5.x	Draft reflecting the ED's comments
Version 6.x	Draft reflecting the DOTr-OLA's opinion
Version 7.x	Draft reflecting comments/inputs from the consultation meeting
Version 8.x	Final draft submitted to the ED

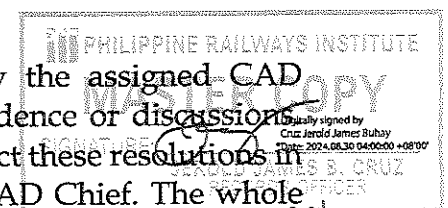
15. Once version 8 is finalized and approved by the ED, it shall be submitted by the CAD/RDD to the DOTr's Office of the Secretary (OSEC) for the Secretary's approval and document numbering.



16. Once numbered, the CAD/RDD shall facilitate the DO's publication in a newspaper of general circulation and filing with the UP Law Center.
17. On its effectivity date, the CAD/RDD shall request the Records Officer to disseminate the signed issuance to all PRI personnel. The process owner shall disseminate the same to the relevant stakeholders.
18. An orientation shall also be conducted by the CAD/RDD/QMS Training and Advocacy Team/process owner, whichever is applicable, to apprise the PRI personnel of the signed DO. A request shall be made to the CAD/RDD or process owner (*see Annex B*) for the same. All questions and/or concerns shall be addressed by the CAD/RDD or process owner during the orientation.

## B. Circulars

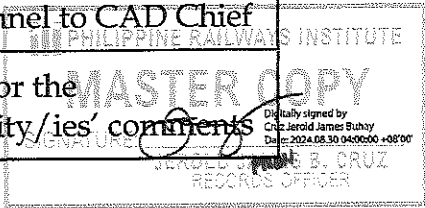
1. Once the agenda is set, the concerned process owner shall develop the document's version 0 (*see Annex A*) considering the existing laws, rules, and regulations, results of their research, historical data, consultation meetings, and the PRI's experiences and practices, among others. A rough draft is acceptable provided that all necessary information, requirements, and processes are included.
2. Version 0 of the document shall be submitted by the process owner to the CAD for review together with the Request Form (*see Annex B*).
3. The assigned CAD personnel shall review the document's version 0 within five (5) working days from receipt of the accomplished form to ensure that it is compliant with EO No. 96, DOTr DO No. 2020-005 and its amendments, if any, relevant DOs, existing national policies and plans, laws, rules, and regulations. He/she must also ensure that the draft is consistent with the existing PRI Circulars/Orders/Operations Manuals. In the course of its review, the CAD personnel may request for a soft copy of the document from the process owner. Revisions shall, thereafter, be reflected by the CAD personnel in the draft's version 1.
4. Version 1 of the document shall then be submitted through email to the CAD Chief for the latter's review and revision (version 2), if needed, within five (5) working days from receipt thereof.
5. The CAD Chief shall then submit, through email, version 2 to the TD, RDD, AFS, and third-party entity/ies, if any, for their respective review and comments. The said review shall run for 10 working days from receipt of the said draft. Exempted from the said review is the process owner and its members.
6. On or before the deadline set by the CAD, the TD, RDD, AFS, and third-party entity/ies, if any, shall submit their inputs and comments to the CAD. Inputs and/or comments shall be provided in the Summary of Comments (*see Annex C*) for easy monitoring.
7. Inputs and/or comments shall then be addressed by the assigned CAD personnel and process owner through email correspondence or discussions. The CAD personnel shall document and, thereafter, reflect these resolutions in the draft (version 3), which shall be reviewed by the CAD Chief. The whole



revision and review process shall run for 15 working days from receipt of the inputs and/or comments.

8. In instances where there are still issues/matters that remain unresolved, the CAD Chief shall revert the document to the process owner. The CAD or process owner or TD/RDD/ AFS/third-party may request for a conference to clarify their comments/inputs and hear their respective points. Any issues decided during the said conference shall become final and reflected in the draft.
9. Once the CAD and the process owner are satisfied, the draft version 4 shall be submitted to the ED for the latter’s review and comments for 10 working days from receipt thereof.
10. The ED’s inputs and/or comments shall then be reflected by the CAD into the draft document (version 5) for five (5) working days from receipt thereof. The revised draft document (version 5) shall be resubmitted to the ED.
11. The CAD shall facilitate the review of the document by the DOTr-DOTr-OLA once the draft is approved by the ED. Thereafter, upon receipt of the DOTr-OLA’s opinion by the Office of the ED, the same shall be forwarded to the CAD. Whenever applicable, comments and/or inputs from the DOTr-OLA shall be reflected by the assigned CAD personnel into the draft document (version 6) and reviewed by the CAD Chief.
12. The CAD, with the process owner’s assistance, shall then facilitate an in-person or online consultation meeting 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 (version 7) by the assigned CAD personnel and reviewed by the CAD Chief. The allotted review days by the CAD shall depend on the complexity of matters/comments/issues received. However, the same shall not exceed 20 working days from the conduct of the meeting.
13. Once all issues/comments/inputs are addressed, the final draft (version 8) 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-OLA.
14. To monitor review and/or changes/revisions made, the CAD shall internally implement the following file naming scheme:

Version	Description
Version 0	Draft received from the process owner
Version 1	Draft submitted by CAD personnel to CAD Chief
Version 2.x	Draft reviewed by CAD Chief for the TD/RDD/ AFS/third-party entity/ies’ comments



