



PRI Office Order No. 15, series of 2024

**Revised Implementing Guidelines for the Issuance of Certificates
and Train Driver's Identification Card, thereby Repealing
PRI Office Order No. 17, series of 2021**

WHEREAS, it is the policy of the Philippine Government to develop human resource capacities in the railway sector that would ensure its competence and compliance with the standards of practice and rules and regulations, taking into consideration the existing and new railway lines;

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, pursuant to Article III, Section 10 of the EO's Implementing Rules and Regulations (IRR) or DOTr Department Order (DO) No. 2020-005, four (4) training courses shall be offered by the PRI: (1) Fundamental Training (FT) Course, (2) Refresher Training (RT) Course, (3) Capacity Development Training (CDT) Course, and (4) Supervisory/Management Training (SMT) Course;

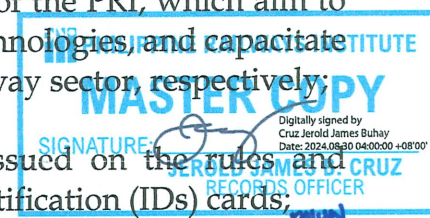
WHEREAS, pursuant to the IRR, as a condition precedent in the issuance of certificates, all railway personnel shall undergo and complete either the RT or FT Course that is specific to their respective functions;

WHEREAS, the FT Course shall focus on new railway personnel who have or will have direct operations and maintenance (O&M) functions, including employees of third-party service providers (TPSPs), as endorsed by the railway operators (ROs), and other eligible persons as determined by the PRI;

WHEREAS, the RT Course, on the other hand, shall focus on enhancing the capacity of existing O&M personnel and strengthening their knowledge, skills, and attitude in delivering their services to the riding public;

WHEREAS, the CDT and SMT Courses are likewise offerings of the PRI, which aim to update the railway personnel on new laws, regulations, and technologies, and capacitate non-O&M personnel, managers, and/or supervisors in the railway sector, respectively;

WHEREAS, PRI Office Order No. 17, series of 2021 was issued on the rules and procedures in the issuance of certificates and train driver's identification (IDs) cards;



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 PRI Office Order No. 17, s. 2021 be repealed, and the following rules and procedures be promulgated and adopted:

ARTICLE I

Coverage

This revised Guidelines on the issuance of certificates and train driver's ID cards shall apply to all trainees, from both existing and future railway personnel of the ROs and TPSPs; and other interested persons as determined by the PRI.

ARTICLE II

Definition of Terms

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

- a. Assessment Committee – also called the AC in this OO, is responsible for evaluating the Answer Sheets, validating the trainees' performance, issuing the examination results, and analyzing examination questions/sets;
- b. Assessment Tools – refer to practical and written examinations, which are administered to gauge the trainees' knowledge, skills, and attitude acquired from the training;
- c. Batch – a set or group of trainees undergoing the RT Course at the same time;
- d. Capacity Development Training Course – also called the CDT Course, is a training course conducted by the Institute to update railway personnel on new laws, regulations, and technologies in the railway sector after their completion of either the FT or RT Course.
- e. Certificate – an official document specifying the competency in which the holder thereof is authorized to serve and is issued after completion of the RT, FT, CDT, or SMT Course;
- f. 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;
- g. Competency – a set of related knowledge, skills, and attitude 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;
- h. Comprehensive Examination – also called the CE in this Order, refers to either written or practical assessment tool, which aims to gauge the trainees' knowledge and proficiency in the competencies discussed;

- i. Core Competencies – are competencies required across all functions within the organization, which focus on Values, Human Skills, Institutional Framework, and Technical Knowledge;
- j. Cycle – a set or group of trainees undergoing the FT Course at the same time during the training course's duration;
- k. Departmental Competencies – are competencies required across all functions per organizational department such as operations and maintenance;
- l. Existing O&M Personnel – persons employed by the existing ROs and outsourced service providers performing O&M functions for at least six (6) months before the start of the conduct of the FT Course;
- m. Fundamental Training Course - also called the FT Course, is a training course that aims to provide industry level knowledge, skills, and attitudes on railway O&M to new railway personnel, consisting of core, departmental, and specialized competencies;
- n. Formative Assessment – refers to the quiz given in each topic which shall be used to confirm the trainees' participation, the results of which are recorded but not graded;
- o. Institute – also called the PRI, is the Philippine Railways Institute established under EO No. 96, s. 2019;
- p. New personnel - persons hired by the ROs on December 1, 2020 and later;
- q. O&M – operations and maintenance of railway system facilities, particularly, rolling stock, tracks and guideways, power supply, signaling, communications, automated fare collection, civil works, stations, and depot equipment;
- r. Post-test – a test administered to the trainees at the end of each competency to measure their learning and determine whether the lectures are effective;
- s. Practical Comprehensive Examination – also called the practical CE, is an assessment tool used to gauge the trainees' knowledge and proficiency in the competency discussed, and may refer to hands-on or simulation activities;
- t. Pre-test – a preliminary test administered to the trainees at the start of each competency to determine their baseline knowledge;
- u. Refresher Training Course – also called the RT Course, is a training conducted by the Institute to enhance the knowledge, skills, and attitude on railway O&M of existing O&M personnel;
- v. Research and Development Division – also called the RDD, has the main function of identifying, formulating, recommending, and advocating strategies on the development of human resources development policies, plans, and strategies for the railway sector;
- w. RO – also called a Railway Operator, is a company or entity operating railway system in the Philippines; *PRR*



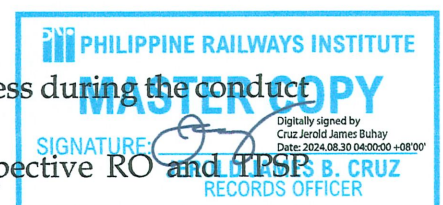
- x. Specialized Competency – a type of competency that is required per functional group, sub-system, or discipline within an organizational department, and for this purpose, the Institute offers eight (8): 1) Tracks & Guideways; 2) Buildings & Facilities; 3) Power Supply & Distribution; 4) Signaling & Communications; 5) Rolling Stock; 6) Passenger Management; 7) Fare & Ticketing Management; and 8) Commercial Train Driving;
- y. Sub-system – a specialized discipline or field within the railway O&M;
- z. Supervisory/Management Training Course – also called the SMT Course, a training course for non-O&M personnel or intermediate/advanced training course for managers and/or supervisors in the railway sector.
- aa. Systems Training Course – also called the ST Course, is a training provided by the accredited RO training facility or independent training center that is focused on specific skills and competencies for a particular railway system;
- bb. Third-party Service Provider – also called the TPSP, or outsourced service provider, is an entity whose services are engaged to complement the RO's O&M;
- cc. 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 programs; and
- dd. Written Comprehensive Examination – also called the written CE, is an assessment tool used to gauge the trainees' knowledge and proficiency in the competency discussed, in the form of a written pen-and-paper exam.

