



Republic of the Philippines
Department of Transportation
PHILIPPINE RAILWAYS INSTITUTE



PRI Office Order No. 16, series of 2024

Implementing Guidelines for the Planning, Design, Management, and Monitoring and Evaluation of the Refresher Training (RT) Course

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 Philippine Railways Institute (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;

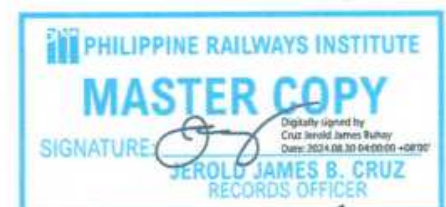
WHEREAS, pursuant to Article III, Section 10 of the EO's Implementing Rules and Regulations (IRR) or DOTr Department Order (DO) No. 2020-005, four (4) training courses shall be offered by the PRI: (1) Fundamental Training Course, (2) RT Course, (3) Capacity Development Training Course, and (4) Supervisory/Management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

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

WHEREAS, Article VIII, Section 44 of the IRR states that all existing railway personnel shall undergo the RT Course free of charge until 31 December 2024 and will be issued certificates upon completion of the same;

WHEREAS, existing employees of Railway Operators (ROs) who failed to complete the RT Course until 31 December 2024 shall take the RT Course for a fee;

WHEREAS, Circular Nos. 1, 2, and 3, series of 2021 were issued by the Institute as guidelines in the conduct of the RT Course, evaluation of trainees' competence, and issuance of certificates and train drivers' IDs;



WHEREAS, several PRI Office Orders (OOs) on: (1) training curriculum development; (2) visual presentation creation such as PowerPoint (PPT) presentations and video lecture materials; (3) instructors' guides creation; (4) handouts creation; (5) creation and administration of assessment tools such as written examinations and tests; (6) evaluation of trainees' competence through theoretical and practical assessment tools; (7) attendance monitoring; and (8) training management committees were also issued to ensure that the development and management of the training course are responsive in addressing the gaps in the railway sector;

WHEREAS, OO No. 13, s. 2021 established the PRI's Quality Management System (QMS) that guarantees that the Institute's services meet national and local laws, rules, and regulations, stakeholders' requirements, and its goals and objectives in a rational, efficient, and reliable manner;

WHEREAS, the QMS must be continuously aligned with the quality policy and objectives of the organization;

WHEREAS, the QMS must be continuously reviewed and developed so that the system is effective and efficient ensuring the long-term success of the organization;

WHEREAS, the numerous issuances of the Institute make it difficult and time-consuming for the instructors and other employees of the Institute for reference and implementation purposes, thus, the need to codify all related OOs pertaining to the RT Course;

NOW, THEREFORE, I, ANNELI R. LONTOC, Officer-in-Charge - Executive Director (OIC - ED) of the PRI, by virtue of the powers vested in me, hereby order that the following rules and procedures be promulgated and adopted:

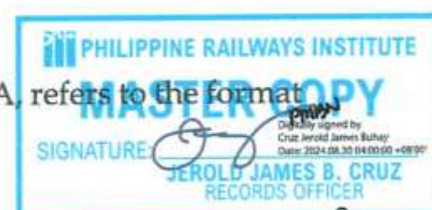
ARTICLE I COVERAGE

These Guidelines shall apply in the development and implementation of the plan, design, management, and evaluation and monitoring of the RT Course. This OO shall serve as an Omnibus Code for all rules and regulations pertaining to the development and administration of the said training course. As such, all other OOs relevant to the aforementioned processes are considered repealed by this issuance.

ARTICLE II DEFINITION OF TERMS

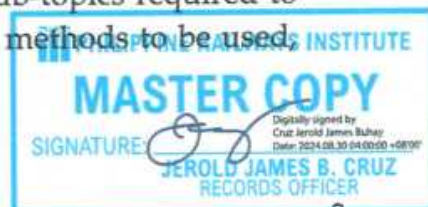
Whenever used in this OO, the following terms shall have the respective meanings hereafter set forth:

- a. American Psychological Association – also called the APA, refers to the format



for citing sources;

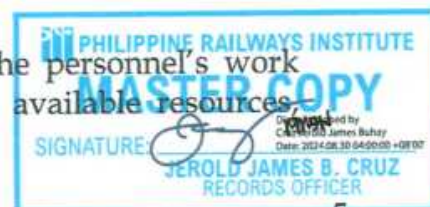
- b. Answer Key – a document containing the answers to the pre and posttests and Comprehensive Examinations;
- c. Assessment Committee – also called the AC in this OO, is responsible for checking the written examinations, analyzing gathered items and data, and consolidating, verifying, and reporting the examination results;
- d. Assessment Tools – refer to the written examinations and pre and posttests, such as the pretests, posttests, and Comprehensive Examinations;
- e. Batch – a set or group of trainees undergoing the RT Course at the same time;
- f. Bloom’s Taxonomy – a hierarchical model classifying the learning objectives into levels of complexity (i.e., remembering, understanding, applying, analyzing, evaluating, creating) and specificity, covering cognitive, affective, and psychomotor learning domains;
- g. Capacity Development Training Course – also called the CDT Course, is a training conducted by the Institute to update the railway personnel on new laws, regulations, and technologies in the railway sector;
- h. Certificate of Competency – an official document specifying the competency in which the holder thereof is authorized to serve and is issued after completion of the RT Course;
- i. Certification and Accreditation Division – also called the CAD, is responsible for the issuance of certificates and train drivers’ IDs, and the conduct of accreditation and quality audits;
- j. 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;
- k. Coordination Committee – also called the CC in this OO, is the group responsible for reviewing trainees’ qualifications, eligibility, and submitted documents, including coordination with their respective employers and preparation of training profile and batch list;
- l. Core Competencies – are competencies required across all functions in the organization, which focus on Values, Human Skills, Institutional Framework, and Technical Knowledge;
- m. Curriculum – is an outline of the subjects, topics, and sub-topics required to achieve a particular competency, including its duration, methods to be used, and assessments to be conducted;



- n. Daily Training Management Report – also called the DTMR, is a report accomplished by the instructors and used to monitor the conduct of the training and trainees' progress, among others;
- o. Departmental Competencies – are competencies required across all functions per organizational department such as operations and maintenance;
- p. Distractor – a plausible but incorrect answer used as an option in a multiple choice objective type of test;
- q. Examination Committee – also called the EC in this OO, is responsible for drafting and reviewing examination questions, managing the question bank, and administering the examinations;
- r. Executive Director - also known as the E.D., is in charge of the PRI's day-to-day operations pursuant to Section 3 of EO 96, series of 2019;
- s. 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 November 30, 2020;
- t. Focused Group Discussion – is a method of data collection wherein a small meeting is convened for a specific purpose under the direction of a facilitator, during which the participants can spontaneously talk about a certain topic, thus, obtaining from them an in-depth information and perception;
- u. Formative Assessment – refers to the quiz given in each topic which shall be used to confirm the trainees' attendance and attentiveness/engagement, and the results of which are recorded but not graded;
- v. Fundamental Training Course – also called the FT Course, is a training conducted by the Institute to provide an industry-level knowledge, skills, and attitude on railway O&M to new railway personnel, consisting of core, departmental, and specialized competencies;
- w. IHSS – also called the Institutional Human Skills Section, is a section under the Research and Development Division that is responsible for developing training curriculum and materials, and conducting training with respect to Institutional Framework, Human Skills and Essential Values in the Workplace, and Technical Skills;
- x. Images, Videos, and Graphics – also called IVGs in this OO;
- y. In-session Activities – refer to the activities done during the training session, the instructions and/or details of which are found in the presentation;



- z. Institute - also called the PRI, is the Philippine Railways Institute established under EO No. 96, s. 2019;
- aa. Instructor - a PRI personnel whose main function is to facilitate the learning of railway personnel on theoretical and/or practical skills;
- bb. Instructor's Guide - also called an IG or Guide, is a document that serves as a guide to the Instructors in delivering the assigned topics, including the conduct of in-session activities, if there are any;
- cc. Interview - is a method of data collection wherein guided questions are being thrown to the interviewee;
- dd. Item Analysis - a process undertaken after each written CE to determine whether the exam items are reliable, valid, and consistent;
- ee. Item Placement - refers to the numbering of items;
- ff. Key - the answer among the distracters;
- gg. Learning Management System - also known as LMS, is an online platform designed for the administration, documentation, tracking, reporting, automation, and delivery of the PRI's training courses;
- hh. Learning Objectives - refer to the specific topics or learning activities to achieve the overall learning outcome;
- ii. Learning Outcomes - refer to the learning or particular skills the trainees must have achieved at the end of the training;
- jj. Level of Complexity - refers to the degree of difficulty, such as easy, average, and difficult;
- kk. Management Committee - also called the Man Comm, is composed of the Head of Agency - PRI, Division Chiefs, and Supervisors from all the Sections of the Institute;
- ll. Materials and Logistics Committee - also called the MatLog, is a combination of the previous Finalization and Technical Committees, thus, assuming the responsibility of finalizing, printing, and distributing training materials, and ensuring the availability of training materials and related resources, training room, facilities, and equipment;
- mm. Monitoring and Evaluation Committee - also called the MEC in this OO, is responsible for the actual training operations, including the monitoring of trainees' attendance and submission of requirements, among others;
- nn. Objectives - brief statements that outline trainees' learning by the end of an activity;
- oo. Observation - is a method of data collection where the personnel's work performance and working environment, including the available resources,



materials, and communication tools, are observed;

- pp. 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;
- qq. Outline – a brief summary of the whole presentation highlighting the essential topics to be discussed;
- rr. Posttest – a test given to the trainees at the end of each competency to measure their learning and determine the effectivity of the lectures and practical activities;
- ss. Post-Training Report – is the report submitted to the ED, which contains information on the overall conduct of the RT Course, including documents on the results of the pre/post tests, CE, evaluation, and re-entry plans, among others;
- tt. Practical Comprehensive Examination – also called practical CE in this OO, is an assessment tool administered by the Examination Committee at the conclusion of the RT Course to gauge the trainees' knowledge and proficiency in the competencies discussed, which includes oral assessment, hands-on, or simulation activities;
- uu. Pretest – a preliminary test administered at the start of each competency to determine the trainees' baseline knowledge;
- vv. Question Bank – also called QB, is an online repository or library of test questions which is exhaustive and covers the entire content of the specializations;
- ww. Railway Operator – also called RO in this OO is a legal entity such as an organization/company/agency operating the railway system in the Philippines;
- xx. Reliability – refers to the assessment tools' internal consistency wherein a correct answer in one item results in another correct answer in the succeeding similar items;
- yy. 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;
- zz. Research and Development Division – also called the RDD, has the main function of identifying, formulating, recommending, and advocating strategies



on the development of HRD policies, plans, and strategies for the railway sector;

- aaa. Secondary Data – is a source of information, which can either be a report, personnel's performance, manual, and such other relevant source;
- bbb. Specialized Competency – a type of competency that is required per functional group, sub-system, or discipline within the railway organization, and for this purpose, the Institute offers nine (9): 1) Tracks & Guideways; 2) Buildings & Facilities; 3) Power Supply & Distribution; 4) Signaling & Communications; 5) Rolling Stock; 6) Passenger Management; 7) Fare & Ticketing Management; 8) Commercial Train Driving; and 9) Non-Commercial Train Driving;
- ccc. Subsystem – a specialized discipline or field within the railway O&M;
- ddd. Supervisory/Management Training Course – also called the SMT Course, is a training conducted by the Institute to improve the capabilities of railway personnel with supervisory and management functions;
- eee. Survey – is a method of data collection wherein the respondent is asked with guided questions or a series of guided questions, which can either be oral or written;
- fff. Systems Training Course – also called the ST Course, is a training conducted by the ROs that is focused on specific skills and competencies for a particular railway system;
- ggg. Table of Specifications – a plan prepared by the EC as a basis for the exam/test question construction. It contains the topics to be covered and the number of items associated with each topic and levels of complexity;
- hhh. 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. It consists of four (4) sections: (1) Safety and Security; (2) Railway Operations; (3) Civil, Architecture, and Tracks; and (4) Rolling Stock and Electrical Facilities;
- iii. Training Material – a tool used in teaching and learning situations to help achieve the desired learning outcomes (e.g., textbooks, handouts, PPT presentations);
- jjj. Training Needs – the gap between the required performance or capability of the railway personnel and their actual performance or capability;
- kkk. Training Needs Assessment – also called the TNA, is the method of determining if a training need exists and, if it does, what training is required to fulfill the gap;



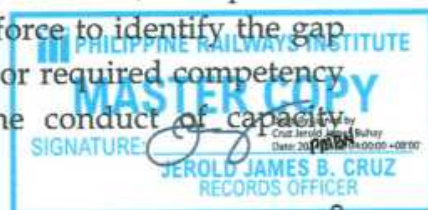
- lll. Training Planning - the process wherein the Instructor prepares for the assigned topic by setting the objectives and outlining the teaching methods, including the activities and list of necessary resources;
- mmm. Training Preparation Committee - also called the TPC, is the committee responsible for spearheading the designing, development, production, and distribution of all approved training materials, and is subdivided into the Coordination Committee and Materials and Logistics Committee;
- nnn. Training Program Implementation Committee - also called the TPIC, is the committee responsible for all relevant activities pertaining to the implementation of the training course, and is subdivided into the Examination Committee and Monitoring and Evaluation Committee;
- ooo. Video Lecture Material - RT Course lectures which are transposed to a video format for use in the LMS;
- ppp. Weight - the percentage or mark in the exam/test which is given to a topic and is usually based on the time devoted to teaching the same.
- qqq. Workshop - a method of data collection where there exists an exchange of information among the participants during their interaction;
- rrr. Written Comprehensive Examination - also called written CE in this OO, is a written assessment tool administered at the conclusion of the RT Course to gauge the trainees' knowledge and proficiency in the competencies discussed; and
- sss. Zoom - an online video conference platform used as a means to facilitate the live question and answer (Q&A) sessions, discussions, visual observation, and other such activities of live communication between the PRI, its trainees, and other stakeholders.

ARTICLE III PLANNING AND DESIGN

This Article shall focus on the plan and design of the RT Course, particularly the conduct of the TNA, development of the training curriculum, development of training materials and contents, and their continuous improvement.

A. Conduct of Training Needs Assessment

The TD, pursuant to Article III, Section 8 (a) of the DOTr DO No. 2020-005, shall perform the TNA every two (2) years among the railway sector's workforce to identify the gap between the personnel's current competency and the expected or required competency for a certain position, which can be addressed through the conduct of capacity



development activities. The TNA shall be conducted as follows:

1. *Problems and Needs Identification*

Before conducting the TNA, the problem or need must first be identified. This can be done by determining the sector's current policies, goals or strategic plans, and roles and responsibilities. Thereafter, a gap analysis must be performed by assessing whether the personnel's capabilities, knowledge, and skills are sufficient to fulfill these policies, goals or strategic plans, and roles and responsibilities. Once a gap is determined, the TNA's objectives can now be set.

2. *TNA's Design*

Design the TNA by taking into consideration the following factors:

- a. target level of competencies/skills;
- b. target personnel or group to be trained;
- c. data collection methods (e.g., surveys, interviews, observations, focused group discussions, workshops, comment from existing curriculum, and other secondary data);
- d. target resource persons;
- e. schedule;
- f. resources needed; and
- g. personnel in charge of the conduct of the TNA.

The TNA design shall be submitted by the TD Chief to the ED for approval.

3. *Collection of Data*

Once the TNA design is approved by the ED, the TD can now proceed with the conduct of the TNA. The duration of the TNA's conduct and the design methods of collecting the required data must be that which were identified in the approved TNA design. After receiving data, it shall be consolidated and conclusions shall be drawn. Recommendations on the type of training needed and training contents shall then be reflected in a project plan schedule to be submitted to the ED for the latter's approval.

Data will be stored in electronic format, labeled according to the date when the TNA was conducted. Data storage shall be the responsibility of the RDD Chief, and may be delegated to other RDD personnel.

4. *TNA Evaluation*

The TD shall then submit a written report to the ED that shall include, but is not limited to, the following:

- a. process of the TNA's conduct;
- b. data/information collected, including major findings;
- c. conclusions; and
- d. recommendations to fill the gap previously identified.



The said TNA Evaluation shall be cascaded to the ROs, third-party service providers (TPSPs), PRI instructors, and other concerned entities for comments, inputs, and feedback.

B. Training Curriculum Development

In the development of the training design and curriculum, a Training Curriculum Development Committee is hereby created composed of the: (1) TD Chief as the Head; and (2) RDD Chief, (3) CAD Chief, and heads of the IHSS, CATS, ROS, RSEFS, SSS, and selected instructors as members. The instructors shall be selected by the Committee Head, while the ED may include other members/s as deemed necessary.

The said Committee shall develop, review, and revise (if necessary) the training curriculum based on the TNA results. The following shall be considered in the training curriculum:

1. competency needed;
2. subjects, topics, and sub-topics required to acquire the competency;
3. presence of at least one (1) learning outcome per topic;
4. Learning task and learning materials;
5. Number of hours per topic;
6. the training assessment method and criteria;
7. number of hours per topic; and
8. references.

The said training curriculum shall be cascaded to the ROs, TPSPs, PRI instructors, and other concerned entities for comments, inputs, and feedback. After incorporating all comments, inputs, and feedback, the revised training curriculum shall be submitted by the TD Chief to the ED for the latter's review and approval.

C. Training Materials Development

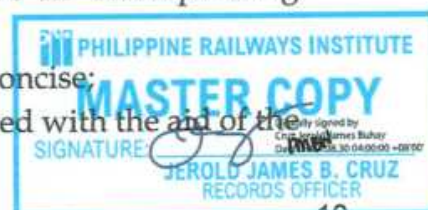
Once the training design is approved, the instructors and other concerned personnel can now start developing the respective training materials. These materials can be any or all mediums, such as textbooks, PPT presentations, manuals, instructor's guides, video lecture materials, and handouts, among others, following the standard templates thereof.

1. Development of PPT Presentations

General Rules

Each presentation must be created in compliance with the following minimum requirements:

- a. each of the topics for the RT Course shall have its corresponding presentation;
- b. the presentation must be clear, visible, brief, and concise;
- c. pre-determined learning outcomes must be achieved with the aid of the



presentation;

- d. objectives must be met with the aid of the presentation;
- e. the presentation must be easily and fully understandable and readable;
- f. the focus must be on the content rather than on the aesthetics and animations;
- g. the presentation shall not exceed the time allotted per topic, and in all cases, the number of slides shall be proportionate to the topic's duration; and
- h. the use of gender-inclusive language should be observed in all aspects of the presentation.

Content

All PRI personnel tasked to create the presentations are given the freedom to use relevant references such as, but not limited to, books, journals, newspapers, online sources, and research. However, the following requirements on the presentation's content must be followed:

- a. the first slide contains the presentation's title, which must be comprehensive enough to cover everything that needs to be discussed;
- b. the second slide must set the session objectives, taking into consideration the learning outcomes as pre-determined in the approved RT Course curriculum;
- c. there shall be an overview of the presentation by introducing an outline on the next slide;
- d. only the subtopics in the approved RT Course curriculum shall be included in the presentation;
- e. limit each slide to only one (1) idea;
- f. important discussion points must be indicated in the presentation's Notes section as it shall be the main content of the Simplified Instructor's Guide;
- g. formative assessments, survey questions, and in-session activities may be included provided that the instructions and duration for the same are brief and clear;
- h. proper usage of words, grammar, and sentence construction shall be observed;
- i. include one (1) slide for the topic's Key Learning Points, which must be consistent with the learning objectives/outcomes; and
- j. each slide must indicate the content source/s, if any, while all references (for content and IVGs) must be indicated in the last slide of the presentation following the APA style. *pmr*

Aesthetics

All PRI personnel tasked to create the presentations shall also take into consideration the aesthetics so that the presentations are clear, visible, and are able to catch and sustain the trainees' attention. The requirements on aesthetics are as follows:

a. Text

1. There shall be a heading on each slide.
2. The font size is 12 and the font style is Arial in bold.
3. The text must be stationary, and moving texts and other unnecessary visual effects must be avoided.
4. Texts must be in sentence case. The use of unnecessary capitalization must be avoided;
5. Avoid including too much information. Observe the one (1) slide, one (1) idea rule.
6. Use a simple and uniform background for the slides to avoid distractions. Complicated backgrounds that compete with the slide's contents must not be used.
7. The font and background must have contrasting colors.

b. Others

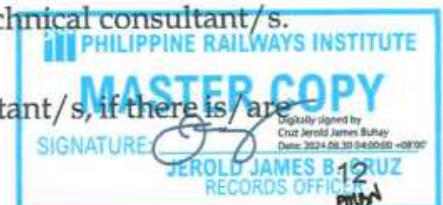
1. Consistency in the slides must be observed. As such, the approved slide design, font, background, color, and animation shall be used on all PPT presentations.
2. Spelling of words and grammar must be correct.
3. Each slide must have a size of 25.4 cm x 14.288 cm.

A sample of the presentation's contents, including the required aesthetics, is herein attached as **Annex A**.

Review and Approval

All presentations shall undergo the process of review and approval, *to wit*:

- a. Once the PRI personnel is done drafting the assigned presentation, he/she shall submit a copy to the immediate supervisor for review and additional inputs prior submission to technical consultant/s, if there are any, for additional inputs, suggestions, and/or recommendations. The technical consultant/s, if there is any, shall, in turn, provide comments.
- b. Necessary revisions, if any, shall be made, and the output shall be submitted to the concerned supervisor and/or technical consultant/s.
- c. The concerned supervisor and/or technical consultant/s, if there is/are



any, shall then review the submitted copy based on the timeline set by the TD Chief. After the review, the concerned PRI personnel shall make the necessary change/s.

- d. If there are no changes or all comments were already fulfilled, the concerned supervisor shall submit the material to the TD Chief who shall review the same and, thereafter, transmit the presentation to the Man Comm for review including copyright and proofread.
- e. After the Man Comm's review and revisions were made by the concerned PRI personnel, if there are any.
- f. Once approved, the TD Chief shall forward the presentation to the ED for review and approval.
- g. Once approved, the TD shall transmit the presentation to the MatLog, which shall receive all finalized presentations for printing.

Attached herein as **Annex B** is a summary of the review and approval process.

The parties, presentation creation, up to the final product shall be given a period of three (3) months. However, each process shall be given a period of not less than seven (7) working days to complete.

Revisions

In cases where revisions are necessary, the procedure outlined in the Review and Approval process above shall be followed.

2. *Development of the Instructor's Guide*

General Rules

Each Instructor's Guide (IG) must be created in adherence to the following minimum requirements:

- a. each of the topics shall have its corresponding IG;
- b. the said guide shall be derived from the approved PPT presentation materials prepared in accordance with this OO;
- c. learning objectives must be achieved with the aid of the IG;
- d. the notes for the Instructor must be in bullets points and shall be clear, brief, concise, organized, and related to the slides found in the presentation; and
- e. in the IG's creation, the use of gender-inclusive language shall be observed.



Drafting Procedure

a. IG Template

All PRI personnel tasked to create IGs are given the freedom to use relevant references such as, but not limited to, books, journals, newspapers, online sources, and research. However, the following requirements must be strictly followed:

- i. Export the presentation to Handouts by clicking the “Export” button, and selecting “Create Handouts” and “Notes next to slides” option as illustrated in *Annex B* hereof.
- ii. Once number 1 is converted to word format, All (Ctrl+A), then add borders (All) must be selected.
- iii. Rows must be inserted above and headings of each column must be made as follows:

Slide Number	Actual Slide	Notes for Instructor
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The font size is 12 and the font style is Arial in bold. A gray background with darker 35% shading shall be used;

- iv. The content of the columns shall observe the following:

- For slide numbers*
- Typeface: Arial;
 - Font size: 12; and
 - Font emphasis: bold.

- For Instructor’s notes*
- Typeface: Arial;
 - Font size: 12; and
 - Font emphasis: regular, *to wit:*

1	(slide image)	This slide presents the. ..
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- v. All pages shall have the same header.
- vi. The IGs shall be printed and kept by the TD’s document controller.

b. Citations and References

As a general rule, the APA format shall be used in citing the sources.



However, the Mendeley Software or any available and similar software may be used to facilitate the process.

- i. IVGs and Charts: Citations must be placed at the bottom left of the IVGs and charts and shall observe the following:
 - Typeface: Arial;
 - Font size: 8;
 - Font emphasis: italic; and
 - Font color: black, *to wit*

Slide Number	Actual Slide	Notes for Instructor
	<IVG> or <Chart> <i>Dela Cruz, 2015</i>	

- ii. In-text citations: Citations in texts must be placed at the bottom left in the column "Notes for Instructor" and shall observe the rules applicable to the IVGs and Charts, *to wit*:

Slide Number	Actual Slide	Notes for Instructor
		This slide presents the... <i>Dela Cruz, 2015</i>

iii. Notes for Instructors

- All slides shall have a brief explanation of the contents.
- The slides to be reflected in the IG must be compliant with the provisions stipulated in this OO.
- Slides with graphs, photos, and charts must have clear and concise explanations.
- The notes shall be in a bulleted list.
- The notes per slide shall contain the key points for discussion that are necessary to facilitate the topic's easy understanding.
- Indicate the duration of activities to be conducted, if there are any.
- No unnecessary/ irrelevant details shall be included in the IG.
- Proper usage of words, grammar, and sentence construction shall be observed.

c. Pagination

All pages shall have a page number placed on the bottom right corner and



shall observe the following:

- Typeface: Arial; and
- Font size: 10.

Review, Approval, and Reproduction

All IGs shall undergo the process of review and approval, *to wit*:

- a. Once the concerned PRI personnel is done drafting the assigned IG, a copy shall be submitted to his/her concerned supervisor and/or technical consultant/s, if there is/are any, for content review, identification of which to include or exclude, and additional inputs, suggestions, and/or recommendations. The technical consultant/s, if any, and concerned supervisor are required to provide their comments.
- b. Necessary revision/s, if any, shall be made by the concerned PRI personnel.
- c. The revised IG shall then be submitted by the concerned PRI personnel to the TD Chief and/or technical consultant, if there is any. An agreed final version shall be produced in one (1) day. Once approved by both, the agreed version of the said guide shall be submitted to the MatLog for the reproduction.

The entire process of review, approval, and reproduction shall be given a period of two (2) months and every process thereof shall be given a period of not less than three (3) days to accomplish each task as determined by the TD Chief.

Attached as **Annex C** is a sample IG template.

Revisions

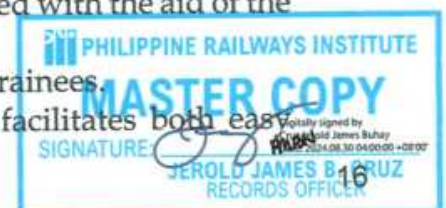
In cases where revisions to the IG or any of its contents are necessary, the procedure outlined in the proceeding section on Review, Approval, and Reproduction shall be followed.

3. *Handout Creation*

General Rules

All PRI personnel tasked to create handouts are given the freedom to use relevant references such as, but not limited to, books, journals, newspapers, online sources, and research. However, each handout must be created in accordance with the following minimum requirements:

- a. The handout must be clear and comprehensive but concise.
- b. Pre-determined learning outcomes must be achieved with the aid of the handout.
- c. It must be easily and fully understandable to the trainees.
- d. The handout must be structured in a way that facilitates both easy



- discussion and review for the CEs.
- e. The handout's contents must be compliant with this OO.
 - f. Printed handouts must exclude the slides on in-session activities and formative assessment. However, extra blank pages must be included after all the presentations for the trainees to take down notes.
 - g. Handouts must follow the 4 Slides Horizontal printing option with landscape orientation of an A4 / Folio size paper following the layout in **Annex D** hereof.

Attached as **Annex E** is a sample handout.

Review and Approval

All handouts, before they are produced and distributed to the trainees, shall undergo the process of review and approval, *to wit*:

- a. After the MatLog's final review of the finalized presentation, the said presentation shall be transmitted back to the concerned PRI personnel for handout creation.
- b. Within a day from receipt of the finalized presentation by the concerned PRI personnel, the handout shall, thereafter, be transmitted to the TD Chief for approval.
- c. Once approved, the handout shall be submitted to the MatLog for consolidation and reproduction and/or printing for training use.

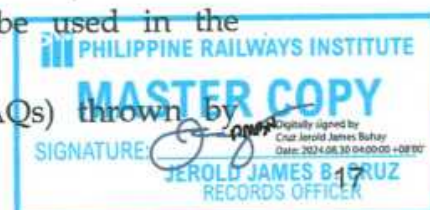
4. *Creation of Video Lecture Materials*

The following guidelines shall be strictly complied with by the Instructors in the creation of video lectures:

General Rules

Each topic must be ready and suitable for online learning. As such, the following components must be considered:

- a. **Formative Assessment:** Instructors shall ask the trainees to answer the formative quizzes by typing in their answers in the chat box feature of the Zoom application. Answers to the said assessment must be incorporated in the discussion or explained to the trainees for better understanding. Moreover, it must be ensured that the slides with formative quizzes are updated such that sun-vote software features (e.g., graphs, timer, among others) have been deleted.
- b. **PPT Presentation:** The Instructor's PPT presentation must be compliant with the following:
 - only approved PPT presentation must be used in the discussion; and
 - include Frequently Asked Questions (FAQs) thrown by

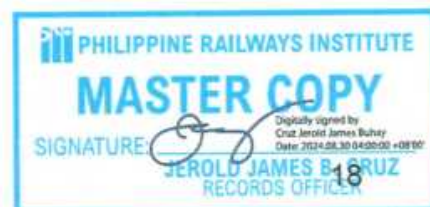


previous trainees during the regular RT Course.

- c. Video Materials: All video materials must be kept and made available in a shared drive. The MatLog shall manage the storage of said materials.

Video Capturing

- a. Download and install the Open Broadcaster Software (OBS). Thereafter, follow the step-by-step procedure in creating and recording a video. The Guide on the Installation and Use of the OBS is herein attached as **Annex F**.
- b. Secure an enclosed and private room to do the video recording. Use earphones for better audio quality but, as much as possible, make them invisible as it may distract the trainees. Moreover, turn off the OBS' microphone to eliminate background noise. Once ready, use a modulated voice and make sure that the explanations and discussions are clear and concise.
- c. While recording, ensure that the camera is at an eye-level position and sit upright to capture yourself in a medium close up shot. Choose a background with neutral and plain color, neat, and clutter-free. The Instructor must also consider the following:
 - Follow the script provided in recording the video lectures. This includes a statement to transition from recorded to live session for the Q&A.
 - Minimize ambient sounds, alert pings, notification bells, and other background noises.
 - Avoid any unnecessary movement or gestures that may distract the trainees' attention.
 - Avoid being or looking too stiff in front of the camera. Relax and try to carry out the lecture as if you are delivering it face-to-face. Be yourself and incorporate dialogues as if you are in front of the trainees. Smile and try to sustain the energy throughout the discussion.
 - Be in business attire in recording the video lecture, as well as in doing the live Q&A.
 - Record the video in a well-lit and quiet area.
 - The duration of the recorded video must be compliant to the allotted time.
- d. Prior to submission, review if the captured video lecture is clear, the instructor is clearly seen, the audio is clear, and there are no background noises. *proof*



Review and Approval

All video lecture materials produced for the RT Course shall undergo a review and approval process.

- a. Once the concerned PRI personnel is done recording the video, a copy must be submitted to his/her concerned supervisor for review. Thereafter, the concerned supervisor shall provide comments.
- b. Necessary revisions, if any, shall be made by the concerned PRI personnel.
- c. Once approved, the concerned supervisor shall submit the recorded video lectures to the TD Chief for approval. The TD Chief to review and/or approve the video lectures.

The entire process of review and approval shall be for a period of one (1) month and every process shall be given a period of not less than seven (7) days as determined by the TD Chief.

5. Development of Written Tests and CE

Test/Exam Questions

During the training planning and the preparation of the training materials, all PRI personnel tasked to create the presentations shall draft 10 questions per topic consisting of three (3) easy, five (5) average, and two (2) difficult questions, all of which must be both in English and Filipino. These questions must be lifted from the training materials (e.g., PPT presentations, handouts) depending on the topic under consideration.

The following shall be considered in the formulation of questions:

- a. The questions must be based on the learning outcome/s of a particular competency and are relevant to the competency taught.
- b. The questions must suit the type of test/exam to be administered which, in this OO, shall be multiple choice, an objective type of test/exam.
- c. The questions must be clear and unambiguous, following correct grammar, punctuation, and spelling.
- d. Questions are equally distributed according to the level of complexity, following Bloom's Taxonomy.
- e. Words such as not, except, true, false, and best are highlighted.
- f. In constructing the choices, the following must be observed:
 - grammar *man*



- alphabetical arrangement unless another order is logical (e.g., numbers in order, chronology, length);
 - random position of the key in each item;
 - presence of three (3) to four (4) choices; and
 - brevity.
- g. The excessive use of "all of the above" and "none of the above" must be avoided.
- h. Plausible distractors are available.
- i. Items are separated by spaces.
- j. The questions require one (1) definite answer.

After the questions are formulated, the same shall be reviewed by the concerned supervisor and technical consultant/s, if there is/any. Revisions, if any, shall be directed to the concerned PRI personnel who shall address the same. Once done, the revised questions shall be submitted to the TD Chief and technical consultant/s, if there is/are any, for final review and revision/s. Comments/revisions, if any, shall be directed to the concerned PRI personnel who shall then address the same. Once the comments have been properly addressed, the concerned supervisor shall transmit the approved questions to the EC for storage in the QB.

To uphold the integrity of the exams and ensure that the questions are consistent with the emerging rules and technology, the concerned PRI personnel shall be required by the EC to update or revise the questions in accordance with this OO.

The entire process of review, approval, and reproduction shall be for a period of one (1) month and every process shall be given a period of not less than five (5) days as determined by the CE Head.

QB Management

The questions shall be stored in a QB, which shall be created and managed by the EC. The same shall only be accessible and viewed online by the latter and the PRI personnel who drafted the question. Revisions of questions shall also be limited to both. The technical counterpart/s, if there is/are any, shall be given a period of 15 calendar days within which to comment on the questions.

Creation of Test/Exam Sets

To ensure that the trainees retain knowledge during and after the training course, there shall be pretests, posttests, and written CE for each of the following:



Assessment Tool	Competency
Pretest/Posttest	All competencies of RT Course
Written CE	All specializations of the RT Course

In constructing the assessment tools, the EC shall select questions from the QB taking into consideration the following rules:

- There shall be 15 multiple-choice questions for the tests and 60 items for the written CE.
- The same set shall be used for both the pretest and posttest.

On the other hand, the following rules shall be taken into consideration by the EC in selecting questions from the QB and formulating the exam sets:

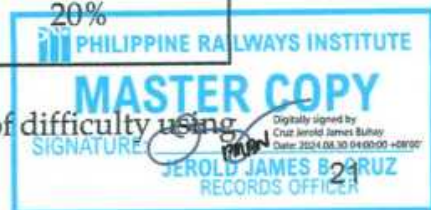
- A Table of Specifications (TOS) shall be prepared and used as the basis for the construction of each exam set. In the TOS construction, the following shall be considered:
 - topics covered in the classroom discussion/s, including the learning outcomes set;
 - time allotted for each topic;
 - total number of items;
 - number of items for each learning outcome/topic, following the formula below:

$$\text{Total number (no.) of items} \times \frac{\text{minutes allotted for each topic}}{\text{Total no. of minutes}}$$

- should the outcome of a topic be in decimal, the same shall be rounded off to the nearest whole number;
- necessary adjustments shall be done in the subsequent topics listed;
- the levels of complexity following Bloom's Taxonomy and their corresponding weight in the exam shall be implemented as shown in the example below:

EASY	AVERAGE	DIFFICULT
Knowledge	Application	Synthesis
Comprehension	Analysis	Evaluation
30%	50%	20%

- the number of items for each topic and level of difficulty using



the formula below:

Allotted no. of items for each topic × Weight of level of difficulty

The outcome shall be rounded off to a whole number, making the necessary adjustments; and

- item placements for each topic and level of complexity.

