



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



## **PRI Office Order No. 2, series of 2025**

Subject : **IMPLEMENTING GUIDELINES FOR THE PLANNING, DESIGN, MANAGEMENT, AND MONITORING AND EVALUATION OF THE CAPACITY DEVELOPMENT TRAINING (CDT) COURSE**

Date : **MAY 26 2025**

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

**WHEREAS**, Executive Order (EO) No. 96, series of 2019, otherwise known as "Establishing the Philippine Railways Institute under the Department of Transportation as the Planning, Implementing, and Regulatory Agency for Human Resources Development in the Railways Sector," created the Institute as a research and training center under the Department of Transportation (DOTr);

**WHEREAS**, Section 1 of the said EO mandated the Philippine Railways Institute (PRI) to serve as the planning, implementing, regulating, and administrative entity for the development of human resources in the railway sector to ensure efficient, reliable, and safe railway transportation services;

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

**WHEREAS**, DOTr DO No. 2024-018 requires all railway operation and maintenance (O&M) personnel who completed either the RT or FT Course to attend the CDT Course every after three (3) years from the issuance of their respective Certificates of Competency;

**WHEREAS**, the CDT Course aims to update the O&M personnel on new laws, regulations, technologies, and best practices in the railway sector;



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

**WHEREAS**, the QMS requires that all procedures and processes of the PRI are established to ensure that standards are institutionalized, procedures and processes are uniform, and implementation and monitoring strategies are accomplished;

**WHEREAS**, akin to the RT and FT Courses, there is a need to develop a single reference for all matters related to the development, implementation, and monitoring of the CDT Course;

**NOW, THEREFORE**, premises considered, the following rules and procedures are hereby adopted and promulgated:

## **ARTICLE I COVERAGE**

These Guidelines shall apply in the development and implementation of the planning, design, management, and monitoring and evaluation of the CDT Course. This OO shall serve as an Omnibus Code for all rules and regulations pertaining to the development and administration of the said training course.

## **ARTICLE II DEFINITION OF TERMS**

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

- a. American Psychological Association – also called the APA, refers to the format for citing sources;
- b. Batch – a set or group of trainees undergoing the CDT Course at the same time;
- c. Bloom's Taxonomy – a hierarchical model classifying the learning objectives into levels of complexity (i.e., remembering, understanding, applying, analyzing, evaluating, creating) and specificity, covering cognitive, affective, and psychomotor learning domains;
- d. Capacity Development Training Course – also called the CDT Course, is a training conducted by the Institute to update the railway personnel on new laws, regulations, and technologies in the railway sector;



- e. Certificate of Completion – an official document specifying the trainee’s completion of the CDT Course;
- f. Certification and Accreditation Division – also called the CAD, is responsible for the issuance of certificates and the conduct of accreditation and quality audits;
- g. Competency – a set of related knowledge, skills, and attitude that are required to effectively perform tasks in the workplace, and can be developed by completing relevant subject/s;
- h. Coordination Committee – also called the CC in this OO, is the group responsible for reviewing trainees’ qualifications, eligibility, and submitted documents, including coordination with their respective employers and preparation of training profile and batch list;
- i. Curriculum – is an outline of the subjects, topics, and sub-topics required to achieve a particular competency, including its duration, methods to be used, and assessments to be conducted;
- j. Daily Training Management Report – also called the DTMR, is a report accomplished by the instructors and used to monitor the conduct of the training and trainees’ progress, among others;
- k. Executive Director - also known as the ED, oversees the PRI’s day-to-day operations pursuant to Section 3 of EO 96, series of 2019;
- l. Existing O&M Personnel – persons employed by the existing railway operators and outsourced service providers performing O&M functions for at least six (6) months before November 30, 2020;
- m. Focused Group Discussion – a method of data collection wherein a small meeting is convened for a specific purpose under the direction of a facilitator, during which the participants can spontaneously talk about a certain topic, thus, obtaining from them an in-depth information and perception;
- n. Formative Assessment – refers to the quiz given in each topic that shall be used to confirm the trainees’ attendance and attentiveness/engagement, and the results of which are recorded but not graded;
- o. Fundamental Training Course – also called the FT Course, is a training conducted by the Institute to provide an industry-level knowledge, skills, and attitude on railway O&M to new railway personnel, consisting of core, departmental, and specialized competencies;