ARTICLE III Assessment Committee

There shall be an Assessment Committee (AC), lodged under the Certification and Accreditation Division (CAD), that is responsible for maintaining the integrity of the written and practical Comprehensive Examinations (CEs) administered by the Training Division (TD). The said committee shall be composed of personnel from the CAD and the Research and Development Division (RDD), and designated by the ED.

Its core functions include assessing the competency of new and existing railway personnel through checking of the written CE's examination sheets, and ensuring that the standard method in skills determination is observed during the practical CE. Specifically, the AC's responsibilities are as follows:

- a. ensure the accuracy and completeness of data/information submitted by the EC;
- b. verify the accuracy of the Answer Key (AK) encoded in the Optical Mark Recognition (OMR) machine vis-a-vis the AK provided by the Examination Committee (EC);
- c. check and review the written CE's answer sheets;
- d. ensure the integrity of the practical CE by acting as witness during the conduct of the said examination;
- e. release results to successful trainees and/or their respective RO and TPSP management;



- f. analyze the trainees’ CE scores; and
- g. regularly conduct recalibration of the OMR machine.

ARTICLE IV
Comprehensive Examination Results

After completing any of the PRI’s training courses, the trainees shall undergo the written and practical CE, as the case may be. The AC shall then ensure that the results of both examinations are accurate, confidential, and released within the prescribed timeline. Towards this end, the following rules shall be implemented:

A. Written CE

The written CE’s AK, as provided by the EC, shall be encoded by the AC into the OMR machine in preparation for the results evaluation. To ensure accuracy, the said encoding shall be done for each set of the written CE upon the EC’s advice.

Once the written CE answer sheets are endorsed by the EC to the AC, the latter’s process consisting of five (5) working days commences, *to wit*:

1. Day 1: Answer Sheet Processing

The assigned AC member shall run and process the written CE answer sheets through the OMR machine. Simultaneously, the online documents (**Annex A**), to be used for rechecking purposes, shall be prepared by another assigned AC member. The latter shall consider the Master Training Profile provided by the TD’s Monitoring and Evaluation Committee in the documents’ preparation.

2. Day 2: Random Rechecking and Generation of Results

To ensure the encoded AK’s accuracy, the assigned AC member shall randomly check 30% of the written CE answer sheets. A certificate (**Annex B**) shall then be issued by the AC member specifying that the OMR machine’s encoded AK is accurate. The AC Head, on the other hand, shall spearhead the OMR machine’s recalibration through the checking of 100% of the said answer sheets every quarter. Likewise, a certificate attesting to the machine’s accuracy shall be issued (*see Annex B*).

Moreover, there shall be an online repository of the examination results maintained by the AC. The CAD, on the other hand, shall have access to the said database to aid the division in the results verification.

3. Day 3: Generation of Results

Once the random checking is done, the assigned AC member, a CAD personnel, shall generate the Summary of CE Results (**Annex C**) together with the List of Successful Trainee/s (**Annex D**) and List of Unsuccessful Trainee/s (**Annex E**). He/she shall countercheck the examinees’ information through the Attendance Sheet provided by the EC in the preparation of the said documents. Moreover, the assigned AC member shall draft the transmittal letter/s (**Annex**



F) addressed to the appropriate RO/TPSP management and the certificates. All documents shall then be submitted by the assigned AC member to the AC Vice-Head.

4. Day 4: Review of CE Results

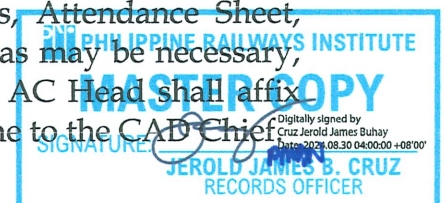
Once the accomplished documents are received, the same shall be reviewed by the AC Vice-Head. The review process shall include the counterchecking of the written CE answer sheets and Attendance Sheet, among others. After concluding the review, the AC Vice-Head shall affix his/her signature on the Summary of CE Results (*see Annex B*), List of Successful Trainee/s (*see Annex C*), and List of Unsuccessful Trainee/s (*see Annex D*), and submit them to the AC Head.

5. Day 5: Comprehensive Review

The AC Head, who must be a CAD personnel, shall comprehensively review all submitted documents. In particular, he/she shall countercheck the following:

- a. Summary of CE Results, Lists of Successful and Unsuccessful Trainees
 - i. course type;
 - ii. examination venue;
 - iii. examination date;
 - iv. examinees' names, including spelling, punctuation marks, and extensions (e.g., Jr., Sr., III);
 - v. batch/cycle number;
 - vi. trainee code;
 - vii. organization to which the examinee belongs to;
 - viii. division/section to which the examinee is assigned;
 - ix. completed competency;
 - x. written CE scores and percentage;
 - ix. examinees' status (i.e., passed/failed);
 - x. overall remarks (i.e. to receive certificate, to take practical CE, or to retake written CE); and
 - xi. the AC's recommendation (i.e., trainee to receive the appropriate certificate, or retake the written CE, or take the practical CE).
- b. Certificates
 - i. training course and competency completed;
 - ii. examinees' names, including spelling, punctuation marks, and extensions (e.g., Jr., Sr., III);
 - iii. batch/cycle number;
 - iv. training date;
 - iv. issue date; and
 - v. certificate number.

Rules under relevant PRI Circulars and Office Orders, Attendance Sheet, written CE answer sheets, and Master Training Profile, as may be necessary, shall be considered in the said review. Once done, the AC Head shall affix his/her signature on the documents and endorse the same to the CAD Chief.



B. Practical CE

Whenever applicable under relevant PRI Circulars and Office Orders, assigned AC member/s shall observe the conduct of the practical CE. The said member/s may not, however, disturb the examination’s administration. He/she must only observe and record his/her findings/recommendations during its conduct and results discussion with the examinees.

In the preparation of the Summary CE Results, the provisions under Article IV (1) to (5) shall also be applicable.

C. Item Analysis

The AC shall also assist the EC in assessing the quality of the written CE items and, ultimately, the whole examination through the conduct of item analysis. The analysis shall be recorded through the Item Analysis Form (**Annex G**) and the Item Analysis Results (**Annex H**) shall be forwarded to the EC. In turn, the EC may accept or reject the AC’s recommendation/s.

ARTICLE V
Issuance and Distribution
of Certificate and Train Driver’s ID Card

To ensure continuing compliance with EO No. 96, s. 2019 and its IRR or DOTr DO No. 2020-005 and its amendment/s, if any, the Institute deems it necessary to issue the following guidelines, which prescribe the requirements and procedures for the issuance of certificates and train driver’s ID cards.

A. Types of Certificates

The CAD shall issue the specific type of certification based on the trainee’s qualifications, completion of the required training course, and passing the required examination. The following are the different types of certificates:

1. Certificate of Competency – an official document issued to successful trainees specifying the competency in which the holder thereof is authorized to serve and is issued after successfully completing the appropriate training course (e.g., RT, FT, and SMT Courses) provided by the PRI;
2. Certificate of Completion – an official document issued to trainees who completed the CDT Course;
3. Certificate of Attendance with Earned Continuing Professional Development (CPD) Points (for O&M Personnel) – an official document given to trainees who completed the appropriate training course and are qualified to receive CPD points from the Professional Regulation Commission;
4. Certificate of Attendance – an official document issued to graduating students, Overseas Filipino Workers (OFWs), and other eligible personnel who are not yet hired by any existing and upcoming RO or TPSP, but have the intention to join the railway sector and completed the Expanded WRT Course; and
5. Certificate of Appearance – an official document issued to graduating students, OFWs, and other eligible personnel who are not yet hired by any existing and



upcoming RO or third-party service provider, but have the intention to join the railway sector and have completed the FT Course.