Attached herein as **Annex G** is a template for the TOS.

b. In creating the exam sets, the following general rules must be complied with:

- clear and concise instructions on how the exam is to be answered, including the time allotted in answering the same, shall be written on the uppermost portion of the exam sheet;
- questions shall not be repeated;
- each question shall not give or serve as a hint to the other questions' answers; and
- the exam sheet shall have an orderly layout.

The above-mentioned rules shall also be applicable in the creation of the test sets.

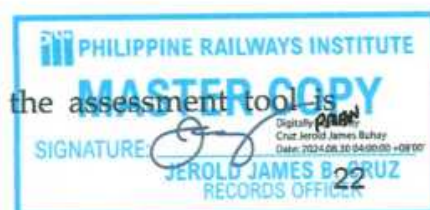
Frequency of Test/Exam Revision

Assessment tools shall be revised twice a year or whenever necessary (e.g., curriculum is revised) as determined by the EC. In revising the exam/test questions and corresponding exam/test sets, the following shall be considered:

- a. the questions shall be updated to reflect industry trends and updates in technology and rules;
- b. the sets may consist of the same questions which may be re-shuffled regularly at the EC's discretion, however, the use of the same questions in both the tests and exams must be limited;
- c. similar questions may be used by presenting the same concept using a different example or situation;
- d. new questions shall be lifted regularly from the QB; and
- e. questions that are problematic or incorrect as determined by the EC and/or Instructors shall be revised.

Formulation of the Answer Key

An Answer Key (AK) shall be created by the EC once the assessment tool is



finalized to facilitate ease of checking. The AK's layout, as reflected in **Annex H** hereof, shall be at the EC's discretion.

There shall only be one (1) printed copy of the AK for each set of the tests and exams, which shall be kept by the EC with utmost confidentiality to avoid answer leakage.

Review and Approval of Tests/Exams

Once the test/exam sets are created, the EC Head shall conduct a review following the rules set hereof. For the written CE, the corresponding TOS shall be attached to the set to which it pertains.

In case there is a need to revise the test/exam sets, as determined by the EC Head, the comments and/or suggestions must be communicated to the concerned EC member for appropriate action. Should there be no revisions or comments have already been addressed, the test/exam sets shall be printed and placed in a sealed envelope by the EC.

6. *Development of Practical CE*

The nature, objectives, assessment methods, and criteria of the practical CE, and any future revisions thereof, must be aligned with the approved RT Course curriculum. The Training Curriculum Development Committee shall supervise the creation of the practical CEs as stipulated in this OO.

General Principles

The following general principles shall be considered in the formulation of the practical CE:

- a. The nature of the practical CE, including the necessary equipment, tools, and materials, shall be determined by the concerned PRI Instructor to whom the subject/topic was assigned.
- b. The practical CE's objectives must be in line with the learning objectives of the respective subjects/topics vis-à-vis the approved RT Course curriculum.
- c. It must be aligned with topics discussed and covered by the theoretical lectures and practical activities. Trainees shall not be assessed based on criteria that were never discussed or covered during the training.
- d. The assessment criteria shall be set in a manner that is easily quantifiable and measurable through practical actions, questioning, or professional discussion.



- e. All practical CEs shall implement measures to ensure the safety and mental readiness of the Instructor and its trainees.
- f. In the case of any evidence of physical impairment, the Instructor-in-charge shall create a suitable practical CE for the trainee. The TD Chief shall ensure and validate that the subject/topic's objectives are satisfied in the specialized practical CE appropriate for trainees with physical impairment.

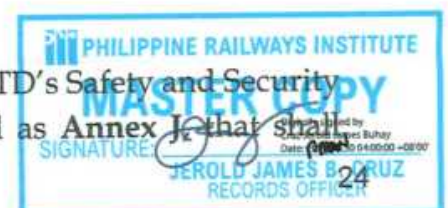
Creation of Practical CE

The concerned Instructor shall create, within 15 calendar days after deliberations with his/her section, the practical CE that is deemed an appropriate competency assessment tool of the subject/topic. The draft proposal, herein attached as **Annex I**, shall have the following information included in its body:

- a. type of training covered by the proposed practical CE;
- b. description of the practical CE;
- c. subject/topic covered;
- d. time allotment;
- e. location;
- f. number of instructors/facilitators needed to execute the practical CE;
- g. objective/s of the practical CE;
- h. mechanics required to perform the practical CE, which shall be developed by the concerned Instructor and Section Supervisor;
- i. assessment/activity guide for the practical CE;
- j. materials/equipment to be used for the practical CE;
- k. expected outputs/indicators;
- l. budgetary requirements, if applicable; and
- m. assessment method/tools needed (such as oral assessment and hands-on assessment, among others).

Drafting of Practical Safety Planning

In line with the planned activities for the practical CE, the TD's Safety and Security Section (SSS) shall prepare a Safety Guidelines, attached as **Annex J**, that shall



include the following information:

- a. assignment of Safety Officers (SOs) for the practical CE;
- b. HIRAC (Hazard ID, Assessment, and Control);
- c. toolbox meetings;
- d. Safety Orientation; and
- e. Kiken Yochi Training, which is a type of training that aims to motivate participants to recognize and predict hazards.

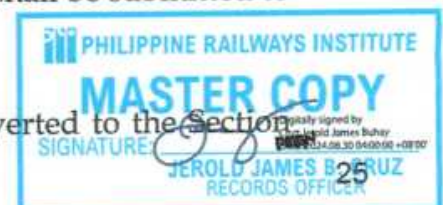
The said plan shall be used as information for other relevant planning activities and subject to the practical CE's approval process.

Assigned SOs for the practical CE shall primarily be members of the TD-SSS. Should availability of the TD-SSS members be limited, certified SO/s from other sections/divisions may be assigned as SO/s during the conduct of the practical CE.

Review and Approval Process

The draft practical CE shall, thereafter, undergo the following review and approval process:

- a. Upon submission of the proposal, the concerned Section Supervisor shall provide comments and suggestions that are grounds for revisions, if there are any. Upon receipt of the comments, the concerned Instructor shall address the comments and revise the proposal. The TD Chief shall also oversee the revisions made in the practical CE.
- b. A technical consultant, if there is any, shall review the draft proposal within the agreed review timeline from submission of the revised document. After the review, the said consultant shall provide his/her comments to the Instructor concerned, which the latter shall address from receipt thereof.
- c. The Training Curriculum Development Committee and EC shall review the draft proposal. The review shall consist of a demonstration or dry-run to show how the practical CE is to be administered by the Instructor/Assessor. The demonstration/dry-run shall be a final technical test run done to ensure the appropriateness of the practical CE's mechanics (e.g., time allotment).
- d. Once the technical test run is successful, the same shall be submitted to the ED for the latter's review and approval.
- e. Otherwise, the proposed practical CE shall be reverted to the Section



Supervisor concerned who shall make the necessary revisions. Once the proposal is approved by the ED, the same shall be implemented as an assessment tool.

The entire review and approval process shall be for a period of one (1) month wherein every step shall be given a period of not less than five (5) days as determined by the TD Chief.

Preservation

All proposals and records relevant to the practical CE shall be filed and secured by the EC. Approved practical CE shall also be safeguarded and implemented, as necessary, by the said committed taking into consideration its integrity and reliability.

Frequency of Practical CE Revision

The practical CEs shall also be reviewed and revised whenever necessary (e.g., curriculum is revised). In deciding whether revising the practical CE is necessary, the following shall be considered:

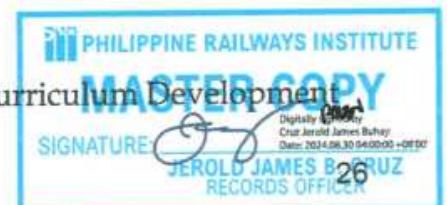
- a. maintaining the integrity of the practical CE by avoiding any leakage about its nature;
- b. ensuring that the practical CE is in line with the approved curriculum;
- c. ensuring the practical CE's quality in terms of its intended outcome/s;
- d. ensuring the practical CE's applicability in all railway lines;
- e. identified safety issues that the practical CE may pose; and
- f. general feedback from the trainees and/or technical consultants.

To revise practical CEs following the above-mentioned considerations, the concerned Instructor shall draft a proposal following the guidelines herein provided and, thereafter, follow the approval process.

Continuous Improvement

Prior to the implementation of the developed training curriculum, the Institute shall conduct a dry-run to assess whether the assessment tools are aligned with the learning objectives. Participants to the said dry-run may consist of PRI personnel, its technical consultants (if there are any), and relevant stakeholders, as may be deemed necessary by the ED. Results of the said dry-run shall be used to further improve the said tools.

Moreover, the assessment tools shall be reviewed by the Curriculum Development



Committee every five (5) years or earlier as deemed necessary. In cases where there are developments in the railway industry, advances in technology, or change in laws, rules, and regulations, the review may be initiated through the submission of a Memorandum to the ED by the TD Chief.

ARTICLE IV
QUALIFICATION AND SELECTION OF TRAINEES

Only qualified existing railway O&M personnel shall undergo the RT Course. The following are the trainees' qualifications and selection process:

A. Qualifications and Selection of Trainees

The ROs shall identify their existing O&M personnel, including employees of outsourced providers, who are qualified to undergo the RT Course pursuant to the following qualifications:

1. The personnel must be holding an entry-level to managerial level position and have already been performing functions directly related to railway O&M for at least six (6) months. If the personnel have less than six (6) months of railway O&M experience from November 2020, he/she shall not be eligible to take the RT Course. In lieu thereof, the said personnel shall undergo the FT Course.
2. The training path (**Annex K**) for each personnel must be related to his/her current functions as determined by the RO (e.g., for personnel conducting ticket selling activities, s/he must undergo the specialized competency of Certificate in Fare and Ticketing Management).

In the trainee selection, the ROs shall prioritize their train drivers first, then maintenance personnel, and other operations personnel.

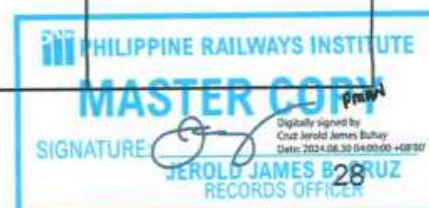
B. Invitation and Selection Process

The process of inviting and selecting the trainees is as follows:

Process/Action Required	Requirements	Responsible Division	Timeline
1. Sending out invitations to the ROs and TPSPs.	Letter of invitation with the following information: a. Schedule of Training b. Training Modality c. Offered competency for the RT Course per RO and TPSP;	TD	Two (2) weeks before the start of each quarter



Process/Action Required	Requirements	Responsible Division	Timeline
	d. Number of trained versus number of remaining personnel required to undergo the RT Course per RO and TPSP; e. Training Application Form or TAF (Annex L), including the link of the online form; and f. List of Endorsed Applicants Form (Annex M).		
2. Follow-up list of participants from the ROs and TPSPs	Follow-up letter or email to RO and TPSPs	TD	Two (2) weeks before the scheduled training
3. Review of submitted documents	a. List of Endorsed Applicants; b. Accomplished TAFs with 1x1 ID photos; and c. Notarized Undertaking Forms attached as Annex N (for returning OFWs only).	TD	Three (3) working days from ROs / TPSPs' submission
4. Sending written notice to the ROs, TPSPs, or other qualified individuals (e.g., OFWs) informing them of their applications' acceptance or rejection due to lacking	Written Notice	TD	Two (2) working days after the final review



Fare and Ticketing Management (FTM)	Core	Core	Core	DO	DO	Specialized (Station Operations)	Specialized (FTM)
Passenger Management (PM)	Core	Core	Core	DO	DO	Specialized (Station Operations)	Specialized (PM)
Railway Maintenance (RM)	Core	Core	Core	RM	RM	RM	RM

3. Attendance Monitoring

The trainees must be punctual throughout the RT Course and complete all the lectures. Failure to complete the in-person training or arriving late shall be tantamount to an absence which shall bar the trainee from taking the CE. Thus, the following rules shall be strictly followed:

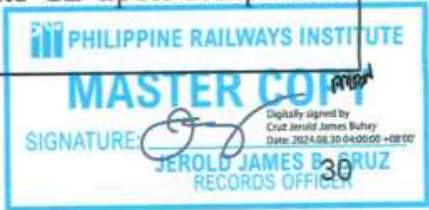
- a. The trainees shall sign the Attendance Sheet (**Annex O**) at the start of the morning lectures. Trainees who fail to sign prior start of the sessions shall be considered absent.
- b. During training, the AI shall monitor the trainees’ attendance in the training room from time to time.
- c. Trainees shall also sign the attendance sheet after the last lecture in the afternoon of each training day.
- d. Whenever necessary in cases of *force majeure* (e.g., earthquake, typhoon), the TD Chief may immediately stop the conduct of the training and provide a report to the ED.

In all instances, the Assistant Instructor (AI) shall ensure that the trainees sign the Attendance Sheet at the start and end of both the morning and afternoon sessions.

4. Sanctions for Lateness and Absences

The trainees’ attendance shall be closely monitored through the strict observance of the preceding provisions on attendance monitoring. The following sanctions shall be imposed should a trainee incur absence/s:

a. Arrived late or arrived in the training room beyond the 10-	1. Considered absent in that lecture; 2. Not allowed to take the CE; 3. Shall only be allowed to take the CE upon compliance with the following:
--	--



minute grace period	- Take the topic/s he/she failed to complete due to tardiness in the next batch as determined by the Institute; - Pay the prorated fee for the topic/s he/she needs to complete, which shall depend on the administrative costs to be incurred by the Institute; and - Take the exam in another schedule as determined by the Institute.
b. Attended a few lectures or did not attend at all	- Not allowed to take the CE; - Shall only be allowed to take the CE upon compliance with the following: - Take the topic/s he/she failed to complete due to his/her absence in the next batch as determined by the Institute; - Pay the prorated fee for the topic/s he/she needs to complete, which shall depend on the administrative costs to be incurred by the Institute; and - Take the exam in another schedule as determined by the Institute.

5. *Formative Assessments*

Throughout the in-person training, the trainees are required to take the formative assessment/s given in each lecture using the determined instruments by the Institute. The same shall not be graded but recorded to gauge the trainees' understanding of the topics and to check their participation and engagement in the discussions.

6. *Administration of Pre and Posttests*

Pre and posttests shall be administered to the trainees to check their baseline knowledge and, thereafter, their understanding depending on their respective training path, *to wit*:

- Core;
- Departmental: Operations;
- Specialized;
 - Railway Maintenance;
 - Commercial Train Driving;
 - Passenger Management, and
 - Fare and Ticketing Management.

Results of the pre and posttests shall be recorded but not graded, and shall be submitted by the MEC to the TD Chief *ppm*



7. *Training Evaluation*

The trainees shall evaluate the conduct of the lectures for each competency, training materials used, and instructors, among others, after each competency. Moreover, on the last training day, they must evaluate the overall conduct of the in-person RT Course, materials used throughout the training course, and training venue. The training evaluation forms are herein attached as **Annex P**.

8. *Re-Entry Action Plan*

At the end of the training course, the trainees shall write the best practices or new learnings they got from the lectures that they think are applicable to their current work in their respective ROs or TPSPs. The said Plan shall be summarized and analyzed by the RDD-PRS and, thereafter, sent to the ROs or TPSPs for their consideration.

9. *Training Management Team*

A Training Management Team (TMT) shall be assigned to each batch of the in-person RT Course. The said Team shall be composed of the following with the corresponding duties and responsibilities:

Team Member	Duties and Responsibilities
Instructor	a. leads the discussion on the assigned topic; b. answers the trainees' queries; and c. give reminders/announcements to the trainees
AI	a. ensures that the presentation and training materials are ready on the day of the actual training; b. checks or confirms if the equipment's technical set-up the day before the actual training day was properly done; c. assists the Instructor during the Q&A; d. accomplishes the Daily Training Management Report (DTMR) and submits the same to the Facilitator at the end of each training day; e. leads the preliminary activities of the previous training day; f. acts as the technical personnel during lectures; and g. performs other tasks that may be assigned by the TD Chief.

The step-by-step process of the in-person RT Course is shown in **Annex Q** hereof.



B. Online Training

1. Conduct of Training

The online training shall be conducted through the Learning Management System (LMS), which the trainees need to finish within one (1) month on a self-paced mode. Interactive learning sessions shall also be administered through formative assessments embedded in the LMS and live Q&A sessions using an online platform.

2. Training Schedule

The trainees shall have access to the LMS for one (1) month and finish the topics and activities contained therein under a self-paced learning. Every Friday of the month-long run, however, there shall be live Q&A sessions through online platforms to accommodate the trainees' questions based on the following schedule:

Schedule	Competency			
	Maintenance	Commercial Train Driving	Passenger Management	Fare & Ticketing Management
9:00AM – 10:40AM	Core (Room 1)			
11:00AM 2:00PM	Departmental Maintenance (Room 1)	Departmental Operations (Room 2)		
2:00PM – 4:00PM		Specialized (Room 2)	Specialized (Room 3)	Specialized (Room 4)

The above schedule may be shortened depending on the number of trainees and their respective questions and/or points for clarification. In case the Q&A is scheduled on a Friday, which falls on a holiday, the session shall be rescheduled to the next working day.

3. Formative Assessments

Formative assessment/s for each topic shall be embedded in the LMS using tools as determined by the Instructors. The same shall not be graded but recorded to gauge the trainees' understanding of the topics and to check their participation and engagement in the discussions.

4. Administration of Pre and Posttests

Likewise, pre and posttests are embedded in the LMS and trainees are required to pass the said tests prior proceeding to next competency to check their baseline knowledge and, thereafter, their understanding depending on their respective training path, to wit: *man*



- a. Core;
- b. Departmental: Operations;
- c. Specialized;
 - Railway Maintenance;
 - Commercial Train Driving;
 - Passenger Management, and
 - Fare and Ticketing Management.

The test results shall be recorded but not graded, and shall be submitted by the MEC to the TD Chief.

5. *Training Evaluation*

The trainees shall evaluate the conduct of the lectures for each competency, training materials used, and instructors, among others, after each competency. Moreover, prior to finishing the training, they will evaluate the overall conduct of the online training course, materials used throughout the training course, and training platform. The Evaluation Form is herein attached as **Annex R**.

6. *Re-Entry Action Plan*

At the end of the training course, the trainees shall write the best practices or new learnings they got from the lectures that they think are applicable to their current work in their respective ROs or TPSPs. The said Plan shall be administered and summarized and analyzed by the RDD-PRS and, thereafter, sent to the ROs or TPSPs for their consideration.

7. *LMS Training Team*

To ensure the quality and effectiveness of the online training, an LMS Training Team (LTT) shall be created per TD sections. The roles and functions of the LTT members shall be as follows:

Team Member	Duties and Responsibilities
LTT Team Head (with a position of supervisor or higher)	a. oversee the conduct of the online training through the Institute's LMS; b. manage the LTT; c. coordinate with the CC on the number of the endorsed trainees; d. oversee the timely and effective communication with the ROs and trainees; e. ensure that all relevant information of the scheduled training are disseminated to all PRI instructors; f. ensure the completion of the quality checklist of the LMS; g. ensure the successful conduct and completion of each training;

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RECORDS OFFICER
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	h. ensure the timely completion and submission of the Post-Training Reports and the necessary attachments; i. coordinate with the TD Chief and the ED on the progress of the online training; and j. submit Post Training Reports to the TD Chief ten (10) days after the completion of the training batch.
Members	All personnel of the concerned training section

The TD sections assigned as the LTT shall be determined every month by the TD Chief.

8. Management of the LMS

The LTT is required to comply with the following rules and regulations:

a. Training Preparation

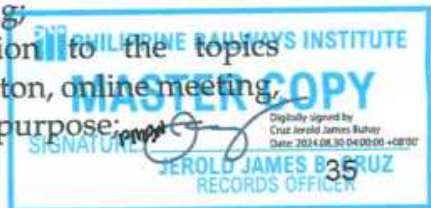
- At least one (1) working day prior to the conduct of the scheduled online training, the LTT in-charge shall conduct a training orientation among the enrolled trainees in the LMS with information on the following (opening ceremony materials):
 - Zoom 101;
 - training attendance;
 - training handout (print or soft copy) distribution;
 - LMS 101;
 - recapitulation session;
 - Q&A sessions;
 - Training Evaluation;
 - Learning Diary;
 - CE schedule; and
 - Results of CE;
- The LTT must also ensure that the trainees shall communicate with their respective coordinator for any other inquiry or concerns.

b. Training Proper: The LTT members must:

- ensure the availability of the Instructors for the synchronous sessions;
- be online one (1) hour prior to the start of their respective assignments;
- monitor the progress of trainees in their respective competencies and topics.

c. Live Q&A sessions: The Instructors must:

- be online 30 minutes prior to the start of the session;
- secure a strong and stable internet connection;
- interact and discuss the topics assigned with the trainees during the identified scheduled synchronous training;
- answer the trainees' questions in relation to the topics posted/asked through the LMS' question button, online meeting, and social media group chat created for this purpose;



- always ask the trainees if they were able to answer their questions or they still have clarifications;
 - ensure that everyone is given the chance to throw in their questions;
 - remind the trainees to continue the training if not yet finish;
 - reiterate that new learnings/good practices can be written in their respective re-entry plans; and
 - provide inputs, if there are any, in the training documents as determined by the LTT Team Head.
- d. After the Q&A sessions, the Instructors may discuss the offline activities, if there are any, and their corresponding submission.
- e. The LTT must ensure that all questions or assistance needed by the trainees are answered within 24 hours from the time the question is posted through the LMS question button or asked through the Facebook group chat or online platform's meeting room. Within the same period, Instructors concerned are required to answer questions directed to their covered topic.

The step-by-step process of the online RT Course is shown in **Annex S** hereof.

ARTICLE VI ADMINISTRATION OF EXAMINATIONS

Upon completion of the RT Course, the trainees shall undergo the following assessment tools, whichever is applicable:

A. Written CE

The EC members shall administer the written CE for 1 ½ hours. The said examination is a 60 item multiple choice question and shall be divided into two (2) parts: (1) Core Competencies; and (2) Departmental and Specialized Competencies. The number of questions per competency shall be based on the TOS. It shall be administered in the following manner:

1. Before the examination, sealed examination sets shall be prepared by the EC who shall act as Examination Proctors (EP).
2. The EP shall then explain the rules and ask the trainees to set aside their belongings and put their bags in front of the training room. Only the trainees' pens must be on top of their respective tables.
3. After which, the EP shall check the signed attendance sheet. Then each trainee shall be provided with an Answer Sheet.
4. Any latecomer shall not be allowed to take the exam. However, he/she may take it in another batch, the schedule of which shall be determined by the Institute, through the TD.



5. During the examination, the trainees are not allowed to talk with one another. All questions regarding the exam shall be addressed to the EP. Any act of cheating committed before, during, and after the examination shall result in failure in the CE and a bar from taking the same.
6. No trainee shall be allowed to take a photo of the questionnaire.
7. The trainees shall indicate their answers on the Answer Sheet and are not allowed to tamper or bring home the same.
8. At the end of the written CE, the Answer Sheet shall be handed over to the EP. Trainees who finish the examination ahead of time shall also do the same before leaving the examination room. The EP shall then turn over the Answer Sheets to the AS.
9. Failure to take the examination at the end of the batch to which the trainee is assigned is tantamount to a "no show". The grant of a different examination schedule shall be subject to the Institute's discretion, through the TD, and shall also depend on the availability of slots: Provided, however, that a penalty shall be meted out against the trainee for failure to take the examination as scheduled: Provided, further, that the penalty shall be paid before the grant of the examination's rescheduling.

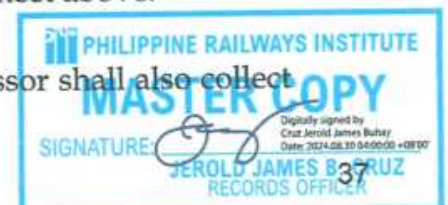
B. Practical CE

The following rules and regulations shall apply on the conduct of the practical CE and assessment of the results:

1. Attendance Monitoring

Attendance to the practical CE shall be monitored and recorded by the EC. The process for monitoring and recording the attendance shall be as follows:

- a. The assigned EC member or assessor shall start collecting the attendance as early as 15 minutes before the start of the scheduled practical CE using the Attendance Sheet (**Annex T**). Attendance shall also be checked at the start of the practical CE.
- b. No examinee shall be allowed to participate in the practical CE once the scheduled examination has started. Latecomers shall communicate with the EC for a rescheduling.
- c. At any point during the course of the practical CE, the assessor shall also collect the attendance once using the Attendance Sheet above.
- d. At the end of the scheduled examination, the assessor shall also collect and record the attendance a final time. *pass*



- e. All completed Attendance Sheets shall be submitted to the EC Head for records purposes.

2. Administration

The administration of the practical CE shall follow the guidelines and procedures to ensure the efficient and safe conduct of the same. In administering the examination, these general guidelines shall be followed:

- a. All information regarding the practical CE, including the schedule, location, flow of activities (if information is not confidential in nature), required equipment for the examinees and PRI staff, required documents, safety reminders, and on-the-day reminders shall be communicated to all examinees and PRI staff by the CC at least one (1) day before the scheduled examination, provided that ample time is given to prepare any document or equipment.
- b. Only assessors [minimum of three (3) assessors] assigned by the EC Head, SO/s, and examinees shall be present at the testing site. However, observers (e.g., PRI personnel from other divisions/sections, AC members, third-party entities) may be allowed provided that they are identified and communicated to the EC at least one (1) day before the scheduled examination. Provided, further, that the sole purpose of their presence is to observe the examination and provide inputs to further improve the conduct of the practical CE. Provided, finally, that the observers shall, at all times, observe the activity's confidentiality and abstain from disclosing the same to other parties without the written consent of the PRI.
- c. Observers shall not be allowed to interfere in the conduct of the practical CE. Moreover, they are not allowed to talk to any of the assessors or examinees or walk/move around the testing room.
- d. No examination may proceed without an SO present. The number of SOs vis-à-vis the number of examinees shall be pursuant to existing guidelines, rules and regulations.
- e. In case of safety issues as determined by the assigned SO, the latter shall have the authority to stop all examination activities to ensure the safety of all participants.

Moreover, the following specific process shall be followed in the administration of the practical CE:

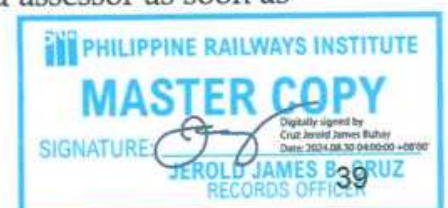
- a. The practical CE shall start on the scheduled time. No latecomers shall be allowed to take the examination. *mm*



- b. It shall be done in private sessions, in front of a panel composed of at least three (3) assessors assigned by the EC Head.
- c. Only items to be used in the practical CE may be brought into the testing location or on the person of the trainee during the practical CE. All items in violation of this shall be surrendered to the assessors for safekeeping, to be returned to the examinee after the completion of the assessment.
- d. The EC members or assessors shall conduct a short orientation prior to the start of the practical CE. The said orientation shall be composed of three (3) parts: (1) greetings and introduction by the assessors; (2) checking of the examinees' identification; and (3) discussion of the practical CE's purpose, methodology, assessment, and confidentiality rules. Attached as **Annex U** is the general instructions to the examination assessors.
- e. The SOs shall, thereafter, discuss safety protocols and guidelines at the start of each activity.
- f. After the orientation conducted by the EC member/ assessor and the SO, the examinees shall draw lots on the order by which they shall take the practical CE.
- g. Examinees who are waiting for their scheduled examination or have finished the same shall wait at a designated waiting area.
- h. The examinees shall be given 15 minutes at the start of their scheduled assessment to prepare all needed materials and equipment for their practical CE.
- i. No examinee may leave the examination room's premises until he/she has already completed the examination, and the assessors provided their assessment results.
- j. The practical CE is completed once the examinee has received the assessment results, and the same has been discussed to him/her individually by the assessors.

Observers attending the conduct of the practical CE shall abide by the following rules:

- a. Observers should be present at the testing location before the scheduled time.
- b. Observers shall identify themselves to the assigned assessor as soon as the observers arrive.



- c. Observers are not allowed to converse with or approach the examinees until the results of the assessment are discussed by the assessors and provided to the examinees.
- d. Observers may not interfere, directly or indirectly, deliberately or unintentionally, in the conduct of the practical CE.
- e. Video and sound recording shall be prohibited. Notes written down by the observers shall be kept confidential by the EC so as not to cause a leakage.
- f. The assessors or the attending SO may ask the observer/s to leave should any of the preceding guidelines be violated.

3. *Assessment of the Examinee's Performance*

Only EC members or assessors may be assigned by the EC Head as practical CE assessors. Each examinee shall be evaluated by at least three (3) assessors, who shall record their evaluation/assessment of the examinees' performances in the Rating Sheet (**Annex V**). At the end of each examinee, the assessors' ratings shall be summarized using the Practical CE Rating Sheet Summary (**Annex W**).

4. *Examination Results/Feedback*

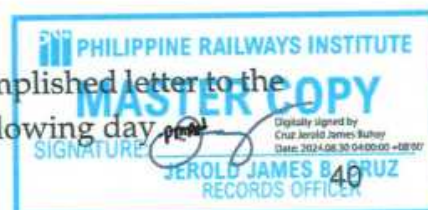
After the examinees have completed the practical CE, the assessors shall provide and explain the results to the examinees individually within the same day of the examination. The results shall be discussed with each examinee in a private session and shall be witnessed by an AC member. The examinee's strengths, weaknesses, good practices, and bad practices shall be discussed and explained by the assessors. Moreover, the means by which the examinee may conduct a retake in case they fail the practical CE shall also be discussed.

If the examinee agrees with the examination results, he/she shall sign the Rating Sheets and Practical CE Rating Sheet Summary. Otherwise, the examinee shall be required to submit a letter of appeal to the assessors. All accomplished documents shall then be sealed and submitted, along with the Attendance Sheets, to the AC.

5. *Handling Trainees' Appeals*

The process of handling appeals put forward by the examinees shall be as follows:

- a. The trainee shall, within two (2) hours from the conclusion of his/her practical CE, submit his/her intention to appeal the administration or results of their practical CE to any PRI personnel present by submitting a Letter of Appeal (**Annex X**).
- b. The receiving PRI personnel shall forward the accomplished letter to the EC within the day of receipt or immediately the following day.



- c. The EC shall review the appeal and provide a recommendation or a response to the appeal within two (2) working days from receipt of the letter. The EC Head shall forward the recommendation to the TD Chief.
- d. The TD Chief shall review the said recommendation and decide on the appeal within one (1) working day from receipt of the recommendation. The TD Chief's decision shall, thereafter, be forwarded to the EC Head for execution.
- e. The appellant-examinees shall be notified by the EC of the results of their appeal through a letter to be signed by the TD Chief and sent by the EC through email or post office/courier.

Information about the appeal process shall also be explained to the examinees by the EC members or assessors.

6. *Collection of Feedback for the Practical CE*

Feedback on the conduct and content of the practical CE shall be handled in accordance with the guidelines set in "Annex F" or the Manual on Customer Feedback and Continual Improvement System of PRI Office Order No. 13, s. 2021.

ARTICLE VII EVALUATION OF TRAINEES' COMPETENCE

Upon the trainees' completion of the examinations, the AC shall evaluate their competence.

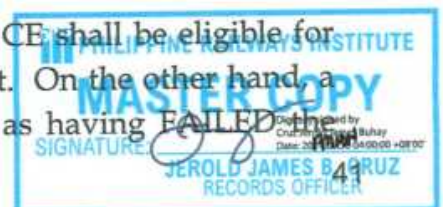
A. Written CE

The Answer Sheets shall be checked by the AC based solely on the Answer Key released by the EC. Trainees who get a grade of at least 70 percent (70%) shall be considered as having passed the written CE. The results of the said examination shall then be submitted by the AC to the TD based on the required timeline.

When a trainee fails the written CE, he/she shall have two (2) chances to retake the same. If the unsuccessful trainee got at least 70% of either the CE's part 1 or part 2, the said trainee shall be considered as a "conditional pass" and shall be required to retake only the specific part which he or she failed. Otherwise, the trainee shall be required to retake the whole examination.

B. Practical CE

Trainees who acquired a score between 30 to 41 in the written CE shall be eligible for another chance to take the CE through practical assessment/test. On the other hand, a trainee who scored anywhere between 0-29 shall be declared as having FAILED the



examination. As such, he/she shall retake the written CE and must get a score of at least 42 in order to pass the examination. Failure to pass the written CE for the second time after failing the first practical CE shall likewise render him/her eligible to take the second practical CE provided, however, that the written CE's score is between 30 to 41.

In case the trainee still fails to pass the second practical CE, he/she shall have the last chance to pass by retaking the written CE and the practical CE, if needed, with the same requirements as above. Finally, in cases where the trainee has already exhausted his/her three (3) chances, the PRI shall inform the respective railway operator or third-party service provider, whichever is appropriate, of the trainee's non-compliance with the required competencies set for railway O&M personnel. In all instances, the AC shall publish the results of the written and practical CEs.

For trainees who failed to pass the CE thrice, the PRI shall inform the respective RO of the trainee's non-compliance with the required competencies set for railway personnel.

ARTICLE VIII
POST-TRAINING REPORTS

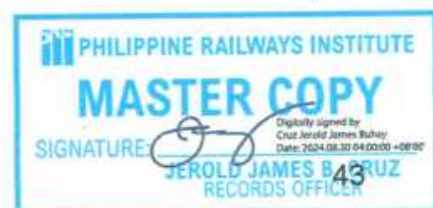
At the end of each RT Course batch, post-training reports must be drafted and submitted to the ED. These reports and the corresponding responsible division/committee/team vary depending on the modality used in the conduct of the said training course.

A. In-Person Training

Document		Deadline	Responsible Division/ Committee/Team
a. Memorandum of Submission for the Secretary - Summary of Post-Training Reports		Seven (7) days after the last quarter	TD (cc RDD)
b. Post Training Report		Ten (10) days after the training	TD
	• List of Official Trainees (Annex Y-1)	Five (5) days before the training	TD CC
	• Training Program (Annex Y-2)	Five (5) days before the training	TD MEC



Document		Deadline	Responsible Division/ Committee/Team
	Training Activity Checklist (Annex Y-3)	Five (5) days before the training	TD MEC
	List of Endorsed Trainees for Comprehensive Examination (Annex Y-4)	Five (5) days after the training	TD CC
	Daily Training Management Report (Annex Y-5)	Five (5) days after the training	TD MEC
	Daily Training Management Report Summary (Annex Y-6)	Five (5) days after the training	TD MEC
	Pre/ Post Test Results (Annex Y-7)	Five (5) days after the training	TD MEC
	Training Evaluation Report Summary (Annex Y-8)	Five (5) days after the training	TD MEC
	Training Reflection - Summary (Annex Y-9)	Within the 5th training day	TD MEC
c. Comprehensive Examinations Results Summary (Annex Y-10)		Three (5) days after receipt of examination sheets from the EC	AC
d. Re-Entry Plan - Summary (Annex Y-11) Within the 5th training day		Within the 5th training day	RDD



B. Online Training

Document	Deadline	Responsible Division/ Personnel
a. Memorandum of Submission for the Secretary - Summary of Post-Training Reports	Seven (7) days after the last quarter	RDD
b. Post Training Report	Ten (10) days after the training	TD
• List of Official Trainees	Five (5) days before the training	TD CC
• Training Program	Five (5) days before the training	TD LTT
• Training Activity Checklist	Five (5) days before the training	TD LTT
• List of Endorsed Trainees for Comprehensive Examination	Five (5) days after the training	TD CC
• Weekly Progress Report	Two (2) days after the week	TD LTT
• Monthly Progress Report	Five (5) days after the training	TD LTT
• Daily Training Management Report	Five (5) days after the training	TD LTT
• Daily Training Management Report Summary	Five (5) days after the training	TD LTT
• Pre/ Post Test Results	Five (5) days after the training	TD MEC
• Training Evaluation Results	Five (5) days after the training	TD MEC
• Training Reflection - Summary	Within the 5th training day	TD LTT

Document	Deadline	Responsible Division/ Personnel
c. Comprehensive Examinations Results Summary	Three (3) days after the training	TD AC
d. Re-Entry Plan - Summary	Within the 5th training day	RDD

The ED shall approve and submit the Memorandum of Submission and Summary of Post Training Reports to the DOTr Secretary ten (10) days after the previous quarter.