Version 3.x	Draft version reflecting the TD/RDD/ AFS/ third-party entity/ies' comments
Version 4.x	Draft agreed by CAD and process owner
Version 5.x	Draft reflecting the ED's comments
Version 6.x	Draft reflecting the DOTr-OLA's opinion
Version 7.x	Draft reflecting comments/inputs from the consultation meeting
Version 8.x	Final draft submitted to the ED

15. Once the final draft (version 8) is signed by the ED, it shall be submitted by the CAD to the DOTr-OSEC for document numbering.
16. Once numbered, the CAD shall facilitate the Circular's publication in a newspaper of general circulation and filing with the UP Law Center.
17. On its effectivity date, the CAD shall request the Records Officer to disseminate the signed issuance to all PRI personnel. The process owner shall disseminate the same to the relevant stakeholders.
18. An orientation shall also be conducted by the CAD/QMS Training and Advocacy Team/process owner, whichever is applicable, to apprise the PRI personnel of the signed Circular. A request shall be made to the CAD/process owner (*see Annex B*) for the same. All questions and/or concerns shall be addressed by the CAD or process owner during the said orientation.

### C. Office Orders

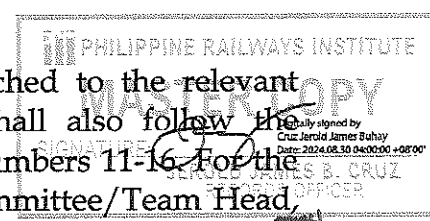
The steps stated in Article IV (B) hereof shall also apply to the formulation of Office Orders except for step nos. 11-16. In this instance, once the ED is satisfied with the draft (version 5), the CAD Chief shall affix his/her initials on every page of the document. Thereafter, the ED's approval and document numbering, consequent dissemination, and orientation shall proceed. For monitoring purposes, the CAD shall also implement an internal file naming scheme.

### D. Special Orders

The assigned CAD personnel shall draft the document (version 0) within three (3) working days from receipt of the directive from the CAD Chief. The latter shall then review the said document within one (1) working day from receipt thereof, and submit the revised document (version 1) through email to the Division Chiefs / Section Heads / committee/team heads for review. Comments/inputs to the document shall then be submitted to the CAD through the Summary of Comments (*see Annex C*) within three (3) working days.

### E. Operations Manuals

An Operations Manual may be a separate issuance or attached to the relevant Circular/Office Order. As such, the formulation process shall also follow the procedure set forth under Article IV (B) hereof except steps numbers 11-16. For the signatories, the Manual shall be signed by the concerned Committee/Team Head,





reviewed by the CAD Chief, and approved by the ED. Moreover, the concerned committee/team shall conduct the required orientation under no. 18 of Article IV (B) hereof.

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

Attached as **Annex D** are the process flows reflecting the policy formulation process under this article.

**ARTICLE V**  
**POLICY IMPLEMENTATION AND EVALUATION**

The process owner shall implement the signed and issued DO/Circular/Office Order/Special Order/Operations Manual based on the rules and regulations, and procedures stipulated in these issuances. As such, the same process owner shall also monitor the policy being implemented. The policies' implementation may also be assessed during the annual internal quality audit.

For DOs outside of the PRI's mandate, the ED shall endorse the same to the appropriate implementing agency for adoption and implementation.

**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.

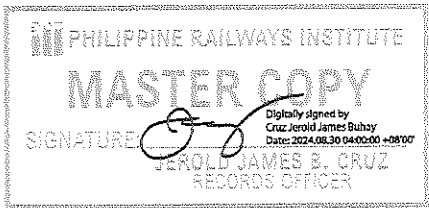
**ARTICLE VII**  
**Separability Clause**

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.

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





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



**PRI Circular No. \_\_, series of yyyy**

**Title**

---

**WHEREAS, ....**

**WHEREAS, ....**

**WHEREAS, ....**

**NOW, THEREFORE, I, \_\_\_\_\_, Executive Director of the PRI,**  
by virtue of the powers vested in me, hereby order that the following rules and  
procedures be promulgated and adopted:

**ARTICLE X**  
**TITLE X**

\_\_\_\_\_  
Executive Director, PRI

*[Handwritten signature]*





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



**DEPARTMENT ORDER NO. yyyy-\_\_**

**Subject :**

**Date :**

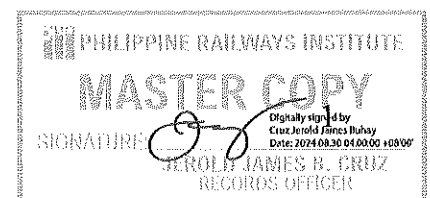
**WHEREAS, ...**

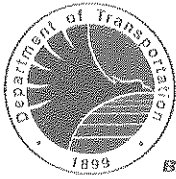
**WHEREAS, ....**

**NOW, THEREFORE, I, \_\_\_\_\_, Secretary of the DOTr, by virtue of the powers vested in me by law, hereby order the adoption and implementation of the following rules.**

