	QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
	Annex 4.2 Needs and Expectations of Relevant Interested Parties Human Resource Management	Page No.:	1 of 8
		Issue No.:	1
		Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	01 OCT 2022

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 style="list-style-type: none"> Personnel Actions with reference to appointment, promotion, transfer, resignation/separation, dismissal, discipline, commendations or any other actions affecting the status of employment. Training Needs of all LRTA employees to develop their Competencies (Core, Technical/Functional, Leadership) <p>Documentary Requirements</p>	<ul style="list-style-type: none"> Clearly defined Policies and Procedures Submitted Training Request Forms will be approved and processed Timely and Accurate 	Yes	<ul style="list-style-type: none"> Deviation from Policies and Procedures Instruction/Direction of Management Limited Training Funds Limited Training Providers for Railway 	<ul style="list-style-type: none"> Technical Expertise of LRTA Operations personnel and Engineers

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"





QUALITY MANUAL


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

Document Code:	2017.QM.CDQ.001
Page No.:	2 of 8
Issue No.:	1
Revision No.:	0
Date Prepared:	01 August 2022
Date of Effectivity:	01 OCT 2022

Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
		<ul style="list-style-type: none"> Service Record Payslips Certificate of last salary received 	preparation of reports	Yes	<ul style="list-style-type: none"> Inaccurate and late /slow action Data Loss 	- Better performance
		Reportorial Requirements- <ul style="list-style-type: none"> 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

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"



	QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
		Page No.:	3 of 8
		Issue No.:	1
		Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	01 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)
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 - Travel Authority	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 delegates/nominees within the deadline	Yes	Unmet targets Delayed submission - Limited Funds of PRTC - Not an organic office in LRTA Timelines (receiving of invitation/document for DOTr and other LRTA offices)	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 - Collaboration with DOTr to streamline process and requirements

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"





QUALITY MANUAL

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

Document Code:	2017.QM.CDQ.001
Page No.:	4 of 8
Issue No.:	1
Revision No.:	0
Date Prepared:	01 August 2022
Date of Effectivity:	01 OCT 2022

Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
		<p>All concerned employees of Railway Operators are certified by PRI</p> <p>Training Services they provide will fit requirement, will be accepted and acquired by LRTA</p> <p>Reportorial Requirements</p>	<p>All concerned employees of Railway Operators complete/ comply with the Trainings of PRI</p> <p>Training Services they will provide will be acquired and paid by LRTA</p> <p>Timely and Accurate</p>		<p>Timelines Schedule of LRTA personnel</p> <ul style="list-style-type: none"> - Limited Training Providers for Railway - Accounting and auditing rules and regulations for non-government Training Providers - RA9184 <p>Inaccurate and late Reportorial Submission</p>	<p>Collaboration with PRI in developing standard curriculum for Railway Operators</p> <p>Partnership with Government agencies (DAP, GPPB, PTTC, etc.) to develop curriculum for Railway Operators</p> <p>Better Performance</p>

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"





QUALITY MANUAL

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

Document Code:	2017.QM.CDQ.001
Page No.:	5 of 8
Issue No.:	1
Revision No.:	0
Date Prepared:	01 August 2022
Date of Effectivity:	01 OCT 2022

Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
		<ul style="list-style-type: none"> • Employees Service Records • BIR 1902 Forms • BIR 0605 Forms • PHIC Form PMRF • HDMF Member's Data Form(MDF) • HDMF Request for Consolidation and Merging of Member's Records • Notice of Salary Adjustment • Notice of Step Increment 	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	

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"





QUALITY MANUAL

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

Document Code:	2017.QM.CDQ.001
Page No.:	6 of 8
Issue No.:	1
Revision No.:	0
Date Prepared:	01 August 2022
Date of Effectivity:	01 OCT 2022

Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
		result/status of applications Training Hour requirement of all Trainees/applicants to qualify for the vacant position in LRTA Certification on Train Driving Level II	Complete and Pass the requirements of the Training 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
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

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"





QUALITY MANUAL


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




Document Code:	2017.QM.CDQ.001
Page No.:	7 of 8
Issue No.:	1
Revision No.:	0
Date Prepared:	01 August 2022
Date of Effectivity:	01 OCT 2022

Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
	Scholarship grantors	<p>accepted and acquired by LRTA</p> <p>Training Services they provide will fit requirement, will be accepted and acquired by LRTA</p> <p>Scholarship grants they provide will fit requirement, LRTA will be interested to apply</p>	<p>paid by LRTA</p> <p>Training Services they will provide will be acquired and paid by LRTA</p> <p>LRTA employees will qualify for the Scholarship grants they provide</p>		<ul style="list-style-type: none"> - 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 	<p>Providers for Railway Operators</p> <p>Tie up/Partnership with pool of Training Resource Persons for Railway Operators</p> <p>Tie up/Partnership with Scholarship Grantors to give scholarship grants to qualified LRTA personnel</p>

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"



	QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
		Page No.:	8 of 8
	Annex 4.2 Needs and Expectations of Relevant Interested Parties Human Resource Management	Issue No.:	1
		Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	01 OCT 2022

Prepared by:	Reviewed by:	Approved by:
 DIVINA J. GUISON Manager, HRM Division	 DOMINIC F. KABIGTING OIC, Administrative Department Management Representative, QMS Core Team	 ATTY. JOSE JOBEL V. BELARMINO OIC, Deputy Administrator for Administrative, Finance & AFCS Services Manager, Legal Department

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"