- p. Institutional and Human Skills Section – also called the IHSS, is a section under the Research and Development Division that is responsible for developing training curriculum and materials, and conducting training with respect to Institutional Framework, Human Skills and Essential Values in the Workplace, and Technical Skills;
- q. Images, Videos, and Graphics – also called IVGs in this OO;
- r. In-session Activities – refer to the activities done during the training session, the instructions and/or details of which are found in the presentation;
- s. Institute – also called the PRI, is the Philippine Railways Institute established under EO No. 96, s. 2019;
- t. Instructor – PRI personnel whose main function is to facilitate the learning of railway personnel on theoretical and/or practical skills;
- u. Instructor's Guide – also called an IG or Guide, is a document that serves as a guide to the instructors in delivering the assigned topics, including the conduct of in-session activities, if there are any;
- v. Interview – is a method of data collection wherein guided questions are being thrown to the interviewee;
- w. Learning Objectives - refer to the specific topics or learning activities to achieve the overall learning outcome;
- x. Learning Outcomes – refer to the learning or particular skills the trainees must have achieved at the end of the training;
- y. Management Committee – also called the Man Comm, is composed of the ED, Division Chiefs, and Supervisors from all the sections of the Institute;
- z. Materials and Logistics Committee – also called the MatLog in this OO, is responsible for finalizing, printing, and distributing training materials, and ensuring the availability of training materials and related resources, training room, facilities, and equipment;
- aa. Monitoring and Evaluation Committee – also called the MEC in this OO, is responsible for the actual training operations, including the monitoring of trainees' attendance and submission of requirements, among others;
- bb. Objectives – brief statements that outline trainees' learning by the end of an activity;
- cc. Observation – is a method of data collection where the personnel's work performance and working environment, including available resources, materials, and communication tools, are observed;



- dd. O&M – operations and maintenance of railway system facilities, particularly, rolling stock, tracks and guideways, power supply, signaling, communications, automated fare collection, civil works, stations, and depot equipment;
- ee. Outline – a summary of the whole presentation highlighting the essential topics to be discussed;
- ff. Posttest – a test given to the trainees at the end of the topic to measure their learning and determine the effectivity of the lectures and practical activities;
- gg. Post-Training Report – is the report submitted to the ED, which contains information on the overall conduct of the CDT Course, including documents on the results of the pre/posttests, CE, evaluation, and re-entry plans, among others;
- hh. Pretest – a preliminary test administered at the start of the topic to determine the trainees’ baseline knowledge;
- ii. Question Bank – also called QB, is an online repository or library of test questions that is exhaustive and covers the entire content of the specializations;
- jj. Railway Operator – also called RO in this OO, is a legal entity such as an organization/company/agency operating the railway system in the Philippines;
- kk. Refresher Training Course – also called the RT Course, is a training conducted by the Institute to enhance the knowledge, skills, and attitude on railway O&M of existing O&M personnel;
- ll. Research and Development Division – also called the RDD, has the main function of identifying, formulating, recommending, and advocating strategies on the development of HRD policies, plans, and strategies for the railway sector;
- mm. Secondary Data – is a source of information, which can either be a report, personnel’s performance, manual, and such other relevant source;
- nn. Supervisory/Management Training Course – also called the SMT Course, is a training conducted by the Institute to improve the capabilities of railway personnel with supervisory and management functions;
- oo. Survey – is a method of data collection wherein the respondent is asked with guided questions or a series of guided questions, which can either be oral or written;



