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LRTA PROFILE

A pioneer of the Light Rail Transit (LRT)/Mass Rail Transit (MRT) industry since 1984, the Light Rail Transit Authority, abbreviated as LRTA, is a Government-Owned and Controlled Corporation (GOCC) created on 12 July 1980 by virtue of Executive Order (EO) No. 603, and later amended by EO No. 830 dated September 1982, and EO No. 210 dated 17 July 1987, respectively and is attached agency to the Department of Transportation (DOTr). It is governed by a 9-member Board of Directors chaired by the Secretary of Transportation.

The LRTA owns two (2) Light Rail Transit Systems, both located in Metro Manila namely, the LRT Line 1 and the LRT Line 2. The construction of the LRT Line 1 System was funded through Equity from the national government, commercial loans, flotation of bonds, loans from the Government of Belgium and from a jumbo loan through the Philippine National Bank - the Swiss Transfer Credit Facility. The construction of LRT Line 2, on the other hand, was funded through government assistance and from several packages of Yen Credits from the Government of Japan through its then Overseas Economic and Cooperation Fund (OECF).

Since 2020, LRTA adopted alternative work arrangements, maximized the use of online platforms for virtual meetings and group communications as well as other safety and health protocols relevant to its mandate as prescribed by the Department of Health, Department of Transportation, and other duly designated authorities in addressing the current health and safety concerns of the public.

1. LRT LINE 2

The LRTA operates and maintains the LRT-2 System. This LRT Line spans a total of 1.759 kilometers and is routed through Radial Road 6 (Marcos Highway, Aurora Boulevard, Ramon Magsaysay Boulevard, Legarda Street and Recto Avenue) passing through the cities of Manila, San Juan, Quezon City, Marikina, Pasig (depot), and Antipolo.


The carriageway, viaduct or tracks are mostly elevated and erected either over or along the roads covered, with sections below ground before and after the Katipunan Station, the only underground station on the line.

The LRT Line 2 Passengers are served through thirteen (13) stations namely, Antipolo, Marikina-Pasig, Santolan, Katipunan, Anonas, Araneta Center-Cubao, Betty-Go Belmonte, Gilmore, J. Ruiz, V. Mapa, Pureza, Legarda and Recto stations respectively.

Three Stations of these stations currently serve as interchanges between other lines in the metro. Pureza station which is within walking distance to the Sta. Mesa Station of the PNR Metro

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Commuter Line; Araneta Center-Cubao Station, which within close proximity to MRT Line 3 and is indirectly connected by mall passageways inside Araneta City (formerly Araneta Center); and Recto Station, which is also indirectly connected to the Doroteo Jose Station of the LRT Line 1 through a covered walkway.

The LRT Line 2 originally had eighteen (18) four-car trains. Each train has a capacity of 1,628 passengers and is designed to be commuter-friendly especially for the mobility-impaired which each train having twenty (20) sliding doors placed per side to facilitate the quick and convenient boarding and alighting of passengers. Each train car is also equipped with two units of mounted air-conditioners and has its own Public Address System (PAS) from which a recorded computerized announcement of each station stop emanates.

The LRT Line2 Stations feature elevators with Braille controls and Path-finding tactiles to guide the visually-impaired persons.

The System is the first in the country to use two novel innovations in the mass rail system. These are the ticket vending machines (TVM) and the highly-sensitized Operations Control Center (OCC).

The Fare Collection System of the LRT Line 2 System is currently under a Public-Private Partnership (PPP) scheme since December 2015 with AF Payments, Inc. (AFPI) as the AFCS Concessionaire. A Service Level Agreement (SLA) was also signed between LRTA and AFPI with the LRTA taking on the role of a Public Transport Operator (PTO).

The Office of the LRTA Line 2 is located at: LRTA Depot, Marcos Highway, Santolan, Pasig City.


Tel : (02) 8647-34-79 to 91
Fax : (02) 8647-34-53 (c/o L2 RSISD)
Email : lrtamain@lрта.gov.ph
Website : www.lрта.gov.ph

2. LRT LINE 1

Full operation of the original LRT Line 1 System commenced in May 1985, which includes Baclaran, EDSA, Libertad, Gil Puyat, Vito Cruz, Quirino, Pedro Gil, United Nations, Central Terminal, Carriedo, Doroteo Jose, Bambang, Tayuman, Blumentritt, Abad Santos, R. Papa, 5th Avenue and Monumento Stations respectively. It was further extended towards the north in October 2010 with the construction of two (2) additional stations, Balintawak and Roosevelt, forming part of its twenty (20) stations. Roosevelt Station of LRT Line 1 was officially renamed

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Fernando Poe Jr. Station on August 20, 2021 through Republic Act No. 11608, which was signed into law by then-President Rodrigo Roa Duterte on December 10, 2021.

The LRT Line 1 heritage line takes the Taft-Rizal-EDSA route, which traverses six (6) cities under the National Capital Region (NCR) starting in Parañaque City for its Baclaran Station, all the way to Pasay City, Makati City, City of Manila, Caloocan City, and Quezon City for its last station, Fernando Poe Jr. Station (formerly Roosevelt Station).

At 12:01 AM of 12 September 2015, the operation and maintenance of the LRT Line 1 System were handed over to a private concessionaire, the Light Rail Manila Corporation (LRMC) as effected by a Concession Agreement (CA) between the DOTr, LRTA as Grantors and the LRMC, which was signed on 02 October 2014 under a PPP scheme. This Agreement also mandates LRMC to undertake the construction of the extension of the LRT Line 1 System to the province of Cavite.

On November 16, 2024, the Light Rail Transit Line 1 (LRT-1) in Metro Manila inaugurated five new southbound stations as part of the Cavite Extension Project. These stations are:

Redemptorist-Aseana Station: Located near the Aseana City complex, this station serves the bustling commercial and entertainment districts in the area.

Manila International Airport (MIA) Station: Situated at the intersection of Roxas Boulevard and Seaside Drive in Parañaque, this station provides access to the vicinity of the Ninoy Aquino International Airport.

Asia World/Parañaque Integrated Terminal Exchange (PITX) Station: This station connects commuters to the Parañaque Integrated Terminal Exchange, a major transportation hub for travellers heading to and from the southern provinces.


Ninoy Aquino Avenue Station: Positioned along Ninoy Aquino Avenue, this station serves nearby residential and commercial areas, enhancing accessibility for daily commuters.

Dr. Santos Station: Also known as Sucat Station, it is located near SM City Sucat in Parañaque and currently serves as the southern terminus of LRT-1 until the completion of the extension's Phase 2.

The maintenance of the ticketing system for the LRT Line 1 is currently under a private concessionaire AF Payments, Inc. (AFPI) the same AFCS private concessionaire of LRT Line 2.

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The offices of the LRTA and LRMC are located at the LRTA Compound, Aurora Boulevard, Pasay City.

Tel (LRTA) : (02) 8478-8042 (c/o PMO-Line 1 South Extension Project)
(LRMC) : (02) 5318-5762
Email (LRTA) : lrtamain@lrta.gov.ph
(LRMC) : feedback@lrmc.com.ph
Website (LRTA) : www.lrta.gov.ph
(LRMC) : <https://lrmc.ph>

LRTA Mandate, Power and Functions

The Mandate, power and functions of the LRTA are embodied under EO No. 603, series of 1980, as amended, and in its By-Laws.

To enable the LRTA to face the challenges of a dynamic business environment and ensure sustainable operation and development, the Authority adopts a guiding principle that will instill in everyone its core values and apply them in all dealings with stakeholders and in the implementation of strategic initiatives. Likewise, LRTA is committed to conduct all transactions in accordance with policies on gender equality, accessibility and related social policies, good governance as defined under the LRTA Manual of Corporate Governance and all legal and Quality Management requirements.

1. LRTA Mandate

By virtue of Executive Order No. 603 dated 12 July 1980, the Light Rail Transit Authority is primarily responsible for the construction, operation, maintenance and/or lease of LRT Systems in the Philippines.


