

Republic of the Philippines Department of Transportation PHILIPPINE RAILWAYS INSTITUTE





PRI Office Order No. 17, series of 2024

Revised Guidelines on the Provision of Support Services by the Administrative and Finance Section to the Philippine Railways Institute, thereby Repealing PRI Office Order No. 23, s. 2023

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 Institute 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, Article VI, Section 40 of the EO's Implementing Rules and Regulations or DOTr Department Order (DO) No. 2020-005 states that the Administrative and Finance Section (AFS) shall develop plans and policies on and ensure the effective management of its human resources, assets and properties, procurement, and storage and distribution of supplies, while adhering to the rules and regulations of relevant government agencies;

WHEREAS, ISO 9001:2015 Standard requires the need to determine and provide the resources needed for the establishment, implementation, maintenance, and continual improvement of the Quality Management System (QMS);

WHEREAS, Office Order (OO) No. 13, s. 2021, otherwise known as "An Order Establishing the Quality Management System of the Philippine Railways Institute and Ensuring its Effective Implementation and Continual Improvement", states that support processes of the AFS are performed to ensure that the Institute has adequate resources needed to perform its processes;

WHEREAS, there is a need to establish the processes and services of the AFS to ensure that the processes are known to the concerned personnel, resources are adequate for the Institute to effectively implement its mandate, powers, and functions, and that the processes are compliant;

WHEREAS, the "Guidelines on the Provision of Support Services to the Philippine Railways Institute by the Administrative and Finance Section, Thereby Repealing PRI Office Order Nos. 1, 2, and 14, s. 2021" and later OO No. 23, s. 2023 were established, thereby supporting the PRI's operations;

WHEREAS, the AFS' support services under the same OO cover financial management (budget and accounting), material management (logistics and P

inventory), and human resources management (learning and development, performance management system, and rewards and recognition), while others are considered as externally-provided services;

WHEREAS, pursuant to its commitment to continuously improve its QMS and achieve enhanced processes and services, the Institute revisits its guidelines annually during its Strategic Planning Workshops;

WHEREAS, the Institute must align its support processes with the existing and/or updated policies of the Department, laws, rules, and regulations, thus, the need to revisit and revise the current guidelines;

NOW, THEREFORE, I, ANNELI R. LONTOC, Officer-in-Charge - Executive Director (OIC-ED) of the Philippine Railways Institute (PRI), by virtue of the powers vested in me, hereby order that PRI OO No. 23, s. 2023 be repealed, and the following rules and procedures be promulgated and adopted:

ARTICLE I Coverage

This Order shall apply to the following personnel:

- a. all AFS personnel responsible for providing support services to the operations of the PRI;
- PRI personnel concerned, who are designated to provide assistance to the AFS on matters related to its support services through relevant PRI Office Orders (OOs) and Special Orders (SOs);
- c. all PRI personnel on the implementation of the Strategic Performance Management System (SPMS).

As such, this Order repeals PRI Office Order No. 23, s. 2023.

ARTICLE II Definition of Terms

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

- a. Administrative and Finance Section also called the AFS, is responsible for the development of plans and policies on, and management of the PRI's human resources, assets and properties, procurement, storage and distribution of supplies, and externally outsourced services;
- 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;
- c. Circular refers to an issuance prescribing policies, rules and regulations, and procedures promulgated pursuant to law, applicable to individuals and organizations outside the Government and designed to supplement provisions of the law or to provide means for carrying

- them out, including information relating thereto (Book IV, Chapter 11, Section 50 (1) of the Administrative Code of 1987);
- d. Controlled Document original document that has been approved, revised and tracked to ensure quality representing the latest issued document bearing the "Controlled Copy" stamp;
- e. Control Number a unique set of letters and numbers, combined together to form the Document Control Number, that is used to identify and track individual copies of controlled documents;
- f. Core Functions refer to those functions performed by the Institute that are inherent to its mandate;
- g. Distribution the process wherein the Document Controller designates the appropriate office/division to handle or keep the documents or other papers;
- h. Divisions refer to the three (3) divisions of the Institute, namely (1) Training Division, (2) Certification and Accreditation Division, and (3) Research and Development Division;
- Document meaningful data and other information and its supporting medium, i.e., procedure, specification, drawing, report, standard, records, etc. The medium can be paper, electronic, or optical disc photograph, or master sample, or a combination thereof. Also, referred as documented information to be maintained;
- j. Document Controller also called the DC, is the personnel responsible for the management, movement, and storage of all documents and other papers of the Institute;
- k. Document Management Team also called the DM Team, is responsible for the internal management of documents, records, and masterlists, and is composed of DCs from all three (3) divisions of the PRI and AFS;
- Documented Information meaningful data that is required to be controlled and maintained by the organization and the medium on which it is contained;
- m. Document Owner designated owner of an approved document;
- n. Executive Director also called the ED, is the head of the Institute who
 is in charge of its day-to-day operations;
- External Document a document from other government agencies, organizations, or individuals outside of the PRI which shall be used, referenced, or archived;
- p. Form refers to the template that will be filled up by the concerned personnel to be a record.

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- q. Institute also called the PRI, is the Philippine Railways Institute established under EO No. 96, s. 2019;
- r. In-House Seminar/Training an internal activity that the PRI organized and facilitated through any of its division, section, or committee, wherein resource speaker/s can be invited from outside the PRI;
- s. Obsolete Document a document that is superseded, replaced, or no longer required to the processes of the Institute and has been tagged as obsolete prior to its destruction;
- t. Order refers to an issuance directed to a particular office, official, or employee, concerning specific matters including assignments, detail and transfer of personnel, for observance or compliance by all concerned (Book IV, Chapter 11, Section 50 (2) of the Administrative Code of 1987);
- Out-of-House Seminar/Training a learning and development activity that is organized and facilitated by training providers outside of the PRI, and include those offered by any DOTr office/division/section/unit;
- v. Peer Review a process in which employees assess and provide feedback covering 360 assessments on the performance of their colleagues and superiors to whom they closely work with, the feedback of which assists in identifying the personnel's strengths, places for growth, and chances for development;
- w. Performance Indicator a characteristic of performance (quality, efficiency, and timeliness or cost) that is measured using the principle of evidence-based management that will illustrate the standard by which an office is expected to deliver its outputs and outcomes;
- x. Performance Target a predetermined numerical target level or performance (quality, efficiency, and timeliness or cost) against which actual performance can be compared, and for which a mean, deviation, and trend line can be calculated over time;
- y. Process Owner the personnel or office/division responsible for implementing a process and can recommend change/s to the process/es they are involved in;
- z. Program on Rewards and Incentives for Service Excellence (PRAISE) Committee - the body created to take charge of the development, administration, monitoring, and evaluation of the awards and incentives system, more specifically the program on rewards and recognition;
- aa. Ratee refers to the one whose performance must be appraised using the Strategic Performance Management System (SPMS) tools;

bb. Rater/Supervisor - refers to the immediate supervisor of the one whose performance must be appraised using the SPMS tools;

- cc. Records Officer is the Administrative Officer III under the AFS, tasked to manage the incoming and outgoing documents of the PRI;
- dd. Research and Development Division also called the RDD, is responsible for the establishment and management of partnerships, conduct of research, and policy formulation/review;
- ee. Resignation an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date;
- ff. Rewards and Recognition a human resource management process that involves recognizing and appreciating the exemplary performance and contributions of its personnel, and includes implementation of concrete measurement in the determination of awardees based on the measurements implemented by the DOTr and CSC to motivate, incentivize, and honor outstanding individuals or teams in the PRI;
- gg. Strategic Performance Management System also called the SPMS, is performance management system that underscores the effective conversion of strategic goals into individual targets thereby ensuring that all individual efforts at any levels are vitally contributing to organizational productivity and success;
- hh. Success Indicators are performance level yardsticks consisting of performance measures and performance targets or pre-set standards of work outputs or accomplishments consisting of: (1) performance measures (key performance indicators, key performance measures); (2) corresponding targets for each performance measure; (3) possible scenarios of outputs/ accomplishments pertinent to the initiative (tasks, activities, projects, programs) to be undertaken and their equivalent performance level; and (4) the corresponding scores/ marks for these predicted scenarios;
- Training Division also called the TD, is responsible for the training planning, design, and curriculum development, as well as training management;
- jj. Training Material any tool, in printed or electronic copy, used in developing one's skills and knowledge, examples of which are presentations, visual aids, reading materials, manuals, books, video, audio recordings, or assessment tools; and
- kk. Uncontrolled Document copies of controlled documents that do not need to be maintained and controlled, distributed by the respective Office Head or Division Chief for whatever purpose deemed necessary, bearing the "Uncontrolled Copy" stamp.

ARTICLE III
Financial Management

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The following rules refer to the management of the financial resources of the PRI:

A. Support Staff

1. Team Composition

PRI personnel shall be designated by the ED as AFS support on budget and financial matters. The said team shall be under the leadership of a Head with representatives from the RDD, CAD, TD, and AFS as members.

The Budget Support Team's members shall be subject to the recommendation of their respective Division Chiefs. During budget preparation, each representative-member must coordinate with their respective Division Chiefs or the AFS Head to ensure that the proposed budget aligns with the PRI's organizational goals.

2. Functions of the Team

The team shall have the following functions:

- a. assist the AFS in the preparation of the yearly budget proposals to support the implementation of the PRI's various projects, programs, and activities (PPAs) that are related to their respective divisions/sections/committees/teams;
- each member-representative shall prepare and finalize the list of PPAs along with detailed item specifications, including estimated costs;
- c. prepare and/or secure signed financial documents such as, but not limited to, the Budget Preparation Form (BP Form); Budget Execution Document Form (BED Form); Obligation and Request Status (ORS); Disbursement Voucher (DV); Justification; Purchase Request (PR); Official Receipts (OR)/Cash Receipts (CR)/Sales Invoice (SI); and Memorandum-Endorsement to approving offices;
- d. process payment documents relative to external service providers pursuant to the contracts entered into by the PRI;
- e. monitor the PRI's budget utilization rate, including its earmarked, obligated, and disbursed budgets;
- f. coordinate with the DOTr Corporate Planning and Management Service (DOTr-CPMS), through the Budget Division, regarding the matters relevant to the budget of PRI;

g. prepare financial reports and other related reportorial requirements:

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h. maintain and update the database on all financial documents released and received by the PRI for monitoring and determination of historical data.

B. Budget and Accounting

- 1. The primary sources of funds of the PRI shall be from the annual General Appropriations Act (GAA) of the National Government and its Continuing Appropriations (CA), if there are any. It may also accept, through the DOTr, donations, grants, services, and assistance of all kinds from private and public sources, bilateral and multilateral partners pursuant to DOTr DO No. 2020-005 and its amendments, if any.
- The PRI shall adhere to the national budget cycle that includes the four (4) phases of: (a) preparation, (b) authorization, (c) execution, and (d) accountability.
 - a. <u>Preparation.</u> During the budget preparation, the PRI shall determine its priority PPAs to be implemented during the budget year. Budget planning shall take place every semester, during the conduct of the Mid-Year and Year-End Strategic Planning Workshop. These PPAs shall be translated into budgetary estimates, transformed into budget proposals, and submitted to the DOTr-CO or relevant oversight agencies, or entities.
 - b. <u>Authorization</u>. During the budget authorization, the PRI shall participate in the DOTr-CO's budget hearings, appropriate stage/s of legislative review (i.e., attendance to budget hearings), and approval of the budget as may be necessary or as instructed by the DOTr-CO or relevant oversight agencies. All queries, clarification, and explanation that may be asked during this process shall be responded to immediately. Close monitoring of changes or revisions until the enactment of the GAA shall be undertaken by the designated budget officers/budget focal personnel.
 - c. <u>Execution</u>. During the budget execution, the PRI shall undertake all activities necessary to utilize its budgetary appropriations. It shall comply with all documentation as may be requested by the DOTr-CO or relevant oversight agencies.
 - d. <u>Accountability</u>. During the budget accountability, the PRI shall track and monitor actual expenditures (i.e., earmarking, obligation, and disbursement stages), and evaluation of work accomplishments and performance. Funds appropriated and released shall be accounted for to determine whether such funds are utilized for the purpose that they are intended to accomplish. It shall likewise comply with all documentation as may be necessary or requested by the DOTr-CO or relevant oversight agencies.

 Implementation of accounting procedures per national accounting policies are done by the personnel from the DOTr-Comptrollership Service (CS).
 The PRI's participation is limited to the submission of documents in

- compliance with the requirements of accounting rules and regulations through the DOTr-CS; and
- 4. Maintenance and continuous update of the database of all documents related to the budget.

C. Disbursement

- 1. The PRI shall comply with the policies and guidelines of the DOTr-CO and relevant oversight agencies in terms of disbursement of funds.
- 2. Disbursement of funds may arise from the following:
 - a. actual procurement contracts (i.e., purchase orders);
 - b. human resource-related expenses (e.g., overtime claims, learning and development intervention expenses);
 - c. Memorandum of Agreement (i.e., foreign agreements, partnership with other agencies to implement agreed programs);
 - d. petty cash utilization i.e., Office Supplies and Materials, Meals & Representation, transportation expense and Semi Expendable Equipment, or any other emergency expenses subject to auditing/accounting laws, rules, and regulations, including Special Orders issued by the DOTr-CO; and
 - e. other reimbursement claims.
- 3. Complete documentary requirements for every kind of disbursement shall be complied with prior to actual payment.
- 4. Designated budget officer/focal personnel shall ensure that disbursement is made in a timely manner before the closure of the DOTr-CO's accounting books. Additional documents, as may be requested by the DOTr-CS or relevant oversight agencies, that are necessary to effect or validate the payment, shall be promptly submitted.
- Coordinate with internal and external relevant parties regarding the disbursements and actual payments of PRI.
- 6. Maintain and update a database with regard to all documents in relation to disbursements.

Operations Manuals may be issued by the PRI to clearly identify the roles and responsibilities of various personnel involved in the sub processes of financial management following its internal rules on document management.



ARTICLE IV Material Management

A. Document and Data Management

1. Centralized Document Repository and Controller

To effectively manage the incoming and outgoing documents, including those required to be produced and kept by the Institute, a Document Management Team (DM Team) shall be created, which shall act as the central repository and controller of all reports, records, documents, and other papers.

a. Team Composition

The DM Team, headed by the Administrative Officer V of the AFS, shall have the with the following members:

- i. Records Officer (RO) from the AFS as the Vice-Head;
- ii. one (1) representative from the CAD;
- iii. one (1) representative each from the RDD's Planning and Research Section and Institutional and Human Skills Section;
- iv. one (1) representative-member from each section of the TD; and
- v. one (1) representative-member from the Office of the ED.

Members of the said team shall be subject to the recommendation of their respective Division Chiefs and considered as Document Controllers (DCs). In case of a DC's leave of absence, there must be proper turn-over to the personnel designated by the Division Chief concerned .

b. Functions of the Team

The DM Team shall have the following functions:

- Oversees the management, movement, and storage of all electronic and hard copy of documents and records of the Institute.
- ii. Coordinates among themselves to ensure that the requirements of this Order are satisfied. For this purpose, each Division Chief shall assign a DC/s from among the Division's personnel.
- iii. Ensures that all documents comply with the document PRI control system specified under Annex A of this Order.

- iv. Ensures that the office/division/section/committee/team has copies of all documents received, delivered, and produced by the Institute.
- v. Ensures that the outgoing documents and other papers are complete and signed by the proper authority, if necessary.
- vi. Ensures the security and accessibility of all of the Institute's documents.
- vii. Periodically checks the Institute's compliance with this Order, as necessary, and reports any nonconformities (NCs) to the Internal Quality Audit Team.
- viii. Informs the respective office/division/section/ committee/team of any document or other paper requested by external parties.
 - ix. Establishes and maintains an efficient and effective filing system.
 - x. Conducts regular meetings to discuss updates and ideas, share information and/or offer solutions to address challenges, if there are any.

2. Document Specifications

The document's specifications, including the document types, document control numbering, format, and document control stamps, are specified in this Order (*see Annex A*).

3. Document Management

- a. Master List of Documented Information. Each division shall maintain an electronic copy of a master list of all official documented information it owns, or documented information containing the process/es it implements. The said master list shall be under the control of the designated DC. On the other hand, an Institute-wide master list shall be under the control of the RO. The master lists are as follows:
 - i. External Documents Registry (Annex B), which shall contain at least the following information:
 - 1. document control number;
 - document title;
 - 3. date received;
 - 4. link of e-copy; and
 - 5. remarks.
 - ii. External Reference Master List (Annex C), which shall contain at least the following information:

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- 1. document title;
- 2. document owner;
- 3. year published;
- 4. effectivity date;
- 5. document user;
- 6. document control (process involved);
- 7. document location;
- 8. link of e-copy;
- 9. archiving date; and
- 10. disposal date.
- iii. Records Master List (Annex D), which shall contain at least the following information:
 - 1. document index;
 - 2. document type;
 - 3. document title;
 - 4. revision number;
 - 5. effectivity date;
 - 6. division owner;
 - 7. control;
 - 8. copy number;
 - 9. recipient;
 - 10. date distributed;
 - 11. status;
 - 12. document location;
 - 13. link of e-copy;
 - 14. archiving date; and
 - 15. disposal date.
- iv. Document Master List (Annex E), which shall contain at least the following information:
 - 1. document index;
 - 2. document type;
 - 3. document title;
 - 4. revision number;
 - 5. effectivity date;
 - 6. division owner;
 - 7. control;
 - 8. copy number;
 - 9. recipient;
 - 10. date distributed;
 - 11. status;
 - 12. document location;
 - 13. link of e-copy;
 - 14. archiving date; and
 - 15. disposal date.
- v. Forms Master List (Annex F), which shall contain at least the following information:
 - 1. document index;
 - 2. document title;
 - 3. document description;



- 4. version number;
- 5. effectivity date;
- 6. division owner;
- 7. status;
- 8. archiving date; and
- 9. link of e-copy.
- b. Document Creation and Modification. Whenever deemed necessary by the concerned personnel, documents and other papers may be modified to update the Institute and its processes. Creation and modification of documents shall require the use of the Document Maintenance (DM) Form (Annex G) except those categorized as external documents.

Creation of Documents

- i. On document creation, the requesting end-user/personnel shall produce a draft of the new document and endorse the same to the designated DC.
- ii. The designated DC shall then accomplish the DM Form, attach the new document, and submit it to the Division Chief concerned for review and approval.
- iii. Upon approval, the DC shall indicate the appropriate control numbers, provide the said marked document to the requesting personnel, and update the Division's document master list.
- iv. He/she shall also communicate the approved request to the RO for the latter to update the PRI's Master List of Documents.
- v. The authority of requesters to modify documents is defined in Annex A hereof.
- vi. The end-user, with the assistance of the DC, shall have the responsibility to inform his/her respective sections/divisions about the created document. The RO shall be responsible for disseminating the said document to all PRI personnel via email.

Modification of Documents

- On document modification, requesting end-user/personnel shall revise an existing document and endorse the same to the designated DC.
- ii. The designated DC shall then accomplish the DM Form (see Annex G), attach the revised document, and submit it to the Division Chief concerned for review and approval.
- iii. Upon approval, the Division's DC shall update the revision number on the document and provide the requesting enduser/personnel with the document marked with the RI appropriate control information. He/she shall also reflect the COPY changes to the Division's Master List of Documents and update

the RO for the latter to make the necessary changes to the PRI's Document Master List.

- iv. The authority of requesters to modify documents is defined in Annex A hereof.
- v. The end-user, with the assistance of the DC, shall have the responsibility to inform his/her respective sections/divisions about the revised document. The RO shall be responsible for disseminating the said document to all PRI personnel via email.
- c. **Document Distribution.** The process of distributing documents for use of the Institute shall be as follows:
 - i. The PRI personnel intending to use a particular document shall request the same to his/her Division's DC.
 - ii. The DCs shall provide the current copy of the requested document, furnished with the document control numbers.
 - The DC shall log the document and its assigned control number to the appropriate masterlist.
 - iv. The DM Team shall determine the distribution, purpose, and the number of copies of the documents to be distributed. The said Team shall maintain a repository of the latest revisions of all PRI documents stamped as controlled copies. Documents in use shall be logged in the Document Log Sheet, indicating the: (1) control number and indexing number; (2) document title; (3) date logged; (4) destruction date, if applicable; (5) availability of an electronic copy; and (6) signature of the DC for (3) and (4), respectively.
 - v. Exchange of documents within and between office/divisions/sections/ committees/teams shall not require documented tracking. The Office Head/Division Chief/Section Supervisor/ Committee/Team Head may, however, choose to implement a tracking system within the office/division/section/committee/team.
 - vi. On the other hand, exchange of documents across offices/divisions shall require the use of the Internal Routing Slip (RS) Form (Annex H) to be filled up by the requesting personnel and submitted to the concerned DC for approval. In case of requests for copies of PRI Circular, Office Order, Operations Manuals, or PRI type documents, the CAD Chief shall approve the request, and the concerned DC shall provide a copy to the requestor. The concerned DC must, however, stamp the word "Uncontrolled" on each and every page of the document, affix his/her signature, and write the date the copy was released.

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- vii. Exchange of documents to external organizations shall also require the use of the RS Form prescribed by the DOTr-CO. The concerned DC shall accomplish the form to be approved by the respective Office Head or Division Chief.
- viii. Uncontrolled copies of type M documents shall be made available to the public except in cases where confidentiality is an issue, such as copies of assessment tools. The concerned DC must, however, stamp the word "Uncontrolled" on each and every page of the document, affix his/her signature, and write the date the copy was released.
 - ix. All documents not bearing proper stamps and/or signatures from the approving personnel are considered unofficial and shall not be honored by the Institute.
- d. **Documents in Electronic Copy.** Documents may be found in electronic copy or converted to electronic copy. The DM Team shall oversee the handling and control of the documents' electronic copies. When storing documents in a data server, the following must be considered:
 - i. storage size of the server to be used and plans for possible expansion;
 - ii. stored documents in electronic format shall follow a naming convention that includes the document control number and indexing number pursuant to Annex A hereof, followed by the document name. For electronic documents consolidated within a single file (with multiple tabs or sheets), the file name shall include the primary document control number and indexing number (see Annex A), while individual tabs or sheets within the file should be appropriately labeled with their respective document names for clarity and easy reference;
 - iii. data security from hardware/software failure and possible malware infection in coordination with the PRI's Information Systems Committee, Technical Committee, and the DOTr-MISS;
 - iv. operability and maintenance of the data server, whether physical or cloud;
 - v. accessibility to PRI personnel and the concerned public of data server subject to Article IV (A) (3) hereof;
 - vi. optimal connectivity to the data server, avoiding downtime, and slow access to data; and
 - vii. procurement and maintenance of the data server.

The DC of each office/division may have access to the electronic signature/s of the ED, Division Chief, and other personnel holding authoritative positions, whichever is applicable, provided that the said

officials/ have given their consent, which may be through an official letter of authorization. Its usage must also have written permission from the owner/s before they may be used by the Institute.

Documents shall retain the same identification system as found under the Document Control Numbering in Annex A hereof. Likewise, access and control of electronic copies of documents, on the other hand, shall follow the system laid down under the Document Types (see Annex A).

e. External Document Control. External documents received by the Institute shall be handled with care and subjected to storage procedures listed in Article IV (4) hereof. External documents shall be classified according to importance of the information contained therein. The recipient office/division/section, through its designated DC, shall undertake the storage, handling, and the distribution of said documents to necessary personnel/sections/divisions, if applicable.

4. Records Management

The Records Officer (RO) shall determine documented information that needs to be retained as records, thus, the same shall be under his/her responsibility. The RO shall collect and identify records, store and protect records, retrieve and maintain active records, as well as maintain and dispose of said records.

- a. Collection and Identification of Records. Records are identifiable through any or combination of the following information, as appropriate:
 - i. title of record;
 - ii. date(s);
 - iii. document number;
 - iv. name of signatory/ies; and
 - v. reference code.

Records are collected upon availability from their source/s, for appropriate filing by the RO or concerned process owner. In case of erasure or correction, the corrected data shall be countersigned by the personnel who corrected it.

All records shall be signed by the authorized personnel. The reviewer must ensure that said records are legible and contain sufficient information as a basis for its endorsement or approval. Hence, records without the signature of approving authorities, except electronic copies, are considered "unofficial".

b. Storage and Protection of Records. Records shall be kept in appropriate locations to minimize physical deterioration, damage, and loss. For protection purposes, the following practices shall be observed:

i. use of expanded folders/envelopes and/or ring binders; TIPRI

- ii. placed in magazine files and stored in shelves or steel cabinets to prevent wear and tear;
- iii. conduct of manual back-up (e.g., through the use of hard drives) of permanent and archival records every semester, including databases; and
- iv. access restriction through password to prevent unauthorized use (this only pertains to soft copy) and other applicable security measures.

The DM Team shall ensure that all documented information of the Institute has a backup policy should there be disasters/accidents where documented information may be lost or destroyed. The plan may cover the following considerations:

- i. scheduled maintenance of the current storage and backup storage;
- ii. schedule for point-in-time data capture systems;
- iii. capability of backup storage to update the stored information while changing the current storage; and
- iv. compatibility of backup storage to interact with current storage used by the Institute.
- c. Retrieval and Retention of Records. For easy retrieval, filing cabinets, shelves, boxes, magazine files, folders, and envelopes are labeled. Records borrowed by other offices, divisions, or sections are traced using logbooks and online databases for easier monitoring of records.

The storage, retrieval, and use of all confidential and sensitive data/information of the trainees and PRI personnel shall only be for the purposes set by the Institute in the performance of its powers and functions, and shall, at all times, comply with the provisions of RA No. 10173 or the Data Privacy Act of 2012.

d. Maintenance and Disposal of Records.

Guidelines:

- 1. Maintenance and disposal of records shall be done in accordance with the Records Retention and Disposition Schedule (RRDS) as prescribed by the National Archives of the Philippines (NAP).
- 2. Once the PRI's RRDS is prepared, in coordination with the DOTr-CO, the same shall be submitted to and approved by the NAP.

3. The NAP-approved RRDS shall then be regularly reviewed by the RO and revised, as necessary.

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- 4. For easier safekeeping, permanent records may be converted to electronic files, except for records that require original copy bearing authentic signatures. A sample template of the NAP Records Disposition Schedule (RDS) is herein attached as **Annex I**.
- 5. The duration of document retention shall also be subject to determination and approval by the NAP.
- 6. The DM Team shall ensure the application of all documents of the Institute to the prescribed retention period of the NAP.
- Documents shall be retained for the prescribed period of retention, starting from first circulation based on the date indicated in the document.
- 8. Documents that reach the required retention date, but are not marked obsolete, shall be archived to electronic databases before destruction.
- 9. Electronically archived documents shall not exceed 80% of the database's maximum storage capacity. Should the archived documents reach the prescribed storage capacity, the RO may purge up to five (5) years from the newest archived documents.
- 10. The AFS Head and the RO may agree on the files to be permanently erased from the archive.
- 11. The said RO shall also maintain the Document Log Sheet, indicating the documents that were destroyed, date of destruction, and if electronically archived.
- 12. The personnel requesting for particular documents to be scheduled for disposal need to accomplish the DM Form and submit the same to the DC for processing.
- 13. Such disposal must be compliant with the guidelines set by the Records Management Improvement Committee (RMIC) and the RDS.
- 14. Once the RDS is approved, the personnel may proceed with phasing out the document in question. Disposal of physical documents shall be in coordination with the RMIC and concerned office/s of the DOTr-CO.

5. DOTr DOcTRACK System

It is a customized records management software and secured digital repository that shall centralize the tracking and management of all active incoming and outgoing documents that are communicated outside of the PRI, including those circulated in/within the DOTr-CO and forwarded to



the stakeholders, archiving of inactive documents, and preservation of permanent records of the DOTr, to which the PRI is included.

a. Purpose

DOTr OO No. 2023-014 (Annex J) aims to institutionalize the use of the DOcTRack in the entire DOTr-CO. Thus, being a sectoral office of the Department, the Institute implements the DOcTRack or the Document Tracking and Management System.

b. Implementation

All DOTr offices/services/divisions (O/S/Ds), including the Office of the Secretary, Undersecretaries, Assistant Secretaries, and all Divisions, are provided with an official DOcTrack account, which shall be maintained by their respective DOcTRack focal persons. For purposes of the PRI, the RO shall be the Institute's DOcTRack focal person.

As a general rule, all O/S/Ds shall use the system-generated unique reference number and routing slip, pursuant to DOTr OO No. 2023-014 (see Annex J).

B. Planning, Acquisition, and Management of Assets

1. Planning and Acquisition of Assets

The planning and acquisition of assets shall include the following:

- a. After the identification of the PPAs proposed by the Budget Support Team to achieve the PRI's targets set during the semestral Strategic Planning Workshop, the Procurement Management Committee (PMC) shall identify and finalize each PPA identified by the division/section/ committee/team, including the mode of acquisition.
- b. Acquisition of assets may be made through procurement, donation, grant, or other means pursuant to existing accounting and auditing laws, rules, and regulations.

2. Procurement of Assets

The PRI adheres to the established national policy on government procurement and its implementing rules and regulations. The Procurement Management Manual (Annex K) shall provide the PMC members with the guideline on the procurement of goods and services that include, but are not limited to, the steps below:

- a. conduct of market study, which involves the gathering of necessary procurement information from potential suppliers;
- preparation of procurement documents/forms listed below, depending on the mode of acquisition, for submission to the DOTr's Procurement

Management Service thru the DOTr-Procurement Planning and Management Division (PPMD) for review, approval, and processing;

Procurement Preparation

- i. Memorandum
- ii. Project Procurement Management Plan (PPMP)
- iii. Approved Budget Contract (ABC)
- iv. Cost Benefit Analysis (CBA)
- v. Terms of Reference (TOR)
- vi. Technical Specifications (TS)
- vii. Purchase Request (PR)
- viii. Certification of Conduct of Market Study
- ix. Request for Quotation (RFQ)
- x. Justification

Evaluation and Selection of Bidders

- i. Notice of Meeting
- ii. Supplier Evaluation
- iii. Resolution
- c. monitoring of the status of evaluation and the process of selection among the participating bidders or suppliers by the PRI and DOTr-PPMD for small value procurement, and the DOTr-Centralized Bid and Awards Committee (DOTr-CBAC) for public bidding, and the subsequent filing of documents;
- d. conduct of performance evaluation of external service providers by the assigned member, with assistance from the end-user concerned, to be facilitated by the procurement member from the AFS.

The performance control to be applied to externally provided goods and services through procurement shall be determined during the preparation of its corresponding Purchase Order (PO)/ TOR/ bidding documents. Consequently, the evidence of such control and its extent shall be through the conduct of performance evaluation of external service providers.

3. Operations, Maintenance, and Disposal of Assets

a. Guidelines

The PRI shall implement the General Asset Management Manual (Annex L) for the management of the properties under its disposition used for the operationalization of its mandate. The PRI's Supply Officer shall be the focal person in the Manual's implementation.

The following general guidelines shall be implemented:

 All PRI-owned assets shall be managed, expended, or utilized in accordance with existing laws, rules, and regulations, and shall adhere to the guidelines set in the said Manual



- ii. The PRI shall exercise utmost care with property (includes materials, components, tools, equipment, premises, intellectual property, and personal data) belonging to its stakeholders (i.e., trainees, researchers, etc.) or external providers (i.e., contractors, service providers, etc.) while it is under the PRI's control or being used by the same.
- iii. With regard to lost, damaged property, or otherwise found unsuitable for use, the PRI shall report this to the stakeholder or external provider through a written correspondence with specific details/information provided that the property in question is still under warranty. Further negotiations or discussions may be undertaken by the PRI personnel concerned to resolve the matter. For properties with expired warranty, the PRI shall directly report them to the DOTr-Asset Management Division for appropriate action.

b. Supply/Inventory Committee (SIC)

To aid the Supply Officer in the management, maintenance, and disposal of PRI assets, and ensure the Manual's strict implementation, there shall be a Supply/Inventory Committee (SIC). The SIC Head and its members shall be designated by the ED in a separate OO.

c. Duties and Responsibilities

The Supply Officer and the SIC shall be responsible for the following:

- storage and safekeeping of assets;
- ii. monitoring the delivery, inspection, and acceptance of assets in coordination with the DOTr-Supply Division (SD) and DOTr-Asset Management Division (DOTr-AMD), respectively;
- iii. preparation and updating of cards;
- iv. preparation of Requisition and Issue Slip;
- v. monitor the physical movement of assets;
- vi. facilitate the repair and maintenance of assets in coordination with the DOTr-General Services Division; and
- vii. facilitate asset disposal in coordination with the DOTr-AMD.

The step-by-step process of each of these duties and responsibilities are specified in the Manual (see Annex L).

ARTICLE V Human Resource Management

A. Recruitment, Selection, and Placement

The Civil Service Commission (CSC) Resolution No. 17010009 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA), and DO No. 2019-015 or the Revised Policies on the DOTr - Human

Resource Merit Selection and Promotion Plan (HRMSPP), as amended, shall be the main guidelines for selecting qualified PRI personnel regardless of the nature/status of the position. Being under the administrative supervision of the DOTr, the PRI's recruitment processes must be in close coordination with the DOTr-Human Resource Management Division (DOTr-HRMD).

1. Hiring Process for Plantilla Positions

This process is applicable for the Department of Budget and Managementapproved plantilla positions.

- a. The PRI Human Resource Management (HRM) Team shall submit a Memorandum to the DOTr-HRMD requesting for the hiring of personnel, thus, filling up the identified vacant positions.
- b. The said Memorandum-request shall indicate the list of vacant position/s to be filled, duties and responsibilities relevant to the position/s, and the required period of publication for a minimum of 10 days and a maximum of 15 days pursuant to the 2017 ORAOHRA. Attached to the said memorandum is the required qualifications standards for the position/s and/or preferred qualifications, when necessary.
- c. Once the request is approved, the identified vacant position/s shall be posted by the DOTr-HRMD through the CSC job portal, DOTr website, PRI Facebook page, and other available DOTr or PRI-owned social media platforms. The said division shall also notify the qualified next-in-rank personnel of the vacancy and its requirements. In case the said personnel do not wish to apply to the said position, he/she shall accomplish and submit a waiver to the DOTr-HRMD.
- d. The processing of the applications by the DOTr-HRMD shall immediately follow, to wit:
 - review of submitted required documents (e.g., Notarized Personal Data Sheet with Work Experience Sheet, Diploma, Transcript of Records, among others);
 - ii. shortlisting of applicants after a review of the applicants' credentials vis-à-vis the CSC-required minimum qualifications and preferred qualifications set by the PRI;
 - iii. for positions with Salary Grade (SG) 1-21, the shortlisted applicants shall undergo the qualifying examinations, interview, and skill test of selected positions;

iv. as end-user, the PRI shall conduct the panel interview COPY with the use of Interview Guide Questions, and rate the

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interview and performance of the applicants in the skill test for the instructors in the Interview Rating Sheet (Annex M) and Teaching Demonstration Evaluation Form (Annex N);

- v. on the other hand, shortlisted applicants for positions with SG 22 (supervisory and managerial) and above shall undergo the initial interview by the PRI, initial qualifying examination, and in-depth selection process (i.e., management aptitude examination, in-basket test/case study, and panel interview by the HRMSPB);
- vi. positions that are considered part of the potential pool of instructors shall also deliver a five (5)-minute lecture on any topic, to which they shall be rated by a panel composed of selected PRI personnel;
- vii. after the processes in letters c to e hereof, a background check by the DOTr-HRMD and final deliberation by the HRMSPB shall be conducted; and
- viii. the DOTr-HRMD shall send an e-mail to the winning candidate notifying him/her of the results of his/her application.
- e. The successful applicant shall then submit the pre-employment requirements to the DOTr-HRMD to further process his/her appointment.
- f. Once all documents are submitted and requirements are met, the successful applicant shall be issued his/her appointment papers by the DOTr-HRMD. The latter shall also be responsible for facilitating the submission or approval of the said documents to/by the CSC.

Throughout the process, the PRI-Human Resources Management (HRM) Team shall closely coordinate with the DOTr-HRMD.

2. Hiring for Contract of Service (COS) and Job Order (JO) Personnel

This process is applicable to the PRI's COS and JO positions in accordance with the guidelines stipulated in the Department Order No. 2022-025 or the "Revised Rules and Regulation Governing the Engagement of Contract of Service and Job Order Workers in the Department". The following process shall be followed:

a. The PRI HRM Team shall prepare the Workers Requisition Form (WRF) and Terms of Reference (TOR) and submit them to the DOTr-Budget Division (DOTr-BD). Attached as Annexes O and P are the templates for the WRF and TOR, respectively

- b. Once the DOTr-BD verified the budget allotment, the request shall be forwarded to the DOTr-HRMD.
- c. The DOTr-HRMD shall commence the posting of Notice of Hiring with duties and responsibilities as reflected in the submitted TOR for seven (7) working days. On the other hand, the PRI HRM Team can also post the said vacancies in the PRI-owned social media platforms for wider dissemination.
- d. The DOTr-HRMD shall start with the pre-screening and evaluation of the list of applicants after seven (7) working days and recommend to the PRI HRM Team the top three (3) shortlisted and most qualified applicants after two (2) working days [if there are four (4) applicants or less) and four (4) working days [if there are more than four (4) applicants].
- e. The PRI HRM Team shall proceed with the interview and recommend to the DOTr-HRMD the chosen candidate among the shortlisted applicants together with the summary of results and supporting documents, to wit:
 - i. Curriculum Vitae with the applicant's signature;
 - ii. Diploma;
 - iii. Transcript of Records, if required by the position;
 - iv. Certificate/s of Employment, if required by the position;
 - v. Certificate/s of Training Attended, if required by the position; and
 - vi. Proof of Eligibility, if required by the position:
 - Authenticated Copy of Professional License (Engineers, Architects, Lawyers, Psychometrician, Accountants, Teachers); and/or
 - (2) Civil Service Eligibility.
- f. Once the recommendation is received, the DOTr-HRMD shall check if the request is in order and prospective workers are qualified for the position concerned. If found to be generally in order, the DOTr-HRMD shall prepare the Service Agreement and endorse it to the approving authority together with the summary of evaluation results.
- g. If approved, the PRI HRM Team shall submit the duly signed Obligation Request Status (ORS) to the DOTr-BD for obligation request and secure the Certificate of Availability of Funds (CAF) from the DOTr-Accounting Division (DOTr-AD).