- pp. Training Division – also called the TD, is responsible for the formulation and development of training materials and curricula, as well as the conduct and update of training programs. It consists of four (4) sections: (1) Safety and Security; (2) Railway Operations; (3) Civil, Architecture, and Tracks; and (4) Rolling Stock and Electrical Facilities;
- qq. Training Material – a tool used in teaching and learning situations to help achieve the desired learning outcomes (e.g., textbooks, handouts, presentations);
- rr. Training Needs – the gap between the required performance or capability of the railway personnel and their actual performance or capability;
- ss. Training Needs Assessment – also called the TNA, is the method of determining if a training need exists and, if it does, what training is required to fulfill the gap;
- tt. Training Planning – the process wherein the instructor prepares for the assigned topic by setting the objectives and outlining the teaching methods, including the activities and list of necessary resources;
- uu. Training Preparation Committee - also called the TPC, is the committee responsible for spearheading the designing, development, production, and distribution of all approved training materials, and is subdivided into the Coordination Committee and Materials and Logistics Committee;
- vv. Training Program Implementation Committee - also called the TPIC, is the committee responsible for all relevant activities pertaining to the implementation of the training course, and is subdivided into the Examination Committee and Monitoring and Evaluation Committee; and
- ww. Workshop – a method of data collection where there exists an exchange of information among the participants during their interaction.

### ARTICLE III PLANNING AND DESIGN

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



## A. Conduct of Training Needs Assessment

The TD shall perform the TNA every three (3) years or as deemed necessary among the railway sector's workforce to identify the gap between the personnel's current competency and the expected or required competency for a certain position, which can be addressed through the conduct of capacity development activities. The TNA shall be conducted as follows:

### 1. *Problems and Needs Identification*

Before conducting the TNA, the problem or personnel's needs must first be identified. This can be done by determining the sector's current policies, goals or strategic plans, and individual's roles and responsibilities. Thereafter, a gap analysis must be performed in coordination with the RO management by assessing whether the personnel's knowledge and/or skills regarding the new laws, rules and regulations, and technologies in the railway industry are sufficient to fulfill these policies, goals or strategic plans, and roles and responsibilities. Once a gap is determined, the TNA's objectives can now be set.

### 2. *TNA's Design*

Design the TNA by taking into consideration the following factors:

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

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

### 3. *Collection of Data*

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

Data collection, processing, management, and storage shall be in accordance with Republic Act (RA) No. 10173 or the Data Privacy Act of 2012. Data shall be stored in electronic format, labeled according to the date when the TNA was conducted. Data storage shall be the responsibility of the RDD Chief and may be delegated to other RDD personnel.

#### 4. TNA Report

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

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

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

The conduct of the TNA shall be completed in six (6) months unless the delay is due to justifiable reasons.

### B. Training Curriculum Development

The Training Curriculum Development Committee composed of the: (1) TD Chief as the Head; and (2) RDD Chief, (3) CAD Chief, and heads of the IHSS, CATS, ROS, RSEFS, SSS, and selected instructors as members shall be responsible in the development of the training design and curriculum. The instructors shall be selected by the Committee Head; however, the ED may include other members/s as deemed necessary based on any of the following general qualifications:

1. completed engineering, railway, other related courses, or any railway-related training course;
2. with work experience in railway O&M;
3. has experience in developing training curricula and materials; and
4. conducted or facilitated railway-related training courses.

The said Committee shall develop, review, and revise (if necessary) the training curriculum based on the TNA results within six (6) months from the release of the TNA Report unless otherwise delayed due to justifiable reasons. The following shall be considered in the training curriculum:

1. competency needed;
2. module, topics, and sub-topics required to acquire the competency;
3. presence of at least one (1) learning outcome per topic;
4. learning task and learning materials;



5. number of hours per topic;
6. the training evaluation and criteria; and
7. references.

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

### C. Training Materials Development

Once the training design is approved, the instructors and other concerned personnel can now start developing the respective training materials. These materials can be in any or all media, such as textbooks, presentations, manuals, Instructor's Guides (IGs), video lecture materials, and handouts, among others, following the standard templates thereof.