2. LRTA Vision

"By 2030, a premier government-corporate authority on urban mass rail transit systems committed to supporting inclusive development in growth areas of the country, providing safe, efficient, affordable, people-centered, and eco-friendly urban rail systems at par with international standards, and transforming urban rail travel as a Filipino way of life."

3. LRTA Mission

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"To enhance people mobility and provide world class light rail transport system that are sensitive, inclusive and committed to service excellence."

4. LRTA Core Values

In all its dealings with its internal and external stakeholders and in all of its activities/endeavors, it shall be guided by its core values of:

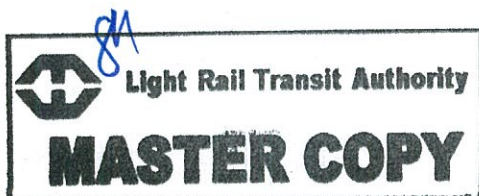
Resilience


Professionalism

Integrity

Excellence

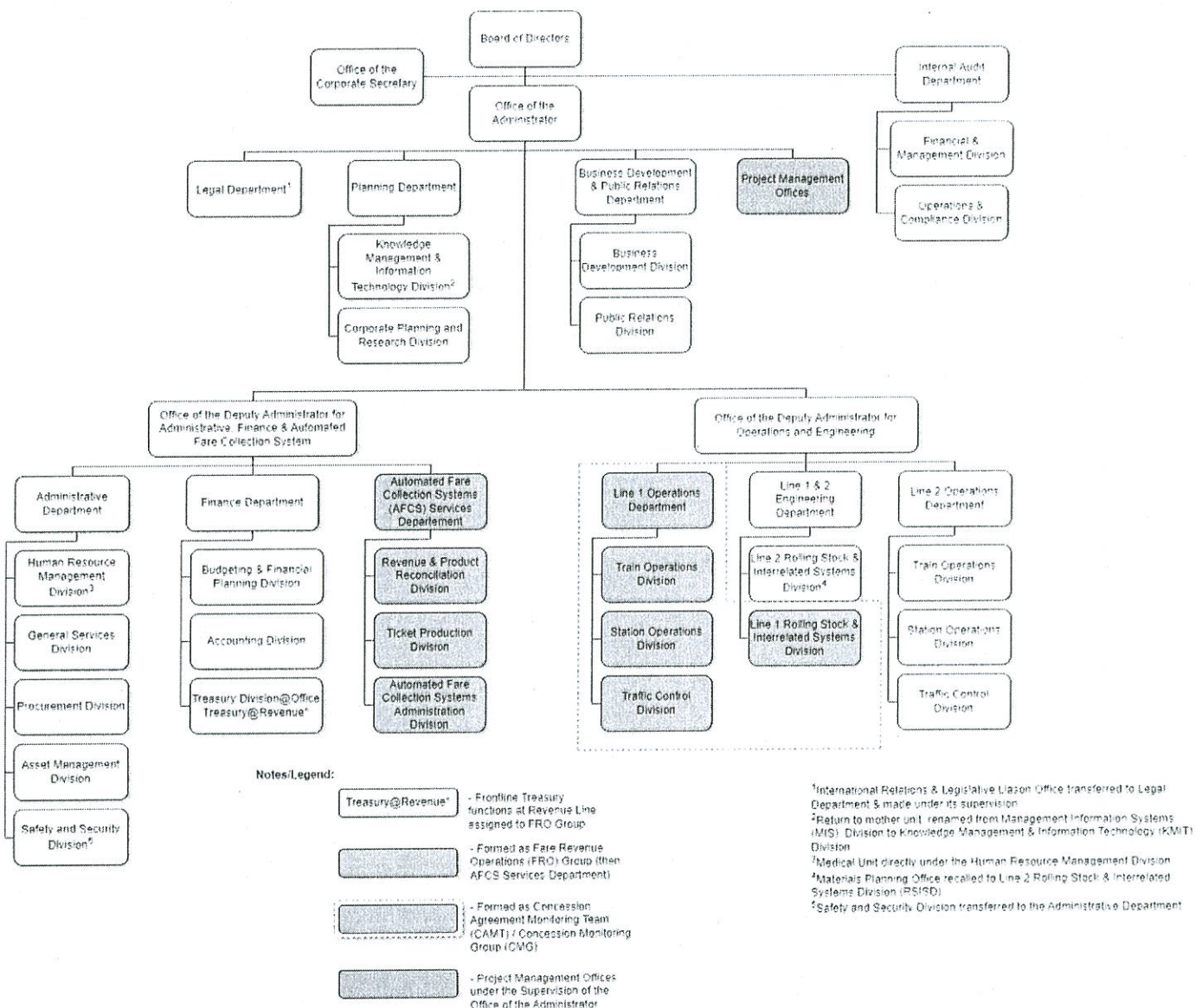
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5. Organizational Chart

Figure 1. LRTA's Organizational Structure



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6. General Description of Offices

6.1 LRTA Board of Directors

The LRTA Board of Directors is the highest policy/decision-making and governing body of the Authority. It is composed of the Secretaries of the DOTr, National Economic and Development Authority (NEDA), Department of Public Works and Highways (DPWH), Department of Finance (DOF), Department of Budget and Management (DBM), the Chairpersons of the Land Transportation Franchising and Regulatory Board (LTFRB) and Metropolitan Manila Development Authority (MMDA), the LRTA Administrator and a representative from the Private Sector. The officials next in rank to and/or such officials duly designated by the ex-officio members shall serve as alternate members. The acts of alternate members shall be considered the acts of their principals.

The DOTr Secretary serves as the Chairman of the Board and automatically presides over all board meetings. In the event of absence, the Secretary shall designate an alternate.


6.1.1 Corporate Secretary

The Office of the Corporate Secretary provides administrative and technical support to the LRTA Board of Directors through the management of its affairs/activities and its members relative to the achievement of LRTA's corporate objectives. It is headed by the Corporate Secretary whose functions are as follows:

- Serves as the adviser to the Board Members on their responsibilities and obligations;
- Keeps the minutes of meeting of the Board and all other Committees in a book or books kept for that purpose, and furnishes copies thereof to the Chairperson and other members of the Board as appropriate;
- Keeps in safe custody the seal of the Authority and affixes it to any instrument requiring the same;
- Responsible for the giving and serving of notices of Board and committee meetings, if applicable;
- Be fully informed and be part of the scheduling process of activities of the Board;
- Receives instructions from the Chairperson on the preparation of all schedules of activities of the Board, the calling of Board Meetings, the preparation of agenda for meetings, and notifying the Board of such agenda at every meeting;
- Oversees the adequate flow of information to the Board prior to meetings; and
- Ensures fulfilment of compliance disclosure requirements to regulatory bodies.

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The Corporate Secretary may have such other responsibilities as the Board may impose upon him. Thus, in the absence of a Compliance Office or the appointment of a Compliance Officer, the Corporate Secretary was designated by the LRTA Board as the Corporate Compliance Officer, in addition to his regular functions as Corporate Secretary.

As **Compliance Officer**, his functions are as follows:

- a. Monitors compliance by the LRTA of the requirements under Republic Act 10149 of 2011, otherwise known as the "Governance Act of 2011," the LRTA Manual of Corporate Governance, the rules and regulations of appropriate government agencies and, if any violations are found, reports the matter to the Board and recommends the imposition of appropriate disciplinary action on the responsible parties and the adoption of measures to prevent a repetition of the violation;
- b. Appears before the GCG when summoned in relation to compliance with the Governance Manual or other compliance issues; and
- c. Issues a certification every 30th day of May of the calendar year on the extent of the LRTA's compliance with the government corporate standards governing GOCCs for the period beginning 01 July of the immediately preceding calendar year and, if there are any deviations, explains the reason for such deviation.


