

# Document Code: 2017.QM.CDQ.001 Page No.: 1 of 8 Issue No.: 1 Revision No.: 0 Date Prepared: 01 August 2022 Date of Effectivity: 0 1 OCT 2022

Annex 4.2 Needs and Expectations of Relevant Interested Parties	
Human Resource Management	

Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
1	Employees	<ul> <li>Personnel Actions with reference to</li> <li>appointment, promotion, transfer, resignation/separation, dismissal, discipline, commendations or any other actions affecting the status of employment.</li> <li>Training Needs of all LRTA employees to develop their Competencies (Core, Technical/Functional, Leadership)</li> <li>Documentary Requirements</li> </ul>	<ul> <li>Clearly defined         Policies and         Procedures</li> <li>Submitted Training         Request Forms will be         approved and         processed</li> <li>Timely and Accurate</li> </ul>	Yes	<ul> <li>Deviation from         Policies and         Procedures</li> <li>Instruction/Direction         of Management         Limited Training         Funds         Limited Training         Providers for         Railway</li> </ul>	- Technical Expertise of LRTA Operations personnel and Engineers







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		<ul><li>Service Record</li><li>Payslips</li><li>Certificate of last salary received</li></ul>	preparation of reports	Yes	- Inaccurate and late /slow action - Data Loss	- Better performance
		Reportorial Requirements  List of Accounts Payable  List of Retirees (Mandatory & Prospective)  Estimated Leave Credit of Employees every Year End  List of Loyalty Awardees  Schedule of Step Increment	Timely and Accurate preparation of reports	Yes	Unmet targets Data Loss Inaccurate and late Reportorial Submission	Better Performance







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2	Other Government Agencies -CSC, GSIS, PHIC, HDMF, CESB, DBM, GCG, DOTr, LBP, TESDA, PRI, DAP, GPPB, PTTC, BIR, etc.	Updated Reports / Statistical Data; Compliance with regulatory requirements  Accreditation as TVET Training Center  - Endorsement for Scholarship	Compliant and timely submission of updated reports and regulatory requirements  Requirements for accreditation as TVET Training Center is complied with by the LRTA in order to continue its operation as accredited TVET Training Center  Requirements are complied with by LRTA	Yes	Unmet targets Delayed submission  - Limited Funds of PRTC - Not an organic office in LRTA  Timelines (receiving of invitation/document for	Tie up/Partnership with TESDA to give scholarship grants to qualified LRTA personnel to be accredited as Technical Trainer of TESDA  -More employees can avail training opportunities
		Scholarship - Travel Authority	with by LRTA delegates/nominees within the deadline		invitation/document for DOTr and other LRTA offices)	training opportunities - Collaboration with Do streamline process an requirements



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		All concerned employees of Railway Operators are certified by PRI  Training Services they provide will fit requirement, will be accepted and acquired by LRTA	All concerned employees of Railway Operators complete/ comply with the Trainings of PRI  Training Services they will provide will be acquired and paid by LRTA		Timelines Schedule of LRTA personnel  - Limited Training Providers for Railway - Accounting and auditing rules and regulations for non- government Training Providers - RA9184	Collaboration with PRI in developing standard curriculum for Railway Operators  Partnership with Government agencies (DAP, GPPB, PTTC, etc.) to develop curriculum for Railway Operators
		Reportorial Requirements	Timely and Accurate		Inaccurate and late Reportorial Submission	Better Performance







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		<ul> <li>Employees Service Records</li> <li>BIR 1902 Forms</li> <li>BIR 0605 Forms</li> <li>PHIC Form PMRF</li> <li>HDMF Member's Data Form(MDF)</li> <li>HDMF Request for Consolidation and Merging of Member's Records</li> <li>Notice of Salary Adjustment</li> <li>Notice of Step Increment</li> </ul>	preparation of reports			
3	Applicants, Trainee Applicants and Trainees of PRTC	Prompt response on the applications filed; Feedback as to the	Equal opportunities for employment (QS base)	No	Deviations from Qualification standards; Delayed feedback on	







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		result/status of applications  Training Hour requirement of all Trainees/applicants to qualify for the vacant position in LRTA	Complete and Pass the requirements of the Training		status updates; Dissatisfied applicant on the evaluation result; Unavailable LRTA Website  - Limited vacant position - Validity of Training	Training acquired is somehow similar and can be used in other railway operators within the Philippines or outside the country
		Certification on Train Driving Level II	Complete and Pass the requirements of the Training			
4.	Training Providers, Resource Persons,	Training Services they provide will fit requirement, will be	Training Services they will provide will be acquired and		- Limited Training Providers for	Partnership with Government or International Training



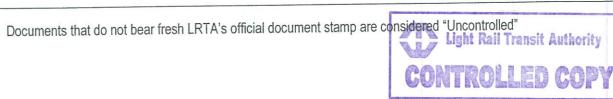




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	Scholarship grantors	accepted and acquired by LRTA  Training Services they provide will fit requirement, will be accepted and acquired by LRTA  Scholarship grants they provide will fit requirement, LRTA will be interested to apply	paid by LRTA  Training Services they will provide will be acquired and paid by LRTA  LRTA employees will qualify for the Scholarship grants they provide		Railway  - Accounting and auditing rules and regulations for non-government Training Providers  - RA9184  - Limited Training Resource Persons for Railway  - Limited scholarship grants for Railway  - Age limit of participants	Providers for Railway Operators  Tie up/Partnership with pool of Training Resource Persons for Railway Operators  Tie up/Partnership with Scholarship Grantors to give scholarship grants to qualified LRTA personnel







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