**ARTICLE X  
TITLE X**

\_\_\_\_\_  
**Secretary**





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



**PRI Office Order No. \_\_, series of yyyy**

**Title**

**WHEREAS, ....**

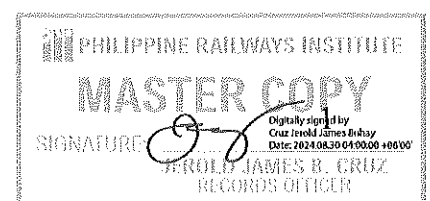
**WHEREAS, ....**

**WHEREAS, ....**

**NOW, THEREFORE, I, \_\_\_\_\_, Executive Director of the PRI, by virtue of the powers vested in me, hereby order that the following rules and procedures be promulgated and adopted:**

**ARTICLE X  
TITLE X**

\_\_\_\_\_  
**Executive Director, PRI**





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



**PRI Special Order No. yyyy-\_\_\_\_\_**

**To :**                      **Name**  
   **Designation**

**Subject :**

**Date :**

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**1.0 Introduction.**

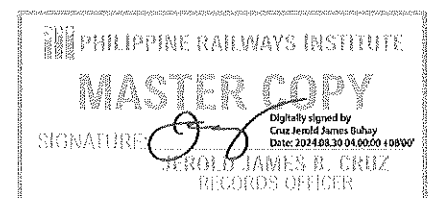
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**2.0 Body.**

XXXX

**3.0 For information, guidance, and compliance.**

**Executive Director, PRI**  
*[Signature]*



  	<b>DEPARTMENT OF TRANSPORTATION</b> <b>PHILIPPINE RAILWAYS INSTITUTE</b> Process Owner Title	Doc. Ref No.:	<b>PRI-XXX</b>
		Effectivity Date:	
		Revision No.:	
		Page No.:	<b>1 of x</b>

**Introduction**

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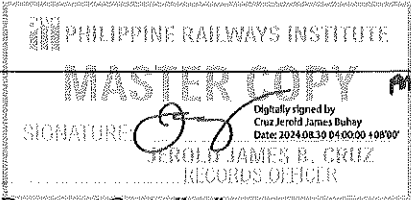
**A. Subtitle**


xxx

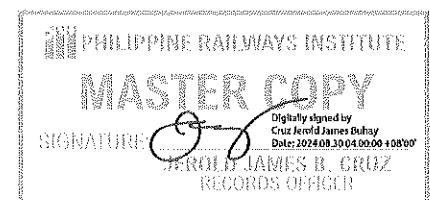
**B. Process Matrix**


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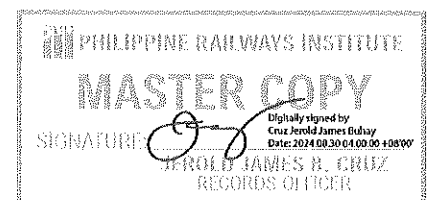
Prepared by:	Reviewed by:
NAME Designation	NAME Designation
Approved by:	
NAME Executive Director, PRI	




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<b>REQUEST FORM</b>					
<b>REQUEST INFORMATION</b>					
<b>NATURE OF REQUEST</b>					
<input type="checkbox"/> Review of Draft Document Target Implementation Date: _____		<input type="checkbox"/> Orientation of PRI Personnel <input type="checkbox"/> CAD Others: _____			
<b>DOCUMENT DETAILS</b>					
Document Type:		<input type="checkbox"/> Department Order	<input type="checkbox"/> Circular	<input type="checkbox"/> Order	<input type="checkbox"/> Operations Manual <input type="checkbox"/> Special Order
Purpose:		<input type="checkbox"/> Creation of New Issuance <input type="checkbox"/> Revision of an Existing Issuance Existing Issuance: _____			
Agenda Setting:		<input type="checkbox"/> Mid-year Strategic Planning	<input type="checkbox"/> Year-end Strategic Planning	<input type="checkbox"/> Management Committee Meeting	
		<input type="checkbox"/> Management Review	<input type="checkbox"/> Consultation Meeting	<input type="checkbox"/> Internal Quality Audit	
Document Description:  					
<b>REQUESTED BY</b>		<b>ENDORSED BY</b>		<b>APPROVED BY</b>	
NAME Position Division/Section/Committee/Team Member		NAME Position Division/Section/Committee/Team Head		NAME Head, Certification and Accreditation Division	
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<b>REQUEST FORM</b>										
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<table><tr><td><input type="checkbox"/> Review of Draft Document</td><td><input type="checkbox"/> Orientation of PRI Personnel</td></tr><tr><td>Target Implementation Date: _____</td><td><input type="checkbox"/> RDD      <input type="checkbox"/> Others: _____</td></tr></table>			<input type="checkbox"/> Review of Draft Document	<input type="checkbox"/> Orientation of PRI Personnel	Target Implementation Date: _____	<input type="checkbox"/> RDD <input type="checkbox"/> Others: _____				
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<b>DOCUMENT DETAILS</b>										
Document Type: <input type="checkbox"/> Department Order										
Purpose: <input type="checkbox"/> Creation of New Issuance <input type="checkbox"/> Revision of an Existing Issuance Existing Issuance: _____										
Agenda Setting: <table><tr><td><input type="checkbox"/> Mid-year Strategic Planning</td><td><input type="checkbox"/> Year-end Strategic Planning</td><td><input type="checkbox"/> Management Committee Meeting</td></tr><tr><td><input type="checkbox"/> Management Review</td><td><input type="checkbox"/> Consultation Meeting</td><td><input type="checkbox"/> Internal Quality Audit</td></tr></table>			<input type="checkbox"/> Mid-year Strategic Planning	<input type="checkbox"/> Year-end Strategic Planning	<input type="checkbox"/> Management Committee Meeting	<input type="checkbox"/> Management Review	<input type="checkbox"/> Consultation Meeting	<input type="checkbox"/> Internal Quality Audit		
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Document Description: _____										
<b>REQUESTED BY</b>	<b>ENDORSED BY</b>	<b>APPROVED BY</b>								
<div>NAME Position Division/Section/Committee/Team Member</div>	<div>NAME Position Division/Section/Committee/Team Head</div>	<div>NAME Head, Research and Development Division</div>								
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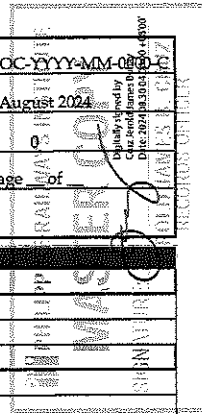





		REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Certification and Accreditation Division		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DOC. CODE / REF. NO.:</td> <td>PRI-CAD-F-SOC-YYY-MM-0000</td> </tr> <tr> <td>EFFECTIVITY DATE:</td> <td>22 August 2024</td> </tr> <tr> <td>REVISION NO.:</td> <td>0</td> </tr> <tr> <td>PAGE NO.:</td> <td>Page of</td> </tr> <tr> <td>DATE DRAFTED:</td> <td></td> </tr> </table>		DOC. CODE / REF. NO.:	PRI-CAD-F-SOC-YYY-MM-0000	EFFECTIVITY DATE:	22 August 2024	REVISION NO.:	0	PAGE NO.:	Page of	DATE DRAFTED:	
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<b>SUMMARY OF COMMENTS</b>															
No.	ARTICLE/ SECTION	COMMENTS/ SUGGESTIONS	CAD'S ANSWER	REPLY	RESOLUTION										
<b>TRAINING DIVISION (TD)</b>															
<b>TD-Railway Operations Section</b>															
<b>TD-Safety and Security Section</b>															
<b>TD-Civil, Architecture, and Tracks Section</b>															
<b>TD-Rolling Stock and Electrical Facilities Section</b>															
<b>RESEARCH AND DEVELOPMENT DIVISION (RDD)</b>															
<b>RDD-Institutional and Human Skills Section</b>															
<b>RDD-Planning and Research Section</b>															
<b>ADMINISTRATIVE AND FINANCE SECTION</b>															
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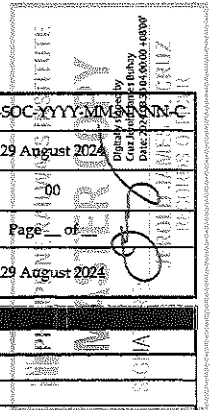
Reviewed by:  
**NAME**  
 Position

