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CONSTITUTION/FORMATION OF VARIOUS COMMITTEES WITHIN THE LRTA

To ensure optimal performance and regulatory compliance of the LRT 2 system's operations and maintenance, LRTA has established several specialized committees through Special Orders. These committees are tasked with carrying out compliance activities to meet the requirements of various oversight agencies, ensuring that operational, safety, and quality standards are upheld. By streamlining decision-making, promoting specialized expertise, and fostering collaboration, the committees support continuous improvement and operational excellence, ultimately enhancing service delivery to passengers:

1. Environmental Compliance Unit (ECU)

The creation of the Environmental Compliance Unit (ECU) is in accordance with the Department of Environmental and Natural Resources (DENR) Administrative Order No. 14-02, known as the "Revised Guidelines for Pollution Control Officer Accreditation."


The LRTA ECU is tasked with the following functions, duties, and responsibilities:

- Policy Implementation:** Ensures compliance with environmental laws, regulations, and standards as specified by the DENR.
- Environmental Monitoring:** Conducts regular monitoring of environmental parameters to ensure adherence to pollution control measures.
- Training and Capacity Building:** Attends necessary trainings, seminars, and capacity-building activities to enhance the competency and effectiveness of the unit members.
- Reporting:** Prepares and submits reports on environmental compliance and monitoring activities to relevant authorities.
- Waste Management:** Implements effective waste management practices to minimize the environmental impact of LRTA operations.
- Pollution Control:** Develops and enforces pollution control strategies to prevent, mitigate, and manage environmental pollution.
- Emergency Response:** Coordinates and implements response plans for environmental emergencies and incidents.
- Community Engagement:** Engages with the community and stakeholders to promote environmental awareness and sustainability initiatives.
- Continuous Improvement:** Regularly reviews and updates environmental compliance strategies to ensure continuous improvement and adherence to best practices.

2. Renewables Energy Committee

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The LRTA Renewables Energy Committee was established pursuant to the directive of the government under Administrative Order No. 228 series of 2008, which enjoins government offices to address the rising cost of energy, and Republic Act No. 11285, which mandates all government agencies including GOCCs to ensure the efficient use of energy in their respective offices, facilities, transportation units, and in the discharge of their functions. The committee's purpose is to implement renewable energy solutions and promote sustainable practices within the LRTA's operations.

The duties, functions, and responsibilities of this Committee are as follows:

- a. Initiates activities focused on adopting, introducing, and integrating renewable energy sources into LRTA operations to reduce the carbon footprint and promote sustainable practices in public transportation;
- b. Explores and assesses the potential for renewable energy solutions, implementing them to achieve significant energy cost reductions for LRTA operations, and determines the feasibility of solar, wind, or other renewable sources to power LRTA facilities and systems;
- c. Oversees initiatives aimed at reducing the environmental impact of LRTA operations, setting goals for reducing greenhouse gas emissions, minimizing energy waste, and adopting energy-efficient technologies; and
- d. Engages the local community and stakeholders to raise awareness about renewable energy initiatives, garner support for sustainable practices, and pursue partnerships and public outreach efforts to promote renewable energy and its benefits.

3. Gender and Development (GAD) Focal Point System (GFPS) Committee


The creation of the Gender and Development (GAD) Focal Point System (GFPS) Committee is in accordance with Memorandum Circular No. 2011-01 issued by the Philippine Commission on Women and Section 37-c of the Implementing Rules and Regulations (IRR) of Republic Act No. 9710, known as the Magna Carta of Women.

The LRTA GAD - GFPS Committee is tasked with the following functions, duties, and responsibilities:

- a. Policy Implementation: Ensures the implementation of gender-related policies and guidelines as outlined in the relevant documentation.
- b. Gender Mainstreaming: Facilitates the integration of gender perspectives and considerations into all aspects of LRTA's operations and activities.
- c. Secretariat Reconstitution: Authorized to reconstitute the Secretariat as needed to enhance the performance of its functions, as specified under PCW MC No. 2011-01.

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- d. Coordination and Collaboration: Coordinates with various departments and stakeholders to promote gender equality and women's empowerment within the organization.
- e. Monitoring and Evaluation: Monitors and evaluates the progress of gender mainstreaming efforts and ensures compliance with national policies and international standards.
- f. Capacity Building: Organizes training and capacity-building activities to enhance the gender sensitivity and competency of LRTA staff.
- g. Reporting: Prepares and submits reports on the status of GAD initiatives and programs to the appropriate authorities.
- h. Resource Allocation: Advocates for and oversees the allocation of resources for the implementation of GAD programs and activities.