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- h. After securing the ORS and CAF, the PRI HRM Team shall coordinate with the recommended COS/JO personnel the status of his/her application, signing of his/her Service Agreement, and date of his/her onboarding. This information shall then be forwarded by the PRI HRM Team to the DOTr-HRMD.
- i. Upon receipt of the duly executed Service Agreement, the DOTr-HRMD shall notify the recommended COS/JO personnel to submit the remaining engagement documents, and schedule and conduct appropriate onboarding activities in coordination with the PRI HRM Team. The remaining documents to submit shall be as follows:
 - result of drug test taken within one (1) year from the date of engagement;
 - ii. valid NBI Clearance; and
 - iii. original copies of Diploma, Transcript of Records, and Eligibility for verification purposes.

Throughout the process, the PRI HRM Team shall closely communicate with the DOTr-HRMD.

3. Onboarding Process

Once the congratulatory e-mail by the DOTr-HRMD is sent to the selected applicant for a certain position and the start date is determined, the PRI HRM Team must prepare for the personnel's onboarding process. The PRI-HRM Team, in coordination with the concerned divisions and sections, shall facilitate the drafting of the Onboarding Plan and Checklist (OPC) (Annex Q) by the division/section concerned.

To facilitate this, the PRI HRM Team shall:

- a. draft and pre-accomplish the personnel's two (2)-week OPC;
- send the pre-accomplished plan to the concerned Section Head and Division Chief for them to provide their inputs on the activities of the newly-hired personnel, including the identification of his/her personnel-buddy;
- secure the concerned Section Head's and Division Chief's approval of the plan; and
- d. send a copy of the approved plan to the newly-hired personnel.
- e. During the two-week onboarding process, one representative from the respective sections and divisions shall conduct the onboarding

to the newly-hired personnel. The onboarding video may be used as supplementary materials during the onboarding process.

- f. As part of the OPC, the newly-hired personnel shall undergo an interview with the PRI HRM Team during his/her third month to appraise his/her performance and how he/she deals with the work environment.
- g. The HRMO I shall facilitate the conduct of the activities stated in the OPC. In cases when the said personnel is unavailable, the PRI HRM Team Head may assign a member from the PRI HRM Team.

4. Exit Process

To constitute a complete and operative resignation of an employee from the PRI, there must be a written intention to relinquish the position addressed to the ED, which shall be submitted to the personnel's immediate supervisor. The latter shall endorse the same to the ED for acceptance prior to its endorsement to the DOTr-HRMD.

Resignation shall be governed by the following internal rules of the PRI:

- a. The outgoing employee, regardless of the nature of his/her exit (e.g., resignation, transfer), must participate in the required activities such as the exit interview, turnover of activities and documents to the immediate supervisor or assigned personnel, accomplishment of exit documents, and other important activities identified by the PRI HRM Team.
- b. In the interest of service, the employee may set his/her resignation's effectivity date, which shall not be less than 30 days from the date of the written notice.
- c. The acceptance of resignation is mandatory. The immediate supervisor and the Division Chief may suspend the effectivity date of resignation despite its initial written notice of acceptance due to any of the following reasons:
 - i. when the country is at war or when any other national or local emergency has been declared by the appropriate authority; and
 - ii. when it is necessary to prevent loss of life or property or in case of imminent danger to public safety due to an actual or impending emergency caused by serious accidents, fire, flood, typhoon, earthquake, epidemic or other disaster or calamity.

d. Unless the resignation is accepted, the tendering of resignation is revocable. The employee concerned may withdraw the tender of the copy

- resignation any time prior to the ED's acceptance of the resignation or before the lapse of the 30-day period given for the latter to act on the resignation, whichever comes first.
- e. Once the ED's accepts the employee's resignation, the same is deemed complete and operative. As such, the withdrawal thereof shall not automatically restore the employee to his/her former position.
- f. An exit interview shall be conducted by the assigned PRI HRM Team member to elicit the outgoing personnel's significant experiences while working in the PRI and honest feedback that will help the Institute improve its processes and services. This process shall be documented using the Exit Interview Form (Annex R). The filled up Exit Interview Form shall be submitted to the ED, for appropriate action, if any.
- g. A turnover of the projects, programs, activities, tasks, and assignments being handled by the outgoing personnel shall be made. These must be clearly presented through a Turnover Sheet (Annex S), and explained through a session with the personnel assuming his/her position and a PRI-HRM Team representative to act as witness. The said representative shall ensure that a proper turn-over was conducted. In case there is no such personnel yet, the session shall be with the personnel's immediate supervisor or anyone assigned by the latter.
- h. The outgoing personnel shall also accomplish the PRI's Internal Exit Clearance Form (Annex T). The said document ensures that the personnel has no pending tasks or liabilities to his/her respective division/section/ committees/teams. The internal rules to accomplish the same are also stipulated at the back of the document to remind the personnel of his/her accountability/ies.
- i. Once accomplished, it must be submitted to the PRI HRM Team as a prerequisite to the DOTr Clearance Form (Annex U) facilitated by the DOTr Central Office. The ED shall not sign the DOTr Clearance Form in case the Internal Exit Clearance Form remains unfinished.
- j. For both clearance forms under the preceding items, it shall be the employee's responsibility to obtain all signatures from the offices/divisions/ sections/committees/teams concerned. The HRMO I may extend assistance but the employee must proactively follow-up the status of his/her own clearance forms. The completion of the said forms releases the employee from any responsibility from the Institute. It also signifies that he/she is clear from all pending task/s, project/s, and liabilities, not only from the PRI but also from the DOTr.
- k. Lastly, an Undertaking Form (Annex V) shall be accomplished by the outgoing personnel. This document ensures that he/she will not be using/sharing all PRI official documents for any purpose/s, PRI including those developed solely by him/her or in collaboration

with the PRI's stakeholders, and those he/she received pursuant to his/her duties and functions in the PRI.

B. Learning and Development

As mandated by Rule VIII of EO No. 292, government agencies shall set aside at least 3% of their annual budget for human resource development. This allocation guarantees that employees, leaders, and teams have access to resources and opportunities to improve their abilities and potential. Considering this, the PRI establishes semi-annually its learning and development (L&D) that are necessary to its personnel. These L&Ds ensure that the PRI has a competent and engaged workforce.

1. Types

To continuously develop the competencies of railway personnel, it is also necessary to develop the capacities of and equip the PRI personnel with the necessary knowledge, skills, and attitude to better deliver their duties and functions. The. PRI has five (5) ways to further capacitate its personnel through appropriate L&D, to wit:

a. Local In-House Seminar/Training

The respective divisions, sections, and committees, or any member thereof, may initiate the conduct of a seminar/training that will help improve their respective personnel. If applicable, coordination with the PRI HRM Team must be made to facilitate approval of relevant offices.

b. Local Out-of-House Seminar/Training

The PRI personnel may also participate in out-of-house seminar/training that may be classified into two (2): (a) internally-outsourced seminar/training; and (b) outsourced seminar/training by the DOTr-Human Resource Development Division (DOTr-HRDD).

Internally-Outsourced Seminar/Training

 The PRI HRM Team shall prepare and disseminate a List of Available L&D or the Training Catalogue per semester to be offered to its personnel.

ii. Seminar/training that is not included in the list, but is considered beneficial by the personnel for his/her capacity development, may be suggested by the DOTT-PRI

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concerned personnel to the PRI HRM Team, which shall, in turn, include it in the list.

- iii. The PRI HRM Team shall release the same to all personnel. Interested personnel may enroll in any of the listed L&D by encoding their names in the Google sheet provided.
- iv. They shall also accomplish a Nomination Form (Annex W) from the DOTr-HRDD, to be signed/approved by his/her respective immediate supervisors. The accomplished form shall then be submitted to the designated PRI HRM Team member for additional requirements, approval of the management, and appropriate filing.
- v. The PRI HRM Team shall also request for the approval of the L&D budget to the concerned DOTr management members, subject to the administrative regulations. The PRI personnel can only attend the seminar or training once the budget was approved.

DOTr-HRDD Outsourced Seminar/Training

DOTr DO No. 2021-007, as amended, shall govern the conduct of DOTr-HRDD outsourced seminars/training.

- i. The DOTr-HRDD disseminates information on any available seminars/training offered to all personnel in the Department. The same shall be cascaded by the PRI HRM Team to all PRI personnel through email or any available platforms.
- ii. If qualified to attend the seminar/training, the concerned personnel shall accomplish a Nomination Form (see Annex W) to be approved by his/her immediate supervisor.
- iii. The accomplished form shall then be submitted to the designated PRI HRM Team member who will, in turn, submit the same to the DOTr-HRDD. From the pool of nominees, the DOTr-HRDD shall determine the final list of attendees.
- iv. A Memorandum or email containing the approved and final list of seminar/training participants shall then be issued to the concerned personnel by the DOTr-HRDD.

c. International In-House and Out-of House Seminar/Training

Once an invitation from a Development Partner (DP) is received, the concerned PRI HRM Team member shall disseminate the same to all PRI personnel through email or any available platforms. The PRI, in turn, shall nominate its delegates/participants based on the requirements set by the DP. If in case the PRI HRM Team received nominations more than the allotted slot for the PRI, the internal selection process shall be enforced.

Internal Selection Committee and its Responsibilities

- To maintain fairness in selecting the official delegates, the PRI's Internal Selection Committee (ISC) is established, which shall be composed of the three (3) Division Chiefs.
- ii. With the assistance of the assigned PRI HRM Team member who shall serve as the Secretariat, the ISC members shall assess the applicants' credentials through their submitted documentary requirements vis-a-vis the DOTr-HRDD and DP's requirements that include, but are not limited to, the accomplished Application Form (Annex X) and Re-Entry Action Plan (Annex Y). Such forms may be printed or in Google form format.
- iii. An interview of the applicants shall also be conducted by the ISC.
- iv. Based on the two (2)-step process mentioned above, the ISC shall rate the applicants based on the approved rubrics (Annex Z).
- A deliberation shall, thereafter, be conducted by the ISC.
 Once finalized, it shall endorse the delegates to the ED for the latter's approval.
- vi. Once approved, the PRI HRM Team shall submit the PRI's recommendation to the DOTr-HRDD.

Document Requirement and Selection Process

i. The selection process shall be conducted by the DOTr's Personnel Development Committee (DOTr-PDC) pursuant to DOTr DO No. 2021-007.

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ii. The said committee shall select from among the nominated applicants throughout the Department through a review of the submitted documentary requirements. Upon the DOTr-PDC's discretion, an interview may also be conducted.

d. Scholarship Program - Local or International

Pursuant to the DOTr No. 2021-007, the PRI may receive extended invitations from the DOTr-CO on local or international scholarship programs. Any interested personnel may send their nomination to the DOTr-PDC for initial evaluation and processing. The interested personnel may ask for assistance from the assigned PRI HRM Team member. Throughout the process, the AFS must be in-loop on all communication of the nominated personnel with the DOTr-HRDD for record purposes.

e. Immersion Program

Immersion program with stakeholders and partners (e.g., railway operators) shall be arranged by the concerned division/section. Requirements for the said activity shall depend on the stakeholders/partners. The concerned Division Chief, on the other hand, shall handle the selection of participants, and the Program's proposed learning outcomes of the PRI personnel, which shall be endorsed to the aforementioned stakeholders and partners.

2. Post Training/ Scholarship Program Requirements

a. Training/Seminar/Immersion

The personnel concerned shall submit the following to the PRI HRM Team for payment processing and recording purposes:

- i. accomplished External Training Provider Feedback Form (Annex AA);
- ii. accomplished Post-training Report (PTR) (Annex BB); and
- iii. copy of the Certificate of Completion/Attendance/ Participation.

The concerned personnel shall ensure that his/her PTR shall be implemented. In turn, the division's PRI HRM Team member and his/her immediate supervisor shall monitor its implementation.

b. Scholarship Program

Depending on the signed Scholarship Service Contract provided by the DOTr-HRDD, the personnel shall comply with the requirements after completion of his/her scholarship program upon return to the Philippines.

3. Learning and Development Plan

Once the PRI develops its competency-based framework based on relevant PRI Office Order, an L&D Plan shall be developed. Wherever necessary and appropriate, subsequent amendment of the process mentioned above shall be made.

C. Performance Management

1. Strategic Performance Management System (SPMS)

The PRI's SPMS serves as the foundation for performance measures, performance-based incentives, and human resource actions for its personnel.

a. Objectives

The following are the objectives of the SPMS:

- ensure that the PRI's mission, vision, organizational outcomes, strategic objectives, and strategic initiatives are effectively achieved through the SPMS;
- ii. integrate competency-based framework, once the latter is developed and approved, as a key component of performance management system to align individual performance with organizational goals;
- iii. concretize linkage of organizational performance with the Strategic Plan;
- iv. institutionalize a system on coaching and mentoring roles of supervisors and subordinates incorporating the effective cascading of commitments, priorities, and

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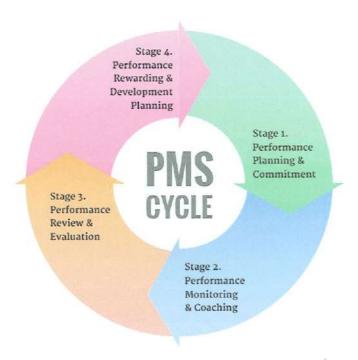
institutional accountabilities to various levels of the organization through the identification of appropriate performance indicators and targets; and

v. create an enabling environment for open dialogues and effective communication between supervisors and subordinates as a critical exercise for employees, as well as for the promotion of equal opportunities and nondiscrimination on account of gender, civil status, disability, religion, ethnicity, or political affiliation in all phases of performance management and its processes.

b. SPMS Cycle

The SPMS shall follow a four (4)-stage cycle, as shown in the figure below that underscores the importance of performance management. Each stage necessitates the accomplishment of SPMS forms in accordance with the timelines set.

Specific procedures on each stage shall be embodied in their respective Manuals (Annex CC) as may be applicable.



c. Key Players and Responsibilities

In the implementation of the SPMS, the following are the key players and their respective responsibilities:

KEY PLAYERS PRI FUNCTIONS AND RESPONSIBILITIES WASTER CO

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SPMS Champion	ED	 Responsible and accountable for the establishment and implementation of the SPMS; Sets performance goals/objectives and performance measures; Determines target setting period; Approves office performance commitment and rating; Assesses performance of divisions; and Approves divisions' performance commitment and rating.
Performance Management Team (PMT)	Management Committee Members	 Ensure the implementation of the SPMS in accordance with the timelines set; Conduct consultation meetings with all division and section heads to discuss the office performance commitments, rating systems, and tools; Ensure that office performance management targets, success indicators, measures, and budgets align with the goals of the DOTr and the PRI; Recommend approval of the office performance and rating systems and tools; Conduct annual orientation on how to integrate each personnel's commitment, performance, and the use of rating systems and tools; Act as the appeals body and final arbiter; Identify potential top performers for awards; Adhere to the documentary requirements and deadlines set by the DOTr PMT; and Adopt internal rules, procedures, and strategies to effectively carry out its responsibilities.
Planning Office	RDD - Planning and Research Section (PRS)	 Serve as the PMT Secretariat; Oversee and facilitate the submission of Office Performance Commitment and Review (OPCR) and Division Performance Commitment and Review (DPCR) Forms while ensuring compliance with established deadlines and guidelines; Oversee and facilitate the submission of the signed Office Performance Accomplishment Report (OPAR) and Division Performance Accomplishment Report (DPAR) while ensuring compliance with established deadlines and guidelines; Consolidate, review, validate, and evaluate

		the initial performance assessments based on accomplishments reported against success indicators and budget against actual expenses; Conduct Strategic Planning Workshops and consultation meetings, if necessary; Facilitate the conduct of performance checkpoints and assessments in accordance with the timelines set; Spearhead the cascading and adoption of any SPMS-related advisories from the National DOTr Performance Management Team; and Provide technical assistance as may be necessary.
Human Resource Management Office	AFS	 Serve as co-secretariat of the RDD-PRS, providing administrative support for the efficient conduct of its meetings and activities; Monitor the submission of Individual Performance Commitment and Review (IPCR) Forms of all PRI personnel, ensuring compliance with established deadlines and guidelines; Monitor the submission of all Individual Performance Accomplishment Reports (IPARs) of all PRI personnel, ensuring compliance with established deadlines and guidelines; Review the summary list of individual performance ratings, while ensuring accuracy and consistency with the established performance management system (PMS); Collect, organize, and maintain comprehensive files or records of performance ratings of all PRI personnel, while ensuring easy accessibility and confidentiality; Facilitate the provision of analytical data on personnel retention rates, skill/competency gaps, and talent development plan that identifies areas for improvement in coordination with the concerned Division/Section Heads; Coordinate possible interventions based on the concerned personnel's comments and feedback; and Coordinate with the DOTr and/or CSC as needed to ensure proper and effective implementation of the SPMS.



	HRM Team members / HR focals (pursuant to separate Office Orders)	 Also considered as the PMS focals; Attend meetings and other activities related to SPMS implementation, review, and enhancement; Reiterate PMS instructions, requirements, plans, and agreements to relevant personnel under their respective division/section; Distribute to raters/supervisors the PMS forms and ensure timely completion of these requirements; Assist their respective divisions/sections in the submission of performance documents (i.e., DPCRs, IPCRs, DPARs, IPARs); and Cascade all HR-related information/announcements to their respective divisions/sections.
Head of Office	ED	 Assumes the primary responsibility for performance management in his/her office; Conducts strategic planning sessions with supervisors and staff; Reviews and approves the Division Chiefs' performance commitment and rating forms; Conducts initial assessments of the PRI's performance; Determines final assessments of individual employees' performance levels, as may be deemed necessary; Informs Division Chiefs of the final ratings and identifies necessary interventions; and Provides written notice to subordinates who obtain Unsatisfactory or Poor ratings.
Division Chief	All Division Chiefs of the PRI	 Assume shared responsibility with the ED in attaining performance targets; Rationalize distribution of targets and tasks among subordinates; Establish clear success indicators for their respective division's assigned strategic objectives; Closely monitor the performance of section heads/subordinates, while ensuring adherence to established timelines; Monitor the division's monthly accomplishments; Conduct regular performance checkpoints and assessments of section heads and subordinates, following prescribed timelines; Review and approve commitment and rating forms of section heads/subordinates; Inform section heads/subordinates of their

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		final rating and identify necessary interventions; and Provide written notice to section heads/subordinates who received an Unsatisfactory or Poor rating.
Individual Employees	Immediate Supervisors/ Section Heads	 Assume joint responsibility with the ED and Division Chiefs in attaining performance targets; Rationalize distribution of targets and tasks among subordinates; Determine and recommend Success Indicators to the respective Division Chiefs for the assigned strategic objectives; Closely monitor the status of subordinates' performance in accordance with the timelines set; Ensure the submission of updated weekly accomplishment reports through the online monitoring sheet; Assess performance of subordinates through conduct of performance checkpoints and assessments in accordance with the timelines set; Review and approve commitment and rating forms of subordinates; Inform subordinates of the final ratings and identify necessary interventions; and Provide written notice to subordinates who obtain Unsatisfactory or Poor ratings.
	All rank-and- file employees/ personnel regardless of employment status	 Act as partners of management and coemployees in meeting organizational performance goals; Prepare their respective IPCRs and monitoring sheets; Provide feedback (includes identified hindrances and other obstacles in accomplishing the set targets) on the progress of achievements of targets and fulfillment of performance commitments to the immediate supervisor. Discuss problems and difficulties encountered in the accomplishment of the agreed performance targets and resolving the same together with rater-supervisor; and Agree on certain checkpoints with the rater-supervisor in terms of schedule and output status to ensure accomplishment of tasks.



The SPMS cycle shall follow the timeline listed in the table below:

ACTIVITY	TIMELINE	DOCUMENTS
Performance Planning and	Commitment	
Development/ Updating of Strategic Plan	During the semi-annual Strategic Planning Workshop	Strategic Plan (Physical and Electronic Copies)
Crafting of OPCR and DPCR Targets, and Monitoring Sheet	During the semi-annual Strategic Planning Workshop	 OPCR Forms A and B(Physical and Electronic Copies) DPCR Forms A and B (Physical and Electronic Copies) OPCR Monitoring Sheet (Online document only) DPCR Monitoring Sheet (Online document only)
Crafting of IPCR Targets and Monitoring Sheet	During the semi-annual Strategic Planning Workshop	 IPCR Forms A and B(Physical and Electronic Copies) IPCR Monitoring Sheet (Online document only)
Performance Monitoring a	nd Coaching	
Updating of OPCR Monitoring Sheet	Every 1st week of the succeeding month	OPCR Monitoring Sheet (Online document only)
Updating of DPCR Monitoring Sheet	Every last week of the month	 DPCR Monitoring Sheet (Online document only) Performance Monitoring and Coaching Journal (Annex DD)
Updating of IPCR Monitoring Sheet	Every first Monday of the succeeding month, or the next working day should it be declared a holiday or if suspended	 IPCR Monitoring Sheet (Online document only) Performance Monitoring and Coaching Journal
Submission of Performance Monitoring and Coaching Journals	Within the 1st week of the succeeding quarter: Q1: 1st week of April Q2: 1st week of July Q3: 1st week of October Q4: 1st week of January	Performance Monitoring and Coaching Journal
Conduct of Performance Checkpoint	Within the 3rd week of the third month of the	Performance Checkpoint (Anne SEE) R COP

	 semester: 1st Semester: 3rd week of March 2nd Semester: 3rd week of September 	н
case there is a need for a she be at least 90 calendar day	nd evaluation shall be don orter or longer period, the m is or three (3) months while t calendar year, except w	e semi-annually. However, in inimum appraisal period shall he maximum appraisal period hen the personnel is under
Rating of Individual Performance Commitments	 1st Semester: 1st week of July 2nd Semester: 1st week of January 	Individual Performance Accomplishment Report (IPAR)(Physical and Electronic Copies)
Rating of Division Performance Commitments	 1st Semester: 2nd week of July 2nd Semester: 2nd week of January 	Division Performance Accomplishment Report (DPAR) (Physical and Electronic Copies)
Rating of Office Performance Commitments	 1st Semester: 2nd week of July 2nd Semester: 2nd week of January 	 Office Performance Accomplishment Report (OPAR) (Physical and Electronic Copies) Summary List of Individual Performance Ratings (Annex FF) Summary List of Accomplishments (Annex

Performance Rewards and Development Planning

Rewards and Recognition Activities	Annually, during the PRI's Anniversary Celebration	 Program of activities facilitated by Anniversary Committee Activity Tracker (Online Document only)
Crafting of Individual Development Plan	During the semi-annual Strategic Planning Workshop	Individual Development Plan (Physical and Electronic Copy)

e. Integration with the Quality Management System (QMS)

The PRI shall strive to align with the ISO 9001 Standard. As such, the Internal Quality Audit (IQA) Team shall convene and schedule a dedicated audit on quality objectives to identify nonconformities and issue Non-conformity Reports NCRs for unmet targets, as necessary. In response, the IQA Team shall receive Corrective Action Reports (CARs) for monitoring,

Signature;

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pursuant to the PRI's established procedures for IQA and non-conformity management.

f. Appeals

In accordance with the CSC guidelines, the following are the rules on appeals pertinent to the SPMS:

- i. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within 10 days from the date of receipt of notice of their final performance evaluation rating from their rater/immediate supervisor.
- An office/unit/individual employee shall not be allowed to protest the performance rating of other office/unit/ individual employees.
- iii. Ratings obtained by other office/unit/individual employees can only be used as basis or reference for comparison in appealing one's own office or individual performance rating.
- iv. The PMT shall decide on the appeals within one (1) month from the receipt of the appeal. The PMT's decision, which must be countersigned by the personnel's respective supervisors and committee/team heads, may be appealed to the ED.
- v. Officials or employees who are separated from the service on the basis of an Unsatisfactory or Poor performance rating may appeal their separation to the CSC or its Regional Office within 15 days from receipt of the order or notice of separation.

2. Peer Review Process

Apart from the SPMS, the PRI adheres to evaluate strengths, recommend improvements where needed, and receive some guidance in planning a career path suited to the personnel's capabilities through the peer review process. The said review is a mechanism to elicit honest feedback on behaviors of individuals in work teams. This process is an additional measure to solicit possible interventions to continuously improve the personnel's work performance and career advancement.

a. Objectives



The objectives of this process are to:

- establish an honest and constructive review of the employee's behavior and performance;
- ii. identify and document on a continuing basis the outstanding accomplishments and best practices of PRI employees and its work committees/teams;
- raise performance standards of PRI employees through continuous recognition of exemplary performance, contributions, and personal efforts; and
- iv. guide the supervisors and Division Chiefs on timely coaching and mentoring of their respective subordinates.

b. Process

The peer review process shall apply to all PRI personnel, regardless of employment status, except the ED. It shall be done bi-annually before the semestral rating periods. The process shall be as follows:

- The schedule of the peer review shall be cascaded and discussed to all PRI personnel by the HRMO I, or any appointed PRI HRM Team member by team's Head.
- ii. The HRM Team must prepare and cascade the five (5) types of evaluation sheets, to wit:

Type	Description	To be Accomplished by
Self-Evaluation Form	Form used in appraising their own performance	All personnel
Peer Evaluation Form-1	Form used to appraise the performance of subordinates.	Immediate supervisor
Peer Evaluation Form-2	Form used to appraise the performance of a member within the section.	One (1) peer within the section or division concerned, who will be chosen by the immediate supervisor
Peer Evaluation	Form used to appraise the	Committee or Team

Signature:

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Form-3	performance of subordinates within the committee or team. Final rating shall be the average of all ratings received from the concerned committee/team heads.	Heads
Peer Evaluation Form-4	Form used to appraise the performance of an immediate supervisor within the section/division.	Two (2) peers within the section or division: one (1) personnel who got the highest rating from last peer review and one (1) personnel who got the lowest rating from last peer review
Peer Evaluation Form-5	Form used to appraise the performance of an immediate supervisor or committee/team head.	Two (2) peers within the committee/team: One (1) personnel who got the highest rating from last peer review and one (1) personnel who got the lowest rating from last peer review

The said forms (Annex HH) may be in a hard copy, soft copy, or Google Form format.

- iii. The personnel shall be given three (3) working days to accomplish said evaluations sheets.
- iv. Accomplished evaluation sheets shall be collated by the HRMO I. All accomplished forms shall observe strict confidentiality.
- v. The rating for Peer Evaluation Form-3 shall be the average of ratings from the committee/team where the personnel involved in. For Peer Evaluation Forms 4 and 5, the rating shall be the average of the two (2) personnel who evaluated the division chief, section head, and committee/ team head.
- vi. The overall final rating shall be based on the following computation:

 $Final\ Rating = \frac{\sum of\ ratings}{\#\ of\ ratings}$ Σ of ratings pertains to the total rating of the personnel pm

of ratings pertains to the application evaluation form for the personnel

Computation of rating shall be done by the HRMO I, or any designated member of the PRI HRM Team.

- vii. A summary of the evaluation results shall be compiled in the 201 file of the personnel.
- viii. After the evaluation, each personnel shall receive the Peer Evaluation Summary Report (Annex II). The supervisor or Division Chief concerned must be open for consultation if requested by the concerned personnel.
- ix. The Peer Review Summary (Annex JJ), which shall contain the peer review results and serve as final report, shall be forwarded to the ED.
- x. The ratings may be considered by the immediate supervisors in the personnel's IPCR rating before computing the final average rating.
- xi. Results of the peer review process may also be a basis for nominations to the DOTr PRAISE or any recognition ceremonies that may be facilitated by the PRI of any. Any required documentation for such activity shall be disclosed to the committee concerned for assessment purposes.

c. Timeline

The HRMO I shall be guided by the following timeline:

Activity	Duration
Refresher and orientation to new hires	Included in the Onboarding Plan and Checklist
Assigning of Peer Reviewers by the Immediate Supervisors	One (1)week before the peer review date
Distribution of Self-Evaluation Forms	Day one (1) of the last week of April and October
Distribution of Peer Review Forms	Days two (2) and three (3) of the last week of April and October
Collation/Computation of Ratings	Two (2) to four (4) weeks after submission all completed peer review

Sending of Peer Evaluation Summary Report	Five (5) to six (6) weeks after the submission all completed peer review
Meeting of Immediate Supervisor and their respective Subordinates	Seven (7) to Eight (8) weeks after the submission all completed peer review
Sending of signed Peer Evaluation Summary Report	Nine (9) weeks after the submission all completed peer review

3. Instructor's Performance Evaluation

The instructors' performance in the delivery of training shall also be assessed by the Instructor's Performance Evaluation (IPE) Committee annually.

a. Objectives

The objectives of this process are to:

- i. ensure the effectiveness and consistency in the instructors' training delivery;
- evaluate the effectiveness of the teaching/training strategies, activities, and assessment tools employed by the instructors; and
- iii. identify instructors who need further assistance/improvement in the delivery of training.

b. Process

The IPE process shall be pursuant to PRI OO No. 5, s. 2022, as amended.

D. Rewards and Recognition

1. Objectives

The following are the objectives of the rewards and recognition process:

- encourage and motivate PRI personnel, individually and in groups, to further improve their work performances;
- b. recognize the personnel/section/division/committee/team's beneficial suggestions, innovative ideas, inventions, discoveries, PY

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major accomplishments, heroic deeds, exemplary behaviors, and extraordinary acts or services of public interests in their respective line of duty, and other personal efforts, which contribute to the efficiency and/or other improvements in the systems and operations of the PRI; and

c. identify and document on a continuing basis the outstanding accomplishments and best practices of PRI employees and its work teams.

2. Anniversary Committee

To streamline the process of determining the awardees, the Anniversary Committee shall assign personnel who will be part of the selection process and serve as secretariat. The Anniversary Committee (AC) shall be composed of the following members:

Chairperson : Administrative Officer V, AFS

Members : Chief Transportation Development Officer (CTDO), TD

: Chief Transportation Development Officer (CTDO), RDD

: Chief Transportation Regulation Officer, CAD

Secretariat : Administrative Officer II (HRMO I), AFS

The personnel who will be selected per award shall be presented to the ED.

3. List of Awards

The Final list of Awards, along with the process of nomination, criteria for each award, selection process, and token shall be determined by the AC and approved by the ED.

4. Timeline for the Awards and Recognition

Upon the creation of the Anniversary Committee, the timeline below shall guide the members of the committee in the implementation of the Awards and Recognition activity for the PRI personnel.

Activity	Assigned Personnel	Target Date of Completion
Submission of list of proposed awards and mechanics of selection	Anniversary Committee	Last week of September
Release of list of approved Awards and Mechanics	Anniversary Committee	2nd week of October MASTER COPY

Submission of nominees for the approved awards	All PRI Personnel	3 rd Week of October
	PRI DCs and Anniversary Committee Head + Secretariat	2 nd Week of November
Submission to PRI- Executive Director for approval of the list of winners	Anniversary Committee PRI-Executive Director	1 st Week of December
Awarding of Winners	All PRI Personnel	To be determined Pursuant to the notice of PRI Anniversary Celebration

Furthermore, the Executive Director can still recommend addenda or amendments to the timeline if the need arises.

ARTICLE VI Transitory Provision

A detailed orientation shall be conducted within thirty (30) working days upon the effectivity of this Order to all personnel of the Institute. The use of enrolled documents shall begin after the said orientation.

ARTICLE VII Amendments

Amendment to any provision of this Order shall undergo legal review to ensure its compliance with the EO No. 96, s. 2019, the IRR or DOTr DO No. 2020-005 and its amendment/s, if any, and other existing laws, rules, and regulations.

ARTICLE VIII 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 IX Effectivity Clause

This Order shall take effect immediately upon its issuance.

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





PHILIPPINE RAILWAY INSTITUTE Quality Management System

PRI Document Specifications

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The PRI's document specifications are as follows:

Document Types

descriptions: The following are the different document types within the PRI and their respective

- PRI This type denotes that the document is designated as a central document under the direct control of the ED. All documents designated as PRI shall be approved by the IRR, Circulars, Orders, and Manuals. division concerned through its designated DC. Examples of this type are the EO, the ED or his/her nominated officer-in-charge, if any, and issued for distribution by the
- Ò, M – This type denotes that the document is a training material. Training materials shall be authorized by the TD Chief prior to distribution and use. Modifications of these documents may only be initiated by the document/process owners.

Document Index for M documents is as follows:

ex. P 1901 CC01000 (year + no.)	Training Type	Training Type Material Type	Batch Number (if applicable)	Topic Code (if applicable)
P 1901 (year + no.)	ex.			
	RT	d	1901 (year + no.)	CC01000

Column definitions for the table above are as follows:

Training Type - indicates the training course covered by the training material.

RT: Refresher Training
WRT: Web Refresher Training
FT: Fundamental Training
WFT: Web Fundamental Training
CDT: Capacity Development Training
SMT: Supervisory/Management Training

Ħ: Material Type - indicates the type of training material. The following lists the different types of training materials and their designation:

C : Curriculum Details
P : Presentation
IG : Instructor's Guide
H : Handouts
CE : Comprehensive Exam



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PrT : Pretest
PoT : Posttest

FE : Formative Exam

QB : Question Bank

QB : Question T : Textbook

Ħ: Batch/Cycle Number - indicates the training's batch/cycle number where the the year and the last two (2) digits indicate the batch number for that year. document is used. Composed of four (4) digits, the first two (2) digits indicate

įv. Competency/Subject Code - Indicates a specific code string that shows the competency, subject, and topic of the material. Format of the said code string follows the format below:

Topic Code	cy Subject	Competency	tency	Competence
	Code	Code	gory	Category
	1 0	0	0	0

- 0 F - This type denotes that the document is a form. These forms may be for both internal information. and external stakeholders' use. Once filled out, these forms become documented
- d. document used in communication that are either incoming or outgoing this type of document are memoranda, This type denotes that the document is a correspondence document. letters, minutes of meetings, or any such Examples of
- e. rating, peer review forms, checklists of 201 file, and other documents that can be filed in these documents are division/individual performance and commitment report and H - This type denotes that the document is a personal document tagged to a specific personnel, which forms part of the 201 files managed by the HRM Team. Examples of the 201 files.
- . L - This type denotes that the document is a library document. Examples of library used as reference material for the railway sector. documents are textbooks, publications, videos, audiobooks, and other such materials

external stakeholders. These documents or documented information shall be coded by the RO External documents or documented information may be received from time to time from for easier accessibility and traceability.

2. Document Control Numbering

The following shall be the structure of the document code and control/reference number for each type of document, which shall be reflected at the upper part of the document: [NO].

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a. PRI Documents

For Operations Manuals, the following shall be the structure of the document code and control/reference number:

This item signifies that this is an official document of the Institute, indicated as PRI

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- =: approval of the DM Team on the availability of the abbreviation. This item signifies the topic/subject, in an abbreviated format that shall be limited across all control numbers. to three (3) letters only, subject to the discretion of the document creator and
- E: when the document is created (e.g., 000 for the first document created for that reference number shall be a 3-digit number, assigned chronologically based on This item signifies the specific reference number assigned to each document. The of the document, and so on). topic/subject, 001 for the first revision of the document, 002 for the second revision

The following shall be the structure of the document code and control/reference number: Circulars, Office Orders, and Special Orders are also considered as PRI-type documents.

- ... This item signifies that this is an official document of the Institute, indicated as PRI across all control numbers.
- =: Special Order. This item signifies the issuance type, which may be a Circular, Office Order, or
- Ħ reference number corresponds to the number of issuance issued for the year (e.g., 1 This item signifies the specific reference number assigned to each document. The for the first document issued for the year, 2 for the second issuance issued for the same year, and so on).
- įv. This item indicates the year when the issuance is released (e.g., 2024, 2025, and so

b. Training Materials

control/ reference number: For training materials, the following shall be the structure of the document code and

-This item signifies that this is an official document of the Institute, indicated as PRI across all control numbers.