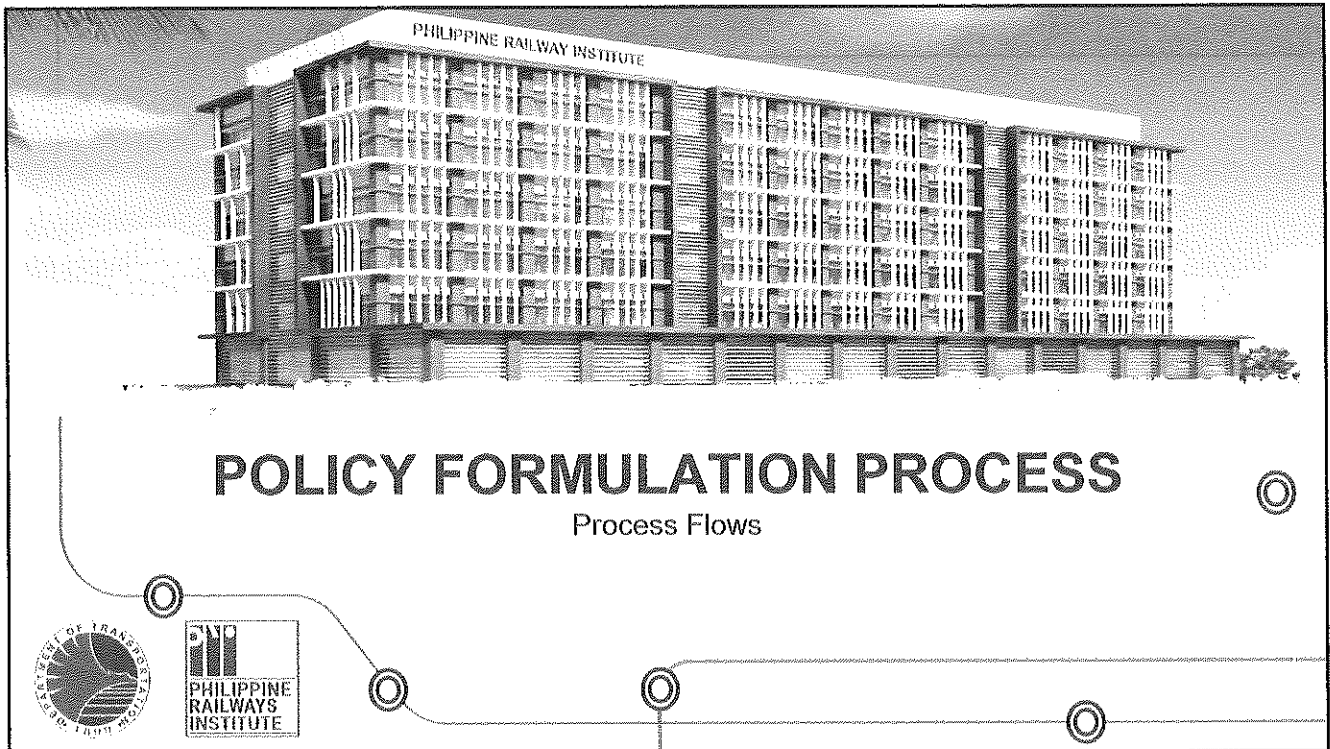


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				REVISION NO.: 00	
				PAGE NO.: Page 1 of 1	
				DATE DRAFTED: 29 August 2024	
<b>SUMMARY OF COMMENTS</b>					
No.	ARTICLE/SECTION	COMMENTS/ SUGGESTIONS	RDD'S ANSWER	REPLY	RESOLUTION
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<b>TD-Railway Operations Section</b>					
<b>TD-Safety and Security Section</b>					
<b>TD-Civil, Architecture, and Tracks Section</b>					
<b>TD-Rolling Stock and Electrical Facilities Section</b>					
<b>CERTIFICATION AND DEVELOPMENT DIVISION (CAD)</b>					
<b>ADMINISTRATIVE AND FINANCE SECTION</b>					
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## DEPARTMENT ORDERS

### 1. Agenda Setting

- Mid-year and Year-end Strategic Planning Workshops;
- MRs;
- ManComm meetings;
- consultation meetings; and
- annual IQAs.

### 2. Drafting of v0

- Process owner to draft the document's version 0
- Process owner to submit it to the CAD / RDD through the Request Form

### 3. CAD/RDD's Review

- CAD/RDD personnel to review v0 within five (5) working days

### 4. Drafting of v1

- CAD/RDD personnel to reflect comments to the document's v1
- V1 to be submitted to the CAD/RDD Chief for review

### 5. CAD/RDD Chief's Review

- CAD/RDD Chief to review v1 within five (5) working days from receipt
- Comments/inputs to be reflected in v2

## DEPARTMENT ORDERS (continuation)

### 6. Review of v2

- Review of v2 by the concerned divisions, AFS, and 3rd-party entities (if any)
- 10 working days from receipt
- Exempted: Process owner and members

### 7. Submission of Comments/Inputs

- Concerned divisions, AFS, and 3rd-party entities (if any) to submit their respective Summary of Comments to CAD/RDD

### 8. Drafting & Review of v3

- CAD/RDD personnel and process owner to address comments /inputs
- CAD/RDD personnel to reflect resolutions in v3
- CAD/RDD Chief to review
- 15 working days

### 9. Unresolved Issues

- CAD/RDD Chief to revert document to the process owner
- A conference may be conducted to settle the issues
- Decision during the conference are final

### 10. ED's Review

- v4 to be submitted to the ED
- 10 working days

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## DEPARTMENT ORDERS (continuation)

### 11. Drafting of v5

- CAD/RDD to reflect the ED's inputs to draft v5 for five (5) working days
- V5 resubmitted to the ED for approval

### 12. Legal Review

- Upon the ED's approval, v5 is submitted to the DOTr-OLA

### 13. Drafting & Review of v6

- CAD/ RDD personnel to reflect DOTr-OLA's comments to v6
- CAD/ RDD Chief to review the draft

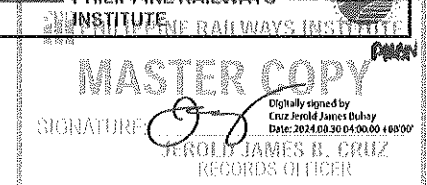
### 14. Consultation Meeting

- CAD/ RDD, with process owner's assistance, conducts the meeting
- Comments/inputs to be reflected in v7
- Reviewed by CAD/ RDD Chief
- 20 working days

### 15. Final Draft

- Final draft (v8) shall be submitted to the ED for approval
- Submitted to OSEC for document numbering

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## DEPARTMENT ORDERS (continuation)

### 16. Publication and Filing

- CAD/RDD to facilitate the following:
  1. publication in the Official Gazette/newspaper of general circulation; and
  2. Filing with UP Law Center.

### 17. Dissemination

- On its effectivity date, Records Officer to disseminate to all PRI personnel.
- Process owner to relevant stakeholders.

### 18. Orientation

- Conducted by the CAD/RDD/QMS Training and Advocacy Team/process owner
- Request shall be made through the Request Form

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## CIRCULARS

### 1. Agenda Setting

- Mid-year and Year-end Strategic Planning Workshops;
- MRs;
- ManComm meetings;
- consultation meetings; and
- annual IQAs.