6.1.2 Internal Audit Department

The LRTA's Internal Audit Department shall provide independent and objective advisory services to LRTA designed to add value and improve the Authority's operations. In accordance with the Administrative Code of 1987, and as reiterated in the Philippine Government Internal Audit Manual (PGIAM), the functions of the Department are as follows:

- a. Advises the Board of Directors on all matters relating to management control and operations audit;
- b. Reviews and appraise systems and procedures, organizational structure, asset management practices, financial and management records, reports and performance standards of the agencies/units covered;
- c. Analyzes and evaluates management deficiencies and assists top management by recommending realistic courses of action;
- d. Conducts management and operations audit of LRTA activities and determines the degree of compliance with the Authority's mandate, policies, government regulations, established objectives, systems and procedures and contractual obligations; and

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- e. Performs such other related duties and responsibilities as may be assigned or delegated by the Governing Board or as may be required by law.

6.2 Office of the Administrator

The Office of the Administrator provides overall leadership and direction, control and supervision of the LRTA operations and activities in accordance with general corporate policies approved by the Board to achieve the corporate goals and objectives of the Authority. The specific functions of the Office include the following:

- Executes, administers and implements the directives as well as policies and measures approved by the Board and performs general policy, strategic and decision-making functions for the Authority;
- Recommends, for Board approval, policies, programs, projects and other important matters in pursuit of corporate objectives, including the corresponding budgetary requirements thereto;
- Ensures the attainment of corporate objectives and targets as well as the effective and efficient implementation of corporate policies, programs, operating systems and procedures;
- Promotes the LRT system and the Authority in accordance with official policies and directions and administers the external relations program of the Authority; and
- Exercises such other powers and performs such other functions as may be vested in him by the Board.

In addition to the duties imposed by the Board, the Administrator, likewise, performs the following:


- Submits to the Board, as soon as possible after the close of each fiscal year, and to the appropriate oversight agencies, a complete report of the operations of the LRTA for the preceding year, and the state of its affairs;
- Reports to the Board, from time to time, all matters within his knowledge which the interest of LRTA may require to be brought to its notice; and
- Coordinates and manages offices and units that are directly under the supervision of the Office of the Administrator, as follows:

6.2.1 Legal Department

The Department shall be the central legal affairs office of the Authority. All rules, regulations, transactions made by the Authority that require legal consideration will

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have to be passed to the Legal Department. The Chief Legal Counsel of LRTA undertakes the following functions:

- a. Evaluates, conducts researches, recommends and/or approves office regulations, contracts, agreements and transactions based on the current Philippine laws and regulations;
- b. Represents the Authority in all court proceedings and litigation in administrative bodies and will serve as consultant for legal opinions on certain issues faced by the Authority, its officials and/or employees;
- c. Identifies and resolves potential legal problems resulting from operational transactions;
- d. Performs final review of all contracts and other legal documents, and transact with government and private offices with respect to legal matters concerning the Authority;
- e. Supervises the works of existing complement of legal counsels, legal researchers and other support staff; and
- f. Performs such other tasks, assignments or duties as maybe assigned or delegated by the Authority.


6.2.1.1 International Relations and Legislative Liaison Office (IRLLO)

By virtue of Office Order No. 01 issued on 09 January 2018, the International Relations and Legislative Liaison Office (IRLLO) was transferred and made directly under the supervision of the Legal Department. It is tasked to support the LRTA management in pursuing its progressive direction by strengthening relationship with the Philippine Legislative and international relations bodies through representation and prompt disposition of requirements on railway transport issues and concerns. The IRLLO assists the LRTA Management in the coordination, preparation of documents, data gathering, research and communications pertaining to railway transport system for the concerned Philippine Legislative and International Relations bodies. Likewise, it establishes liaison activities with the legislative bodies and government legislative agencies as well as GSIS, HDMF, Philhealth and other agencies pertaining to LRTA concerns. The specific duties and functions of IRLLO are as follows:

- a. Communicates/coordinates with international organizations to assist the Management and other LRTA personnel who are required to attend events, international affairs, fora, conferences, exhibits/trade fairs,

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summits or foreign relations activities related to railway transport system for the advancement of skills and technology;


- b. Coordinates with the Administrative Department and Planning Department to develop the Agency's international agendas, if necessary, which include international agreements, other opportunities, information exchanges and participation in visits;
- c. Conducts interactions with other government agencies relating to railway transport system specifically on LRT 2;
- d. Provides information to concerned government agencies and international organizations in relation to railway transport system;
- e. Cooperates and coordinates with the concerned legislative offices, if necessary, in the formulation and implementation of Railway Acts, bills and other related laws;
- f. Develops strategies, as may be required, in the implementation of the Railway Acts specifically for the Authority/Agency;
- g. Facilitates networking and consensus-building between the Management and other departments, divisions, units or sections as it relates to legislative liaison and international relations matters;
- h. Responds promptly to all communications received for the Management through the Legal Department and/or Administrative Department in relation to international relations and legislative liaison matters;
- i. Keeps the Management informed of Congressional objectives, concerns and activities relating to railway matters specifically LRT 2, through the Legal Department;
- j. Liaises with the Senate of the Philippines, House of Representatives, GSIS, HDMF, and other government agencies in relation to LRTA concerns; and
- k. Performs other duties as may be assigned according to the level, nature of work, and performance of IRLLO.

6.2.2 Planning Department

The Department oversees the identification and development of short, medium and long-term plans of the Authority, monitoring and evaluation of corporate performance, creation, dissemination, and utilization of knowledge for the different LRTA offices, and information technology management. It provides direct information to Management through a status report of ongoing plans, programs, and projects. It manages the Corporate Planning & Research Division (CPRD) and the then Management of Information Systems Division (MISD), now known as Knowledge Management and Information Technology Division (KMITD). The Department is

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responsible for undertaking the following specific functions, which are carried out by the said offices under its supervision:

6.2.2.1 Corporate Planning and Research Division (CPRD):

- Formulates corporate goals/objectives, policies, short and long-term corporate plans for the Authority;
- Searches, identifies and analyzes alternative ways of implementation and determines the extent to which development projects may affect the LRTA's corporate goals and objectives;
- Prepares feasibility studies for identified projects including an investigation of the market, its technical, financial, economic and operational viability;
- Prepares all necessary documents for the approval, financing and execution of developmental projects, including negotiations with external (both local and international) financing institutions;
- Collects, analyzes and processes corporate and project data to evaluate corporate and project performance against set targets, standards and parameters to be able to make appropriate recommendations as may be required;
- Acts as the Secretariat of the Performance Management Team (PMT); and
- Performs such other tasks, assignments or duties as may be assigned or delegated by the Authority.

6.2.2.2 Knowledge Management & Information Technology Division (KMITD)


The Management Information System Division (MISD) was renamed as Knowledge Management and Information Technology Division, abbreviated as KMITD, through Office Order No. 11 issued on 15 December 2017 to also take on the responsibility of institutionalizing organizational knowledge in the agency. The Division Manager of the KMITD is designated as the Chief Information Officer (CIO) of the Authority. The functions of the renamed Division are as follows:

A. Knowledge Management

Manages the creation, storage, and dissemination of knowledge across LRTA offices by:

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- Mapping Information: Identifies and organizes knowledge assets within LRTA.
- Storing Information: Maintains knowledge repositories (databases, data warehouses) to preserve organizational memory in an electronic environment.
- Retrieving Information: Ensures knowledge is easily accessible through information retrieval systems.

B. Information Technology (IT) Management

1. Management Information Support

- Develops and implements IT systems to enhance LRTA's information management.
- Prepares and provides relevant data, reports, and statistics to support LRT operations.
- Maintains and administers databases, ensuring data integrity and accessibility for decision-making.
- Manages the LRTA website, government mail accounts, and software configurations.
- Evaluates, recommends, and acquires appropriate software packages and solutions.
- Provides IT-related training and support to users.

2. IT Infrastructure, Security, and Management


- Oversees the design, installation, and maintenance of LRTA's data communications infrastructure.
- Manages the security and performance of ICT facilities, ensuring network and system upgrades.
- Conducts research and applies emerging technologies to improve LRTA's IT infrastructure.
- Provides technical support and training for databases, network operations, and related IT services.