#### 1. *Development of Presentations*

##### General Rules

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

- a. each of the modules for the CDT Course shall have its corresponding presentation;
- b. the presentation must be clear, visible, brief, and concise;
- c. pre-determined learning outcomes must be achieved with the aid of the presentation;
- d. objectives must be met with the aid of the presentation;
- e. the presentation must be easily and fully understandable and readable;
- f. the focus must be on the content rather than on the aesthetics and animations;
- g. the presentation shall not exceed the time allotted per topic, and in all cases, the number of slides shall be proportionate to the topic's duration; and
- h. use of gender-inclusive language should be observed in all aspects of the presentation.

##### Content

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

*W*

*print*

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

### Aesthetics

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

- a. *Text*
  1. There shall be a heading on each slide with a minimum font size of 25, Tahoma typeface, bold formatting;
  2. The body's texts must be stationary in font size 24, Arial typeface, and moving texts and other unnecessary visual effects must be avoided;
  3. Texts must be in sentence case. The usage of upper and lower cases, if not for titles and succeeding words in a sentence, respectively, must be avoided;
  4. Including too much information must be avoided. The one (1) slide, one (1) idea rule must be observed;
  5. The slides must not be crowded with too much text; hence, the following must be observed:
    - a. Not more than eleven (11) words per line, excluding articles, linking verbs, prepositions and conjunctions; and
    - b. Seven (7) lines per slide.



*b. Font*

1. The use of decorative fonts must be avoided, and the font size must be large enough to be read by all trainees, including those seated at the back;
2. Avoid combining small font sizes with bold or italics, and using capital letters within sentences/phrases;
3. Throughout the presentation, the following typeface and minimum font size must be observed:
  - a. slide titles - Tahoma, font size 25 in white with a background color of blue (accent 5, darker 50%);
  - b. slide content - Arial, font size 24;
  - c. tables or charts - Arial, font size 14;
  - d. sources cited in each slide - Arial, font size 8; and
  - e. references list - Arial, font size 10.

*c. Font Color*

1. Bright font colors should not be used. For example: reds and oranges can be difficult to stay focused on, and reds and greens can be difficult to see for those who are color blind; and
2. For a reader-friendly presentation, black or white font, depending on the background color, is preferred. The following font color-background combinations must be avoided:
  - a. green on blue background;
  - b. dark yellow on green background;
  - c. purple on blue background;
  - d. orange on green background; and
  - e. red on a green background.

*d. Underline*

1. Usage of underline must be minimized; and
2. To emphasize important points or highlight thoughts/ideas, use bold letters.

*e. Bullet Points*

1. The use of bullet points must be in moderation. Only the bullet-key points must appear in the slides;
2. Consistent usage of bullets, numbers, or letters to present the key points must be observed;
3. Wrong alignment of bullets must be avoided; and
4. Bullets must be aligned left.

*f. Images, Videos, and Graphics*

1. IVGs related to the topic must be used to break the monotony of a presentation purely embedded with texts;
2. Appropriate graphics that are easy to read and understand must be used;
3. Avoid using graphs with too much information and in an unreadable format; and
4. If the subject can be delivered using graphics and images, instead of texts, the consistent usage of which shall be allowed.

g. *Sounds, Animations, and Transitions*

1. Animations and transitions must be used in the minimum. They should be used only to help deliver the topic; and
2. Sounds, if not for videos, should be avoided as they can be distracting except, however, when they are part of the instructor's lecture or activity.

h. *Background*

1. Use the same background on each slide as using multiple background styles is distracting;
2. Complicated backgrounds that compete with the slide's contents must not be used;
3. Only backgrounds that are simple and effective must be used; and
4. The font and background used must have contrasting colors.

i. *Others*

1. Consistency in slides must be observed *to wit*:
  - a. Same font;
  - b. Same background;
  - c. Same color; and
  - d. Same animation;
2. Spelling of words must be correct;
3. Each slide must have a size of 25.4 cm x 14.288 cm; and
4. The approved slide design must be used for all slides.