B. Types of Train Driver’s ID

The CAD shall issue train driver’s ID based on the trainee’s qualifications, completion of the required training course, passing the required examination, and trainee’s submission of requirements. For this purpose, the following shall be issued:

- 1. Commercial Train Driver’s ID – an official ID authorizing the bearer to operate trains that carry paying customers/passengers along the commercial railway line, trains operating on non-commercial railway lines without paying customers/passengers, and inside the premises of the train depot. Other limitations shall be indicated in the ID.

C. Process of Issuance

The CAD, in coordination with other working committees, shall be responsible for the processing and issuance of certificates and train driver’s IDs, upon submission of complete documents by the applicants. The process of issuance, including the responsible personnel and deliverables, are outlined below:

1. Certificates

Upon receipt of the documents from the AC, the processing and issuance of certificate shall be done within three (3) working days :

a. Day 1: Drafting of Certificates

Simultaneous to the generation of results under Article IV (A) (3) hereof is the drafting of the certificates by the assigned CAD personnel. The said personnel shall only draft certificates for the successful examinees reflected in the List of Successful Trainees (*see Annex C*). Thereafter, the said certificates shall be submitted to the AC Head for the latter’s review.

b. Day 2: Comprehensive Review

Once received, the AC Head shall comprehensively review the certificates pursuant to Article IV (A) (5) hereof. If satisfied, the AC Head shall affix his/her initials on the certificates and submit the same to the CAD Head for final review. The CAD Head shall review the accuracy of the certificates, including all attached documents, and affix his/her initials.

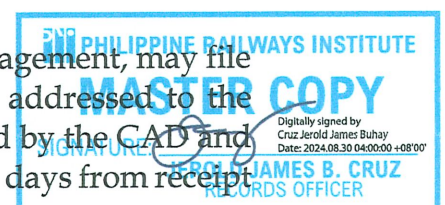
c. Day 3: ED’s Approval

Once reviewed by the CAD Chief, the latter shall forward the documents to the ED for signature. The signed certificates, together with the Lists of Successful and Unsuccessful Trainees, shall then be sent to the trainees or RO/TPSP management, whichever is applicable, through the DOTr-General Services Division (DOTr-GSD) or courier. The Summary of CE Results, on the other hand, shall be retained by the AC and CAD for records purposes.



2. Train Driver's ID

- a. Within one (1) month from receipt of his/her ST Course certificate, the train driver, through his/her RO management, shall submit the following requirements to the CAD:
 - i. accomplished Train Driver's ID Application Form (**Annex I**);
 - ii. Certificate of Competency for the RT or FT Course;
 - iii. Certificate of ST from the RO;
 - iv. Medical Certificate (**Annex J**) issued not more than six (6) months prior to the date of application; and
 - v. results of the aptitude test.
- b. The RO may submit the requirements in batches with a summary of all the drivers who completed the RT/FT Course and attached therein are the documents mentioned in the preceding paragraph.
- c. Within three (3) working days from receipt of all documentary requirements, the CAD shall evaluate the same as to their completeness and authenticity. In the evaluation, the assigned CAD personnel shall countercheck the following:
 - i. CE Results;
 - ii. List of Successful and Unsuccessful Trainees;
 - iii. data/information stored in the PRI Registry of Certificates and Registry of Train Drivers as provided in Sections 23 and 27 of DOTr DO No. 2020-005 and its amendment/s, if any; and
 - iv. unique ID card number.
- d. If found complete and authentic, the said CAD personnel shall recommend to the CAD Chief the printing and issuance of the train driver's ID. The latter, upon receipt of the recommendation, shall review all relevant documents. Once done, the CAD Chief shall direct the printing of the ID.
- e. The printed train driver's ID shall be sent through the DOTr-GSD or by mail/courier to the respective ROs at most one (1) day after they are printed. The ID shall contain information enumerated under Annex C of the IRR and its amendment/s, if any, and must be signed by the ED.
- f. Otherwise, the CAD Chief shall issue a written notice specifying the reasons for the denial of the application and recommendation/s thereof. In case of lacking documents or information, the train driver, through his/her RO management, has fifteen (15) days to resubmit the application.
- g. The train driver, through their respective RO management, may file a protest or appeal the denial of the application addressed to the CAD Chief. Such appeal/protest shall be reviewed by the CAD and decided, with finality, by the ED within fifteen (15) days from receipt of the appeal/protest.



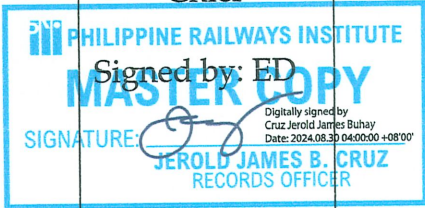
- h. Once the documents are completed or the recommendations are met, the RO shall immediately inform and submit to the CAD. Thereafter, the CAD Chief shall submit a recommendation to the ED for the latter's final decision.
- i. Upon approval by the ED, the train driver's ID shall be issued. Only upon receipt of the said ID shall the train driver be allowed to operate a train.

Pursuant to the relevant PRI Office Orders on the management of training courses, the following issuance duration shall be observed:

Type of Document	Necessary Data/Documents to Review	Duration	Responsible Personnel
Certificate of Competency - Train Driving Competency (RT Course or FT Course regardless of the training modality)	<ul style="list-style-type: none"> Attendance Sheet Certificate of Accuracy of the OMR Machine List of Successful Trainees Unique Certificate Number Competency Completed Duration of Specific Course Course Completion Date Certificate Issue Date Practical CE Score Sheet, if applicable 	Three (3) working days from receipt of documents from the AC	<p>Processed by: CAD Personnel</p> <p>Reviewed by: CAD Chief</p> <p>Approved by: ED</p>



Certificate of Competency - other competencies (RT Course, either conducted face-to-face or through an online platform)	<ul style="list-style-type: none"> Attendance Sheet Certificate of Accuracy of the OMR Machine List of Successful Trainees Unique Certificate Number Competency Completed Duration of Specific Course Course Completion Date Certificate Issue Date Practical CE Score Sheet, if applicable 	Seven (7) working days from the completion of the last assessment activity–	<p>Processed by: CAD Personnel</p> <p>Reviewed by: CAD Chief</p> <p>Approved by: ED</p>
Certificate of Competency (FT Course, either conducted face-to-face or through an online platform or blended learning, including the CTD trainees)	<ul style="list-style-type: none"> Attendance Sheet Certificate of Accuracy of the OMR Machine List of Successful Trainees Unique Certificate Number Competency Completed Duration of Specific Course Course Completion Date Certificate Issue Date Certificate of Appearance, if applicable Practical CE Score Sheet, if applicable 	Fourteen (14) working days from the completion of the last assessment activity	<p>Processed by: CAD Personnel</p> <p>Reviewed by: CAD Chief</p> <p>Approved by: ED</p>
Certificate of Competency (for successful trainees of the SMT Course)	<ul style="list-style-type: none"> Attendance Sheet List of Successful Trainees Unique Certificate Number Competency Completed Duration of Specific Course Course Completion Date Certificate Issue Date Certificate of Appearance, if applicable 	Seven (7) working days from the completion of the last assessment activity	<p>Processed by: CAD Personnel</p> <p>Reviewed by: CAD Chief</p> <p>Signed by: ED</p>