### 2. Drafting of v0

- Process owner to draft the document's version 0
- Process owner to submit it to the CAD through the Request Form

### 3. CAD's Review

- CAD personnel to review v0 within five (5) working days

### 4. Drafting of v1

- CAD personnel to reflect comments to the document's v1
- V1 to be submitted to the CAD Chief for review

### 5. CAD Chief's Review

- CAD Chief to review v1 within five (5) working days from receipt
- Comments/inputs to be reflected in v2

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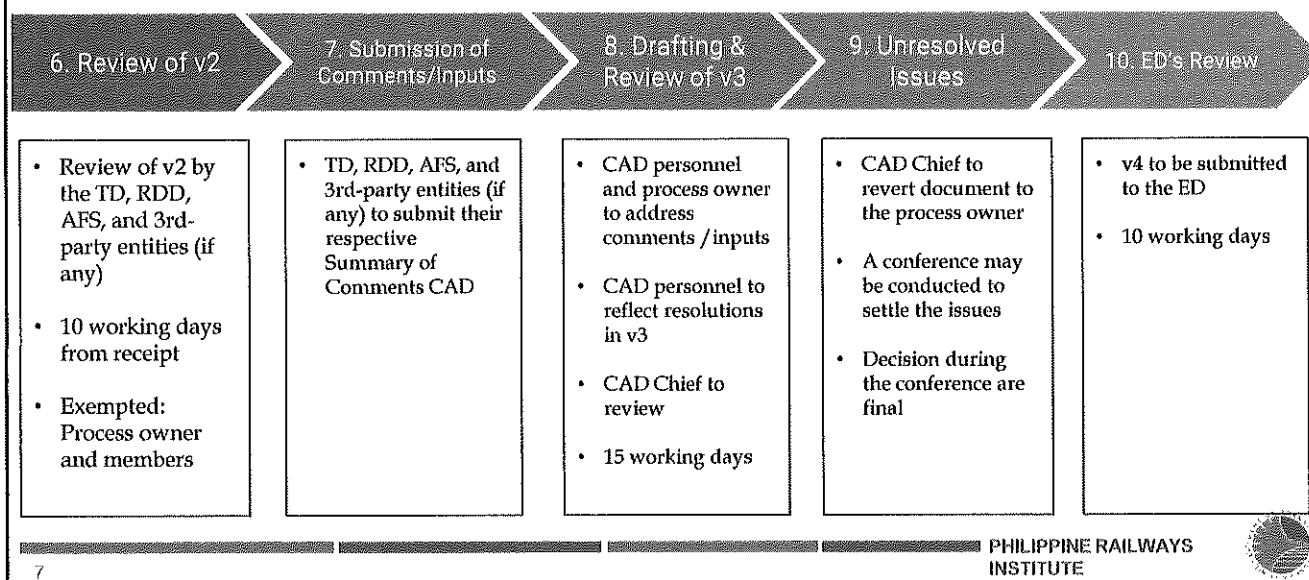

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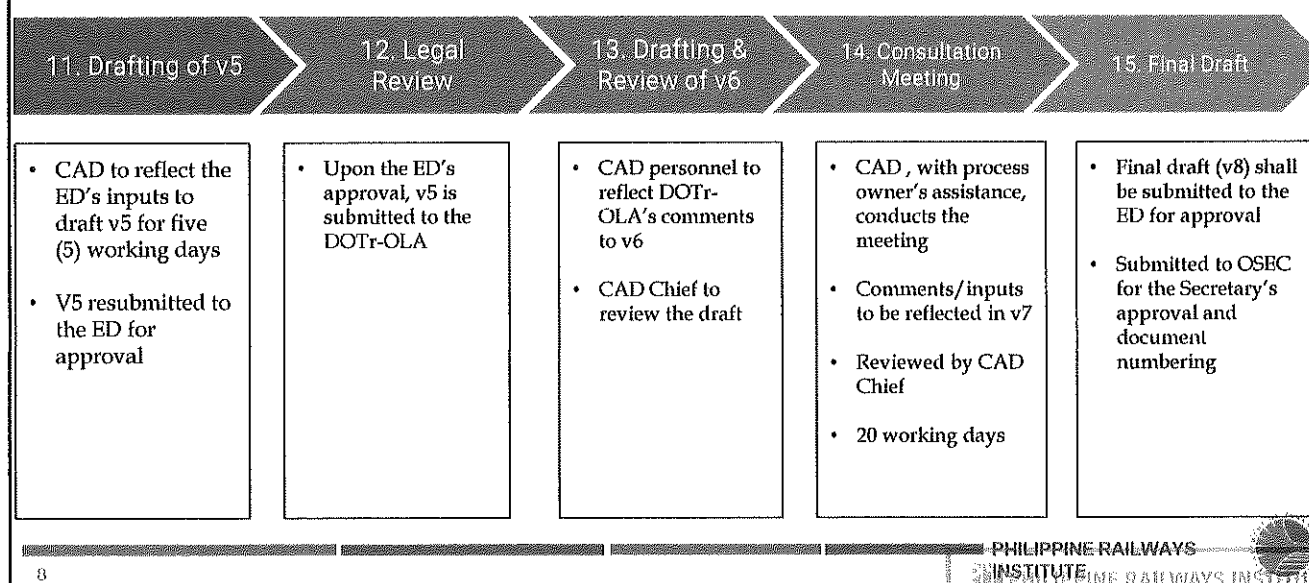
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## CIRCULARS (continuation)



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## CIRCULARS (continuation)

### 16. Publication and Filing

- CAD to facilitate the following:
  1. publication in the Official Gazette/ newspaper of general circulation; and
  2. Filing with UP Law Center.