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

Review and Approval

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

- a. Once the assigned PRI personnel are done drafting the assigned presentation, he/she shall submit a copy to the immediate supervisor for review using the Checklist (**Annex B**). Additional input, suggestions, and/or recommendations from the immediate supervisor shall be included, prior to submission to the technical consultant, if any. The technical consultant/s, if there is any, shall, in turn, provide comments.
- b. Necessary revisions, if any, shall be made, and the output shall be submitted to the concerned supervisor and/or technical consultant/s., if any.
- c. The concerned supervisor and/or technical consultant/s, if there is/are any, shall then review the submitted copy based on the timeline set by the TD Chief. After the review, the concerned PRI personnel shall make the necessary change/s.



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

The presentation creation up to the final product shall be given a period of 50 working days. However, each process shall be given a period of not less than five (5) working days to complete except the drafting of topic content by the instructors as this task shall take up to 15 working days.

#### Revisions

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

## 2. *Development of the Instructor's Guide*

#### General Rules

Each IG must be created in adherence to the following minimum requirements:

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

*W* *Prmer*

Drafting Procedure

a. IG Template

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

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

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

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

*For slide numbers*

- Typeface: Arial;
- Font size: 12; and
- Font emphasis: bold.

*For Instructor’s notes*

- Typeface: Arial;
- Font size: 12; and
- Font emphasis: regular, *to wit:*

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



b. Citations and References

As a general rule, the APA format shall be used in citing the sources. However, the Mendeley Software or any available and similar software may be used to facilitate the process.

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

Slide Number	Actual Slide	Notes for Instructor
	<p>&lt;IVG&gt; or &lt;Chart&gt;</p> <p><i>Dela Cruz, 2015</i></p>	

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

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

iii. Notes for Instructors

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

IG.

- Proper usage of words, grammar, and sentence construction shall be observed.

### c. Pagination

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

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

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

## 3. Handout Creation

### General Rules

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

- The handout must be clear and comprehensive but concise.
- Pre-determined learning outcomes must be achieved with the aid of the handout.
- It must be easily and fully understandable to the trainees.
- The handout must be structured in a way that facilitates both easy discussion and review.
- The handout's contents must be compliant with this OO.
- Printed handouts must exclude the slides on in-session activities and formative assessment. However, extra blank pages must be included after all the presentations for the trainees to take down notes.
- Handouts must follow the 4 Slides Horizontal printing option with landscape orientation of an A4 / Folio size paper.

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

### Review and Approval

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

- After the final review of the finalized presentations, the latter shall be transmitted back to the MatLog Committee for handout creation.
- Within a day from receipt of the finalized presentation by the MatLog Committee, the handout shall be created within three (3) working days. Thereafter, it shall be transmitted to the TD Chief for approval within two (2) working days.



- c. Once approved, the handout is ready for printing and mass reproduction within 50 working days.

### 1. *Development of Pre and Posttests*

To ensure that the trainees retain knowledge during and after the training course, there shall be pretests and posttests for each CDT Course module.

- a. During the training planning and the preparation of the training materials, all PRI personnel tasked to create the presentations shall also draft questions comprising of easy, average, and difficult, the number of which varies depending on the duration per module, all of which must both have in English and Filipino translations. These questions must be lifted from the training materials (e.g., presentations, handouts) depending on the topic under consideration.
- b. These questions shall be stored in the Question Bank to be managed by the EC.
- c. In constructing the pre/posttest, the EC shall select 15 multiple-choice questions from the QB.

### 2. *Continuous Improvement*

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

Moreover, the pre/posttests shall be reviewed by the Examination Committee (EC) every two (2) years or earlier as deemed necessary. In cases where there are developments in the railway industry, advances in technology, or changes in laws, rules, and regulations, the review may be initiated through the submission of a Memorandum to the ED by the TD Chief.

## ARTICLE IV QUALIFICATION AND SELECTION OF TRAINEES

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

## A. Qualifications and Selection of Trainees

The ROs and their TPSPs shall identify trainees from their existing O&M personnel, who are qualified to undergo the CDT Course pursuant to the following qualifications:

### 1. Mandatory Participation

Trainees who meet the following qualifications are required to undergo the CDT Course:

- a. certified railway O&M personnel, including safety personnel, who successfully completed either the RT or FT Course;
- b. have rendered at least 3 years in service after being certified by the PRI; and
- c. have performed or are currently performing direct O&M functions.