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- Ξ: This item signifies the document's process owner, which is the TD in this example. Control numbers in this field shall be the RDD, TD, CAD, or AFS, whichever is
- H This item signifies the type of document the control number is referring to. In this example, the document is a material type of document.
- iv. This is a placeholder, which signifies the start of the code string provided hereof

structure of the document code and control/reference number: For forms to be used by both internal and external stakeholders, the following shall be the

- This item signifies that this is an official document of the Institute, indicated as PRI across all control numbers.
- **#**: the process is lodged (e.g., the Assessment Committee's documents must reflect This item signifies the document's process owner, which is the CAD in this example. Control numbers in this field shall be the RDD, TD, CAD, or AFS. "CAD" since it is where the process is lodged). Committees/teams shall use the control number of the division/section to which
- Ξ This item signifies the type of document the control number is referring to. In this example the document is a form type of document.
- Ņ. and approval of the DM Team on the availability of the abbreviation. limited to three (3) letters only, subject to the discretion of the document creator This item signifies the name of the document, in an abbreviated format that is
- 4 format yyyy. This item signifies the year when the specific document is created, written in the
- ۷i. This item signifies the month when the specific document is created, written in the format mm.
- Vii. reference number shall be a 4-digit number, assigned chronologically based on This item signifies the specific reference number assigned to each document. The year and month, 0002 for the following document, and so on). when the document is created (e.g., 0001 for the first document created for that
- classified as S (simple), C (complex), H (highly technical), and E (exemptions). The This item signifies the nature of the document's application, which may be application shall follow a determined set of rules, identified by the nature and length of the processing time required to close out the document's application

Correspondence

For communication-related documents, the following shall document code and control/ reference number: be the structure of the



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- across all control numbers. This item signifies that this is an official document of the Institute, indicated as PRI
- =: number of the division/section to which the PRI-C-MEM-2022-01-0001-S). Committees/teams shall likewise use the control this field shall be skipped and the following item shall immediately start (ex. correspondence document should come from the Office of the Executive Director, example. Control numbers in this field shall be the RDD, TD, CAD, or AFS. If the This item signifies the document's process owner, which is the CAD in this process is lodged). Assessment Committee's correspondences must reflect "CAD" since it is where the process is lodged (e.g.,
- Ξ example the document is a correspondence type of document. This item signifies the type of document the control number is referring to. In this
- īV of the document creator, and approval of the DM Team on the availability of the abbreviated format shall be limited to three (3) letters only, subject to the discretion This item signifies the name of the document, in an abbreviated format. The abbreviation.
- < This item signifies the year when the specific document is created, written in the
- ≦. format mm. This item signifies the month when the specific document is created, written in the
- VII. reference number shall be a 4-digit number, assigned chronologically based on when the document is created (e.g., 0001 for the first document created for that This item signifies the specific reference number assigned to each document. The year and month, 0002 for the following document, and so on).
- VIII. classified as S (simple), C (complex), H (highly technical), and E (exemptions). length of the processing time required to close out the document's application. application shall follow a determined set of rules, identified by the nature and item signifies the nature of the document's application, which may be

e. Personnel Files

- <u>...</u>. across all control numbers. This item signifies that this is an official document of the Institute, indicated as PRI
- **#**: Finance Section - Human Resource Management (AFS-HRM) Team. This item signifies the document's process owner, which is the Administrative and
- Ħ example the document is a personnel file. This item signifies the type of document the control number is referring to. In this
- iv. of the document creator, and approval of the DM Team on the availability of the abbreviated format shall be limited to three (3) letters only, subject to the discretion This item signifies the name of the document, in an abbreviated format. The
- 4 This item signifies the assigned employee number when the specific document is created, written in the format eeee.
- ⊻. format yyyy. This item signifies the year when the specific document is created, written in the
- This item signifies the semester when the document is created. The reference for this shall be A for first semester and B for second semester of the current year



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f. Library

For library-related documents, the following shall be the structure of the document code and control/ reference number:

- This item signifies that this is an official document of the Institute, indicated as PRI across all control numbers.
- **:**: This item signifies the document's process owner, which is the RDD in this documents must reflect "CAD" since it is where the process is lodged). to which the process is lodged (e.g., the Assessment Committee's library-related Likewise, committees/teams shall use the control number of the division/section example. Control numbers in this field shall be the RDD, TD, CAD, or AFS.
- Hi. This item signifies the type of document the control number is referring to. In this example the document is a library type of document.
- iv. documents, which shall be put in detail in a separate Order. This is a placeholder, which signifies the start of the code string for library type

g. External Documents

and control/ reference number: For documents of external origin, the following shall be the structure of the document code

- This item signifies that this is an official document received by the Institute, indicated as PRI.
- Ħ. format limited to three (3) letters only, subject to the discretion of the RO (e.g., incoming documents from the Office of the Undersecretary for Railways shall be This item signifies the origin of the document, which shall be in an abbreviated labeled as OUR).
- format yy. The two-number format signifies that this is an external document that This item signifies the year when the specific document is received, written in the was received by the PRI.
- iv. reference number shall be a 6-digit number, assigned chronologically based on This item signifies the specific reference number assigned to each document. The PRI for the year, 000002 for the following document, and so on). when the document is received (e.g., 000001 for the first document received by the

(complex transactions shall require seven (7) working days); and H (highly technical transactions that require no longer than twenty (20) working days). The scope and details of transactions are those that require no longer than three (3) working days of processing time); C Whenever applicable, the nature of the document's application shall be identified as: S (simple Control No.

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the above are further indicated in R.A. No. 11032, including details that explain the coverage of transactions that fall under the nature of exemptions.

3. Format

The following format shall be followed in creating the following documents:

a. PRI Documents

PRI Office Orders and Circulars

following illustration: The format for the policies like Office Orders or Circulars shall generally follow the

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<DOTr logo> <Bagong Pilipinas Logo>

Department of Transportation PHILIPPINE RAILWAYS INSTITUTE

Republic of the Philippines

<PRI <Certifying logo> body logo>

PRI Office Order/ Circular No. _____, series of YEAR

<TITLE OF THE DOCUMENT>

WHEREAS, xxx

WHEREAS, xxx

and adopted: powers vested in me, hereby order that the following rules and procedures be promulgated EXECUTIVE DIRECTOR> of the Philippine Railways Institute (PRI), by virtue of the NOW, THEREFORE, Ļ <NAME OF HEAD OF OFFICE>, <OFFICER-IN-CHARGE/

ARTICLE <ROMAN NUMERAL> <article Title>

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A. <Header 3>





PHILIPPINE RAILWAY INSTITUTE **Quality Management System**

PRI Document Specifications

1. <Header 4>

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WHEREAS, x x x WHEREAS, x x x

ARTICLE < ROMAN NUMERAL> <ARTICLE TITLE>

Effectivity Clause

This <Office Order/Circular> shall take effect <DATE OR PERIOD>.

<NAME OF HEAD OF OFFICE>
<POSITION/DESIGNATION>

Operations Manuals

The following elements shall be present in all Operations Manuals:

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PHILIPPINE RAILWAYS

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"Do not reproduce or remove from binder without the prior permission of the Document Controller."

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Special Orders

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Department of Transportation PHILIPPINE RAILWAYS INSTITUTE

<PRI <Certifying logo> body logo>

Logo>

PRI Special Order No. yyyy-

: Name

Designation

To

Subject :

Date

1.0 Introduction.

XXXX

2.0 Body.

XXXX

3.0 For information, guidance, and compliance.

<NAME OF HEAD OF OFFICE>
<POSITION/DESIGNATION>

b. Training Materials

size, paper type, font size, and font type shall be at the discretion of the TD given the uniqueness of each training material: The following are the required elements for each training material. Its placement, paper

- i. logos of the DOTr and the PRI;
- ii. names of the DOTr and the PRI;
- iii. title of the document;
- iv. document code;
- v. revision number; and
- vi. effectivity date.





PHILIPPINE RAILWAY INSTITUTE Quality Management System

PRI Document Specifications

PAGE NO.:	REVISION NO.:	EFFECTIVITY DATE:	DOC REF NO.:
Page 11 out of 13	01	30 August 2024	PRI-PDS-001

c. Forms

of fields, and other factors. The following are the required elements to be present in each type shall be at the discretion of the proponent in consideration of its intended use, number physical form: For physical and internally-created forms, the paper size, paper type, font size, and font

- the logos of the DOTr, Bagong Pilipinas, PRI, and the third-party certifying body shall be set at the top of the first page as the header of every document, together team, or committee as the document owner, and the title of the document; and with the name of the DOTr, name of the Institute, name of the division, section,
- **#**: indicator of the current page along with the total number of pages a document has the document control number shall be placed in the form's header, including the and the document's revision number.

size, paper type, font size, font type, header & footer content, placement of logos of the document code, effectivity date, and revision number in the template shall be at the discretion of the proponent office/ division/ section/ committee/ team. DOTr, Bagong Pilipinas, PRI, and the third-party certifying body logos, and placement of original format shall be generally followed as to the required fields. Nonetheless, the paper For physical externally-created forms that the PRI will adopt as part of its processes, the

therein together with the title of the form. logos of the DOTr, Bagong Pilipinas, PRI, and the third-party certifying body be placed requirements or to fully maximize its features. At the minimum, it is recommended that the For online forms, the format shall be flexible enough to fit with the digital platform's

Operations Manuals other relevant policies and guidelines, including that of PRI Circulars, Office Orders, or printed at a certain time and approved by certain authorities as may be required by law or document code nor shall it adhere to any formatting requirements unless it needs to be For monitoring sheets and online registries used by the PRI, neither shall it bear any

d. Correspondence

any. In addition and/or absent any requirement, it shall include the following: The format for the correspondence shall generally follow the DOTr-CO requirements,

- bod shall be set at the top of the first page as the header of every document; the logos of the DOTr, Bagong Pilipinas, PRI, and the third-party certifying
- 1: the document control number shall be placed right below the header, aligned left in the document.

e. Library

proponent as these may be in various forms (e.g., electronic file, physical book, etc.). The entirety of the format for the library documents shall be at the discretion of the

Signature:



Quality Management System

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PAGE NO.:	REVISION NO.:	EFFECTIVITY DATE:	DOC REF NO.:
Page 12 out of 13	01	30 August 2024	PRI-PDS-001

PRI Document Specifications

Document Control Stamps

To ensure the integrity, accuracy, and relevance of information in the documents created by the Institute, the RO, in his discretion, shall use the following document control stamps:

DOTr – PRI OBSOLETE COPY Control No.: Signature:	MASTER COPY Control No.: Signature:	MASTER COPY Control No.: Effectivity Date: Signature:	DOTr – PRI UNCONTROLLED COPY Control No.: Signature:	DOTr – PRI CONTROLLED COPY Control No.: Signature:	Specimen
Obsolete Copy	Master Copy (Other documents)	Master Copy (PRI Circulars, Office Orders, Special Orders, and Operations Manuals)	Uncontrolled Copy	Controlled Copy	Name
Color: Red	Color: Blue	Color: Blue	Color: Green	Color: Purple	Description
For document that is no longer valid	For official version of any maintained and controlled document	For original copy of PRI-issued Circulars, Office Orders, Special Orders, and Operations Manuals	For duplicate of a master copy that does not need to be maintained and controlled	For duplicate of a master copy that needs to be maintained and controlled	Application

as provided in the table above power "uncontrolled" documents may be used instead of the physical stamp for the same application For online/ electronic copies of the documents, a watermark indicating "controlled" and MASTER (

Control No.:



Quality Management System

PRI Document Specifications

DOC REF NO.:

EFFECTIVITY DATE:

REVISION NO.:

Page 13 out of 13

PREPARED BY:

JEROLD JAMES B. CRUZ
Administrative Officer IV/
Records Officer, Administrative
and Finance Section

REVIEWED BY:

MARK FRANCIS S. ESPANA
Administrative Officer V
Administrative and Finance Section

APPROVED BY:

ANNELIK. LONTOC, CESO I Undersecretary and OIC-Executive Director

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REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Administrative and Finance Section







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		DOCUMENT DETAILS	DETAILS		
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□ PRI	☐ Material	□ Form	☐ Correspondence	☐ Library	☐ Standard/Manual
Document Control No.:					
Document Description:					
EFFECTIVITY DATE OF DOCUMENT (TO BE FILLED BY DOCUMENT MANAGEMENT TEAM):	OCUMENT MAN	VAGEMENT TEAM	η:		
Effectivity Date:					
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ANNEX H

For review/comment
For information

For signature See remarks

For review/comment For information

For signature See remarks REQUESTED ACTION

REQUESTED ACTION

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Republic of the Philippines DEPARTMENT OF TRANSPORTATION

OFFICE ORDER NO. 2023-014

Subject GUIDELINES ON THE DEPARTMENT-WIDE ROLL-OUT

SYSTEM (DOcTRack SYSTEM) OF THE DOCUMENT TRACKING AND MANAGEMENT

Date : 3 1 May 2023

1.0 BACKGROUND

organization, archiving of inactive documents, and preservation of permanent secured digital repository which shall centralize the tracking and management of all active incoming and outgoing documents that are circulated in the the DOcTRack System, is a customized records management software and records of the Department. The Document Tracking and Management System, which will be referred to as

16 November 2022 entitled "Interim Guidelines on the Pilot Implementation of the Group" provided for the institutionalization of the division-level use of the Memorandum from the Undersecretary for Administration and Finance dated DOcTRack in the Administration and Finance Group starting on 5 December Document Tracking and Management System in the Administration and Finance

2.0 OBJECTIVE

This Office Order aims to institutionalize the use of the DOcTRack in the entire DOTr-Central Office.

3.0 GENERAL GUIDELINES

3.1 maximized to aid officials and employees in receiving, recording, utilized for management efforts of the Department, the DOcTRack System shall be In view of the ongoing digitalization, streamlining, and records documents. processing, Department. the processing of all action documents within the Towards this transmitting, releasing, end, the DOcTRack System shall be archiving, and retrieving



System aims to achieve the following: Among others, the online routing of documents through DOcTRack

- revisions; Reduce the unnecessary and excessive use of paper due to
- **b**) Prevent from reaching the electronic file storage limits of our DOTr email accounts;
- (c) documents and the manual revisions to be effected by the other Reduce the processing time attributed to the physical routing of
- (D time for action documents; and Promote better tracking and measurement of actual processing
- e) adoption of the flexible work arrangement in the Department. Ensure efficient and continuous work delivery in view of the
- 3.2 shall be maintained by their respective DOcTRack focal persons all Divisions, will be provided with an official DOcTRack account which the Office of the Secretary, Undersecretaries, Assistant Secretaries, and All offices/services/ divisions (O/S/Ds) of the Department, including

which shall be linked to their DOTr-issued email address Finance Group will be provided with an official DOcTrack account Meanwhile, all permanent employees under the Administration and

3.3 reference number and routing slip and discontinue the use As a general rule, all O/S/Ds shall use the system-generated manually-created reference numbers and routing slip. unique

4.0 SPECIFIC GUIDELINES AND PROCEDURES

by all O/S/Ds: The following procedures in the use of the DOcTRack system shall be observed

Services Division (GSD)-Records Section from external clients, including unique reference number shall be issued to the sender generated acknowledgement receipt bearing Once documents are received by the GSD-Records Section, a system-DOTr attached agencies, shall be uploaded in the DOcTRack system. Documents received, either physically or electronically, by the General Receiving, Uploading, and Initial Routing of External Documents the system-generated

documents before forwarding the same to the next concerned office generated routing slip and append the same on the hard copy of the Once uploaded, the GSD-Records Section shall print the system-



the mode of transmittal of the document which may be either of the two: document, the system will require the DOcTRack focal person to specify shall be uploaded in the DOcTRack System. Uploading, Initial Routing, and Acknowledgement of Internal Documents. In the same manner, documents originating from O/S/Ds supporting documents, will be attached to the DOcTRack system and via DOcTRack If action documents, When uploading a including

4.2

- forwarded to the next concerned office electronically; or
- **b**) Hard copy - If hard copies of all action documents will be forwarded to the next concerned office.

to the recipient O/S/D. generated routing slip nor forward the physical copies of the documents DOcTRack", the originating O/S/D shall no longer print a system-If the mode of transmittal of a document is tagged as "electronic via

acknowledging the same in the DOcTRack System. for the actual receipt of the physical copies of the documents before same to the next concerned office. Then, the recipient O/S/D shall wait the same above the hard copy of the documents before forwarding the number and other document details in a white A4 bond paper and place generated routing slip bearing the system-generated unique reference If the mode of transmittal of a document is tagged as "hard copy" in the DOcTrack system, the originating O/S/D shall print the system-

shall be printed, physically signed, and forwarded via "hard copy" to electronically via DOcTRack initially. However, if the action documents the next recipient/approving authority. recommending and approving authorities, the draft action documents to be routed are final output which requires the wet signature of the Mode of transmittal of documents may be changed later in the process. example, routing of draft action documents may be

multiple mode of transmittal in a document process: For reference, provided in Annex A hereof is a sample scenario of

4.3 automatically send a real-time notification to the email address of the document. Once documents are routed via DOcTRack, the system will the recipient O/S/D can acknowledge, access, and act appropriately on recipient O/S/D. Upon receipt of documents through the DOcTRack, the recipient O/S/D to inform the latter of the transmittal of the the document. Email Notification. Originating O/S/D shall no longer send an email to



4.5 the DOcTRack System will require the user to specify a "Document Titling of Documents in the DOcTRack. When uploading a document, is suggested: Title". For ease of monitoring and records retrieval, the following format

REQUEST] [REQUESTING AGENCY/OFFICE] [TITLE/SUBJECT QF.

Examples:

- CIVIL AVIATION AUTHORITY OF THE PHILIPPINES REQUEST FOR FUND TRANSFER FOR THE DAVAO AIRPORT PROJECT **UNDER THE FY 2021 GAA**
- ADMINISTRATIVE SERVICE -RECORDS FOR NOVEMBER 2022 SUBMISSION OF DAILY TIME
- from the following actions provided in the DOcTRack system, to wit: monitoring and tracking of the document. The system user may choose document through physically or electronically (depending on the identified mode of transmittal), the recipient O/S/D shall immediately acknowledge the Acknowledgement of Documents. Once documents are received either the DOcTRack System to ensure the accurate

4.6

No Action To Document ac Required ac on	F & O	Acted Upon Tre di	On-Hold Ti ac D	Acknowledged The the transfer of the transfer	Action
This option may be chosen by a recipient user when acknowledging a document with no further needed action on their end (e.g., documents are for information only, documents are duplicate copies only, recipient user was copy furnished only, etc.).	Once documents are tagged as "Acted Upon", the documents will be inactive/completed and closed in the DOcTRack System.	This option may be chosen to note that the subject request (either using the same or different DOcTrack reference number) is already acted upon. The O/S/D is directed to provide updates/notes relative to the action made on the item, which may include links to other reference numbers and/or subtasks.	This option may be chosen by the user to note that action on the request is held in abeyance due. Documents in on-hold status will remain as active and open documents in the system.	This option may be chosen by the user upon receipt of the document. Acknowledged documents will remain as active and open documents in the system.	Meaning

Signature:

Archived This option may be chosen by the GSD-Records Section Focal Persons to archive transactions which are already completed.

person of the recipient O/S/D through the DOcTRack system. Routing of Documents. Once documents are ready to be forwarded to the next concerned O/S/D, the documents shall be routed to the focal

4.7

4.7.1 shall be uploaded in the "Attachment" tab of the DOcTRack Further, draft action documents in editable format (e.g., .docx) documents shall be routed physically to the recipient O/S/D "hard copy". Hard copy routing. If mode of transmittal of the document is ', the original document, attachments, and action

stamp at the front page of the routing slip. The same shall be visible and readable. all remarks/instructions reflected in the routing slip will remain affixed only at the back page of the routing slip to ensure that O/S/Ds are requested to refrain from affixing the "RECEIVED" For documents with physical routing slip, receiving officers of

slip when they need to print: The system user may choose from the following types of route

- Print Complete Route Slip Printed route slip will reflect all subject document; the previous recipient and instructions/remarks for the
- 6 number, title, sender) and will not reflect any previous reflect the basic details of Print Additional Route Slip - Printed route slip will only instructions/remarks. the document (i.e., reference
- C. Print Blank Route Slip - Printed route slip will not bear any document details.



- 4.7.2 recipient O/S/D only through the System. Relatedly, attachments, signed action documents, and editable action Electronic Routing. If mode of transmittal of the document is documents shall be uploaded in the "Attachment" tab of the "electronic via DOcTRack", documents shall be routed to the DOcTRack System.
- even if the documents are already routed to the next recipient Monitoring of Routed Documents. Originating O/S/Ds and of all documents created or received by their offices, respectively, reviewing O/S/Ds may monitor and track the status and updates

informing document. Subsequently, senders shall directly route the document to the next recipient O/S/D once acted upon. documents to the originating O/S/D for the purpose of simply In view of this, all O/S/Ds are directed to refrain from rerouting them of the status and/or action done on the

- 4.7.4 their requested action from the recipient user. Pre-determined requested actions are provided in the DOcTRack system which another user, the sender will be required by the system to specify Remarks and Notes Function. When routing a document to
- "For Appropriate Action"
- "For Consideration"
- "For File"
- "For Information"
- "For Instructions"
- "For Release"
- "For Review and Evaluation"
- "For Revision"
- "For Signature"

document to the recipient O/S/D. It is to be noted that the specific instructions in the "Remarks" box prior to routing of the instructions specified in the "Remarks" box will automatically reflect in the system-generated routing slip. predetermined dropdown options, the sender may specify their the sender's requested action is not included in

in the "Remarks" box, the "Notes" tab of the DOcTRack shall be Meanwhile, if the specific instructions are too long to be inputted tab will not be reflected in the system-generated routing slip. utilized. Note, however, that instructions inputted in the "Notes"

Centrol No.:

the remarks/notes written in the physical routing slip in the For hard copy documents, all users requested to similarly reflect documentation. Remarks and/or Notes field of the DOcTRack for proper

- 4.8 Uploading and Routing of Confidential Documents in the DOcTRack. a new document or as an "Attachment" to a document with an existing protected documents, confidential documents may also be uploaded as reference number. DOcTRack System allows for the uploading of password-
- 4.9 mentioned functionalities of the DOcTRack system, provided below are other functionalities that may be utilized when routing documents within the System. Other Functionalities in the DOcTRack. In addition to the above-
- Copy Furnish. When routing the documents to the next concerned the document officially. document. Note that the copy furnish office is not required to record automatically notified through email if they are copy furnished in a furnished. Similar O/S/D, the sender may select multiple recipients to be copy with regular routing, users will also
- **b** Subtask. Users may utilize this functionality when routing to to a previously-uploaded document in the System. multiple recipients or when uploading a document which is related
- **c**) documents which may be related to one another. Link. Users may utilize this functionality to tag and easily track
- 0 Merge. Users shall utilize this functionality when routing documents with multiple reference numbers as one transaction or as a combined
- 4.10 Releasing of Documents. All documents to be released to external clients shall be coursed through the GSD-Records Section for official

receiving copy/ies shall be scanned and uploaded by the GSD-Records Once documents are released, the full set of documents including the Reference Number. Section in the DOcTRack in the "Attachment" tab of the subject

- physically and electronically using the DOcTRack system. transmitted to the GSD-Records Section for their proper archiving Archiving of Documents. All documents for archiving shall be
- 4.12 the same every 10th day of the succeeding month (Example: Document required to consolidate the submitted report for the month and submit documents for the month. The Office of the Service Directors are then are required to submit a "Document Status Report" in the records and performance monitoring of the Department, O/S/Ds Generation and Submission of DOcTRack-generated Reports. To aid of all open/active

Signature:

on 10 February 2023). Similarly, Offices of the Undersecretaries and Status Report for open documents for January 2023 shall be submitted Report on the same dates. Assistant Secretaries are required to submit their Document Status

Undersecretary for Administration and Finance (OUAF) **DOcTRack system** with the following Document Title: Consolidated reports shall be submitted to the Office through

FOR THE MONTH OF [MONTH_YEAR] [NAME OF OFFICE/SERVICE] - DOCUMENT STATUS REPORT

REPORT FOR NOVEMBER 2022] (Example: ADMINISTRATIVE SERVICE DOCUMENT STATUS

5.0 RESPONSIBILITIES AND ACCOUNTABILITIES

implementation of the DOcTRack: The following are the roles and responsibilities of DOTr offices in the expanded

- The GSD-Records Section shall be responsible for the following
- necessary updates and improvements in the DOcTrack System; Act as process and system owner and maintain and recommend
- of user roles. Approve and validate user registration, including the assignment
- 5.2 The Management Information Service shall be responsible following: for the
- 5.2.1 Facilitate the creation and deletion of accounts for validated
- 5.2.2 issues, etc.) to the GSD-Records Section and DOcTRack users Provide technical support (e.g., password reset, connection
- 5.3 for the following: The DOcTRack Focal Persons and authorized users shall be responsible
- 5.3.1 received and released on time; and Ensure that the documents being handled by their offices are
- 5.3.2 Ensure that required reports are submitted on time.



6.0 ADDITIONAL COVERED OFFICES AND TRANSITORY PERIOD

- 6.1 will commence on 5 June 2023 (Monday). The expanded implementation of the use of DOcTRack in the DOTr-CO
- 6.2 creation of the O/S/D DOcTRack account. The DOTr-issued O/S/D email address shall be used by the MIS in the

renamed, are suggested to inform their stakeholders. deleted by the MIS by 2 June 2023 (Friday). Hence, all O/S/Ds with nonemail address convention. Non-compliant email address/alias will be renamed by the MIS, if necessary, to ensure compliance with the DOTr compliant email address/alias, and For uniformity, existing email addresses of organic O/S/Ds shall be whose email address will be

email address shall be provided with such by the MIS Meanwhile, O/S/Ds and concerned individuals with no DOTr-issued

provided with DOcTRack accounts and DOTr-issued email addresses. For reference, listed in Annex B hereof are O/S/Ds which will be

6.3 assigned DOcTRack focal persons on or before 26 May 2023 (Friday). form <Google Form link to be added> to provide the details of their The O/S/Ds listed in Annex B are required to accomplish this online

Abbreviation]_[Name of O/S/D DOcTRack Focal Person]. Account Name of the O/S/D DOcTRack accounts shall be [Office

Example:

0/8/D	Administrative Service-Office of the Director
Name of Focal Person	Juan Dela Cruz
DOcTRack Account Name	AS-OD Juan Dela Cruz

disseminated once submission from all O/S/Ds are received Complete list of all O/S/D DOcTRack Focal Person be

- 6.4 of the DOcTRack System shall be scheduled on May 31, 2023 Registration of focal persons and conduct of online training on the use
- 6.5 from the users. quarterly basis upon the full implementation to solicit valuable feedback Session with the O/S/D focal persons shall be regularly scheduled on a For the continuous improvement of the DOcTRack, a Kumustahan

7.0 TECHNICAL SUPPORT

od@dotr.gov.ph. For technical concerns, O/S/Ds are requested to contact the MIS at mis-

Community for easier communication across offices. O/S/D focal persons will also be added in the DOcTRack Focal Persons Viber

8.0 REPEALING CLAUSE

aforesaid Memorandum that remain unaffected shall remain in full force and All other issuances which are inconsistent herewith are deemed amended, revoked, or superseded accordingly. All other items/provisions of the

9.0 This Office Order shall take effect on 5 June 2023 (Monday).

JAIME J. BAUTISTA
Secretary My 1



ANNEX A. SAMPLE ROUTING PROCESS FOR A SELECTED TRANSACTION

TRANSACTION: Drafting of budgetary request to be submitted to the Department of Budget and Management (DBM)

	6 GS	5 09		4 01	3 O	2 FN	1 FN Di	Step O,
	GSD- Records Section	OSEC		OUAF	OAFC	FMS-OD	FMS- Budget Division	O/S/D concerned
Note: Acknowledgement receipt issued by the recipient external agency shall also be attached by the GSD-Records Section, for easy reference and proper monitoring of the O/S/D concerned.	Scan the signed Memorandum for the Secretary and action documents to be released to the DBM and upload/attach in the DOcTRack system, for reference of all concerned O/S/D.	Approve and sign the action documents and forward to GSD-Records Section for release to DBM.	Note: OUAF (in this transaction) is only required to print the document to be signed by the Secretary and the supporting documents to be released to the DBM. Other attachments which need not be released to the DBM may not be printed and shall remain as attachments in the DOcTRack system.	Review, print, and recommend approval of the draft action documents and forward the packaged documents to the OSEC, for the Secretary's consideration/signature.	Review and recommend approval of the draft action documents and route to the Office of the Undersecretary for Administration and Finance (OUAF)	Review draft action documents and submit to the Office of the Assistant Secretary for Finance and Comptrollership (OAFC)	Prepare draft Memorandum for the Secretary and letter to DBM and route to the FMS-Office of the Director (OD)	Step/Task
OTr. PRI		Hard Copy		Hard Copy	Electronic via DOcTRack/ Hard Copy depending on the official's preference	Electronic via DOcTRack	Electronic via DOcTRack	Mode of Transmittal

PROVIDED WITH DOCTRACK ACCOUNTS ANNEX B. LIST OF ADDITIONAL DOTr-CO O/S/Ds WHICH WILL BE

Legal Service-Legal Affairs and Research Division Legal Service-Contract Review and Documentation Division Legal Service-Legislative and Issuances Division Legal Service-Office of the Director Franchising Review Staff-Office of the Director Investigation, Security and Law Enforcement Service-Office of the Director SERVICES/DIVISIONS/SECTORAL PROJECT MANAGEMENT OFFICES Office of the Assistant Secretary for Special Concerns Office of the Assistant Secretary for Communications and Commuter Affairs Legal Service-Investigation and Adjudication Division Office of the Assistant Secretary for Planning and Project Development Office of the Assistant Secretary for Road Transportation and Infrastructure Sector Office of the Assistant Secretary for Railways Sector Office of the Assistant Secretary for Maritime Sector Office of the Assistant Secretary for Aviation and Airports Sector Office of the Undersecretary for Planning and Project Development Office of the Undersecretary for Philippine Railways Institute Office of the Undersecretary for Road Transportation and Infrastructure Sector Office of the Undersecretary for Railways Sector Office of the Undersecretary for Maritime Sector Office of the Undersecretary for Legal Affairs Office of the Undersecretary for Aviation and Airports Sector Office of the Secretary OF SENIOR OFFICIALS Office/Service/Division

Internal Audit Service-Office of the Director

Signature:

Office/Service/Division

Internal Audit Service-Management Audit Division

Internal Audit Service-Operations Audit Division

Planning Service-Office of the Director

Planning Service-Air Transportation Planning Division

Planning Service-Rail Transportation Planning Division

Planning Service-Road Transportation Planning Division

Planning Service-Water Transportation Planning Division

Project Management Service

Project Monitoring and Evaluation Service

Internal Cooperation Division

Communications and Commuter Affairs Office

Sectoral PMO-Aviation and Airports

Sectoral PMO-Maritime

Sectoral PMO-Railways

Sectoral PMO-Road





PHILIPPINE RAILWAYS INSTITUTE Quality Management System

Procurement Management Manual

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I. OBJECTIVE

detailing the steps that need to be taken to effect such procurement, information on the procurement of goods, consulting services, and infrastructure, by Manual seeks to provide the PRI personnel preparation of procurement documents, to the actual bidding activity, monitoring of government procurement pursuant to existing laws, rules, and regulations. This contract implementation, and the final payment to the supplier. The Philippine Railways Institute (PRI) adheres to the established national policy on with clear, concise, and accurate

II. SCOPE

This Manual shall cover the working procedure for the following processes:

- a. procurement;
- 5 delivery/ supply pursuant to bidding documents/ Terms of Reference (TOR)/ Project Specifications;
- 5 payment of external service providers pursuant to bidding documents/ TOR/ Project Specifications; and
- d. performance evaluation of external service providers

In accordance with The Government Procurement Reform Act or Republic Act (R.A.) are not subjected to procurement, thus, this Manual shall not be applicable: No. 9184 and its Revised Implementing Rules and Regulations (IRR), the following

Procurement of Goods, Infrastructure Projects, and Consulting Services Paragraph 1, Section 2 of R.A. 4860, As Amended,"Junless the Government from the Foreign Debt Limit in order to Facilitate the Absorption and 8555, entitled "An Act Excluding Official Development Assistance (ODA) financing institution agree otherwise of the Philippines (GoP) and the foreign grantor/foreign or international Optimize the Utilization of ODA Resources, Amending for the Purpose funded from Foreign Grants covered by R.A. No. 8182, as amended by R.A. WASTER COPY

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- 9 applicable laws, rules and regulations; and entitled "An Act Facilitating the Acquisition of Right-Of-Way Site or Acquisition of real property that shall be governed by R.A. No. 107523, Location for National Government Infrastructure Projects," and other
- C Purposes," as amended: provided, however, that for the portions financed entitled "An Act Authorizing the Financing, Construction, Operation and Public-Private sector infrastructure or development projects and other shall apply. by the GoP, in whole or in part, the provisions of R.A. No. 9184 and its IRR Maintenance of Infrastructure Projects by the Private Sector, and for Other procurement covered by R.A. No. 6957, as amended by R.A. No. 7718,

not subjected to this Manual: Moreover, the following are not considered as procurement activities, thus, likewise

- direct financial or material assistance given to beneficiaries in accordance of the concerned agency; with the existing laws, rules and regulations, and subject to the guidelines
- 5. participation in local or education, conferences, seminars, or similar activities that shall be governed Department of Budget and Management rules and regulations; by applicable Commission on Audit, Civil Service Commission, foreign scholarships, training, continuing
- C lease of government-owned property as lessor for private use;
- d. hiring of personnel under the Job Order status;
- e. Joint Venture under the revised National Economic Development Authority (NEDA) guidelines; and
- disposal of property and other assets of the Government

III. DEFINITION OF TERMS

meanings hereinafter set forth; Whenever used in this Manual, the following terms shall have the respective

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TERM	DEFINITION
Approved Budget for the Contract	: Also called the ABC, refers to the budget for the contract duly approved by the Head of Procuring Entity (HoPE), as provided for in the General Appropriations Act (GAA), continuing, and automatic appropriations. For multi-year contracts, for which a Multi-Year Obligational Authority (MYOA) or an equivalent document is required, the ABC shall be incorporated in the project cost reflected in the MYOA or equivalent document.
Bid	: A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents.
Bidding Documents	: Documents issued by the PRI as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the goods, infrastructure projects, and/or consulting services required.
Bids and Awards Committee	: Also called the BAC, refers to the Committee established in accordance with Rule V of the IRR of R.A. 9184.
Common-Use Supplies and Equipment	: Also called the CSE, refer to those goods, materials, and equipment that are used in the PRI's day-to-day operations and in the performance of its functions.
Competitive Bidding	: A method of procurement that is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. For purposes of, and throughout this Manual, the terms "competitive bidding" and "public bidding" shall have the same meaning and shall be used interchangeably.
Consulting Services	: Services for infrastructure projects and other types of projects or activities of the GoP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GoP to undertake such as, but not limited to: (i) advisory and
Hind deal	



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TERM

DEFINITION

o	а	()	r
n consulting services are pro-	nd (vi) other technical service	 v) construction supervision; 	eview services; (ii) pre-invest
on consulting services are provided for by the IRR of R.A. No. 9184.	and (vi) other technical services or special studies. General principle	iv) construction supervision; (v) management and related services;	review services; (ii) pre-investment or feasibility studies; (iii) design;
9184.	nciples	rvices;	lesign;

Expendable Supplies

having a life expectancy of more than one (1) year but which shall converted in the process of manufacture or construction, or those Articles that are normally consumed in use within one (1) year or

have decreased substantially in value after being put to use for only one (1) year (e.g., medicines, stationery, fuel, and spare parts).

Goods

supplies provided by the PRI for such services. The term "related" or space, media advertisements, health maintenance services, and other or analogous services, as well as procurement of materials and services, such as, the repair and maintenance of equipment and equipment, furniture, stationery, materials for construction, or government undertaking, project or activity, whether in the nature of in the transaction of public businesses or in the pursuit of any consulting services and infrastructure projects, which may be needed "analogous services" shall include, but is not limited to, lease of office furniture, as well as trucking, hauling, janitorial, security, and related personal property of any kind, including non-personal or contractual All items, supplies, materials, and general support services, except services essential to the operation of the PRI.

Head of the Procuring Entity

shall be considered as the HoPE, subject to the limitations and procurement is decentralized, the head of each decentralized unit however, that in an agency, duly authorized official, for national government agencies, provided, Also called the HoPE, refers to the head of the agency or body, or his authority delegated by the head of the agency, department, or office. department, or office where

Infrastructure Projects

airports, seaports, communication facilities, civil works components repair, restoration, or maintenance of roads and bridges, railways, Include the construction, improvement, rehabilitation, demolition, of information technology projects, irrigation, flood water supply, sanitation, sewerage and solid waste control and

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TERM DEFINITION

management "infrastructure projects" shall have the same meaning as, and shall be used interchangeably with, "civil works" or "works." buildings, and other related construction projects of the Government. electrification facilities, national buildings, school buildings, hospital purposes systems, of, and throughout this Manual, shore protection, energy/power and

Non-expendable Supplies

Articles that are not consumed in use and ordinarily retain their furniture, fixtures, transport, and other equipment). For this Manual, more than one (1) year and which add to the assets of the GoP (e.g., original identity during the period of use, whose serviceable life is the term non-expendable supplies shall include semi-expendable

Procurement

determined based on the primary purpose of the contract. It shall also involving mixed procurements, the nature of the procurement (i.e., infrastructure projects by the Procuring Entity. In case of projects No. 10752 and other applicable laws, rules, and regulations property, its procurement shall be governed by the provisions of R.A. include the lease of goods and real estate, and with respect to real Goods, Acquisition of goods, consulting services, Infrastructure Projects, or Consulting Services) and the contracting for

Procuring Entity

bureau, office, or instrumentality of the GoP (NGA). Any branch, constitutional commission or office, agency, department,

IV. REFERENCE DOCUMENTS

- a. Department of Transportation's (DOTr) Office Order No. Submission, and Evaluation of Purchase Requests" December 3, 2020, entitled "Revised Guidelines and Procedures in the Preparation, 2020-010 dated
- Ġ. R.A. No. 9184, entitled "The Government Procurement Reform Act"
- 0 Government Procurement Policy Board's (GPPB) Updated 2016 Revised IRR of R.A. No. 9184

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Procurement Managemen

- d. GPPB Organizations Generic Procurement Manual Volume \vdash Procurement Systems and
- e. GPPB Generic Procurement Manual Volume Services 2 Procurement of Goods and
- f. GPPB Generic Procurement Manual Volume 3 - Procurement of Infrastructure Project
- à GPPB Generic Procurement Manual Volume 4 - Procurement of Consulting Services
- ħ. ISO 9001:2015 Standard - Quality Management System (QMS), specifically Clause needed for the establishment, implementation, and maintenance of the QMS 7.1. Resources that mandate organizations to determine and provide the resources

< CONDUCT OF MARKET STUDY

- a. Timeline: Within twenty (20) working days, depending on the nature of the goods and services to be procured, excluding the receipt of the quotations as it is not within the control of the action officer
- 6. Type of transaction: Combination of internal transaction and external transaction Government to Citizen (G2C)] Government Government (G2G); Government Business (G2B);

Ċ Forms:

- TOR
- Request for Quotation (RFQ)



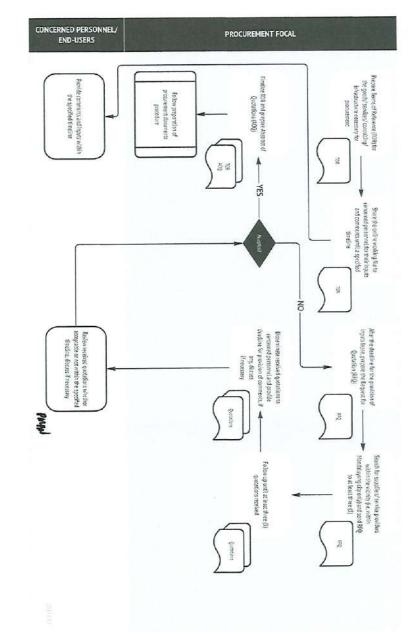


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3. Abstract of Quotations (AOQ)





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NI. PREPARATION OF PROCUREMENT DOCUMENTS

- a. Timeline: Within 10 working days
- b. Type of transaction: Internal transaction
- c. Documents/Forms:
- Memorandum
- Project Procurement Management Plan (PPMP)
- Approved Budget Contract (ABC)
- Cost Benefit Analysis (CBA)
- TOR
- Bidding Documents
- Technical Specifications (TS)
- Purchase Request (PR)
- Certification of Conduct of Market Study
- RFQ
- Justification
- Notice of Meeting
- Supplier Evaluation
- Table of Rating Factors
- Resolution (prepared by the DOTr PPMD).