ARTICLE IX
TRAINING MANAGEMENT TEAM (TMT)

To ensure the quality of the RT Course, there shall be established working committees, the heads and members of which shall be recommended by the TD Chief and approved by the ED through a subsequent Order and Special Order. The following are the committees' duties and responsibilities:

A. Training Preparation Committee

1. CC

- a. reviews the completeness and correctness of the accomplished TAFs;
- b. reviews the trainees' qualifications and eligibility to undergo the RT Course;
- c. whenever necessary, coordinates with ROs or TPSPs and/or applicants for correction and/or proper accomplishment of the TAFs;
- d. coordinates with the trainees for the submission of requirements and activities;
- e. coordinates with the ROs on access to necessary facilities, tools, and equipment, including Personal Protective Equipment, in case of practical training and CE;
- f. prepares the Master Training Profile and official Batch List; and
- g. provides the trainee code.

2. MatLog

- a. finalizes all training materials in terms of formatting;



- b. prepares the said materials for printing, binding, and distribution; and
- c. distributes/ delivers the training materials such as handouts, notebooks, ballpen, and IDs to the trainees.
- d. ensures that the PPT presentations, video lectures, banners/posters, flyers, photo-visual materials/ presentation, and other online resources are available;
- e. ensures that back-up arrangements are available in case the online training platform is not working; and
- f. guarantees that the training room, facilities, and equipment are ready prior to the training.
- g. ensure the PRI LMS is working and updated regularly based on latest suggestions and recommendations

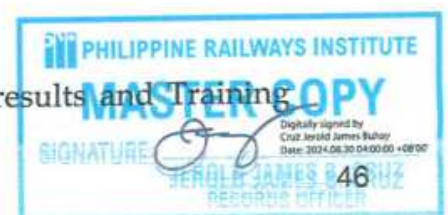
B. Training Program Implementation Committee

1. EC

- a. reviews instructor's questions;
- b. checks if the questions included in the examination sets were taught by the instructors or included in the training materials;
- c. manages the QB;
- d. creates the TOS, pre/post tests, and examination sets;
- e. provides the Answer Keys;
- f. schedules examinations; reviews the trainee's application and eligibility to take the CE;
- g. prints and seals the final copies;
- h. administers the written and practical CE, and
- i. checks whether the approved competency assessment tools for the practical CE were used.

2. MEC

- a. responsible for the actual operations;
- b. monitors the trainees' (1) performance, (2) attendance, (3) submission of requirements, and (4) training course schedule;
- c. responsible for the preparation of Pre/Post test results and Training Evaluation report; and



- d. submits the Post Training Reports to the TD Chief after completion of the training course within 15 days from the training's completion.

The TMT duties and functions shall not be limited to those mentioned above. As such, the ED may include additional tasks whenever deemed necessary. The PRI personnel's committee memberships, including any succeeding amendments thereto, shall be formalized through the issuance of Special Orders.

ARTICLE XI **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 XII **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 XIII **Effectivity Clause**

This Office Order shall take effect immediately upon its issuance.


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



ANNEX A – SAMPLE PRESENTATION
PRESENTATION TITLE SLIDE

Ticket Selling

PRESENTATION TITLE

INSTRUCTOR NAME

Instructor Name
Instructor

PRI Name, Logo, and border accents



PHILIPPINE RAILWAYS INSTITUTE



Session Objectives

Slide title, font in Tahoma
size 25 in capital letters

- Identify ticket selling procedures
- Understand how to manage ticket and cash during collection.
- Assess failures in ticket selling and discrepancies in ticket and cash.

Objectives of the
presentation, font
in Arial size 24



OBJECTIVES SLIDE

PHILIPPINE RAILWAYS INSTITUTE



PRI



Contents

- Types of Tickets
- Procedures of Ticket and Cash Management
- Ticket Selling
- Failures in Ticket Selling
- Ticket and Cash Remittance

Outline of the whole presentation, bulleted in font Arial, size 24



Additional Supply for Ticket Sellers

In the event of an unexpected volume of passengers, the ticket seller shall request for an additional supply of tickets



Sample reference included in slide, font in Arial size 14

Sample presentation content, font in Arial size 24, with in slide image.

Formative Quiz

Time allotted for the question

Voted : 0

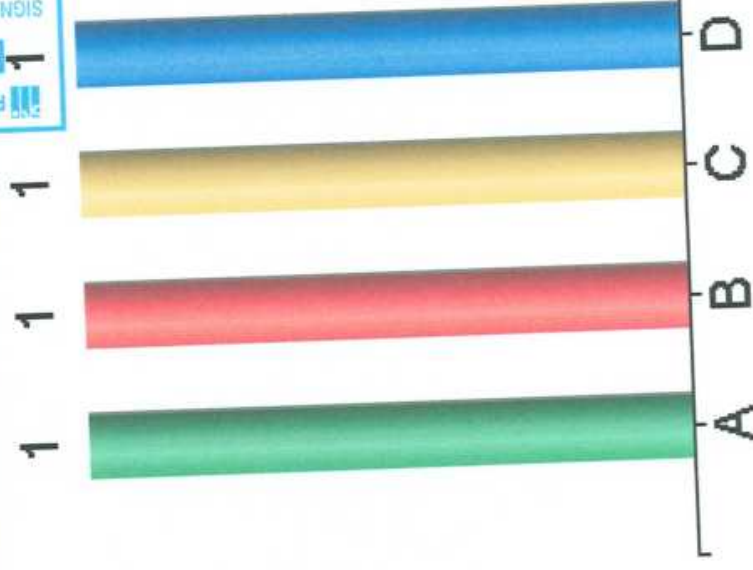
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FORMATIVE ASSESSMENT SLIDE

What is the Republic act no. 7727?

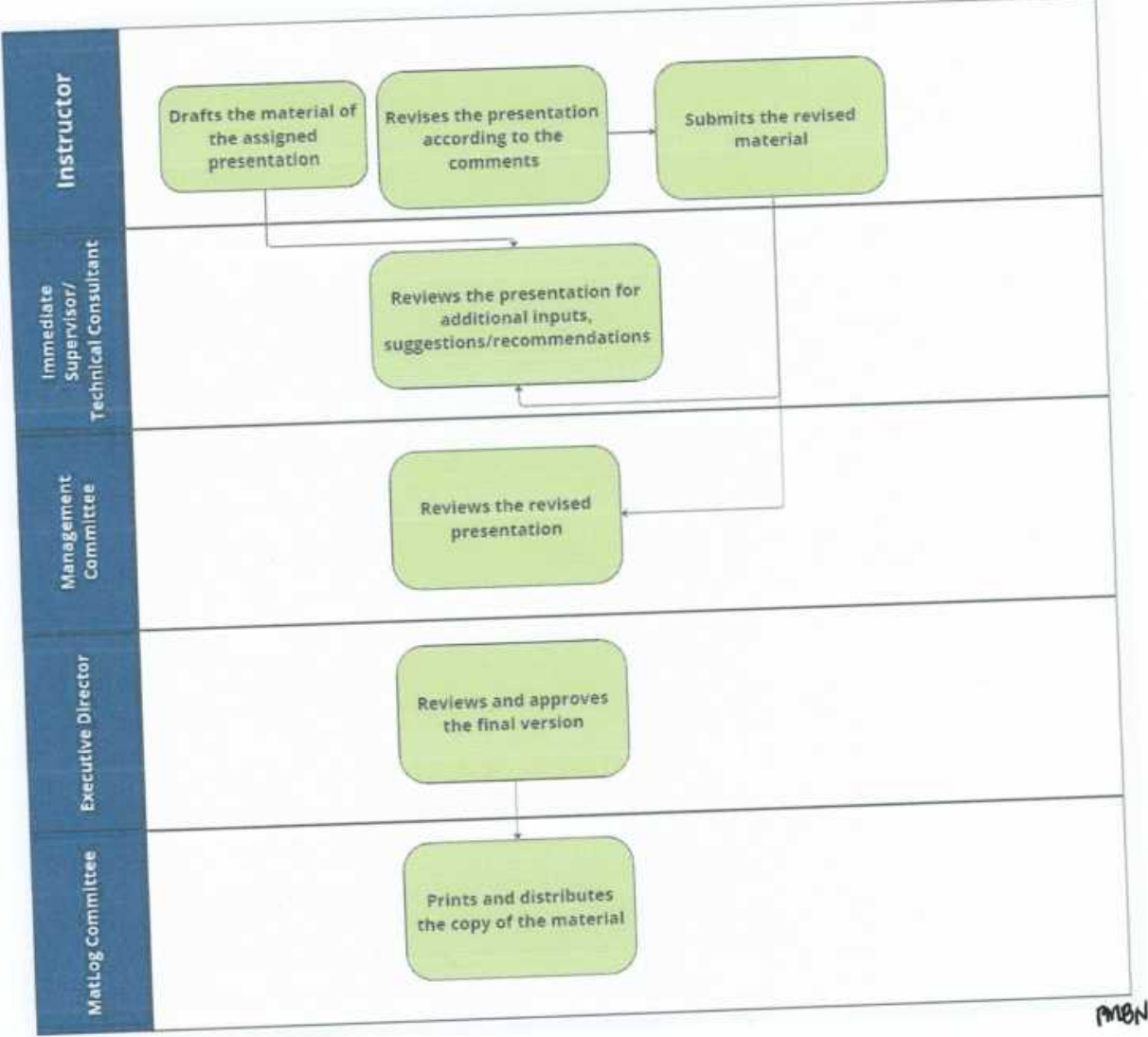
- ☒ A. Magna Carta for Disabled Persons
- ☐ B. An Act Expanding The Benefits And Privileges Of Persons With Disability (PWD)
- ☐ C. Expanded Senior Citizens Act of 2003
- ☐ D. Expanded Senior Citizens Act of 2010

Sample Formative Quiz
Questions format, font in
Arial size 22



PHILIPPINE RAILWAYS INSTITUTE

PROCESS FLOW OF THE REVIEW AND APPROVAL OF PRESENTATION



 REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division POWERPOINT PRESENTATION MATERIALS CREATION TRACKER DOC. CODE / REF NO. PRI-TD-F-PPC-2024-08-0001-H EFFECTIVITY DATE 30 August 2024 REVISION NO. 0 PAGE NO. Page ___ of ___									
TYPE OF TRAINING: REFRESHER TRAINING						COMPETENCY: CORE			
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks	
CORE COMPETENCY									
4	Content Review (JET and PMO Supervisor)	3	31-Aug-2019	3-Sep-2019	3-Sep-2019	Tanisaka / Mai	Confirmed by Mai and Tanisaka san		
	Content Review (TD Chief)	1	4-Sep-2019	5-Sep-2019	5-Sep-2019	Tanisaka / ACP	Approved by Tanisaka san and ACP		
	Content Review (Man Comm)	3	6-Sep-2019	9-Sep-2019	9-Sep-2019	Man Comm	Approved by Tanisaka san and ACP		
	Content Review and Approved (ED)	2	10-Sep-2019	12-Sep-2019	12-Sep-2019	Usec Lontoc	hEs5ji83bPVmDZMD0eRzZinJe2e/edit?usp=drive_link&ou=1		
5	Self-Motivation in the Workplace	30 days				Name of Person/Section Responsible	https://drive.google.com/open?id=197U19rHUGV5TQvZ		
	Drafting of Topic Content (PMO)	5	4-Jul-2019	9-Jul-2019	9-Jul-2019	Marienel	Completed		
	Content Review (JET)	5	10-Jul-2019	15-Jul-2019	15-Jul-2019	Tanisaka	https://drive.google.com/open?id=1Amat1X5qg18P-Bzh		
	Revision (PMO)	3	16-Jul-2019	19-Jul-2019	19-Jul-2019	Marienel	Completed		
	Content Review (JET and PMO Supervisor)	5	20-Jul-2019	25-Jul-2019	25-Jul-2019	Tanisaka / Mai	https://drive.google.com/open?id=1zn3uyZMcS81usOZc		
	Revision (PMO)	3	26-Jul-2019	29-Jul-2019	29-Jul-2019	Marienel	Completed		
	Content Review (JET and PMO Supervisor)	3	30-Jul-2019	2-Aug-2019	2-Aug-2019	Tanisaka / Mai	https://drive.google.com/open?id=1wIEaORakCM6W-Ae		
	Content Review (TD Chief)	1	3-Aug-2019	4-Aug-2019	4-Aug-2019	Tanisaka / ACP	https://drive.google.com/open?id=1wIEaORakCM6W-Ae		
	Content Review (Man Comm)	3	5-Aug-2019	8-Aug-2019	8-Aug-2019	Man Comm	Confirmed		
	Review and Approved (ED)	2	9-Aug-2019	12-Aug-2019	12-Aug-2019	Usec Lontoc	https://docs.google.com/presentation/d/1VAn9qbk1YRV		
6	Filipino Ingenuity in the Railway Industry	30 days				Name of Person/Section Responsible	https://drive.google.com/open?id=1gl-pT2Tt4PNyqxf1		
	Drafting of Topic Content (PMO)	5	7-Aug-2019	12-Aug-2019	12-Aug-2019	Renz	Completed (10/8/19)		
	Content Review (JET)	5	13-Aug-2019	18-Aug-2019	18-Aug-2019	Tanisaka	https://drive.google.com/open?id=1gg_pRucwq4WxVnB		
	Revision (PMO)	3	19-Aug-2019	22-Aug-2019	22-Aug-2019	Renz	Comments sent by Mai; confirmed by Tanisaka san		
	Content Review (JET and PMO Supervisor)	5	23-Aug-2019	28-Aug-2019	28-Aug-2019	Tanisaka / Mai	https://drive.google.com/open?id=1Gc2HaSRyTCHk1KX		
	Revision (PMO)	3	29-Aug-2019	1-Sep-2019	1-Sep-2019	Renz	Confirmed by Mai and Tanisaka san		
	Content Review (JET and PMO Supervisor)	3	2-Sep-2019	5-Sep-2019	5-Sep-2019	Tanisaka / Mai	Approved by Tanisaka san and ACP		
	Content Review (TD Chief)	1	6-Sep-2019	7-Sep-2019	7-Sep-2019	Tanisaka / ACP	Approved by Tanisaka san and ACP		
	Content Review (Man Comm)	3	8-Sep-2019	11-Sep-2019	11-Sep-2019	Man Comm	https://docs.google.com/presentation/d/13-ac7t-8NkwY		
	Review and Approved (ED)	2	12-Sep-2019	16-Sep-2019	16-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/13-ac7t-8NkwY		
7	Department of Transportation	30 days				Name of Person/Section Responsible	https://drive.google.com/open?id=1U5sEZ0xOKvs-ma		
	Drafting of Topic Content (PMO)	5	1-Aug-2019	6-Aug-2019	6-Aug-2019	Kate	Completed		
	Content Review (JET)	5	7-Aug-2019	12-Aug-2019	12-Aug-2019	Tanisaka	https://drive.google.com/open?id=1FA38mL0w6IH3BKP		
	Revision (PMO)	3	13-Aug-2019	16-Aug-2019	16-Aug-2019	Kate	Completed		
	Content Review (JET and PMO Supervisor)	5	17-Aug-2019	22-Aug-2019	22-Aug-2019	Tanisaka / Mai	https://drive.google.com/open?id=188V1pFw7FhE26wgA		
	Revision (PMO)	3	23-Aug-2019	26-Aug-2019	26-Aug-2019	Kate	Comments sent by Mai		
	Content Review (JET and PMO Supervisor)	3	27-Aug-2019	30-Aug-2019	30-Aug-2019	Tanisaka / Mai	https://drive.google.com/open?id=1JIM4WYOboZqWIR1		
	Content Review (TD Chief)	1	31-Aug-2019	1-Sep-2019	1-Sep-2019	Tanisaka / ACP	Confirmed by Tanisaka san and Mai		
	Content Review (Man Comm)	3	2-Sep-2019	5-Sep-2019	5-Sep-2019	Man Comm	https://docs.google.com/presentation/d/1Rhhc_uahUNL		
	Review and Approved (ED)	2	6-Sep-2019	10-Sep-2019	10-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1Rhhc_uahUNL		
8	Railway Organizations	30 days				Name of Person/Section Responsible	https://drive.google.com/open?id=1Nnfs8O767OCILM43		
	Drafting of Topic Content (PMO)	5	7-Aug-2019	12-Aug-2019	12-Aug-2019	Kate	Completed		
	Content Review (JET)	5	13-Aug-2019	18-Aug-2019	18-Aug-2019	Tanisaka	https://drive.google.com/open?id=19UJ-tSXM0m5T4c5A		
	Revision (PMO)	3	19-Aug-2019	22-Aug-2019	22-Aug-2019	Kate	Completed		
	Content Review (JET and PMO Supervisor)	5	23-Aug-2019	28-Aug-2019	28-Aug-2019	Tanisaka / Incess	https://drive.google.com/open?id=1hTnOVJFW-sMN2Po		
	Revision (PMO)	3	29-Aug-2019	1-Sep-2019	1-Sep-2019	Kate	Confirmed by Tanisaka san and Incess		
	Content Review (JET and PMO Supervisor)	3	2-Sep-2019	5-Sep-2019	5-Sep-2019	Tanisaka / Incess	Approved by ACP (with previous confirmation from Tanis		
	Content Review (TD Chief)	1	6-Sep-2019	7-Sep-2019	7-Sep-2019	Tanisaka / ACP	Approved by ACP (with previous confirmation from Tanis		
	Content Review (Man Comm)	3	8-Sep-2019	11-Sep-2019	11-Sep-2019	Man Comm	https://docs.google.com/presentation/d/1Rhhc_uahUNL		
	Review and Approved (ED)	2	12-Sep-2019	16-Sep-2019	16-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1Rhhc_uahUNL		
9	Philippine Railway Institute	28 days				Name of Person/Section Responsible	https://drive.google.com/open?id=1H_68eSLYgC6VNV0B		
	Drafting of Topic Content (PMO)	5	7-Aug-2019	12-Aug-2019	12-Aug-2019	Kate	https://drive.google.com/open?id=1H_68eSLYgC6VNV0B		

POWERPOINT PRESENTATION MATERIALS CREATION TRACKER

TYPE OF TRAINING: REFRESHER TRAINING						COMPETENCY: CORE		Link of Document	Remarks	
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible				
CORE COMPETENCY										
8	Content Review (JET)	5	13-Aug-2019	18-Aug-2019	18-Aug-2019	Tanisaka	Confirmed with comment from Tanisaka san			
	Revision (PMO)	3	19-Aug-2019	22-Aug-2019	22-Aug-2019	Kate	Completed			
	Content Review (JET and PMO Supervisor)	5	23-Aug-2019	28-Aug-2019	28-Aug-2019	Tanisaka / Incess	Completed			
	Revision (PMO)	3	29-Aug-2019	1-Sep-2019	1-Sep-2019	Kate	https://drive.google.com/open?id=1MS4Uv6HfHWHXCSL1			
	Content Review (JET and PMO Supervisor)	3	2-Sep-2019	5-Sep-2019	5-Sep-2019	Tanisaka / Incess	Confirmed			
	Content Review (TD Chief)	1	6-Sep-2019	7-Sep-2019	7-Sep-2019	Tanisaka / ACP	Approved by ACP and Tanisaka san			
	Content Review (Man Comm)	3	8-Sep-2019	11-Sep-2019	11-Sep-2019	Man Comm	Approved by ACP and Tanisaka san			
	Review and Approved (ED)	2	12-Sep-2019	16-Sep-2019	16-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1GfHKNmshH1g			
Name of Person/Section Responsible										
9	Rail Transport Development	30 days				Pao	https://drive.google.com/open?id=1UN5cU5zccBM5ffUH			
	Drafting of Topic Content (PMO)	5	24-Jul-2019	29-Jul-2019	29-Jul-2019	Tanisaka	https://drive.google.com/open?id=1OFssmG-x9UgNblZf			
	Content Review (JET)	5	30-Jul-2019	4-Aug-2019	4-Aug-2019	Pao	Completed (6/8/19)			
	Revision (PMO)	3	5-Aug-2019	8-Aug-2019	8-Aug-2019	Tanisaka / Raj	https://drive.google.com/open?id=1yZMO4Hbwn8A18xJf			
	Content Review (JET and PMO Supervisor)	5	9-Aug-2019	14-Aug-2019	14-Aug-2019	Pao	https://drive.google.com/file/d/1EAO5NTacKAbzLsAO			
	Revision (PMO)	3	15-Aug-2019	18-Aug-2019	18-Aug-2019	Tanisaka / Raj	https://drive.google.com/open?id=1s1x8D-xfYcol.kx053u			
	Content Review (JET and PMO Supervisor)	3	19-Aug-2019	22-Aug-2019	22-Aug-2019	Tanisaka / ACP	Approved by Tanisaka san and ACP			
	Content Review (TD Chief)	1	23-Aug-2019	24-Aug-2019	24-Aug-2019	Man Comm	Approved by Tanisaka san and ACP			
	Content Review (TD Chief and JET)	3	25-Aug-2019	28-Aug-2019	28-Aug-2019	Usec Lontoc	https://docs.google.com/presentation/d/1-qcRPfCIHjML			
	Review and Approved (ED)	2	29-Aug-2019	31-Aug-2019	31-Aug-2019	Name of Person/Section Responsible				
	Transportation Systems									
	10	Drafting of Topic Content (PMO)	5	5-Aug-2019	10-Aug-2019	10-Aug-2019	Pao	https://drive.google.com/open?id=1a5mbmCSEED8ZcGC		
Content Review (JET)		5	11-Aug-2019	16-Aug-2019	16-Aug-2019	Tanisaka	Completed (10/8/19)			
Revision (PMO)		3	17-Aug-2019	20-Aug-2019	20-Aug-2019	Pao	https://drive.google.com/open?id=1ay-EtUcne6XRL8Rvnd			
Content Review (JET and PMO Supervisor)		5	21-Aug-2019	26-Aug-2019	26-Aug-2019	Tanisaka / Raj	Completed			
Revision (PMO)		3	27-Aug-2019	30-Aug-2019	30-Aug-2019	Pao	https://drive.google.com/open?id=1ltyPls1UT6vcUbl5C			
Content Review (JET and PMO Supervisor)		3	31-Aug-2019	3-Sep-2019	3-Sep-2019	Tanisaka / Raj	Confirmed by Tanisaka san and Raj			
Content Review (TD Chief)		1	4-Sep-2019	5-Sep-2019	5-Sep-2019	Tanisaka / ACP				
Content Review (Man Comm)		3	6-Sep-2019	9-Sep-2019	9-Sep-2019	Man Comm	Approved			
Review and Approved (ED)		2	10-Sep-2019	12-Sep-2019	12-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1WHH33nsm56vz			
Name of Person/Section Responsible										
Railway as an Interdependent System										
11		Drafting of Topic Content (PMO)	5	5-Aug-2019	10-Aug-2019	10-Aug-2019	Raj	https://drive.google.com/open?id=1c1TwAlfX7nVrYExmC		
	Content Review (JET)	5	11-Aug-2019	16-Aug-2019	16-Aug-2019	Tanisaka	Completed			
	Revision (PMO)	3	17-Aug-2019	20-Aug-2019	20-Aug-2019	Raj	https://drive.google.com/open?id=1y8fEmpaaCgGSBkCC			
	Content Review (JET and PMO Supervisor)	5	21-Aug-2019	26-Aug-2019	26-Aug-2019	Tanisaka / Mai	Completed			
	Revision (PMO)	3	27-Aug-2019	30-Aug-2019	30-Aug-2019	Raj	https://drive.google.com/open?id=1v3CHAc8DMpUJaR			
	Content Review (JET and PMO Supervisor)	3	31-Aug-2019	3-Sep-2019	3-Sep-2019	Tanisaka / Mai	Comments sent by Mai; confirmed by Tanisaka san			
	Content Review (TD Chief)	1	4-Sep-2019	5-Sep-2019	5-Sep-2019	Tanisaka / ACP	https://drive.google.com/open?id=14dyW6O7JINuX6-aM			
	Content Review (Man Comm)	3	6-Sep-2019	9-Sep-2019	9-Sep-2019	Man Comm	Approved by Tanisaka san and ACP			
	Review and Approved (ED)	2	10-Sep-2019	12-Sep-2019	12-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1bwv4k85FWXl			
	Name of Person/Section Responsible									
	Safety Culture and Behavioral Development									
	11	Drafting of Topic Content (PMO)	5	19-Jul-2019	24-Jul-2019	24-Jul-2019	Erwin	https://drive.google.com/open?id=1OFINuRu2n2l2bHjst		
Content Review (JET)		5	25-Jul-2019	30-Jul-2019	30-Jul-2019	Mogi	Completed			
Revision (PMO)		3	31-Jul-2019	3-Aug-2019	3-Aug-2019	Erwin	https://drive.google.com/open?id=1fzw8fLCO5GCUZd7OG			
Content Review (JET and PMO Supervisor)		5	4-Aug-2019	9-Aug-2019	9-Aug-2019	Mogi / N/A	Completed (15/8/19)			
Revision (PMO)		3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Erwin	https://drive.google.com/open?id=18Bqx9Ht_XPqIM64yYn			
Content Review (JET and PMO Supervisor)		3	14-Aug-2019	17-Aug-2019	17-Aug-2019	Mogi / N/A	Completed			
Content Review (TD Chief)	1	18-Aug-2019	19-Aug-2019	19-Aug-2019	Tanisaka / ACP	https://drive.google.com/open?id=1EcC3p9F5URoxv-Lp				



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF TRANSPORTATION

PHILIPPINE RAILWAYS INSTITUTE

Training Division

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POWERPOINT PRESENTATION MATERIALS CREATION TRACKER

TYPE OF TRAINING:

REFRESHER TRAINING

COMPETENCY:

CORE

Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks
CORE COMPETENCY								
	Content Review (JET and PMO Supervisor)	5	21-Aug-2019	26-Aug-2019	26-Aug-2019	Nakajima	Completed	https://drive.google.com/open?id=1oOkimWtAB9fPYp
	Revision (PMO)	3	27-Aug-2019	30-Aug-2019	30-Aug-2019	Erwin	Confirmed	
	Content Review (JET and PMO Supervisor)	3	31-Aug-2019	3-Sep-2019	3-Sep-2019	Nakajima / N/A	Approved by ACP and Tanisaka-san	
	Content Review (TD Chief)	1	4-Sep-2019	5-Sep-2019	5-Sep-2019	Tanisaka / ACP	Approved by ACP and Tanisaka-san	
	Content Review (Man Comm)	3	6-Sep-2019	9-Sep-2019	9-Sep-2019	Man Comm	Approved by ACP and Tanisaka-san	
	Review and Approved (ED)	2	10-Sep-2019	12-Sep-2019	12-Sep-2019	Useec Lontoc	https://docs.google.com/presentation/d/18cMTdWYMc2	

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COMPETENCY: DEPARTMENTAL OPERATIONS										
Topic Number		Topic Name		Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks
DEPARTMENTAL OPERATIONS										
17	Operations Organization		30 Days					Name of Person/Section Responsible		
	Drafting of Topic Content (PMO)		5	22-Jul-2019	29-Jul-2019	30-Jul-2019	Jun		https://drive.google.com/open?id=1Cm8f6jD-uARL_oq	
	Content Review (JET)		5	31-Jul-2019	6-Aug-2019	6-Aug-2019	Akimoto	Completed (1/8/19)		
	Revision (PMO)		3	8-Aug-2019	12-Aug-2019	12-Aug-2019	Jun		https://drive.google.com/open?id=1LviTjYjgg0h8QoLbx	
	Content Review (JET and PMO Supervisor)		5	13-Aug-2019	19-Aug-2019	19-Aug-2019	Akimoto / Erwin	Completed (5/8/19)		
	Revision (PMO)		3	20-Aug-2019	23-Aug-2019	23-Aug-2019	Jun		https://drive.google.com/open?id=1qOWmj9DQHfARjG	
	Content Review (JET and PMO Supervisor)		3	24-Aug-2019	27-Aug-2019	27-Aug-2019	Akimoto / Erwin	Completed		
	Content Review (TD Chief)		1	28-Aug-2019	29-Aug-2019	29-Aug-2019	Tanisaka / ACP		https://drive.google.com/file/d/1-2Q91AHRvVZhwqw6	
	Content Review (Man Comm)		3	30-Aug-2019	2-Sep-2019	2-Sep-2019	Man Comm	Approved		
	Review and Approved (ED)		2	3-Sep-2019	5-Sep-2019	5-Sep-2019	Usec Lontoc		https://docs.google.com/presentation/d/1E6vILdwNu-	
18	Introduction to Station Operations		30 Days					Name of Person/Section Responsible		
	Drafting of Topic Content (PMO)		5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Jomahc		https://drive.google.com/open?id=1AjakhJFXapLiJjTeln	
	Content Review (JET)		5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Akimoto	Completed (5/8/19)		
	Revision (PMO)		3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Jomahc		https://drive.google.com/open?id=1VhtgwV7DjsJFnp3q	
	Content Review (JET and PMO Supervisor)		5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Akimoto / Erwin	Completed		
	Revision (PMO)		3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Jomahc		https://drive.google.com/open?id=1FLV8jPNCsk02mx6t	
	Content Review (JET and PMO Supervisor)		3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin	Confirmed by Erwin		
	Content Review (TD Chief)		1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	Approved by Tanisaka san and ACP		
	Content Review (Man Comm)		3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	Approved by Tanisaka san and ACP		
	Review and Approved (ED)		2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc		https://docs.google.com/presentation/d/1TC07687Ev4p	
19	Introduction to Station Operations		30 Days					Name of Person/Section Responsible		
	Drafting of Topic Content (PMO)		5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Jun		https://drive.google.com/open?id=1sZkle_o8fmxlCmipn	
	Content Review (JET)		5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Akimoto		https://drive.google.com/open?id=1Y0M19mCCyoqSQc	
	Revision (PMO)		3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Jun		https://drive.google.com/open?id=1YPv7Z0xmAKwaelc	
	Content Review (JET and PMO Supervisor)		5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Akimoto / Erwin		https://drive.google.com/open?id=1c0gID6WluFXK6UO	
	Revision (PMO)		3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Jun		https://drive.google.com/open?id=1YPv7Z0xmAKwaelc	
	Content Review (JET and PMO Supervisor)		3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin		https://drive.google.com/open?id=1c0gID6WluFXK6UO	
	Content Review (TD Chief)		1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP		https://drive.google.com/open?id=1c0gID6WluFXK6UO	
	Content Review (Man Comm)		3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	Comments sent by Tanisaka san; approved by ACP		
	Review and Approved (ED)		2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc		https://docs.google.com/presentation/d/1x4UUp92B41G	
20	Station Platform Safety and Security		30 Days					Name of Person/Section Responsible		
	Drafting of Topic Content (PMO)		5	5-Aug-2019	12-Aug-2019	13-Aug-2019	Jun		https://drive.google.com/open?id=1mV23wREWxjrdicN	
	Content Review (JET)		5	14-Aug-2019	20-Aug-2019	20-Aug-2019	Akimoto	Completed		
	Revision (PMO)		3	22-Aug-2019	26-Aug-2019	26-Aug-2019	Jun		https://drive.google.com/open?id=12a8IRlwQ41iyIFP3lg	
	Content Review (JET and PMO Supervisor)		5	27-Aug-2019	2-Sep-2019	2-Sep-2019	Akimoto / Erwin	Completed		
	Revision (PMO)		3	3-Sep-2019	6-Sep-2019	6-Sep-2019	Jun		https://drive.google.com/open?id=17dNcogaavtCjUPK5j	
	Content Review (JET and PMO Supervisor)		3	7-Sep-2019	10-Sep-2019	10-Sep-2019	Akimoto / Erwin	Completed		
	Content Review (TD Chief)		1	11-Sep-2019	12-Sep-2019	12-Sep-2019	Tanisaka / ACP			
	Content Review (Man Comm)		3	13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved by Tanisaka san and ACP		
	Review and Approved (ED)		2	17-Sep-2019	19-Sep-2019	19-Sep-2019	Usec Lontoc		https://docs.google.com/presentation/d/1Fcl5wv4yYd	
21	Introduction to Train Operations		30 Days					Name of Person/Section Responsible		
	Drafting of Topic Content (PMO)		5	19-Aug-2019	26-Aug-2019	27-Aug-2019	Abel			
	Content Review (JET)		5	28-Aug-2019	3-Sep-2019	3-Sep-2019	Mizumachi / Adachi / Mogi	Completed		
	Revision (PMO)		3	5-Sep-2019	9-Sep-2019	9-Sep-2019	Abel		https://drive.google.com/open?id=1zkSF_8f5xNY8GUy	
	Content Review (JET and PMO Supervisor)		5	10-Sep-2019	16-Sep-2019	16-Sep-2019	Mizumachi / Adachi / Mogi / Erwin	Completed		
Revision (PMO)		3	17-Sep-2019	20-Sep-2019	20-Sep-2019	Abel		https://drive.google.com/open?id=1n9Jly9smEaT5BCds		