### 2. Optional Participation

Depending on available slots, the PRI may accept other trainees, such as, but not limited to those:

- a. endorsed by the RO management through an official letter;
- b. certified railway O&M personnel, including safety personnel, who have rendered at least 3 years in service after being certified by the PRI but are currently performing different O&M functions;
- c. all railway O&M personnel who have rendered less than three (3) years in service after being certified by the PRI; and
- d. non-railway personnel who plan to work in the railway sector or merely for their professional growth.

To illustrate letter b, Trainee X, a ticket seller with a Certificate of Competency for Fare and Ticketing Management, has rendered at least three (3) years of service after being certified by the PRI. When the trainee was endorsed by his/her RO to attend the CDT Course, the trainee's current function is train driving/operation. In this instance, Trainee X can still be accepted by the PRI on the CDT Course, if all training requirements are met, including fees.



**B. Invitation and Selection Process**

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

Process/Action Required	Requirements	Responsible Division	Timeline
1. Sending out invitations to the ROs and TPSPs.	Letter of invitation with the following information: a. Schedule of Training b. Offered topics for the CDT Course per RO and TPSP; c. Training Application Form or TAF ( <b>Annex E</b> ), including the link of the online form; and d. List of Endorsed Applicants Form ( <b>Annex F</b> ).	TD	Two (2) weeks before the start of each quarter
2. Follow-up list of participants from the ROs and TPSPs	Follow-up letter or email to RO and TPSPs	TD	Two (2) weeks before the scheduled training
3. In the event of delayed/no response, a memorandum shall be sent to the RO/TPSP as a follow-up	Memorandum to the ROs/TPSPs	TD	One (1) week before the scheduled training
4. Review of submitted documents	a. List of Endorsed Applicants; b. Accomplished TAFs with 1x1 ID photos; and c. Notarized Undertaking Forms attached as <b>Annex G</b>	TD	Three (3) working days from ROs / TPSPs' submission

Process/Action Required	Requirements	Responsible Division	Timeline
	(for returning OFWs only).		
5. Sending written notice to the ROs, TPSPs, or other qualified individuals (e.g., OFWs) informing them of their applications' acceptance or rejection due to lacking documents or ineligibility.	Written Notice	TD	Two (2) working days after the final review
6. Final review of submitted lacking documents.	Lacking documents submitted by the ROs, TPSPs, or other qualified individuals	TD	Two (2) working days before the trainees' registration in the database

**ARTICLE V**  
**MANAGEMENT OF TRAINING**

The CDT Course shall be conducted in-person or virtually, and the trainees shall undergo either of the said training modalities depending on the recommendation of their respective RO or TPSP management, whichever is applicable.

**A. In Person Training**

*1. Conduct of Training*

The in-person CDT Course shall be for a duration of one (1) to five (5) days depending on the modules, which will be conducted in a classroom setting. Its main objective is to update the railway personnel on new laws, regulations, technologies, and best practices in the railway sector. In the conduct of the said training, measures to accommodate trainees with special needs shall be considered and implemented.



2. Attendance Monitoring

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

- a. The trainees shall sign the Attendance Sheet (**Annex H**) at the start of the morning lectures.
- b. During training, the Assistant Instructor (AI) shall monitor the trainees' attendance in the training room and update the MEC from time to time.
- c. Trainees shall also sign the attendance sheet after the last lecture in the afternoon of each training day.
- d. Whenever necessary in cases of *force majeure* (e.g., earthquake, typhoon), the TD Chief may immediately stop the conduct of the training and provide a report to the ED with a recommendation on the resumption schedule.

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

3. Sanctions for Lateness and Absences

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

a. Arrived late or arrived in the training room beyond the 10-minute grace period	1. Considered absent in that lecture; 2. Not allowed to receive Certificate of Completion
b. Attended a less than of 50% total lecture hours or did not attend at all	1. Not allowed to receive Certificate of Completion

#### 4. *Formative Assessments*

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

#### 5. *Administration of Pre and Posttests*

Pre and posttests shall be administered to the trainees to check their baseline knowledge and, thereafter, their understanding after completing the topic. Results of the pre and posttests shall be recorded and shall be submitted by the MEC to the TD Chief.