6.2.3 Business Development and Public Relations Department (BDPRD)

The Department oversees the conduct of research, feasibility studies, data gathering, and statistical analysis and the formulation/development of plans and programs for LRTA's non-rail revenue generated activities. It also ensures the promotion of the

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LRT system and its programs and projects through various platforms and channels to achieve greater public awareness of the Authority and its services.

6.2.3.1 Business Development Division (BDD)

This Division reports directly to the Department Manager of the BDDPRD and is under the supervision of the Division Manager. The major functions of this unit are as follows:

- Overall supervision on the development of a strategic business model and the discharge of regulatory oversight functions over the operation of all non-rail revenue projects and activities; and
- Oversees the conduct of research conceptualization, evaluation and processing of non-rail business proposals, and the development/identification of new business ventures.

6.2.3.2 Public Relations Division (PRD)

This Division reports directly to the Department Manager of the BDDPRD and is under the supervision of the Division Manager. The major functions of this unit are as follows:


- Oversees the formulation of an effective and efficient information program through traditional and social media to achieve and maintain a favorable image/reputation of the Authority;
- Directs the formulation of plans, programs and strategies on public relations, media relations, community and government relations, customer relations and reputation management; and
- Oversees the day to day operations of the Public Relations Division which is the unit in charge of customer complaints and feedback management, management of social media.

6.2.4 Projects Management Offices (PMO)

Consistent with the DBM Circular No. 485 dated 13 March 2003 and to rationalize the existing various Project Management Offices (PMOs) of LRTA, all PMOs report directly to the Office of the Administrator through Special Order No. 276, series of 2023, issued on 29 November 2023. Each project is headed by a Project Manager who is tasked and is required to duly coordinate, interface,

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report and submit/present accomplishment reports and project-related documents of LRTA.

The PMO performs the following functions:

- a. Ensures efficient, prompt and effective implementation of all projects of LRTA;
- b. Ensures that all concerned projects are properly coordinated and are consistent with LRTA's regular and core functions;
- c. Collates and/or consolidates regular accomplishment reports and performance monitoring reports of the concerned project management offices of LRTA; and
- d. Actively participates in the inception, planning, development, assessment, evaluation and approval of proposed and/or planned projects.
- e. Other distinct functions that may be specifically assigned as deemed necessary.

6.3 Office of the Deputy Administrator for Administrative, Finance and Automated Fare Collection System (AFCS) Services

Advises and assists the Office of the Administrator in the formulation and implementation of rules and regulations necessary to carry-out the objectives and policies of the Authority concerning Administrative, Finance and Automated Fare Collection System services. Its specific functions are as follows:

- a. Develops, recommends and manages the implementation of operating plans, policies and strategies to ensure efficiency and effectiveness;
- b. Conducts/manages consultations and meetings with different Department Managers and Key Officials under the Office of the Deputy Administrator;
- c. Provides technical assistance to the Office of the Administrator and the LRTA Board, as may be requested; and
- d. Oversees the management and operation of the following offices/units:

6.3.1 Administrative Department


The Administrative Department supervises and monitors policy-making and implementation with regard to human relations, development and management, asset management, procurement, general services, administration of health services to the Authority and provision of first-aid treatment to passengers in case of accident.

The functions of the five (5) divisions under this department are as follows:

6.3.1.1 Human Resource Management Division

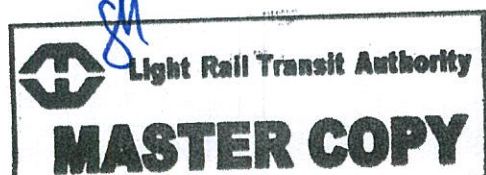
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- a. Adopts competency-based and strategic talent sourcing to attract and select the best qualified candidates;
- b. Undertakes personnel actions on appointment, promotion, transfer, separation, reinstatement, reassignment, retirement, dropping from the rolls, dismissal, detailment and designations;
- c. Administers appropriate written and oral examinations and competency-based assessment to applicants;
- d. Reviews, evaluates and continuously enhances the existing Recruitment and Promotion Policies.
- e. Formulates policies, guidelines and rules pertaining to the training and development programs of LRTA;
- f. Plans, prepares, implements, monitors and evaluates the competency-based Learning & Development Program of LRTA;
- g. Processes local and foreign scholarships of LRTA officers and employees;
- h. Monitors and evaluates effectiveness of personnel development training programs;
- i. Sources out training/scholarship programs from institutions whether local or foreign and establishes possible partnership and linkages with them;
- j. Facilitates processing of On-the-Job (OJT) application of students in LRTA;
- k. Facilitates processing of the application for Solo Parents of qualified LRTA employees;
- l. Develops and prepares career pathing and job enrichment programs for the LRTA employees;
- m. Responsible for facilitating the socio-cultural activities of the LRTA employees;
- n. Responsible for the provision and implementation of health, wellness, physical fitness programs of the LRTA;
- o. Prepares, evaluates and ensures implementation of policies, guidelines, rules and regulations pertaining to employee remunerations and benefits;
- p. Ensures that all employee benefits, including, but not limited to their salaries and allowances, overtime pay, GSIS benefits, PhilHealth, Pag-ibig, and Employee's compensation are properly implemented and complied with;
- q. Provides assistance in the implementation of programs and projects of the employees' association and provides secretariat services in the conduct of collective negotiation agreement; Personnel Selection Board (PSB), Programs on Awards and Incentives for Service Excellence

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(PRAISE), Personnel Development Committee (PDC), and the Change Management Team (CMT).

6.3.1.1.1 Medical Unit

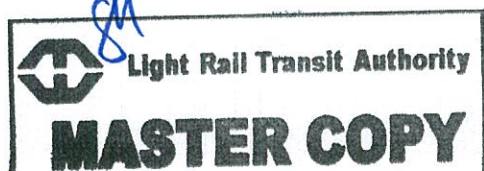
The Medical Unit, through Office Order No. 4, series of 2022, is now under the direct supervision of the HRM Division. Its specific functions include the formulation of programs and activities that will help promote health and safety awareness and responsiveness as well as treatment and provision of medical services to LRTA employees and passengers of LRT Line 2 and other future LRTA Lines. For immediate action and response as well as dissemination of health protocols on the COVID-19 pandemic, the Head of the Medical Unit and the Department Manager shall issue Advisory Bulletins to all LRTA employees and concerned stakeholders.


6.3.1.2 General Services Division

- a. Prepares and undertakes supplies storage and distribution plans and programs and supervises the periodic inspection, issuance and monitoring of delivered office supplies and materials;
- b. Maintains and updates pertinent documents related to the periodic inspection, issuance and monitoring of delivered office supplies and materials and prepares status reports related thereto;
- c. Maintains proper management and control of documented information;
- d. Administers contract agreements with janitorial services contractors/service providers, through the Contract of Service mode, as well as the photocopier and drinking water providers, and prepares performance evaluation for monitoring and control purposes;
- e. Prepares and executes preventive maintenance schedule of service vehicles, dispatching of carpool drivers and monitoring of fuel allocation and consumption per service vehicle and pre/post-repair inspection reports;
- f. Facilitates the payment of billings for utilities and fuel consumption;
- g. Prepares PPMPs for common office supplies for submission to the Procurement Division; and
- h. Maintains proper management of the Central warehouse.