COMPETENCY: DEPARTMENTAL OPERATIONS									
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks	
DEPARTMENTAL OPERATIONS									
22	Content Review (JET and PMO Supervisor)	3	21-Sep-2019	24-Sep-2019	24-Sep-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed		
	Content Review (TD Chief)	1	25-Sep-2019	26-Sep-2019	26-Sep-2019	Tanisaka / ACP	Completed		
	Content Review (Man Comm)	3	27-Sep-2019	30-Sep-2019	30-Sep-2019	Man Comm	Approved		
	Review and Approved (ED)	2	1-Oct-2019	3-Oct-2019	3-Oct-2019	Usec Lontoc	https://docs.google.com/presentation/d/1JabN-KdVh8r		
	Train Operation Disruptions	30 Days				Name of Person/Section Responsible			
	Drafting of Topic Content (PMO)	5	5-Aug-2019	12-Aug-2019	13-Aug-2019	Abel	https://drive.google.com/open?id=1Ywef04cUHY7YBQfi		
	Content Review (JET)	5	14-Aug-2019	20-Aug-2019	20-Aug-2019	Mizumachi/ Adachi/ Mogi	Completed		
	Revision (PMO)	3	22-Aug-2019	26-Aug-2019	26-Aug-2019	Abel	https://drive.google.com/open?id=1PHZ-sYHtgrF874u0t		
	Content Review (JET and PMO Supervisor)	5	27-Aug-2019	2-Sep-2019	2-Sep-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed		
	Revision (PMO)	3	3-Sep-2019	6-Sep-2019	6-Sep-2019	Abel	https://drive.google.com/open?id=1BSoEPCH_kMNR5Y		
23	Content Review (JET and PMO Supervisor)	3	7-Sep-2019	10-Sep-2019	10-Sep-2019	Mizumachi/ Adachi/ Mogi / Erwin	Confirmed with comments from Mogi san and Erwin		
	Content Review (JET and PMO Supervisor)	3	11-Sep-2019	12-Sep-2019	12-Sep-2019	Tanisaka / ACP	Approved by Tanisaka san and ACP		
	Content Review (TD Chief)	1	13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved by Tanisaka san and ACP		
	Content Review (Man Comm)	3	13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved by Tanisaka san and ACP		
	Review and Approved (ED)	2	17-Sep-2019	19-Sep-2019	19-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1VYG_6kVc8K		
	Human Errors Leading to Operation Accidents	30 Days				Name of Person/Section Responsible			
	Drafting of Topic Content (PMO)	5	5-Aug-2019	12-Aug-2019	13-Aug-2019	Abel	https://drive.google.com/open?id=1187Yq1cF36qdcoc_J		
	Content Review (JET)	5	14-Aug-2019	20-Aug-2019	20-Aug-2019	Mizumachi/ Adachi/ Mogi	Completed		
	Revision (PMO)	3	22-Aug-2019	26-Aug-2019	26-Aug-2019	Abel	https://drive.google.com/open?id=1tvImALDGsvPPzhy		
	Content Review (JET and PMO Supervisor)	5	27-Aug-2019	2-Sep-2019	2-Sep-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed		
24	Revision (PMO)	3	3-Sep-2019	6-Sep-2019	6-Sep-2019	Abel	https://drive.google.com/open?id=1JZnH_-3BytLUHTpN		
	Content Review (JET and PMO Supervisor)	3	7-Sep-2019	10-Sep-2019	10-Sep-2019	Mizumachi/ Adachi/ Mogi / Erwin	Confirmed with comments from Mogi san and Erwin		
	Content Review (TD Chief)	1	11-Sep-2019	12-Sep-2019	12-Sep-2019	Tanisaka / ACP	Approved by Tanisaka san and ACP		
	Content Review (Man Comm)	3	13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved by Tanisaka san and ACP		
	Review and Approved (ED)	2	17-Sep-2019	19-Sep-2019	19-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/16Rk_jmZMHJ		
	Introduction to Operations Control Center	30 Days				Name of Person/Section Responsible			
	Drafting of Topic Content (PMO)	5	5-Aug-2019	12-Aug-2019	13-Aug-2019	Abel	https://drive.google.com/open?id=1RyVrieVKs5k1WfF0		
	Content Review (JET)	5	14-Aug-2019	20-Aug-2019	20-Aug-2019	Mizumachi/ Adachi/ Mogi	Completed		
	Revision (PMO)	3	22-Aug-2019	26-Aug-2019	26-Aug-2019	Abel	https://drive.google.com/open?id=1lgfexFjPPhfIk_Ose0e		
	Content Review (JET and PMO Supervisor)	5	27-Aug-2019	2-Sep-2019	2-Sep-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed		
25	Revision (PMO)	3	3-Sep-2019	6-Sep-2019	6-Sep-2019	Abel	https://drive.google.com/open?id=1xnu8Nyy-NhlmLGH		
	Content Review (JET and PMO Supervisor)	3	7-Sep-2019	10-Sep-2019	10-Sep-2019	Mizumachi/ Adachi/ Mogi / Erwin	Confirmed with comments from Mogi san and Erwin		
	Content Review (JET and PMO Supervisor)	3	7-Sep-2019	10-Sep-2019	10-Sep-2019	Tanisaka / ACP	Approved by Tanisaka san and ACP		
	Content Review (TD Chief)	1	11-Sep-2019	12-Sep-2019	12-Sep-2019	Man Comm	Approved by Tanisaka san and ACP		
	Content Review (Man Comm)	3	13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved by Tanisaka san and ACP		
	Review and Approved (ED)	2	17-Sep-2019	19-Sep-2019	19-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1C4q6kYfcmX6-		
	Operational Emergency Procedures	30 Days				Name of Person/Section Responsible			
	Drafting of Topic Content (PMO)	5	5-Aug-2019	12-Aug-2019	13-Aug-2019	Abel	https://drive.google.com/open?id=1_ju1skpVtr5dnVrlaT		
	Content Review (JET)	5	14-Aug-2019	20-Aug-2019	20-Aug-2019	Mizumachi/ Adachi/ Mogi	Completed (13/8/19)		
	Revision (PMO)	3	22-Aug-2019	26-Aug-2019	26-Aug-2019	Abel	https://drive.google.com/open?id=1XoJlOP2DC4xEYDZ		
26	Content Review (JET and PMO Supervisor)	5	27-Aug-2019	2-Sep-2019	2-Sep-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed; confirmed by Mogi san		
	Revision (PMO)	3	3-Sep-2019	6-Sep-2019	6-Sep-2019	Abel	https://drive.google.com/open?id=1K01o979pCxnXrz47k		
	Content Review (JET and PMO Supervisor)	3	7-Sep-2019	10-Sep-2019	10-Sep-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed		
	Content Review (TD Chief)	1	11-Sep-2019	12-Sep-2019	12-Sep-2019	ACP	Approved by ACP and Tanisaka san		
	Content Review (Man Comm)	3	13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved by ACP and Tanisaka san		
	Review and Approved (ED)	2	17-Sep-2019	19-Sep-2019	19-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1QBzLOR-JAHO		
	Public Address System	30 Days				Name of Person/Section Responsible			
	Drafting of Topic Content (PMO)	5	29-Jul-2019	5-Aug-2019	6-Aug-2019	Jonahc	https://drive.google.com/open?id=1AxDtKoaBVID9dW		

COMPETENCY: PASSENGER MANAGEMENT										Remarks
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document			
PASSENGER MANAGEMENT										
31	Management of Passenger Flow in Railway Stations	30 days				Name of Person/Section Responsible				
	Drafting of Topic Content (PMO)		5-Aug-2019	12-Aug-2019	13-Aug-2019	Jomahc	https://drive.google.com/open?id=1D8kd1PWaV7ZxkIdN			
	Content Review (JET)		14-Aug-2019	20-Aug-2019	20-Aug-2019	Akimoto	Completed (7/8/19)			
	Revision (PMO)		22-Aug-2019	26-Aug-2019	26-Aug-2019	Jomahc	https://drive.google.com/open?id=1Yz4Z_csNEaTN074af			
	Content Review (JET and PMO Supervisor)		27-Aug-2019	2-Sep-2019	2-Sep-2019	Akimoto / Erwin	Completed (28/8/19)			
	Revision (PMO)		3-Sep-2019	6-Sep-2019	6-Sep-2019	Jomahc	https://drive.google.com/open?id=19shKH2P_gFOdo3uK			
	Content Review (JET and PMO Supervisor)		7-Sep-2019	10-Sep-2019	10-Sep-2019	Akimoto / Erwin	Completed			
	Content Review (TD Chief)		11-Sep-2019	12-Sep-2019	12-Sep-2019	Tanisaka / ACP				
	Content Review (Man Comm)		13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved by Tanisaka san and ACP			
	Review and Approved (ED)		17-Sep-2019	19-Sep-2019	19-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1HeFDdMXN2N			
32	Passenger Crowd Control	30 days				Name of Person/Section Responsible				
	Drafting of Topic Content (PMO)		5-Aug-2019	12-Aug-2019	13-Aug-2019	Jomahc	https://drive.google.com/open?id=1K3eeTlkZHof3VYU4			
	Content Review (JET)		14-Aug-2019	20-Aug-2019	20-Aug-2019	Akimoto	Completed (15/8/19)			
	Revision (PMO)		22-Aug-2019	26-Aug-2019	26-Aug-2019	Jomahc	https://drive.google.com/open?id=1kCKVH4QOSMXgIm			
	Content Review (JET and PMO Supervisor)		27-Aug-2019	2-Sep-2019	2-Sep-2019	Akimoto / Erwin	Completed (28/8/19)			
	Revision (PMO)		3-Sep-2019	6-Sep-2019	6-Sep-2019	Jomahc	https://drive.google.com/open?id=1liaEW5q6RA6cRDna			
	Content Review (JET and PMO Supervisor)		7-Sep-2019	10-Sep-2019	10-Sep-2019	Akimoto / Erwin	Completed			
	Content Review (TD Chief)		11-Sep-2019	12-Sep-2019	12-Sep-2019	Tanisaka / ACP				
	Content Review (Man Comm)		13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved by Tanisaka san (pending further comments due to lack of time)			
	Review and Approved (ED)		17-Sep-2019	19-Sep-2019	19-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1WkzZlrViAeY3			
33	Preparing for Railway Emergency Situations	30 days				Name of Person/Section Responsible				
	Drafting of Topic Content (PMO)		8-Jul-2019	15-Jul-2019	16-Jul-2019	Jomahc	https://drive.google.com/open?id=1888ILKnIzHm44Yel5			
	Content Review (JET)		17-Jul-2019	23-Jul-2019	23-Jul-2019	Akimoto	Completed (9/8/19)			
	Revision (PMO)		25-Jul-2019	29-Jul-2019	29-Jul-2019	Jomahc	https://drive.google.com/open?id=1YFeVdbZTPUxpPfgg			
	Content Review (JET and PMO Supervisor)		30-Jul-2019	5-Aug-2019	5-Aug-2019	Akimoto / Erwin	Completed			
	Revision (PMO)		6-Aug-2019	9-Aug-2019	9-Aug-2019	Jomahc	https://drive.google.com/open?id=10jk55abFlpsVydHfag			
	Content Review (JET and PMO Supervisor)		10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin	Completed			
	Content Review (TD Chief)		14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP				
	Content Review (Man Comm)		16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	Approved by Tanisaka san and ACP			
	Review and Approved (ED)		20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc	https://docs.google.com/presentation/d/1DpmCaO9547			
34	Responding in Railway Emergency Situations	30 days				Name of Person/Section Responsible				
	Drafting of Topic Content (PMO)		5-Aug-2019	12-Aug-2019	13-Aug-2019	James	https://drive.google.com/open?id=1yzE5rNih-gpl-eFymz			
	Content Review (JET)		14-Aug-2019	20-Aug-2019	20-Aug-2019	Akimoto	Completed (14/8/19)			
	Revision (PMO)		22-Aug-2019	26-Aug-2019	26-Aug-2019	James	https://drive.google.com/open?id=1eWSBKZnJcn9xudA			
	Content Review (JET and PMO Supervisor)		27-Aug-2019	2-Sep-2019	2-Sep-2019	Akimoto / Erwin	Completed			
	Revision (PMO)		3-Sep-2019	6-Sep-2019	6-Sep-2019	James	https://drive.google.com/file/d/12u00EGfxEM6xayNG			
	Content Review (JET and PMO Supervisor)		7-Sep-2019	10-Sep-2019	10-Sep-2019	Akimoto / Erwin	Completed			
	Content Review (TD Chief)		11-Sep-2019	12-Sep-2019	12-Sep-2019	Tanisaka / ACP				
	Content Review (Man Comm)		13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved			
	Review and Approved (ED)		17-Sep-2019	19-Sep-2019	19-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1AzOpAsa8Zn			



POWERPOINT PRESENTATION MATERIALS CREATION TRACKER

TYPE OF TRAINING: REFRESHER TRAINING				COMPETENCY: PASSENGER MANAGEMENT			
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document
PASSENGER MANAGEMENT							
35	Recovering from Railway Emergency Situations	30 days				Name of Person/Section Responsible	
	Drafting of Topic Content (PMO)	5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Jomahc	https://drive.google.com/open?id=14G0PPTDeEX2g12wW
	Content Review (JET)	5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Akimoto	Completed (1/8/19)
	Revision (PMO)	3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Jomahc	https://drive.google.com/open?id=1coO_DAmzThe1XyA
	Content Review (JET and PMO Supervisor)	5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Akimoto / Erwin	Completed 16/08/19
	Revision (PMO)	3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Jomahc	https://drive.google.com/open?id=14PZimTol7IroqGACH
	Content Review (JET and PMO Supervisor)	3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin	Completed
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	https://drive.google.com/open?id=1MOG_yKAyh-Lew3H
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	Approved by ACP; approved with comment by Tanisaka s
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc	https://docs.google.com/presentation/d/1AzOpAsa8zZn

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TYPE OF TRAINING: REFRESHER TRAINING									
FARE AND TICKETING MANAGEMENT									
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks	
36	FARE AND TICKETING MANAGEMENT								
	Introduction to Cash and Ticket Management	30 Days				Name of Person/Section Responsible			
	Drafting of Topic Content (PMO)	5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Jun	https://drive.google.com/open?id=1N2buxab1Yp9obobV	Completed	
	Content Review (JET)	5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Akimoto	https://drive.google.com/open?id=1wprzyY15XqinNFoE		
	Revision (PMO)	3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Jun		Completed	
	Content Review (JET and PMO Supervisor)	5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Akimoto / Erwin	https://drive.google.com/open?id=1jc7Hh1Q5vDEYWU6		
	Revision (PMO)	3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Jun		Completed	
	Content Review (JET and PMO Supervisor)	3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin			
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	Approved by ACP; approved with comments by Tanisaka		
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	https://docs.google.com/presentation/d/1DVBf9X4Mu		
37	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc			
	Name of Person/Section Responsible								
	Ticket and Cash Allocation	30 Days				Jun	https://drive.google.com/open?id=1paS6bzyyUNiprQa	Completed	
	Drafting of Topic Content (PMO)	5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Akimoto			
	Content Review (JET)	5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Jun	https://drive.google.com/open?id=1JEr_IaRPN4QZVq2		
	Revision (PMO)	3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Akimoto / Erwin		Completed	
	Content Review (JET and PMO Supervisor)	5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Jun	https://drive.google.com/open?id=1w6y7jAWudVOHj56		
	Revision (PMO)	3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Jun		Completed	
	Content Review (JET and PMO Supervisor)	3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin			
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	Approved by ACP and Tanisaka san		
38	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	https://docs.google.com/presentation/d/1UbdK9NICLc		
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc			
	Name of Person/Section Responsible								
	Ticket Selling	30 Days				Jun	https://drive.google.com/open?id=1kogtOHjg0_1tkKWvd	Completed	
	Drafting of Topic Content (PMO)	5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Akimoto			
	Content Review (JET)	5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Jun	https://drive.google.com/open?id=1LUncTr-2HTAxK5C		
	Revision (PMO)	3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Akimoto / Erwin		Completed	
	Content Review (JET and PMO Supervisor)	5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Jun	https://drive.google.com/open?id=1nrdLXUBw19pXb4M		
	Revision (PMO)	3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Jun		Completed	
	Content Review (JET and PMO Supervisor)	3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin			
39	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	Approved by Tanisaka san and ACP		
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	https://docs.google.com/presentation/d/1gkS85eXEX1z2		
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc			
	Name of Person/Section Responsible								
	Ticket and Cash Remittance	30 Days				Jun	https://drive.google.com/open?id=1k_p8tdjx2qGUVWx	Completed (7/8/19)	
	Drafting of Topic Content (PMO)	5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Akimoto			
	Content Review (JET)	5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Jun	https://drive.google.com/open?id=1okCS4ZYe3CguNgc		
	Revision (PMO)	3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Akimoto / Erwin		Completed	
	Content Review (JET and PMO Supervisor)	5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Jun	https://drive.google.com/open?id=1K2aJQUjVYTV8mVG		
	Revision (PMO)	3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Jun	Erwin confirmed with minor comment		
40	Content Review (JET and PMO Supervisor)	3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin			
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	Approved by ACP; approved with comments by Tanisaka		
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	https://docs.google.com/presentation/d/1CFEREBcP6C		
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc			
	Name of Person/Section Responsible								
	Availability of Systems and Equipment	30 Days				Jun	https://drive.google.com/open?id=1JB1fx1xxi4AHEZCn	Completed (8/8/19)	
	Drafting of Topic Content (PMO)	5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Akimoto			
	Content Review (JET)	5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Jun	https://drive.google.com/open?id=1coTZFoEx-SU5jbpHl		
	Revision (PMO)	3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Jun		Completed	
	Content Review (JET and PMO Supervisor)	5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Akimoto / Erwin			

TYPE OF TRAINING: REFRESHER TRAINING							COMPETENCY: FARE AND TICKETING MANAGEMENT			
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks		
FARE AND TICKETING MANAGEMENT										
41	Revision (PMO)	3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Jun	https://drive.google.com/open?id=1HX17qF16F1ReYEm9	Completed		
	Content Review (JET and PMO Supervisor)	3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin				
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP				
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	https://docs.google.com/presentation/d/1Hf_T8RUKZG	Approved		
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc				
	Card and Ticket Issues and Concerns	30 Days				Name of Person/Section Responsible				
	Drafting of Topic Content (PMO)	5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Jun	https://drive.google.com/open?id=1bX17qF16F1ReYEm9	Completed (8/8/19)		
	Content Review (JET)	5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Akimoto	https://drive.google.com/open?id=1AqF9dGL6g3u1IEgx	Completed		
	Revision (PMO)	3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Jun	https://drive.google.com/open?id=1V173FfSbaehjL_C1z0	Completed		
	Content Review (JET and PMO Supervisor)	5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Akimoto / Erwin				
42	Revision (PMO)	3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Jun				
	Content Review (JET and PMO Supervisor)	3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin				
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP				
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	https://docs.google.com/presentation/d/1u1HyX1ZF5Xt	Approved by ACP and Tanisaka san		
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc				
	Service Interruptions: Train Delays, Stoppage of Ops	30 Days				Name of Person/Section Responsible				
	Drafting of Topic Content (PMO)	5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Jun	https://drive.google.com/open?id=1_3Qgi_kCy8bgXzq3	Completed (8/8/19)		
	Content Review (JET)	5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Akimoto	https://drive.google.com/open?id=1XcPAIUQPhg_95GG	Completed		
	Revision (PMO)	3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Jun				
	Content Review (JET and PMO Supervisor)	5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Akimoto / Erwin	https://drive.google.com/open?id=1OTIj8tHevm8lT4N	Completed		
	Revision (PMO)	3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Jun				
	Content Review (JET and PMO Supervisor)	3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Akimoto / Erwin				
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP				
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	https://docs.google.com/presentation/d/1Vjp4t6T4LW4	Approved by Tanisaka san and ACP		
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc				
--NOTHING ELSE FOLLOWS--										



POWERPOINT PRESENTATION MATERIALS CREATION TRACKER

COMPETENCY: COMMERCIAL TRAIN DRIVING										Link of Document		Remarks			
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible		Name of Person/Section Responsible							
COMMERCIAL TRAIN DRIVING															
43	Rolling Stock: Basics of Rolling Stock	30 days				Eric / Art		Eric / Art		ive.google.com/open?id=1TnFE5Y2pYGRzhtf5A-3QX-3duul		Completed (1/8/19)			
	Drafting of Topic Content (PMO)		8-Jul-2019	15-Jul-2019	16-Jul-2019	Mizumachi / Adachi / Mogi		Mizumachi / Adachi / Mogi		Completed (1/8/19)					
	Content Review (JET)		17-Jul-2019	23-Jul-2019	23-Jul-2019	Eric / Art		Eric / Art		ive.google.com/open?id=1-p8-WU0BqRahbvX_aXedWSc					
	Revision (PMO)		25-Jul-2019	29-Jul-2019	29-Jul-2019	Mizumachi / Adachi / Mogi / Erwin		Mizumachi / Adachi / Mogi / Erwin		Completed					
	Content Review (JET and PMO Supervisor)		30-Jul-2019	5-Aug-2019	5-Aug-2019	Eric / Art		Eric / Art		ive.google.com/open?id=1Ck0uqWOP-M02rshiHWoGwjcnq					
	Revision (PMO)		6-Aug-2019	9-Aug-2019	9-Aug-2019	Mizumachi / Adachi / Mogi / Erwin		Mizumachi / Adachi / Mogi / Erwin		Completed					
	Content Review (JET and PMO Supervisor)		10-Aug-2019	13-Aug-2019	13-Aug-2019	Tanisaka / ACP		Tanisaka / ACP		Approved by Tanisaka san and ACP					
44	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Man Comm		Man Comm		presentation/d/10VNNABImD6MZBFuVmlLugsUgcyDxZ		Completed			
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Usec Lontoc		Usec Lontoc							
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Name of Person/Section Responsible		Name of Person/Section Responsible		ive.google.com/open?id=1K6OVso3OEKha_yyB3TmuRiWl					
	Rolling Stock: Body and Bogie	30 days				Eric / Art		Eric / Art		Completed (1/8/19)					
	Drafting of Topic Content (PMO)		8-Jul-2019	15-Jul-2019	16-Jul-2019	Mizumachi / Adachi / Mogi		Mizumachi / Adachi / Mogi		ive.google.com/open?id=1qOG8BK2L-8hTO2OIw2ITneP7					
	Content Review (JET)		17-Jul-2019	23-Jul-2019	23-Jul-2019	Eric / Art		Eric / Art		Completed					
	Revision (PMO)		25-Jul-2019	29-Jul-2019	29-Jul-2019	Mizumachi / Adachi / Mogi / Erwin		Mizumachi / Adachi / Mogi / Erwin		ive.google.com/open?id=1q1vCed8uCXRB8lBdlwIm8CRb					
45	Content Review (JET and PMO Supervisor)		30-Jul-2019	5-Aug-2019	5-Aug-2019	Eric / Art		Eric / Art		Completed		Approved by ACP by Tanisaka san (with comments)			
	Revision (PMO)		6-Aug-2019	9-Aug-2019	9-Aug-2019	Mizumachi / Adachi / Mogi / Erwin		Mizumachi / Adachi / Mogi / Erwin		ive.google.com/open?id=1q1vCed8uCXRB8lBdlwIm8CRb					
	Content Review (JET and PMO Supervisor)		10-Aug-2019	13-Aug-2019	13-Aug-2019	Tanisaka / ACP		Tanisaka / ACP		Approved by ACP by Tanisaka san (with comments)					
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Man Comm		Man Comm		p_sYqfUWl-cd0RPrvTAKNvYTHt/edit?usp=drive_link&op					
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Usec Lontoc		Usec Lontoc							
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Name of Person/Section Responsible		Name of Person/Section Responsible		drive.google.com/open?id=1aB-slln1n6l-HacGOXs64gNo58					
	Rolling Stock: General Electric Apparatus	30 days				Eric / Art		Eric / Art		Completed (1/8/19)					
46	Drafting of Topic Content (PMO)		8-Jul-2019	15-Jul-2019	16-Jul-2019	Mizumachi / Adachi / Mogi		Mizumachi / Adachi / Mogi		ive.google.com/open?id=1N5S5fkdYuXsJFec4A28ML4mP		Completed			
	Content Review (JET)		17-Jul-2019	23-Jul-2019	23-Jul-2019	Eric / Art		Eric / Art		Completed					
	Revision (PMO)		25-Jul-2019	29-Jul-2019	29-Jul-2019	Mizumachi / Adachi / Mogi / Erwin		Mizumachi / Adachi / Mogi / Erwin		ive.google.com/open?id=1q1vCed8uCXRB8lBdlwIm8CRb					
	Content Review (JET and PMO Supervisor)		30-Jul-2019	5-Aug-2019	5-Aug-2019	Eric / Art		Eric / Art		Completed					
	Revision (PMO)		6-Aug-2019	9-Aug-2019	9-Aug-2019	Mizumachi / Adachi / Mogi / Erwin		Mizumachi / Adachi / Mogi / Erwin		ive.google.com/open?id=1q1vCed8uCXRB8lBdlwIm8CRb					
	Content Review (JET and PMO Supervisor)		10-Aug-2019	13-Aug-2019	13-Aug-2019	Tanisaka / ACP		Tanisaka / ACP		Approved by ACP and Tanisaka san (with comments)					
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Man Comm		Man Comm		presentation/d/1OnQqZTSgspOvP0lwZRIUK75FsgqYu					
46	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Usec Lontoc		Usec Lontoc				Completed (1/8/19)			
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Name of Person/Section Responsible		Name of Person/Section Responsible		ive.google.com/open?id=1JwLq3xinkyaZwz02x886r_bW					
	Rolling Stock: Train Start and Brake Equipment	30 days				Eric / Art		Eric / Art		Completed (1/8/19)					
	Drafting of Topic Content (PMO)		8-Jul-2019	15-Jul-2019	16-Jul-2019	Mizumachi / Adachi / Mogi		Mizumachi / Adachi / Mogi		ive.google.com/open?id=1R2whxID8hTIOKGB3BXXK6KICR					
	Content Review (JET)		17-Jul-2019	23-Jul-2019	23-Jul-2019	Eric / Art		Eric / Art		Completed					
	Revision (PMO)		25-Jul-2019	29-Jul-2019	29-Jul-2019	Mizumachi / Adachi / Mogi / Erwin		Mizumachi / Adachi / Mogi / Erwin		ive.google.com/open?id=1R2whxID8hTIOKGB3BXXK6KICR					
	Content Review (JET and PMO Supervisor)		30-Jul-2019	5-Aug-2019	5-Aug-2019	Eric / Art		Eric / Art		Completed					
46	Revision (PMO)		6-Aug-2019	9-Aug-2019	9-Aug-2019	Mizumachi / Adachi / Mogi / Erwin		Mizumachi / Adachi / Mogi / Erwin		ive.google.com/open?id=1R2whxID8hTIOKGB3BXXK6KICR		Completed			
	Content Review (JET and PMO Supervisor)		10-Aug-2019	13-Aug-2019	13-Aug-2019	Tanisaka / ACP		Tanisaka / ACP		Approved by ACP and Tanisaka san					
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Man Comm		Man Comm							
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Usec Lontoc		Usec Lontoc							
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Name of Person/Section Responsible		Name of Person/Section Responsible		ive.google.com/open?id=1R2whxID8hTIOKGB3BXXK6KICR					
	Rolling Stock: Train Start and Brake Equipment	30 days				Eric / Art		Eric / Art		Completed (1/8/19)					
	Drafting of Topic Content (PMO)		8-Jul-2019	15-Jul-2019	16-Jul-2019	Mizumachi / Adachi / Mogi		Mizumachi / Adachi / Mogi		ive.google.com/open?id=1R2whxID8hTIOKGB3BXXK6KICR					



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COMPETENCY: COMMERCIAL TRAIN DRIVING									
TYPE OF TRAINING: REFRESHER TRAINING									
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks	
COMMERCIAL TRAIN DRIVING									
47	Review and Approved (ED)	30 days	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc	n/presentation/d/1vZs-O-YA5Orhy/PxODu52_caD8OKgk		
	Railway Signaling System					Name of Person/Section Responsible			
	Drafting of Topic Content (PMO)		8-Jul-2019	15-Jul-2019	16-Jul-2019	Eric/ Aimee	https://drive.google.com/open?id=1jD1VwPocOLP5vru8f		
	Content Review (JET)		17-Jul-2019	23-Jul-2019	23-Jul-2019	Mizumachi/ Adachi/ Mogi	Completed (1/8/19)		
	Revision (PMO)		25-Jul-2019	29-Jul-2019	29-Jul-2019	Eric/ Aimee	https://drive.google.com/open?id=1f3jQDHUY7KDsKfE		
	Content Review (JET and PMO Supervisor)		30-Jul-2019	5-Aug-2019	5-Aug-2019	Mizumachi/ Adachi/ Mogi/ Erwin	Completed		
	Revision (PMO)		6-Aug-2019	9-Aug-2019	9-Aug-2019	Eric/ Aimee	https://drive.google.com/drive/folders/1p-DZ4qVX2dKO		
	Content Review (JET and PMO Supervisor)		10-Aug-2019	13-Aug-2019	13-Aug-2019	Mizumachi/ Adachi/ Mogi/ Erwin	Confirmed with comments by Mogi san and Erwin		
	Content Review (TD Chief)		14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	Approved by ACP and Tanisaka san		
	Content Review (Man Comm)		16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	https://docs.google.com/presentation/d/1HzXydxYdYv4k		
48	Review and Approved (ED)	30 days	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc	https://drive.google.com/open?id=1DHLmN_PGyksuyfrW		
	Railway Track					Name of Person/Section Responsible			
	Drafting of Topic Content (PMO)		8-Jul-2019	15-Jul-2019	16-Jul-2019	Eric/ Paolo	https://drive.google.com/open?id=1DHLmN_PGyksuyfrW		
	Content Review (JET)		17-Jul-2019	23-Jul-2019	23-Jul-2019	Mizumachi/ Adachi/ Mogi	Completed (31/7/19)		
	Revision (PMO)		25-Jul-2019	29-Jul-2019	29-Jul-2019	Eric/ Paolo	https://drive.google.com/open?id=1VAppd1aodcYXexv6		
	Content Review (JET and PMO Supervisor)		30-Jul-2019	5-Aug-2019	5-Aug-2019	Mizumachi/ Adachi/ Mogi/ Erwin	Completed (13/8/19)		
	Revision (PMO)		6-Aug-2019	9-Aug-2019	9-Aug-2019	Eric/ Paolo	https://drive.google.com/open?id=1-8R1vP5XK14qFRRSc		
	Content Review (JET and PMO Supervisor)		10-Aug-2019	13-Aug-2019	13-Aug-2019	Mizumachi/ Adachi/ Mogi/ Erwin	Completed		
	Content Review (TD Chief)		14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	https://drive.google.com/open?id=1Jl5W2iORouqIPrivC		
	Content Review (Man Comm)		16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	Approved by Tanisaka san; previously approved by ACP		
49	Review and Approved (ED)	30 days	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc	https://docs.google.com/presentation/d/1pWlbyYqZdG		
	Track Possession					Name of Person/Section Responsible			
	Drafting of Topic Content (PMO)		5-Aug-2019	12-Aug-2019	13-Aug-2019	Darwin	https://drive.google.com/open?id=1PayonZpkz0lsYyglst		
	Content Review (JET)		14-Aug-2019	20-Aug-2019	20-Aug-2019	Mizumachi/ Adachi/ Mogi	Completed (5/8/19)		
	Revision (PMO)		22-Aug-2019	26-Aug-2019	26-Aug-2019	Darwin	https://drive.google.com/open?id=1ZWbXcgY4d2EreesH		
	Content Review (JET and PMO Supervisor)		27-Aug-2019	2-Sep-2019	2-Sep-2019	Mizumachi/ Adachi/ Mogi/ Erwin	Completed		
	Revision (PMO)		3-Sep-2019	6-Sep-2019	6-Sep-2019	Darwin	https://drive.google.com/open?id=1IAkuoAJKCsfdZnCI		
	Content Review (JET and PMO Supervisor)		7-Sep-2019	10-Sep-2019	10-Sep-2019	Mizumachi/ Adachi/ Mogi/ Erwin	Erwin confirmed; with comments by Mogi san		
	Content Review (TD Chief)		11-Sep-2019	12-Sep-2019	12-Sep-2019	Tanisaka / ACP			
	Content Review (Man Comm)		13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved by ACP; approved with comments by Tanisaka		
50	Review and Approved (ED)	30 days	17-Sep-2019	19-Sep-2019	19-Sep-2019	Usec Lontoc	https://docs.google.com/presentation/d/1ED98zyux4a8		
	Railway Electrical Engineering					Name of Person/Section Responsible			
	Drafting of Topic Content (PMO)		8-Jul-2019	15-Jul-2019	16-Jul-2019	Eric/ Marienel	https://drive.google.com/open?id=1jmu3KHfvtbsky-kgx		
	Content Review (JET)		17-Jul-2019	23-Jul-2019	23-Jul-2019	Mizumachi/ Adachi/ Mogi	Completed (1/8/19)		
	Revision (PMO)		25-Jul-2019	29-Jul-2019	29-Jul-2019	Eric/ Marienel	https://drive.google.com/open?id=1LYk_OTKedwh_S_dh		
	Content Review (JET and PMO Supervisor)		30-Jul-2019	5-Aug-2019	5-Aug-2019	Mizumachi/ Adachi/ Mogi/ Erwin	Completed (5/8/19)		
	Revision (PMO)		6-Aug-2019	9-Aug-2019	9-Aug-2019	Eric/ Marienel	https://drive.google.com/open?id=1feetHGYaQ_14mFkH		
	Content Review (JET and PMO Supervisor)		10-Aug-2019	13-Aug-2019	13-Aug-2019	Mizumachi/ Adachi/ Mogi/ Erwin	Completed (21-22/8/19)		
	Content Review (TD Chief)		14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	https://drive.google.com/open?id=1ZWUPhFzYlYCCGf8		

TYPE OF TRAINING: REFRESHER TRAINING										COMPETENCY: COMMERCIAL TRAIN DRIVING									
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks											
COMMERCIAL TRAIN DRIVING																			
51	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	Approved												
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc	https://docs.google.com/presentation/d/1K3Yvd-pu0ZGiv												
	Train Operation Theory: Significance of Train Operation	30 days				Name of Person/Section Responsible													
	Drafting of Topic Content (PMO)	5	15-Jul-2019	22-Jul-2019	23-Jul-2019	Darwin	Completed	https://drive.google.com/open?id=1kCm70C-X6hmR&fbid=											
	Content Review (JET)	5	24-Jul-2019	30-Jul-2019	30-Jul-2019	Mizumachi/ Adachi/ Mogi	Completed	https://drive.google.com/open?id=1zDTG4AOzVHJaGr											
	Revision (PMO)	3	1-Aug-2019	5-Aug-2019	5-Aug-2019	Darwin	Completed												
	Content Review (JET and PMO Supervisor)	5	6-Aug-2019	12-Aug-2019	12-Aug-2019	Mizumachi/ Mogi / Erwin	Completed	https://drive.google.com/open?id=1ylebl1vsnJPPWCYL											
	Revision (PMO)	3	13-Aug-2019	16-Aug-2019	16-Aug-2019	Darwin	Completed												
	Content Review (JET and PMO Supervisor)	3	17-Aug-2019	20-Aug-2019	20-Aug-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed												
	Content Review (TD Chief)	1	21-Aug-2019	22-Aug-2019	22-Aug-2019	Tanisaka / ACP	Completed												
52	Content Review (Man Comm)	3	23-Aug-2019	26-Aug-2019	26-Aug-2019	Man Comm	Completed												
	Review and Approved (ED)	2	27-Aug-2019	29-Aug-2019	29-Aug-2019	Usec Lontoc	https://docs.google.com/presentation/d/1lqIO84y12qdN												
	Train Operation Theory: Train Resistance	30 days				Name of Person/Section Responsible													
	Drafting of Topic Content (PMO)	5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Darwin	Completed	https://drive.google.com/open?id=14g6fowwvvn-lz-4Nm2											
	Content Review (JET)	5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Mizumachi/ Adachi/ Mogi	Completed												
	Revision (PMO)	3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Darwin	Completed	https://drive.google.com/open?id=1824679UOObOeaG1L											
	Content Review (JET and PMO Supervisor)	5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed	https://drive.google.com/open?id=1ZRNm8FPGVnkpUxI											
	Revision (PMO)	3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Darwin	Completed												
	Content Review (JET and PMO Supervisor)	3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed												
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	Approved by Tanisaka San and ACP												
53	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	Completed	https://docs.google.com/presentation/d/1qzuRpZiIN-1L0											
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc	Completed	https://drive.google.com/open?id=1pX7ZckbiO-smPIIXLpI											
	Train Operation Theory: Tractive Force and Acceleration	30 days				Name of Person/Section Responsible													
	Drafting of Topic Content (PMO)	5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Darwin	Completed	https://drive.google.com/open?id=10Bhr1bMladCNOnRd											
	Content Review (JET)	5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Mizumachi/ Adachi/ Mogi	Completed												
	Revision (PMO)	3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Darwin	Completed	https://drive.google.com/open?id=1PNSDMYw3p8lFqcm											
	Content Review (JET and PMO Supervisor)	5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Mizumachi/ Adachi/ Mogi / Erwin	Erwin confirmed; confirmed with comments by Mogi san												
	Revision (PMO)	3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Darwin	Approved by Tanisaka san and ACP												
	Content Review (JET and PMO Supervisor)	3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed	https://docs.google.com/presentation/d/1lhx15143mKhR											
	54	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP	Completed	https://drive.google.com/open?id=1MbPOF2IH3brO0--H										
Content Review (Man Comm)		3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	Completed	https://drive.google.com/open?id=1hWKcfA-ajl82MIRHs											
Review and Approved (ED)		2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usec Lontoc	Completed	https://drive.google.com/open?id=1zhaMpT-X418y9wvuiL											
Train Operation Theory: Braking Theory		30 days				Name of Person/Section Responsible													
Drafting of Topic Content (PMO)		5	8-Jul-2019	15-Jul-2019	16-Jul-2019	Darwin	Completed	https://drive.google.com/open?id=1hWKcfA-ajl82MIRHs											
Content Review (JET)		5	17-Jul-2019	23-Jul-2019	23-Jul-2019	Mizumachi/ Adachi/ Mogi	Completed												
Revision (PMO)		3	25-Jul-2019	29-Jul-2019	29-Jul-2019	Darwin	Completed	https://drive.google.com/open?id=1hWKcfA-ajl82MIRHs											
Content Review (JET and PMO Supervisor)		5	30-Jul-2019	5-Aug-2019	5-Aug-2019	Mizumachi/ Adachi/ Mogi / Erwin	Completed	https://drive.google.com/open?id=1zhaMpT-X418y9wvuiL											
Revision (PMO)		3	6-Aug-2019	9-Aug-2019	9-Aug-2019	Darwin	Erwin confirmed; confirmed with comments by Mogi san												
Content Review (JET and PMO Supervisor)		3	10-Aug-2019	13-Aug-2019	13-Aug-2019	Mizumachi/ Adachi/ Mogi / Erwin	Erwin confirmed; confirmed with comments by Mogi san												