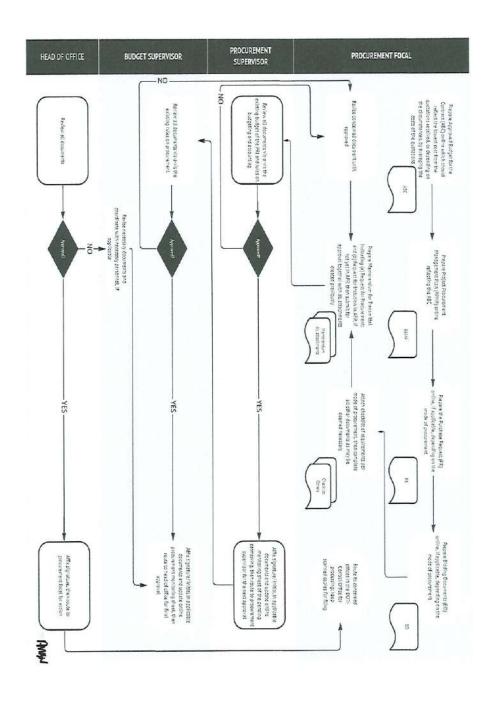




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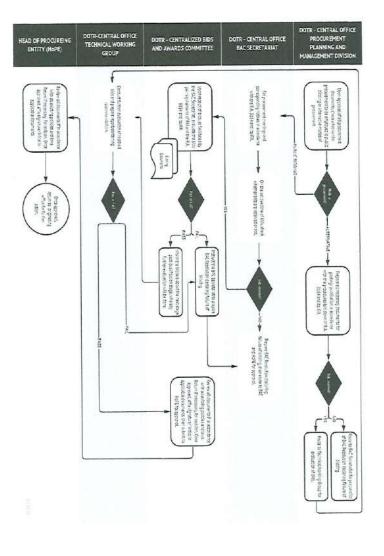
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VII. EVALUATION AND SELECTION OF BIDDERS

- a. Timeline: Per R.A. No. 9184 and its Revised IRR
- b. Type of transaction: External transaction
- c. Documents/ Forms:
- Notice of Meeting
- Supplier Evaluation
- 3. Resolution



VIII. PROCUREMENT CONTRACT MANAGEMENT

- Timeline: During the entire duration of the contract
- b. Forms:
- TOR Contract Monitoring Sheet - can be in an excel format; monitoring based on the

VIII. PAYMENT OF PROCUREMENT CONTRACT





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- a. Timeline: Within one (1) week to one (1) month
- Ċ Type of transaction: Combination of internal transaction and external transaction [G2G; G2B; or G2C]
- d. Documents/ Forms:
- Memorandum
- 2. Disbursement Voucher (three copies)
- 3. Obligation Request Status
- Approved PPMP
- 5. ABC
- 6. CBA
- 7. TOR
- 8. Signed bidding documents, if applicable
- 9. Technical Specifications (TS)
- 10. Purchase Request (PR)
- 11. Certification of Conduct of Market Study
- 12. RFQ
- 13. Notice of Award
- 14. Purchase Order
- 15. Resolution
- 16. Notarized contract, if applicable
- 17. Inspection and Acceptance Report

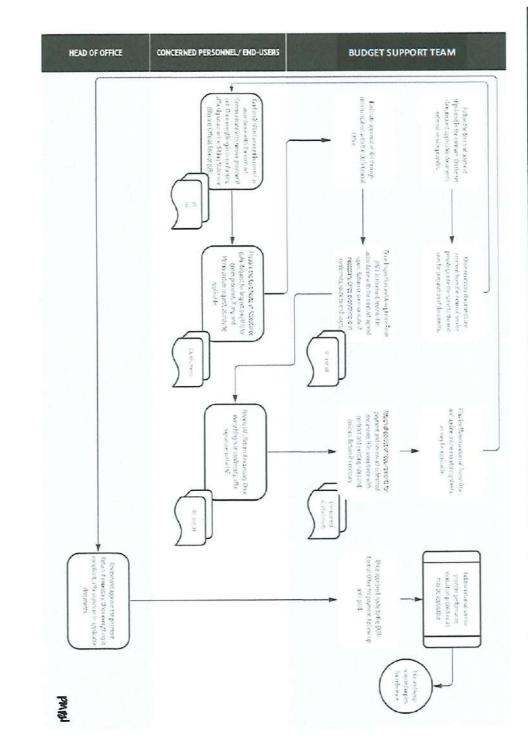




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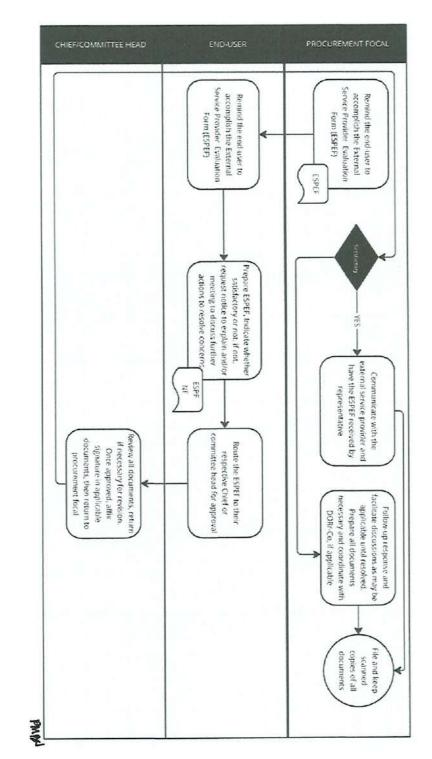
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X. PERFORMANCE EVALUATION OF EXTERNAL SERVICE PROVIDER

- a. Timeline: Within one completion of services Ξ week to one Ξ month from receipt of goods or
- 5. Type of transaction: Combination of internal transaction and external transaction [G2G; G2B; or G2C]
- c. Documents/ Forms:
- External Service Provider Evaluation Form







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× 9DISSEMINATION

materials may be created by the procurement focals as visual aids for its implementation. This Manual shall be cascaded and information, education, and communication (IEC)

XI. REVIEW AND AMENDMENT

retention process in accordance with internal procedures on document management. budgeting and accounting rules. It shall undergo appropriate review, approval, storage, and This Manual shall be amended should there be changes in internal policies or general

PREPARED BY:

MARK FRAN Administrative Officer V, AFS Member, PMC CIS S. ESPANA

REVIEWED BY:

ISRAELA. RADIAGANDING Chief, TD

Head, Procurement Management Committee

APPROVED BY:

ANNELLE LONTOC, CESO I Undersecretary, DOTr OIC-ED, PRI

Control No.: Signature:





Republic of the Philippines DEPARTMENT OF TRANSPORTATION Philippine Railways Institute Administrative and Finance Section





ABSTRACT OF QUOTATIONS

					PROJECT	TITLE: [INSERT NAME OF PRO	PROSPECTIVE E		OTHER	DOCUMEN	TS]	-				LOWEST
END-USER REQUIREMENTS	[SUPPLIER NAME 1]					[SUPPLIER NAME 2]				[SUPPLIER NAME 3]					AVERAG	
	OFFER	QTY	UNIT PRICE	UNIT	TOTAL	OFFER	QTY	UNIT PRICE	UNIT	TOTAL	OFFER	QTY	UNIT PRICE	UNIT	TOTAL	MEDIAN
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Prepared by:

(NAME)

Designated Procurement Officer

Submitted by:

(NAME)

Procurement Committee Head

S.O. No. ____

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REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION Philippine Railways Institute





APPROVED BUDGET FOR THE CONTRACT (ABC)

	QUANTITY AND UNIT	SPECIFICATIONS	MARKET SURVEY				
ITEM NO.			SUPPLIER 1 Infinite Gems Mdse. And Signage Trading	SUPPLIER 2 R4L Enterprises	SUPPLIER 3 Edivan Merchandising		
1	1 piece						
	st = PHP (Σ Supplier 1, Supplier 2, Supplier 2, Supplier Price of Product = Php (Average Cost		·	#DIV/0!			
				#DIV/0! OTAL COST (ABC)	#DIV/0!		
Actual Mark	set Price of Product = Php (Average Cost	+ Applicable Incidental Expenses)	Т		#DIV/0!		
Actual Mark Note: Pleas		+ Applicable Incidental Expenses)	Т		#DIV/0!		
Actual Mark Note: Pleas	tet Price of Product = Php (Average Cost de indicate and specify all Incidental E. NCIDENTAL EXPENSES	+ Applicable Incidental Expenses) Expenses, if applicable, on the specific COSTS (in PHP)	Т		#DIV/0!		
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End User Position **Head** Budget Support Team MASTER COPY

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Republic of the Philippines DEPARTMENT OF TRANSPORTATION Philippine Railways Institute

Philippine Railways Institute Administrative and Finance Section





PRI-AFS-F-PCR-YYYY-MM-NNNN-E

PROCUREMENT CHECKLIST OF REQUIREMENTS

regulations. As part of complete staff work of the designated procurement officers, the following are complied with in accordance with relevant government procurement, budget, and accounting rules and

PROJECT TITLE:		
MODE OF PROCUREMENT:		
WHEN	WHAT	NAME AND SIGNATURE OF RESPONSIBLE PERSONNEL
	PRE-PROCUREMENT	
Request for Inclusion in APP Request for Re-procurement	One (1) A4 Copy of Memo to BAC through PMS	
Only for Modification of Earmarking	One (1) A4 Copy ofMemo to FMS	
Default for all except for direct	One (1) A4 Copy each of at least three (3) Quotations (Market Study)	
procurement	One (1) Folio Copy of Abstract of Quotations (AOQ)	
For new procurement or for re-procurement with adjusted price	Three (3) A4 Copies of Approved Budget of the Contract (ABC)	
For new procurement or for re-procurement with adjusted price	Three (3) Folio Copies Project Procurement Management Plan (PPMP)	
TOR for Consulting Services while TechSpecs for general Goods and Services except for public bidding	One (1) A4 Copy of Terms of Reference/Technical Specifications	
For all modes of procurement except public bidding	One (1) A4 Copy of Technical Specifications - Pro Forma	
Only for Public Bidding	Soft Copy (emailed to BACSEC) of Bidding Documents	

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Three (3) Folio Copies Disbursement Voucher	For payment
Three (3) A4 Copies of Obligation and Request Status	For obligation of amount
One (1) A4 Copy of Resolution	For awarding or declaration of failure of bidding
One (1) A4 Copy of Notice of Meeting	For opening of bids
POST-PROCUREMENT	
One (1) Certified True Copy of Stock Card	Only for Medicines
One (1) Certified True Copy of Approved ISSP	Only for Procurement of ICT Resources
One (1) Copy of CNAS from PS Website	Only for Supplies (if no stock from PS-DBM)
Three (3) Long Copies of Purchase Request (PR)	For all modes of procurement except public bidding
One (1) A4 Copy of Certification of Conduct of Market Study	Only for Re-affirmation of Price
One (1) A4 Copy of Table Rating Factors	Only for Lease of Real Property or Venue
One (1) A4 Copy of Cost Benefit Analysis	Only for Lease of Real Property or Venue

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Republic of the Philippines DEPARTMENT OF TRANSPORTATION

Philippine Railways Institute *Administrative and Finance Section*





PRI-AFS-F-CTF-YYYY-MM-0000-C

CERTIFICATE OF ACCEPTANCE

agreement, without delay. completed This the project in accordance with the requirements stated in the contract is to certify that **SUPPLIER** for the **PROCUREMENT PROJECT** has

by the above-mentioned supplier. This certification is being issued to facilitate payment for the goods delivered

Mandaluyong City. Done this DATE, at the DOTr, The Columbia Tower, Ortigas Avenue,

Name

Head, PRI-Procurement Management Committee

Noted by:

Name Executive Director

Philippine Railways Institute





DEPARTMENT OF TRANSPORTATION Republic of the Philippines

Administrative and Finance Section Philippine Railways Institute





PRI-AFS-F-CTF-YYYY-MM-0000-C

CERTIFICATION ON THE CONDUCT OF MARKET STUDY

contract agreement, for delay, indicate the number of days delayed]. contract agreement or not in accordance with the requirements stated in the the project [indicate whether in accordance with the requirements stated in the PROJECT TITLE/ PURCHASE ORDER NO./ CONTRACT NO.], has completed This is to certify that [NAME OF SUPPLIER] for the [PROCUREMENT

[insert additional paragraphs as may be necessary]

supplier or service provider]. goods delivered or services rendered] by the above-mentioned [indicate whether This certification is being issued to facilitate payment for the [indicate whether

Done this day of [Month][YYYY].

[NAME OF END-USER REPRESENTATIVE]

[Position] [Division]

Noted by:

Philippine Railways Institute Head of Office [NAME]



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Control No.:

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Republic of the Philippines DEPARTMENT OF TRANSPORTATION Philippine Railways Institute Administrative and Finance Section





PRI-AFS-F-CBA-YYYY-MM-NNNN-H

COST-BENEFIT ANALYSIS

- I. Background and Rationale
- A. [Add as may be necessary]
- 1. [Add as may be necessary]
- a) [Add as may be necessary]
- II. Cost-Benefit Analysis
- A. [Add as may be necessary]
- [Add as may be necessary]
- a) [Add as may be necessary]
- III. Conclusions/Recommendations
- 1. [Add as may be necessary]

[Add as may be necessary]

- .
- a) [Add as may be necessary]
- IV. [Add as may be necessary]



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TRUNKLINE: 790-8300/750-8400
DOTA ACTION CENTER HOTLINE: 7890

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DOTr, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY

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Contro TELEFAX: (632) 726-7229

TRI INE. 700-73 - 7 co. 8600

			DATE SIGNED	[NAME] [POSITION TITLE]
DATE SIGNED	[HEAD OF OFFICE] POSITION TITLE	APPROVED BY:		
			DATE SIGNED	[NAME] [POSITION TITLE]

PREPARED BY:

REVIEWED BY:





Republic of the Philippines DEPARTMENT OF TRANSPORTATION

Philippine Railways Institute Administrative and Finance Section





PRI-AFS-F-ESE-YYYY-MM-NNNN-C

EXTERNAL SERVICE PROVIDER EVALUATION FORM

	PROJECT INFORMATION
PROJECT TITLE	: Procurement of Catering Services for In Person Refresher Training
DELIVERABLE/ PHASE	•
SUPPLIER/ SERVICE PROVIDER	: Val and Joe Catering Services
REFERENCE DOCUMENTS (e.g., Purchase Order, Bidding Documents, Memorandum of Agreement, Inspection and Acceptance Report, Billing Statement, Delivery Receipt, etc.)	: Purchase Documents, Billing Statement, Bidding Documents

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DOT _T , THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY	TELEFAX: (632) 726-7229 Control TRUNKLINE: 790-8300/790-8400 DOT: ACTION CENTER HOTLINE: 7890

PRI-AFS-F-ESE-YYYY-MM-NNNN-C	

EVALUATION

Rate each criteria with a score of 1 (poor) to 5 (outstanding) based on the supplier/service provider's performance and compliance with the provisions of the contract. Tick the box with a check (\checkmark) for the corresponding rating.

Rate the supplier/ service provider's overall output in terms of quality.	• 1 Poor	• 2 Dissatisfactory	• 3 Satisfactory	• 4 Very Satisfactory	• 5 Outstanding	
The supplier/ service provider has been able to meet the agreed upon criteria for acceptance.	More than 10% rejects and returns on deliveries; terms in service agreement not met	• 2 6-10% rejects and returns on deliveries/ terms in service agreement not met	• 3 3-5% rejects and returns on deliveries/terms in service agreement not met	4 1-2% rejects or returns on deliveries/ terms in service agreement not met	• 5 100% conformity to service agreement or specifications, no rejects, no returns	
The deliverable(s) is/are submitted at the expected deadline.	• 1 More than three (3) days delay	• 2 Three (3) days delay	• 3 Two (2) days delay	• 4 One (1) day delay	5 Delivers on the exact date as agreed	N/A No deadline indicated; or PRI at fault on delay
The supplier/ service provider communicated with the PRI point person in a timely manner.	1 Responds and/or acts to complaints 16 days or more	Responds and/or acts to complaints 11 to 15 days	Responds and/or acts to complaints 8 to 10 days	• 4 Responds and/or acts to complaints 4 to 7 days	• 5 Responds and/or acts to complaints 1 to 3 days	• N/A There is a different SLA depending on concern.

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DOTr, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY	TELEFAX: (632) 726-7229 Contro! N TRUNKLINE: 790-8300/790-8400 SIDOTE ACTION CENTER HOTLINE: 7890

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Project documentation has been turned over properly to necessary PRI Personnel.	More than 10% rejects and returns on deliveries; terms in service agreement not met	returns on deliveries/ terms in service	• 3 3-5% rejects and returns on deliveries/ terms in service agreement not met	1-2% rejects or returns on deliveries/ terms in service agreement not met	• 5 100% conformity to service agreement or specifications, no rejects, no returns	N/A No documentation is needed to be turned over.
Warranty claims are easy and fast.	1 Do not accept returns and replacements	• 2 Provides 1 to 4 days allowance on returns and placement	• 3 Provides 5 to 9 days allowance on returns and placement	• 4 Provides 10 to 15 days allowance on returns and placement	• 5 Provides more than 15 days allowance on returns and placement	N/A No warranty claim needed/ No warranty claim processed yet.

REMARKS,	IF ANY

None

Evaluated by:	Approved by:	Received by:
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DOTr, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY		TELEFAX: (632) 726-7229 Control No TRUNKLINE: 790-8300/790-8400 Si DOT ACTION CENTER HOTLINE: 7890

PRI-AFS-F-ESE-YYYY-MM-NNNN-C

Ma. Carolina P. Arzadon	[NAME]	[NAME]
End-User Representative	Division Chief/ Committee Head concerned	Supplier/Service Provider

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Republic of the Philippines DEPARTMENT OF TRANSPORTATION

Philippine Railways Institute Administrative and Finance Section





PRI-AFS-C-NOM-YYYY-MM-NINNN-S

DD MONTH YEAR

NOTICE OF MEETING

1. [NAME OF GROUP]

[NAME 1]	[NAME 3]
[NAME 2]	[NAME 4]

2. [NAME OF GROUP]

[NAME 2]	The state of the s

3. ADD AS NECESSARY

Agenda

- 1. [Agenda 1]
- 2. [Agenda 2]
- 3. [Agenda 3]
- 4. [Agenda 4]
- 5. [Add additional agenda as may be necessary]

Date and Time: DD Month Year (Day), HH:SS AM/PM Venue: Complete Address

pursuant to BAC Reso No. [ENTER CBAC RESO NO.]. As delegated to the end-user (PRI) by the DOTr Central Bids and Award Committee (BAC)

1	TELEFAX: (632) 726-7229 TRUNKLINE: 790-8300/790-8400 DOTF ACTION CENTER HOTENE: 7890	DOT; THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY
-	Page 1 out of 2	Rev. 1/03 Jan. 2023
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Republic of the Philippines DEPARTMENT OF TRANSPORTATION

Philippine Railways Institute Administrative and Finance Section





[NAME OF SIGNATORY]

TELEFAX: (832) 726-7229
TRUNKLINE: 790-8300/790-8400
DOTr ACTION CENTER HOTLINE: 7890

DOTI, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY

Rev. 1/03 Jan. 2023



DEPARTMENT OF TRANSPORTATION KEPUBLIC OF THE PHILIPPINES

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR CY

CHARGED TO: Ł

Philippine Railways Institute

Philippine Railways Institute

Designated Procurement Officer

NAME

Prepared by:

END-USER/UNIT:

Programs, Activities and Projects (PAPs)

														00.0₫			UDGET:	A JATC
description of Program/Project)	Dec	voV	15O	JdəS	SuA	luly	unſ	VaM	ıqA	ısM	Feb	nsl	РКОСИКЕМЕИТ	BUDGET P0.00	SIZE		Activities & Projects	ON.
REMARKS (Brief description of			IES	TIVIT	OF AC	ONE	ILEST	E/M	EDNI	HOS			MODE OF	ESTIMATED	QUANTITY	CENEKAL DESCRIPTION	CODE (PAPs)	LEW

Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP. **NOLE:**

Approved by: Recommending Approval:

Head of Office NAME

Philippine Railways Institute

Finance and Management Service Director

NAME

As to funding source:

[Offfice]

[Position Title]

NAME

Rev No.





PURCHASE REQUEST





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Office/Servi	Qty.	unit	Office/Service/Division/Unit: Philippine Railways Institute Code No. Qty. Unit Item Descripti 1 lot [PROJECT TITLE]	on a	PR No.:
				· ·	
				*	
			#www.	***Nothing follows***	
					TOTAL:
I OM OOE.					
		R	Requested by:	Approved by:	
Signature					Control No.:
Printed Name	me			ANNELI R. LONTOC, CESO I	LALAINE P. CORTE
Designation	Þ			Undersecretary & Officer-in-Charge, Philippine	





PURCHASE REQUEST

PHILIPPIN RAILWAYS INSTITUTE	
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55	18		4
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Date:	IPPINE WAYS
	CERTIFICATION INTERNATION ISO 9001-2015

	Printed Name	Signature		Control	URPOSE:							Д	Code No. Qty.	office/Service
	е	-										l lot	ty. Unit	/Division/Ur
			Requested by:			***Nothing follows***						[PROJECT TITLE]	Item Description	office/Service/Division/Unit: Philippine Railways Institute
Executive Director		MASTERCO	Approved by:		TOTAL:	**						₩	Unit Cost	PR No. :
Executive Director	0	KCOL			-							Ψ.	Total Cost	



Republic of the Philippines DEPARTMENT OF TRANSPORTATION Philippine Railways Institute

Philippine Railways Institute
Administrative and Finance Section





PRI-AFS-F-RFI-YYYY-MM-0000-H

REQUEST FOR INSPECTION

PREPARED BY:	REMARKS:	PURCHASE REQUEST	APPROVED BUDGET FOR THE CONTRACT	PURCHASE ORDER/ CONTRACT AGREEMENT		INVOICE/O.R.	DELIVERY MECENT	DELIVERY RECEIPT	SUPPLIER/ SERVICE PROVIDER:	ITEM/S TO BE INSPECTED:	WHERE TO BE INSPECTED:	THIS DEPARTMENT:	DATE:	PROJECT TITLE:
				NO:	5	NO.:		NO.:						
REVIEWED AND CHECKED BY:				DAIE		DATE:		DATE:						

[NAME OF OVERALL PROCUREMENT SUPERVISOR]
[POSITION TITLE]

[NAME OF END-USER REPRESENTATIVE]
[POSITION TITLE]

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TELEFAX; (632) 726-7229 TRUNKLINE; 790-8300/793-8400 DOTr ACTION CENTER HOTLINE; 7890

DOTr, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY



Republic of the Philippines DEPARTMENT OF TRANSPORTATION

Philippine Railways Institute Administrative and Finance Section





PRI-AFS-F-RES-YYYY-MM-NNNN-C

RESOLUTION NO. YYYY-MM-NNNN

<CHOOSE ONE, DELETE THE OTHER>

RECOMMENDATION FOR THE DECLARATION OF FAILURE OF BIDDING FOR THE PROCUREMENT OF <INSERT PROJECT TITLE>

RECOMMENDATION FOR THE AWARD OF PROCUREMENT OF <INSERT PROJECT TITLE>

intends to procure < Insert Procurement Project Title> covered by a Purchase and "B" respectively; in < Insert BAC Reso No.> to the end-user, the Philippine Railways Institute (PRI) Request (PR). Copies of the BAC Resolution and the PR are attached as Annexes "A" Department of Transportation (DOTr) - Central Bids and Awards Committee (BAC) WHEREAS, in accordance with the delegation of authority by

Rules and Regulations (RIRR) of Republic Act (RA) No. 9184. A copy of the APP for basis, e.g. "Annex H" - if small value; or "Section 53.10 (Lease of Real Property and Venue) if for Lease of Real Property or Venue> of the 2016 Revised Implementing undertaken through the <Insert Mode of Procurement> pursuant to <Insert legal of the items therein, the <Insert Procurement Project Title> <Insert what fiscal year, e.g. FY 2023> is attached as Annex "C"; WHEREAS, the Annual Procurement Plan (APP) for FY 2022 includes, as one which shall be

aforementioned procurement project was posted in the Philippine Government Electronic Procurement System (PhilGEPS) website with reference number < Insert Property or Venue mode of procurement> the Request for Quotation (RFQ) for the next clause if not applicable, e.g. posting of RFQ not required in Lease of Real "<Insert annex letter>" and "<Insert annex letter>"; DD Month YYYY>. Copies of the ABC and proofs of posting are attached as Annexes reference number if applicable>, the DOTr website, and its premises on < Insert date <Insert Amount in Words> Pesos Only (Php<Insert amount in figures>), <delete the</p> WHEREAS, with an Approved Budget for the Contract (ABC) amounting to

DOTT - PR

TELEFAX: (632) 726-7229 TRUNKLINE: 790-8300/790-8400 DOTr ACTION CENTER HOTLINE: 7890	DOTY, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY
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aforementioned procurement project on or before < Insert time and date, e.g. 3:30 PM sent to the following < Insert whether suppliers, lessors, or service providers as may of December 2023> applicable> WHEREAS, on https://www.neeredocuments.com/https://www.neeredocu requesting for the submission of price quotations for

- 1. <Name 1>
- 2. <Name 2>
- 3. <Name 3>

as Annexes "<Insert annex letter>" to "<Insert annex letter>"; Copies of the letter-invitations and proofs of sending are respectively attached

procurement utilized> WHEREAS, <Insert other necessary clauses pursuant to the mode of

CHOOSE ONE, DELETE THE OTHER>

correspondingly>1 of the Revised 2016 Implementing Rules and Regulations of the grounds for failure of bidding is appropriate, make sure to change the footnote us by the DOTr-CBAC through its delegation of authority, hereby resolve to declare Republic Act 9184. Failure of Bidding pursuant to Section 35.1 < Insert what letter under Sec. 35.1 or NOW, THEREFORE, WE, the DOTr-PRI, by virtue of the powers vested on

words of the winning bidder> Pesos only (P<Insert amount in figures>). recommend to the HoPE, for consideration and approval, the award of contract to the <Insert procurement project title> in the amount of <Insert the bid amount in the <Insert full name of winning bidder>, as the <Insert whether SCRB or LCRB> for by the DOTr-CBAC through its delegation of authority, hereby NOW, THEREFORE, WE, the DOTr-PRI, by virtue of the powers vested on resolve

This resolution shall take effect immediately.

APPROVED this

day of

20

at Mandaluyong City, Philippines

[NAME] End-User DOT	Trecommendate British
[NAME] DOTr-PRI Procurement Committee Member	

¹ The BAC shall declare the bidding failure when: a) No bids are received

MANDALUYONG CITY DOT1, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK Rev. 1/03 Jan. 2023 DOT: ACTION CENTER HOTLINE: 7890 TELEFAX: (632) 726-7229 TRUNKLINE: 790-8507,759-8400 Page 2 out of 3

[NAME] Head of Procuring Entity	[] Approved [] Disapproved	[NAME] DOTr-PRI Procurement Committee Head	

DOTI, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY Rev. 1/03 Jan. 2023 TELEFAX: (632) 726-7229
TRUNKLINE: 790-8300/790-8400
DOTr ACTION CENTER HOTLINE: 7890 Signature: Page 3 put of 3



Republic of the Philippines





DEPARTMENT OF TRANSPORTATION Administrative and Finance Section Philippine Railways Institute

DD MONTH YYYY	REQUEST FOR QUOTATION	PRI-AFS-F-RFQ-YYYY-MM-NNNN-H
XXXX		

DATE

Dear Sir/Madam:

May I request for your quotation for the item/s listed hereunder.

It will be greatly appreciated if you could send us the duly accomplished request for quotation form on or before [INDICATE DEADLINE - DD MONTH YYYY].

Rest assured that the personal information that may be disclosed will be treated with utmost confidentiality.

Very truly yours,

PROJECT TITLE:				
ITEM ITEM	MON ALÒ	MOU	QUOTED UNIT	TOTAL QUOTED PRICE PER ITEM
	27		P	-8
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Rev. 1/03 Jan. 2023			S. Crica	Page 1 out of 2
DOT:, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY			TRU DOTr ACTIO	TELEPAX: (632) 726-7229 TRUNKLINE: 790-8390/790-8400 DOTr ACTION CENTER HOTLINE: 7890

	GRAND TOTAL AI			
	GRAND TOTAL AMOUNT IN WORDS			
₽	GRAND TOTAL PRICE/VAT INCLUSIVE			
	/VAT INCLUSIVE			

Note:

1. The quotation must be valid for 120 days.

[TELEPHONE, EMAIL, & FAX NO.]	[BUSINESS NAME/ ADDRESS]	
DATE SIGNED	SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE	SUBMITTED BY:

TELEFAX: (632) 726-7229 TRUNKLINE: 790-8300/790-8400 DOTr ACTION CENTER HOTLINE: 7890	DOTF, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY
Signature: Page 2 out of 2	Rev. 1/03 Jan. 2023
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DEPARTMENT OF TRANSPORTATION Republic of the Philippines

Administrative and Finance Section Philippine Railways Institute





PRI-AFS-F-RFQ-YYYY-MM-NNNN-H

REQUEST FOR QUOTATION

DATE	DD MONTH YYYY

Dear Sir/Madam:

May I request for your quotation for the item/s listed hereunder.

form on or before [INDICATE DEADLINE - DD MONTH YYYY]. It will be greatly appreciated if you could send us the duly accomplished request for quotation

confidentiality. Rest assured that the personal information that may be disclosed will be treated with utmost

Very truly yours,

EMAIL ADDRESS:	FAX NUMBER:	CONTACT NUMBER:	SIGNATURE OVER PRINTED NAME OF CANVASSER/ REQUESTER	

TELEFAX: (632) 726-7229 TRUNKLINE: 790-8300/790-8400 DOTr ACTION CENTER HOTLINE: 7890	TRUI DOTr ACTIO			DOTY, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY	DOTr, TH ORTIGAS MANDAI
Page 1 out of 2				an. 2023	Rev. 1/03 Jan. 2023
STEP COOK	SWEE				
OTr-PRI					
Ţ	-B				
TOTAL QUOTED PRICE PER ITEM	QUOTED UNIT	MOU	QTY	ITEM	NO.

PROJECT TITLE:

TELEFAX; 632) 726-7229 TRUNKLINE: 790-8300/790-8400 DOTr ACTION CENTER HOTLINE: 7890	A TOWER KWACK Y	DOT:, THE COLUMBIA TOWE ORTIGAS AVE., WACKWACK MANDALUYONG CITY
Page 1 out of 2		Rev. 1/03 Jan. 2023

	GRAND TOTAL AMOUNT IN WORDS			
P	GRAND TOTAL PRICE/VAT INCLUSIVE			

Note:
1. The quotation must be valid for 120 days.

[BUSINESS NAME/ ADDRESS] [TELEPHONE, EMAIL, & FAX NO.] SUBMITTED BY: SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE DATE SIGNED		
SUBMITTED BY:	DATE SIGNED	[TELEPHONE, EMAIL, & FAX NO.]
SUBMITTED BY:		
SUBMITTED BY:	SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE	[BUSINESS NAME/ ADDRESS]
SUBMITTED BY:		
	SMITTED BY:	SUBMIT

DOTY, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY DOTY ACTION	Rev. 1/03 Jan. 2023	Control No.:
TELEFAX: (632) 726-7229 TRUNKLINE: 790-8300/790-8400 DOT: ACTION CENTER HOTLINE: 7890	Page 2 out of 2	Control No ·



Republic of the Philippines DEPARTMENT OF TRANSPORTATION Philippine Railways Institute

Philippine Railways Institute Administrative and Finance Section





PRI-AFS-F-TSP-YYYY-MM-NNNN-C

TECHNICAL SPECIFICATIONS Pro Forma

		NO.	APPROV FOR THI	PROJECT TITLE:
	GRAND TO	TECHNICAL SPECIFICATIONS	APPROVED BUDGET FOR THE CONTRACT:	TITLE:
	GRAND TOTAL AMOUNT IN WORDS	ECIFICATIONS		
	WORD	WON WON		
	5	BRAND (IF APPLICABLE)		
#	GRAND TOTA	QUOTED UNIT COST		
	GRAND TOTAL PRICE/ VAT	PRICE PER ITEM		

CONFORME:

[BUSINESS NAME/ ADDRESS]

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

[TELEPHONE, EMAIL, & FAX NO.]

DATE SIGNED

Rev. 1/03 Jan. 2023

TELLEFAX: (632) 726-7229
TRUNKLINE 790-8300/720-8400
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DOTI, THE COLUMBIA TOWER ORTIGAS AVE., WACKWACK MANDALUYONG CITY



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Republic of the Philippines DEPARTMENT OF TRANSPORTATION

Administrative and Finance Section Philippine Railways Institute





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TERMS OF REFERENCE

- . Project Information
- [Add as may be necessary]
- [Add as may be necessary]
- [Add as may be necessary]
- Ħ. Background
- [Add as may be necessary]
- [Add as may be necessary]
- [Add as may be necessary]
- Ħ. Objectives
- [Add as may be necessary]
- [Add as may be necessary]
- [Add as may be necessary]
- IV. Scope
- [Add as may be necessary]
- [Add as may be necessary]
- [Add as may be necessary]

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- V. Expected Outputs
- A. [Add as may be necessary]
- [Add as may be necessary]
- a) [Add as may be necessary]
- VI. Budgetary Requirements
- VII. [Add as may be necessary]

PREPARED BY:

REVIEWED BY:

[NAME]
[POSITION TITLE]

[NAME]
[POSITION TITLE]

DATE SIGNED

DATE SIGNED

APPROVED BY:

[HEAD OF OFFICE]
POSITION TITLE

DATE SIGNED

Rev. 1/03 Jan. 2023

DOTr - PRI



Quality Management System General Asset Management

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PRI-GAM-001	DOC REF NO.:

through illegal or improper disposition to ensure efficiency, economy, rules, and regulations, and shall likewise be safeguarded against loss or wastage resources shall be managed, expended, or utilized in accordance with existing laws, the operationalization of its mandate. As a government institution, all of its effectiveness in its operations. The Philippine Railways Institute (PRI) has several properties in its disposition for

I. SCOPE

specify the step-by-step processes and personnel concerned, with processes lodged with appropriate offices of the Department of Transportation - Central Office (DOTr-CO). It shall also cover the PRI's roles on the following processes: This Manual shall describe the PRI's general asset management guidelines that

- Delivery, Inspection, and Acceptance of Assets;
- Preparation and Updating of Cards;
- Preparation of Requisition and Issuance Slip (RIS);
- Issuance of Assets;
- Physical Movement of Assets;
- 6. Conduct of Inventory/Physical Count of Assets;
- Repair and Maintenance of Assets;
- Asset Disposal; and
- Relief from Accountability.

II. DEFINITION OF TERMS

meanings hereinafter set forth: Whenever used in this Manual, the following terms shall have the respective

TERM

DEFINITION

SME CONTO NO.	
: Also called the SIC, is the committee composed of personnel designated as Division/Section Supply Focals pursuant to relevant PRI Office Orders on support personnel to the Administrative and Finance Section (AFS), and is responsible	Supply and Inventory Committee
: An accounting term that refers to supplies, goods, and materials to be consumed or distributed in the rendering of services like office supplies.	Inventories
: Any officer or employee of the Government who, by reason of his/her office or duties, is required to have custody of government properties.	Accountable Officer

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Quality Management System General Asset Management

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Property		TERM
: Includes vessels and craft, motor vehicles, machineries, permanent buildings, properties stored therein (i.e., furniture, fixtures, equipment, supplies and materials, etc.) or in the buildings rented by the Government, or properties in transit, the ownership of which had already passed to the Government.	for the management of the PRI's assets.	DEFINITION

Property, Plant, and Equipment

: Also called PPE, are tangible items that are:

- purchased, constructed, developed, or otherwise acquired;
- held for use in the production or supply of goods or services or to produce program output;
- for rental to others (other than investment property);
- for administrative purposes;
- expected to be used during more than one reporting period; and
- not intended for resale in the ordinary course of operations.

Semi-Expendable Property

Refer to tangible items which meet the definition and recognition of PPE, but below the capitalization threshold of Php50,000.00.