6.3.1.3 Procurement Division

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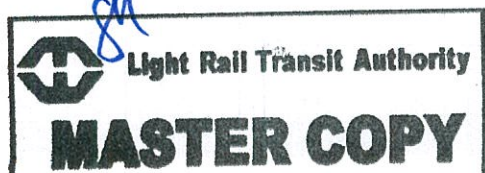
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- a. Prepares and consolidates the Annual Procurement Plan (APP) based on all requirements of each requisitioning office for various goods (spare parts, materials, tools and equipment, among others) and services (consultancy, infrastructure or other works);
- b. Manages and monitors all procurement activities and submit monthly, quarterly, semestral or yearly reports, as required/necessary;
- c. Monitors all procurement activities in terms of budget requirements and utilization, procurement modality for all goods, spare parts, materials, tools, equipment and/or services;
- d. Assists in managing the procurement process and functions as BAC Secretariat pursuant to Section 14 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184;
- e. Prepares, monitors and manages the Purchase Orders (PO) for duly awarded contracts including the processing of payments thereof and release of performance and warranty securities; and
- f. Liaises with suppliers, consultants and contractors, as may be necessary, in matters relating to or arising from the implementation of contracts.

6.3.1.4 Asset Management Division

- a. Undertakes initial inspection and acceptance of newly-procured goods in accordance with the contract requirements of Requisitioner/End-user units in coordination with the Procurement Division and Warehouse Unit including the preparation and submission of required reports per COA Rules;
- b. Conducts the annual physical inventory count for LRTA Property Plant and Equipment (PPE), Semi-Expendable Property and Land Titles (TCT), update records thereafter and maintain the inventory records of all LRTA properties/assets;
- c. Implements the procedure in the divestment/disposal of government property in accordance to the COA Rules and submits to the Chairman of the Waste Disposal Committee (WDC) the consolidated summary list of disposable and unserviceable properties, equipment and materials to determine the proper mode of disposal to adopt as appropriate and deemed advantageous to the government;

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- d. Facilitates the annual mandatory renewal of LRTA existing licenses, permits, certificates, and registrations required by other government agencies such as LTO, NTC, LGU, etc.;
- e. Facilitates the annual mandatory renewal of GSIS Industrial All-Risk Insurance (IAR) coverage of LRTA properties and assets against physical loss/damage;
- f. Provides assistance to Business Development Division (BDD) in determining vacant property lots titled under the name of LRTA that can be utilized for non-rail revenue business development;
- g. Performs the actual inspection, testing and commissioning of on-going LRTA-PMO Projects subject to final acceptance of the Inspection and Acceptance Committee (IAC);
- h. Records and ensures completeness of gate pass documentation of all properties entering and exiting in the LRTA compound and premises; and
- i. Issues and updates Property Acknowledgment Receipts (PAR) and Inventory Custodian Slips (ICS) of LRTA properties entrusted to every accountable official and employee including the processing of clearances on property accountabilities.


6.3.1.5 Safety & Security Division

The Safety & Security Division (SSD) is now under the supervision of the Administrative Department through Office Order No. 03, series of 2022. The SSD closely coordinates with the Operations Department, the BDPRD and the Security agency that provides security service for the revenue line and at the depot. The following are the functions of the division:

- a. Overall supervision, preservation and development of the safety, security and environmental welfare of the LRTA;
- b. Formulates safety, security and environmental schedules, programs, policies, instructions, rules and regulations as compliance to the directives of the Department of Transportation (DOTr), Occupational Safety and Health Standards (OSHS), and other affiliated agencies;
- c. Develops and maintains logical, sufficient and integrated systems for tactical planning and monitoring security intelligence of the Authority;
- d. Periodically monitors, reviews and evaluates the safety code considering the LRTA's experiences in its implementation to ensure its continued effectiveness;

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- e. Conducts investigation whenever there is violation of policies and procedures and other actions that may constitute breach to security of the LRTA committed by passengers, employees and other contracted security personnel;
- f. Monitors workplace activities to ensure that workers compliance with the LRTA policies and other government safety regulations;
- g. Performs safety inspections with complete knowledge that can be acquired through safety training in compliance with the Occupational Safety & Health Standards;
- h. Provides necessary safety related assistance in the continuity of operations, with safety protocols in aid for the LRTA's prompt restoration of its essential functions;
- i. Maintains as safe workplace with assimilated knowledge through safety trainings and seminars; and
- j. Performs inspection, maintenance, and replacement of emergency equipment.

6.3.2 Finance Department

The Finance Department supervises and recommends the formulation of financial policies, short-term and long-term financial plans and programs, systems and procedures and oversees their implementation upon approval by the Board and/or the appropriate approving authority. Under the Department are the following offices with their corresponding functions:

6.3.2.1 Billing and Collection Services Unit


- a. Formulates and implements plans and programs for the effective and efficient collection of all LRTA receivables;
- b. Provides an effective and efficient collection system;
- c. Collects and monitors rental payments from lessees of LRTA properties used for commercial and advertising purposes;
- d. Prepares statement of accounts and notices and delivers these to updated and delinquent lessees; and
- e. Prepares regular reports for management information.

6.3.2.2 Budgeting and Financial Planning Division

- a. Prepares, updates, and implements short-, medium-, and long-term financial plans and programs of LRTA;

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- b. Prepares Corporate Operating Budget - proposed and estimates, and briefing materials/presentation documents and other requirements for budget hearings/deliberations;
- c. Forecasts financing sources in coordination with other units in determining the adequacy of funds and allocates available funds to programmed expenditures or activities;
- d. Evaluates expenditure proposals vis-à-vis actual expenses, current and planned activities/ programs/ projects and prepares LRTA's financial performance; and
- e. Prepares the budgetary requirements of LRTA's staffing requirements and projects.

6.3.2.3 Accounting Division


- a. Undertakes the preparation and analysis of financial statements and supporting schedules/reports.
- b. Provides technical advice to management on accounting matters for management decision-making and during budget deliberations;
- c. Prepares Bank Reconciliation Statements;
- d. Records and reconciles the LRTA loans and investments;
- e. Validates and certifies all disbursements of LRTA;
- f. Prepares schedules of remittance and disbursement vouchers to BIR, GSIS, HDMF and PhilHealth;
- g. Performs electronic filing of the remittances to BIR, GSIS, HDMF and PhilHealth;
- h. Acts as witness in the year-end inventory of LRTA Assets; and
- i. Reconciles Annual Physical Inventory of Assets with LRTA books.

6.3.2.4 Treasury Division

- a. Manages the day-to-day cash position and balances of all LRTA Accounts; monitors cash from all sources such as, but not limited to rail and non-rail revenues, borrowings and fund releases;
- b. Identifies disbursement priorities; issues commercial and manager's checks for payment of corporate operating expenses, and Letters of Instruction for payment of personal services; in-charge of tax remittances and electronic payment of monthly remittances of employees' loans and statutory deductions;
- c. Manages placement and maturities of investments and hold-out securities; determines the amount of investible funds taking into account

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available bank balances and maturing loans and other obligations of the Authority;

- d. Adapts and monitors an efficient system of billing, collection and reporting; in-charge of prompt deposit of cash/check from lease/rental, advertisements and other non-rail revenues;
- e. Manages the effective and efficient disbursement and recording of petty cash funds; maintains/updates passbooks for various expenses;
- f. Maintains Omnibus Credit Line Facility; monitors maturing domestic loan obligations and Letters of Credit; and in-charge in the payment of principal and interest/GRT;
- g. Keeps custody of cash, non-cash items, accountable forms, bonds, land titles, all financial instruments, securities and all other documents of value to the Authority, and safekeeps/deposits with duly-authorized institutions and depositories as authorized by Management;
- h. Ensures an efficient system of collection, deposit, investment and disbursement of agency funds and reports periodically on the agency's financial position;
- i. Verifies daily rail revenue collections and remittances, validates settlement of payments due to/from LRTA Concessionaires; and
- j. Facilitates the efficient implementation of financial obligations and commitments of the LRTA as co-Grantor under the Concession Agreement with the Concessionaires.

6.3.3 AFCS Services Department/FRO Group

The Fare Revenue Operations (FRO) Group was established through series of LRTA Special Orders¹ as an interim office to address the implementation of AFCS contactless technology, and until the new LRTA Restructuring Plan is approved.


On September 18, 2024, Special Order No. 351 was issued updating the functions and composition of FRO Group. The FRO) Group shall be responsible for the effective and efficient management of the fare revenue operations of the LRTA through (a) ticket management and sales collection, (b) automated fare collection system administration and standards compliance monitoring, and (c) clearing of fare revenue and settlement, with related internal and external offices.