### 17. Dissemination

- On its effectivity date, Records Officer to disseminate to all PRI personnel.
- Process owner to relevant stakeholders.

### 18. Orientation

- Conducted by the CAD/RDD/QMS Training and Advocacy Team/process owner
- Request shall be made through the Request Form

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## OFFICE ORDERS

### 1. Agenda Setting

- Mid-year and Year-end Strategic Planning Workshops;
- MRs;
- ManComm meetings;
- consultation meetings; and
- annual IQAs.

### 2. Drafting of v0

- Process owner to draft the document's version 0
- Process owner to submit it to the CAD through the Request Form

### 3. CAD's Review

- CAD personnel to review v0 within five (5) working days

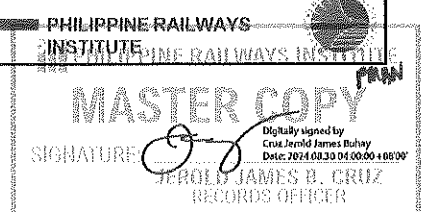
### 4. Drafting of v1

- CAD personnel to reflect comments to the document's v1
- V1 to be submitted to the CAD Chief for review

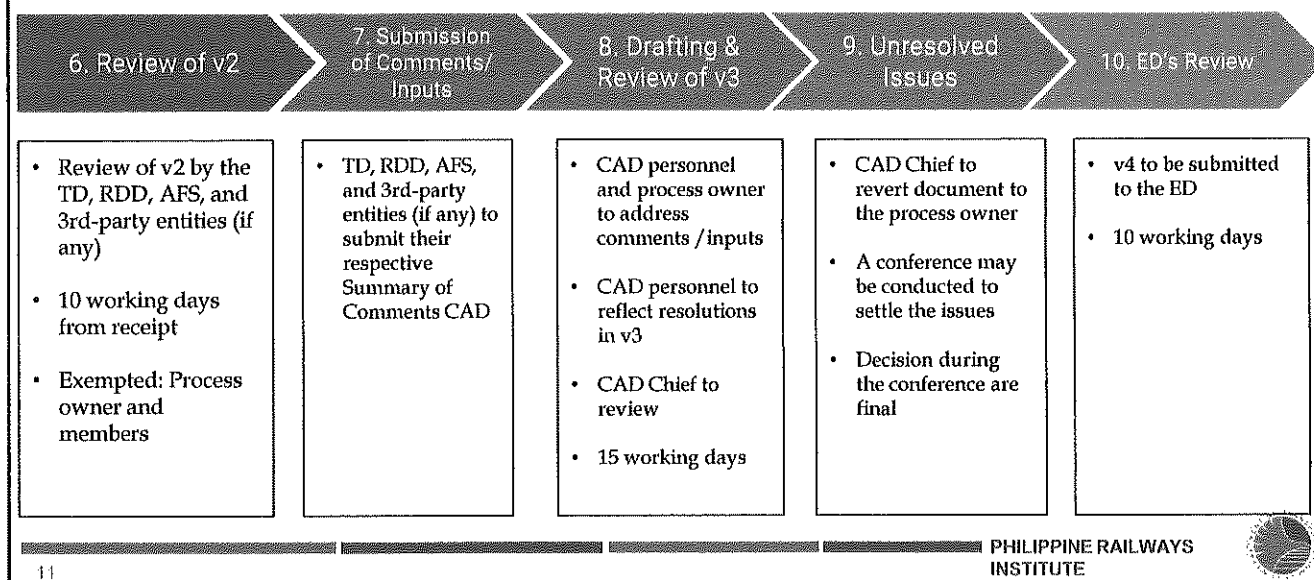
### 5. CAD Chief's Review

- CAD Chief to review v1 within five (5) working days from receipt
- Comments/inputs to be reflected in v2

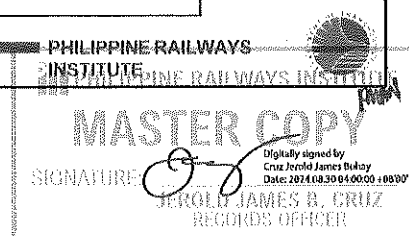
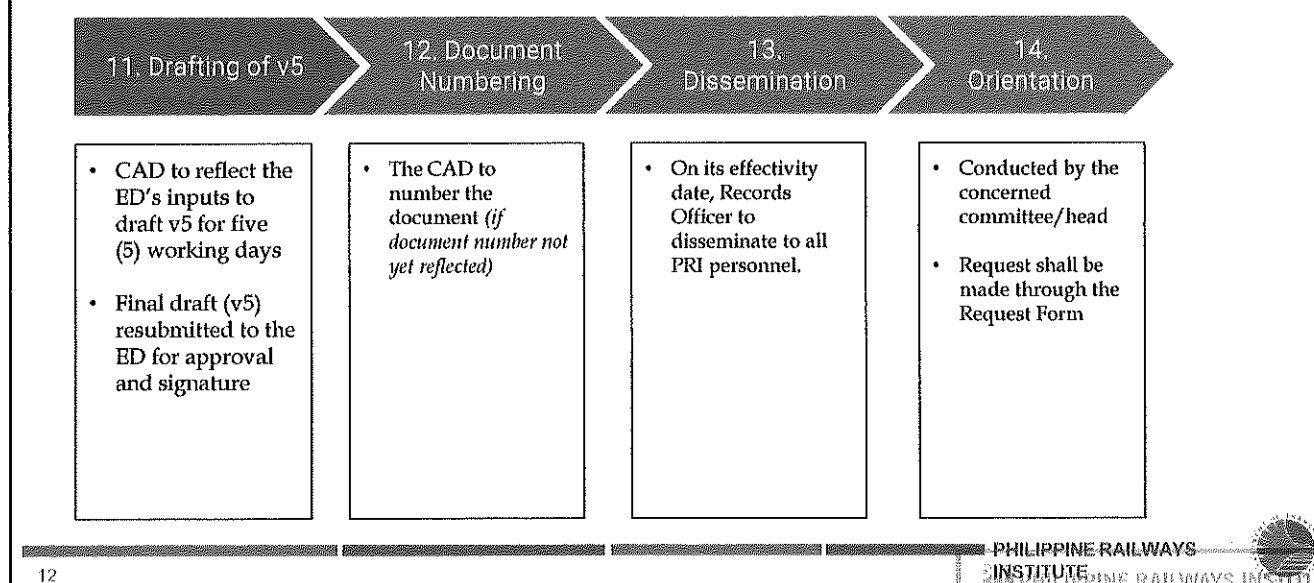
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## OFFICE ORDERS (continuation)