Only the EC shall have access to the tests and their corresponding Answer Keys (AKs), and none of its members shall disclose the same outside of the said committee. Any unauthorized disclosure or leakage of these documents shall constitute a violation of this OO and all personnel concerned shall be subjected to administrative/disciplinary proceedings and investigations by relevant DOTr offices and/or government agencies.

#### 6. *Training Evaluation*

The trainees shall evaluate the conduct of the lectures, training materials used, and instructors' performance, among others, after each module/topic. Moreover, on the last training day, they must evaluate the overall conduct of the in-person CDT Course and materials used throughout the training course. The training evaluation forms are herein attached as **Annex I**.

#### 7. *Re-Entry Action Plan*

At the end of the training course, the trainees shall fill out a Re-Entry Action Plan Form, which shall include new lessons they got from the lectures that they think are applicable to their current work in their respective ROs or TPSPs. The said Plan shall be summarized and analyzed by the RDD and, thereafter, sent to the ROs or TPSPs for their consideration.



## 8. *Impact Assessment*

To ensure the effectiveness, efficiency, and continuous improvement of the training course, the RDD shall periodically conduct a long-term impact assessment to determine the application of knowledge and skills in the workplace. The assessment's frequency and method shall be determined and backed by a research study on monitoring and evaluation of training courses to be conducted by the RDD.

## **B. Online Training**

### 1. *Conduct of Training*

The online CDT Course shall be conducted through Microsoft Teams application. Interactive learning sessions shall also be administered through formative assessments embedded in the presentation materials.

### 2. *Training Schedule*

The trainees shall have access to the Microsoft Teams application for a duration of one (1) to five (5) days depending on the modules.

### 3. *Formative Assessments*

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

### 4. *Administration of Pre and Posttests*

Likewise, pre and posttests are administered in the Microsoft Teams application to check their baseline knowledge and, thereafter, their understanding depending on the offered module. Results of the pre and posttests shall be recorded but not graded and shall be submitted by the MEC to the TD Chief.

Likewise, only the EC shall have access to the tests and their corresponding AKs, and none of its members shall disclose the same outside of the said committee. Any unauthorized disclosure or leakage of these documents shall constitute a violation of this OO and all personnel concerned shall be subjected to administrative/disciplinary proceedings and investigations by relevant DOTr offices and/or government agencies.

*W*

*PNW*

5. *Training Evaluation*

After the training, the trainees shall evaluate the conduct of the lectures for each module, training materials used, and instructors, among others, through the same Training Evaluation Form in an online format. Moreover, prior to finishing the training, they will evaluate the overall conduct of the online training course, materials used throughout the training course, and training platform.

6. *Re-Entry Action Plan*

At the end of the training course, the trainees shall fill out a Re-Entry Action Plan Form, which shall include new learnings they got from the lectures that they think are applicable to their current work in their respective ROs or TPSPs. The said Plan shall be administered and summarized and analyzed by the RDD and, thereafter, sent to the ROs or TPSPs for their consideration.

7. *Impact Assessment*

To ensure the effectiveness, efficiency, and continuous improvement of the training course, the RDD shall periodically conduct a long-term impact assessment to determine the application of knowledge and skills in the workplace. The assessment’s frequency and method shall be determined and backed by a research study on monitoring and evaluation of training courses to be conducted by the RDD.