	<ul style="list-style-type: none"> • Practical CE Score Sheet, if applicable 		
Certificate of Completion (for successful trainees of the CDT Course)	<ul style="list-style-type: none"> • Attendance Sheet • List of Successful Trainees • Unique Certificate Number • Competency Completed • Duration of Specific Course • Course Completion Date • Certificate Issue Date • Certificate of Appearance, if applicable • Practical CE Score Sheet, if applicable 	Seven (7) working days from the completion of the last assessment activity	<p>Processed by: CAD Personnel</p> <p>Reviewed by: CAD Chief</p> <p>Signed by: ED</p>
Certificate of Attendance with Earned CPD Points (for railway O&M personnel who completed either the RT or FT Course)	<ul style="list-style-type: none"> • Attendance Sheet • List of Successful Trainees • Unique Certificate Number • Competency Completed • Duration of Specific Course • Course Completion Date • Certificate Issue Date 	At least seven (7) working days from receipt of the necessary documents	<p>Processed by: CAD Personnel</p> <p>Reviewed by: CAD Chief</p> <p>Signed by: ED</p>
Certificate of Attendance (for students, OFWs, and other eligible personnel who completed the Expanded WRT Course)	<ul style="list-style-type: none"> • Attendance Sheet • Unique Certificate Number • Competency Completed • Duration of Specific Course • Course Completion Date • Certificate Issue Date 	At least seven (7) working days from receipt of the necessary documents	<p>Processed by: CAD Personnel</p> <p>Reviewed by: CAD Chief</p> <p>Signed by: ED</p>
Certificate of Appearance (for students, OFWs, and other eligible personnel who completed the FT Course)	<ul style="list-style-type: none"> • Attendance Sheet • Unique Certificate Number • Competency Completed • Duration of Specific Course • Course Completion Date • Certificate Issue 	No later than seven (7) working days from the completion of the last assessment activity	<p>Processed by: CAD Personnel</p> <p>Reviewed by: CAD Chief</p> <p>Signed by: ED</p>



	Date		
Train Driver's ID card	<ul style="list-style-type: none"> Supporting Documents (refer Annex K - Checklist) Train Driver's ID Application Form, attached herein as (<i>see Annex I</i>) Unique Identification card Number Identification Card Issue Date 	Three (3) working days from receipt of the complete documents	<p>Processed by: CAD Personnel</p> <p>Reviewed by: CAD Chief</p> <p>Approved by: ED</p>

D. Content and Specifications of Certificates and Train Driver’s ID card

The contents of the certificates and train driver’s ID shall follow Annexes C and D provided in the IRR and its amendment/s, if any. Attached herein is a template of the train driver’s ID card as **Annex L**.

The Certificates of Competency, Certificates of Completion, and Certificates for CPD shall be provided in A4 paper size, while the Certificates of Attendance and Certificates of Appearance shall be half the size of an A4 paper cut crosswise, the type of paper shall be dependent on the current supply of the Institute. On the other hand, the ID cards shall be the standard CR80 size (width of 3.37 inches (85.6 mm) height of 2.125 (53.98 mm).

E. Distribution of Certificates and Train Driver’s ID Card

1. Distribution of Certificates

To ensure appropriate distribution of the certificates, the Institute shall release the same within the day after the signing of the ED. If the certificates are signed on a Friday afternoon or on the day prior to a holiday, the certificates will be released in the morning of the next working day. The CAD shall notify the applicant and its respective ROs/TPSPs, and the certificates shall be sent via the DOTr-GSD/mail/courier to their respective RO/TPSP management or employers, or individually if the recipient is unaffiliated with either.

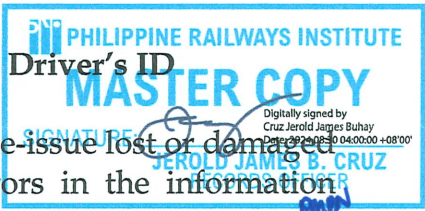
2. Distribution of Train Driver’s ID

The CAD shall notify the applicant and its RO management of the approved train driver’s ID, and send the same via the DOTr-GSD/mail/courier to the ROs.

The certificates and train driver’s ID shall be accompanied by a letter addressed to the head of the RO or TPSPs, or to the applicant if unaffiliated with either. The said letter shall also contain information on the correction of entry and re-issuance as stated in Article III (F) hereof.

F. Correction of Entry and Reissuance of Certificates and Train Driver’s ID

The CAD, with the ED’s final approval, is hereby authorized to re-issue lost or damaged certificates and IDs, and correct clerical or typographical errors in the information

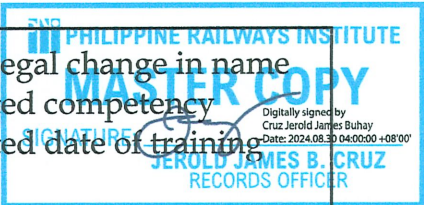


provided on the issued certificates and train driver’s ID card for a fee. The following guidelines shall be strictly observed:

1. Submit an accomplished Train Driver’s ID Application Form for ID (*See Annex G*) or a Letter of Request (**Annex M**) for certificates by email or post to the CAD at cad.pri@dotr.gov.ph or Unit 156 The Columbia Tower, Brgy. Wack-Wack, Ortigas Ave., Mandaluyong City or its new office address, if applicable.
2. A photocopy of the original certificate/ID shall be attached to the said accomplished form.
3. In cases where the certificate or ID cannot be attached due to loss or severe damage, an Affidavit of Loss shall be attached instead.
4. Within two (2) working days from receipt of the request, the CAD shall notify the requesting party as to the veracity of the details provided.
5. In case of denial of the request, the applicant shall be notified through email or through his contact details regarding the basis of denial.
6. If the documentary requirements for the request are incomplete, the CAD will notify the requesting party of such fact within a period of two (2) days from receipt thereof.
7. For reasons of inadequate data, invalid or discrepancy in the information given by the requesting party, the CAD will notify the latter for the denial of the request within a period of five (5) working days from receipt of the formal request.
8. During the pendency of the request, the CAD shall facilitate the issuance of a Memorandum granting the personnel a temporary pass and authorizing him/her to work in the railway O&M during the period that his/her request is being processed.
9. Once recommendations are met, the requestor/applicant shall immediately inform and submit to the CAD. Thereafter, the CAD shall prepare the necessary changes on the certificates and/or train driver’s ID for the ED’s approval.
10. The requesting party must go to the PRI Office to claim his new certificate/ID where the applicant must surrender his old/original certificate/ID.
11. Changes made to the certificate or ID shall be reflected in the respective registry. Old certificates and IDs shall be properly disposed of in accordance with guidelines set in PRI Office Order No. 23, s. 2023 and its amendment/s, if any.
12. Denied requests due to failure to meet the qualifications set in the IRR shall not be subject to reconsideration.