The FRO Group's core functions are:

¹ Special Order No. 2 Series of 2016; Special Order No. 28 Jan 25, 2018;
Special Order No. 348 Nov. 5, 2019 Special Order No. SO-125 Nov. 27, 2020

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- a. Develop departmental plans and programs relevant to its mandate and in line with the agency mission, vision and policies.
- b. Issue and/or recommend AFCS policies and procedures to ensure efficient and effective fare revenue operations.
- c. Act as the Central coordinating office regarding AFCS-related issues and concerns of LRTA, with the Department of Transportation (DoTr) Program Office/Scheme Provider, AFCS Concessionaire (AF Payments, Inc.) and other stakeholders.
- d. Perform reconciliation of ticket sales and cash collection and settlement of payable transactions with AFCS Concessionaire.
- e. Oversee the Information Technology System related to the operation of the AFCS (Automated Fare Collection System), including business intelligence and analytic, and the management of transactional data and reports. Additionally, ensure information security for AFCS operations, particularly in managing user access and safeguarding the system.
- f. Manage station tickets and sales collection operations to ensure continuous supply of contactless tickets and efficient ticket sales collection to and from the revenue line.

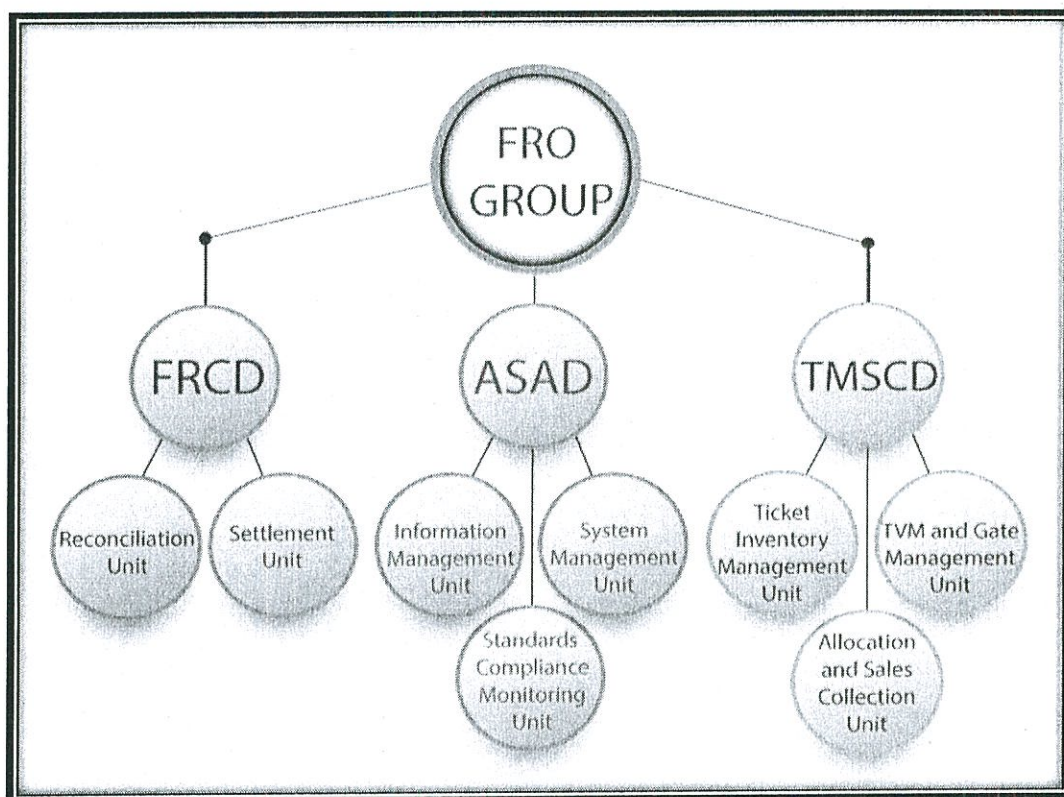
Interim Organizational Set-Up

The Fare Revenue Operations Group shall adopt the following interim organizational structure:

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6.3.3.1 Fare Revenue Clearing Division (FRCD)

This Division is responsible for the reconciliation/validation of ticket sales, cash collection and settlement of payable and receivable transactions to and from the AFCS Concessionaire with the AFCS Level 3 and Level 4 generated reports.

6.3.3.2 AFC System Administration Division (ASAD)

The AFC System Administration Division (ASAD) is responsible for managing the information technology aspects of the fare collection system, generating transactional data and reports, and ensuring the implementation of information security. It is also tasked with monitoring, assessing, reporting, and validating performance indicators to ensure the AFCS Concessionaire's compliance with the AFCS Concession Agreement. Additionally, ASAD

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serves as the Business Intelligence unit for AFCS-LRTA Line 2, providing technology-driven processes for analyzing data and presenting information to support informed decision-making by LRTA officials and other relevant offices.

6.3.3.3 Ticket Management and Sales Collection Division (TMSCD)

Responsible for station ticket administration and sales collection operations to ensure continuous supply of contactless tickets to the revenue line and to account and to safe-keep daily revenue.

6.4 Office of the Deputy Administrator for Operations and Engineering

It develops, recommends and manages implementation of operating plans, policies, and strategies to ensure efficiency and effectiveness. Likewise, it oversees, directs and exercises immediate supervision over the following functional areas:

6.4.1 Line 1 Operations Department

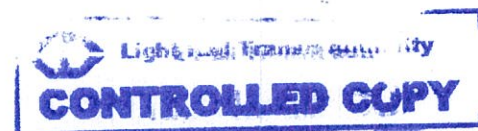
The Line 1 Operations Department is composed of the Train Operations Division, Station Operations Division, and Traffic Control Division as approved by the DBM in February 2010. These offices were deactivated with the effectivity of the LRT Line 1 Extension, Operation and Maintenance Project Concession Agreement on 12 September 2015. This paved the way for the establishment of an interim organization named the **"Line 1 Concession Agreement Management Team (CAMT)"** and **"Concession Agreement Management Team (CAMT)"** under the Office of the Deputy Administrator for Operations and Engineering.


Concession Agreement Management Team (CAMT)

In line with the implementation of the LRT Line 1 Extension, Operation and Maintenance Project Concession Agreement (CA), and pending the development of LRTA's Reorganization/Restructuring Plan, the "Line 1 Concession Agreement Management Team (CAMT)" was created pursuant to Special Order (SO) No. 98 dated 23 September 2015 with amendments per Special Order No. 31 series of 2017, Special Order No. 16 series of 2018 and Office Order No. 01, series of 2022.

The CAMT acts as the executive team that oversees, monitors compliances and assesses overall performance of the Concessionaire relative to its obligations and commitments under the CA. It also acts as the operating arm of the Grantors (DOTr

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and LRTA) in the performance of their obligations under the CA. The LRTA and the DOTr are co-Grantors and the CA only refers to their joint (i.e. combined) responsibilities. Therefore, an internal Memorandum of Understanding (MOU) had been signed between the Grantors to set out their separate responsibilities in more detail. With respect to the KPIs, the fundamental distinctions made were as follows: the LRTA is responsible for monitoring and reporting performance on a monthly basis to DOTr while the DOTr is responsible for the monthly financial audit of charges and for charging on a quarterly basis.