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF TRANSPORTATION

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POWERPOINT PRESENTATION MATERIALS CREATION TRACKER

TYPE OF TRAINING:

REFRESHER TRAINING

COMPETENCY:

COMMERCIAL TRAIN DRIVING

Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks
	COMMERCIAL TRAIN DRIVING							
	Content Review (TD Chief)	1	14-Aug-2019	15-Aug-2019	15-Aug-2019	Tanisaka / ACP		
	Content Review (Man Comm)	3	16-Aug-2019	19-Aug-2019	19-Aug-2019	Man Comm	Approved by Tanisaka san and ACP	
	Review and Approved (ED)	2	20-Aug-2019	22-Aug-2019	22-Aug-2019	Usecc Lontoc	https://docs.google.com/presentation/d/1C7EM6j1A_Ya/	

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 REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division POWERPOINT PRESENTATION MATERIALS CREATION TRACKER DOC. CODE / REF NO.: PRI-TD-F-PTC-2024-08-0006-H OFFICE DATE: 30 August 2024 REVISED BY: 0 PAGE: 1 of 1											
TYPE OF TRAINING: REFRESHER TRAINING						COMPETENCY: RAILWAY MAINTENANCE					
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks			
63	RAILWAY MAINTENANCE					Name of Person/Section Responsible					
	Procurement Process and Procedures					Art					
	Drafting of Topic Content (PMO)	5	15-Jul-2019	20-Jul-2019	21-Jul-2019	Tanisaka/Nakajima	https://drive.google.com/open?id=1EV1tly917k-				
	Content Review (JET)	5	22-Jul-2019	28-Jul-2019	28-Jul-2019	Art	Completed				
	Revision (PMO)	3	30-Jul-2019	3-Aug-2019	3-Aug-2019	Tanisaka/Nakajima / Raj	https://drive.google.com/open?				
	Content Review (JET and PMO Supervisor)	5	4-Aug-2019	10-Aug-2019	10-Aug-2019	Art	Completed				
	Revision (PMO)	3	11-Aug-2019	14-Aug-2019	14-Aug-2019	Tanisaka/Nakajima / Raj	https://drive.google.com/open?				
	Content Review (JET and PMO Supervisor)	3	15-Aug-2019	18-Aug-2019	18-Aug-2019	Tanisaka/Nakajima / Raj	Confirmed with comments by Nakajima san "https://drive-				
	Content Review (TD Chief)	1	19-Aug-2019	20-Aug-2019	20-Aug-2019	Tanisaka / ACP	With comments from Tanisaka san for ACP's approval				
	Content Review (Man Comm)	3	21-Aug-2019	24-Aug-2019	24-Aug-2019	Man Comm	Approved (Tanisaka san will provide additional comments				
64	Review and Approved (ED)	2	25-Aug-2019	27-Aug-2019	27-Aug-2019	Useet Lontoc	https://docs.google				
	30 Days					Name of Person/Section Responsible					
	Monitoring and Closing of Procurement					Art					
	Drafting of Topic Content (PMO)	5	12-Aug-2019	17-Aug-2019	18-Aug-2019	Tanisaka/Nakajima	https://drive.google.com/open?id=1EV1tly917k-				
	Content Review (JET)	5	19-Aug-2019	25-Aug-2019	25-Aug-2019	Art	Completed				
	Revision (PMO)	3	27-Aug-2019	31-Aug-2019	31-Aug-2019	Tanisaka/Nakajima / Raj	https://drive.google.com/open?				
	Content Review (JET and PMO Supervisor)	5	1-Sep-2019	7-Sep-2019	7-Sep-2019	Art	Completed				
	Revision (PMO)	3	8-Sep-2019	11-Sep-2019	11-Sep-2019	Tanisaka/Nakajima / Raj	https://drive.google.com/open?				
	Content Review (JET and PMO Supervisor)	3	12-Sep-2019	15-Sep-2019	15-Sep-2019	Tanisaka / ACP	Completed (Delayed due to procurement activity)				
	Content Review (TD Chief)	1	16-Sep-2019	17-Sep-2019	17-Sep-2019	Man Comm	Approved by ACP; approved by Tanisaka with comments				
65	Content Review (Man Comm)	3	18-Sep-2019	21-Sep-2019	21-Sep-2019	Useet Lontoc	https://docs.google				
	Review and Approved (ED)	2	22-Sep-2019	24-Sep-2019	24-Sep-2019						
	30 days					Name of Person/Section Responsible					
	Emergency Management Cycle					Art					
	Drafting of Topic Content (PMO)	5	8-Jul-2019	13-Jul-2019	14-Jul-2019	Nakajima	https://drive.google.com/open?				
	Content Review (JET)	5	15-Jul-2019	21-Jul-2019	21-Jul-2019	Art	Completed				
	Revision (PMO)	3	23-Jul-2019	27-Jul-2019	27-Jul-2019	Nakajima / Raj	https://drive.google.com/open?				
	Content Review (JET and PMO Supervisor)	5	28-Jul-2019	3-Aug-2019	3-Aug-2019	Art	Completed				
	Revision (PMO)	3	4-Aug-2019	7-Aug-2019	7-Aug-2019	Nakajima / Raj	https://pri-ta.slack				
	Content Review (JET and PMO Supervisor)	3	8-Aug-2019	11-Aug-2019	11-Aug-2019	Tanisaka / ACP	Confirmed by Nakajima san with comments and Raj				
66	Content Review (TD Chief)	1	12-Aug-2019	13-Aug-2019	13-Aug-2019	Man Comm	Approved by ACP; approved by Tanisaka san with				
	Content Review (Man Comm)	3	14-Aug-2019	17-Aug-2019	17-Aug-2019	Useet Lontoc	https://docs.google				
	Review and Approved (ED)	2	18-Aug-2019	20-Aug-2019	20-Aug-2019						
	30 days					Name of Person/Section Responsible					
	Maintenance Reporting and Administration					Art					
	Drafting of Topic Content (PMO)	5	29-Jul-2019	3-Aug-2019	4-Aug-2019	Nakajima	https://drive.google.com/open?				
	Content Review (JET)	5	5-Aug-2019	11-Aug-2019	11-Aug-2019	Art	Completed				
	Revision (PMO)	3	13-Aug-2019	17-Aug-2019	17-Aug-2019	Nakajima / Raj	https://drive.google.com/open?				
	Content Review (JET and PMO Supervisor)	5	18-Aug-2019	24-Aug-2019	24-Aug-2019	Art	Completed				
	Revision (PMO)	3	25-Aug-2019	28-Aug-2019	28-Aug-2019	Nakajima / Raj	https://drive.google.com/open?id=18Q-				
Content Review (JET and PMO Supervisor)	3	29-Aug-2019	1-Sep-2019	1-Sep-2019	Tanisaka / ACP	Confirmed by Nakajima san and Raj					
Content Review (TD Chief)	1	2-Sep-2019	3-Sep-2019	3-Sep-2019	Man Comm	Approved (Tanisaka san will provide additional comments					
Content Review (Man Comm)	3	4-Sep-2019	7-Sep-2019	7-Sep-2019	Useet Lontoc	https://docs.google					
Review and Approved (ED)	2	8-Sep-2019	10-Sep-2019	10-Sep-2019							

TYPE OF TRAINING: REFRESHER TRAINING				COMPETENCY: RAILWAY MAINTENANCE				
Topic Number	Topic Name	Duration	Start DD-Month-YYYY	Finish DD-Month-YYYY	Date of Submission	Responsible	Link of Document	Remarks
RAILWAY MAINTENANCE								
67	Rules, Regulations, and Procedures	30 days				Name of Person/Section Responsible		
	Drafting of Topic Content (PMO)	5	12-Aug-2019	17-Aug-2019	18-Aug-2019	Art	https://drive.google.com/open?	
	Content Review (JET)	5	19-Aug-2019	25-Aug-2019	25-Aug-2019	Nakajima	Completed	
	Revision (PMO)	3	27-Aug-2019	31-Aug-2019	31-Aug-2019	Art	https://drive.google.com/open?	
	Content Review (JET and PMO Supervisor)	5	1-Sep-2019	7-Sep-2019	7-Sep-2019	Nakajima / Raj	Completed	
	Revision (PMO)	3	8-Sep-2019	11-Sep-2019	11-Sep-2019	Art	Completed	
	Content Review (JET and PMO Supervisor)	3	12-Sep-2019	15-Sep-2019	15-Sep-2019	Nakajima / Raj	https://pri-la.slack.	
	Content Review (TD Chief)	1	16-Sep-2019	17-Sep-2019	17-Sep-2019	Tanisaka / ACP	Approved by ACP; approved by Tanisaka san with	
	Content Review (Man Comm)	3	18-Sep-2019	21-Sep-2019	21-Sep-2019	Man Comm	https://docs.google.	
	Review and Approved (ED)	2	22-Sep-2019	24-Sep-2019	24-Sep-2019	Usec Lontoc		
68	Error Reduction Strategies and Techniques	30 days				Name of Person/Section Responsible		
	Drafting of Topic Content (PMO)	5	12-Aug-2019	12-Aug-2019	13-Aug-2019	Aimee	https://drive.google.com/open?	
	Content Review (JET)	5	14-Aug-2019	20-Aug-2019	20-Aug-2019	Nakajima	Completed (30/7/19)	
	Revision (PMO)	3	22-Aug-2019	26-Aug-2019	26-Aug-2019	Aimee	https://drive.google.com/open?	
	Content Review (JET and PMO Supervisor)	5	27-Aug-2019	2-Sep-2019	2-Sep-2019	Nakajima / Raj	Completed review by Nakajima san (19/8/19); Completed	
	Revision (PMO)	3	3-Sep-2019	6-Sep-2019	6-Sep-2019	Aimee	https://drive.google.com/open?	
	Content Review (JET and PMO Supervisor)	3	7-Sep-2019	10-Sep-2019	10-Sep-2019	Nakajima / Raj	Confirmed by Nakajima san and Raj	
	Content Review (TD Chief)	1	11-Sep-2019	12-Sep-2019	12-Sep-2019	Tanisaka / ACP		
	Content Review (Man Comm)	3	13-Sep-2019	16-Sep-2019	16-Sep-2019	Man Comm	Approved	
	Review and Approved (ED)	2	17-Sep-2019	19-Sep-2019	19-Sep-2019	Usec Lontoc	https://docs.google.	

NOTHING ELSE FOLLOWS-



FUNDAMENTAL TRAINING COURSE
INSTRUCTOR'S GUIDE FOR PRACTICAL ACTIVITIES

FIG. 1D-F: G-YYY-MM-NNNN-C

TYPE OF TRAINING:
RT, FT, CDT, SMT

COMPETENCY:

[illegible]

Reviewed by:

Checked by:

Name	Position
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Name	Position
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2014 APR 20 09:00:00

The DOTr and the Railway Sector

DOTr-PRI Watermark

Contents

- Mandate
- State's Vision on Transportation
- Functions
- Organizational Structure
- Rail Sector, its Attached Agencies, and PMOs
- Railway Operators
- General Contract Types for Rail Project Financing

Session Objectives

- Understand the Department of Transportation's (DOTr) powers and functions, as well as its role in regulating and improving the railway sector
- Recognize the roles of railway operators and their relationship with the Philippine Government

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PHILIPPINE RAILWAYS INSTITUTE

TECHNICAL ASSISTANCE PROJECT
REFRESHER TRAINING COURSE FOR RAILWAY
OPERATION AND MAINTENANCE PERSONNEL

Competency →

MAINTENANCE

DOTr-PRI Watermark

DOTr Logo



DEPARTMENT OF TRANSPORTATION



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The DOTr and the Railway Sector

DOTr-PRI Watermark

Contents

- Mandate
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Session Objectives

- Understand the Department of Transportation's (DOTr) powers and functions, as well as its role in regulating and improving the railway sector
- Recognize the roles of railway operators and their relationship with the Philippine Government

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Date: 2024.08.29 14:00:00 +08'00'

RODERICK JAMES B. CRUZ
RECORDS OFFICER

Phen

PRI Web Refresher Training

Zoom + OBS 101 for Technical Personnel



What are the needed software and plugins?

As technical personnel, you need to install the following software and plugins in order to operate **Zoom** and **OBS** applications for the **WRT**:

- Zoom
- OBS
- OBS-Virtual Camera (Plugin)
- VB-Cables A & B (Plugins)

**OBS-Virtual Camera is used to display all the video output of OBS to Zoom.*

**VB-Cables are virtual audio cables that are used as microphone input and speaker output from OBS to Zoom.*



How to install the Zoom application?

It is required to install the Zoom application since you will use it with OBS.

- Install Zoom in your laptop through: <https://zoom.us/support/download>

**As the technical personnel, you need to log-in on the Zoom application using a premium account.*



How to install the OBS application?

- Install the OBS software on your laptop or your computer.

<https://github.com/obsproject/obs-studio/releases>

(OBS-Studio-25.0.8-Full-Installer-x64.exe)

- During the installation process, choose the default set-ups. However, if you are an advance user, you may choose to apply specific parameters which you want to use.
- Open the OBS application.

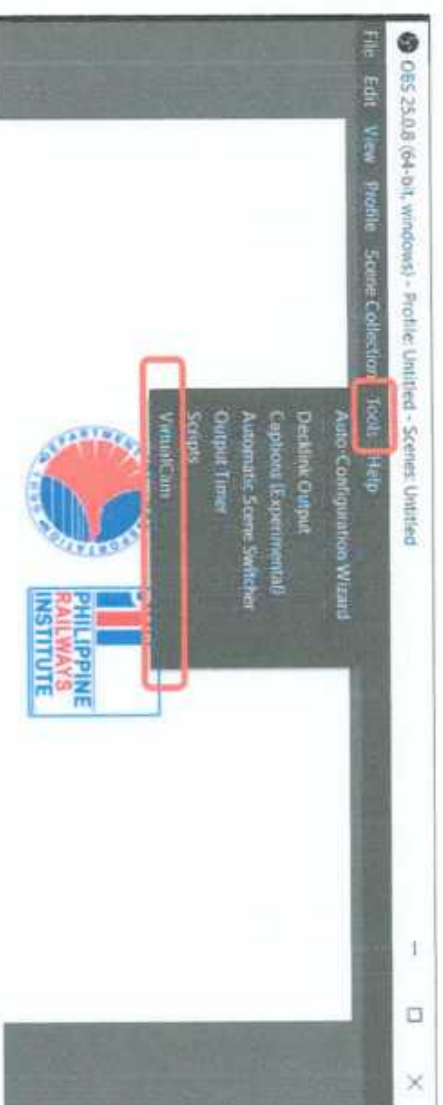


How to install the OBS-Virtual Camera plugin?

- Install the OBS-Virtual Camera plugin.

<https://obsproject.com/forum/resources/obs-virtualcam.539/>

- Open the OBS application, go to “Tools”, and you will now see the “VirtualCam” plugin.



How to install the VB-Cables A & B?



- Download the installers of VB-Cables A & B (zip file) through this link: https://drive.google.com/drive/u/0/folders/1OIWHPUE_XUYLYZ_UANdUr7aH9o64KkYo
- In your desktop, create a folder and name it as “Virtual Cables” .
- Extract the zip files of both VB-Cables A & B to “Virtual Cables” folder that you have just created. Afterwards, you will see folders “A” and “B” .

**Note that the VB-Cables A & B are donationware and not freeware, but you may use it as free by accessing the link above.*

How to install the VB-Cables A & B?

- To install **VB Cable A**: Go to folder “A”, find “VBCABLE_Setup_x64.exe”, right click the file, select “Run as administrator”, and install the driver.
- To install **VB Cable B**: Go to folder “B” and repeat the process above of VB Cable A.



Ready to install? Click the button right there...
It will install VB-Audio Cable A on your system...

Install Driver



VBCABLE Installation

Installation Complete and Successful!



You might reboot your system to finalize installation

OK

**If your computer is 32 bit, please install “VBCABLE_Setup.exe”, not the one with “...x64.exe”.*

How to connect OBS to Zoom?

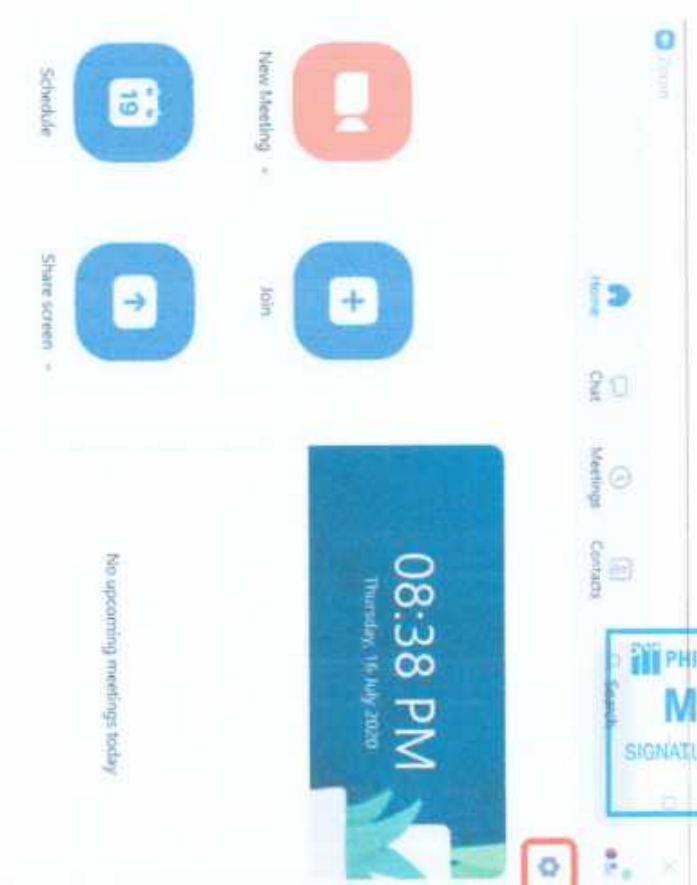
After installing all the needed software

and plugins, you will now setup the

audio and camera settings of Zoom and

OBS.

- Open the Zoom application and go to settings.



How to connect OBS to Zoom?

- In settings, go to “Audio”, and change the following:

- **Speaker:** CABLE-B Input (VB-Audio Cable B)
- **Microphone:** CABLE-A Output (VB-Audio Cable A)



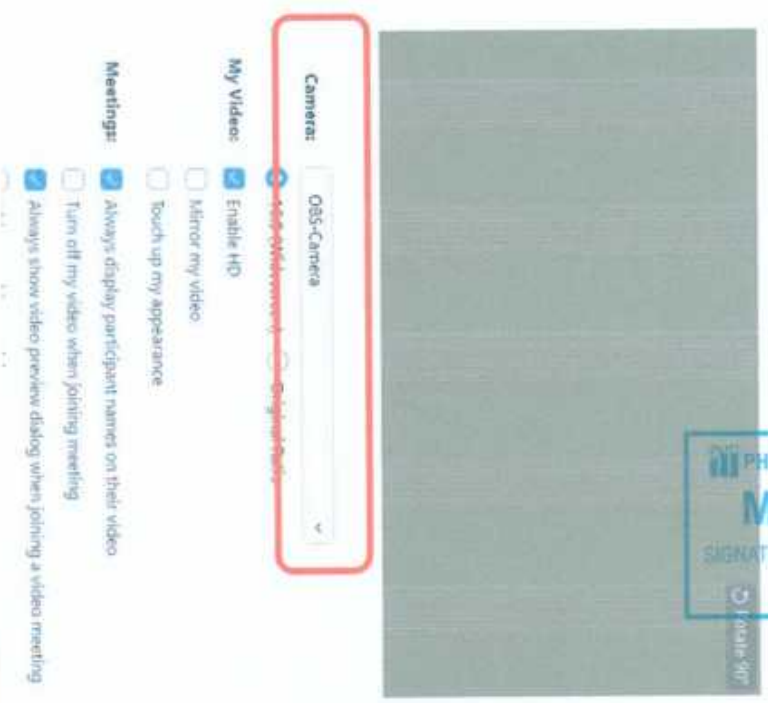
- Speaker**
- Test Speaker CABLE-B Input (VB-Audio Cable B)
- Output Level
- Volume:
- Microphone**
- Test Mic CABLE-A Output (VB-Audio Cable A)
- Input Level
- Volume:
- ☒ Automatically adjust volume
- ☐ Use separate audio device to play ringtone simultaneously
- ☐ Automatically join audio by computer when joining a meeting
- ☐ Mute my microphone when joining a meeting
- ☒ Press and hold SPACE key to temporarily unmute yourself
- ☒ Sync buttons on headset

Advanced

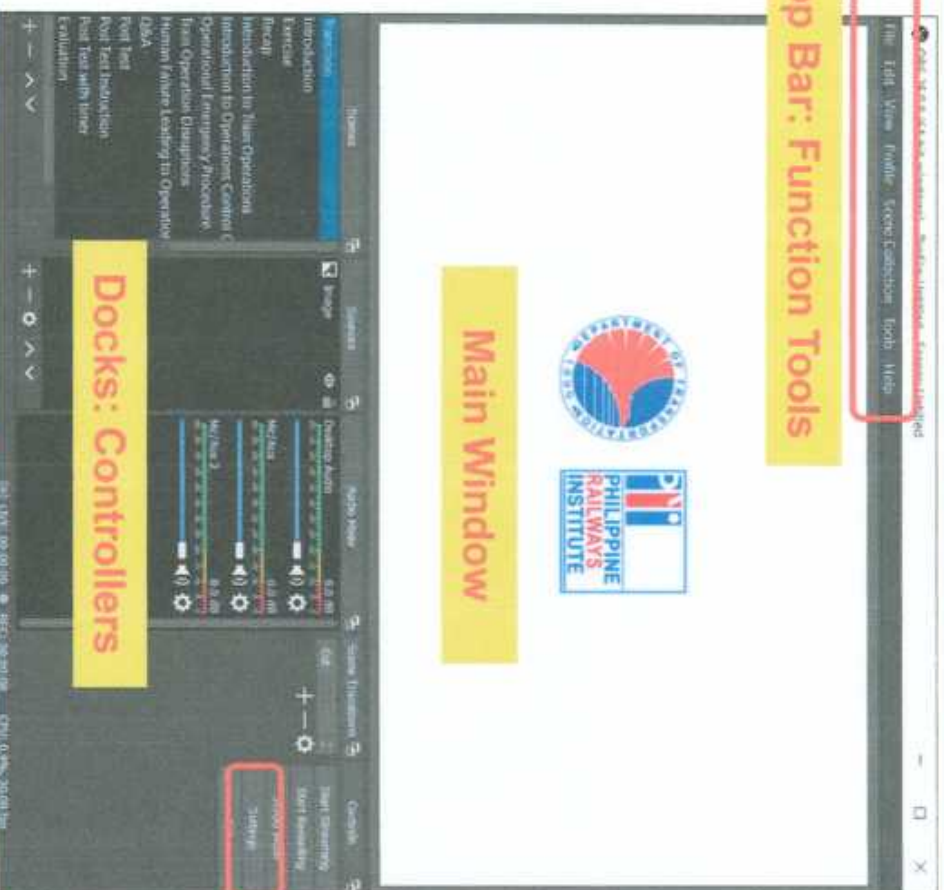
How to connect OBS to Zoom?

- In settings, go to “Video”, and change the camera setting to “OBS-Camera”

You have now completed the setup in Zoom. Let us now proceed to OBS.



How to connect OBS to Zoom?

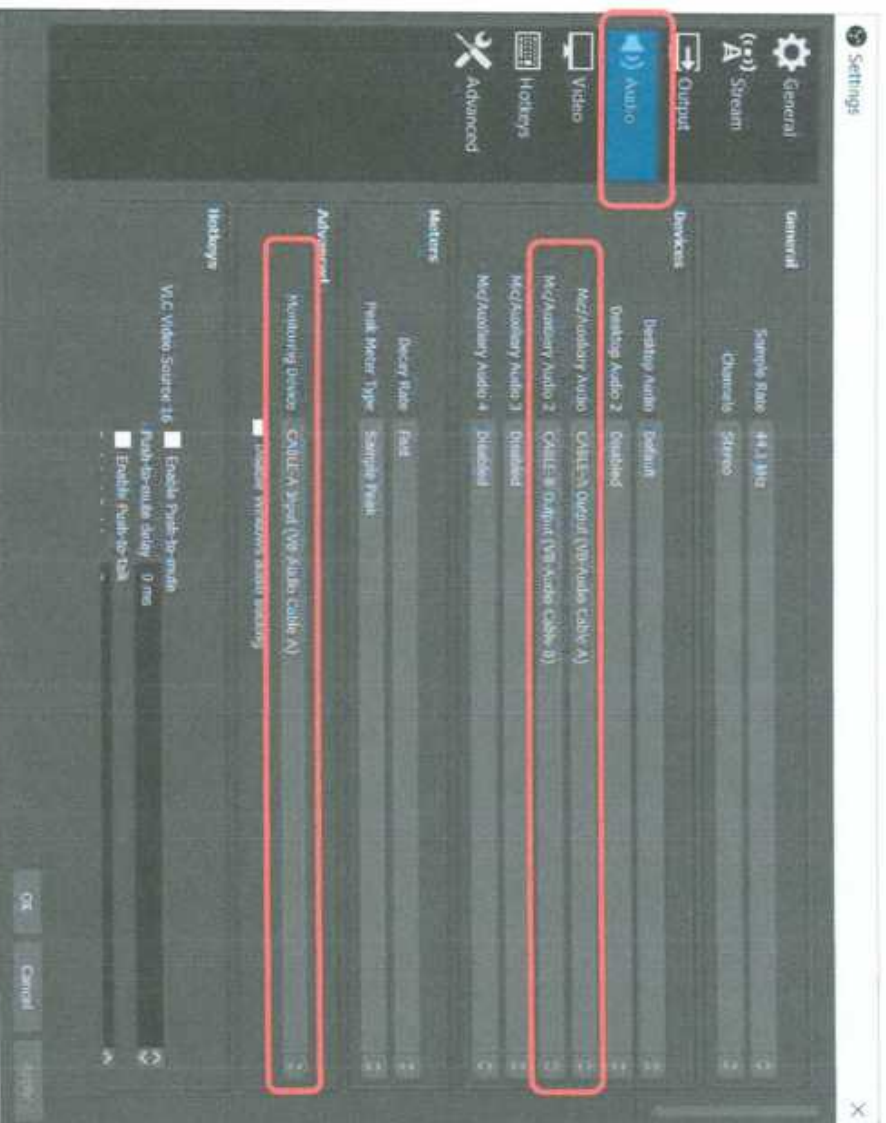


- Open the OBS application, go to “Settings” .

*As technical personnel, it is important that you know the interface of the OBS application.



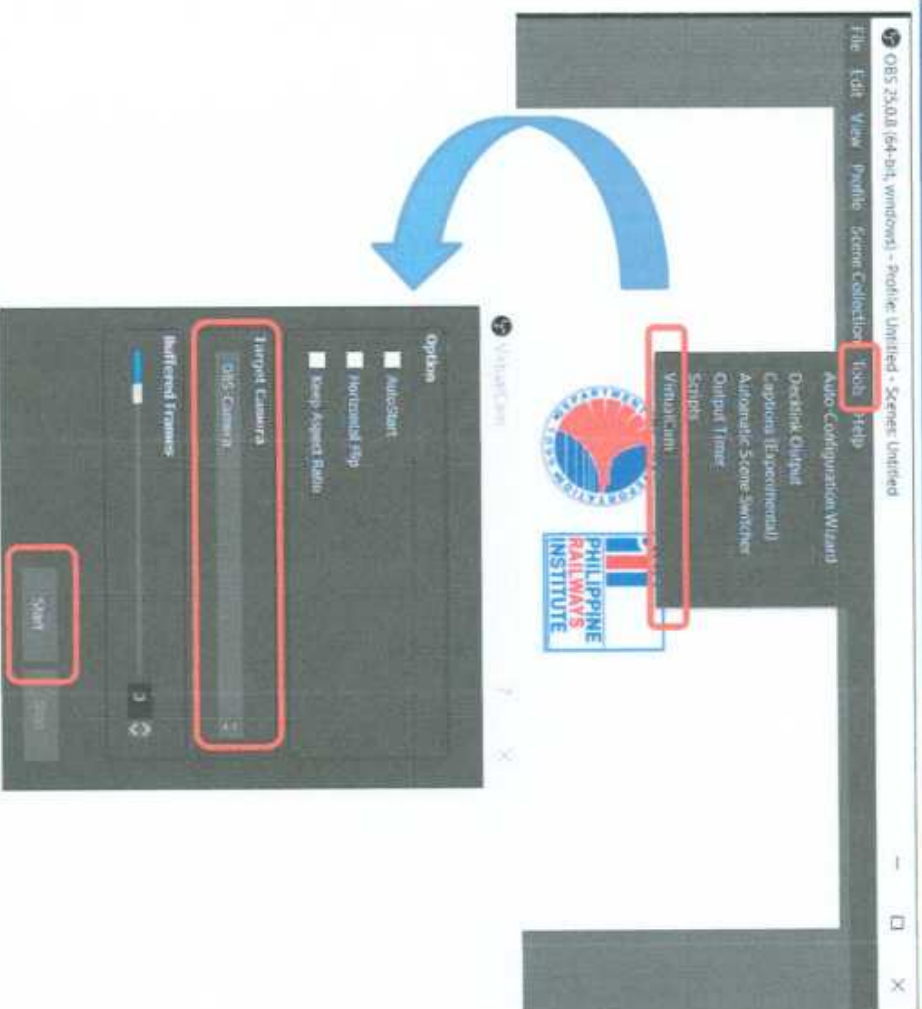
How to connect OBS to Zoom?



- In settings, go to “Audio” and change the following:
 - **Mic/Auxiliary Audio:**
CABLE-A (VB-Audio Cable A)
 - **Mic/Auxiliary Audio 2:**
CABLE-B (VB-Audio Cable B)
 - **Monitoring Device:**
CABLE-A (VB-Audio Cable A)



How to connect OBS to Zoom?



- Go to “Tools”, then “Virtualcam”, change the setting of “Target Camera” to “OBS-Camera”, and click start.

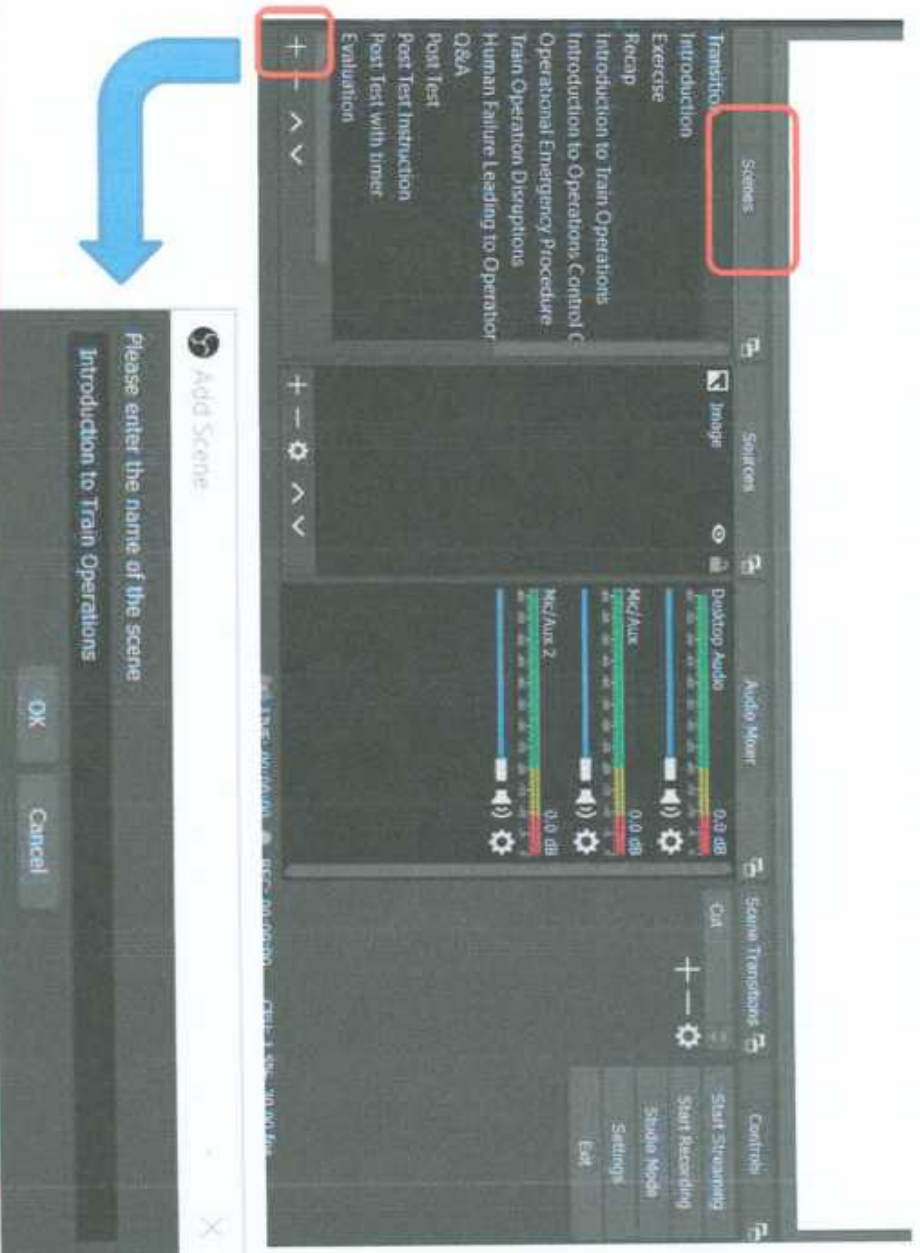
You have now completed the setup in OBS application and now ready to operate Zoom and OBS.

How to prepare video output in OBS?

- Download all the video/image materials that you need:
 - Prerecorded videos of instructors
 - Videos/images before the start of training and during breaks
 - Transition videos/images (e.g. DOTr/PRR logo)
 - Required videos/images as per the Training Schedule
 - Timers
 - Others as requested by the instructor/facilitator



How to prepare video output in OBS?



- Add scene/s based on the flow of activities in the Training Schedule
- Name and arrange these scenes based on how you can easily distinguish them.



How to prepare video output in OBS?



- For each scene, add source/s what ever you want to capture.
- You can change the order of sources whichever you want to be on top. But be careful since it can hide other sources below.



How to prepare video output in OBS?