The table below shows the acceptable circumstances where a certificate or train driver’s ID may be revised and a new one be issued:

Certificate of Competency / Completion / Attendance / Appearance	<ul style="list-style-type: none">• Incorrect name or legal change in name• Error in the indicated competency• Error in the indicated date of training attended
--	---



	<ul style="list-style-type: none">• Error in the issuance date• Error in the certificate number• Unreadable text• Lost, stolen, or destroyed certificate• Misprint (washed out colors, broken text, unkempt condition upon receipt)
Train Driver's ID	<ul style="list-style-type: none">• Incorrect name or legal change in name• Error in indicated personal data• Error in indicated driving restrictions• Error in indicated railway line• Changes in medical details relating to sight or hearing• Changes to the driver's employment• Changes to the driver's railway line• Changes to the driver's restrictions• Lost, stolen, or destroyed ID• Unreadable text

G. Collection of Processing Fee for Train Driver's ID

Charges for the issuance/reissuance of Train Driver's ID shall be collected, the amount of which shall be the direct cost of the ID card printing as indicated in the Department Order prescribing for the schedule of fees and charges.

ARTICLE VI
Certificate and Train Driver ID Card Number

The numbering format for the certificates shall follow the format provided in PRI Office Order No. 23, s. 2023 and its amendment/s, if any. For numbering purposes, the certificate and Train Driver IDs shall be of the Form type of document as provided in Article IV (A) and (B) of the said Order.

The abbreviated name for the certificates and ID shall be:

- a. CCF for Certificates of Competency for the FT Course;
- b. CCR for Certificates of Competency for the RT Course;
- c. CCS for Certificates of Competency for the SMT Course;
- d. CCC for Certificates of Completion for the CDT Course;
- e. CATF for Certificates of Attendance for the FT Course;
- f. CATR for Certificates of Attendance for the RT Course;
- g. CATC for Certificates of Attendance for the CDT Course;
- h. CATS for Certificates of Attendance for the SMT Course;
- i. CPD for Certificate of Attendance with Earned CPD Points (for O&M Personnel);
- j. CAPF for Certificates of Appearance for the FT Course; and
- k. ICTD for IDs of Commercial Train Drivers.



ARTICLE VI
Registry of Certificates and Train Driver's ID card

The Institute shall establish a registry of all issued certificates according to the personnel's specialization and train driver's ID cards, including the type of train driver's ID, restrictions, date of issuance, date of expiry, and the details of the train driver's employment. The CAD shall maintain document and data control processes for the registry, including the responsibilities of storage, preservation, access, retrieval, rectification, retention, and disposition.

ARTICLE VII
Compliance with Data Privacy

All personal information and data obtained by the AC and CAD, through the exercise of its functions, shall be in conformity with the Data Privacy Act of 2012.

ARTICLE VIII
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 and its amendment/s.

ARTICLE IX
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 X
Effectivity Clause

This Order shall take effect immediately upon its issuance.


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





DOC. CODE / REF NO.:	PRI-CAD-F-TCA-YYYY-MM-NNNN-C
EFFECTIVITY DATE:	29 August 2024
REVISION NO.:	01

[illegible]

PMHSA



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE
Certification and Accreditation Division



VALIDATION CERTIFICATE

No.: PRI-CAD-F-VC-YYYY-MM-0000-S

1 of 1

WRITTEN COMPREHENSIVE EXAMINATION

Training Course: ☐ Refresher Training Course ☐ Fundamental Training Course
☐ Capacity Development Training Course ☐ Supervisory/Management Training Course

Examination Set: _____ Date Endorsed by the Examination Committee: _____

VALIDATION CHECK

☐ Random OMR Check

OMR Recalibration

Date: _____

Date: _____

CERTIFICATION

This is to certify that 30% or 100% of the Written Comprehensive Examination Answer Sheets were rechecked to determine the accuracy of the encoded Answer Key into the OMR machine. Upon completion of the check, it was found out that the answers encoded on the said machine accurately corresponds with the Answer Key provided by the Examination Committee.

PROCESSED BY

WITNESSED BY

VALIDATED BY

NAME
Position
Assessment Committee Member

NAME
Position
CAD Personnel


NAME
Position
Head, Assessment Committee

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								EFFECTIVITY DATE: 15 August 2024		
								REVISION NO.: 00		
								PAGE NO.: Page 00		
WRITTEN COMPREHENSIVE EXAM RESULTS										
THIS SECTION FOR PRI USE ONLY										
COURSE TYPE: REFRESHER TRAINING COURSE				VENUE: 6TH FLOOR, THE COLUMBIA TOWER, BRGY. WACK-WACK, ORTIGAS AVE., MANDALUYONG CITY				EXAMINATION DATE: 23 JULY 2024		
NO.	NAME	BATCH	TRAINEE CODE	ORGANIZATION	DIVISION / SECTION	COMPETENCY UNDERTAKEN	ATTENDANCE	COMPREHENSIVE EXAM		
								WRITTEN		
								RAW SCORE	PERCENTAGE	REMARKS
1	NAME	#N/A	#N/A	#N/A	#N/A	#N/A	SCORE	No CE	0.00%	No CE
2	NAME	#N/A	#N/A	#N/A	#N/A	#N/A	SCORE	No CE	0.00%	No CE
								BATCH EXAM PASSING		0.00%
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Prepared by:

NAME
Member, Assessment Committee

Checked and Reviewed by:

NAME
Head, Assessment Committee
Pursuant to DOTr Special Order No. 2023-254 & PRI Special Order No. 2023-031

Approved by:

NAME
Undersecretary and OIC, Executive Director
Philippine Railways Institute

			DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Certification and Accreditation Division					DOC. CODE / REF NO.: PRI-CAD-F-RPC-YYYY-MM-0000-S		EFFECTIVITY DATE: 14 August 2024				
PRACTICAL COMPREHENSIVE EXAM RESULTS								REVISION NO.:		101				
								PAGE NO.:		101				
THIS SECTION FOR PRI USE ONLY														
COURSE TYPE:				VENUE:				EXAMINATION DATE: DD/MM/YYYY						
NO.	NAME	BATCH	TRAINEE CODE	ORGANIZATION	DIVISION/SECTION	COMPETENCY UNDERTAKEN	ATTENDANCE	COMPREHENSIVE EXAM			OVERALL REMARKS			
								WRITTEN	PRACTICAL					
								RAW SCORE	PERCENTAGE	REMARKS	RAW SCORE	SCORE TO PASS	REMARKS	
1		#N/A	#N/A	#N/A	#N/A	#N/A	100%		0.00%	Take PCE		N/A	Failed	Failed (Take written and comprehensive exam)
--NOTHING ELSE FOLLOWS--														
													0.00%	
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NAME
Position