The functions of the CAMT are as follows:

- a. Exercises Grantors' right to inspect, check or test the Concessionaire's provision of any service – any part of the Line 1 System, including all project assets, and recommends to the proper body rectification of any deficiency or breach of Concessionaire's obligations;
- b. Monitors Concessionaire's accomplishment of Key Performance Indicators (KPIs) as set out in Parts 2 and 3 of Schedule 6 of the CA;
- c. Establishes a Key Performance Indicator (KPI) Monitoring System (automated and manual);
- d. Reports breach on KPI targets, issues KPI notifications, verifies and recommends to the proper body necessary KPI charges;
- e. Notifies the DOTr and the Concessionaire remedial actions and rectification times in the event that KPIs are not met;
- f. Ensures timely submission of reports by the Concessionaire in relation to the operations and maintenance and provision of services;
- g. Ensures schedule of reports/meetings under the CA are met;
- h. Updates and maintains a repository of all submissions, documents, forms and procedures;
- i. Handles matters concerning legal, financial, asset management, business development, fare revenue and the Cavite Extension's Operation, which shall be within the CAMT level once the extension already operational; and
- j. Performs such other functions as may be required by Grantors' Management for the proper and efficient implementation of the CA.

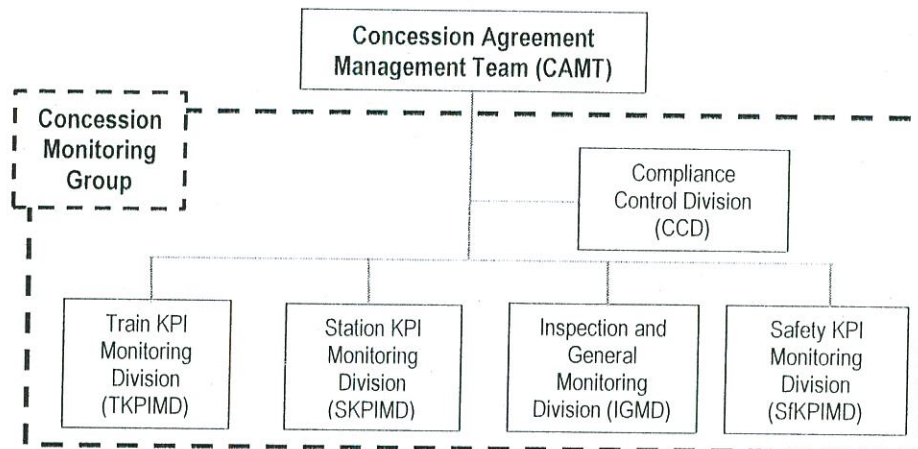
An interim organizational/functional group was then created as the Concession Agreement Monitoring Group (CAMG) to assist the CAMT in carrying out its mandate. Under Special Order No. 47 series of 2019, the then CAMG was renamed as Concession Monitoring Group (CMG). Figure 3 presents the revised Interim Organizational Structure of CAMT.

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Interim Organizational Structure of CAMT




Concession Monitoring Group (CMG) – For its general function, the CMG is responsible for the provision of technical and administrative support to the CAMT in overseeing, monitoring compliances, and assessing overall performance of the Concessionaire in relation to its obligations and commitments under the Concession Agreement (CA).

Under the CMG are the Compliance Control Division (CCD), Train KPI Monitoring Division (TKPIMD), Station KPI Monitoring Division (SKPIMD), Safety KPI Monitoring Division (SfKPIMD), and the Inspection and General Monitoring Division (IGMD). The specific functions of the units under the CMG are as follows:

6.4.1.1 Compliance Control Division (CCD)

- Provides administrative support to CAMT and the CMG;
- Takes custody of Concession Agreement–related photo copies of documents and other records;
- Organizes and makes necessary arrangements for meetings and consultations;
- Reviews Concessionaire's submissions and submits reports as may be required by Management and/or oversight agencies;
- Monitors and ensures timely report and document preparations and consultations;

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- f. Assists in the management of the processes, such as, referrals of documents, letters to proper offices involved in the effective monitoring and implementation of the CA;
- g. Consolidates and prepares the Work and Financial Plan/Budget of the Division; and
- h. Performs other functions relative to the CA that may be assigned from time to time.

6.4.1.2 Train Key Performance Indicator Monitoring Division (TKPIMD)


- a. Checks and monitors the Primary Train Key Performance Indicators (KPIs 1-4) and the Secondary Train Key Performance Indicators (KPIs 5, 12 and 14), Concessionaire's Train Operations plans, management program, and other related matters as specified under the CA Key Performance Indicator (KPI) Schedule;
- b. Establishes, implements and continuously updates the manual and automatic KPI Monitoring System;
- c. Reports Train Service KPI breaches and issues notifications, verifications and recommendations to the proper authorities on KPI changes;
- d. Reviews Concessionaire's submissions and submits reports as may be required by Management and/or oversight agencies;
- e. Identifies/recommends technical competency trainings of the members within the division;
- f. Identifies the necessary staffing and capacity-building requirements of the division for approval of the LRTA Management;
- g. Prepares Annual Work and Financial Plan/Budget of the division for approval of the LRTA Management;
- h. Conducts periodic performance assessment/appraisal of unit members' performance; and
- i. Performs other functions relative to the CA that may be assigned from time to time.

6.4.1.3 Station Key Performance Indicator Monitoring Division (SKPIMD)

- a. Checks and monitors the Secondary Station KPIs (KPIs 6, 7, 8, 9, 10, 11, 12, 13, 15 and 16) concessionaire's Station Operations plans and management program, and other related matters as specified under the CA KPI Schedule;
- b. Establishes, implements and continuously updates the manual and automatic KPI Monitoring System;

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- c. Reports Station Service KPI breaches and issues notifications, verifications and recommendations to the proper authorities on KPI charges;
- d. Reviews Concessionaire's submissions and submits reports as may be required by Management and/or oversight agencies;
- e. Identifies/recommends technical competency trainings of the members within the division;
- f. Identifies the necessary staffing and capacity-building requirements of the division, for approval of the LRTA Management;
- g. Prepares Annual Work and Financial Plan/Budget of the division for approval of the LRTA Management;
- h. Conducts periodic performance assessment/appraisal of members' performance; and
- i. Performs other functions relative to the CA that may be assigned from time to time.

6.4.1.4 Inspection and General Monitoring Division (IGMD)


- a. Inspects, checks or tests the Concessionaire's provision of any service, and any part of the system, including project assets;
- b. Assists the CAMT in the preparation of any documents, procedures, checklists, and in the establishment, implementation and updating of the manual and automated Concession Monitoring System for the purpose;
- c. Recommends rectifications of any deficiency or breaches of any of the Concessionaire's obligations;
- d. Reviews Concessionaire's submissions and submit reports as may be required by Management and/or oversight agencies;
- e. Identifies/recommends technical competency trainings of the division's members;
- f. Prepares Annual Work and Financial Plan/Budget of the division for approval of the LRTA Management;
- g. Conducts periodic performance assessment/appraisal of the division members' performance; and
- h. Performs other functions relative to the CA that may be assigned from time to time.

6.4.1.5 Safety Key Performance Indicator Monitoring Unit (SKPIMU)

- a. Checks and monitors safety KPIs, Concessionaire's safety plan, risk management program and other safety-related matters as specified under the CA KPI Schedule;

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- b. Recommends rectifications of any deficiency or breach of the Concessionaire's obligations;
- c. Reviews Concessionaire's submissions and submits reports as may be required by Management and/or oversight agencies;
- d. Identifies and recommends technical competency trainings for the division's members; and
- e. Performs other functions relative to the CA that may be assigned from time to time.