The following are the basic sources that can be used during the conduct of WRT:

- **VLC Video Source** – adds video to your scene
- **Image** – adds image to your scene
- **Media** – adds sound to your scene

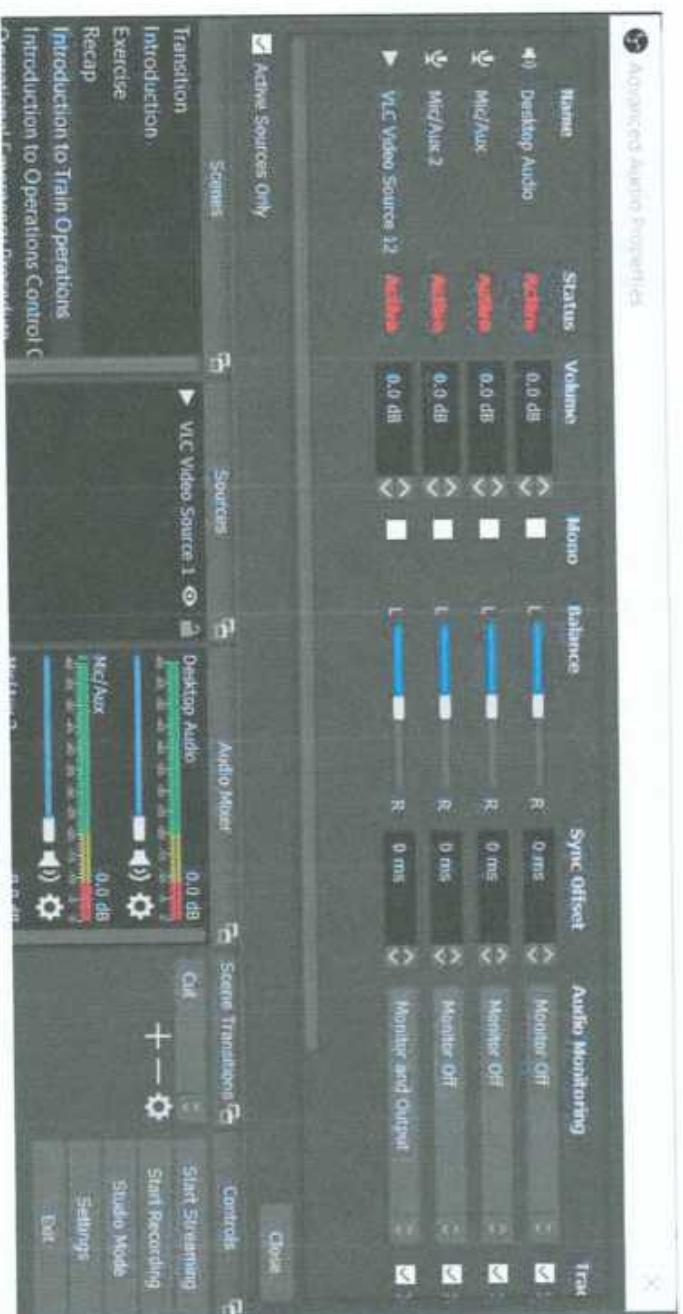
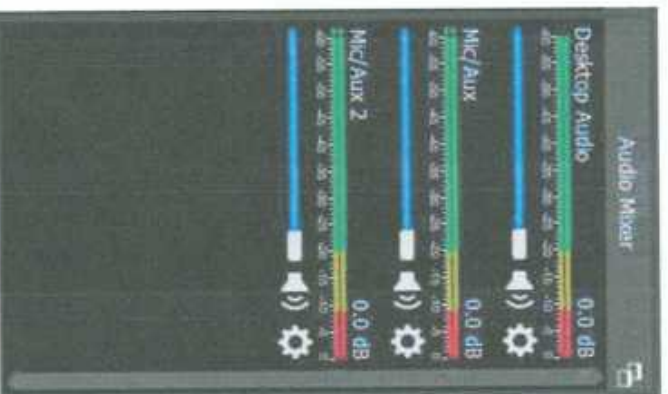
You may try and explore other sources that may be useful in WRT.

You must install **VLC Media Player to use **VLC Video Source**.*



How to set-up audio output in OBS?

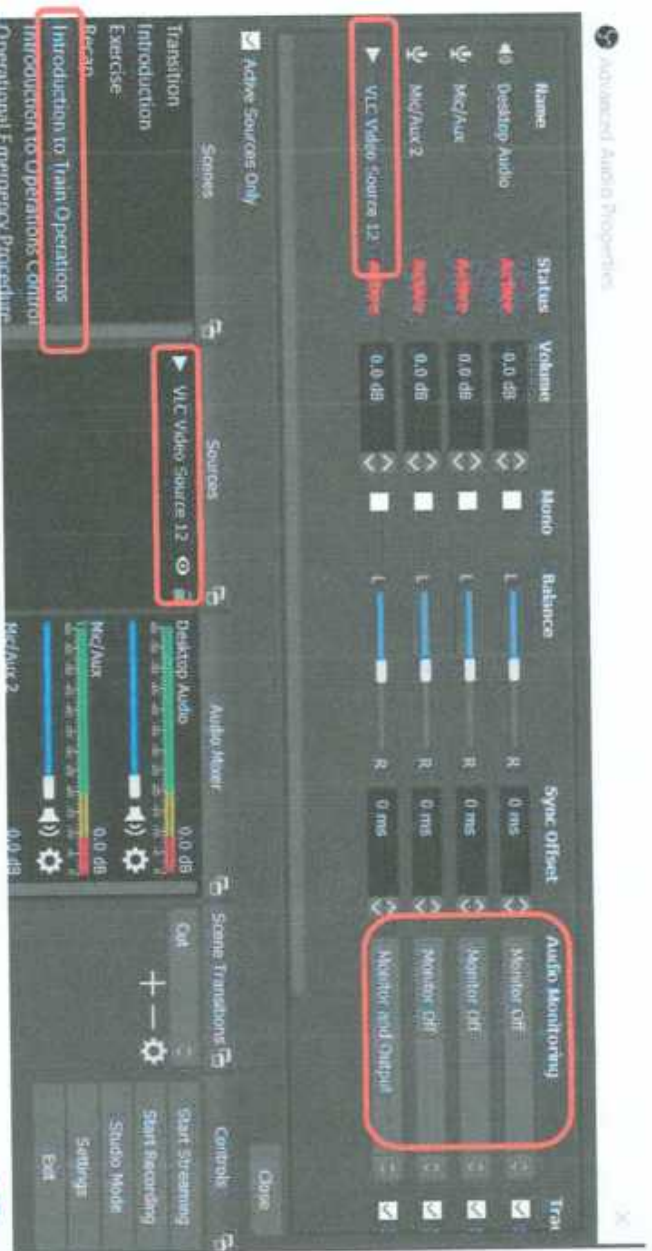
- To setup the audio output, go to “Audio Mixer”, right click anywhere, and go to “Advance Audio Properties”.



How to set-up audio output in OBS?

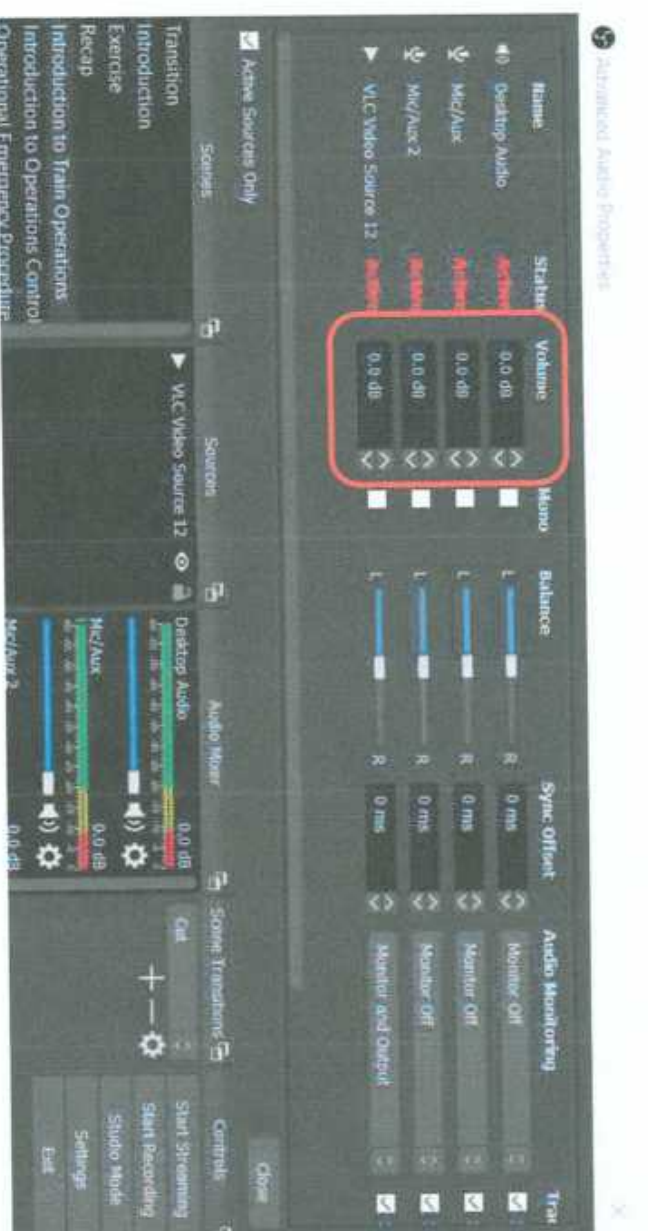
- Ensure that the “Audio Monitoring” of sources with audio (such as video and media) are in “Monitor and Output” setting.

**For example, my source is a recorded video (VLC Video Source 12) of “Introduction to Source 12) of “Introduction to Train Operations” topic. So, its audio monitoring should be “Monitor and Output”.*

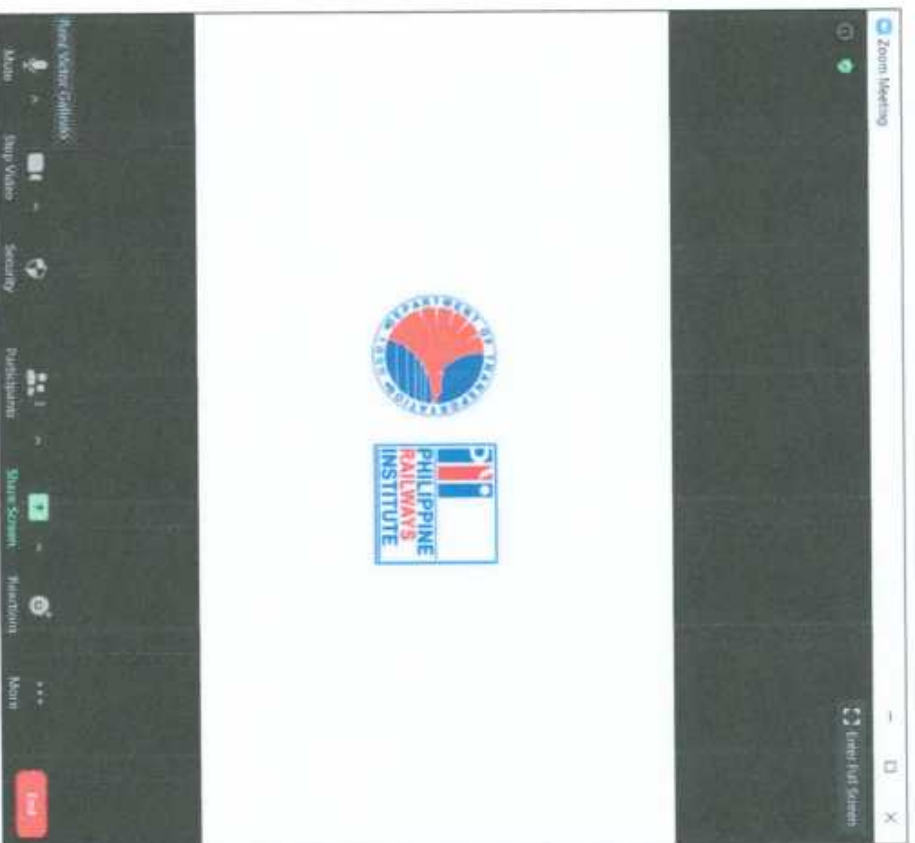


How to set-up audio output in OBS?

- You may also adjust the volume of sources with audio, if necessary.
- You may try and explore other setting since only the basic setup is covered in this guideline.



How to operate Zoom and OBS?



- Open Zoom and login using premium account.
- Start/join the meeting as scheduled.
- Open OBS application. You will now see the same display of OBS and Zoom.

*It is a good practice that at the very start of Zoom and OBS operation, the technical personnel checks the settings of audio and camera (as discussed earlier).



Recommended Screen Setup of Zoom and OBS



**It is better if you have extended screen monitor. But if none, you may maximize your screen.*

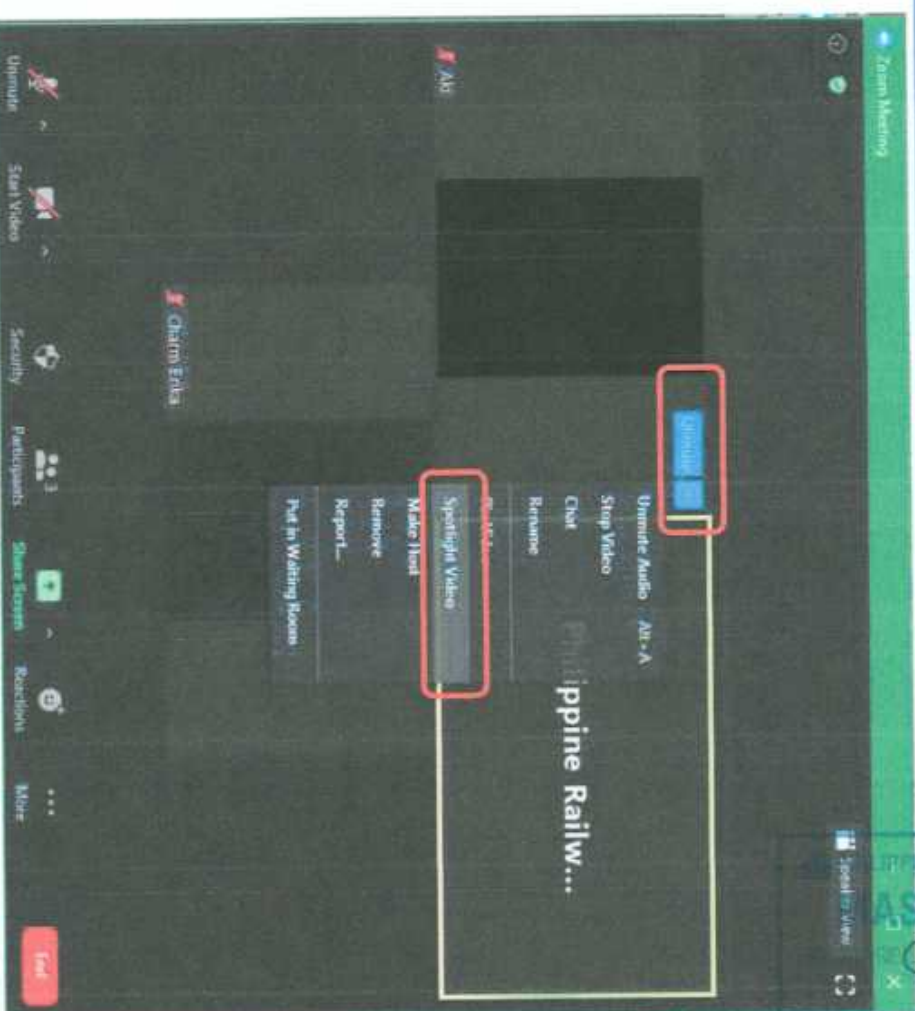
Spotlight Video in Zoom

- Zoom, using spotlight video feature, is now the main tool that the technical personnel will control.
- “Spotlight video” puts a participant (including instructor, facilitator, trainee, and the OBS of technical personnel) as the primary speaker. All participants will only see this speaker as the active speaker.
- You can do this while the instructor/facilitator is talking, a trainee is asking question, and most importantly when displaying the video output from OBS.



How to spotlight video?

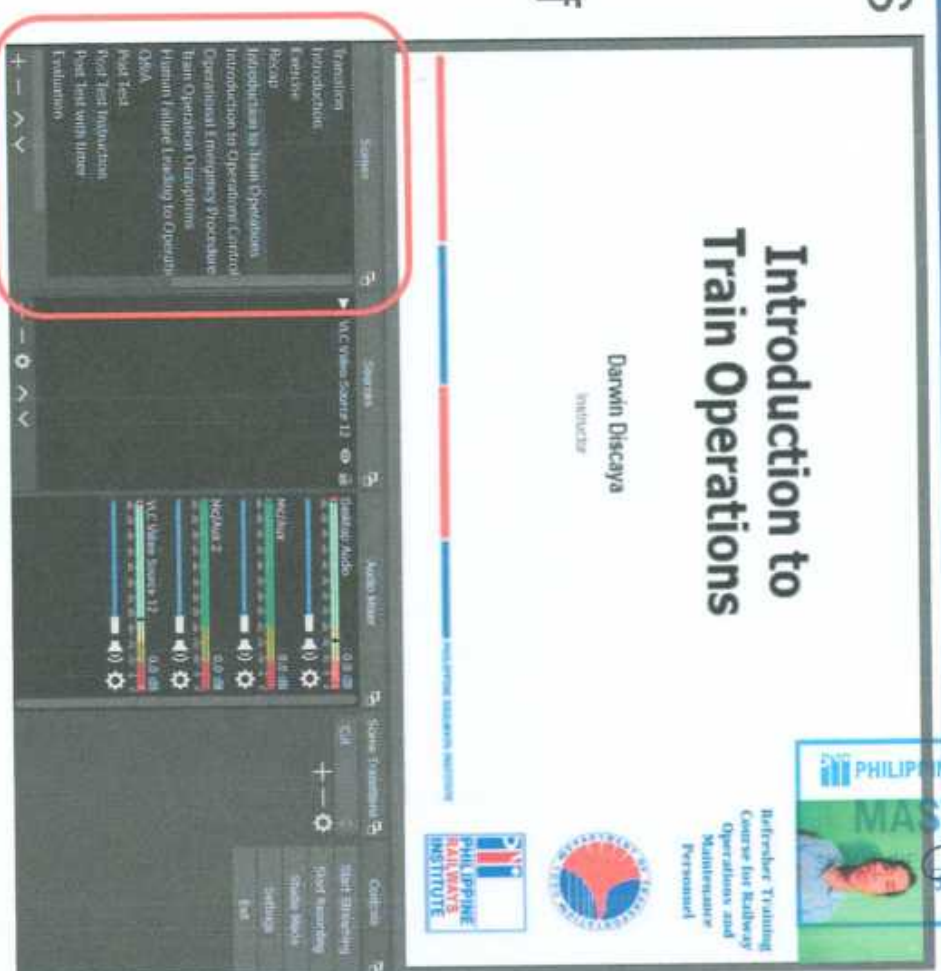
- On the video of the participants, press "...".
 - A dialog box will appear.
- Click **"Spotlight Video"**



How to use OBS during live streaming?

- Select and play the scenes in OBS based on the flow of activities in Training Schedule.
- You may also adjust the volume of audio output, if necessary.

**It is important that the technical personnel had enough practice on the proper timing of playing scenes.*

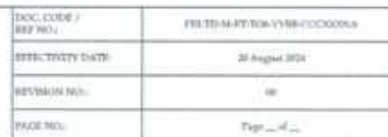


Transition from prerecorded video to live, and vice versa

- In OBS, right after the end of prerecorded video, select the scene containing your transition image/video. This will now display in the speaker view of Zoom.
- In Zoom, “spotlight video” the instructor/facilitator.
- You can now operate Zoom with OBS.

**This requires “mastery” of technical personnel to achieve smooth flow of MRT with seamless transition of playing prerecorded video to live, and vice versa.*



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Head Examination Committee

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PM132





DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE
Training Division

Refresher Training Course
ANSWER KEY - COMPREHENSIVE EXAMINATION

DOC. CODE / REF. NO.:	PRI-TD-M-RT-W-E&A-MB1-E-CX-XXX-S
EFFECTIVITY DATE:	20 August 2020
REVISION NO.:	
PAGE NO.:	Page 1 of 20

<NAME OF COMPETENCY>

No. Answer Code Competency

No. Answer Code Competency

No. Answer Code Competency

Prepared by:

Name
Member, Examination Committee

Checked and Reviewed by:

Name
Head, Examination Committee

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PHILIPPINE RAILWAYS INSTITUTE TRAINING DIVISION COMPETENCY ASSESSMENT TOOL PROPOSAL DOC CODE / REF NO.: PRJ-TD-CAR-YYY-MM-XXXX-S 13 August 2024 00 Page 1 of 1		DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE TRAINING DIVISION COMPETENCY ASSESSMENT TOOL PROPOSAL PHILIPPINE RAILWAYS INSTITUTE TRAINING DIVISION COMPETENCY ASSESSMENT TOOL PROPOSAL	
BRIEF DESCRIPTION			
Type of Training covered by the proposed Practical Comprehensive Examination (CE):			
Competency:			
Topic:			
Description of the Practical Comprehensive Examination (CE):			
Objectives of the Practical CE:			
MECHANICS			
Mechanics required to perform the proposed Practical CE:			
Assessment/Activity Guide:			
Proposed Location:			
Proposed Time Allotment:			
PROPOSED PRACTICAL EXAMINATION'S REQUIREMENTS			
Assessment Methods/Tools Needed:			
Materials/Equipment/Facilitators Needed:			
Budgetary Requirements, if applicable: (Indicate the amount and attach necessary budgetary documents)			
Assigned Personnel to execute the PE: (List of instructors and/or facilitators)			
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Page 1 of 1



EXPECTED OUTPUTS / INDICATORS	
Describe expected outputs of the trainee:	
PROPOSER:	
INSTRUCTOR:	SECTION SUPERVISOR:
DATE:	DATE:
REVIEWER COMMENTS	
REVIEWER:	EXAMINATION COMMITTEE HEAD:
DATE:	DATE:
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TRAINING DIVISION CHIEF:	
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MANDALUYONG CITY

Rev. 04/17 Jan. 2023



1. The PRI instructors and safety officer must ensure that the trainees are well informed and compliant with the following guidelines:
 - Adhere to a comprehensive safe system of work which is discussed by both instructors and safety officers prior start of the practical examination;
 - Follow the procedures outlined by the instructors and safety officers, as well as wearing the required Personal Protective Equipment (PPE); and
 - Maintain personal safety and the safety of others.

Guidelines in the conduct of practical examinations

The main objective of this guideline is to ensure that the PRI instructors including its safety officers, and trainees shall comply with the set requirements in the mitigation of the identified hazards and risks. Specifically, it will ensure the examination activities are properly assessed and appropriate controls are applied with correct actions as stated on this guideline.

Objectives

The PRI prioritizes the safety of everyone involved in the conduct of practical examinations, thus a safe system of work, shall apply to ensure the safety of PRI trainees and instructors. The safe system of work is needed to be established and maintained to protect not only the persons involved but also the facilities and equipment used during the practical examination

Introduction

Date	:	07 July 2023
Subject	:	Guidelines for the conduct of Practical Examinations for Refresher Training Course
From	:	Chief Transportation Development Officer Training Division
To	:	All PRI Instructors

MEMORANDUM

PR-1TD-C-MEM-2023-07-0002-S

Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE



2. Trainees and personnel involved must attend a safety briefing session conducted by the PRI safety officer and acknowledge it by signing the safety briefing form. Furthermore, the PRI instructors and safety officers are responsible for keeping a record of the trainees' contact details for emergency purposes.

3. Trainees are required to be familiar with the location of emergency exits and to ensure they are cleared in accordance with the PRI Emergency Response Procedure, attached as Annex A. This responsibility lies with both the trainees and PRI personnel.

4. During practical examinations, the PRI instructors including its safety officers, and trainees must remain vigilant. The use of mobile phones or any devices is strictly prohibited. Trainees should also refrain from engaging in unnecessary activities that may distract the attention of instructors or other trainees.

5. Authorization from the PRI instructor including safety officer is necessary before operating any tools or equipment. Trainees are not permitted to operate any equipment without explicit authorization.

6. Taking photos or group pictures is strictly prohibited unless permission is given by the PRI instructor.

7. In the event of an incident, accident, or near miss, it is imperative that all activities will immediately stop, and the PRI Emergency Response Procedure is followed accordingly. The responsibility of identifying and responding to such situations lies with the PRI instructors and safety officers and shall report to the Chief of Training Division.

By following the above said guidelines, the PRI will ensure the safety and well-being of all individuals involved in the conduct of the practical examination.

These guidelines shall take effect immediately.

For strict compliance

ISRAEL A. RADIAGAMPING
cm 7A

Copy Furnished:

Anneli R. Lontoc, CESO I
Undersecretary and Officer-in-Charge
Philippine Railways Institute

Rev. 01/ Jan. 2023

DOT, THE COLUMBIA TOWER
ORTIGAS AVE., WACK-WACK
MANDALUYONG CITY



I. Purpose

To define the framework and standard processes for managing the response to emergency incidents and accidents of the Philippine Railways Institute in line with the Columbia Tower Emergency Action Plan. This procedure intends to:

- minimize the consequences in terms of injury, environmental impact, and property damage;
- coordinate the response to an event, in conjunction with the emergency services and other stakeholders where necessary;
- preserve, secure, and collect initial evidence required to determine the cause of the event;
- minimize and mitigate disruption to PRI operations; and
- facilitate the recovery of PRI operations in a safe and efficient manner.

II. Scope

This procedure applies to all incidents or accidents or events on or affecting the PRI units in Columbia Tower, which have resulted in, or if immediate action is not taken have potential to result in, major injury, fatality, significant property damage or harm to the environment. This includes the emergency management activities of PRI personnel. The overall emergency management activities of incidents/accidents are also contained in the updated Columbia Tower Emergency Action Plan.

III. Responsibilities and Authorities

1. Executive Director
 - Overall responsibility for ensuring arrangements and resources are in place and available at all times to effectively manage the response to incidents
 - Ensure that the coordination and management of incident and accident including response is managed in a manner that all parties across the organization are clear on their responsibilities and are notified of events as required
 - Ensure that the incident is escalated and communicated

2. Division Chiefs/Section Heads
 - Ensure that emergency response arrangements are in place and competent personnel are available to respond
 - Ensure that all necessary incident and accident records are captured
 - Ensure that this procedures are regularly reviewed and updated to effectively deal with specific incident types identified
 - Ensure that coordination with emergency services and other interfacing organizations are effective and that compatible preparedness arrangements are in place

3. Health and Safety Committee and Safety and Security Section
 - Provide guidance and advice in emergency preparedness and incident/accident management techniques to ensure that risks are effectively managed
 - Ensure incident management arrangements are adequately tested through a program of drills, exercises, and familiarization visits in coordination with the Columbia Building Administration
 - Monitor compliance with this procedure and relevant external requirements

IV. Initial Action:

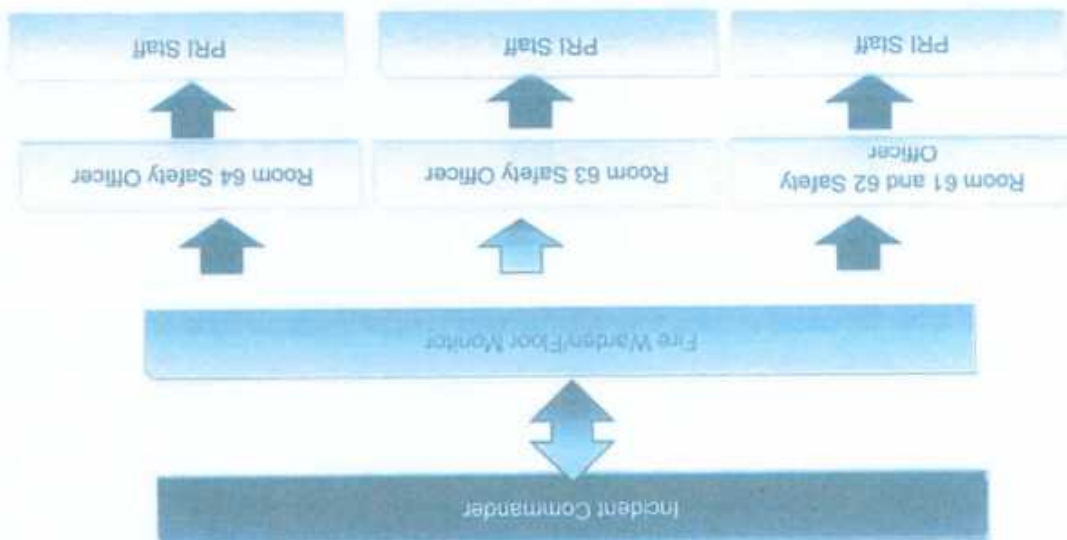
Any PRI personnel becoming aware of an incident must:

- If he/she is at or in the proximity of the actual incident/accident, assume the role of FRS
- Activate the nearest fire alarm, if a fire has been detected
- Use the Fire Extinguisher if trained to do so. If not, inform the PRI Fire Warden
- Ensure that his/her Supervisor is informed as soon as possible
- Supervisor must inform the Fire/Floor Warden
- Floor Monitor/Fire Warden must inform the Columbia Building Administration Office 7744-5512

The Columbia Building Administration must immediately notify the Fire Department and/or other Emergency Services.

Where an incident is reported by another party, including a member of the public, as much detail about the event should be obtained, including the nature, severity, and exact location of the said event.

A. Incident Command System (PRI-Columbia)

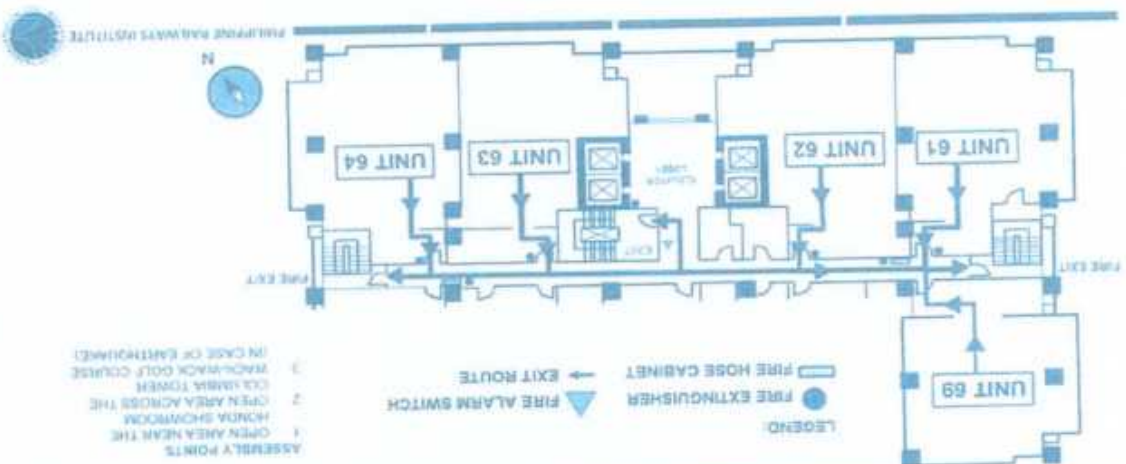


B. Columbia Tower Evacuation Concepts:

1. Fire Evacuation — the evacuation concept to be adopted is the "stage 2 alarm" before "total evacuation". The sounding of the fire alarm (lasting not less than 1 minute) should be treated as an alert signal and occupants should standby for evacuation. Upon confirmation of a fire situation, the second continuous alarm is sounded and immediate evacuation should be effected.
2. Evacuation Area — the evacuation area of the Columbia Tower building occupants are the following:
 - The open area in front of the Honda showroom
 - The open area across The Columbia Tower building - there are appointed security and traffic personnel to control the traffic to ensure the safety of the occupants crossing the road.
 - La Salle Greenhills (in case of Earthquake)

6th Floor Emergency Route Map:

EVACUATION PLAN (6TH FLOOR) UNITS 61, 62, 63, 64, and 69



V. Maintaining an Event Log:

A chronological log of events during the response to the incident/accident should be maintained by the Floor Monitor/Fire Warden. This will include details of communications, decisions made, actions taken and any other key facts relevant to the incident. The Document Controller is responsible for collating all the individual log entries and to compile an overall incident log of events for signoff by the Incident Commander at the closure of the event. The information recorded will provide a verifiable chronology of events and will serve as evidence from the start. For each incoming and outgoing message and any significant event or decision, the following information must be recorded:

- Time informed of the event
- Time of arrival at the area
- Date and time of message/incident/decision
- Message origin - name, office, contact number
- Message recipient
- Incident/Information
- Action taken
- Initial/Signature to confirm that the necessary action has been taken

Example of an Event Log:

Date	Time	Message	Initiator	Recipient	Summary of information / event / decision	Signature
VI. Emergency Contact Numbers MASTER COPY PHILIPPINE RAILWAYS INSTITUTE RECORDS OFFICER JEROME JAMES B. CRUZ Date: 2024-10-27 Digitally signed by JEROME JAMES B. CRUZ						



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PRI EMERGENCY RESPONSE PROCEDURE



Police - 8532-2145, 8532-2318

Emergency Police Assistance - 117

NDRRMC HOTLINE NCR - 8421-1918, 8913-2726

Columbia Building Security (if applicable) - 77445512

Utility Company Emergency Contacts:

Electric (Meralco) - 16211, 631-1111

Water (Manila Water) - 1627

Telephone Company:

PLDT - 171

GLOBE - 730-1000

Eastern Telecom - 5300-7000

Columbia Tower Emergency Coordinators:

Janette L. Ronquillo - 77445512, 09297471106

Rochelle Sacauso - 77445512, 09664161379

Vic Medina - 77445512, 09210954608

VII. PRI Fire/Floor Wardens:

Floor	Tenant	Evacuation Warden	Contact Number
16	DOTr	Jay-R Ramo	09994506926
6	DOTr	Anatou Olasiman	09065285162
6	DOTr-PRI	Leo B. Austria	09682654259

VIII. Types of Emergencies:

A. Fire

1. Before Fire Incident

- ensure that the building and work areas are free from debris and other combustible materials
- do not overload electrical circuits and avoid octopus connections
- do not throw cigarette butts into the wastebaskets
- strictly obey the "No Smoking" policy inside the building
- ensure that all fire exits, stairways, and hallways are free from obstructions.
- ensure that emergency evacuation routes, up to date emergency contact numbers are posted.
- ensure fire alarms, fire extinguishers, smoke detectors, fire hydrants and fire hoses are in good working condition and are regularly inspected.





- Another headcount must be conducted by the PRI Fire Warden at the assembly area
- Any person found missing must immediately be reported to the Incident Commander
- All evacuees through the Fire Warden must wait for the "All Clear" from the Incident Commander if allowed to go back to the building or disperse
- PRI Fire Warden to prepare an Incident Report /Event Log
- Upon return to the building/office premises, assess damages incurred on all PRI properties and assets.
- Conduct an incident investigation

3. After Fire Incident

- Upon hearing the first stage alarm, stand-by for possible evacuation.
- Upon hearing the second alarm, proceed with the evacuation.
- Fire Wardens shall guide and usher all occupants towards the designated evacuation point.
- At the evacuation point, building occupants must stay calm, and remain on the evacuation point and wait for the instruction of the Incident Commander.
- Check whether there are missing and/or injured personnel and immediately report it to the Incident Commander.

Evacuation Procedure

- Upon discovery of fire, stay calm, activate the nearest fire alarm, notify the nearest personnel regarding the fire occurrence.
- Extinguish the fire using the nearest fire extinguishing device, if the fire is too large to be extinguished, call the nearest Fire Department, and proceed with the evacuation.
- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.

2. During Fire Incident

- participate in annual or scheduled fire drill

	REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division PRI EMERGENCY RESPONSE PROCEDURE	
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B. Earthquake

1. Before Earthquake Incident

BEFORE EARTHQUAKE




www.phivolcs.dost.gov.ph








DOST-PHIVOLCS : To do before an Earthquake
[source:https://sites.google.com/philvolcs.dost.gov.ph/infographics/home](https://sites.google.com/philvolcs.dost.gov.ph/infographics/home)

- Identify earthquake hazards in the PRI premises.
- Evaluate the structural soundness of the building, strengthen if necessary.
- Strap or bolt furniture/cabinets to the walls.
- Breakable items, harmful chemicals and flammable materials should be stored properly in the lowermost secured shelf.
- Ensure that all Emergency Exits, Stairways, and Hallways are free from obstructions.
- Ensure that Emergency Evacuation Route, up to date Emergency Contact Numbers are posted.
- Prepare a handy emergency supply kit with first aid kit, easily opened canned food, water, clothing, blanket, battery operated radio, flashlights and extra batteries.
- Conduct and participate in regular earthquake drills.