Checked and Reviewed by:

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Position

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Position
Philippine Railways Institute

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LIST OF SUCCESSFUL TRAINEE														
THIS SECTION FOR PRI USE ONLY														
COURSE TYPE: -				VENUE: ADDRESS			ORGANIZATION: PROJECT			EXAMINATION DATE: DD/MM/YYYY				
NO.	NAME	BATCH	TRAINEE CODE	DIVISION / SECTION	COMPETENCY UNDERTAKEN	ATTENDANCE	COMPREHENSIVE EXAM WRITTEN		REMARKS					
							RAW SCORE	PERCENTAGE						
1	Gonzaga, Marco L.	46	2022-0920	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A				

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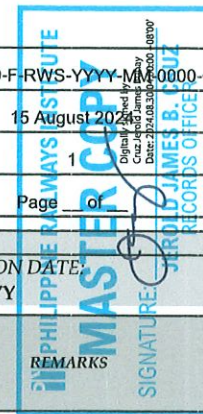
NAME





Member, Assessment Committee

NAME

Head, Assessment Committee


NAME

Undersecretary and OIC, Executive Director
Philippine Railways Institute


   				DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Certification and Accreditation Division				DOC. CODE / REF NO.: PRI-CAD-F-RPS-2024-05-0002-C		EFFECTIVITY DATE: 15 August 2024		REVISION NO.: Page		PAGE NO.: Page	
LIST OF SUCCESSFUL TRAINEES															
THIS SECTION FOR PRI USE ONLY															
COURSE TYPE: TRAINING COURSE				VENUE: -				ORGANIZATION: COMPANY				EXAMINATION DATE: DDMMYYYY			
NO.	NAME	BATCH	TRAINEE CODE	DIVISION/SECTION	COMPETENCY UNDERTAKEN	ATTENDANCE	COMPREHENSIVE EXAM						REMARKS		
							WRITTEN			PRACTICAL					
							RAW SCORE	PERCENTAGE	REMARKS	RAW SCORE	SCORE TO PASS	REMARKS			
1		#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
2		#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
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Prepared by:	Checked and Reviewed by:	Approved by:
 NAME Member, Assessment Committee	 NAME Head, Assessment Committee	 NAME Undersecretary and OIC, Executive Director Philippine Railways Institute

			DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Certification and Accreditation Division				DOC. CODE / REF NO.: PRI-CAD-F-RPU-2024-08-0003-C						
							EFFECTIVITY DATE: 14 August 2024						
							REVISION NO.: 01						
							PAGE NO.: Page __ of __						
LIST OF UNSUCCESSFUL TRAINEES													
THIS SECTION FOR PRI USE ONLY													
COURSE TYPE: WEB REFRESHER TRAINING COURSE			VENUE: ONLINE (ZOOM)			ORGANIZATION: VARIANCE-LRTA		EXAMINATION DATE: 08 AUGUST 2024					
NO.	NAME	BATCH	TRAINEE CODE	DIVISION / SECTION	COMPETENCY UNDERTAKEN	ATTENDANCE	COMPREHENSIVE EXAM						REMARKS
							WRITTEN			PRACTICAL			
							RAW SCORE	PERCENTAGE	REMARKS	RAW SCORE	SCORE TO PASS	REMARKS	
1		#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#NAME?	#N/A	#N/A
2		#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#NAME?	#N/A	#N/A
-NOTHING ELSE FOLLOWS-													
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Prepared by:

NAME
Member, Assessment Committee

Checked and Reviewed by:

NAME
Head, Assessment Committee

Approved by:

NAME
Undersecretary and OIC, Executive Director
Philippine Railways Institute

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SIGNATURE: 

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Cruz Jerold James B. Cruz
Date: 2024.08.19 09:00:53 +08'00'

REC'D JAMES B. CRUZ
RECORDS OFFICER



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE



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DDMMYYYY

Sender
Position
Address

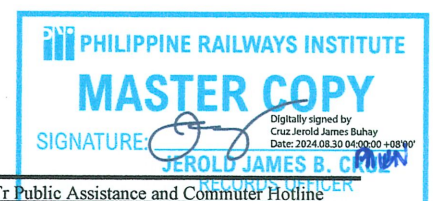
Subject: -----





Dear Sender

Context

Undersecretary, DOTr and
Officer-in-Charge, PRI

Cc:



   	DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Certification and Accreditation Division	DOC. CODE / REF NO.: EFFECTIVITY DATE: REVISION NO.: PAGE NO.:	PRI-CAD-F-IA-YYYY-MM-NNNN-S 26 July 2024 0 Page 1 of 1
ITEM ANALYSIS			

THIS SECTION FOR PRI USE ONLY		
COURSE TYPE:	COMPETENCY UNDERTAKEN:	ANALYSIS SCOPE:

NO.	ITEM CODE	COMPETENCY	DIFFICULTY LEVEL	CORRECT ANSWER	COMMON ANSWER	NO. OF CORRECT RESPONSE	DIFFICULTY INDEX	REMARKS/ RECOMMENDATION
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
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31								





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LEGEND	Difficulty Index	Difficulty Index Description	Basis of Recommendation
			RETAIN QUESTION - If the Difficulty Level (identified by the Instructor) matchess with Difficulty Index (Item
	1.0 - 0.67	Easy	If the question is identified by the Instructor as EASY but the item analysis qualified it as AVERAGE, question must be REVISED.
			If the question is identified by the Instructor as EASY but the item analysis qualified it as DIFFICULT, question must be REVISED.
	0.66 - 0.34	Average	If the question is identified by the Instructor as AVERAGE but the item analysis qualified it as EASY, question must be REVISED.
			If the question is identified by the Instructor as AVERAGE but the item analysis qualified it as DIFFICULT, question must be REVISED.
	0.33 - 0.00	Difficult	If the question is identified by the Instructor as DIFFICULT but the item analysis qualified it as EASY, question must be REVISED.
			If the question is identified by the Instructor as DIFFICULT but the item analysis qualified it as AVERAGE, question must be REVISED.