Tangible Assets/ Items

Are identifiable non-monetary assets with substance.

physical

III. REFERENCE DOCUMENTS

- 1 increase in the capitalization threshold from 15,000.00 to P50,000.00" General Provisions of Republic Act (RA) No. 11639 also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022 relative to the 2022, entitled "Guidelines on the Implementation of Section 23 of the Commission on Audit (COA) Circular No. 2022-004, dated 31 May
- N 2015 to Volume III-Revised Chart of Accounts (Update 2019) prescribed Government Agencies under COA Circular No. 2015-007 dated October 22 (Updated 2015) of the Government Accounting Manual for National COA Circular NO. 2022-002, dated 24 January 2022, entitled "Conversion of Accounts from Volume III-The Revised Chart of Accounts COA Circular No. 2020-001 dated January 8, 2020,



Quality Management System General Asset Management

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Guidelines in the implementation thereof" Description of Accounts, Additional Account, Modified Account Titles, and

- S Development in the Railways Sector" Planning, Implementing, and Regulatory Agency for Human Resources Philippine Railways Institute under the Department of Transportation as the Executive Order (EO) No. 96, series of 2019, entitled "Establishing the
- 4. "Prescribing the Government Accounting Manual for Use of All National Government Agencies" Circular No. 2015-007 dated 22 October 2015, entitled
- 5 of its processes and to achieve conformity of products and services. provide, and maintain the infrastructure necessary for the operation Clause 7.1.3 Infrastructure which mandates organizations to determine, ISO 9001:2015 Standard - Quality Management Systems, specifically
- 6. Policy on Items with Serviceable Life of More Than One Year but Small COA Circular No. 2005-002 dated 14 April 2005, entitled "Accounting Enough to be Considered as Property, Plant and Equipment"
- 7 Plant and Equipment" Estimated Useful Life in Computing Depreciation for Government Property, COA Circular No 2003-007, dated 11 December 2003, entitled "Revised
- 8 "Documentation on Petitions/Requests for Relief from Accountability" COA Memorandum No. 92-751, dated 24 February 1992, entitled
- 9. "Manual on the Disposal of Government Property" National Budget Circular No. 425, dated 28 January 1992, entitled

IV. GENERAL ASSET GUIDELINES

- \vdash section/ unit/ personnel. processes, including general asset management, heavily rely on the services to Executive Order The PRI is under the administrative supervision of the DOTr pursuant and assistance of concerned DOTr-CO office/ division/ No. 96, series of 2019. Thus, all its support 20.00
- 2 Small tangible items with estimated useful life of more than one (1)... year but small enough to be considered as PPH are called inventories. These include office supplies such as black/whiteboard, sharpener, PAR . Control No.: PR



Quality Management System General Asset Management

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documented with an Inventory Custodian Slip (ICS) covered by an the references of this Manual. Accordingly, these items shall be items is provided in COA Circular No. 2005-002 mentioned as one of monoblock furniture, and others. A complete list of small tangible stapler, pen, scissor, mouse and mouse pad, printer cable, printer approved Requisition and Issue Slip (RIS). janitorial supplies, hardware and construction supplies,

- ယ property. but cost is below P50,000.00 shall be accounted as semi-expendable Tangible items that meet the definition and recognition criteria of PPE
- 3.1. This shall be supported by the issuance of ICS to establish accountable officer. accountability of the end-user for the latter to become an
- 3.2. every three (3) years or every time there is a change in the custodianship/user of the property. ICS shall be issued to the end-user and shall be renewed
- 3.3. item basis. The threshold shall be applied on an individual asset or per
- 3.4. to be recognized as semi-expendable property. small equipment, computer peripherals, work animals, and Each item within the bulk acquisition such as library books, the like, will need to meet the amount of below P50,000.00
- 4 purchased in calendar year (CY) 2022 onwards and in the prior years; shall be applied retrospectively. It means that the new capitalization P50,000.00 shall be considered as a change in accounting policy and threshold increase of P50,000.00 shall in the capitalization threshold from P15,000.00 to be applied for all tangible items
- 5 classified into two (2) categories: capitalization threshold, the semi-expendable property considering that more valuable items shall be covered by the new For additional control and to safeguard the semi-expendable property shall be
- 5.1. Low-valued items - cost of each item is P5,000.00 or less, A



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- High-valued items cost of each item is P5,000.00 but less than P50,000.00. more than
- 6 segregated based on a categorization, as follows: accountability for semi-expendable property shall also be
- of the property before the end of its useful life, whether upon expiration of the estimated useful life, or upon return Low-valued items - accountability shall be extinguished serviceable or unserviceable, to the DOTr-CO; and
- 6.2. property accountability, regardless of the expiration of the case of loss, upon approval of the request for relief from extinguished upon return of the item to the DOTr-CO or in estimated useful life. High-valued items 1 accountability shall only be
- 7. automatically canceled; semi-expendable property, the issued ICS to the end-user shall be expiration of the estimated useful life for low-valued
- 8 returned to DOTr-CO for cancellation of the ICS and proper asset is deemed unserviceable before the end of its useful life, it shall be accountability. However, if the low-valued semi-expendable property The end of its useful life means the end of the end-user's disposal.
- 9. shall not be issued, unless justifiable, before the expiration of the Another/new semi-expendable property of the same nature or use estimated useful life or cancellation of the ICS previously issued to the
- 10. To serve as a guide, provided, as follows: a range of estimated useful life per class is
- 10.1. Semi-Expendable Machinery and Equipment - 5 to 15 years;
- 10.2. Semi-Expendable Furniture, Fixtures and Books - 2 to 15





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- 1 mission, among others; determined by the PRI based on the nature of its operation and more appropriate estimated useful life of semi-expendable property is The above lifespan of semi-expendable property may be used unless a
- 12. subject to impairment; Semi-expendable property shall be covered 12-/Inventories. Hence, they are not subject to depreciation but International Public Sector Accounting by the policies of Standard (IPSAS)
- 13. recording, and verification as to description, condition, and quantity Property movement shall be made only upon prior approval, of the property to be moved.

< STORAGE AND SAFEKEEPING OF ASSETS

- -Storage of centralized assets (i.e., office supplies) shall be determined by the AFS Supply Officer considering the available resources;
- 12 contracted by the DOTr-CO. done and implemented by the janitorial and security services provider Regular housekeeping and security of the PRI's premises shall be
- Ś proper labeling and locks. stored in employees' and training rooms, but in designated areas with Cleaning materials or any other hazardous chemicals shall not be
- 4 practices, to wit: All PRI personnel are enjoined to follow the rules on 5S housekeeping
- 4.1. Sort (Seiri): Remove all unnecessary items from the workplace;
- 4.2. Set in Order (Seiton): Identify a specific location for everything;
- 4.3. Shine (Seiso): Clean the work area;
- 4.4. Standardize (Seiketsu): Standardize the best practice within the workplace; and
- 4.5. Sustain: unorganized ways. (Shitsuke) Never revert into the old,
- 5 All determined storage



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- 6. Lightings are to be enclosed with shatterproof covers so as to ensure that food or food package surfaces are not contaminated by
- 7 or "First Expiry First Out" (FEFO) system. Stocks are rotated according to the "First In, First Out" (FIFO) system
- 8. necessary and safe acts to ensure the integrity of their respective All accountable officers are responsible for discharging other

YI. DELIVERY, INSPECTION, AND ACCEPTANCE OF ASSETS

- 1 approved Purchase Order/ Terms of Reference/ bidding documents. awarded to the supplier. The supplier is required to deliver the goods, services, or works within the delivery schedule as specified in the After the issuance of a Procurement Resolution for the winning the contract or relevant document shall be issued and
- 10 Upon notification by the winning bidder that the asset is now ready DOTr-Supply Division (DOTr-SD). for delivery, the end-user shall submit all required documents to the
- S shall inform both the AFS Supply Officer and DOTr-SD prior the The PRI Supply and Inventory Committee (SIC) member concerned submitted to the DOTr-SD: actual date of delivery. A copy of the following documents shall be
- Memorandum;
- Purchase Order;
- Technical Specification;
- Purchase Request;
- Terms of Reference, if applicable;
- Bidding Documents, if applicable; and
 Delivery Receipt/s, as provided by the supplier/s.
- 4 a visual inspection of the asset delivered based on the technical Management Committee member, On the actual date of delivery, the SIC member, Procurement witnessed by the AFS Supply Officer and the DOTr-SD, shall conduct PR and end-user concerned,

on the technical COP

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specifications. Any deviation or issue identified during the inspection shall be recorded in the said document.

- 4.1. approved PO/ with the DOTr-SD. goods, services, or works are inspected and delivered as per The SIC member concerned must ensure that the procured TOR/ bidding documents in coordination
- 4.2. specifications. If discrepancies or defects are identified If applicable, testing of goods or equipment shall be carried prepare a report and notify the supplier. during the inspection, out to check its functionality and performance against the the SIC member concerned shall
- 4.3. pursuant to the contract terms. The supplier is required to address the issues, such as defective items or providing missing items
- 4.4. shall be scheduled once the supplier addresses the issues. Re-inspection by the AFS Supply Officer and DOTr-SD
- 4.5. Management Division (DOTr-AMD) prepares an Inspection SIC member/s concerned. and Acceptance Report (IAR), which must be signed by the Once the inspection is completed, and all items meet the required specifications and contract terms, the DOTr-Asset
- 4.6. The evaluation of the performance of external service be facilitated by the SIC member concerned. providers shall be conducted by the end-user concerned, to
- 5 donor provides the notification. be applicable in cases where the asset is donated, in which case, the prepare the Request for Inspection (RFI). The same process shall also the description of the asset to be delivered. The DOTr-SD shall in accordance with the agreement/ contract/Purchase Order stating inspection from the DOTr-Asset Management Division (DOTr-AMD) depending on the agreed terms, the DOTr-SD shall request for Upon completion of delivery, whether for a specific phase or not, and
- 6. the delivered asset. Upon approval of the RFI, the DOTr-AMD shall conduct inspection of
- 7 Once inspection is completed, the DOTr-AMD shall inform the PRI member concerned to prepare the Certificate of Acceptance. The said through the AFS Supply Officer. The latter shall then request the SIC DOTr - PR



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and noted by the Executive Director. certificate shall be signed by both the concerned division/section chief

- 00 the DOTr- AMD for the issuance of ICS/Property Accountability division/section chief, the AFS Supply Officer shall coordinate with Upon approval of the Certificate of Acceptance by the concerned Report (PAR).
- 9. and the Inspection and Acceptance Report (IAR) in accordance with The DOTr- AMD shall issue the ICS or PAR, whichever is applicable, their established procedures and timeline.
- 10. and accepted in accordance with the contract terms. acknowledging that the goods, services, or works have been delivered The IAR and Certificate of Acceptance serve as official documents
- 11. his/her monitoring sheets item/equipment as prescribed by the DOTr-AMD, and update While waiting for the relevant documents from the DOTr-AMD, the AFS Supply Officer shall monitor the estimated useful life of the
- 12. with all relevant documents; SIC member concerned shall conduct an initial review if it matches Upon receipt of the ICS/PAR and IAR, the AFS Supply Officer and
- 12.1. If found to be not in order, the AFS Supply Officer shall re-route it to the DOTr-AMD for correction;
- 12.2. If found to be in order, it documents shall be routed to:
- 12.2.1. The accountable officer for the approval of the ICS/PAR; and
- 12.2.2. The Division Chief concerned for the acceptance to be reflected in the prepared IAR by the DOTr-AMD.
- 13. and routing to the said office a Memorandum Request with a copy of secure the property tag or sticker from the DOTr-AMD by preparing the IAR and ICS/PAR as attachments.pmm Upon approval of relevant documents, the AFS Supply Officer shall



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- 14. the asset for proper identification. and SIC member concerned shall ensure that the same is attached to Upon receipt of the property sticker or tag, the AFS Supply Officer
- 15. documented information. At all applicable stages, the AFS Supply Officer shall retain relevant
- 16. processing of payment. the Budget Support Team member concerned for safekeeping and Officer shall then scan the documents and, thereafter, forward them to The DOTr-AMD shall provide copies of the approved documents to PRI for records purposes, as may be necessary. The Records

VII. PREPARATION AND UPDATING OF CARDS

- acquisition (based on the IAR and other supporting documents) and description/information: All assets shall have its corresponding cards to promptly record the transfer, or disposal of the asset together with its
- 1.1. Inventories - Stock Cards (SC);
- 1.2. Semi-Expendable Property -(SEPC) and Registry of Semi-Expendable Property Issued; and Semi-Expendable Property
- Property, Plant, and Equipment Property Card (PC);
- 2 have corresponding its card; Should there be several variations/ brands of each asset, each shall
- 3 preparation and updating of such: For Stock Cards, the following procedure shall apply in the
- 3.1. In the "Item" field - indicate the generic item name, i.e., "Sticky
- 3.2 applicable, i.e., "Post-It; 5 sets per pack; color yellow; 3"x2" size"; In the "Description" field - indicate the brand name, pieces per set/ bundle/ etc., color, measurements, as may
- 3.3. and the unit for issuance, i.e., "Pack as bought; Piece as issued"; In the "Unit of Measurement" field - indicate the unit as bought R



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- 3.4. should there be variations, i.e., "45111609" for projectors or "14111531-PP-R01" for pad papers; for all other assets, utilize followed by the sequence number, i.e. "OTH-001"; Projector, so on and so forth; if not found there, use "OTH-" to be "45111609-01" (UNSPC) Code of the particular asset, to be followed by "-01" the United Nations Standard Products and Services Code® PS-DBM, follow In the "Stock No." field - if it is an office supply found in for Acer Projector, the stock no. "45111609-02" used by PS-DBM, for Epson
- 3.5. with code "25191736"; train simulator but there is one for "vehicle driving simulator" Discretion must be used in using UNSPC, i.e. there is no exact
- 3.6. estimated useful life of the property; threshold for supplies considering the usage; for other assets, In the "Re-Order Point" field - set a working estimated the number of months/ years considering the
- 3.7. was received in MM/DD/YYYY, i.e., "08/04/2022"; Under the "Date" column, indicate the date of when the asset
- 3.8 Under the "Reference" column, indicate the source of the asset:
- if procured, indicate the P.O. number or contract number reference;
- 3.8.2. if from petty cash, indicate so the O.R. No. or other reference;
- 3.8.3. if from donation, indicate donation reference number or specific source; its equivalent; if from other sources, indicate so the
- Ensure that such reference is attached to the SC;
- 3.10.thus 5 setx 100 packs, it is equivalent to 500 sets; as issued, state "500 sets" since 5 sets are included in 1 pack, COPY Measurement to be used for issuance i.e., instead of 100 packs the number based from the reference indicated and Unit of Under the "Qty." sub-column of the "Receipt" column, indicate

Signature:



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- 3.11. It shall be stored in a secure place and an online copy of such shall be maintained;
- 3.12. as evidenced by the approved RIS; The SC shall be updated weekly per issuance of office supplies
- 3.13. To document such issuance, begin new entries following the last entry;
- 3.14. in MM/DD/YYYY, i.e., "08/04/2022"; Under the "Date" column, indicate the date of issuance of asset
- 3.15of the basis of such issuance; Under the "Reference" column, indicate the document number
- 3.16. other relevant documents; Ensure that such reference is attached to the SC together with
- 3.17.approved RIS, together with the Unit of Measurement as Under the "Qty." sub-column of the "Issue" the actual quantity issued, not requested, based from the column, indicate
- 3.18. reflected in the RIS; the name of the division/ section/ committee involved as Under the "Office" sub-column of the "Issue" column, indicate
- 3.19. the number of remaining quantity of the asset; Under the "Qty." sub-column of the "Balance" column, indicate
- 3.20. entry, based from the dates stated under the "Date" column; number of days between the current entry and the previous Under the "No. of Days to Consume" column, indicate the
- 3.21. Thereafter, it shall be kept in a secure place and changes shall be reflected in the online copy of the SC;
- 4 procedure shall apply move For the Semi-Expendable Property Card (SEPC), the following MASTER COPY

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- 4.1. In the "Semi-Expendable Property" field, indicate the generic name of the item, i.e., "Projector";
- 4.2. accessories - battery pack, HDMI cord, VGA cord"; may be applicable, i.e., "Acer Projector with bag cover and pack/ accessories/ set/ bundle/ etc., color, measurements, as In the "Description" field - indicate the brand name, pieces per
- 4.3. sequence number, i.e. "OTH-001"; In the "Semi-Expendable Property Number" field - the code projectors; if not found there, use "OTH-" to be followed by the provided by the UNSPC shall be followed, i.e., "45111609" for
- 4.4. was received in MM/DD/YYYY, i.e., "08/04/2022"; Under the "Date" column, indicate the date of when the asset
- 4.5 Under the "Reference" column, indicate the source of the asset:
- 4.5.1. if procured, indicate the P.O. number or contract number reference;
- 4.5.2. if from petty cash, indicate so the O.R. No. or other reference;
- 4.5.3. if from donation, indicate donation reference number or specific source; its equivalent; if from other sources, indicate so the
- 4.6. Ensure that such reference is attached to the SC together with other relevant documents;
- 4.7. Under the "Qty." sub-column of the "Receipt" column, indicate Measurement to be used for issuance i.e., "1 Set"; the number based from the reference indicated and Unit of
- 4.8. Measurement and provide the total cost in its respective "Receipt" column, indicate the acquisition price per Unit of Under the "Unit Cost" and "Total Cost" sub-columns of the
- 4.9. shall be maintained; It shall be stored in a secure place and an online copy of such





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- 4.10. semi-expendable properties; applicable forms evidencing issuance, transfer, and disposal of The SEPC shall be updated weekly as evidenced by the
- 4.11. To document such issuance, transfer, or disposal, begin new entries following the last entry;
- 4.12. Under the "Date" column, indicate the date of issuance, "08/04/2022"; 10 disposal of asset in MM/DD/YYYY,
- 4.13. Under the "Reference" column, indicate the document number of the basis of such issuance;
- 4.14. Ensure that such reference is attached to the SEPC together with relevant documents;
- 4.15."45111609-02" for Epson Projector, so on and so forth; "Issue/Transfer/Disposal" Under the "Item No." number, followed by "-01" to column, sub-column for Acer Projector, indicate of the the
- 4.16. Under the "Qty." sub-column of the "Issue/Transfer/Disposal" column, indicate the quantity of the items issued, transferred, or disposed;
- 4.17. Under "Issue/Transfer/Disposal" column, indicate the name of the transferred, or disposed to; division/ section/ committee/ individual the same is issued, "Office/Officer" sub-column
- 4.18. Under the "Qty." sub-column of the "Balance" column, indicate the number of remaining quantity of the asset;
- 4.19. Under the "Amount" column, indicate the cost of the asset involved based on reference documents attached;
- 4.20. Update the "Remarks" column as may be necessary; DOTr - PRI





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- 4.21. Thereafter, it shall be kept in a secure place and changes shall be reflected in the online copy of the SEPC; and
- 4.22. Semi-Expendable Property Issued (RSEPI) and the same shall At the same manner, the SEPC shall have its own Registry of be updated accordingly;
- ū For the Property Card, the following procedure shall apply:
- 5.1. In the "Property, Plant, and Equipment" field, indicate the generic name of the item, i.e., "Train Simulator";
- 5.2. number, model, and others, as may be applicable, i.e., In the "Description" field - indicate the brand name, serial two (2) mock-up trains";
- 5.3. code "25191736"; if not found there, use "OTH-" to be followed UNSPC shall be followed, i.e. "vehicle driving simulator" with In the "Property Number" field - the code provided by the by the sequence number, i.e. "OTH-001";
- 5.4. Under the "Date" column, indicate the date of when the asset was received in MM/DD/YYYY, i.e., "08/04/2022";
- 5.5. Under the "Reference" column, indicate the source of the asset:
- 5.5.1. reference; if procured, indicate the P.O. number or contract number
- 5.5.2 if from petty cash, indicate so the O.R. No. or other reference;
- 5.5.3. if from donation, indicate donation reference number or specific source; its equivalent; if from other sources, indicate so the
- 5.6. Ensure that such reference is attached to the SC together with other relevant documents;
- 5.7. the number based from the reference indicated and Unit of R COPY Under the "Qty." sub-column of the "Receipt" column, indicate Measurement to be used for issuance i.e., "1 Set"; Table! Control No.: PR



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- 5.8. shall be maintained; It shall be stored in a secure place and an online copy of such
- 5.9. semi-expendable properties; The PC shall be updated weekly as evidenced by the applicable evidencing issuance, transfer, and disposal of
- 5.10. To document such issuance, transfer, or disposal, begin new entries following the last entry;
- 5.11. Under the "Date" column, indicate the date of issuance, "08/04/2022"; Or. disposal of asset Ħ MM/DD/YYYY,
- 5.12. Under the "Reference" column, indicate the document number of the basis of such issuance;
- 5.13. Ensure that such reference is attached to the PC together with relevant documents;
- 5.14. column, indicate the quantity of the items issued, transferred, Under the "Qty." sub-column of the "Issue/Transfer/Disposal" or disposed;
- 5.15. "Issue/Transfer/Disposal" column, indicate the name of the transferred, or disposed to; division/ section/ committee/ individual the same is issued, "Office/Officer" sub-column of the
- 5.16. the number of remaining quantity of the asset; Under the "Qty." sub-column of the "Balance" column, indicate
- 5.17. Under the "Amount" column, indicate the cost of the asset involved based on reference documents attached;
- 5.18. Update the "Remarks" column as may be necessary;
- 5.19. Thereafter, it shall be kept in a secure place and changes shall be reflected in the online copy of the PC; and





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5.20. In the same manner, the PC shall, whether physical copy online, shall be updated accordingly. or

VIII. PREPARATION OF REQUISITION AND ISSUE SLIP

- 1 the issuance of the supplies requested; and Assets needed by the end-user shall undergo proper request before
- 2 Procedures on the preparation of the RIS shall be as follows:
- 2.1. member shall prepare the Requisition and Issuance Slip (RIS); Upon receipt of request from the concerned end-user of needed and confirming its availability, the concerned SIC
- 2.2. requesting the supply/ stock; In the "Division" field, indicate the section or the committee
- 2.3. sub-column, copy the stock code of the item reflecting in the Under the "Requisition" column, on the "Stock No."
- 2.4. Under the "Quantity" sub-column, indicate the quantity
- 2.5. supply requested; In the "Purpose" field, indicate the complete purpose of the
- 2.6. The Division/Section Supply Focal shall route the filled-out RIS to the SIC Head for approval of request;
- 2.7. The SIC Head shall review and approve the request. Return if Division/Section Supply Focal; once signature IS affixed, the
- 2.8. The Division Supply Focal shall submit the signed RIS to the AFS Supply Officer;
- 2.9. The AFS Supply Officer shall follow the procedure on the issuance of assets (Art. VIII of this Manual); and
- 2.10. The AFS shall file and keep the scanned copies and shall ER C provide a copy of all documents to the Division Supply Focal;

Signature:



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- 3. There shall be two (2) copies of the RIS:
- Copy 1 For the AFS Supply Officer; and
- 3.2. Copy 2 For the Requesting Party

IX. ISSUANCE OF ASSETS

- -PRI, the subsequent issuance of assets shall be covered by the Once the assets are officially turned over from the DOTr-CO to the following procedures:
- 1.1. In the "RIS No." field, the AFS Supply Officer shall indicate the reference number of the RIS received;
- 1.2. whether the stocks are available or not; The AFS Supply Officer shall then check on the inventory sheet
- 1.3. under the "No" sub-column of the "Stock Available?" column; If the requested supply is not available, place a checkmark
- 1.4. the "Yes" sub-column of the "Stock Available?" column; If the requested supply is available, place a checkmark under
- 1.5. based on the sound discretion of the AFS Supply Officer. measurement. It can be lesser than the amount requested, indicate the number of items to be issued including the unit of Under the "Quantity" sub-column of the "Issue" column,
- 1.6. indicate the reason and basis for such. or any advice to the end-user; for lesser quantities issued, AFS Supply Officer shall indicate the reason for non-issuance Under the "Remarks" sub-column of the "Issue" column, the
- 1.7. The AFS Supply Officer shall prepare the Property Transfer directly issue the same to the end-user Report (PTR) of the asset (one PTR per asset) to be issued and
- 1.8. "Received by" portion of the RIS Once received by the concerned end-user, affix signature in the Tr - PR



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- 1.9. The AFS Supply Officer shall update the SC (physical and online) of the asset issued to reflect such issuance.
- 1.10. The AFS Supply Officer shall file and keep scanned copies of all documents

X. PHYSICAL MOVEMENT OF ASSETS

- the building, or assets are to be used outside the PRI premises, the Whenever assets are moved from one place to another or outside of same shall be accompanied by an approved Gate Pass.
- 12 the intended date of moving the asset, unless the circumstances concerned, shall request the same at least three (3) working days from The requesting party, through the Division/Section Supply Focal warrant immediate action.
- 3. The following procedures shall be followed:
- 3.1. accomplished Gate Pass form to the DOTr-AMD through the Supply Officer for the latter's monitoring. Division/Section Supply Focal must also inform the AFS The requesting party, through the Division/Section Supply concerned, shall submit two (2) copies of the Officer who Will track the document.
- 3.2. Service for approval. thereafter, to the Office of the Director for Administrative The said form shall be routed to the DOTr-AMD and,
- 3.3. Focal shall ensure that: Both the AFS Supply Officer and the Division/Section Supply
- 3.3.1. There is no conflict on the date requested;
- 3.3.2. Should there be conflict, have it resolved by both
- 3.3.3. The person bringing out the asset is the accountable officer of the asset;
- 3.3.4. Should the person above is not the accountable officer of Borrower's Slip must be attached; the asset, the approved Equipment OTr . PR MAS
- 5.5. The condition of the asset is still good for use;



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- 3.3.6. The destination is not a danger zone;
- 3.3.7. The complete description of the asset is reflected; and
- 3.3.8. The date when the asset shall be returned is acceptable and reasonable based on sound judgment.
- 3.4.Should there be discrepancies or vagueness in the document, until the above enumeration is ensured. of the document by returning the same to the requesting party the AFS Supply Officer may return or cause upon the revision
- 3.5. and route to the latter for approval. the same shall affix his/her initial below the SIC Head's name Once recommended for approval by the AFS Supply Officer,
- 3.6. The SIC Head shall review the document and cause upon the Supply Officer with instructions until accepted. revision of the document by returning the same to the AFS
- 3.7. further action. top of his/her name and route to the AFS Supply Officer for Once accepted, the SIC Head shall affix his/her signature on
- 3.8. one (1) photocopy to the concerned personnel. the approved Gate Pass and return one (1) original copy and The AFS Supply Officer shall retain documented information of
- 3.9. the photocopy for his/her record. Upon receipt of both copies, the requesting party shall retain
- 3.10.physically turned over to the requesting party. On or before the date of movement of asset, the asset may be
- 3.11.On the date of movement of the asset, the requesting party for visual inspection of the asset prior allowed for release. shall present and leave the original copy to the Security Guard
- 3.12. and thereby secure the original copy left to the Security Guard present the asset for visual inspection of the Security Guard On the date of return of the asset, the requesting party shall

with the latter's remarks





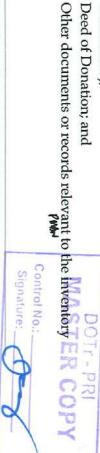
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- 3.13. The requesting party shall return the original copy of the Gate Pass with remarks to the AFS Supply Officer who shall conduct described in the document. visual inspection of the asset to ensure that it is the same asset
- 3.14. Should the requesting party be not the same as the accountable latter unless otherwise agreed upon by both parties. officer of the property, the former shall return the asset to the

ĭ. CONDUCT OF INVENTORY/ PHYSICAL COUNT OF ASSETS

- assets of the PRI shall be conducted, annually in case of PPEs, and To ensure integrity of custodianship of assets, physical count of all semi-annually in case of inventories.
- 2. The SIC shall spearhead the conduct of inventory or physical count of
- $\dot{\omega}$ inventory-taking activity to be conducted. Outputs of the meeting The SIC shall convene on the date of its discretion to plan the shall be:
- 3.1. Memorandum which indicates the cut-off of issuance of assets; The Notice of Conduct of Physical Count of Assets through a
- 3.2. The invitation to the DOTr-CO as observer for the activity;
- 3.3. following documents or records as basis: The Inventory Count Form to be used considering the
- 3.3.1. Property Card;
- 3.3.2. Semi-Expendable Property Card;
- 3.3.3. Stock Card;
- 3.3.4. Inventory Transfer Report (as provided by the DOTr-AMD);
- 3.3.5. Property Acknowledgment Receipt (as provided by the DOTr-AMD);
- 3.3.6. Inventory Custodian Slip DOTr-AMD); (as provided by the
- 3.3.7.
- 3.3.8.





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- 3.4. shall be responsible on the following tasks: Identify specific assignments of committee members on who
- Check the asset description as listed in the reference documents and state its present condition;
- Note which asset has no property sticker/barcode, if necessary;
- 3.4.3. List all assets that are found to be not accounted for or not listed in the reference documents and indicate the condition of the property in the remarks portion of the inventory sheet; and
- List all assets that are found to be missing on the actual conduct of inventory-taking activity
- 4 actual conduct of physical count of assets; The PRI-SIC shall ensure dissemination of the Notice prior to the
- 5 On the scheduled day of inventory-taking, the SIC members shall ensure that assignments are performed accordingly;
- 6 discrepancies shall reconcile the results of the activity with the property records. All Within seven (7) working days after the inventory-taking, the SIC immediately; reported to the accountable officers concerned and reconciled between the physical count and records shall be
- .7 twenty (20) working days from the conduct of inventory-taking: The PRI-SIC shall prepare and submit the following reports within
- 7.1. Report on Physical Count of Property, Plant, and Equipment (RPCPPE);
- 7.2. Report on Physical Count of Inventories (RPCI); and
- 7.3. (RPCSEP) Report on Physical Count of Semi-Expendable Property





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- 8 reference; and original copy of the aforementioned reports to the DOTr-CO for their Upon approval of these reports, the SIC shall provide the second
- 9 The PRI-SIC shall retain documented information of these documents.

XII. REPAIR AND MAINTENANCE OF ASSETS

- attaining and/or extending the established standard economical and Property repair and maintenance is necessary for the purpose of useful life of a property;
- 12 owned by PRI but utilized by the same for its operations; For purposes of repair and maintenance, this includes the assets not
- ω activities to be conducted within the following calendar year: the management of ICT resources to determine the maintenance following the timelines in this Manual and the Manual pertaining to Maintenance Checklists (IMC) before the end of every calendar year, For proper maintenance of assets, the SIC shall prepare an Annual Maintenance Plan (AMP) and its corresponding Inspection and
- 3.1. The PRI-SIC shall conduct its preventive maintenance activities in accordance with the timeline set forth in the approved AMP;
- 3.2. Notice of Maintenance Activity through Memorandum shall be services, as may be applicable; issued to notify the concerned personnel of the disruption of
- 4. For repair of assets, no repair of shall be undertaken if the cost of or similar equipment, as evidenced by market study conducted; repair shall exceed 30 percent of the current market price of the same
- 5 Form (RMR) and submission to the AFS Supply Officer; through the accomplishment of Repair and Maintenance Request Any PRI personnel may report unserviceable assets at any given time
- 6. Upon receipt of the RMR, the AFS Supply Officer shall:





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- 6.1. schedule the repair and maintenance of the unserviceable asset; agreement by a service provider, contact the service provider to If the asset is still covered under warranty or any relevant
- service On the scheduled date of repair and maintenance by the witness the activity conducted; provider, accompany their representative to
- 6.1.2. recommended actions to be undertaken or if already repaired; Await the feedback from service provider on the
- 6.1.3.cost of repair exceeds 30% as stated in Art. IV (4) of this Undertake necessary actions to repair the asset unless the Manual; and
- 6.1.4. Should the cost exceed 30% of repair, then proceed to the process of asset disposal.
- 6.2. the SIC Head within one (1) working day to assign a personnel to If the asset is no longer covered under warranty, report the same to conduct an inspection on the reported unserviceable asset(s);
- Within seven (7) working days from the receipt of the IMC and application of sound judgment on the condition may be applicable, through the accomplishment of the inspection and perform standard troubleshooting acts as of the asset; assignment, the assigned SIC member shall conduct the
- 6.2.2. During the repair/maintenance work, at least one affirm completion of work; personnel from the IC must be present to witness and
- 6.2.3.report on the work done through a Memorandum conducted, the assigned PRI-IC member shall prepare a Within seven (7) working days thereafter, regardless of addressed to the SIC Head stating the following: the results of the inspection and maintenance activity
- 6.2.3.1. Results of the Inspection and A





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6.2.3.2. If not resolved, recommendations on further actions and basis of such shall be indicated therein; and

6.2.3.3. Attach the copy of the IMC.

- .7 The AFS Supply Officer shall provide adequate notice to affected extended preventive maintenance, or for disposal; and personnel on the actions taken, whether already operational, on
- 00 The AFS Supply Officer shall retain relevant documented information.

XIII. ASSET DISPOSAL

- 1. procedures on disposal of government property at the time of occurrence; Disposal of assets shall be based on the existing national policies or
- 2 accordance with their established timelines; Actual disposal of assets shall be conducted by the DOTr-CO in
- 3 conditions for the same to be flagged for disposal: The SIC shall check whether the asset falls under any of the following
- 3.1. repaired or reconditioned; Assets that cannot be returned to a serviceable condition when
- 3.2. than the current value (base value - depreciated value); Assets whose repair and reconditioning costs would cost more
- 3.3. Assets that have become obsolete due to changes in technology;
- 3.4. mandate or function; Assets deemed unnecessary due to a change in the Institute's
- 3.5. use because of long storage or use which is determined to be Unused supplies and materials that have become dangerous to hazardous; and
- 3.6. utilization of expendable materials, and covers damaged materials which result from the consumption or OPY Signature: DOTT - PRI



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salvaged from destroyed or damaged PPE; equipment parts, auto parts, empty containers, and remnants

- 4 Supply Officer shall accomplish the following as may be applicable: As soon as it is determined that the asset is already for disposal, the AFS
- 4.1. (IIRUP) for those assets beyond the capitalization threshold; Inventory and Inspection Report of Unserviceable Property
- 4.2. capitalization threshold; or Semi-Expendable Property (IIRUSP) for those assets below the Inventory and Inspection Report of Unserviceable
- 4.3. property and PPE. containers, and remnants salvaged from destroyed or damaged Waste Materials and covers consumption or Report (WMR) damaged for those waste materials equipment parts, utilization of expendable
- 5 This shall be approved by the respective accountable officers and Head of
- 6 Upon approval, the said documents. Memorandum to the DOTr-CO for its concerned personnel to act on the AFS Supply Officer shall prepare a transmittal

XIV. RELIEF FROM ACCOUNTABILITY

- He/she shall likewise be liable for all losses, damages, or deterioration money value in case of improper or unauthorized use or misapplication not it be at the time in his actual custody; occasioned by negligence in the keeping or use of the property, whether or thereof, by himself or any person for whose acts he may be responsible. Every officer accountable for government property shall be liable for its
- 12 the physical custody/possession of property is entrusted as evidenced by responsibility of both the accountable officer and the person upon whom The aforementioned liability shall be subject to the principle of shared the ITR/PTR;
- ω The aforementioned principle shall mean that while the accountable officer is liable to the PRI in case of loss or damage to property which is



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custody/possession of property is entrusted shall be liable to the accountable officer for any amount spent for the settlement of the latter's under his/her name, any person upon whom the physical

- 4. regardless of the status of employment in the PRI; issued properties in accordance by virtue of the ITR/PTR, and other The person mentioned above shall include COS/JO Workers who are persons who are permitted to have temporary custodianship of a property,
- Ġ properties which are under their custody, shall only be extinguished upon carry out their responsibility to safe-keep properties in conformity with accountability, or payment of the money value of the property; return/turnover the law and be answerable for their decisions and activities relating to Accountability, which also refers to the accountable officers' obligation to upon approval of the request for relief from of the property, or in case of loss or damage to the property
- 6. their custody, and use the same for official use only; diligence in the safekeeping and safeguarding of the properties under For these reasons, officials and employees of this PRI should exercise due
- .7 of receipt, safekeeping, maintenance and utilization and inventory of all Division Supply Focals in every division, who will assist in the regulation properties of the PRI; In keeping with these principles, the PRI recognizes the contribution of
- 00 Personnel Movement: Accounting, Turn-Over or Surrender of Properties on Account of
- 8.1. Cancellation of Property Accountability:
- or surrender to their respective Division Chief all personnel movement, accountable officers shall turnover In order to effect cancellation of accountability and to properties issued to them. secure proper clearance certificate in the event of
- 8.1.2. Turn-over of properties shall be done as follows:
- 8.1.2.1agency/ detail/ separation from the service -Retirement/ transfer to another government



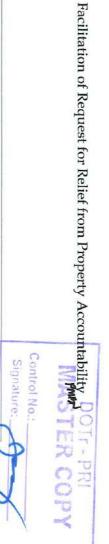
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two retirement; months before the effectivity of

- 8.1.2.2. Promotion/reassignment/transfer appointment/assumption of duty; organizational unit within the DOTr - one (1) before effectivity from one
- 8.2. Issuance of Clearance from Property Accountability:
- 8.2.1. immigration personnel of the national authorize departure; approved Property Clearance Certificate (PCC) by the Personal/ Official travel of PRI personnel may require airports to
- 8.2.2. cancellation of property accountability; As such, the PCC shall be issued immediately upon
- 8.2.3. Issuance of PCC shall nevertheless be without prejudice to any other accountability that may be discovered later
- Said PCC shall cease to be valid for its purpose and until the specified timeline;
- 8.3. Official or Employee: Inventory of Assets in the Event of Death of Accountable
- issued to him/her and recover the same through any PRI-SIC shall immediately take the inventory of all assets In the event of death of the accountable officer, the legal means;
- 8.3.2. supervisor as "loss of property" stating therein the steps dropping of accountability; taken to recover the same. This shall be the basis for the All other missing assets, if any, issued in the name of the deceased shall be certified by his/her immediate

9.





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- 9.1. recommendation of the Head of Office, as the case maybe; accounting policies, request the Commission on Audit to accountable caused by fire, theft, or other casualty or force majeure, the Whenever warranted or when the loss or damage to property is him/her officer from may, property ₽. accordance with accountability national
- 9.2. accountability, the following procedures must be observed: facilitating the request for relief from property
- threshold or Report of Lost, accomplishment of the Report of Lost, (RLSDDSP) Form for assets below the capitalization immediately accountable officer having custody thereof shall Within 72 hours from the occurrence of loss, the beyond the capitalization threshold; Destroyed Property Damaged, or Destroyed Semi-Expendable Property notify (RLSDDP) Form for assets the COA Stolen, through Damaged, Stolen, the
- 9.2.2. Within 30 days from the occurrence of loss, the application for relief to the COA Auditor with the accountable officer worker may following required documents: present his/her
- 9.2.2.1. Affidavit executed by the accountable office/person stating the following facts:
- 9.2.2.1.1. Property lost and its valuation;
- 9.2.2.1.2. Actual date in which the absence was first noted;
- 9.2.2.1.3. Manner of disappearance;
- 9.2.2.1.4. Efforts put to recover the same;
- 9.2.2.1.5. Provisions made to safeguard the property; and





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2.2.1.6. Date when the loss was reported to the COA Auditor and the police authorities

- 9.2.2.2. Joint affidavit of two (2) disinterested persons cognizant of the facts and circumstances about the loss. In case it is not possible to obtain the statement of two (2) persons and only one is available or none at all, such fact should be set forth in the affidavit of the person requesting relief, giving the reason/s therefore;
- 9.2.2.3. If applicable, final police report/s showing the steps taken by the police authorities to recover the property lost and to apprehend the suspect/s, and the present status of the case;
- 9.2.2.4. Certification from Police/Fire/Chief/Provincial Governor/Mayor or other competent authority as to the destruction brought by natural calamity and/or insurgency;
- Inspection Report on the extent of damage of insured property;
- (PAR)/ICS covering the lost property. Property Accountability Receipt
- Action on said request shall solely be on the discretion of the COA;
- 10. Properties Replacement/Reimbursement/Repair of Lost or Damaged Equipment or
- 10.1. When loss or damage to property occurs in circumstances other or reimbursement of the money value of the lost property or accountable officers may submit a request for the replacement thirty (30) days from the occurrence of loss; payment of cost of repair of the damaged property, within than those mentioned in Ar. XIV (9.1) of this Manual,
- The aforementioned request shall be endorsed by the Head of COPY Office for approval and/or appropriate resolution; DOTY-PR

Signature:



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- 10.3.Ħ considered: case of replacement, the following factors shall be
- 10.3.1.specification than that of the unit sought to be replaced; The replacement unit must be of similar or higher
- 10.3.2.the time of loss; and condition, regardless of the lost property's condition at The replacement unit must be in good working
- 10.3.3.of the money value of the property shall be required; advantageous to the government. Otherwise, payment replacement of the lost property is more
- 10.4. Final resolution shall rely on the COA's recommendations.