ARTICLE VI  
TRAINING MANAGEMENT TEAM

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

Team Member	Duties and Responsibilities
Instructor	a. leads the discussion on the assigned topic; b. answers the trainees’ queries; and c. give reminders/announcements to the trainees
Assistant Instructor	a. ensures that the presentation and training materials are ready on the day of the actual training; b. checks or confirms if the equipment’s technical set-up the day before the actual training day was properly done; c. assists the Instructor during the Q&A;



	<ul style="list-style-type: none"> <li>d. accomplishes the Daily Training Management Report (DTMR) and submits the same to the Facilitator at the end of each training day;</li> <li>e. leads the preliminary activities or recapitulation of the previous training day;</li> <li>f. acts as the technical personnel during in-person lectures and addresses technical queries during online training;</li> <li>g. Monitor trainee’s attendance and coordinate with M&amp;E committee; and,</li> <li>h. performs other tasks that may be assigned by the TD Chief.</li> </ul>
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To ensure the quality of the CDT Course, there shall be established working committees, the heads and members of which shall be recommended by the TD Chief and approved by the ED through a subsequent OO and Special Order (SO). The following are the committees’ duties and responsibilities:

**A. Training Preparation Committee**

**1. Coordination Committee**

- a. reviews the completeness and correctness of the accomplished TAFs;
- b. reviews the trainees’ qualifications and eligibility to undergo the CDT Course, taking note of special needs trainees that require attention from the TMT;
- c. whenever necessary, coordinates with ROs or TPSPs and/or applicants for correction and/or proper accomplishment of the TAFs;
- d. coordinates with the trainees for the submission of requirements and activities;
- e. prepares the Master Training Profile;
- f. provides the trainee code; and
- g. facilitate outside DOTr offices coordination regarding payment of training fees.

**2. Materials and Logistics Committee**

- a. finalizes all training materials in terms of formatting;
- b. prepares the said materials for printing, binding, and distribution; and

- c. distributes/ delivers the training materials such as handouts, notebooks, ballpen, and IDs to the trainees.
- d. ensures that the presentations, video lectures, banners/posters, flyers, photo-visual materials/ presentation, and other online resources are available;
- e. ensures that back-up arrangements are available in case the online training platform is not working; and
- f. guarantees that the training room, facilities, and equipment are ready prior to the training.

## **B. Training Program Implementation Committee**

### **1. Examination Committee**

- a. reviews instructor's questions;
- b. administers pre/posttests; and
- c. manages the QB.

### **2. Monitoring and Evaluation Committee**

- a. responsible for the actual operations;
- b. monitors the trainees' (1) participation, (2) attendance, (3) submission of training requirements, and (4) training course schedule;
- c. responsible for the preparation of Pre/Post test results and Training Evaluation report;
- d. submit the Post Training Reports to the TD Chief for review after completion of the training course within 15 days from the training's completion; and
- e. prepare the Quarterly Post Training Report for submission to the Office of the Secretary and other relevant documents 10 working days after the last day of the quarter.



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

ARTICLE VII  
POST-TRAINING REPORTS

At the end of each CDT Course batch, post-training reports must be drafted and submitted to the ED in compliance with RA No. 10173 or the Data Privacy Act of 2012. These reports and the corresponding responsible division/committee/team vary depending on the modality used in the conduct of the said training course.

A. In-Person Training

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

Document		Deadline	Responsible Division/ Committee/ Team
	<ul style="list-style-type: none"> <li>Daily Training Management Report (<b>Annex M</b>)</li> </ul>	Five (5) working days after the training	TD MEC
	<ul style="list-style-type: none"> <li>Daily Training Management Report Summary (<b>Annex N</b>)</li> </ul>	Five (5) working days after the training	TD MEC
	<ul style="list-style-type: none"> <li>Pre/ Post Test Results (<b>Annex O</b>)</li> </ul>	Five (5) working days after the training	TD MEC
	<ul style="list-style-type: none"> <li>Training Evaluation Report Summary (<b>Annex P</b>)</li> </ul>	Five (5) working days after the training	TD MEC
	<ul style="list-style-type: none"> <li>List of Completed Trainees (<b>Annex Q</b>)</li> </ul>		
c. Re-Entry Plan - Summary ( <b>Annex R</b> ) Within the 5th training day		Within the 5th training day	RDD

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

### ARTICLE VII Amendments

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



**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 Office Order shall take effect immediately upon its issuance.

  
**ANNEL R. LONTOC, CESO I**  
*Undersecretary, DOTr*  
*Acting Executive Director, PRI*

APPROVED:

  
**VIVENCIO B. DIZON**  
*Secretary*