6.4.2 Line 2 Operations Department

The Line 2 Operations Department is composed of the Train Operations Division, Station Operations Division, and Traffic Control Division. This Department is responsible for carrying out one of the core processes of LRTA, which is the LRT Operations Management. Its overall functions are as follows:


- a. Provides safe and efficient train service in the Line 2 System;
- b. Implements the fare collection, including the refund procedure; and
- c. Monitors, controls and/or coordinates train movements, rail vehicles and maintenance works on the facilities
- d. Oversees the performance of the following units under its supervision:

6.4.2.1 Train Operations Division (TOD)

The LRT Line 2 Train Operations Division ensures that the required numbers of Train Drivers are according to the required number of trips per Time Table generated. It takes on the responsibility of ensuring that Train Drivers and Line Dispatchers possesses basic competencies in all aspects of train operations processes such as effective dispatching of manpower and meticulous preparation of schedule/roster, rolling stock operations including the response to any train faults and management of emergency and other skills like effective communication and capability of understanding the instructions/directions when coordinating with the Operations Control Center (OCC). Specific functions of the TOD are as follows:

- a. Prepares and implements work schedules to ensure smooth flow of train operations at the revenue line;
- b. Inspects and certifies the fitness of Train Operations personnel prior to their deployment on scheduled service and also handles evaluation of job performance and recommends policy directions for the unit;

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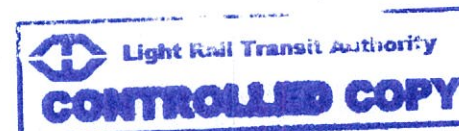
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- c. Monitors the replacement of Train Drivers using prepared approved duty roster, train preparation procedures, injection/ ejection (insertion/removal) of trains and arrival/departure of trains at/from terminals based on approved train schedule. Likewise, it recommends rerouting in cases of breakdowns to prevent unnecessary delays in revenue service;
- d. Handles train operation in accordance with prescribed timetables and instructions and reports any abnormality along the line;
- e. Complies with the Agency's risk management programs;
- f. Supports the Training Section of HRMD with the Learning and Development Program through train-related training modules;
- g. Provides key instructors and technical and non-technical programs to the PRTC particularly for the usage of the Simulator Equipment and other support training modules;
- h. Ensures that the level of competency of all Line Dispatchers and Train Drivers is at the acceptable level by providing them refresher courses aside from updating their skills and knowledges on the different aspect of train operations processes through re-tooling courses;
- i. Performs analysis, evaluation of individual performances of Train Drivers, Line 2 Dispatchers with the end view of improving the quality of performances and competence level;
- j. Initiates the gradual changing of train indexes mechanism to cope up with service delays as a result of system's breakdown, accident and acts of God event;
- k. Formulates train operations management programs, initiatives, researches for the continual improvement of standards in train operations;
- l. Updates major final out of the division with regards to functional objectives, operational objectives in alignment with LRTA strategic objectives;
- m. Implements specific auditable areas on different clauses of the Quality Management System (QMS) and Occupational Health and Safety Management System (OHSMS) standards; and
- n. Responds accordingly any non-conformances/OFIs issued by the Internal Quality Audit (IQA) and 3rd Party independent auditors.

6.4.3.2 Station Operations Division (SOD)

Under the current set-up, the SOD performs the following functions:

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- a. Has over-all responsibility/in charge of the station with functional supervision over security guard and janitorial service personnel during their tour of duty/assignment in the revenue line;
- b. Reports all defective station facilities, equipment and services to sustain its commitment to the riding public;
- c. Reports all defective level 1 and 2 AFCS Device - Point of Sales (POS), Automatic Gates (AG), Ticket Vending Machines (TVM), and Station Computers (SC);
- d. Prepares and implements work schedule and validates actual number of personnel if compliant to the approved work schedule;
- e. Acts as a resource person in coordination with the Training Section of HRMD during retraining/retooling of all station personnel as a requirement to efficiently perform their assigned duties;
- f. Responds to/endorse passengers' complaints/inquiries and suggestions encountered in the revenue line;
- g. Reports all operations-related incidents including emergency cases and acts as the Incident Commander until such time that the concerned agency officer arrives in the station/revenue line, and provides assistance to passengers during the performance of the evacuation procedure, if necessary;
- h. Implements crowd control and AFCS breakdown procedures during train disruptions and as may be needed in any situation;
- i. Checks, operates and controls all level 1 devices through the Station Computer;
- j. Operates Point of Sales (POS) in selling and loading/add value, analyzes contactless cards/tickets and applies appropriate procedures on problematic cards/tickets;
- k. Receives applications and takes charge of releasing processed Concessionary cards for Senior Citizens and Person's With Disability (PWD); and
- l. Performs other duties that may be assigned from time to time as required by the Authority.

6.4.3.3 Traffic Control Division (TCD)

The Line 2 TCD is responsible for ensuring proper train traffic management through the integrated Signaling System-Automatic Train Protection (ATP) and Automatic Train Operation (ATO), Supervisory Control and Data Acquisition (SCADA), Public Information Display System (PIDS) and Audio Paging System (APS). Its specific functions are as follows:

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- a. Monitors, controls and/or coordinates train movements, rail vehicles and maintenance works on the line facilities;
- b. Facilitates the resumption of normal rail service in case of service interruption or implements "Probationary Commercial Service" to serve the riding public in case of a prolonged interruption;
- c. Checks equipment at terminals and stations as well as the presence of personnel in the revenue line;
- d. Provides information on service or traffic interruption including the status of daily operation along the revenue line as well as the connecting and depot areas;
- e. Designs, evaluates and recommends applicable internal systems and procedures of the office;
- f. Prepares manpower schedule, including the retraining/retooling/recycling of traffic personnel to operate CTC Operations Posts and LCPs;
- g. Formulates/implements procedures, operates signaling equipment (CTC/LCP) and attends to maneuvering of trains at turnback facilities;
- h. Coordinates with other offices concerning train status and availability, electricity management matters, sub-station equipment and catenary facilities, train schedules/availability work clearance; and
- i. Coordinates train departures/arrivals, replacements and intervention procedures.

6.5.1 Lines 1 & 2 Engineering Department

This Department was previously responsible for overseeing the maintenance activities of maintenance service providers for both Line 1 and Line 2 systems. However, in September 2015, the operations and maintenance activities of the Line 1 system was transferred to the private sector through a 32-year Concession Agreement for the LRT Line 1 Extension, Operation and Maintenance Project.


However, in July 2022, LRTA took-over the maintenance management of the Line 2 system. Hence, this Department is now directly responsible for the maintenance activities of the Line 2 system.

This Department has two (2) divisions with their corresponding functions, as follows:

6.5.1.1 Line 2 Rolling Stock and Interrelated Systems Division (Line 2-RSISD)

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- a. In-charge of all maintenance activities of the LRT 2 System;
- b. Prepares ISO documentary requirements related to Engineering concerns;
- c. Prepares Project Profile, Terms of Reference, Project Work & Financial Plan and the corresponding Project Procurement Management Plan (PPMP) of engineering-related projects.
- d. Conducts market research on the formulation and preparation of the Purchase Request (PR) for capital spares;
- e. Regularly coordinates and provides assistance to the Procurement Division specifically the BAC Secretariat in relation to engineering-related procurement activities;
- f. Monitors the implementation of the Rehabilitation Projects for LRT 2 System;
- g. Coordinates with various stakeholders on the engineering concerns of LRT 2 System; and
- h. Oversees the activities of the Materials Planning Office.

6.5.1.1.1 **Materials Planning Office (MPO)**

The MPO was reinstated under Line 2-RSISD per Office Order No. 02, series of 2022 issued on 04 January 2022. The MPO provides assistance in maintaining ideal inventory stock level of capital spares.

6.5.1.2 **Line 1 Rolling Stock and Interrelated Systems Division (Line 1-RSISD)**

This Division became part of the Concession Monitoring Group, now CMG, with the issuance of Special Order (SO) No. 98, series of 2015, as amended, when the Concession Agreement for the LRT Line 1 Extension, Operation and Maintenance Project became effective. It now takes on the functions of the IGMD as one of the members of the Group.


6.6 **Constitution/Formation of Various Committees within the LRTA**


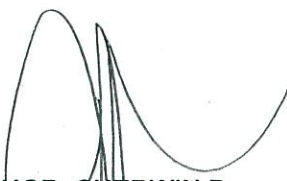



The establishment of various committees within the LRTA, by virtue of Special Orders, is crucial for fostering specialized expertise, improving efficiency, ensuring compliance, driving innovation, and enhancing coordination. These benefits collectively contribute to the effective and smooth operation of the rail transit system, ultimately leading to improved service quality and customer satisfaction.

Various LRTA Committees are presented in **Section 2.1** of this IMS Manual.

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