XV. SUMMARY OF ALL FORMS

- classified into COA-prescribed forms and internal control forms; application, below is the summary list and description of such, Given the number of forms used in this Manual and its different
- COA-prescribed forms:

1	PMRN Control No.:	PMP		
	 Prepared by Supply Officer; and Acted upon by the DOT-SO ER CO 	Report prepared as a basis to record dropping from the books the unserviceable properties carried in the PPE accounts.	Inventory and Inspection Report of Unserviceable Property (IIRUP)	Çu
L	 Prepared by the DOTr-AMD; and Received by the Supply Officer/End-user 	Form to issue tangible items amounting to less than P50,000 to the end-user to establish accountability over them.	Inventory Custodian Slip (ICS)	2
	 Prepared by the DOTr- AMD; and Accepted by PRI Concerned Division Chief 	Report on the inspection and acceptance, respectively, of the purchased supplies/goods/ equipment/property.	Inspection and Acceptance Report (IAR)	1
	PERSONS INVOLVED	DESCRIPTION	FORM	NO.



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	11	10	9	œ	7	6	4
	Report of Lost, Stolen, Damaged, or	Receipt of Returned Semi-Expendable Property (RRSP)	Requisition and Issue Slip (RIS)	Property Transfer Report (PTR)	Property Card (PC)	Property Acknowledgement Receipt (PAR)	Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP)
やかめて	Used to report or notify within 30 days the officials	For returned semi-expendable property whether serviceable or unserviceable.	Form used to request supplies/ goods/ equipment/ property carried in stock.	Report used when there are transfers of property from one Accountable Officer/Agency/ to another Accountable Officer/Agency.	Card maintained to promptly record the acquisition (based on the IAR and other supporting documents), issue/ transfer/ disposal and the description/information about the asset.	Form used to record the issue of PPE to the end-user; and shall be renewed every three years or every time there is a change in custodianship/user of the property.	Report prepared to account for all unserviceable semi-expendable property of an entity which is subject to disposal.
	000				• •	• •	
Signature:	 Certified by ConAccountable Officer; 	Returned by Accountable Officer; and Received by Supply Officer Officer PRI	Requested by Division/Section Supply Focal; Approved by the SIC Head and Issued by Supply Officer	Prepared by the Accountable Officer; Approved by Head of Office; Released/ Issued by Supply Officer/ Accountable Officer; and Received by new Accountable Officer	Prepared by AFS Supply Officer; and Noted by SIC Head	Prepared by DOTr-AMD; and Received by the AFS Supply Officer/ End-user	Requested by Accountable Officer; Approved by Head of Office; and Acted upon by the DOTr-CO



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Waste Materials	Stock Cards (SC)	Semi-Expendable Property Card (SEPC)	Report on the Physical Count of Semi-Expendable Property (RPCSP)	Report on the Physical Count of Property, Plant and Equipment (RPCPPE)k	Report on the Physical Count of Inventories (RPCI)	Report of Lost, Stolen, Damaged, Destroyed Property (RLSDDP) -	Destroyed Semi-Expendable Property (RLSDDSP)
Used to report all waste	Used for each type of supplies to record all receipts and issues made.	Used to record promptly the acquisition, issue/transfer/disposal and the description/information about the asset.	Used to report the physical count of semi-expendable property, which are owned by the PRI. It shows the balance of semi-expendable items per card and per count and shortage/overage, if any.	Form used to report on the physical count of PPE by type which are owned by the agency.	Form used to report the physical count of inventory items.	Form used to report or notify the auditor of the COA, the Chief Accountant and all others concerned of the lost, stolen, damaged or destroyed property.	concerned of the loss, theft, damage, or destruction of the semi-expendable property whether issued or unissued. This shall support the subsequent request for relief from property accountability.
Signature:	 Prepared by AFS Supply Officer; and Noted by SIC Head 	 Prepared by AFS Supply Officer; and Noted by SIC Head 	 Certified Correct by PRI-SIC Head; Approved by Head of Office; and Witnessed by DOTI-CO 	 Certified Correct by SIC Head; Approved by Head of Office; and Witnessed by DOTr-CO 	 Certified Correct by SIC Head; Approved by Head of Office; and Witnessed by DOTr-CO 	 Certified by Accountable Officer; Noted by Immediate Supervisor; and Notarized by Notary Public 	 Noted by Immediate Supervisor; and Notarized by Notary Public



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Report (WMR) up in the books of accounts as assets so that they may be properly disposed of and derecognized from the books.	nts • Approved by Head of Office; and d • Acted upon by the DOTr-CO.
---	---

ω Internal control forms:

6	ហ	4	3	1	NO.
Inventory Count Form (ICF)	Inspection and Maintenance Checklist (IMC)	Gate Pass (GP)	Equipment Borrower Slip (EBS)	Annual Maintenance Plan (AMP)	FORM
Form used during conduct of inventory-taking activities.	Form used during the conduct of asset maintenance activities.	Form used to document ingress and egress of assets.	Form used to document temporary issuance of an asset.	Annual plan used as guide for the PRI-SIC to ascertain the period to conduct its maintenance activities.	DESCRIPTION
 Prepared by assigned PRI-SIC members; and Approved by 	 Prepared by assigned SIS members; and Approved by SIC Head 	 Prepared by Requesting Party; Approved by the DOTr-AMD Chief and received/ accepted by the Director for Administrative Service and Acted upon by Security Guard on Duty 	 Authorized by Immediate Supervisor; Released by Accountable Officer; and Received by borrower 	 Accomplished by the SIC; and Approved by Head of Office 	PERSONS INVOLVED



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9	œ	7	
Request for Inspection (RFI)	Repair and Maintenance Request Form (RMR)	Property Clearance Certificate (PCC)	
Form used to request inspection of received assets for issuance of asset accountabilities to end-users.	Form used to report defective or unserviceable assets.	Certificate used for whatever legal purpose it may serve and valid only until the specified timeline.	
0 0			
Prepared by the DOII-SD and Approved by the DOII-SD Chief	Prepared by any PRI personnel; and Received by Supply Officer	Requested by Accountable Officer; and Approved by Head of Office	PRI-SIC Head

TIMELINE

XVII. TRANSITORY PROVISIONS	Repair and Maintenance Request Facilitation	Conduct of Regular Inspection and Maintenance	Annual Maintenance Plan and Inspection and Maintenance Checklist Preparation	Delivery, Inspection, and Acceptance of Assets	PROCEDURE
ORY PROVIS			•		END OF YEAR
SIONS		•			AS PLANNED
propul				<	AS DELIVERED
MASTER COPY	DOTA				AS REPORTED
COPY					

Control No.:



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forms shall begin after sixty (60) days from upon effectivity of this Order. implementation of the procedures stated therein and the use of enrolled upon effectivity of this Order to all personnel of the Institute. The A detailed orientation shall be conducted within thirty (30) working days

XVIII. DISSEMINATION

This implementation of this order. communication (IEC) materials may be created as visual aids for the manual shall be cascaded and information, education, and

XIX. REVIEW AND AMENDMENT

approval, storage, and retention process in accordance with internal general budgeting and accounting rules. It shall undergo appropriate review, This manual shall be amended should there be changes in internal policies or procedures on document management.

PREPARED BY:

FLORVINJAY'L, PAGDATO
Administrative Officer I, AFS
AFS Supply Officer

REVIEWED BY:

MARK FRANCIS ESPANA Administrative Officer IV, AFS Supply/Inventory Team Head

APPROVED BY:

Undersecretary, DOTr
OIC-ED, PRI



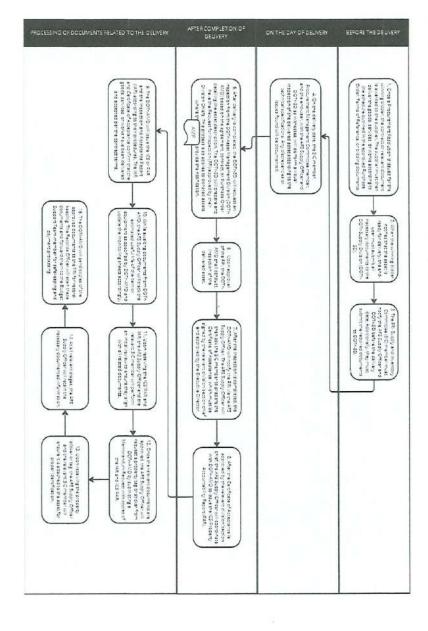


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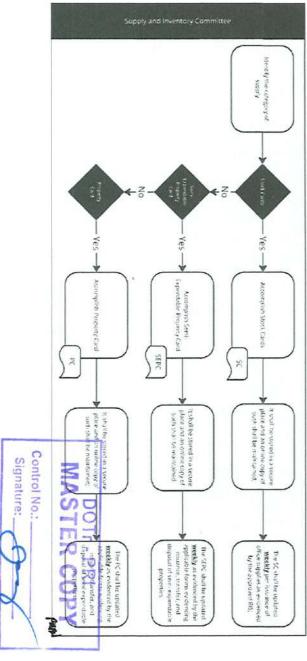
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PROCESS FLOW:

Delivery, Inspection, and Acceptance of Assets



2. Preparation and Updating Cards

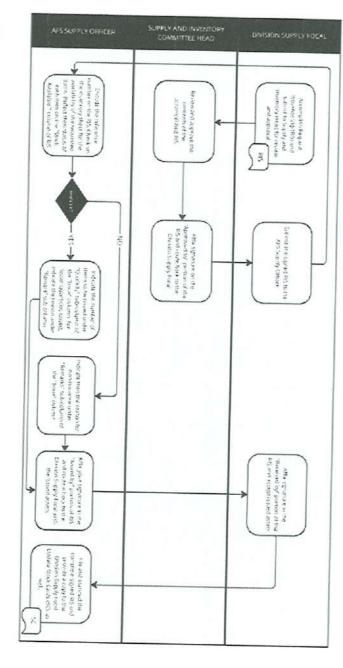




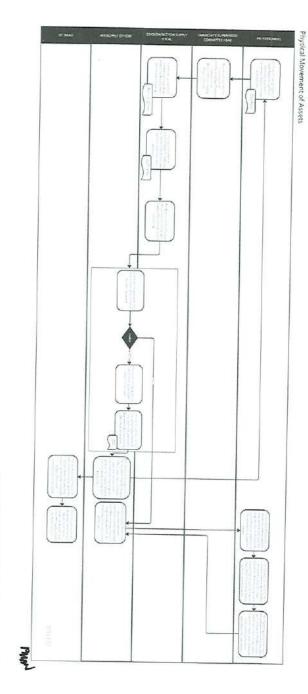
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3. Preparation of RIS/Issuance of Assets



4. Physical Movement of Asset



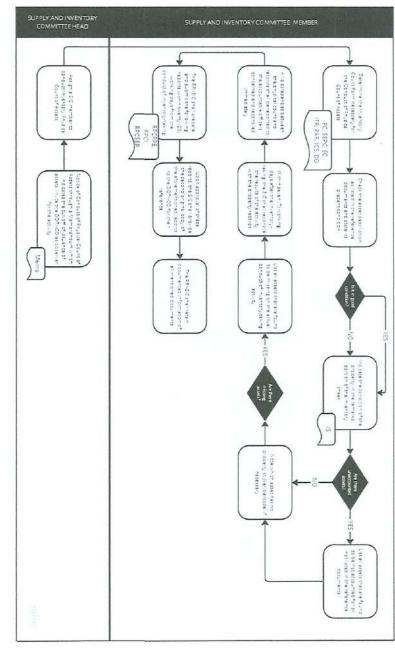




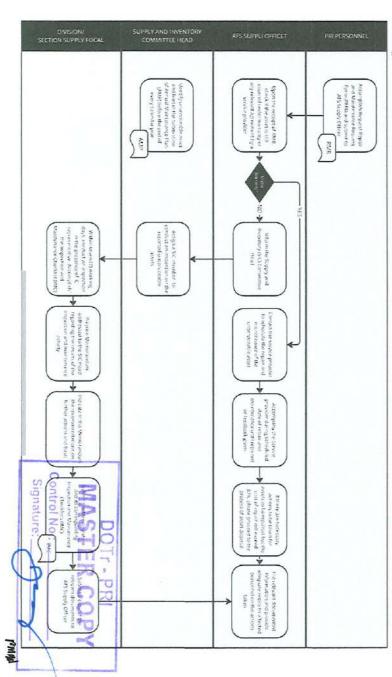
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Conduct of Inventory/Physical Count of Assets



. Repair and Maintenance of Assets

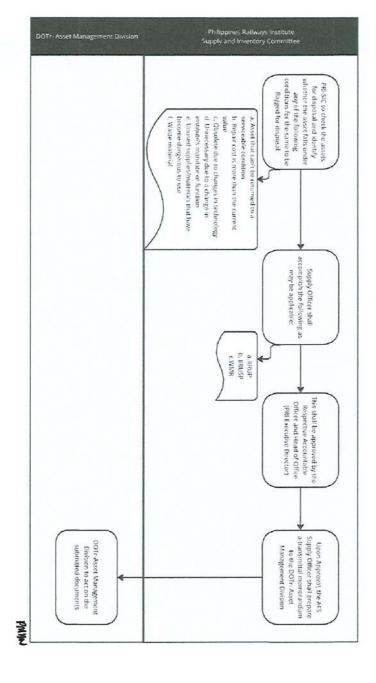




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7. Asset Disposal







Republic of the Philippines DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE RETURNS RETU





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STOCK CARD

Entity Name:					Fund Cluster:	
tem:				141	Stock No.:	
Description:					Re-order Point:	
Unit of Measurement:	urement :					
Date	Reference	Receipt Qty.	Qty.	Office	Qty.	No. of Days to Consume
3						
						+10
				20		CITI COT

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RI-AFS-F-F	TC-YYYY-MM	-NNNN-H						
				PROPERT	Y CARD			
itity Name	:				i		Fund Cluster:	
operty, Pla	nt and Equipment	ι:					Property Number:	
escription :								
	1700	Descint I						
9 <u>22</u> 77 10	Reference	Receipt I		Issue/Transfer/ Dispo	osal	Balance	(A)	D
Date	Reference/ PAR No.	Receipt Qty.	Qty.	Issue/Transfer/ Dispo Office/O		Balance Qty.	Amount	Remarks
Date			Qty.				Amount	Remarks
Date			Qty.				Amount	Remarks
Date			Qty.				Amount	Remarks
Date			Qty.				Amount	Remarks
Date			Qty.				Amount	Remarks
			Qty.				Amount	Remarks
Date			Qty.				Amount	Remarks
Control Signat	PAR No.		Qty.				Amount	Remarks
Cont	PAR No.		Qty.				Amount	Remarks
Control Signat	PAR No.		Qty.				Amount	Remarks
Control Signat	PAR No.		Qty.				Amount	Remarks
Control No :	PAR No.		Qty.				Amount	Remarks
Control No :	PAR No.		Qty.				Amount	Remarks





Republic of the Philippines DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE REQUISITION AND ISSUE SLIP





Entity Name:						Fund Cluster:		
Division:					Responsibility Center Code :	Center Code :		
		Requisition		Stock A	Stock Available?		Issue	- 1
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks	
								1
Purpose:								
Signature :		Requested by:	Approved by:		Issued by:		Received by:	
rinted Name:								
Designation:								
Date:							The second secon	
						MAS	MASTER COPY	
						A		

Control No.:. Signature:_



Republic of the Philippines DEPARTMENT OF TRANSPORTATION PHILIPPINE PHILIPPINE RAILWAYS INSTITUTE







PROPERTY TRANSFER REPORT

Vo. PRI-AFS-F-YTR-YYYY-MM-NNNN-H Effectivity Date: 22-Aug-2024	YY-MM-NNNN- 2024	H						page: 1 of 1
Entity Name:	Philippine Ra	Philippine Railways Institute		F	und	Fund Cluster:		
From Accountable Officer/ Agency/ Fund Cluster:)fficer/ er:				PT	PTR No.:		
To Accountable Officer/ Agency/ Fund Cluster:	cer/ Agency/				Date:	te:		
Transfer type (check only one)	k only one)							
	•	Donation	•	Relocate				
		Reassignment	•	Others (Specify)_		1		
Date Acquired	Property No.		Description	р	>	Amount	Conditio	Condition of PPE
Reason/s for Transfer:	fer:							
	Approved by:	by:	Released	Released/Issued by:		Received by:	by:	
Signature:								
Printed Name:								
Designation:								
Date:								
				u	0	DOTE	INC	
				TAI	E	MASTER	Adon	9

Control No.:
Signature:





Republic of the Philippines Department of Transportation PHILIPPINE RAILWAYS INSTITUTE





PRI-AFS-F-PCP-YYYY-MM-NNNN-H

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

			(Typ	e of Proper	ty, Plant and Equipm	ent)			
			As at _						
	:		,(<u>E</u>	ntity Name)	is accountable,	having assumed such accor	untability on _	(Date of Assump	tion).
, DEVOY P	PECCHIPTION	PROPERTY	UNIT OF	UNIT	QUANTITY	QUANTITY	SHORTAGE	OVERAGE	
ARTICLE	DESCRIPTION	NUMBER	MEASURE	VALUE	per PROPERTY CARD	per PHYSICAL COUNT	Quantity	Value	REMARKS
Certified Cor	rect by:		Approved b	y:			Verifi	ed by:	
	Signature over Printed Name of Inventory Committee Chair and Members			Signature o	ver Printed Name of He Authorized Repres	ead of Agency/Entity or sentative		I	ver Printed Name of COA Representative
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Republic of the Philippines DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE





PRI-AFS-F-PCI-YYYY-MM-NNNN-H

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

				8	(Type of Inventor	ry Item)			
				A	As at				
	e of Accountable Officer),	(Official Designation	on),	(Entity	Name)	is accountable, ha	ving assumed such	accountability on	(Date of Assumption) .
Article	Description	Stock Number	Unit of Measure	Unit Value	Balance Per Card	On Hand Per Count		age/Overage Value	Remarks
	The state of the s	-		-	(Quantity)	(Quantity)	Quantity	value	
				1					
		1	re-entries						
Certified Correct by:				Approved by	r:				Verified by:
Sig	gnature over Printed Name of Inventory Committee Chair and Members				Signature over Printe Auth	ed Name of Head of a corized Representative	Agency/Entity or		Signature over Printed Name of COA Representative
									DOTE PRI

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Republic of the Philippines Department of Transportation Philippine Railways Institute





PRI-AFS-F-PCS-YYYY-MM-NNNN-H

REPORT ON THE PHYSICAL COUNT OF SEMI-EXPENDABLE PROPERTY

Fund Cluster:	
For which (Name of Accountable Officer), (Official Designation), (Entity Name) is accountable, having assumed such accountability on (Date of Assumption). SEMI - EXPENDABLE EXPENDABLE PROPERTY NO MEASURE VALUE DESCRIPTION SEMI - EXPENDABLE PROPERTY NO MEASURE VALUE CARD ON HAND PER COUNT SHORTAGE/OVERAGE	
ARTICLE DESCRIPTION EXPENDABLE UNIT OF UNIT CARD COUNT SHORTAGE/OVERAGE PROPERTY NO MEASURE VALUE CARD COUNT	
PROPERTY NO MEASURE VALUE	
	EMARKS
Certified Correct by: Approved by: Verified by:	
Signature over Printed Name of Signature over Printed Name of Head of Agency/Entity or Inventory Committee Chair and Authorized Representative Representative Representative	

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Quality Management System

ANNUAL MAINTENANCE PLAN

DOC CODE/ REF NO.:	PRI-AFS-F-AMP YYYY-MM-NNNN-H
EFFECTIVITY DATE:	August 22, 2024
REVISION NO.:	0
PAGE NO.:	Page 1 out of 2

For CY [YEAR]

NO.	ITEM	TYPE OF PROPERTY (I/S/PPE) ¹	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	0 C T	N O V	D E C	REMARKS
1				•	•				0	•	•		•	•	
2				•	•	•	•	•	•	0	•	•	•	•	
3					•	•				•	•	•	•	0	
4					•	•	•	•		•	•	•	•	•	
5			•		•			•			•	•	•		
6			•	•	•			•			•		•		
7			•	•	•	•	•	•		•	•	•	•	•	

 $^{^{\}rm 1}\,\rm I$ for Inventories; S for Semi-Expendable Property; PPE for Property, Plant, and Equipment

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CONTROL TELEFAX: (632) 726-7229 TRUNKLINE: 790-8300/790-8400 DOTY ACTION CENTER HOTLINE: 7890







Quality Management System

ANNUAL MAINTENANCE PLAN

DOC CODE/ REF NO.:	PRI-AFS-F-AMP YYYY-MM-NNNN-H
EFFECTIVITY DATE:	August 22, 2024
REVISION NO.:	0
PAGE NO.:	Page 2 out of 2

NO.	ITEM	TYPE OF PROPERTY (I/S/PPE) ¹	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	REMARKS
8			•			•	•	•			•	•	•	•	
9			•	•	•	•	•	•		•	•	•	•	•	
10			•			•		•		•	•	•	•	•	

PREPARED BY:	APPROVED BY:
PRI Inventory Committee Head	Head of Office

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Signtrunkline: 790-8300/796-8400
DOTE ACTION CENTER HOTLINE: 7890







Quality Management System

INSPECTION AND
MAINTENANCE CHECKLIST

DOC CODE/ REF NO.:	PRI-AFS-F-IMC YYYY-MM-NNNN-H
EFFECTIVITY DATE:	August 22, 2024
REVISION NO.:	0
PAGE NO.:	Page 1 out of 3

	MAINTENANCE INFORMATION
Reference Document:	If from Annual Maintenance Plan, indicate document code/reference number; If for Repair and Maintenance Request, indicate document code/ reference number; and For other documents, indicate document code/ reference number
Item:	Generic item name; Brand; Description;
Date Inspection and Maintenance is conducted:	Month DD, YYYY
Last Inspection and Maintenance conducted, if any:	Month DD, YYYY Indicate document code/ reference number of evidence Indicate remarks from previous inspection and maintenance conducted, if any
Venue:	Indicate exact address



TELEFAX: (632) 726-7229
TRUNKLINE: 790-8300/790-8400
DOT: ACTION CENTER: TOTLINE: 7890







Quality Management System

INSPECTION AND MAINTENANCE CHECKLIST

DOC CODE/ REF NO.:	PRI-AFS-F-IMC YYYY-MM-NNNN-H
EFFECTIVITY DATE:	August 22, 2024
REVISION NO.:	0
PAGE NO.:	Page 2 out of 3

Inspector(s): Last Name, First Name MI.

NO.	INSPECTION/ MAINTENANCE ACTIVITIES	A ¹	B ²	C ³	D ⁴	E ⁵	REMARKS	ACTIONS TAKEN/ TO BE TAKEN
1			•	•	•			
2		•	•	•		0		
4		•	•	•	•	•		
5			•	•		9		



¹ A - refers to No defects seen

² B - refers to With defects seen

³ C - refers to Needs major repair

⁴ D - refers to Needs minor repair

 $^{^5\,\}mathrm{E}$ - refers to Others, indicate remarks under the remarks column







Quality Management System

INSPECTION AND MAINTENANCE CHECKLIST

DOC CODE/ REF NO.:	PRI-AFS-F-IMC YYYY-MM-NNNN-H
EFFECTIVITY DATE:	August 22, 2024
REVISION NO.:	0
PAGE NO.:	Page 3 out of 3

	SUMMARY	
Conclusion:		
Recommendation:	55	
PREPARED BY:	WITNESSED BY:	NOTED BY:
INSPECTOR	SECURITY GUARD/ PRI PERSONNEL	MATERIAL MANAGEMENT HEAD DOTT - PRI MASTER COPY

DOT: MAIN BUILDING THE COLUMBIA TOWER, BRGY. WACK-WACK, ORTIGAS AVENUE, MANDALUYONG CITY, 1555 TELEFAX (632) 726-7229 TRUNKLINE: 750 8300/ 7 2 8400. DOT: ACTION CENTER HOTLINE: 7890



INTERVIEW RATING SHEET





Candidate:

Date:

1	_	
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Fair

2- Exceptional

qualifications and training? Knowledge Base- Does the candidate have the appropriate educational

Considerations: Relevance of Education and Training Versatility Motivation and interest

Ability and Willingness to

Rating:

N

2. Work History/ Experience- Has the candidate acquired relevant skills or qualifications through prior work experience?

Considerations: Level of Relevant Knowledge

Length of Relevant

Experience

Length of Relevant Skill

Rating:

2

ω Technical Qualifications- Does the candidate have the technical skills necessary for the position?

Considerations: Strength for the Position-Leadership & Initiative

Work Ethics Adaptability

Motivation

Commitment

Weakness for the Position- Shortcomings

Limitations

Additional Training (Low/ Moderate/

Extensive)

 $\mathbf{\mu}$ 2

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4.
Interpersonal
Skills-
Did
the
candidate
demonstrate
good
interpersonal
skills?

Considerations: Articulation of Ideas

Communication Skills

Tact

Consideration for Others

Sensitivity towards other

people's needs

Rating: 1

1 2

5. interview? General Impressions- How did the candidate present himself/ herself in the

Considerations: Demeanor
Confidence
Responsiveness
Focus
Verbal Expression

Maturity

Judgement

1 2

Rating:

Remarks/ Other Observations

Recommendations:

Interviewer:

Signature:

Position:

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REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSFORTATION PHILIPPINE RAILWAYS INSTITUTE Administrative and Finance Section





TEACHING DEMONSTRATION EVALUATION FORM

No.: PRI-AFS-F-TDE-YYYY-MM-0000-S

Page 1

NAME:	POSITIO	POSITION APPLYING FOR:	G FOR:
TOPIC/S DISCUSSED:	RATING	: (to be filled	RATING: (to be filled out by PRI-HR)
DIRECTIONS: Based on your observation and judgement, rate the teaching performance of the candidate based on the following rating:	gement, ra	te the teaching	g performance of the
1.0 = Poor 2.0 = Needs Improvement 4.0 = Very Good 5.0 = Excellent	ent	3.0 = S	3.0 = Satisfactorily
CRITERIA		Rating	Remarks
Content			
<i>Information/Subject Knowledge</i> <u>Criteria</u> : Well-versed in subject; responds to questions	tions		
with further explanation and elaborates; material includes relevant information to the overall			
message/purpose of the subject.			
Organization Oritaria: Logical interesting clearly delineated themes	lemes		
and ideas; generally clear, overall easy for the audience to	lience to		
Visual/Mechanics			
Criteria: Easy to read, reinforced and additive to			
presentation; presentation has no misspellings or			
and not distracting.			
VERBAL COMMUNICATION SKILLS			
Clarity			
pronunciation of terms spontaneous in speaking; not	not		
using jargons.			
Enthusiasm			
<u>Criteria</u> : Demonstrates a strong, positive feeling about the topic during entire presentation.	bout		
NON-VERBAL COMMUNICATION SKILLS			
Comfort			
<u>Criteria</u> : Relaxed, easy presentation with minimal hesitation			
INCOMENCIAL			





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Criteria: Movements seem fluid and help the audience visualize; minimal tension. Connection to the Audience Criteria: Holds attention of the entire audience with the use of direct eye contact, seldom looking at notes; readily engages the audience.		RESULT
Confidence Criteria: Movements seem fluid and help the audience visualize; minimal tension.		Criteria: Holds attention of the entire audience with the use of direct eye contact, seldom looking at notes; readily engages the audience.
		Confidence Criteria: Movements seem fluid and help the audience visualize; minimal tension.

Additional comment/s:
Evaluation by:
Name/ Designation/ Date

(To be fitled by Personnel Division)

Reference Number:

Date Received:



Republic of the Philippines DEPARTMENT OF TRANSPORTATION

JOB ORDER/CONTRACT OF SERVICE WORKERS REQUISITION FORM

Note

Tick appropriate boxes \square and accomplish in its entirety. Please refer to the instructions in accomplishing the form at the latter part of this form. This form must be accompanied by supporting documents applicable to the nature of request.

A. Re	quest Details
Service/Office:	Period of engagement (including acceptable minimum period):
Position Requested:	a illoda tamese buttura kaladi en eka a a illoga e
Monthly Rate:	demand probabilist in the statement and a side.
Service/Office Head:	uminus eti menparakenali ilaha en elem oo t
Immediate Supervisor:	and admirest of the first section of the section of the section of
Nature of Request	Type of Worker
□ New Hire	□ Job Order (Time-Based)
□ Renewal □ Replacement:	☐ Contract of Service ☐ Time-Based ☐ Output-Based
Project, or Division and Section to be assigned:	or born as a grant of a resource place in the
Justification:	The second secon
Requested by:	Endorsed by:
(Name and Position Title)	(Name and Position Title)
B. Budget Al	location Verification
□ Available □ Partially Available: Php	□ Not Available
Funding source:	
Certified by:	with a first the super-colored to the super-colored to the first terms.
(Budget Division Chief)	amountaingus ut relatificet et es dan 11.
C. Requ	uest Evaluation
Name of Candidate Endorsed:	and the contract of the contra
□ Compliant □ Not Compliant	
	m-pas aggregation and the man and the man and the second of the second o
D. Req	uest Approval
ment for the end used control in a stream, the	
□ Approved	MASTER COPY
	MASIER CUPY
□ Disapproved	



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

TERMS OF REFERENCE

Name:	[if there is already an endorsed applicant, delete this row if none]
Position Title:	
Service/Project/Unit:	
Division:	
Monthly Rate:	[include basis for proposed comparable salary rate and the premium rate used]
Duties and Responsibilities:	
Essential Requirements:	- Education - Experience
	- Eligibility
Additional Requirements:	- Ability to process data
	 Has average coordinating skills Has above average skills on technical writing and business writing
Prepared by:	×
	(Name and Position Title)
Approved by:	
	(Name and Position Title)



DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Administrative and Finance Section Republic of the Philippines





ONBOARDING PLAN AND CHECKLIST

PRI-AFS-F-OBP-YYYY-NNNN-S

newly-onboarded PRI personnel. The new PRI personnel shall attend the indicated meet with HR representative after three (3) months for follow-up onboarding experience. submitted to the PRI-HR Team two (2) weeks after the onboarding date and shall of the representative/ facilitator. Once accomplished, the plan and checklist shall be activities. Schedule of activities may be subject to change/s based on the availability activity on this plan and secure the signature of the representative/facilitator of the The form shall serve as the Onboarding Plan and Checklist of activities for the

information of the intended recipient(s). The information contained in this document is confidential, privileged, and only for the

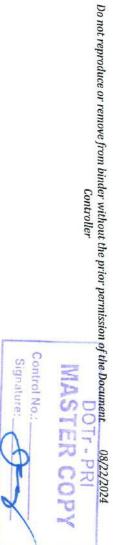
	av PUM	D	A	S	PC	Z
Orientation about the PRI	Meet and greet with the Undersecretary and OIC of the Philippine Railways Institute and all available PRI personnel	Day 1-3 (DD-MM-YYYY)	ACTIVITIES	START DATE:	POSITION/ DESIGNATION:	NAME:
RDD, CAD, TD and	AFS Head		REPRESENTATIVE/ FACILITATOR		DIVISION/ SECTION:	EMPLOYEE NO.:
			SIGNATURE/ DATE			385



Certification and Accreditation Division Training Division Administrative and Finance Section	REPRESENTATIVE/ FACILITATOR
Internal HR Processes	HR Representative
 Work Schedule Work-from-Home policy and 	
Accomplishment report	-
 Timekeeping Policy - Generating DTR in HRIS, DTR 	
submission, Manual DTR	
encoding and DOIr-Portal	
Collaboration platforms (Viber,	
Gmail creation, Google	
Workspace) Performance Evaluation Policy-	
Peer Review Process;	
IPCR/DPCR Targets and	
Accomplishments; Instructors Performance Evaluation	
 Organizational Chart 	
Building Safety Protocol	SSS Representative
 Emergency Response Procedure, Evacuation areas, 	
among others	
Other Administrative Matters	AFS Representative
 Requesting for office 	j
supplies and use of available PRI equipment.	
Use of local phone lines	
 Document Control Process (Incoming and Outgoing) 	
ç	



	Committee Head/	Meeting with Pre-determined
		Day 9 (DD-MM-YYYY)
	Division/Section Representative	Endorsement of the Concerned Section Meeting the team Duties/Function of the Section Presentation of IPCR/DPCR Target Setting - Creation of the IPCR/DPCR Target Schedule of meetings Familiarization on the team communication platform Designation of Buddy/Partner
		Day 6-8 (DD-MM-YYYY)
	CAD Representative	QMS Awareness Orientation
	CAD Representative	Familiarization of Relevant Circulars/Orders
		<u>Day 4-5 (DD-MM-YYYY)</u>
	HR Representative	Quick Tour of PRI Office Premises Work station, pantry, and parking provisions and/or public transportation options HR Kiosk
SIGNATURE/ DATE	REPRESENTATIVE/ FACILITATOR	ACTIVITIES



ACTIVITIES	REPRESENTATIVE/ FACILITATOR	SIGNATURE/ DATE
Committees Involvement	Member/ Assigned Buddy	
Day 10 (DD-MM-XXXX)		
Observation on RT Course Q & A Session via online	Committee Head/ Member/ Assigned Buddy	

PREPARED BY:

REVIEWED BY:

<FIRST M.I. LAST NAME> HR Representative

Division/Section Representative <FIRST M.I. LAST NAME>

DATE SIGNED

DATE SIGNED

APPROVED BY:

<FIRST M.I. LAST NAME>

Division Head

DATE SIGNED

THIRD MONTH INTERVIEW

This part shall be accomplished after the third month of the personnel with the PRI.

NAME:	EMPLOYEE NO.:
POSITION/ DESIGNATION:	DIVISION/ SECTION:
START DATE:	DATE OF INTERVIEW:

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Based on your first three (3) months working with PRI, describe by rating your experience on the following areas of concern by placing a check mark (\checkmark) on the box corresponding to your rating. Please check one.

Areas of Concern	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Comments/ Suggestions
	51	4	3	2	1	
1. Proper implementation of office policies and procedures.						
2. Fair treatment to the personnel.						
3. Accomplishments are recognized and/or appreciated.						
4. Developed cooperation within the Section.						
5. Effectively resolved complaints and problems.						
6. Provided proper onboarding process and new employee orientation.						
7. Equal opportunity for growth and development.						
8. Adequate salary and benefits.						
9. Reasonable distribution of tasks and responsibilities.						