Prepared by:	Checked and Reviewed by:	Approved by:
First MI. Last Name Member, Assessment Committee	First MI. Last Name Head, Assessment Committee	First MI. Last Name Executive Director Philippine Railways Institute

First MI. Last Name
Member, Assessment Committee

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Cruz Jerold James Buhay
Date: 2024.08.30 04:00:00 +0800
JEROLD JAMES B. CRUZ
RECORDS OFFICER

   	DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Certification and Accreditation Division	DOC. CODE / REF NO.:	PRI-CAD-F-IR-YYYY-MM-NNNN-S
		EFFECTIVITY DATE:	26 July 2024
		REVISION NO.:	0
		PAGE NO.:	Page 1 of 1

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COURSE TYPE:		COMPETENCY UNDERTAKEN:	ANALYSIS SCOPE:	
COMPETENCY/ SPECIALIZATION	NUMBER OF TAKERS	NUMBER OF ITEMS	RECOMMENDED QUESTIONS FOR RETENTION	RECOMMENDED QUESTIONS FOR REVISION
Core				
Departmental - Operations				
Departmental - Maintenance				
Commercial Train Driving				
Fare and Ticketing Management				
Passenger Management				
--NOTHING ELSE FOLLOWS--				
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Prepared by:

First MI. Last Name

Member, Assessment Committee

Checked and Reviewed by:

First MI. Last Name



Head, Assessment Committee

Approved by:

First MI. Last Name

Executive Director

Philippine Railways Institute


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**DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE**
Certificate and Accreditation Division

TRAIN DRIVER'S ID CARD APPLICATION FORM

DOC REF NO.:	PRI-CAD-F-TDC-YYYY-MM-0000-S
EFFECTIVITY DATE:	14 Aug 2024
REVISION NO.:	0
PAGE NO.:	2 of 2

TYPE OF APPLICATION

☐
☐
☐
☐
☐
☐
☐
☐

1. New
2. Renewal
3. Change ID Type
4. Change Restriction
5. Change Address
6. Change Civil Status
7. Change Name
8. Others: _____

Fill this up only if your name above is different from your name in previous ID

PREVIOUS NAME (Last Name, First Name, Middle Name)

This is to certify under penalty of perjury that the information I have given is true and correct

By signing this form, I voluntarily authorize PRI to allow disclosure of the above personal information to any authorized government agency

PRINTED NAME AND SIGNATURE

To be accomplished by PRI Personnel

This is to certify that I have carefully evaluated this application including the supporting documents

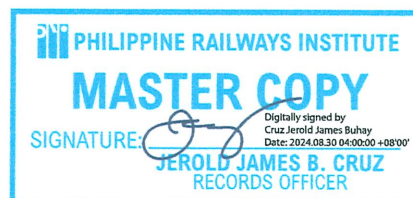
PRINTED NAME AND SIGNATURE

(Evaluator)

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DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE
Certificate and Accreditation Division

TRAIN DRIVER'S ID CARD APPLICATION FORM

DOC REF NO.:	PRI-CAD-FTDC-YYYY-MM-0000-S
EFFECTIVITY DATE:	14 Aug 2024
REVISION NO.:	1
PAGE NO.:	1 of 2

Instructions

1. Accomplish the form completely.
2. Print data legibly in capital letters
3. Submit this form to the evaluator together with the required supporting documents.

GENERAL INFORMATION

Name: (Last Name, First Name, Middle Name, Name Extension (Jr., Sr., etc.))

Residential Address: (No., Street, City/Municipality, Province)

Company Name:

Company Address: (No., Street, City/Municipality, Province)

Designation: (Do not abbreviate)

Number of Years in Company:

TIN Number:

PhilHealth Number:

Email Address:

Tel./Cel No.

Birth Date (mm/dd/yyyy):

Age:

Nationality:

Birth Place:

Civil Status:

Sex: (M/F)

Bloodtype:

Weight (kg):

Height (cm):

Father's Name: (Last Name, First Name, Middle Name)

Mother's Maiden Name: (Last Name, First Name, Middle Name)

Spouse Name: (Last Name, First Name, Middle Name)

Emergency Contact Name: (Last Name, First Name, Middle Name)

Emergency Contact Address:

Emergency Contact Number:

ID TYPE APPLIED FOR

RESTRICTIONS

Train's Power Source

☐

1. Commerical

☐

2. Non-commercial

☐

3. Depot

☐

1. Electric

☐

2. Diesel



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	DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Certificate and Accreditation Division	DOC REF NO.: EFFECTIVITY DATE: REVISION NO.: PAGE NO.: PRI-CAD-F-MCA-Y YYY-MM-0000-S 08 Aug 2024 0 1 of 1
MEDICAL CERTIFICATE APPLICATION FORM (MCA)		

No.: PRI-CAD-F-14-MCA-YYYY-MM-0000-S

PERSONAL INFORMATION		NOTE FOR FILLING UP THE FORM: The applicant will accomplish the Personal Information section ONLY . The rest of the form will be accomplished by the Medical Examiner. The Medical Examiner will discuss to the applicant the results of the examination prior to signing the form.
NAME (SURNAME, FIRST NAME, MIDDLE INITIAL, NAME EXTENSION):		
TRAINEE CODE:	EMPLOYER:	
DATE OF LAST MEDICAL CERTIFICATION (dd/mm/yy):	PURPOSE OF APPLICATION: <input type="checkbox"/> First Application <input type="checkbox"/> Renewal	
APPLIED TRAIN DRIVER'S CERTIFICATE TYPE: <input type="checkbox"/> Passenger Train Driving <input type="checkbox"/> Depot Train Driving		
HAS YOUR MEDICAL CERTIFICATE EVER BEEN DENIED, SUSPENDED OR REVOKED? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, give date (dd/mm/yy): ____ / ____ / ____		CLINIC DETAILS NAME OF ACCREDITED MEDICAL CLINIC:
EXPLANATION FOR DENIAL, SUSPENSION, OR REVOCATION:		MEDICAL ACCREDITATION No.: DATE (mm/dd/yy):
		ATTENDING MEDICAL EXAMINER:
		MEDICAL EXAMINER PRC No.:

MEDICAL EXAMINATION						
A. General Information & Medical History						
HEIGHT (cm):	WEIGHT (kg):	BLOOD TYPE:	AGE:	DATE OF LAST MEDICAL CHECK-UP (dd/mm/yy):	PURPOSE OF LAST MEDICAL CHECK-UP:	
MEDICAL HISTORY: Answer "Yes" or "No" to the items listed below if you have ever been diagnosed with the listed conditions. You may state further details about your condition/s in the box provided for explanations.						
Yes	No	Condition	Yes	No	Condition	REMARKS/EXPLANATION REGARDING MEDICAL HISTORY:
<input type="checkbox"/>	<input type="checkbox"/>	Frequent or severe headaches?	<input type="checkbox"/>	<input type="checkbox"/>	Heart diseases?	
<input type="checkbox"/>	<input type="checkbox"/>	Dizziness or fainting spell?	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	
<input type="checkbox"/>	<input type="checkbox"/>	Sudden loss of consciousness?	<input type="checkbox"/>	<input type="checkbox"/>	Neurological disorder (stroke, epilepsy, etc.)	
<input type="checkbox"/>	<input type="checkbox"/>	Asthma or other lung diseases?	<input type="checkbox"/>	<input type="checkbox"/>	Mental disorders (depression, anxiety, etc.)	
<input type="checkbox"/>	<input type="checkbox"/>	Degenerative muscle or muscle dystrophy?	<input type="checkbox"/>	<input type="checkbox"/>	Rejection/discharge due to health issues	
<input type="checkbox"/>	<input type="checkbox"/>	Spinal condition (scoliosis, osteoporosis)?	<input type="checkbox"/>	<input type="checkbox"/>	Admission to hospital for the past 6 mos.	