2. During Earthquake Incident

- When quake and shaking starts, stay calm.
- When possible, quickly open the door for exit.
- Duck under a sturdy desk or table, and hold on to it, or protect your head with your arms.
- Stay away from glass windows, shelves, cabinets, and other heavy objects.
- Be vigilant of your surroundings, look out for falling objects.





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DURING EARTHQUAKE

RESPONSE during the shaking.

- DROP** - Drop to the ground.
- COVER** - Cover your head and neck with your arms.
- HOLD ON** - Hold on to a sturdy object.

IF NEAR SHORE: Move quickly to higher grounds.

MOVE AWAY FROM STEEP SLOPES.

STOP IF INSIDE A MOVING VEHICLE: Do not cross bridges, overpasses, or flyovers.

DOST-PHIVOLCS : To do during an Earthquake

source: <https://sites.google.com/phivolcs.dost.gov.ph/infographics/home>

3. After Earthquake Incident

AFTER EARTHQUAKE

EVACUATE. As soon as the shaking stops, take the fastest and safest way out.

EXPECT AFTERSHOCKS.

BE UPDATED. Monitor the situation from the radio.

PUT OUT SMALL FIRES USING EXTINGUISHER.

CHECK YOURSELF AND OTHERS FOR INJURIES.

DOST-PHIVOLCS : To do after an Earthquake

source: <https://sites.google.com/phivolcs.dost.gov.ph/infographics/home>

- When the shaking stops, stay calm and proceed with the building evacuation.



Evacuation Procedure

- Floor Wardens shall guide and usher all occupants towards the designated evacuation point. Do not use the elevator as a means for evacuation.
- Do not rush and stay calm during evacuation.
- At the evacuation point, building occupants must stay calm, and remain on the evacuation point and wait for the instruction of the Incident Officer/Commander.
- Check whether there are missing and/or injured personnel and immediately report it to the Floor Warden.
- Expect aftershocks after the mainshock. These smaller-magnitude shaking can be felt for up to several days, sometimes lasting for weeks.

C. Typhoon

1. Before and during the typhoon



TROPICAL CYCLONE WARNING SYSTEM

source: <https://www.pagasa.dost.gov.ph/thermes/hrta/assets/images/publications/Tropical-Cyclone-Warning2-8.5x14-Back.jpg>

- Monitor the status of incoming typhoons, obtain relevant information such as Tropical Cyclone Warning Signal (TCWS), rainfall and flood warnings, wind speeds, work suspension, etc

source: <https://www.pagasa.dost.gov.ph/themes/rainfall/assets/images/publications/Rainfall-Warning-A4-11.7x8.3-Back.jpg>

PAGASA RAINFALL WARNING SYSTEM



HEAVY RAINFALL WARNING SYSTEM (HR-WS)

- For rainfall events of long duration and widespread rain
- Covers a larger area
- Usually caused by tropical cyclones, monsoons, etc



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PRI EMERGENCY RESPONSE PROCEDURE



- During strong wind and rain, avoid doing outdoor activities (practical training, immersion training, etc)
- Inspect the PRI premises for possible rainwater leaks, equipment and structure which may be damaged/toppled by the typhoon's strong winds.
- Ensure all windows of rooms/units are locked tightly to avoid rainwater leakage.
- Check Electrical and Wiring connection
- Leave the building only when safe to do so

2. After the Typhoon

- In case no suspension of work has been made and staff needs to stay in the office premises, PRI personnel must record all details of damages caused by the typhoon.
- All records of damages shall be immediately reported to the DOTr GSD and Columbia Building Administration for necessary action.

D. Medical

- Assess the patient for the nature of the medical emergency. If not trained, call the Columbia Tower certified first aider.
- Columbia: Abraham V. Sazon (0910-0125360)

- Call emergency medical services (EMS) if the case is life-threatening.
- Wear the appropriate PPE (clean gloves, surgical mask) before providing care to the patient.
- Perform the appropriate first aid measure according to the identified medical emergency.

1. Heart attack

- Place the patient at rest and position him/her comfortably
- Provide assurance to the patient
- Call the emergency medical services and transport to the nearest medical facility.
- Assist the patient in taking his/her medication
- Observe if his/her symptoms have been relieved or if the pain remains the same for more than 10 min or becomes worse
- Maintain a comfortable or restful environment. Any unnecessary exertion of the patient should be avoided
- Observe any signs of deterioration (e.g. loss of consciousness, no pulse/breathing)
- and perform immediate Cardiopulmonary Resuscitation when necessary.
- Only perform CPR when certified to do so

2. Cardiac Arrest

- Call the emergency medical services and transport to the nearest medical facility.
- If the patient is without pulse and breathing, perform cardiopulmonary resuscitation until the EMS arrives.
- If an Automated External Defibrillator (AED) is available, attach it to the patient and follow the voice prompt instructions.





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PRI EMERGENCY RESPONSE PROCEDURE



CPR for an Adult

 1	 2
Check the person and the person's ABCs (Airway, Breathing, Circulation). If the person is unresponsive and not breathing normally, call EMS/9-1-1 and get an AED or have someone else do this.	Place both of your hands on the center of the person's chest. Do 30 chest compressions: Push deeply and steadily.
 3	 4
Open the airway by tilting the head back and lifting the chin. Place your barrier device over the person's mouth and nose. Give 2 breaths.	Repeat cycles of 30 chest compressions and 2 breaths. Continue CPR until an AED arrives or more advanced care takes over.

CPR Steps for an Adult
Source: <https://www.laborposters.org/first-aid/1824-red-cross-adult-cpr-poster.htm>

3. Choking

- Calm and assure the patient
- If conscious, encourage the patient to cough. Let the patient bend forwards and give 5 back blows between the shoulder blades with the heel of the hand to try and dislodge the blockage.
- If unable to dislodge the foreign body, perform the heimlich maneuver.
- Heimlich maneuver (abdominal thrusts):
 - Stand behind the victim and wrap hands around the patient's waist
 - Make a fist with one hand, placing the thumb against the victim's abdomen, midway between the navel and the end of the breastbone.
 - Grab one's fist with the other hand and press the fist into the abdomen, with a quick upward and inward thrust
 - Repeat the maneuver in cycles up to 5 times.
- If the person becomes unresponsive, call EMS, begin CPR, starting with chest compressions.
- Only perform CPR when certified to do so





- Cover the wound with a sterile/clean gauze and secure it with medical tape.
 - Apply antiseptic.
 - Cleanse the wound and surrounding skin with soap and warm water, wiping away from the wound (inner to outer).
 - Once the bleeding has stopped, it is important to clean the wound to prevent infection.
 - If possible, elevate the bleeding wound higher than the rest of the body (unless there is suspected fracture)
 - Apply pressure directly over the wound
 - Press firmly with one or both hands
 - Place a pad (clean gauze/cloth) directly over the wound
 - from injury to the large blood vessels
 - Call the EMS and transport to the nearest medical facility if there is heavy bleeding
- 5. Bleeding/ Wounds**
- Control any bleeding
 - Call EMS and transport to the nearest medical facility
 - Use clothing or other soft material to pad splints to prevent skin injury (newspapers)
 - Any firm material can be used for splints (thick magazine, folded newspapers)
 - Splints must be long enough to extend beyond one joint above and below the fracture
 - Apply the splints:
 - Leave the limb in the position in which it was found. Splints should be applied in that position.
 - Unless the victim is in imminent danger, do not move the patient until a certified first aider arrives.
- 4. Fracture**

Source: <https://www.laborposters.org/first-aid/1532-red-cross-choking-adult-poster.htm>

First Aid in Choking for a Conscious Adult



PRI EMERGENCY RESPONSE PROCEDURE

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PRI EMERGENCY RESPONSE PROCEDURE



6. Soft Tissue Injuries (Sprain, Strain and Bruises)
- Rest the injured part and avoid movement for 24 hours.
 - Immobilize the injured area
 - Apply cold compress
 - Elevate the injured area

E. Bomb Threat

- Upon receiving the bomb threat call, be calm and be courteous and listen attentively to the caller. Do not interrupt the caller.
- Take note of the caller's:
 - Voice Characteristics (loud, soft, male/female etc)
 - Speech Characteristics (fast, slow, slurred, etc)
 - Language (excellent, poor, foul, etc)
 - Accent (local, foreign etc)
- Manner (calm, aggressive, etc)
- Background Noise (indoor, outdoor, machine sounds, etc)
- Pretend to have difficulty in hearing, keep the caller talking, if the caller seems agreeable to further conversation ask questions regarding:
 - When will the bomb go off?
 - Where the bomb is located?
 - What kind of bomb?
 - What kind of package?
 - How do you know so much about the bomb?
 - What is your name and address?
- If possible, inform the caller that detonation could cause injury or death to building occupants.
- Write out all obtained information, message and any other comments on a separate sheet of paper and notify Columbia Security at 7744-5512 loc. 102 immediately.

F. Violence at Work

"Refers to any actions, conduct, threats, gestures of a person towards an employee in the workplace that can reasonably be expected to cause harm, injury or illness."

- If safe to do so, anyone witnessing violence at work shall intervene and the offending person(s) should be asked to leave.
- If they refuse, inform the building security.
- Immediately report to the supervisor or the offending person
- If anyone is injured, refer to the Medical Emergencies.
- Evacuate other personnel if needed.

IX. Emergency Awareness Training



Effective execution of the emergency response procedure can only be achieved if all occupants know what is expected of them in the event of an emergency. All PRI personnel must be informed about the activities prescribed in the PRI Emergency Response Procedure. All drills and training pertaining to overall evacuation of the building will be initiated by the Columbia Building Administration.

A. Conduct of PRI Safety Orientation

All newly hired PRI employees, trainees, and visitors must attend the PRI Safety Orientation conducted by any SSS member. The PRI Safety Orientation will cover the safety and security rules and regulation within the PRI Office premises as well as the emergency response procedure.

B. Conduct of Emergency Drills

The purpose of emergency drills is to help all building occupants understand and familiarize their roles and necessary actions in an event of an emergency. Additionally, emergency drills are also conducted to assess the response of the Incident Command System to an emergency. The Columbia Building Administration will lead in the planning and implementation of emergency drills.

Planning the Drill

- Determine the date and time of the drill. Consider the possible interruption of PRI operations on the determined date and time of the drill.
- Establish the means of communication to be used during the commencement of drill.
- Preparation of materials/tools to be used in the conduct of the drill
- Identify the workforce/number of personnel participating in the drill.
- Ensure all key members of the PRI Incident Command System are familiar with their roles and responsibilities.

Execution of the Drill

- During the execution of the drill, all occupants are expected to participate in the drill.
- Members of the Incident Command System are to execute their assigned roles.
- Maintain constant communication between the members of the Incident Command System and the Columbia Building Administration.
- End of the drill will be called by The Columbia Building Administration. Additionally, the drill may be called off in the event of incident weather and/or there exist external factors that pose a threat to the safety of all drill participants.

Assessment of Drill

- Incident Command System must designate a personnel to log all events and times during the conduct of drill.
- Drill debriefing shall then be conducted by the ICS to all PRI personnel who participated in the drill.
- A drill report shall be formulated after the successful commencement of the drill. Drill report should include observations, comments and suggestions regarding the concluded drill.

Head - Philippine Railways Institute
 Underscretary

ANNE L. LONTOC, CESO





REFRESHER TRAINING COURSE									
CERTIFICATE	DAY 1	DAY 2	DAY 3		DAY 4		DAY 5		
			AM	PM	AM	PM			
Railway Maintenance	CORE (Part 1)	CORE (Part 2)	CORE (Part 3)	DEPARTMENTAL MAINTENANCE (Part 1)	DEPARTMENTAL MAINTENANCE (Part 2)		DEPARTMENTAL MAINTENANCE (Part 3)	SPECIALIZED CTD (Part 2)	SPECIALIZED - FTM
Commercial Train Driving (CTD)				DEPARTMENTAL	DEPARTMENTAL	SPECIALIZED CTD (Part 1)	SPECIALIZED - PM	SPECIALIZED - PM	
Fare and Ticketing Management (FTM)				DEPARTMENTAL OPERATIONS (Part 1)	DEPARTMENTAL OPERATIONS (Part 2)	SPECIALIZED STATION OPERATIONS	SPECIALIZED - PM	SPECIALIZED - PM	
Passenger Management (PM)									

Online Self-paced LMS: 1 month duration with QnA session every Friday of the week as determined by PRI

In-person: 5 days



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PHILIPPINE RAILWAYS INSTITUTE
Training Division

LIST OF ENDORSED APPLICANTS

DOC. CODE / REF NO.:
EFFECTIVITY DATE:
REVISION NO.:
PAGE NO.:

Doc. Code: PRI-ED-101-01
Effectivity Date: 01 August 2024
Revision No.: 01
Page No.: 01 of 01

ORGANIZATION:	KINDLY FILL-OUT THIS SECTION		TO BE FILLED OUT BY PRI COORDINATION COMMITTEE	
TYPE OF TRAINING: RT, FT, CDT, SMT	COMPLETED BY:	REVIEWED BY:		REVIEW DATE:
	Signature Over Printed Name of the Representative			
	BATCH/CYCLE NO.:			
	NUMBER			

REGISTRATION DETAILS					EMPLOYMENT STATUS (Regular, JO, CDS, Probation)	EMPLOYMENT START (mm/dd/yyyy)
No.	NAME	POSITION	DIVISION / DEPARTMENT / SECTION	COMPETENCY UNDETAKEN		
1						
2						
3						
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19						
20						

nothing else follows

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PMW



Date _____

Printed Name & Signature _____

- I, _____, Filipino, of legal age, and a returning Overseas Filipino Worker (OFW), with address at _____, hereby state and undertake the following:
1. I am a returning OFW from _____ with direct experience in railway operations and maintenance for _____ months;
 2. I learned about the Expanded Web Refresher Training (EWRT) Course of the Philippine Railways Institute (PRI), which included the students and returning OFWs in training conducted for existing railway operations and maintenance (O&M) personnel;
 3. I was informed that I can participate in the five (5)-day EWRT Course free of charge, provided, that I meet the following requirements: (a) I have a direct work experience on railway O&M for at least six (6) months, and (b) I have the intention to seek employment in the Philippine railway sector;
 4. After completing the said training and passing the required Comprehensive Examination, a Certificate of Competency shall be issued to me by the PRI, which shall serve as proof that I am a certified railway O&M personnel;
 5. With the intention to apply for work in the Philippine railway sector, I shall grab the opportunity and join the EWRT Course on _____ through the online video conferencing platform, Zoom;
 6. As such, I shall conduct myself in such manner as not to bring disgrace or dishonor to myself, the Department of Transportation, and the PRI; and
 7. Further, I shall abide by the rules and regulations of the EWRT Course as set ^{mg} by the PRI.

UNDERTAKING





TRAINING ATTENDANCE FORM

Page 4 of 4

COMPETENCY

Name
Chief, Training Division

Name:		Railway Organization:		Competency Undertaken:				Competency:	
		Batch No.:		Type of Training:		Refreshers Training		In-person	
				☐ CTD	☐ FTM	☐ RM	☐ PM	Training Modality:	
						☐ Core IHS	☐ Core Safety	☐ DO	

Help us improve our delivery of the Refresher Training (RT) Course by answering the questions honestly. All feedback and comments will be confidential and will be only used to help us and our instructors in delivering the best training course

possible.

[illegible]

(Optional) You may wish to add a title to the chart. To do this, click on the **Chart** tab, then click on the **Chart Title** button. A text box will appear where you can enter a title for the chart.

Give each item a score by putting a check (✓) or x-mark (x) on each box using the following criteria:

(Bigyan ng marka ang bawat naka-lista sa pamamagitan ng paglalagay ng tsek (✓) o x-mark (x) sa bawat kahon gamit ang sumusunod na pamantayan):

(;unfufuunnd vu

1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding

Conduct of the Training					
Criteria	1	2	3	4	5
	Rating				

1. The objectives of the training were clearly defined and met. (Ang mga layunin ng training ay nabaanggit at malinaw na hinukoy.)					
2. The topics discussed were relevant and will be useful to me and to my work upon returning to my company. (Ang mga topics na hinalakay ay may kaugnayan at makakatulong sa akin at sa aking trabaho.)					
3. The topic flow was organized and easy to understand. (Ang daloy ng mga topics ay nakaaayos at madaling maintindihan.)					
4. The training duration was sufficient. (Ang oras na inilaan para sa training ay sapat.)					
5. The formative quizzes were helpful to ensure active participation during the training. (Nakatulong ang mga formative quizzes upang matiyak ang aktibong pakikilahok ng trainees habang nasa training.)					
6. The activities were helpful to ensure active participation during the training. (Nakatulong ang mga activities upang matiyak ang aktibong pakikilahok ng trainees habang nasa training.)					

MASTER COPY

Digitally signed by
JEROLD JAMES B. CRUZ
DN: cn=JEROLD JAMES B. CRUZ, o=PHILIPPINE RAILWAYS INSTITUTE

SIGNATURE: JEROLD JAMES B. CRUZ
RECORDS OFFICER

6. The activities were helpful to ensure active participation during the training. (Nakatulong ang mga activities upang matiyak ang aktibong pakikilahok ng trainees habang nasa training.)

5. The formative quizzes were helpful to ensure active participation during the training.
(Nakatulong ang mga formative quizzes upang matiyak ang aktibong pakikilahok ng trainees habang nasa training.)

4. The training duration was sufficient. (Ang oras na inilaan para sa training ay sapat.)

3. The topic flow was organized and easy to understand. (Ang daloy ng mga topics ay nakayos at madaling maintindihan.)

2. The topics discussed were relevant to me and to my work upon returning to my company.
(Ang mga topics na tinalakay ay may kaugnayan at makakatulong sa akin at sa aking trabaho.)

1. The objectives of the training were clearly defined and met. (Ang mga layunin ng training ay nabanggit at malinaw na hinukoy.)

Give each item a score by putting a check (✓) or x-mark (x) on each box using the following criteria:
(Bigyan ng marka ang bawat naka-lista sa pamamagitan ng paglalagay ng tsek (✓) o x-mark (x) sa bawat kahon gamit ang sumusunod na pamantayan):

Criteria	1	2	3	4	5
	Rating				

Conduct of the Training				
1. The objectives of the training were clearly defined and met. (Ang mga layunin ng training ay nabanggit at malinaw na tinukoy.)				
2. The topics discussed were relevant and will be useful to me and to my work upon returning to my company. (Ang mga topics na hinalakay ay may kaugnayan at makakatulong sa akin at sa akinagabaho.)				
3. The topic flow was organized and easy to understand. (Ang daloy ng mga topics ay nakaaayos at maddaling maintindihan.)				
4. The training duration was sufficient. (Ang oras na inilaan para sa training ay sapat.)				
5. The formative quizzes were helpful to ensure active participation during the training. (Nakatulong ang mga formative quizzes upang matiyak ang aktibong pakikilahok ng trainees habang nasa training.)				
6. The activities were helpful to ensure active participation during the training. (Nakatulong ang mga activities upang matiyak ang aktibong pakikilahok ng trainees habang nasa training.)				

	
DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAY INSTITUTE Training Division	
DOC CODE/ REF	NO.:
PRI-TD-F-IRS	YYYY-MM-NNNN-S
EFFECTIVITY DATE:	21 August 2024
REVISION NO.:	01
PAGE NO.:	Page 2 out of 3

7. What is/are your comments/suggestions/recommendations to improve the conduct of the Core/Departmental Operations Competency training? (Ano ang iyong mga komento/mungkahi/rekomendasyon para mapabuti ang pagsasagawa ng Core/Departmental Operations Competency training?)	
---	--

Criteria					
Rating			1	2	3
5	4	3	2	1	

1. The instructors were well-groomed and well-dressed. (Ang mga instructors ay presentable at may maayos na pananamit.)					
2. The instructors were able to engage the trainees' active participation. (Nakula ng mga instructors ang aktibong partisipasyon ng mga trainees.)					
3. The instructors can be heard clearly. (Malinaw na marinig ang mga instructors.)					
4. The instructors were knowledgeable about the topics discussed and were able to answer questions from the trainees. (Ang mga trainees ay may kaalaman tungkol sa mga topics na hinalakay at nakasagot sa mga tanong mula sa mga trainees.)					
5. The instructors' discussions and explanations were easy to understand. (Ang mga hinalakay at paliwanag ng mga trainees ay madaling maunawaan.)					
6. The instructors were able to finish the discussion based on the schedule. (Natapos ng mga trainees ang discussion batay sa schedule)					

7. What is/are your comments/suggestions/recommendations to the instructors of the Core/Departmental Operations Competency?
(Ano ang iyong mga komento/mungkahi/rekomendasyon sa mga instructors ng Core/Departmental Operations Competency?)

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SIGNATURE

JEROLD JAMES B. CRUZ

RECORDS OFFICER

One Small Stamp Below

Date Issued: 2024-08-21

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DOC CODE/ REF NO.:	PRI-TD-F-IRS	EFFECTIVITY DATE:	21 August 2024
REVISION NO.:	01	PAGE NO.:	Page 3 out of 3

Criteria				
Rating				
1	2	3	4	5

Training Materials				
1. The presentations contain necessary information, are readable, and are easy to understand. (Ang mga presentation ay naglalaman ng kinalailangang impormasyon, nababasa, at madaling maunawaan.)				
2. The training handouts were available and used during the training. (Ang mga training handouts ay nabilagay at nagamit habang nasa training.)				
3. The training handouts distributed were helpful in my learning during the training. (Nakatulong ang mga training handouts sa aking pag-aaral habang nasa training.)				

z. What is/ are your comments/ suggestions/ recommendations to the training handouts of the Refresher Training Course?
(Ano ang iyong mga komento/mungkahi/rekomendasyon sa mga training handouts ng Refresher Training Course?)

Essay Questions

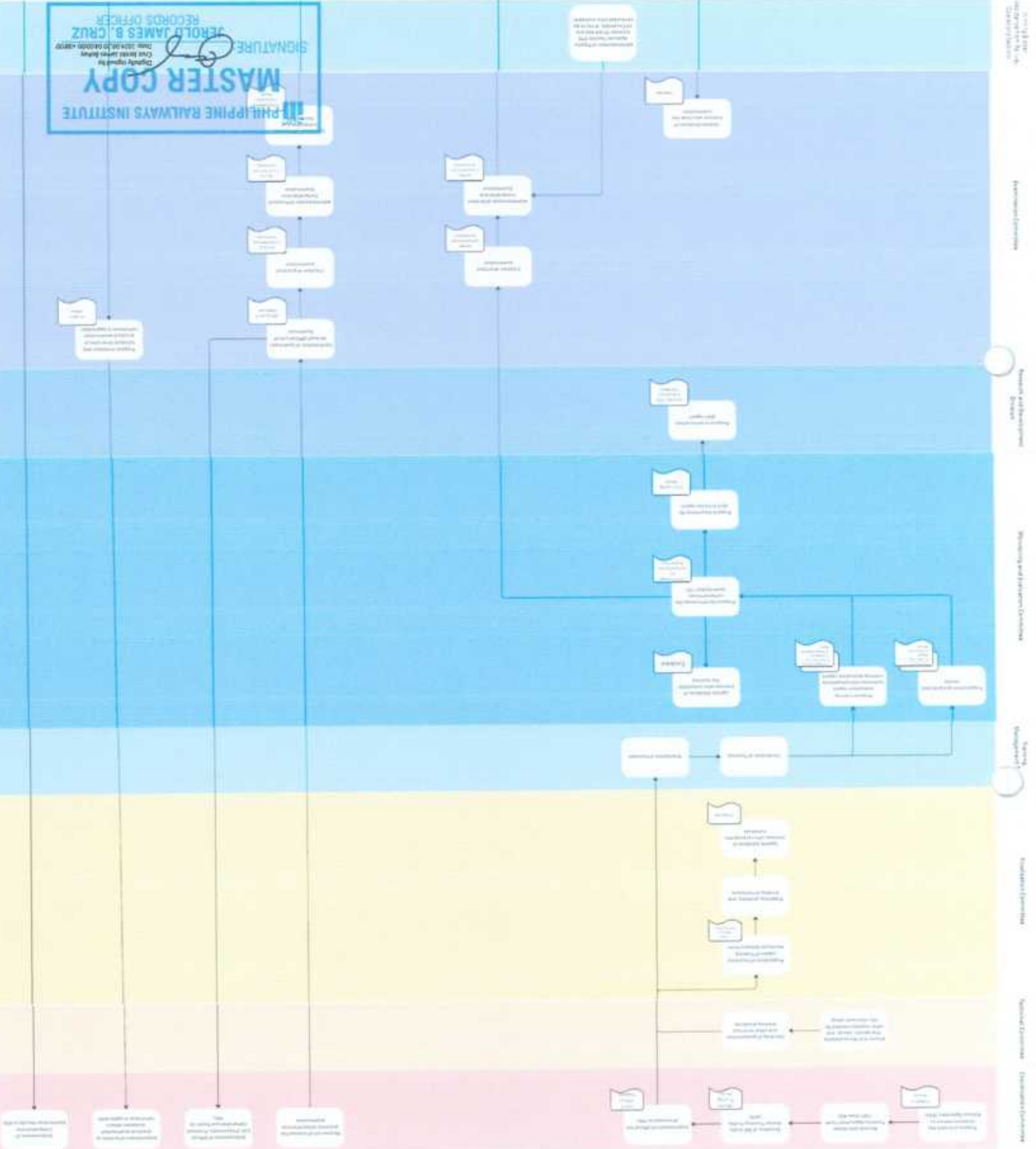
1. What is your unforgettable experience about the PRI's Refresher Training Course?
(Ano ang pinakamagustuhan mo sa Refresher Training Course ni PRI?)

2. What is/ are your plan to further improve your current work procedures based on your learnings in PRI Refresher Training Course.
(Paano mo inaasahan na mabago ang iyong kasamayan bilang resulta ng Refresher Training Course?)

3. What additional training would you like to attend in the future?
(Anong karagdagang training ang minamais o gusto mo pang i-take?)

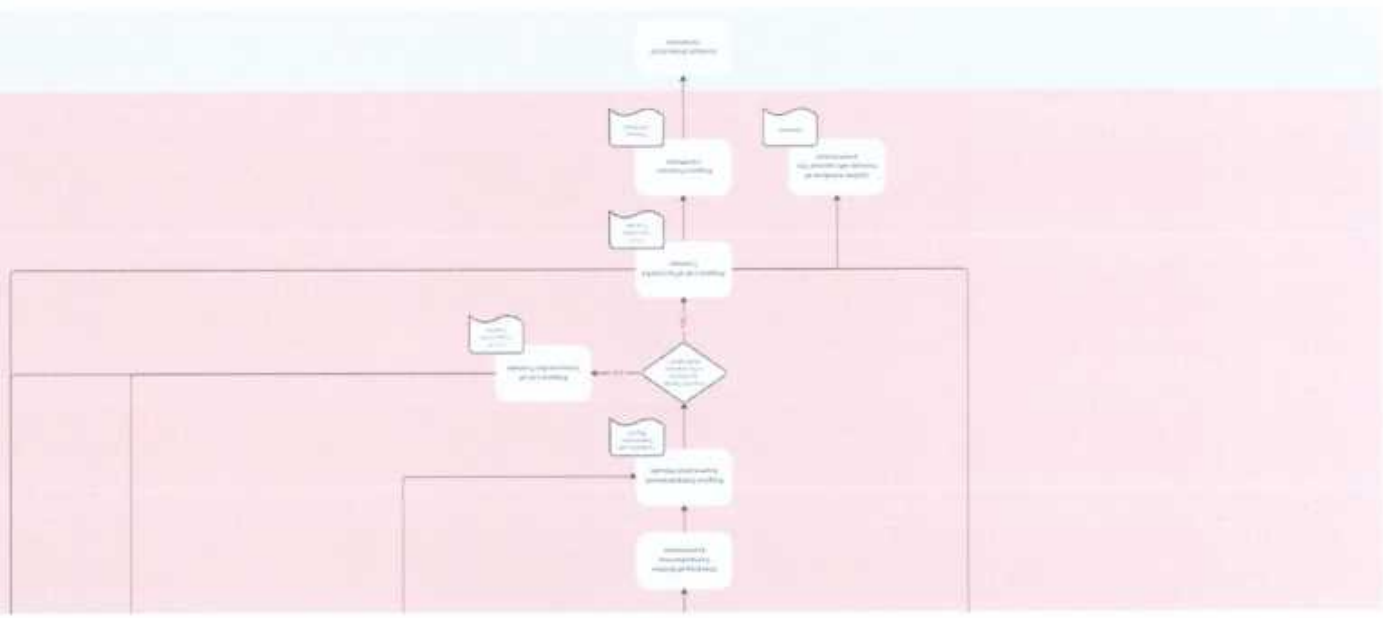


REFRESHER TRAINING COURSE (F2F) FLOWCHART





Page



Document ID: 123456

Document ID: 123456

Criteria					Conduct of the Training				
Rating					1	2	3	4	5
1. The training orientation was provided to the trainees prior to the start of the training.					(Ang training orientation ay ibinigay sa mga trainees bago magsimula ang training.)				
2. The objectives of the training were clearly defined and met.					(Ang mga layunin ng training ay nabanggit at malinaw na tinukoy.)				
3. The topics discussed were relevant and will be useful to me and to my work upon returning to my company.					(Ang mga topics na tinalakay ay may kaugnayan at makakatulong sa akin at sa aking trabaho.)				
4. The topic flow was organized and easy to understand.					(Ang daloy ng mga topics ay nakaaayos at madaling maintindihan.)				
5. The training duration was sufficient.					(Ang oras na inilaan para sa training ay sapat.)				
6. The formative quizzes were helpful to ensure active participation during the training.					(Nakatulong ang mga formative quizzes upang matiyak ang aktibong pakikilahok ng trainees habang nasa training.) 7. The activities were helpful to ensure active participation during the training. (Nakatulong ang mga activities upang matiyak ang aktibong pakikilahok ng trainees habang nasa training.)				
 PHILIPPINE RAILWAYS INSTITUTE MASTER COPY Digitized by: <i>[Signature]</i> Date: <i>[Blank]</i>					RECORDS OFFICER JENOLD JAMES B. CRUZ				

1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding

Help us improve our delivery of the Refresher Training (RT) Course by answering the questions honestly. All feedback and comments will be confidential and will be only used to help us and our instructors in delivering the best training course possible.

(Tulungan ninyo kami ng pagbubuhin ang aming paghahati ng Refresher Training (RT) Course sa pamamagitan ng pagsagot sa mga sumusunod na tanong nang tapat. Ang lahat ng feedback at komento ay magiging kumpleto sa pamamagitan ng pagpapaliwanag ng mga tanong nang tapat.)

Give each item a score by putting a check (✓) or x-mark (x) on each box using the following criteria:

(Bigyan ng marka ang bawat nakalista sa pamamagitan ng paglalagay ng tsek (✓) o x-mark (x) sa bawat kahon gamit ang sumusunod na pamantayan.)

Name:											
Railway Organization:		Batch No.:									
Competency Undertaken:		☐ CTD	☐ FTM	☐ RM	☐ PM	Type of Training:		Refresher Training			
Competency:		☐ Core IHS		☐ Core Safety		☐ DO	Training Modality:		Online/Self-paced		

   		DEPARTMENT OF TRANSPORTATION Philippine Railway Institute TRAINING EVALUATION		PAGE NO.: _____ REVISION NO.: _____ EFFECTIVITY DATE: _____ DOC CODE/ REF NO.: _____	
Page 1 out of 2		16 August 2024		PRJ-TD-F-ORC YYYY-MM-NNNN-S	

Name:		Railway Organization:		Competency Undertaken:		Specialized		Training Modality:		Online/Self-paced	
				☐ CTD ☐ FTM ☐ RM ☐ PM		Type of Training:		Batch No.:		Refresher Training	

Help us improve our delivery of the Refresher Training (RT) Course by answering the questions honestly. All feedback and comments will be confidential and will be only used to help us and our instructors in delivering the best training course possible.

(Tulungan ninyo kami ng pagbuhay sa paghahati ng Refresher Training (RT) Course sa pamamagitan ng pagbigay sa mga sumusunod na tanong nang tapat. Ang lahat ng feedback at komento ay magiging kumpleto sa pamamagitan ng pagbigay sa mga sumusunod na tanong nang tapat. Ang lahat ng feedback at komento ay magiging kumpleto sa pamamagitan ng pagbigay sa mga sumusunod na tanong nang tapat.)

(Give each item a score by putting a check (✓) or x-mark (x) on each box using the following criteria:

(Bigyan ng marka ang bawat naka-lista sa pamamagitan ng paglalagay ng tsek (✓) o x-mark (x) sa bawat kahon gamit ang sumusunod na pamantayan:)

Conduct of the Training					
Criteria			Rating		
1	2	3	4	5	

1. The training orientation was provided to the trainees prior to the start of the training. (Ang training orientation ay ibinigay sa mga trainees bago magsimula ang training.)					
2. The objectives of the training were clearly defined and met. (Ang mga layunin ng training ay nabanggit at malinaw na tinukoy.)					
3. The topics discussed were relevant and will be useful to me and to my work. (Ang mga topics na tinatalakay ay may kaugnayan at makakatatulong sa akin at sa aking trabaho.)					
4. The topic flow was organized and easy to understand. (Ang daloy ng mga topics ay nakaaayos at madaling maintindihan.)					
5. The training duration was sufficient. (Ang oras na inilaan para sa training ay sapat.)					
6. The formative quizzes were helpful to ensure active participation during the training. (Nakatulong ang mga formative quizzes upang matiyak ang aktibong pakikilahok ng trainees habang nasa training.)					
7. The activities were helpful to ensure active participation during the training. (Nakatulong ang mga activities upang matiyak ang aktibong pakikilahok ng trainees habang nasa training.)					



DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAY INSTITUTE
Training Division
TRAINING EVALUATION

TRAINING EVALUATION

Training Division

PHILIPPINE RAILWAY INSTITUTE

DOC CODE/ REF

PRL-TD-F-ORC
YYY-MM-NNN-S

ON

NNNN-WWW-XXXX

EFFECTIVITY DATE:

16 August 2024

REVISION NO.:

10

PAGE NO.:

Page 1 out of 2

Criteria		Rating				
		1	2	3	4	5
8. The PRI Learning Management System (LMS) is adequate and easy to use. (Ang PRI Learning Management System (LMS) ay sapat at madaling gamitin.)						
9. The time duration for the Question and Answer Session was sufficient. (Ang oras na inilaan para sa Question and Answer Session ay sapat.)						
10. The participation and interaction of trainees were encouraged by the instructors during the Question and Answer Session. (Ang pakikilahok at pakikipag-ugnayan ay hinikayat ng mga instructors habang nasa Question and Answer Session)						
11. The Zoom application is easy to use. (Ang Zoom Application ay madaling gamitin.)						

What is/are your comments/suggestions/recommendations to improve the conduct of the Core/Departmental Operations Competency training?
(Ako ang iyong mga komento/mungkahi/rekomendasyon para mapabuti ang pagsasagawa ng Core/Departmental Operations Competency training?)

Instructors					
Criteria	1	2	3	4	5
	Rating				

Instructors

1. The instructors were well-groomed and well-dressed. (Ang mga instructors ay presentable at may maayos na pananamit.)

2. The instructors were able to engage the trainees' active participation. (Nakuhia ng mga instructors ang aktibong partisipasyon ng mga trainees.)

3. The instructors were knowledgeable about the topics discussed and were able to answer questions from the trainees.
(Ang mga trainers ay may kaalaman tungkol sa mga topics na hinalakay at nakasagot sa mga tanong mula sa mga trainees.)