DATE SIGNED	<first last="" m.i.="" name=""> PRI Employee</first>	ACKNOWLEDGED:	VII. Additional comments and/or suggestions?	On your first three months, can you say that your job meet or exceed your expection/s? Yes If no, please explain:	11. The office/ workplace is suitable for working.	10. Availability of necessary office tools and equipment.		Areas of Concern
GNED	AST NAN	LEDGED	mments an	first three months, /s? If no, please explain:			GI	Very Satisfied
	1E>	•	d/or sugge	hs, can y ain:			4	Satisfied
			stions?	you say			w	Neutral
-	<fir< td=""><td>=</td><td></td><td>that your j</td><td></td><td></td><td>2</td><td>Dissatisfied</td></fir<>	=		that your j			2	Dissatisfied
DATE SIGNED	<first last="" m.i.="" name=""> HR Representative</first>	INTERVIEWED BY:		ob meet or			1	Very Dissatisfied
JED	T NAME>	ÿD ΒΥ:		exceed your				Comments/ Suggestions



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE

Administrative and Finance Section

EXIT INTERVIEW FORM





No.: PRI-AFS-F-EIF-YYYY-MM-0000-S

Page 1 of 3

help further improve its services and processes, among others. The objective of the exit interview is to elicit your honest feedback about the Philippine Railways Institute (PRI), which will

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NAME:			EMPLOYEE NO:	DIVI	DIVISION/SECTION:	N.
POSITION/DESIGNATION:	JN:		z	AME OF IM	NAME OF IMMEDIATE SUPERVISOR:	PERVISOR:
START DATE:			III.	EXIT DATE:		
CONTACT NUMBER:			P	PERSONAL EMAIL:	MAIL:	
I. Reason for leaving. You may tick more than one (1) that is/are applicable to you.	You may tick	more than	one (1) tha	t is/are app	plicable to yo	t.
☐ Other Job Opportunity ☐ Family Circums General Health Condition ☐ Other reason/s: ☐ Co	uity □ Family on □ Other r	Circumstan eason/s:	cumstances ☐ Unmanageable Workload ☐ on/s: ☐ Salary ☐ Workp ☐ Conflict with Supervisor ☐ Return/ Pursi☐ Conflict with other employees ☐ Migrate	ınageable W □ Salaı ::rvisor □ Ro r employees	eable Workload □ Unmet Job Exp□ Salary □ Workplace Proximity □ Salary □ Workplace Proximity or □ Return/ Pursue Postgraduat ployees □ Migrate	□ Other Job Opportunity □ Family Circumstances □ Unmanageable Workload □ Unmet Job Expectation □ Seneral Health Condition □ Other reason/s: □ Salary □ Workplace Proximity □ Conflict with Supervisor □ Return/ Pursue Postgraduate Study □ Conflict with other employees □ Migrate
II. Based on your observation/experience, rate the PRI on the following areas of concern by placing a check-mark ($m{arepsilon}$) on the box corresponding to your rating. Please check one	ervation/exp he box corre	erience, ra sponding to	te the PRI o	n the follov g. Please ch	ving areas of eck one	concern by placing a
Areas of Concern	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Comments/Suggestions
	(5)	(4)	(3)	(2)	(1)	
1. Proper implementation of office policies and procedures.						
2. Fair treatment to the personnel.						
3. Accomplishments are recognized and/or appreciated.						
4. Developed cooperation within the Section.					Con	IASTER COPY

Con

Signature: trol No.:

68/22/2024

VIII. Additional comments and/or suggestions?	
Acknowledged by:	
Signature over Printed Name	
PRI Employee	
Summary of the exit interview (to be accomplished by the HR Representative)	
Interviewed by:	
Signature over Printed Name	
HR Representative	





REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE

Administrative and Finance Section



PRI-AFS-F-TOS-YYYY-MM-NNNN-S

Page 1

TURN OVER SHEET

proper turn-over procedure has occurred. his/her position and a PRI-HR Team representative to act as witness to monitor that the through a Turnover Sheet and explained through a session with the personnel assuming handled by the outgoing personnel shall be made. These must be clearly presented personnel, a turnover of the projects, programs, activities, tasks, and assignments being To effect the smooth, timely and orderly transition of the incoming and outgoing

effectivity of the outgoing personnel's resignation/transfer/reassignment/detailed and to be submitted to the PRI-HR Team once finished one (1) week before the date of Moreover, this form shall be prepared and discussed within 30 days from the date of resignation/transfer/reassignment/detailed.

intended recipient(s). The information contained in this document is confidential, privileged, and only for the information of the

NAME OF OUTGOING PERSONNEL:	DATE OF RESIGNATION:
NAME OF INCOMING PERSONNEL: (in absence of incoming personnel, the of Immediate Supervisor or anyone within its Division/Section assigned representative)	DIVISION/ SECTION:

 Supply and Inventory Committee 	 Support to the Recruitment, Selection and Placement of PRI 	TASKS DESCRIPTION
Discussed and presented the PRI's asset inventory sheet, supply processes, and	Discussed the present recruitment status and its background, process flow, HR-related forms and among others	DETAILED ACTIVITIES/ PERFORMED TASKS
	01 July 2023	DATE
DOT, DOI	J. DELA CRUZ	PERSONNEL IN-CHARGE (to whom will assume the tasks)

Signature:

 [Add rows, if applicable] 	•	•		TASKS DESCRIPTION
			challenges.	DETAILED ACTIVITIES/ PERFORMED TASKS
				DATE DISCUSSED
				PERSONNEL IN-CHARGE (to whom will assume the tasks)

-	S
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1	_
-	Z,
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ACKNOWLEDGED BY:

<FIRST M.I. LAST NAME>
Outgoing Personnel

<FIRST M.I. LAST NAME>

Incoming Personnel (in absence of incoming personnel, the Immediate Supervisor or anyone within its Division/Section assigned representative)

DATE SIGNED

DATE SIGNED

WITNESSED BY:

<FIRST M.I. LAST NAME>
HR Representative

DATE SIGNED

over these which were thoroughly discussed and presented to him/her. assignments, projects and program being handled and that the incoming personnel has full access and control By accomplishing this form, the outgoing personnel is officially relieved from his/her previous tasks,

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08/22/2024







REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Administrative and Finance Section

PHILIPPINE RAILWAYS



INTERNAL EXIT CLEARANCE FORM

No.: PRI-AFS-F-IEC-YYYY-MM-0000-S

1 of 2

Print, complete, and submit this form to the Administrative and Finance Section of the Philippine Railways Institute.

						The same of the sa
NAME:		EMPLOYEE NO:	DIVISION/SECTION:	TION:		
DESIGNATION:			NAME OF IMMEDIATE SUPERVISOR:	EDIATE SUPE	RVISOR:	
START DATE:			EXIT DATE:			
CONTACT NUMBER:	BER:		PERSONAL EMAIL:	AIL:	7.	1x1 Photo
AREA	CHECKLIST	DESCRIPTION	TION	DATE	IN-CHARGE	SIGNATURE
		1. Documents are endorsed to the immediate supervisor.	idorsed to the or.			
		2. Endorsement of tools/equipment, software, online	ftware, online			
(Division/ Section)		Proper transfer of knowledge, and accountabilities.	knowledge,			
		4. Other deliverables:	s:			
		 Documents are properly endorsed. 	operly			
(Committee)		2. Access to the files is disabled.	is disabled,			
		1. Email address access was	ess was			

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6. Cabinet Keys
7. Others:

Reimbursements, if there's any

salary loans 5. Expense Claims,

and Finance Section

Administrative

card.

3. Returned Employee ID/ Access

Cleared on cash advance/s,

2. Completed and submitted

Custodian Asset Slip.

endorsed.

Date:	Division
	Chief,
	Division Chief, Training I
	Division

Division Chief, Certification and Accreditation Division

Date: _____

Signature:	D	
ro	Date:	VIS
ignature:	16	2 9
1:0	-	E C
	r	Division Chief, Resear Development Division
D	-	57
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1		Division Gnet, Research and Development Division

08/22/24

Department of Transportation CLEARANCE FORM

WASTER COPY		Signature over Printed Name of Approving Authority		
certification	ocountabilities from this agency. This	work-related, money and property and property and property and property.	VII CERTIFICATION I hereby certify that this employee is cleared of work-related, money and properly accountabilities from this agency. This certification includes no pending administrative case from this agency.	<
		harge yet)	[] with pending administrative case [] with ongoing investigation (no formal charge yet)	
			nvestigation, Security and Law e. Enforcement Staff	
		TRATIVE CASE	VI CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE	<
			b. Human Resource Management Division	
			a. Division	7
			Administrative Service	- <
			IV NETWORK AND SYSTEMS ACCESS 1 Management Information Systems Service	- 2
			a. Accounting Division	
		-	Finance Service	.4
			a. Asset Management Division	
			Administrative Service	(3)
			b. DOTCEA	-6400
			a. Cooperative	
			Agency Accredited Union/Cooperative, etc.	2
			a. Library - Information Division	
			MONEY AND PROPERTY ACCOUNTABILITIES Communications and Commuter Affairs Office	·- E
Signature	Name of Clearing Officer/Official	Not Remarks		
	of Office/Service	of work-related accountabilities fron	We hereby certify that this applicant is cleared of work-related accountabilities from this Service/Office/Division. Immediate Supervisor Head of Office/Service	2
			WORK-RELATED ACCOUNTABILITIES	B
	Name and Signature of Employee		Position/SG/Step:	
			Office of Assignment:	0
	o another Please specify:	☐ Movement from one agency to another☐ Other Mode of Separation Please	Purposo: Retirement Foreign Travel Resignation Leave Effectivity/Inclusive Period:	ш Ъ
	abilities for:	, property and work-related accoun	Department of Transportation Agency I hereby apply for clearance from money, property and work-related accountabilities for:	10:
	Date of Application			
	je)	(insuccions at the packnext pa	PURPOSE	

Page 1 of 2



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





PRI-AFS-F-UT-2023-02-0001-S

Page 1 of 1

Republic of the I	Philippines)
City of) S.S

	UNDERTAKING
I,	, Filipino, of legal age, formerly holding the position of to to
	, and with permanent address at hereby state
and u	ndertake the following:
1.	Throughout my employment with the PRI, I was able to draft/came across/work on Memoranda, letters, training curricula, training materials such as PPT presentations, Instructor's Guide, question items, Comprehensive Examination (CE) Answer Sheets and Keys, textbooks, and handouts, Evaluation Reports, CE Results, Trainees' Performance, List of Successful and Unsuccessful Trainees, Pre/Post Test Results, and other documents and papers, whichever is applicable, pursuant to my duties and functions;
2.	Documents and other papers, information, and data were also shared to me by the PRI's stakeholders which include, but are not limited to, the Japan International Cooperation Agency (JICA), JICA Expert Team, government agencies and offices, and the academe;
3.	I understand that all these documents and papers, including the data and information found therein, are considered confidential information, and should not be disclosed/shared to any third party or used for any purpose;
4.	I also understand that I am bound by this confidentiality with the PRI, including those Confidentiality/Non-Disclosure Agreements executed by the PRI with its stakeholders, and this shall survive beyond my employment in the PRI;
5.	As such, I will not disclose/share the said confidential information to a third party or use it for any purpose unless the same is with prior written consent from the PRI and its stakeholders, whichever is applicable; and
6.	I understand that violation of any of the provision/s of this Undertaking shall warrant legal consequences under existing laws, rules, and regulations.
IN V	VITNESS WHEREOF, I have affixed my signature this day of 2022 at
	Signature over Printed Name
Philip; hereby	CRIBED AND SWORN to before me this day of 2023 in the City of, pines, Affiant presented to me her issued on at I certify that the undersigned is known to me and known to be the same person who executed the foregoing taking.
	DOTr - PRI
Page N Book N	No Control No.:
COLLEG	of 20 Signature:



Republic of the Philippines Department of Transportation

Document No: DOTr-HRDD-Forms-001

Rev. No.: 004

Effective Date: 03 August 2022

LEARNING AND DEVELOPMENT NOMINATION FORM

INSTRUCTIONS: This form is used in nominating an employee to undergo in a Learning & Development Training. Fill-out this form and attach the signed and scanned copy in the Online Nomination Form.

Title of Training/Course:

ate of Training/Course: I. Participants Information I. Participants Information I. Participants Information Name of Personnel: ID Number: Email Address: Email Address: Email Address: Resilion Title: Position Title: II. Justification of Nominee's Attendance: (Relevance of the course to the participant's functions and developmen needs) III. Gender Equality, Disability and Social Inclusion (GEDSI) II. Do you have mobility problems? Like difficulty in walking and/or climbing stairs? 2. Are you have difficulty reading and identifying speech sounds? 3. Do you have difficulty remembering or concentrating? 5. Do you have difficulty in reading even with corrective lenses? 8. Do you have any difficulty in hearing? 9. Do you have difficulty in hearing? 1. Are you a solo parent? 1. Are you a solo parent? 1. Are you a solo parent? 1. Are you and the nominee of the expected output and we have any when he/she will apply the near learning in the workplace.	This is to certify apply the new h	1. Are you 2. Are you	IV. Social I	5. Do you 6. Do you 7. Do you 8. Do you		1. Do you stairs?	III. Gender	II. Justifica	Gender (Optional):	Position Title:	Name of Personnel: ID Number: Email Address:	I. Particip	Target Competency(ies):	· ·
Date Hired: Yrs/Months in Service: Office/Unit Head: Immediate Supervisor: Immediate Sup	This is to certify that I have briefed the nominee of the expect apply the new learning in the workplace.	Are you a solo parent? Are you part of the Indigenous People group? (P	Social Inclusion	Do you have difficulty remembering or concentry to you have difficulty in doing simple arithmeting you have difficulty in reading even with corrupt you have any difficulty in hearing?	Are you having an emotional/behavioural proble Do you have difficulty in reading and identifying Do you have difficulty communicating?	ι have mobility problems? Like difficulty i	Equality, Disability and Social Inclusion (G	ation of Nominee's Attendance: (Relevance o	al):		nel:	Participants Information		639
	ed output and we have agreed on how and w			?	ech sounds?	<u> </u>	EDSI)	f the course to the participant's functions a	Immediate Supervisor:	Office/Unit Head:	Date Hired: Yrs/Months in Service:		of Filling:	A 41111

Control No.:. Signature:_

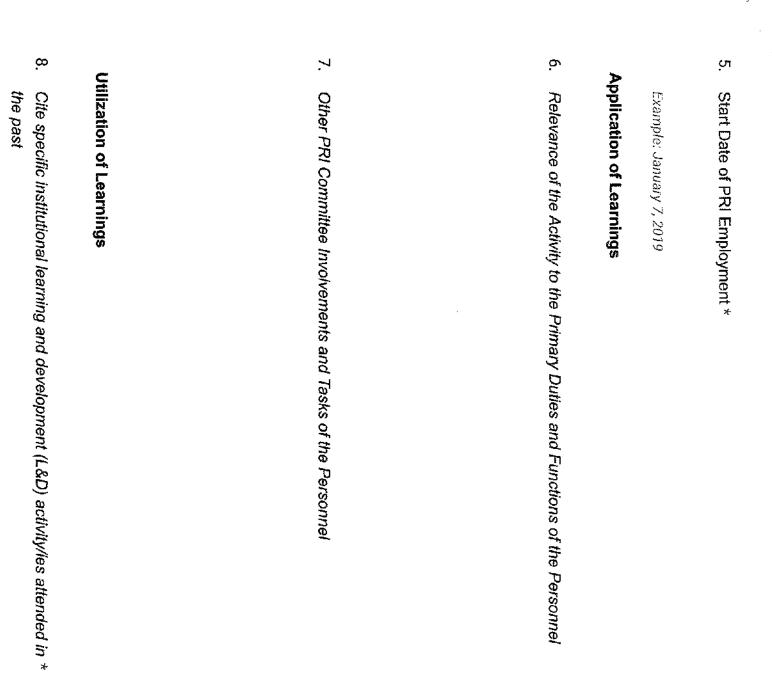
and Out-of-House Seminar/ Training/ Application for International In-house

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	Scholarship
*	* Indicates required question
.~	Email *
5	Full Name * (e.g., DELA CRUZ, Juan)
ώ	Division/Section *
	Mark only one oval.
	Office of the Executive Director Administrative and Finance Section Certification an Accreditation Division
	Research and Development Division/Planning and Research Section Research and Development Division/Institutional and Human Skills Section
	Training Division/Safety and Security Section Training Division/Civil, Architecture, and Track Section
	Training Division/Railway Operations Section
	Training Division/Rolling Stock and Electrical Facilities Section

4.

Position *



Note: May it be facilitated by DOTr or PRI

*

12.

Have there been any specific situations or occurrences that prompted you to

*

contemplate leaving PRI? If so, kindly provide details for clarification.

$\bar{\omega}$	By submitting this application form, you understand that the JICA Institutional Activity in Japan is an activity under the PRI - Technical Assistance Project, which is a grant provided by the JICA to the DOTr. As such, requirements IN ADDITION to the standard government service obligation of six (6) months may be imposed, noncompliance of which may be subject to legal action.	**
	Mark only one oval.	
	○ No	
	Yes	
4.		*
	the specified period will be grounds for disqualification from the selection process.	
	Mark only one oval.	
	○ No ○ Yes	
ប់រ	By submitting this application form, you also understand that any misrepresentation of facts or inconsistencies in statements made shall be grounds for disqualification from the selection process.	*
	Mark only one oval.	
	No	

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Republic of the Philippines DEPARTMENT OF TRANSPORTATION

Philippine Railways Institute Administrative and Finance Section





PRI-AFS-F-RAP-YYYY-MM-NNNN-S

Page:

RE-ENTRY ACTION PLAN FORM

transfer what he/she learned in a training. The REAP is expected to produce an output or outputs that the applicant believes will improve the services or performance of the The Re-entry Action Plan (REAP) is a document that presents an applicant's proposal to DOTr-PRI.

NAME:	EMPLOYEE NO.:
POSITION/ DESIGNATION:	DIVISION/ SECTION:
CONFERENCE/ COURSE TITLE:	
DURATION:	VENUE:

achievement of the goals set of the DOTr. Fill out the following sections after reading or performance of the DOTr-PRI and ultimately help or contribute to the explain how the delivery of its proposed output or outputs will improve the services RELEVANCE OF THE REAP PROJECT. The REAP should clearly and succinctly these required documents.

Name of Host Organisation	REAP Objective	REAP Title
What is the name of the organisation where your REAP Project will be implemented (your own organisation or another organisation)?	The objective must be SMART-Specific, measurable, attainable, result-oriented and with timeframe	The title should give the reader a good idea of the nature of the REAP



PRI-AFS-F-RAP-YYYY-MM-NNNN-S

Problem/Opportunity	BACKGROUND INFORMATION	Description of the organisation and relation to REAP
What problem is your REAP Project hoping to address, or what emerging opportunity is your REAP project hoping to leverage on? Cite specific examples, cases and/or reports to support your belief that this problem or opportunity really exists, is critical, or is widely accepted as a valid problem or emerging opportunity. You should articulate how this problem or emerging opportunity is anchored on the situation of the DOTr-PRI. (500 words)	ATION	How did you come to know about this organisation and why did you choose it to be your host? How can your relationship / connectedness with the DOTr-PRI help you in completely implementing your REAP? (200 words)

Development impact	Women and disadvantaged groups	Direct Beneficiary	BENEFICIARIES
How will your REAP Project contribute to the achievement of the goals set of the DOTr-PRI? (200 words)	How are women and marginalised groups, such as persons with disabilities (PWDs) and indigenous people (IPs), be benefitted by the implementation of your REAP Project? (200 words)	Who will directly benefit from the implementation of your REAP Project? How many target beneficiaries does your REAP Project have? How will your REAP Project help your target beneficiaries? You should clearly and logically explain how your REAP Project will help your target beneficiaries. (200 words)	

Ħ. sustained after the completion of the project. Project. You should therefore clearly articulate how these improvements will be services or performance. These improvements are the outcome/s of your REAP REAP Project should produce an output/s that will help the DOTr-PRI improve their SUSTAINABILITY OF THE ORGANISATIONAL OUTCOME OF THE REAP. The

full implementation of your REAP Project.) of REAP Projects: the goals of the REAP Project should align with the goals of the (TIP: Based on our survey, the following factors ensure the effective implementation Host Organisation and the Host Organisation is committed to the completion and

Output	Sustainability	Organisational Outcome
What output/s will your REAP Project produce? How will these outputs contribute to achieving the organisational outcome/s you have identified? (200 words)	What is your strategy to ensure that the gains of the project will be institutionalized and sustained beyond the REAP Project implementation timeline? (200 words)	Identify at least one outcome of your REAP Project. How will your REAP project address the problem or leverage on the emerging opportunities you cited? (200 words)

III. should be fully implemented within two years from when a scholar returns from EFFECTIVENESS AND EFFICIENCY OF THE REAP PROJECT. The REAP Project how he/she will implement the REAP within the required timeframe and budget. his/her studies in Tokyo Metro. The applicant should clearly and succinctly explain

	Competencies	Alignment of
prog	you	Wha

What competencies do you hope to improve or gain when you train in Tokyo Metro? How will your proposed program of study help provide these competencies? You must clearly and succinctly articulate the importance of your proposed program of study to providing the competencies you need to implement your REAP Project. (200 words)

< <add if="" necessary="" rows="">></add>		100%	< <add if="" necessary="" rows="">></add>		75%	< <add if="" necessary="" rows="">></add>		50%	< <add if="" necessary="" rows="">></add>	25%	Action Steps (Predictive and Influenceable)	Measurability
											Expected Output	How will you track the progress of the your REAP Project? What are your 19 your REAP Project activities and time milestones: 25%, 50%, 75% and 100%. (200 words)
											Timeline	How will you track the progress of the implementation of your REAP Project? What are your milestones? Divide your REAP Project activities and timeline into four (4) milestones: 25%, 50%, 75% and 100%.

DATE SIGNED	<first last<br="" mi="" name="">NAME> <position></position></first>	PREPARED BY:	REAP Start Date and End Date	Resources
DATE SIGNED	ST ST NAME MI LAST NAME NI LAST NAME> NAME> Immediate Supervisor (Section Head/ Division Chief)	REVIEWED BY:	Indicate the start date for the implementation of the REAP	Estimate the budget you require to successfully implement your REAP. In spite of your other personal, social or professional commitments you may have then. Include your strategy for accessing the necessary financial support. (200 words)

APPROVED BY:

<FIRST NAME MI LAST NAME>
Division Chief

DATE SIGNED

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Rubrics





Republic of the Philippines DEPARTMENT OF TRANSPORTATION

Philippine Railways Institute Administrative and Finance Section





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EXTERNAL TRAINING PROVIDER FEEDBACK FORM

Information that you provide shall not be used in any way against you or used in an action against you. All information gathered in this survey form shall be used for the improvement of the sourcing of training of the Philippine Railways Institute only.

corresponding Implementing Rules and Regulations. provisions of the Republic Act No. 10173 of the Philippines, Data Privacy Act of 2012 and its withdraw your personal data, and be indemnified in case of damages pursuant to the You have the right to be informed, object to processing, access and rectify, suspend or

NAME:			EMPLOYEE NO.:	E NO.:	
POSITION/ DESIGNATION:	ION:		DIVISION	DIVISION/ SECTION:	2.
CONFERENCE/ COURSE/ TRAINING TITLE:	SE/TRAINING	TITLE:			
DURATION:			VENUE:		
TRAINING PROVIDER:					
I. Rate your knowledge and skill level	dge and skill l	evel			
	Very low	Low	Average	High	Very High
 Before the training 					
 After the training 					
II. Based on your experience, the duration of the training is	erience, the d	uration of th	e training is		
☐ Short		☐ Enough		□ Long	

Ħ. Evaluate the training/ course/ conference according to the following:

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4. Open Exchange of	3. Use of Training Aids	2. Knowledge and Command of Subject	1. Methods of presentation		V. Rate the instructors/facilitators.	materials, etc.)		4. Promptness	3. Communication (Emails/ Reminders)	2. Resource Speaker/s	 Quality of Training Provided 		IV. Evaluate the training provider according to:	5. Was the environment/medium of training suitable for learning?	4. The training was in conformity with the learning outcome identified, if any?	3. Will you be able to put the learning(s) into practice?	Practical coverage of the subject?	1. Was the training relevant to your job?	
				Not Applicable	ors/facilitators.		[Not Applicable	ung provider a	/medium of earning?	onformity come	ıt the ice?	the subject?	ant to your	
				Poor			(Poor	ccording						Not at all
				Satisfactory			Į					Satisfactory	to:						II Some extent
				Very Satisfactory			Į.					Very Satisfactory							Great extent
				Outstanding			[Outstanding			_				Fully

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Name of Instructor/ Facilitator: VI. How likely are you to avail of other training by the said service provider? VI. Pery Unlikely Unlikely VII. Do you have other recommended training provider(s)? Yes If yes, give the name of the provider/s: None VIII. Suggestion/ Remarks PREPARED BY: PREPARED BY: Same of the provider of t
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Republic of the Philippines Department of Transportation

Document No: DOTr-HRDD-Forms-003 Rev. No.: 002

Effective Date: 03 August 2022

REPORT FORM LEARNING AND DEVELOPMENT POST TRAINING

work will this training help	In what aspect of your work will this trai	How relevant is the training to your current job
	Training Provider	Position
	Date Attended	Office/ Division
	Title of Program	Name of Participant

		1 2 3 4		NR EV	1-Not Relevant (NR); 5=Extremely Relevant (ER)	How relevant is the training to your current job function based on a scale of 1 to 5?
•	•	•	•		Site the specific areas of your work:	In what aspect of your work will this training help you in accomplishing your job duties and responsibilities?

What is/are the most useful competencies, knowledge, skills and attributes from the training (please fill out the applicable columns only)?

Competency			
Knowledge			
Skills			
Attributes			

Using the table below, how will you apply the learning gained from this training?

		Activities 😓	
		Expected Output 🚡	
		Timeline ©	



FOR THE SUPERVISOR

How will you support the implementation of his/her activities?

Choose the appropriate method to share and transfer your learning

] Conduct an Echo Seminar.

Recommended in sharing learned concepts, theories, practices that are applicable to the general operations and overall processes and function of personnel, unit, office or division.

[] Conduct a Peer Mentoring/Coaching Session. Name of Mentee/Coachee:

Recommended in sharing highly technical concepts, software that is better transferred via one-on-one or hands on activity. To document the mentoring and coaching sessions, please access the "L&D Coaching/Briefing". Form" (https://bit.ly/PTRBCF).

[] Conduct a Briefing Session with Immediate Head

Recommended for programs, courses requiring the direct support of management. To document the mentoring and coaching sessions, please access the "L&D Coaching/Briefing Form" (https://bit.ly/PTRBCF)

] On-the-Job Project Application

Recommended for programs where key learnings are immediately applicable to project implementation

[] Not Applicable
For micro, online-asynchronous, local in-house training
Knowledge Management (learning materials and tools shared in the course for institutional knowledge creation)

Training materials to be uploaded via this link: https://bit.ly/PTRMats

- Not Yet
- [] Not applicable, state reasons:

Training Results (to be assessed 3-6 months after training attendance)

- 2 What Major Final Output (MFO) and/or Competency that was addressed from learning application Have you noticed any improvement in the service delivery and effectiveness of the participant during service level agreement, coaching form, recent memorandum) below: the past six months? If so, please choose the appropriate area and provide evidence (e.g. recent IPCR,

	Collaboration		Quality of Work
			Engagement
	Communication		Employee
	Prioritization		Productivity
Specific Evidence	Area	Specific Evidence	Area
			0



Decision-making	Time	
Ç	Management	
Others (please specify):		

Date	Signature	Submitted by
Date	Signature	Name of Supervisor

*



Quality Management System

Performance Planning and Commitment

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OBJECTIVE

Strategic Performance Management System (SPMS) to ensure the attainment of the initiatives. PRI's mission, vision, organizational outcomes, strategic objectives, and strategic organizational performance with the Strategic Plan through the implementation of a The Philippine Railways Institute (PRI) endeavors to establish the linkage

I. SCOPE

SPMS, the performance planning and commitment: This Manual shall cover the preparation of the following under the first cycle of the

- Success Indicators,
- þ. Rating Scale;
- C Office Performance Commitment and Review (OPCR) Form;
- Division Performance Commitment and Review (DPCR) Form; and
- e. Individual Performance Commitment and Review (IPCR) Form.

III. DEFINITION OF TERMS

hereinafter set forth: Whenever used in this Manual, the following terms shall have the respective meanings

Support to Operations (STOs)	Performance Management Team	General Administrative Services	Core functions :	TERM
Activities that provide technical and substantive support to the PRI's operations and projects. By themselves, these activities do not produce the strategic outputs but they contribute or enhance the delivery of goods and services. Examples include program monitoring and evaluation, public information programs, procurement management, and information systems	: Also called the PMT, is responsible for ensuring the implementation of the SPMS in accordance with the timelines set	: Activities that deal with the provision of overall administrative management support to the entire agency operation. Examples are human resources development, and financial management.	: Those performed by the Office that are inherent to its mandate	DEFINITION

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Quality Management System

Performance Planning and Commitment

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IV. REFERENCE DOCUMENTS

- entitled Department of Transportation's (DOTr) Memorandum dated 10 January 2022, Management System (SPMS) Documentary Requirements for the First Semester of C.Y. "Supplementary Guidelines for the Submission of Strategic Performance
- N DOTr Memorandum dated 19 September 2019 entitled "SPMS Process DOTr-CO and System of Rating and Ranking of Performance of Delivery Units"
- S Civil Service Commission's (CSC) MC No. 6, s. 2012, entitled "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System"
- 4 Office of the President's (OP) Executive Order No. 80, s. 2012, entitled "Directing the Adoption of a Performance-Based Incentive System for Government Employees"

V. SUCCESS INDICATORS

preparation of their respective performance commitment and rating forms. and targets that shall serve as bases in the office, division, and individual personnel's Success indicators are performance level yardsticks consisting of performance measures

account a combination of any or all of the following: In terms of performance targets, the same shall be outcome-based and shall take into

- Historical Data. The data shall consider past performances of the PRI
- b. requirements of applicable law/s. Benchmarking. This involves identifying and comparing with agencies or institutions or units within the agency with similar functions or processes. It may also involve recognizing existing standards based on provisions or
- C satisfaction feedback surveys, and other means of review to gather feedback targets based on the needs of its clients/customers (e.g., railway operators, railway personnel). The PRI may conduct consultation meetings, customer Client Demand. This involves a bottom-up approach where the PRI sets
- d. Top Management Instruction. The DOTr-Central Officer or the Executive Director may set targets and give special assignments to the PRI.
- 0 Future Trend. Targets may be based on the results of the comparative analysis of the actual performance of the PRI with its potential performance, _ PRI





Quality Management System

Performance Planning and Commitment

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Measurable, Attainable, Realistic, and Time-bound: In crafting the targets, the PRI shall likewise adhere to the SMART principle-Specific

- Specific. specific: the five "W" Well-defined, clear, and unambiguous. When drafting the targets, questions may serve as guide to ensure that such targets are
- What: What exactly do you want to accomplish?
- F: F: the objective? Why: What are the reasons, purpose, or benefits of accomplishing
- E Who: Who is involved? Who are the stakeholders?
- įv. Where: Where is it going to happen?
- < constraints; risk and opportunities)? Which attributes are important (Requirements
- 5 Measurable. Specific criteria that measure progress towards the target's that targets set are measurable: accomplishment. The following guide questions may serve as guide to ensure
- How will you know when an objective is accomplished?
- =: What indicators will you look for to measure progress and success?
- Is the data to measure your progress and success readily available?
- Σ. groups, etc.? Is there a need to develop new measures, e.g., surveys, focus
- ü Attainable. questions may serve as guide to ensure that targets set are attainable: individual/division/office Not impossible setting to achieve, such and within the control targets. The following of the guide
- How can I accomplish this goal?
- Ξ: constraints? realistic is the goal, considering the external and internal
- Ħ. Is there sufficient financial and material resources to accomplish
- īv. Is there adequate personnel with sufficient abilities and skills to accomplish the target set?
- ۷. Is there sufficient time to accomplish the target set?
- d. Realistic. Within reach and relevant to the mandate of the PRI. The following guide questions may serve as guide to ensure that targets set are realistic:
- Is this the right time?
- =: Does this match our other efforts/needs?
- iii. Am I the right person to reach this goal?
- Is it applicable in the current socio-economic environment?
- e. may serve as guide to ensure that targets set are time-bound: Time-bound. With a clearly defined timeline. The following guide questions S Ti X

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Quality Management System

Performance Planning and Commitment

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- When will this objective be achieved?
 When will the activities to achieve the objective set be undertaken?
- Is the timeline compliant with the ease of doing business pursuant to RA No. 11032?

Below are examples of success indicators pursuant to the CSC-provided guidebook:

Functionally, literate Filipino children, youth, and adult learners	Decrease percentage of underweight children to 16% of the total Grade I-VI population Control No.	Decrease in percentage of underweight children from Grade I to Grade	Number of students from Grade I-VI Number of underweight	Public Elementary Education Services
Improved Public Service Delivery	100% of requests for opinions and rulings acted upon within 15 days from receipt of request	Within three (3) days from receipt of request All requests for opinions and ruling acted upon within 15 days from receipt	Response time as provided under R.A. 11032 Efficiency rating (no. of requests acted upon/ requests received)	Opinion & Rulings Rendered
Merit & Reward System in the Civil Service Strengthened	Policies approved upon first presentation within the set time frame	Management approval upon first presentation within the set deadline	Acceptability	Policies/ Guidelines Formulated
Accountability of Civil Servants Promoted	Percentage of cases adjudicated within 40 days from the time the case is ripe for decision	Within 40 days from the time the case is ripe for decision	Response Time	Cases Adjudicated
Organizational Outcome	Success Indicator (Measures + Targets)	Performance Targets	Performance Measures	Strategic Outputs

Signature:



Quality Management System

Performance Planning and Commitment

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		ATE:

Tertiary & Other Specialized De Healthcare Provided	s: fro	Strategic Per Outputs M
Death rates	students from Grade I-VI	Performance Measures
Death rate percentage reduced		Performance Targets
Net death rate reduced to 2.5% and below		Success Indicator (Measures + Targets)
Improved health status of the population		Organizational Outcome

indicators with actual cross-referencing from the OPCR to the DPCR, down to to IPCR: Contextualizing the same in the PRI, below are another set of examples of success

DELAIRES	3. Research and Development		3. Research and Development Services/ Increase in research and development activities, including partnership activities in the railway sector's human resources		Strategic Outputs
	Acceptability		Number of partnerships forged		Performance Measures
	Parties' approval to	DPCR	Increase in number of partnerships within the semester	OPCR	Performance Targets
Control No.: Signature:	3.1 Stakeholder Railway Partnership and Research Promotion improved		3. Stakeholder Partnership and Promotion One or more partnerships sealed through MOU/MOA on or before December 31, 2024.		Success Indicator (Measures + Targets)
	Railway Research		Railway research improved to promote railway sector productivity and innovation		Organizational Outcome



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Performance Planning and Commitment

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partnership activities in the railway sector's human resources	3. Research and Development Services/ Increase in research and development activities		Increase in research and development activities, including partnership activities in the railway sector's human resources	Strategic Outputs
Acceptability	Number of exploratory meetings set for partnership			Performance Measures
Partnership agreement accepted by both parties within the timeline set	Increase in the number of exploratory meetings set for partnerships within the timeline set	IPCR	signing of partnership agreement within the timeline set	Performance Targets
3.1.1 Stakeholder Partnership and Promotion Approved partnership agreement within the timeline set	3.1.1 Stakeholder Partnership and Promotion Two or more exploratory meetings set for partnership on or before December 31, 2024.		Partnership agreement finalized and set for signing ceremony within the timeline set.	Success Indicator (Measures + Targets)
productivity and innovation d	Railway research improved to promote railway		promote railway sector productivity and innovation	Organizational Outcome

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V. RATING SCALE

are to be rated; and (2) operationalizing the numerical and adjectival ratings. It may include any one, combination of, or all of the following dimensions, whichever is applicable: sub-steps: (1) determining the dimensions on which performance or accomplishments Performance measures are to be operationalized into a rating scale that involves two (2)

CATEGORY/DIMENSION	DEFINITION
Quality	It refers to the degree to which performance meets objectives and level of performance. It involves the following elements: • Acceptability • Meeting Standards • Client satisfaction with services rendered • Accuracy • Completeness or comprehensiveness of report/output
Quantity	Extent to which targets are accomplished using the minimum amount of time or resources. Efficient performance applies to continuing tasks or frontline services (e.g., issuance of licenses, permits, clearances, and certificates). It involves the following elements: • standard response time; • number of requests/applications acted upon over number of requests/applications received; and • optimum use of resources (e.g., money, logistics, office supplies.
Timeliness	Measures if the targeted deliverables were done within the scheduled or expected timeframe. Timely performance involves: • project completion deadlines; • time management skills and other time-sensitive expectations; • meeting deadlines as set in the plan; and • compliance with RA No. 11032.



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the list of numerical rating and its corresponding adjectival rating: On each dimension of quality, efficiency, and timeliness, rate performance using a numerical scale ranging from 1 to 5—with 1 as the lowest and 5 as the highest. Below is

1	2	သ	4	σ	NUMERICAL RATING
Poor	Unsatisfactory	Satisfactory	Very satisfactory	Outstanding	ADJECTIVAL RATING

For the dimension of Quality, the following are the indicators per numerical rating:

improvement is needed in one or more areas. PR
Performance was consistently below expectations, and/or unjustifiable. Progress toward critical goals were not made. Significant
Performance does not consistently meet expectations/targets. Output needs improvement. Only a few critical goals met and would require close supervision by direct supervisor in the next rating period.
Performance fully met the standards/expectations in all areas
Performance exceeds the standards/expectations and extends beyond the assignment.
Performance demonstrated was exceptional in terms of quality, technical skills, creativity, and initiative, showing mastery of the task. Accomplishments were made in more than expected but related aspects of the target.
ADJECTIVAL DESCRIPTION OR MEANING OF RATING



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terms and rating scales for the quality of specific indicators may be adopted. Since quality measures are nuanced in nature, the rating guide provided is in general

ratee, and must be indicated in the OPRC/DPCR/IPCR. The specific rating scale used for indicators must be agreed upon by both the rater and

For the dimension of Quantity, it is categorized into: (1) Fixed Targets/ As Need Arises (ANA) quantity; or (2) Non-Fixed Targets or Quota-Based quantity.