B. Vision							
Distant Vision		Near Vision		Intermediate Vision		COLOR VISION:	TEST USED:
Right 20/	Correction to 20/	Right 20/	Correction to 20/	Right 20/	Correction to 20/	<input type="checkbox"/> Pass	
Left 20/	Correction to 20/	Left 20/	Correction to 20/	Left 20/	Correction to 20/	<input type="checkbox"/> Fail	REMARKS:
Both 20/	Correction to 20/	Both 20/	Correction to 20/	Both 20/	Correction to 20/		
VISUAL ACUITY: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		BINOCULAR VISION TEST: TEST/S USED:		<input type="checkbox"/> Pass <input type="checkbox"/> Fail REMARKS:		CHECK ALL THAT APPLY: <input type="checkbox"/> Required use of corrective lenses/contacts <input type="checkbox"/> Good sensitivity to contrasts <input type="checkbox"/> Ability to withstand glare/bright light <input type="checkbox"/> Non-use of colored/photochromatic lenses	

C. Hearing													
CONVERSATIONAL VOICE (AT 6 FEET): <input type="checkbox"/> Pass <input type="checkbox"/> Fail	AUDIOMETRIC SPEECH DISCRIMINATION SCORE:	OTHERS (mark X if applicable): <input type="checkbox"/> Chronic Speech Disorder <input type="checkbox"/> Use of hearing	AUDIOMETER	500	1000	2000	3000	4000	500	1000	2000	3000	4000
			THRESHOLD IN DECIBELS										

D. Cardiovascular					
Blood Pressure	(a)Systolic:	(b)Diastolic:	Pulse (Sitting):	ECG:	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

E. Communicable Diseases			
BLOOD TEST RESULTS: <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	URINE TEST RESULTS: <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	STOOL TEST RESULTS: <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	FUNGAL/PARASITIC TEST RESULTS: <input type="checkbox"/> Negative <input type="checkbox"/> Positive
REMARKS:	REMARKS:	REMARKS:	REMARKS:

CERTIFICATION	
I hereby certify that I have personally reviewed the medical history and personally examined the applicant named on this Medical Certificate Application Form. I understand that my findings and recommendations will be used in the deliberation of the applicant's Train Driver's Certificate processing. This report with any attachments embodies my findings completely and correctly.	MEDICAL EXAMINER'S ANALYSIS AND DECLARATION: <input type="checkbox"/> Issuance Recommended <input type="checkbox"/> Issuance not Recommended Signature over printed name of Medical Examiner

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE

Certification and Accreditation Division

DOC REF
NO.:

PRI-CAD-F-14-TSC-
YYYY-MM-0000-S

EFFECTIVITY
DATE:
NO.:

30 Aug 2024
0

TRAIN DRIVER'S ID CARD

PAGE NO.:

1 of 1

SUPPORTING DOCUMENTS' CHECKLIST

(To be accomplished by PRI Personnel)

<input type="checkbox"/>	1. Endorsement from the Railway Operator (RO)
<input type="checkbox"/>	2. Properly Accomplished Train Driver's ID Card Application Form
<input type="checkbox"/>	3. Original Birth Certificate with Photocopy - Philippine Statistics Authority (PSA) Authenticated Birth Certificate
<input type="checkbox"/>	4. Valid ID with Photocopy
<input type="checkbox"/>	5. Marriage Contract and Photocopy - For change in Marital Status
<input type="checkbox"/>	6. Court Order for annuled for Divorce Applicants and Photocopy - For change in Marital Status
<input type="checkbox"/>	7. Medical Certificate (See Annex B of DO 2020-005/IRR) - Issued not more than six (6) months prior to the date of application
<input type="checkbox"/>	8. Aptitude Test Results
<input type="checkbox"/>	9. Service Record/Certificate of Employment
<input type="checkbox"/>	10. Fundamental Training Course Certificate - Issued by DOTr-Philippine Railways Institute
<input type="checkbox"/>	11. Refresher Training Course Certificate - Issued by DOTr-Philippine Railways Institute
<input type="checkbox"/>	12. Systems Training Course Certificate - Issued by Railway Operators Training Facility/Independent Training Center
<input type="checkbox"/>	13. Recent Passport-size ID Picture -With White background
<input type="checkbox"/>	14. Current or Expired ID Card - For renewal of ID Card
<input type="checkbox"/>	15. Others: _____

Verified By (Name and Signature):

PHILIPPINE RAILWAYS INSTITUTE



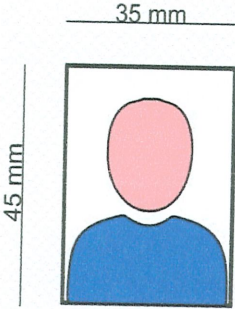
MASTER COPY

SIGNATURE:

Digitally signed by Cruz Jerold James Buhay
Date: 2024.08.30 04:00:00 +08'00'

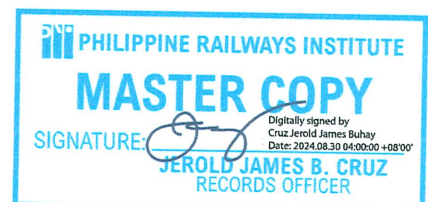
HEROLD JAMES B. CRUZ
RECORDS OFFICER

FRONT OF THE ID CARD

		REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE			
[DRIVER TYPE] TRAIN DRIVER'S IDENTIFICATION CARD					
		Last Name, First Name, Middle Name			
		Nationality	Sex	Date of Birth	
		Weight (kg)	Height (cm)	Blood Type	
		Address			
		Railway Line	Train Type		
		ID No.	Issuance Date	Expiration Date	
SIGNATURE HERE ANNELI R. LONTOC Undersecretary/Executive Director					

BACK OF THE ID CARD

Selection		Employer's Railway Operator Name:	
I. Restrictions		Employer's Railway Operator Address:	
1. Electric			
2. Diesel			
II. Conditions		Contact Person in case of Emergency	
A. Wear Eyeglasses		Name	
B. Drive Only with special equipment for upper limbs		Relationship to the holder	
C. Drive Only with special equipment for Lower limbs		Address	
D. Daylight Driving Only		Contact Number	
E. Accompanied by a person with normal hearing			
[UNIQUE QR CODE/BAR CODE]		SIGNATURE HERE	
		Signature of the Holder	
<i>This is non-transferable. If found, please return to the Philippine Railways Institute.</i>			





Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE



LETTER OF REQUEST FOR CORRECTION/REISSUANCE OF CERTIFICATE

No. PRI-CAD-F-LOR-YYYY-MM-0000-S

DATE: _____

Certification & Accreditation Division

Philippine Railways Institute
64 Columbia Tower, Brgy. Wack Wack
Mandaluyong City

Greetings!

I wish to request for a correction/reissuance of my Certificate of Competency issued upon me by the Philippine Railways Institute. Below is the necessary information of my request:

Full Name (Last Name, First Name, Middle Initial)	
Certificate Number	
Training Date	
Description of request (Please indicate the full details of the request)	

PMAN

Hoping for your consideration on the matter.

Signed,

Signature over Printed Name