4. The instructors' discussions and explanations were easy to understand. (Ang mga hinalakay at paliwanag ng mga trainers ay madaling maunawaan.)

5. What is/are your comments/suggestions/recommendations to the instructors of the Core/Departmental Operations Competency?

(Ano ang iyong mga komento/mungkahi/rekomendasyon sa mga instructors ng Core/Departmental Operations Competency?)

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Central Operations Competency?
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RECORDS OFFICER
Date: 2014-03-20 10:00:00 AM

Training Materials					
Criteria			Rating		
			1	2	3
			4	5	
1. The presentations contain necessary information and are easy to understand. (Ang mga presentation ay naglalaman ng kinakailangang impormasyon at madaling maunawaan.)					
2. The training handouts were available and used during the training. (Ang mga training handouts ay nabilagay at nagamit habang nasa training.)					
3. The training handouts distributed were helpful in my learning during the training. (Nakatuong ang mga training handouts sa aking pag-aaral habang nasa training.)					
4. What is/are your comments/suggestions/recommendations to the training handouts of the Refresher Training (RT) course? (Ano ang iyong mga komento/mungkahi/rekomendasyon sa mga training handouts ng Refresher Training course?)					

Technical Support/Assistance					
Criteria			Rating		
			1	2	3
			4	5	
1. The PRI personnel respond to issues raised in a timely manner. (Ang mga tauhan ng PRI ay tumutugon kaagad sa mga isyung iniharap.)					
2. The PRI personnel respond to questions appropriately and politely. (Ang mga tauhan ng PRI ay tumutugon sa mga tanong nang maangkop at magalang.)					
3. The PRI personnel monitor and continuously inform trainees performance. (Ang mga tauhan ng PRI ay sumusunodbayay at patuloy na ipinapalaalam sa mga trainees ang kanilang performance sa training.)					
4. What is/are your comments/suggestions/recommendations to the technical support/assistance provided by the PRI personnel during the conduct of the Refresher Training (RT) course? (Ano ang iyong mga komento/mungkahi/rekomendasyon sa technical support/assistance na ibinigay ng PRI personnel habang isinasagawa mo ang Refresher Training course?)					

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JAMES B. CRUZ
0917 882 040001-4876

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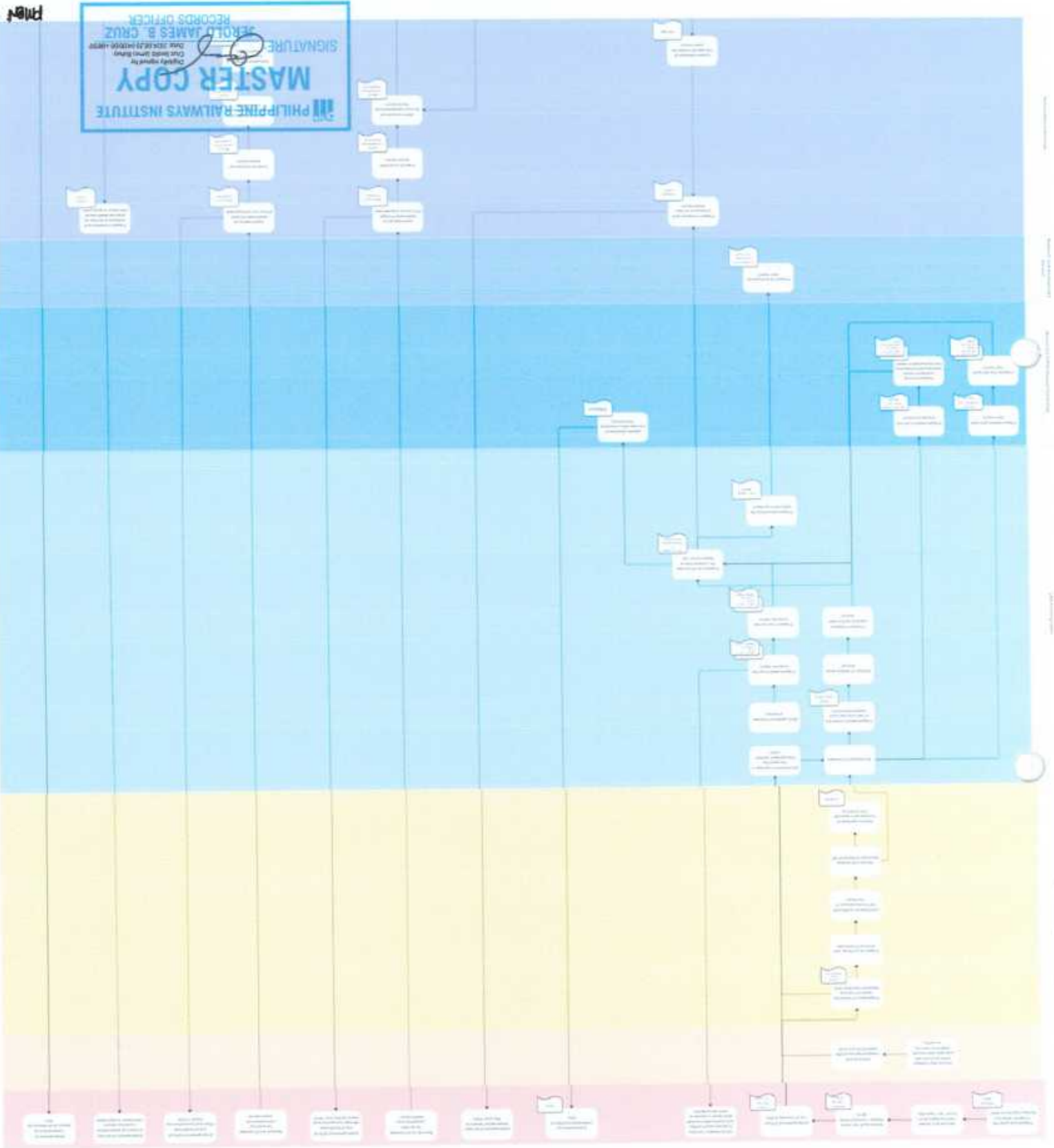
Page 1

1. What is your unforgettable experience about the PRT's Refresher Training Course? (Ano ang pinakamagustuhan mo sa Refresher Training Course ni PRT?)

2. What is/are your plan to further improve your current work procedures based on your learnings in PRT Refresher Training Course. (Pano mo inaasahan na mababago ang iyong kasamayan bilang resulta ng Refresher Training Course?)

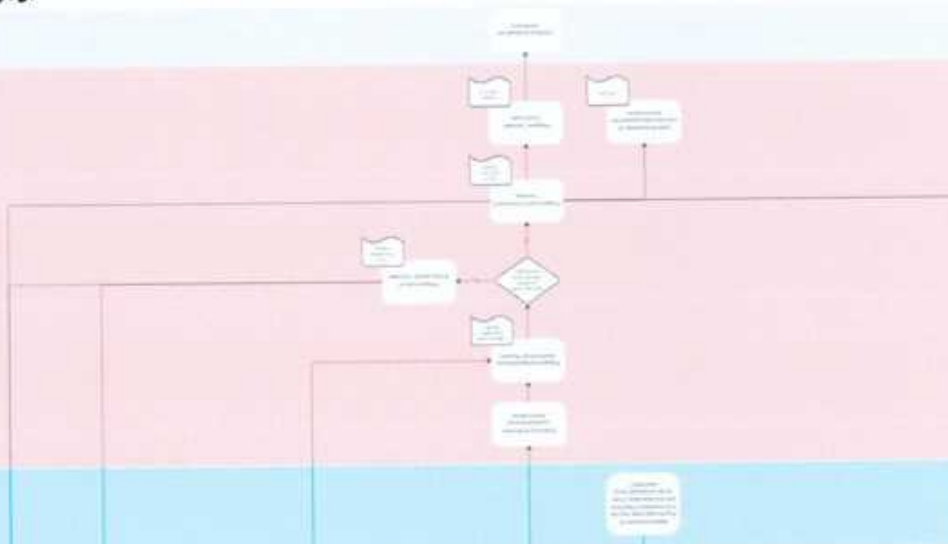
3. What additional training would you like to attend in the future? (Anong karagdagang training ang ninanais o gusto mo pang i-take?)

REFRESHER TRAINING COURSE (LMS) FLOWCHART





patient







DEPARTMENT OF TRANSPORTATION
 PHILIPPINE RAILWAYS INSTITUTE
 Training Division

COMPREHENSIVE EXAMINATION
 ATTENDANCE FORM

DOC CODE / REF NO.:
 EFFECTIVITY DATE:
 REVISION NO.:
 PAGE NO.:

PRE-TO-F-CEA-YYY-MM-XXXX-S
 13 August 2024
 Page 1 of 1

TYPE OF TRAINING:		EXAMINATION DATE:		EXAMINATION TIME:			EXAMINATION VENUE:		Remarks
No.	Signature	Name	Trainee Code	Batch/Cycle Number	Organization	Competency	Questionnaire Number	Set	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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 Member, Examination Committee

Prepared by:

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 Member, Examination Committee

Checked and Reviewed by:

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DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE
Training Division

OFFICIAL LIST OF EXAMINEES

DOC. CODE / REF NO.: PRI-TD-F-OLE-YYYY-MM-XXXX-S
EFFECTIVITY DATE: 13 August 2024
REVISION NO.: 01
PAGE NO.: Page 1 of 1

TYPE OF TRAINING:

EXAMINATION DATE:

EXAMINATION VENUE:

No.	Name	Trainee Code	Batch/Cycle Number	Organization	Competency	Remarks
EXAMINATION TIME:						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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Checked and Reviewed by:

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Member, Examination Committee

Name
Head, Examination Committee

Script of Proctors for the Practical Comprehensive Examination

PART I: INTRODUCTION

"Good Morning!"

"My name is <Name>, with me are <Name> and <Name>. We are members of the Examination Committee of the PRI and we will be your assessors for the day."

PART II: CHECKING CANDIDATES' DOCUMENTS

"Before we start the examination, let us first check the attendance. When I call your name, please present to me your identification card."

Note: Proctors must validate the picture of examinees in their identification card.

"Kindly check the spelling of your name in the attendance sheet. And if found correct, kindly place your signature in the space provided."

Note: Proctors should also counter check the signature of the examinees both in their identification card and attendance sheet.

PART III: ORIENTATION

"Today, we are going to administer the Practical Comprehensive Examination (PCE). Before we move on to the assessment proper, I would like to discuss with you the important concepts and significant information regarding the Practical Comprehensive Examination."

• Purpose of PCE

"This Practical Comprehensive Examination is an additional level to better assess your learnings from the Refresher Training (RT) Course and determine your competency in the specific competency that is required of



you in the railways operation and maintenance. This PCE comprises questions from different competencies namely:

1. Core, Departmental Operations, and Specialized Commercial Train Driving
2. Core, Departmental Operations, and Specialized Fare and Ticketing Management
3. Core, Departmental Operations, and Specialized Passenger Management
4. Core and Departmental Maintenance

Note: Proctors must only explain the competencies applicable to the examinees.

"Passing the PCE is necessary for you to receive your Certificate of Competency which specifies the railway discipline in which you are authorized to serve."

• Conduct of PCE

1. All examinees should stay in a waiting room. You are not allowed to talk with one another or use any electronic devices. All questions regarding the examination shall be addressed directly to the assessors. Any act of cheating committed before, during, and after the practical CE shall result in failure of the CE, both written and practical, and a bar from taking either the said CE.
2. One at a time, examinees will enter the Practical Comprehensive Examination room.
3. Once inside the room, you will be asked a ten (10) item test relevant to your competency. You can demonstrate the scenario or verbally answer the question, depending on the nature of the questions.
4. For demonstration, we will just observe your actions and input our observations in the Rating Sheet.
5. For oral questioning, we will just listen to your answers and input your responses in the Rating Sheet.



"For this assessment, you will use different tools, materials, and equipment. All tools, materials, and equipment needed will be provided by the PRI".

"During the practical assessment, we must always observe safety. If you find any threat to safety, please inform me immediately so we can conduct preventive measures to avoid it or prevent the scenario from worsening."

● Result of PCE

"After all of the examinees have gone through the assessment proceedings, we will give you feedback about your overall performance and will announce the results of the PCE."

"We only have two results of the assessment: "Competent" and "Not Yet Competent". If you are found competent, you will receive a Certificate of Competency. However, if your outcome is not yet competent, you have to be scheduled for re-assessment."

"If after your result is announced and you are unhappy with your assessment result or you feel that there is something wrong with the assessment process that leads you to an undesirable outcome, we have an appeal process wherein you can submit your intention to appeal the administration of your practical CE to any PRI Instructor or staff present by submitting a Letter of Intent within two (2) hours from the conclusion of your practical CE."

● Confidentiality Rule

"You are bound by the PRI's confidentiality rule regardless of the results of this examination. As such, you are NOT allowed to disclose/leak/share/ any information related to the practical CE including, but not limited to, the questions asked, activities performed, and simulations made to any person. Failure to comply may result in the PRI taking recourse available to it under the existing laws, rules, and regulations. If you agree, please sign on the Rating



Summary Rating Sheets to be provided to you. Otherwise, you are not allowed to take this practical CE."

IS EVERYTHING CLEAR?

"In a short while we will already proceed with the actual assessment process. Let's just have a 5 minute break to make yourself ready for the assessment."

START OF THE ASSESSMENT

PART IV: PRACTICAL CE PROPER

"Since everyone is here, we will now start the Practical CE. You will be called one at a time to enter the Practical CE room."

Note: While inside the Practical CE room, proctors must invite the examinee to sit down. Proctors then ask questions or scenarios relative to the competency of the examinee. Questions and scenarios must come from the Practical CE Examination Form.

Note: For Demonstration, proctors must observe the actions and performance of the examinees. You must never interrupt or interfere with the examinees. Proctors must hold the Rating Sheet and check the boxes according to the criteria being performed whether it is satisfactorily executed or not.

Note: For Oral Questioning, proctors must listen to the answers of the examinees. You must never interrupt or interfere with the examinees. Proctors must write the responses of the examinees in the Rating Sheet.

"Congratulations for finishing the Practical CE. Please go to the isolation room and kindly wait until all the examinees are done to receive your results".



PART V: PROVIDING FEEDBACK

Note: Proctors must establish rapport with the examinees by asking them how they are feeling before you give the results of the Practical CE.

If the candidate was found **COMPETENT** say:

"<Name>, you scored — out of 10 in the Practical CE. <State strong points, followed by their weakness, and opportunities for improvement>. Your performance is still acceptable and I am glad to say that you are now **competent**. Kindly wait for a few days for your Certificate of Competency and further announcements regarding your graduation. Once again, congratulations."

If the candidate was found **NOT YET COMPETENT** say:

"<Name>, you scored — out of 10 in the Practical CE. I am sorry you were not able to perform within the standard requirements of the competency. <State strong points, followed by their weakness, and opportunities for improvement>. You have to further review or practice lectures related to the standard requirements of the competency. You may come back for reassessment when you feel confident enough that you have acquired the competency. You may request for rescheduling from the Training Division of the PRI."

PART VI: CONFIRMATION OF RESULTS

"If you are satisfied with the results, I will present to you your rating sheets. Please affix your signature on the space provided as proof that you accept my assessment decision."

"If you are unhappy with your assessment result or you feel that there is something not right with the assessment process that leads you to an undesirable outcome, you can submit your intention to appeal the administration of your practical CE to any PRI Instructor or staff present by

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Records Officer
Date: 2024-09-20
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JEROLD JAMES B. CRUZ
Records Officer



submitting a Letter of Intent within two (2) hours from the conclusion of your practical CE."

Note: Review the rating sheets together with other documents before concluding the activities.

PART VII: EVALUATION

"Before you leave, kindly accomplish this Customer Satisfaction Survey. Any information that you provide shall not, in any way, be used against you or in an action against you. All information gathered in this survey form shall be used only for the improvement of the services and processes of the Philippine Railways Institute (PRI) and that the PRI shall use the below information for data analysis pursuant to the Data Privacy Act of 2012."

		DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division	
Retresher Training Course		PRACTICAL COMPREHENSIVE EXAMINATION	
RATING SHEET			
DOC. CODE / REF. NO.:	PRI-TD-F-PCB-YYYY-MM-XXXXX-8	EFFECTIVITY DATE:	20 August 2024
REVISION NO.:	01	PAGE NO.:	Page -- of --

TRAINEE CODE:	TRAINEE NAME:	BATCH NO.:	COMPETENCY:
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ITEM NO. 1	COMPETENCY:	QUESTION NO.:	RATING
ACTION/ANSWER OF TRAINEE:			
SUGGESTIONS/NEED TO IMPROVE:			
ITEM NO. 2	COMPETENCY:	QUESTION NO.:	RATING
ACTION/ANSWER OF TRAINEE:			
SUGGESTIONS/NEED TO IMPROVE:			
ITEM NO. 3	COMPETENCY:	QUESTION NO.:	RATING
ACTION/ANSWER OF TRAINEE:			
SUGGESTIONS/NEED TO IMPROVE:			
ITEM NO. 4	COMPETENCY:	QUESTION NO.:	RATING
ACTION/ANSWER OF TRAINEE:			
SUGGESTIONS/NEED TO IMPROVE:			
ITEM NO. 5	COMPETENCY:	QUESTION NO.:	RATING
ACTION/ANSWER OF TRAINEE:			
SUGGESTIONS/NEED TO IMPROVE:			
ITEM NO. 6	COMPETENCY:	QUESTION NO.:	RATING
ACTION/ANSWER OF TRAINEE:			
SUGGESTIONS/NEED TO IMPROVE:			

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JEROLD JAMES B. CRUZ
DN: cn=Jerald James B. Cruz, o=PHILIPPINE RAILWAYS INSTITUTE
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SIGNATURE



DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE
Training Division
Refresher Training Course
PRACTICAL COMPREHENSIVE EXAMINATION
RATING SHEET

DOC CODE / REF NO.:	PRI-TD-F-PCR-YYY-AAA-XXXX-S
EFFECTIVITY DATE:	20 August 2024
REVISION NO.:	01
PAGE NO.:	Page __ of __

ITEM NO. 7	COMPETENCY:	QUESTION NO.:	RATING	ACTION/ANSWER OF TRAINEE:	SUGGESTIONS/NEED TO IMPROVE:
ITEM NO. 8	COMPETENCY:	QUESTION NO.:	RATING	ACTION/ANSWER OF TRAINEE:	SUGGESTIONS/NEED TO IMPROVE:
ITEM NO. 9	COMPETENCY:	QUESTION NO.:	RATING	ACTION/ANSWER OF TRAINEE:	SUGGESTIONS/NEED TO IMPROVE:
ITEM NO. 10	COMPETENCY:	QUESTION NO.:	RATING	ACTION/ANSWER OF TRAINEE:	SUGGESTIONS/NEED TO IMPROVE:

Rubrics for Practical Comprehensive Examination:

Ratings:	Criteria:
1 point	Was able to demonstrate all correct actions and followed all safety rules
0.5 point	Was able to demonstrate some correct actions and followed some safety rules
0 point	Was not able to demonstrate correct actions and not followed safety rules

NON-DISCLOSURE AGREEMENT:

I understand that I am bound by the PRI's confidentiality rule regardless of the results of the Practical Comprehensive Examination. As such, I shall not leak/disclose/ share any information regarding the said examination including, but not limited to, the questions asked, activities performed, and simulations made to any person. Failure to comply may result in the PRI taking recourse available to it under the existing laws, rules, and regulations.

EXAMINER'S NAME:	TRAINEE'S NAME:	NEEDED SCORE:	DATE:
EXAMINER'S SIGNATURE:	TRAINEE'S SIGNATURE:		





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VERIFIED BY:	SIGNATURE:
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COMPETENCY:	BATCH NO:	TRAINEE CODE:
TRAINEE'S NAME:	TRAINEE'S SIGNATURE:	DATE:

NON-DISCLOSURE AGREEMENT:

I understand that I am bound by the PRI's confidentiality rule regardless of the results of the Practical Comprehensive Examination. As such, I shall not leak/disclose / share any information regarding the said examination including, but not limited to, the questions asked, activities performed, and simulations made to any person. Failure to comply may result in the PRI taking recourse available to it under the existing laws, rules, and regulations.

AVERAGE SCORE:	LATEST SCORE IN WCE:	SCORE TO PASS:	PASS OR FAIL:
----------------	----------------------	----------------	---------------

SCORE:	ASSESSOR'S NAME:	ASSESSORS'S SIGNATURE:
--------	------------------	------------------------

SCORE:	ASSESSOR'S NAME:	ASSESSORS'S SIGNATURE:
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SCORE:	ASSESSOR'S NAME:	ASSESSORS'S SIGNATURE:
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DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division			
Refresher Training Course PRACTICAL COMPREHENSIVE EXAMINATION RATING SHEET SUMMARY			
DOC. CODE / REF NO.:	PRI-TD-F-PRS-YYYY-MM-XXXX-S	EFFECTIVITY DATE:	20 August 2024
REVISION NO.:	01	PAGE NO.:	Page 1 of 1



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE



PRI-TD-C-LET-YYYY-MM-0000-S

[Date]

MR. ISRAEL A. RADIAGANDING

Chief, Training Division

Philippine Railways Institute (PRI)

Unit 157, The Columbia Tower, Ortigas Ave.,

Brgy. Wack-wack, Mandaluyong City

Subject: Appeal to Reconsider the Practical Comprehensive Examination (CE) Results

Dear Mr. Radiaganding:

I am writing to respectfully request for the reconsideration of my performance in the Practical CE on (name of competency) that I recently took on (date). The results show that I failed the said examination.

In this regard, I would be grateful if my rating sheets and the answers reflected therein are reviewed/revisited by the PRI, especially on the following questions:

No.	Question	Reason for Re-evaluation
1.		
2.		
3.		

*Additional sheet/s may be used, if necessary

I believe that there were some circumstances that negatively impacted my performance. These circumstances are the following:

- 1.
- 2.
- 3.



Address: The Columbia Tower, Ortigas Avenue,
Brgy. Wack-wack, Mandaluyong City 1550

DOT Public Assistance and Customer Hotline
(+63)920 964 3687
publicassistance@dotr.gov.ph

For any question/clarification or updates on the matter, your Office may contact me through (email/mobile number).

Thank you.

Sincerely,

Signature over printed name



DOT Public Assistance and Computer Monitoring
(+63) 920 964 3687
publicassistance@dot.gov.ph

Address: The Columbia Tower, Ortigas Avenue,
Brgy. Wack-wack, Mandaluyong City 1550

pnw



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE

RAILROADS PHILIPPINES



PRI-TD-C-LET-YYY-MM-0000-S

[Date]

MR. ISRAEL A. RADIAGANDING

Chief, Training Division

Philippine Railways Institute (PRI)

Unit 157, The Columbia Tower, Ortigas Ave.,
Brgy. Wack-wack, Mandaluyong City

Subject: Appeal to Reconsider the Practical Comprehensive Examination (CE) Results

Dear Mr. Radiaganding:

Ako ay sumusulat upang hilingin na muling isaalang-alang ang aking mga sagot at mga kilos na ipinakita sa Practical CE sa (name of competency) na aking kinuha noong (petsa). Ang resulta ay nagpapakita na ako ay bumagsak sa nasabing pagsusult.

Kaugnay nito, ako ay nagpapasalamat kung ang aking mga rating sheet at mga sagot na makikita rito ay susuriin o muling bibisitahin ng PRI, lalo na sa mga sumusunod na tanong:

No.	Question	Reason for Re-evaluation
1.		
2.		
3.		

*Additional sheet/s may be used, if necessary

May ilang mga pangyayari na negatibong nakapekto sa aking mga sagot. Ito ay ang mga sumusunod:

1.

2.

3.



DOT Public Assistance and Customer Hotline
(+63) 920 964 3687
publicassistance@dot.gov.ph

Address: The Columbia Tower, Ortigas Avenue,
Brgy. Wack-wack, Mandaluyong City 1550

Para sa anumang tanong, paglilinaw, o mga update tungkol dito, maaaring makipag-ugnayan sa akin ang inyong opisina sa (email/mobile number).

Maraming salamat po.

Sincerely,

Signature over printed name

Address: The Columbia Tower, Ortigas Avenue,
Brgy. Wack-wack, Mandaluyong City 1550

DOTtr Public Assistance and Customer Hotline
Pmnu
(+63) 920 964 3687
publicassistance@dotr.gov.ph





Name
Chief, Training Division

Examine and receive training, Application Form 11A-1

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Graduate Institute for Leadership Development and
Graduate Institute for Leadership Development (GILD) and
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Craig Gerald James Bohay
Date: 2014.08.08 14:04:05 -0400

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PHILIPPINE RAILWAYS INSTITUTE
Certification and Accreditation Division

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PRU-CAD-F-RWC-YYYY-MM-NNNN-C

EFFECTIVITY DATE

15 August 2024

REVISION NO.:

00

PAGE NO.:

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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	TRAINING CODE	ORGANIZATION	DIVISION/SECTION	COMPLETENESS UNDERSTANDING	ATTENDANCE	COMPREHENSIVE EXAM				OVERALL REMARKS
								WRITTEN		REMARKS		
								RAW SCORE	PERCENTAGE	No CE	No CE	
1	NAME	#N/A	#N/A	#N/A	#N/A	#N/A	SCORE		0.00%	No CE	Failed (1) is the percentage comprehensive exam Failed (2) is the percentage comprehensive exam	
2	NAME	#N/A	#N/A	#N/A	#N/A	#N/A	SCORE		0.00%	No CE		
BATCH EXAM PASSING											0.00%	

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Prepared by:

Checked and Reviewed by:

Approved by:

NAME
Member, Assessment Committee

NAME
Head, Assessment Committee
President to DOT- Speed Order No. 2023-354 & 790 Speed Order No. 2023-031

NAME
Undersecretary and OIC, Executive Director
Philippine Railways Institute





SUMMARY RESULTS OF RE-ENTRY PLAN

TRAINING INFORMATION						
Training Title:					Training Dates:	
Railway Operator:					Total No. of Trainees:	
Trainees per Competency:		0	Fare and Ticketing Management	0	Commercial Train Driving	0
					Railway Maintenance	0
					Passenger Management	
Questions						
Q1: Best Practices Learned	Q2: Requirements to implement said best practice	Q3: Timeline in implementation	Q4: Anticipated Problems	Q5: Solutions to Anticipated Problems		
Quantitative Results						
Top Best Practice Learned: Please see the list below showing the number of submissions per best practice learned:	Top Requirement Needed for Implementation: Please see the list below showing the number of submissions per requirement needed:	Recommended Timeline for Implementation: Please see the list below showing the number of submissions per recommended timeline:	Top Anticipated Problem: Please see the list below showing the number of submissions per anticipated problem:	Top Solution to Anticipated Problem: Please see the list below showing the number of submissions per anticipated problem:		

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PHILIPPINE RAILWAYS INSTITUTE
Training Division

DOC CODE / REF NO.:

PRE-TD-F-ECT-YYYY-MM-NNNN-N-C

EFFECTIVITY DATE:

16 August 2024

REVISION NO.:

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01
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PAGE NO.:

Page 2 of 2

TYPE OF TRAINING:
RT, PT, CDT, SMT

BATCH NO.
NUMBERORGANIZATION:
NAME OF ORGANIZATION

TRAINING DATE:
DAY MONTH YEAR

Email Address	Contact No.

Contact No. _____

[illegible]

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Reviewed and Checked by:

Approved by:

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Member, Coordination Committee

Name
Head, Coordination Committee

Name
Chief, Training Division

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DAILY TRAINING MANAGEMENT REPORT

BATCH/CYCLE NO.:

VENUE:

TRAINING DATE:

Duration

Start

Time

End

Activity / Subject (Topic)

Instructor / In-charge

Trainees' Questions and Sharing

DAY 1

DAY 2

DAY 3



DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE
Training Division
DAILY TRAINING MANAGEMENT REPORT SUMMARY

DOC CODE / REF NO.:
EFFECTIVITY DATE:
REVISION NO.:
PAGE NO.:
16 August 2023
PB-TDP-TMS-YYYY-MM-0000-C

TYPE OF TRAINING: BATCH/CYCLE NO.: VENUE: TRAINING DATE:

No.	Training Section	Observation/s	Recommendation/s	Action		Remarks	Implementation Date	Acknowledged by
				☐	Approve			
				☐	Disapprove			
				☐	Approve			
				☐	Disapprove			
				☐	Approve			
				☐	Disapprove			
				☐	Approve			
				☐	Disapprove			
				☐	Approve			
				☐	Disapprove			

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Member, Monitoring and Evaluation Committee

Name
Head, Monitoring and Evaluation Committee

Name
Chief, Training Division





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Page - 2 -

TYPE OF TRAINING

BATCH NO.:

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VENUE:

ORGANIZATION

TRAINING DATE

[illegible]

Prepared by:

Reviewed and Recommended by:

Approved by:

Name
Head, Monitoring and Evaluation CommitteeName
Chief, Training Division

Anne R. Lontoc, CESO I
Undersecretary and OIC-Executive Director

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NUMBER OF RESPONDENTS:

EVALUATION SCORES

EVALUATION SCORES					
No.	Criteria	Present Rating	Previous Rating	Increase / Decrease	Remarks
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
General Average					

TRAINING EVALUATION RATING TRENDS



905



TRAINING EVALUATION REPORT SUMMARY

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EFFECTIVITY DATE:	16 August 2024
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TYPE OF TRAINING: REFRESHER TRAINING	BATCH NO.:	TRAINING DATE:	NUMBER OF RESPONDENTS:
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COMMENTS ON THE CONDUCT OF THE TRAINING

Conduct of Training:
Instructors:
Training Materials:
Technical Support/Assistance:
Other Comments:

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Prepared by:

Reviewed by:

Noted by:

Name
Member, Monitoring and Evaluation Committee

Name
Head, Monitoring and Evaluation Committee

Name
Chief, Training Division



   	DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division COMPETENCY TRAINING EVALUATION REPORT	DOC. CODE / REF NO.: PRU-TD-F-CTE-YYYY-MM-0000-C EFFECTIVITY DATE: 16 August 2024 REVISION NO.: 01 PAGE NO.: Page __ of __
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TYPE OF TRAINING:	BATCH NO.:	TRAINING DATE:	NUMBER OF RESPONDENTS:

LEGEND:

	Generally positive scores (Average score > 4.0)		Some participants are slightly dissatisfied (Average score between 4.0 and 3.0)		Some participants are very dissatisfied (Average score < 3.0)
--	--	---	--	---	--

EVALUATION GUIDE								
No.	Criteria	Core	Departmental Operations	CTD	FTM	PM	Railway Maintenance	Remarks
1	The training orientation was provided to the trainees prior to the start of the training.							
2	The objectives of the training were clearly defined and met.							
3	The topics discussed were relevant and will be useful to me and to my work upon returning to my company.							
4	The topic flow was organized and easy to understand.							
5	The training duration was sufficient.							
6	The formative quizzes were helpful to ensure active participation during the training.							
7	The activities were helpful to ensure active participation during the training.							
8	The PRI Learning Management System (LMS) is adequate and easy to use.							
9	The time duration for the Question and Answer Session was sufficient.							
10	The participation and interaction of trainees were encouraged by the instructors during the Question and Answer Session.							
11	The Zoom application is easy to use.							
12	The instructors were well-groomed and well-dressed.							
13	The instructors were able to engage the trainees' active participation.							
14	The instructors were knowledgeable about the topics discussed and were able to answer questions from the trainees.							
15	The instructors' discussions and explanations were easy to understand.							
16	The presentations contain necessary information and are easy to understand.							
17	The training handouts distributed were helpful in my learning during the training.							
18	The PRI personnel respond to issues raised in a timely manner.							
19	The PRI personnel respond to questions appropriately and politely.							
20	The PRI personnel monitor and continuously inform trainees performance.							
Competency Average								


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DEPARTMENT OF TRANSPORTATION
PHILIPPINE RAILWAYS INSTITUTE
Training Division
**COMPETENCY TRAINING EVALUATION
REPORT**

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EFFECTIVITY DATE:	16 August 2024
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COMPETENCY EVALUATION RATING TRENDS

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COMMENTS ON THE CONDUCT OF THE TRAINING

Competency	Suggestion to Improve the Competency	Comments on the Instructors
Core		
Departmental Operations		
Commercial Train Driving		
Fare and Ticketing Management		
Passenger Management		
Railway Maintenance		

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Reviewed by:

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Name
Head, Monitoring and Evaluation Committee

Name
Chief, Training Division



		DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division		DOC. CODE / REF. NO.: PRI-TD-F-PLD-YYYY-MM-30004.C
		SUMMARY OF EVALUATION OF PARTICIPANT LEARNINGS		EFFECTIVITY DATE: 16 August 2024
				REVISION NO.: 01
				PAGE NO.: Page 1 of 1

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TYPE OF TRAINING:	BATCH NO.:	TRAINING DATE:	NUMBER OF RESPONDENTS:

EVALUATION GUIDE									
Questions are graded by the trainers with a score of 1 (lowest) to 5 (highest)									
No.	Criteria	General	Core	Departmental	CTD	FTM	PM	Railway	Remarks
Training Flow & Instructor Training									
1	The objectives of the training were clearly defined and met.								
2	The topics discussed were relevant and will be useful to me and to my work upon returning to my company.								
3	The topic flow was organized and easy to understand.								
4	The training duration was sufficient.								
5	The formative quizzes were helpful to ensure active participation during the training.								
6	The activities were helpful to ensure active participation during the training.								
7	The audio of the instructors can be heard clearly.								
8	The presentation contains necessary information and are easy to understand.								
Training Platform									
1	The training handouts were available and used during the training.								
2	The training handouts distributed were helpful in my learning during the training.								

COMMENTS ON THE CONDUCT OF THE TRAINING	
General remarks:	
Technical Concerns:	
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Prepared by:	Reviewed by:
Name	Name
Member, CPD Committee	Head, CPD Committee



   	DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Training Division SUMMARY OF EVALUATION OF RESOURCE PERSONS	DOC. CODE / REF. NO.: PRS-TD-F-RPB-YYYY-MM-100004-C EFFECTIVITY DATE: 16 August 2024 REVISION NO.: 01 PAGE (NO.): Page 1 of 1
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TYPE OF TRAINING:	BATCH NO.:	TRAINING DATE:	NUMBER OF RESPONDENTS:

EVALUATION GUIDE									
Questions are graded by the trainers with a score of 1 (lowest) to 5 (highest)									
No.	Criteria	General	Core	Departmental	CTD	FTM	PM	Railway	Remarks
1	The instructors were well-dressed and well-groomed.								
2	The instructors were able to engage the trainees' active participation.								
3	The instructors were knowledgeable about the topics discussed and were able to answer the questions from the trainees.								
4	The instructor's discussion and explanations were easy to understand								
5	The instructor were able to finish the discussion based on the schedule.								
Overall Average									

COMMENTS ON THE CONDUCT OF THE TRAINING	
Competency	Comments on the Instructors
Core	
Departmental Operations	
Fare and Ticketing Management	
Commercial Train Driving	
Passenger Management	
Railway Maintenance	

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Reviewed by:

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Member, CPD Committee

Name
Head, CPD Committee





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TRAINING REFLECTION		NO.	
		EFFECTIVITY	
		DATE	16 August 2024
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		PAGE NO.:	Page 1 of 3

TYPE OF TRAINING:	BATCH NO.:	VENUE:	TRAINING DATE:
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No.	Trainees' Answer
1	What are your major takeaways from this training?
2	What have you learned as the most interesting that made an impact on you personally and professionally?
3	How can you impart your learning in your current work with your colleagues?

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Prepared by: Reviewed and Checked by: Approved by:

Name Member, LMS Training Team Name Head, LMS Training Team Name Chief, Training Division

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Signature: JEROLD JAMES M. RUZ
Records Officer
Date: 16 August 2024

Qualitative Results

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Name:			
Designation:			
Office:			

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