I ass than 70% Accomplished	Less than 100% Accomplished	٠.
70-79.99% Accomplished	N/A	2
80-89.99 % Accomplished	N/A	3
90-99.9% Accomplished	N/A	4
100% Accomplished	100% Accomplished	51
NON-FIXED TARGETS/ QUOTA-BASED	FIXED/ AS NEED ARISES TARGETS	NUMERICAL RATING

For Pre-Defined/Pre-Planned/set ahead of time; or (2) Unplanned/ set to be accomplished within the day. the dimension of Timeliness, SI categorized into: Ξ

Unaccomplished within 24 hours	More than 5 working days late	1
N/A	1 or 5 working days late	2
N/A	On the prescribed dealine	3
N/A	1 working day in advance	4
Accomplished within 24 hours	2 or more working days in advance	Сī
URGENT TASKS	PRE-DEFINED/ PRE-PLANNED/ DAYS OF ACCOMPLISHMENT	NUMERICAL RATING

To set a clear and consistent rating matrix, the following guidelines must be taken into consideration:

- a rating of three (3) is the basis by which it is scaled up (4, 5) or down (2, 1) and should, therefore, be defined clearly and unambiguously;
- b. consider average or median performance;
- c. consider the minimum required;





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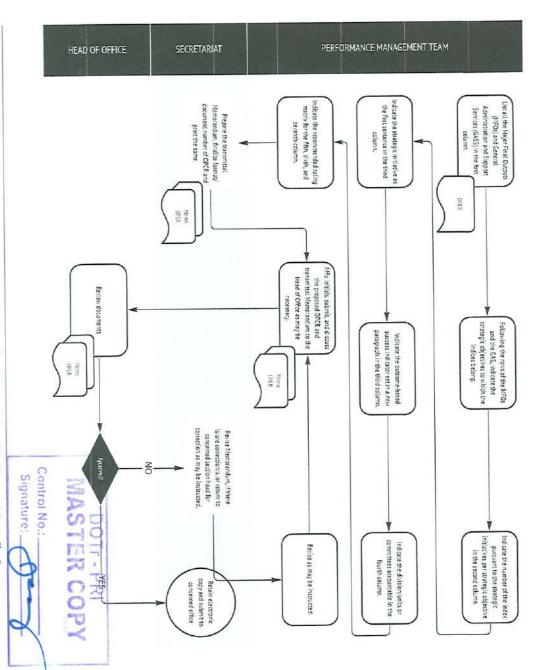
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- d. consider the target performance or throughput;
 e. rating of three (3) does not always mean 100% delivery;
- j uncontrollable factors or external dependencies; consider if historical data shows that 100% was never hit due to
- à consider if there is not enough resources (4Ms - Manpower, Money, Machine, Method); and
- h. consider if the volume of work is unpredictable.

targets or quality objectives set Overall, the rater and the ratee are free to craft their own rating matrix suitable to the

VI. OFFICE PERFORMANCE COMMITMENT AND REVIEW

- a Timeline: In accordance with the semi-annual Strategic Planning Workshop
- b. Type of transaction: Internal transaction
- c. Forms:
- Office Performance Commitment and Review Form





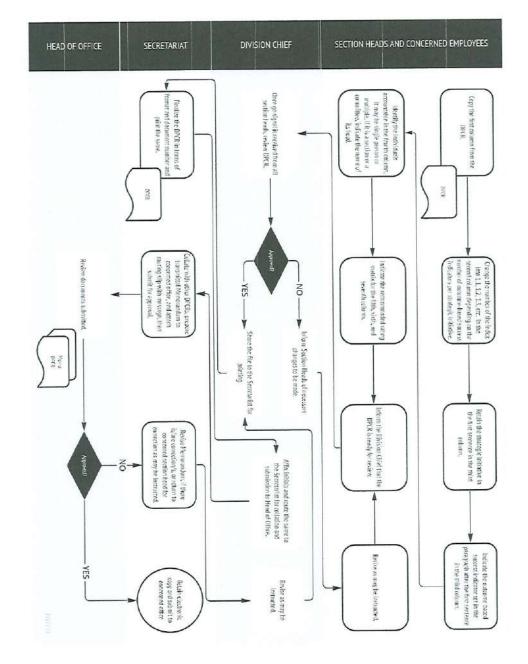
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YII. DIVISION PERFORMANCE COMMITMENT AND REVIEW

- Timeline: In accordance with the semi-annual Strategic Planning Workshop
- b. Type of transaction: Internal transaction
- c. Form:
- Division Performance Commitment and Review Form







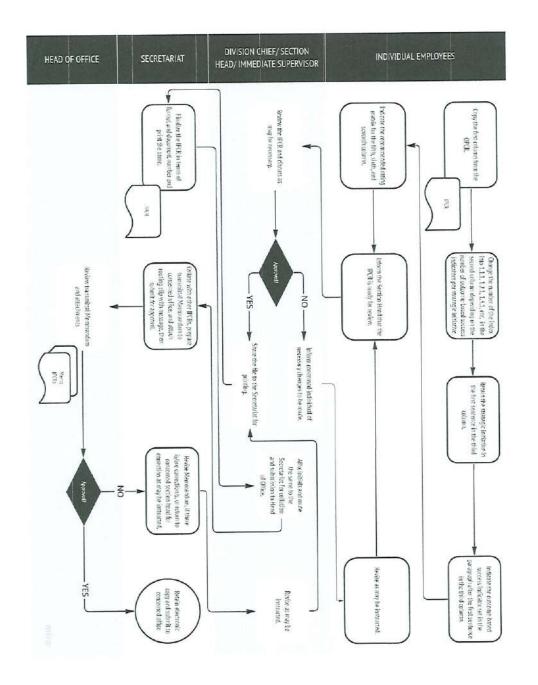
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VIII. INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

- a. Timeline: In accordance with the semi-annual Strategic Planning Workshop
- 5. Type of transaction: Internal transaction
- c. Form:
- .-Individual Performance Commitment and Review Form





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X. DISSEMINATION

be created by the RDD as visual aids for its implementation. This Manual shall be cascaded and information, education, and communication materials may

X REVIEW AND AMENDMENT

on government human resource management. It shall undergo appropriate review, approval, This Manual shall be amended should there be changes in internal policies or national policies management. storage, and retention process in accordance with internal procedures on document

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Quality Management System

Performance Monitoring and Coaching

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I. OBJECTIVE

and monitoring of commitments, priorities, and institutional accountabilities to various mentoring roles of supervisors and subordinates incorporating the effective cascading Railways Institute (PRI) endeavors to institutionalize a system of coaching Through the Strategic Performance Management System (SPMS), the Philippine levels of the organization.

II. SCOPE

performance monitoring and coaching: This manual shall cover the following under the second stage of the SPMS, the

- a. Creation of Monitoring Sheet;
- b. Updating of Monitoring Sheet;
- c. Conduct of Performance Monitoring and Coaching; and
- d. Conduct of Performance Checkpoint.

III. DEFINITION OF TERMS

hereinafter set forth: Whenever used in this Manual, the following terms shall have the respective meanings

Performance : Also calle Management accordance Team	Performance : Also calle Management meetings review, an and agree raters/sup requireme submission	TERM
Also called PMT, ensures the implementation of the SPMS in accordance with the timelines set, among others	Also called the PMS Focals, are the personnel assigned to attend meetings and other activities related to SPMS implementation, review, and enhancement, re-echo instructions, requirements, plans, and agreements in the SPMS-related meetings, administer to raters/supervisors the PMS forms, and ensure completion of these requirements; and assist their respective divisions/sections in the submission of performance documents (i.e., DPCRs/IPCRs)	DEFINITION

IV. REFERENCE DOCUMENTS

a. Department of Transportation's (DOTr) Memorandum dated 06 June 2024, entitled "Submission of Individual/ Division/ Office Performance Accomplishment Report (IPAR/DPAR/OPAR) for January to June 2024""



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Performance Monitoring and Coaching

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- 5 DOTr Memorandum dated 24 May 2023 entitled "Constitution of the DOTr -Unit Performance Management Team (UPMT)"
- C. Civil Service Commission's (CSC) MC No. 6, s. 2012, entitled "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management
- d. Office of the President's (OP) Executive Order No. 80, "Directing the Adoption of a Performance-Based Incentive System for Government Employees" s 2012, entitled

V. CREATION OF MONITORING SHEET

Performance monitoring shall be done through the accomplishment of monitoring sheet to be cascaded by the PMT/PMS focals to all PRI personnel.

The creation of the monitoring sheet shall be through the following:

Immediately upon approval of success indicators set	Concerned Employee	IPCR Forms A and B
Immediately upon approval of success indicators set	Division Chief	DPCR Forms A and B
Immediately upon approval of success indicators set	PMT Secretariat	OPCR Forms A and B
TIMELINE	RESPONSIBLE FOR CREATION	COMMITMENT AND REVIEW FORM

The steps are as follows:

- to the equivalent columns in the respective monitoring sheet: Copy the contents of the following columns of the OPCR/DPCR/IPCR Form A
- Index;
- Action;
- Success Indicators; and
- Division/Unit/Individuals Accountable.
- b. Lock said columns except for the accountable division/unit/individuals to restrict access and avoid unintentional edits, if any
- Indicate the specific output by adding one (1) output per row; one may add rows STER COPY

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Performance Monitoring and Coaching

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- d. Match the specific output to the accountable division/unit/individual and add rows if there are more than one (1) accountable division/unit/individual. After the committee involved that the individual is included, if any multiple accountable divisions/units/individuals. For the IPCR level, indicate which, merge the rows of the specific output as may be necessary to match
- e. both the OPCR and DPCR levels, and insert status in the IPCR level. Identify the resources (4Ms - machine, manpower, method, money) needed in
- . Indicate the possible means of verification (MOV) that will later be used as
- à Indicate the original deadline set in the specific actual date (not range or period), then indicate the basis of such deadline in the succeeding column.
- 7 updated throughout the semester to reflect adjusted timeline of completion, if Leave the new deadline and its succeeding column blank initially as this may be
- i. Leave the monitoring cells blank.
- <u>.</u>. Leave the "actual date submitted/completed" column blank
- k. Leave the "evidence" column blank.
- Leave the "deviation" columns blank as this will auto-compute the difference between deadline set and actual completion date.
- m. Leave the "remarks" column blank.

the PMT or the PMS Focals. For any clarification/s, the responsible personnel may request technical assistance from

VI. UPDATING OF MONITORING SHEET

shall be regularly updated, as follows: To note key accomplishments and inculcate a sense of urgency, the monitoring sheet

COMMITMENT AND REVIEW FORM	RESPONSIBLE FOR UPDATING	TIMELINE
OPCR	Concerned Division Chiefs	Every 3rd week of the succeeding month
DPCR	Concerned Division Chiefs and Section Heads	Every 2nd week of the succeeding month PRI



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Performance Monitoring and

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IPCR All Individuals/ Every 1st week of the Employees succeeding month
--

The steps are as follows:

For the OPCR/DPCR level:

- gather updates from the DPCR/IPCR Monitoring Sheet, as may be
- 2 fill out monitoring cells monthly in accordance with the timeline set until completed;
- S indicate remarks as may be necessary;
- and once completed, indicate "Done" on the rest of the monitoring cells;
- indicate the actual date submitted for the deviation and timeliness rating columns to automatically compute the number of days past the deadline set.

ö For the IPCR level:

- fill out monitoring cells in accordance with timeline set;
- Sin indicate remarks as may be necessary;
- indicate the status of resources needed bearing in mind the following:
- do not remove previous status
- press Alt+Enter to enter a new paragraph within the cell; and
- always begin with the date of update (i.e., 20220828 for Aug. 28,
- 5 and 20224 followed by dash ("-"), then the status. once completed, indicate "Done" on the rest of the on the rest of the monitoring cells;
- 6 rating columns to automatically compute the number of days past the indicate the actual date submitted for the deviation and timeliness deadline set.

the PMT or the PMS Focals. For any clarification/s, the responsible personnel may request technical assistance from

CONDUCT OF PERFORMANCE MONITORING AND COACHING

submit the same in the succeeding quarter, to wit: shall accomplish the Performance Monitoring and Coaching Journal within the quarter and ensure efficient delivery of public services by rank-and-file personnel. As such, they Coaching and mentoring are essential functions of supervisors and Division Chiefs to

- Q1: 1st week of April;
- Q2: 1st week of July;
- Q3: 1st week of October; and





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Performance Monitoring and

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Q4: 1st week of January

mentoring shall be documented in the aforementioned journal through the following the coaching activity. Nonetheless, every instance of monitoring or coaching and satisfaction surveys, peer reviews, and other feedback mechanisms may be utilized for group meetings, issuance of Memorandum, or other mechanisms. Results of customer coaching and mentoring will be done. It may either be through one-on-one sessions, The raters have the free hand on the manner and timeframe on when monitoring or

- depending on the activity, either monitoring or coaching, indicate the name "Person/Section/Committee Involved"; concerned staff O. section or committee under
- 5 indicate the date of the activity in the respective column, whether meeting (one-in-one or group), Memorandum, or others (specify);
- C indicate remarks, if any;
- d. for prior quarterly submission, check the corresponding quarter;
- 0 print the document;
- attach the necessary means of verification; and
- submit to the immediate supervisor for notation and remarks, if there are any

CONDUCT OF PERFORMANCE CHECKPOINTS

second (2nd) semester, this shall be done within the 3rd week of August. semester. For the first (1st) semester, it shall be done in the 3rd week of March; for the commitments. This shall be done within the 3rd week of the third month of the deliverables and to re-plan activities to address the delay in the attainment of Performance checkpoints are conducted every mid-semester to identify missed

The performance checkpoint form shall be accomplished in accordance with the following

- a. the ratee shall spearhead the preparation of the document;
- ь. indicate the division/individual concerned;
- C indicate the rating period (i.e., July - December 2024).
- d indicate the concerned index number;
- applicable; reflect the original performance indicator that is delayed or is no longer
- indicate justification or reason,
- submit to the rater for approval/disapproval;
- schedule a one-on-one session to discuss the IPCR/DPCR; the rater may either act on the document on his/her own discretion or COPY

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Performance Monitoring and Coaching

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- . meetings or other similar meetings; and the above-mentioned discussion may also take place during management
- retain a copy of approved/disapproved form to use for the rating period

X. DISSEMINATION

materials may be created by the RDD as visual aids for its implementation. This Manual shall be cascaded and information, education, and communication

IX. REVIEW AND AMENDMENT

on document management. review, approval, storage, and retention process in accordance with internal procedures policies on government human resource management. It shall undergo an appropriate This Manual shall be amended should there be changes in internal policies or national

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Quality Management System

Performance Review and Evaluation

I. OBJECTIVE

account of gender, civil status, disability, religion, ethnicity, or political affiliation in all employees, as well as for the promotion of equal opportunities and non-discrimination on Institute (PRI) endeavors to create an enabling environment for formal dialogues and phases of performance management and its processes. effective communication between supervisors and subordinates as a critical exercise for Through the Strategic Performance Management System (SPMS), the Philippine Railways

II. SCOPE

This Manual shall cover the following under the third cycle of the SPMS, the performance review and evaluation:

- a. Rating Matrix Computation Guide;
- <u>b</u>. Rating of Office/Division/Individual Performance Commitment and Review
- c. Summary List of Accomplishments; and
- d. Summary List of Ratings.

by the procedure manual on internal quality audit and handling of non-conformities. The issuance of Non-Conformity Reports and Corrective Action Reports shall be governed

III. DEFINITION OF TERMS

hereinafter set forth: Whenever used in this Manual, the following terms shall have the respective meanings

Success Indicators : 1	Accomplishments : 9	TERM
Success Indicators: Performance level yardsticks consisting of performance measures and targets that shall serve as bases in the office, division, and individual personnel's preparation of their respective performance	Accomplishments : Substantial and successful achievement of a task.	DEFINITION

IV. REFERENCE DOCUMENTS

à Department of Transportation's (DOTr) Memorandum dated 10 January 2022, entitled Management System (SPMS) Documentary Requirements for the First Semester of C.X. "Supplementary Guidelines for the Submission of Strategic Performance

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Performance Review and Evaluation

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- **b**. DOTr Memorandum dated 19 September 2019 entitled "SPMS Process DOTr-CO and System of Rating and Ranking of Performance of Delivery Units" in the
- C Civil Service Commission's (CSC) MC No. 6, s. 2012, entitled "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System"
- d. Office of the President's (OP) Executive Order No. 80, s. 2012, entitled "Directing the Adoption of a Performance-Based Incentive System for Government Employees"

V. Rating Matrix Computation Guide

discussed and agreed upon, taking into account the parameters, assumptions, and methodologies (PAMS) outlined in IPC Form B. The following are the steps in the said computation: The computation of rating shall follow the success indicators rating matrix that was

- Compute the percentage of efficiency/accomplishments using the formula:
- no. of targets % of accomplishments = Total no. of quantity delivered x 100% / Total
- ġ. satisfaction, accuracy, and comprehensiveness of reports and documents, shall be For the quality, implemented. For the quality, the agreed-upon rating matrix from the Strategic Planning Workshop and the established Unified IPC, covering acceptability, standards, client
- C For timeliness, the PRI generally adheres to the conditions and requirements set forth in RA 11032, the "Ease of Doing Business and Efficient Government Services complex tasks, and 20 days for highly technical target deliverables: Delivery Act of 2018," which prescribes a 3-day timeline for simple tasks, 7 days for
- counting of "days" Saturdays, Sundays, or non-working holidays; shall refer to working days, thus, do not include
- = "Rush/Urgent", thus, the individual will have to accomplish it within 24 required/specified documents/instructions deadline, that the document were received shall later be considered than
- E the standard process for computing timeliness rating when the required outputs are 12 and below:
- Using the rating matrix for time in the IPC Form B, get the time rating for each output.





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- add all the ratings of the outputs and divide it by the total number of expected outputs to get an average rating that shall correspond to the final rating for time.
- iv. for outputs delivered that are 13 or more in quantity, the following formula shall apply:
- Ave% of outputs = Total no. of outputs submitted not later than the set deadline x 100 / Total no. of target outputs
- To obtain the average rating for the strategic initiative, the following shall be the formula:
- i. Average Rating = (Quality + Efficiency + Timelines) / 3

For any clarification/s, the responsible personnel may request technical assistance from the PMT or the PMS Focals.

YI. RATING OF OFFICE/ DIVISION/ INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORMS

indicators rating of O/D/IPCR shall follow the agreed quality, efficiency, and timeliness

following rating matrix shall be used to determine the overall rating: After rating the quality, efficiency, and timeliness of each performance indicator, the

VII. SUMMARY LIST OF ACCOMPLISHMENTS

(AFS) shall collate the accomplishments through a printed table to be given to the DC or of their respective divisions. A representative from the Administrative and Finance Section Based on the DPCR ratings, all Division Chiefs (DCs) shall prepare the accomplished work

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Performance Review and Evaluation

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down each of the division's completed tasks for the semester. through email containing the soft copy of the Summary List of Accomplishments to list

VIII. SUMMARY LIST OF RATINGS

shall be arranged alphabetically. names, the Division Chief must be the first one on the list and the rest of the personnel shall collate the rating and compile it in the list. As to the sequencing of the personnel's After all personnel completed their IPCR Accomplishments, a representative from the AFS

IX. DISSEMINATION

implementation. may be created by the RDD-Planning and Research Section as visual aids for its This Manual shall be cascaded and information, education, and communication materials

X. REVIEW AND AMENDMENT

This Manual shall be amended should there be changes in internal policies or that of the accordance with internal procedures on document management. DOTr. It shall undergo an appropriate review, approval, storage, and retention process in

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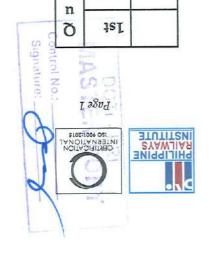
RECOMMENDED BY:

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Chief Transportation Development Officer,
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APPROVED BY:

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Undersecretary and OIC-Executive Director
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Signature:

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FEKEORMANCE MONITORING AND COACHING JOURNAL

Number of Personnel in the Division/ Section	
Division Chief/Section Head	
Name of Division/Section	

		echanism/s	M		, 5/ 4	
Кетатка	Others (Pls. Specify)	Memo	Su	йээМ	Person/Section/ Committee	Activity
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					<i hat2=""></i>	
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Control No.					<staff 2=""></staff>	Coaching

(Date Submitted)	(Date Noted)
idD noisivid\nosivisqu2 sinhemmI)	(Division Chief/ Head of Office)
Conducted by:	Noted by:
t nshw xod siniqoiqqa shi ni siab shi sinsibni seas	itoring/coaching was conducted.
<add as<br="">necessary></add>	



Additional Remarks by Chief/Head of Office, if any:



DEPARTMENT OF TRANSPORTATION Republic of the Philippines





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PEKFORMANCE CHECKPOINT

NO 11 - 1100				
Approved				
☐ Approved☐ Disapproved☐ ☐ Remarks:				
REMARKS OF	JUSTIFICATION	PROPOSED AMENDMENT	ORIGINAL PERFORMANCE Approved DPCR/IPCR)	X E D N I
		(RATING PERIOD)		
		(DIAISION/INDIAIDNYT)		

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(Division/Service/Office) SUMMARY LIST OF PERFORMANCE RATING

	aring	A IsniA	gnitsA .	məs puz	Rating	ms2 ts1		
Kemarks	Adjectival	Numerical	Adjectival	Numerical	Adjectival	Numerical	Position	Employees Name
								PAR
								A sayolqm
								mployee B
								mployee C
								mployee D
								mployee E
								mployee F
								VERAGE RATING:
								Total Numerical Rating ivided by the No. of
								noisioid gnibuloniflat

Approved by:

Head of Division/Office

Supervisor/ Focal

Reviewed by:

Chief Rating)



Republic of the Philippines DEPARTMENT OF TRANSPORTATION





PRI-AFS-F-SLA-YYYY-MM-NININI-S

Page 1

SUMMARY LIST OF ACCOMPLISHMENTS

(Office/ Service Unit/ Division)

						Activities/Tasks	
the second secon						Accomplishments	
The second secon						Remarks	

(Office/ Service Unit/ Division Head)

Submitted by:





Republic of the Philippines **DEPARTMENT OF TRANSPORTATION**PHILIPPINE RAILWAYS INSTITUTE Administrative and Finance Section Human Resource Team





PRI-AFS-F-SEF-YYYY-MM-NNNN-S

Page 1 of 3

SELF-EVALUATION FORM

goal is to establish an honest and constructive communication about the employee's performance. needed, and provide guidance in planning a career path suited to the employee's capabilities. The purpose of conducting the Peer Review is to assess strengths, make improvements where

intended recipient(s). The information contained in this document is confidential, privileged and only for the information of the

NAME:	DIVISION/SECTION:
DESIGNATION:	REVIEW PERIOD:

performance based on the following rating: DIRECTIONS: Based on your observation and judgment, rate your own job performance and general

1.0 = Unsatisfactory 2.0 = Below Expectations

3.0 = Meets Expectations 4.0 = Exceeds Expectations

5.0 = Outstanding

SECTION 1: JOB PERFORMANCE (50%)

Job Description	Rating	Additional Comments
Managerial: Plan, program, and distribute the work of the Division.		
Managerial: Motivate, train, and develop subordinates		
to improve current performance.		
Managerial: Review and evaluate the		
outputs/performance of the personnel and identifies		
actions to improve performance.		
Managerial: Maintain the morale and discipline		
among the employees of the Division.		
Managerial: Develop and promote cooperative and		
well-coordinated workforce;		
Managerial: Coordinate, cooperate, and establish		
working relationships with the various units and		
external offices that impact on the Division outputs;		
and		
Managerial: Participate in official travel/s and		
in-house and/or outside seminars/training programs		
related to/or in connection with his or her		ממר ידים
tasks/functions, as recommended by the ED.		してこ。でス
Technical: Oversee the overall activities and functions	Min	AND MEL
of the Division.	Contract	

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RESULT
may be assigned from time to time.
Technical: Perform such other related functions that
activities of the Division.
Technical: Communicate the programs, projects, and
and delivery.
and papers related to training material development
Technical: Check, review, and approve all documents
training delivery.
such as the training material development and
Technical: Lead in the priority outputs of the Division

SECTION 2: GENERAL PERFORMANCE (50%)

MASTER COPY		
DOTY-PR		RESULT
		changes.
		displays interpersonal skills; adapts well to
		efforts; responds positively to suggestions;
		Criteria: cooperates and contributes to team
		Behavior/Relations with others
		online regularly and when needed.
		breaks and leaving work; attends work
		time; observes proper timekeeping for
		Criteria: Consistently arrives to work on
		Punctuality / Attendance
		minimal supervision to complete tasks
		within his/her limits of authority; requires
		Uses independent judgment and innovation
		Criteria: Suggests new ideas and inputs;
		Initiative
		few errors
		Criteria: Works to full potential, commits
		Competence
		informed.
		establish priorities; keeps supervisors
		activities and distractions; is able to
		completion; can cope with a variety of
		Criteria: Plans work and organizes its
		Organizational Ability
		the highest standard at all times.
		Criteria: Provides services (and products) of
		Quality of Work
		consults others when appropriate.
		decisions taken; is effective and flexible;
		accountable and takes responsibility for
		<u>Criteria</u> : Analyzes and solves problems;
		Decision-making and Judgment
		honesty, honor, and reliability.
		<u>Criteria</u> : Finishes every task with utmost
Additional Comments	Rating	Work Aspects and Criteria
	5	

08/24/2024

COMMITMENT OF THE EMPLOYEE:

Kindly indicate your points of improvement and next step/s for the next evaluation period. This will guide you and your immediate supervisor in evaluating your performance in the next evaluation period.

Accomplished by:

[First, MI, Last Name] [Position]

-----HR USE ONLY

Unsatisfactory	1.999-1.000
Need Improvement	2.999-2.000
Meets Expectations	3.999-3.000
Exceeds Expectations	4.999-4.000
Outstanding	5.000
Interpretation of Results	Interp

Section	Витьм
1: Job Performance	
2: General Performance	
OVERALL PERFORMANCE	
ADJECTIVAL RATING	



od



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Research and Development Division





PEER EVALUATION FORM

(Training Specialist)

No.: PRI-AFS-F-PER-YYYY-MM-0000-H

Page 1 of 3

The purpose of conducting the Peer Review or 360-degree Evaluation is to assess strengths, make improvements where needed, and provide guidance in planning a career path suited to the employee's capabilities. The goal is to establish an honest and constructive communication about the employee's performance.

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DESIGNATION: REVIEW PERIOD	NAME: EMPLOYEE NO: DIVISION/SECTION
PERIOD:	N/SECTION:

DIRECTIONS: Based on your observation and judgement, rate the job performance and general performance of the employee based on the following rating:

1.0 = Unsatisfactory **SECTION 1: JOB PERFORMANCE (50%)** 2.0 = Below Expectations 3.0 = Meets Expectations 4.0 = Exceeds Expectations 5.0 = Outstanding

		RESULT
		Performs such other related functions that may be assigned from time to time.
		her immediate supervisor, when such activities are made available and if applicable in the evaluation period.
		seminars/training programs related to/or in connection with his or her tasks/functions, as recommended by his or
		Participates in official travel/s and in-house and/or outside
		Determines training needs and requirements of the railway personnel/trainees.
		training program, curriculum, textbooks, Instructor's Guides, handouts, and other materials.
		Provides feedback and suggests improvements on the
		Division.
		accordance with the curriculum set by the PRI's Training
The second secon	The second secon	Develops textbooks, modules, and other materials in
		Conducts training courses relative to assigned topic/s.
		Assists in the development of training guidelines.
Additional Comments	Rating	Job Description

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Signature:

RECOMMENDATIONS OF THE PEER:Kindly make your recommendations. This will guide the employee in making the needed improvements.

FOR HR/ADMIN PRI REPRESENTATIVE USE ONLY

COMMENTS:

Unsatisfactory	1.0
Need Improvement	2.0
Meets Expectations	3.0
Expectations	7.0
Exceeds	40
Outstanding	5.0
Interpretation of Results	Interpre

Section Rating 1: Job Performance		OVERALL PERFORMANCE
on leading of Results		2: General Performance
Summary of Results		1: Job Performance
Summary of Results	Rating	Section
	ults	Summary of Res



PHILIPPINE RAILWAYS INSTITUTE REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION



Administrative and Finance Section

PEER EVALUATION SUMMARY FORM

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information of the intended receipt(s). The information contained in this document is confidential, privileged, and only for

Section/Division:

[Adjectival Rating]	Average
	Peer Evaluation 5
	Peer Evaluation 4
	Peer Evaluation 3
 [Add bullets if necessary] 	Peer Evaluation 2
Recommendations for the Employee	Peer Evaluation 1
Commitment of the Employee • [Add bullets if necessary]	Self Evaluation
Gommitment/ Recommendation	Evaluation Rating

Seminars needs to be attended) Recommendation/s of the Immediate Supervisor/Division Chief (e.g. Training/

Notice/Warning

ACKNOWLEDGED BY:



[First MI. Last Name]
[Designation]

[First MI. Last Name]
[Designation]

DATE SIGNED

DATE SIGNED









DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Administrative and Finance Section Human Resource Team

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PEER REVIEW SUMMARY

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Remarks	Enits Mania	Peer Evaluation Form-5 Rating**	Peer Evaluation Form-4 Rating*	Peer Evaluation Form-3 Rating	Peer Evaluation Form-2 Rating	Peer Evaluation Form-1 Rating	Self-Evaluation Rating	Section/ Division	noitieo T	Name of Personnel	F Document Number

ion Chiefs and Section Heads o mittee/ Team Heads only						
						
		30, 2210		40 200		

Noted:

Undersecretary and OIC-Executive Director Philippine Railways institute

Anneli R. Lontoc, CESO I

200 177

Checked and Verified by:

First MI Last Name Designation, Division PRI-HR Team Supervisor

The little

Prepared by:

First MI Last Name Designation, Division PRI-HR Team Member

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Signature:

Page 2

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Republic of the Philippines DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Name of the Philippines PHILIPPINE RAILWAYS INSTITUTE

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	RRSP No.:				
	Date:				Entity Name:
page: 1 of 1	*				No. PRI-AFS-F-ESE-YYYY-MM-NNNN'-H :ffectivity Date: 22-Aug-2024



DEPARTMENT OF TRANSPORTATION PHILIPPINE RAILWAYS INSTITUTE Republic of the Philippines





PRI-AFS-F-LSP-YYYY-MM-NNNN-H

REPORT OF LOST, STOLEN, DAMAGED OR DESTROYED SEMI-EXPENDABLE PROPERTY

Entity Name :		Fund Cluster:
Department/Office:		RLSDDP No. :
Accountable Officer :		RLSDDP Date :
Police Notified: 'ALS Yes	es Police Station :	ICS Date:
	Date:	
FALS] No		
Status of Property: (check applicable box)	plicable box)	
		FALSE Damaged
	FALSE Stolen FALSE	FALSE Destroyed
Property No.	Description	Acquisition Cost
Circumstances:		
I hereby certify that the itemand correct.	I hereby certify that the item/s and circumstances stated above are true and correct.	Noted by:
Sionature over Print	nd Name of the Accountable Officer	
Signature over Print	Signature over Printed Name of the Accountable Officer	Signature over Printed Name of the Immediate Supervisor
1	Date	Date
Government Issued ID:		
Date Issued:		
SUBSCRIBED AND SWORN to before me this government issued identification card.	RN to before me thisday of tion card.	, affiant exhibiting the above
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REPORT OF LOST, STOLEN, DAMAGED OR DESTROYED PROPERTY

Entity Name :			Fund Cluster:
Department/Office:			RLSDDP No.:
Accountable Officer :			RLSDDP Date :
			PAK No.:
Folice Nonlinea . ALS: 163	Date:		
FALS No			
Status of Property: (check applicable box)	pplicable box)		
	FALSE Lost	FALSE Damaged	
	FALSE Stolen	FALSE Destroyed	
Property No.	Description		Acquisition Cost
Circumstances:			
I hereby certify that the item and correct.	I hereby certify that the item/s and circumstances stated above are true and correct.	are true Noted by:	
Signature over Prin	Signature over Printed Name of the Accountable Officer		Signature over Printed Name of the Immediate Supervisor
	Date		Date
Government Issued ID :			
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SUBSCRIBED AND SWORN to before me this government issued identification card.	DRN to before me thisday of ation card.		, affiant exhibiting the above
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DEPARTMENT OF TRANSPORTATION Republic of the Philippines

PHILIPPINE RAILWAYS INSTITUTE





PRI-AFS-F-IUP-YYYY-MM-NNNN-H

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY

Qty Unit Total Cost Cost Depreciation Losses Accumulated Losses Sa (4) (5) (6) (7) (8) (9) (10) (1	Entity Name:	me: Name of Accountal	ble Officer)				(Designation)				(Stat	ion)			Fund Cluster:	ster :		
Particulars/ Articles Property No. Qty Cost Cost Depreciation Losses (S)		(Name of Accountable Officer)	ble Officer)				(Designation)				(Station)	ion)						
Particulars/ Articles No. Property No. Qty Cost Cost No. Qty Cost Cost Cost Cost Cost Cost Cost Cost					INI	ENTORY							Þ	NSPECTION a	nd DISPO	SAL		
Particulars/ Articles No. Qly Cost Cost Cost Depreciation Losses Appraised Larying Amount Losses Appraised Carrying Amount Sale Transfer Destruction (Specify) (Specify) Appraised Carrying Others (Specify) Others OR No. (10) (11) (12) (13) (14) (15) (16) (17)													DISPOSAL				RECORD O	FSALE
(2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) 1	Date Acquired		Property No.	Qy	Unit Cost	Total Cost	Accumulated Depreciation	Accumulated Impairment Losses	Carrying Amount	Remarks	Sale		Destruction	Others (Specify)	Total	Appraised Value	OR No.	Amour
	(£)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(81)
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Rev. I

(Designation of Accountable Officer)

(Signature over Printed Name of Accountable Officer)

Requested by:

Approved by:

(Signature over Printed Name of Authorized

(Signature over Printed Name of Inspection

(Signature over Printed Name of

DOTT - PRI Witness)

Officer)

Official)

I HEREBY request inspection and disposition, pursuant to Section 79 of PD 1445, of the property enumerated above.

judgment, the best for the public interest. that the disposition made thereof was, in my every article enumerated in this report, and

> articles enumerated on this report witnessed the disposition of the

I CERTIFY that I have

this ___day of

I CERTIFY that I have inspected each and

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(Designation of Authorized Official)







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Republic of the Philippines



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DEPARTMENT OF TRANSPORTATION	PHILIPPINE RAILWAYS INSTITUTE	
	BACONG MISPWAS	

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE SEMI-EXPENDABLE PROPERTY

Entity Name:	me:												Fund Cluster :	iter:			
1	(Name of Accountable Officer)	ble Officer)	100		(Designation)	tion)			(Station)	ion)							
			IN	INVENTORY	V							INSPECTION and DISPOSAL	and DISPO	SAL			
											DISPOSAL				RECORD OF SALES	OF SALES	
Date Acquired	Particulars/ Articles	Property No.	Á)	Unit	Total	Accumulated Impairment Losses	Carrying Amount	Remarks	Sale	Transfer	Destruction	Others (Specify)	Total	Appraised Value	OR No.	Amount	
(1)	(2)	(3)	(4)	(5)	(9)	(8)	(6)	(01)	(II)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	
I HERI above.	I HEREBY request inspection and disposition, pursuant to Section 79 of PD 1445, of the property enumerated ve.	on and dispositic	m, pursu	ant to Sex	otion 79 of	PD 1445, of the	property enun	nerated	I CER every arti that the d judgment	TIFY that cle enumer isposition is the best fi	I CERTIFY that I have inspected each and every article enumerated in this report, and that the disposition made thereof was, in my judgment, the best for the public interest.	ed each and port, and was, in my nterest.		I CERTI witnessed the articles enumentials.	I CERTIFY that I have witnessed the disposition of the articles enumerated on this report thisday of	/e i of the uis report	
Requested by:	by:			:3·	Approved by:	by:											
	(Signature ove	(Signature over Printed Name of Accountable Officer)	Jo		1970				(Signati	ure over Pr	(Signature over Printed Name of Inspection Officer)	fInspection	200	(Signature	(Signature over Printed Name of Witness)		R CC
	(Designation of Accountable Officer)	Accountable Off	icer)													and Mo.	

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Signature:

29/08/2024



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RECORD	RECORD	RECORD	CORD						CHECK W/ Tag?	Suitable	
Particulars/ Articles Description Qty Measure Asset No.	Oty Measure Asset No.	Unit of Asset No.	Asset No.		-	Accountable Officer Reference Records	Reference Records	Condition	Barcode? Y/N	environment? Y/N	Kemarks
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PREPARED BY: WITNESSED BY:	WITNESSED BY:	WITNESSED BY:	WITNESSED BY:	WITNESSED BY:				APPROVED BY:			

Security Guard/ PRI Personnel

PRI Inventory Committee Head

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Assigned Inventory Committee Member

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SEMI-EXPENDABLE PROPERTY CARD

Entity Name :									Fund Cluster:	
Semi-Expend	Semi-Expendable Property:					2			Property Number:	
Description:										
Data			Receipt			Issue/Transfer/ Disposal	/ Disposal	Balance		
Dutt	Reference	Qty.	Unit Cost	Total Cost	Item No.	Qty.	Office/Officer	Qty.	Amount	Remarks
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Philippine Railways Institute Administrative and Finance Section





PROPERTY CLEARANCE CERTIFICATE

PRI-AFS-F-PFF-YYYY-MM-0000-C Effectivity Date: August 22, 2024

To whom it may concern:

This is to certify that (NAME OF OFFICIAL/EMPLOYEE), (Position) under (Division - Section) is cleared of property accountability as of (Date) for the purpose of (state purpose).

Issued this ____ day of [Month][YYYY], (City), Philippines.

[Designated Admin Supervisor] [Division]

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





WASTE MATERIALS REPORT

	FS-F-WMR-YYY date: 22-Aug-2024	Y-MM-NNNN-H 1					page: 1 of 1
Entity I	Name: <u>Philip</u>	pine Railway	s Institute		Fund Clust	er:	
Place of	Storage:				Date:		
			ITEMS FOI	R DISPOS	AL		
]	Record of Sal	es
Item	Quantity	Unit	Description	1		Official Recei	pt
			r		No.	Date	Amount
			TOTAL				
Certifie	d Correct:			Disposa	l Approved:		
Sig		Printed Nam roperty Cust		Sig	•	Printed Name Entity or his/ I Representati	her
			CERTIFICATE (OF INSPE		. 110/100011001	
]	I hereby cert	ify that the p	roperty enumera	ted above	was disposed	as follows:	
	Item	1	Destroye	d			
	Item				e		
	Item	1	Sold at public auction				
	Item	1	1000 000	ed without cost to (Name of the Agency/Entity)			
Certifie	d Correct:			CONTRACTOR OF THE PROPERTY OF	to Disposal:	<u> </u>	
						DO	r-PRI
	•	ver Printed N			Signature ove	The state of the s	ne of
	Insp	ection Office	r		W	itness of No.: Signature:	As /





DEPARTMENT OF TRANSPORTATION Kepublic of the Philippines

Philippine Railways Institute Administrative and Finance Section



EQUIPMENT BORROWER SLIP

PRI-AFS-F-EBS-2024- -00 -H

	RETURN DATE:	SE:	PURPO
PROPERTY NO.	RTICLE/S AND DESCRIPTION (INCLUDING	A TINU	YTY.

	TACHMENTS, IF ANY:	ΤA
	IBFOXEE ID:	EM
	HICE DIVISION SECTION COMMITTEE:	OŁ
(SIGNATURE OVER PRINTED NAME OF DPO/	damaged or lost while in custody. The replacement cost shall be based on the acquisition of the cost or brand new purchase. Items will be deemed lost if not returned within one (I) month from the agreed date.	.9
	property officer. Agree to repay the DOTr-PRI, through salary deduction, the cost of repairing, replacing any equipment	.5
KELEASED/ISSUED BY:	purpose indicated therein Promise to return the equipment on or before the date indicated above or upon request of the accountable/	.₽
	equipment from theft, loss or damage Agree to use the equipment solely for the official	.ε
(BORROWER SIGNATURE OVER PRINTED NAME)	equipment indicated in this form, in good condition. Agree to use the equipment safely and to protect the	7.
	Acknowledge receipt and accept custody of the	Ţ.
	(NAME OF THE BORROWER)	
AUTHORIZED BY:		

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DEPARTMENT OF TRANSPORTATION The Philippines

Philippine Railways Institute Administrative and Finance Section



REPAIR AND MAINTENANCE REQUEST

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