## OFFICE ORDERS (continuation)





# SPECIAL ORDERS

## 1. Agenda Setting

- Mid-year and Year-end Strategic Planning Workshops;
- MRs;
- ManComm meetings;
- consultation meetings; and
- annual IQAs.

## 2. Drafting of v0

- CAD personnel to draft the document's version 0
- Three (3) working days

## 3. CAD Chief's Review

- Review v0 and reflect inputs to v1
- One (1) working day

## 4. Review of v1

- V1 to be submitted to and reviewed by Division Chiefs / Section Heads / committee/team heads
- Three (3) working days

## 5. ED's Review

- CAD to reflect comments to v2
- V2 to be submitted to the ED for the latter's review

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# OPERATIONS MANUALS

## 1. Agenda Setting

- Mid-year and Year-end Strategic Planning Workshops;
- MRs;
- ManComm meetings;
- consultation meetings; and
- annual IQAs.

## 2. Drafting of v0

- Process owner to draft the document's version 0
- Process owner to submit it to the CAD through the Request Form

## 3. CAD's Review

- CAD personnel to review v0 within five (5) working days

## 4. Drafting of v1

- CAD personnel to reflect comments to the document's v1
- V1 to be submitted to the CAD Chief for review

## 5. CAD Chief's Review

- CAD Chief to review v1 within five (5) working days from receipt
- Comments/inputs to be reflected in v2

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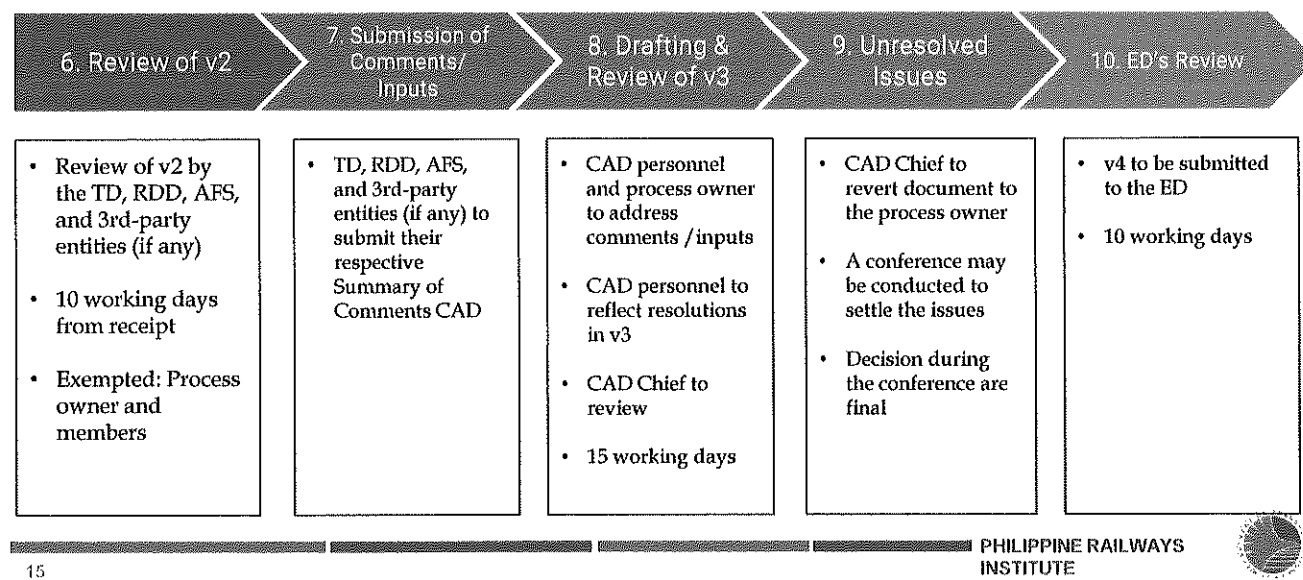
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## OPERATIONS MANUALS(continuation)



## OPERATIONS MANUALS(continuation)