4. Committee on Anti-Red Tape (CART)

The Committee on Anti-Red Tape (CART) was reconstituted to ensure that the LRTA receives, responds to, and complies with the requirements of Republic Act No. 11032, its Implementing Rules and Regulations (IRR), and subsequent issuances by the Anti-Red Tape Authority (ARTA). This will be done in coordination with the appropriate offices and units. The specific requirements include:

- a. Conducting reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluating and improving all LRTA services as necessary, utilizing the concepts and tools provided in ARTA's Whole-of-Government (WOG) Reengineering Manual.
- b. Ensuring compliance with the provisions of ARTA Memorandum Circular No. 2022-06, which establishes the National Policy on Regulatory Management Systems (NPRMS), including but not limited to:
 - Submission of the Annual Regulatory Plan by March 7 each year.
 - Submission of a Regulatory Notification Form (RNF) in the absence of an ARP to inform ARTA about every formulation, modification, and repeal of regulations, ordinances, or other related issuances.
 - Conducting post-implementation assessments and reviews of existing regulations, ordinances, or related issuances.
 - Conducting Preliminary Impact Assessments (PIA) when there is an intent to formulate, modify, or repeal a regulation, followed by the submission of a Preliminary Impact Statement (PIS) for ARTA's review and assessment.
 - Preparing and submitting Regulatory Impact Statements (RIS) upon completing each Regulatory Impact Assessment (RIA) for ARTA's review and assessment.
 - Referring ARTA's policy option recommendations to the appropriate decision-makers within the GOCC.

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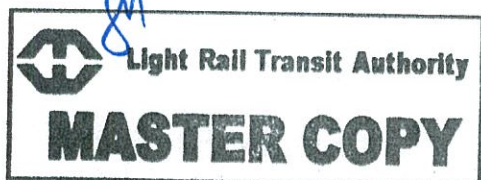
- Encoding all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS) once operational.
- c. Adopting the Philippine Good Regulatory Principles (PGRP) and coordinating employee orientation, determining agency qualifications, and documenting best practices for ARTA nominations.
- d. Disseminating ARTA-related training and briefing information to employees and submitting status reports within 60 days post-training.
- e. Registering and publishing new regulations and issuances with:
 - University of the Philippines Office of National Administrative Register (UP ONAR).
 - Newspapers of general circulation within 15 days of issuance.
- f. Updating service standards and the Citizen's Charter in line with ARTA guidelines, including:
 - Submitting the updated Citizen's Charter Handbook and Certificate of Compliance (CoC) to ARTA.
 - Identifying personnel to manage the Citizen's Charter through ARTEMIS.
 - Regularly reviewing and updating the Citizen's Charter.
 - Posting the updated Citizen's Charter Information Billboard prominently and providing copies at service counters and on the LRTA website.
- g. Ensuring LRTA's compliance with the zero-contact policy and processing time mandates of R.A. No. 11032.
- h. Implementing the Harmonized Client Satisfaction Measurement (CSM) and submitting annual CSM reports to ARTA.
- i. Establishing a public assistance complaints desk or ARTA Helpdesk for receiving and monitoring customer feedback.


CART ensures timely response to complaints from the Presidential Complaints Center, Contact Center ng Bayan (CSC), and ARTA's Legal Office. CART also ensures compliance with ARTA's Zero Backlog Report and Report Card Survey (RCS) 2.0 requirements.

The CART ensures that complaints forwarded by the Presidential Complaints Center, Contact Center ng Bayan of the Civil Service Commission (CSC), and the Legal Office of ARTA are acknowledged, received, responded to, and acted upon within the designated period by the intended recipient with LRTA.

In addition, Section V. (2) of ARTA MC No. 2021-11 or the "Guidelines for Nationwide Implementation of Referral and Handling of Complaints involving Section 12(f) and 21(a) to (g) of R.A. No. 11032 to the CART and/or Legal Offices of Government Agencies", states that

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the CART/agency is given full discretion to adopt all lawful methods in resolving the complaint referred by ARTA.

Further, the CART shall coordinate with the communications/public relations office of the LRTA on the dissemination of ARTA Information, Education, and Communication materials for public consumption.

Moreover, it shall recommend policies, issuances, and measures to facilitate the Implementation of R.A No. 11032 and further improve related issuances and existing guidelines.

Finally, the CART shall perform such other functions, duties, and responsibilities under R.A. No. 11032, its IRR and other issuances issued by ARTA.

5. Compliance Committee

The Compliance Committee ensures the timely and proper adherence of the Light Rail Transit Authority (LRTA) to all non-regulatory, licensing, and reportorial requirements from various government agencies, such as but not limited to the Government Commission on GOCC's (GCG), the Commission on Audit (COA), Civil Service Commission (CSC), the Department of Finance (DOF), the Department of Budget and Management (DBM), the Department of Environment and Natural Resources (DENR), the Department of Transportation (DOTr), the Anti-Red Tape Authority (ARTA), and the Department of Information and Communications Technology (DICT).

Additionally, the Committee formulates policies and institutionalizes systems and procedures to enhance compliance for approval and implementation by LRTA Management and its various offices, units, divisions and departments.


6. LRTA Safety and Health Committee (LRTA-SHC)

The LRTA Safety and Health Committee (LRTA-SHC) was created to address the critical need for ensuring workplace safety and health. This committee, comprising designated officers and personnel, will perform duties beyond their regular functions to enhance occupational safety and health (OSH) within the agency. The LRTA-SHC is tasked with developing OSH policies and standards, planning health-related trainings, improving working conditions, and ensuring compliance with government safety programs.

The Committee's functions are as follows:

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- a. Develops Occupational Safety and Health (OSH) policy and standards internal to the agency which shall be in accordance with existing OSH standards, policies, rules and regulations issued by the Department of Labor and Employment (DOLE), the Civil Service Commission (CSC) as well as those in accordance with existing railway standards;
- b. Plans and develops health related trainings/seminars for the furtherance of promotion and accident prevention programs in the workplace;
- c. Initiates and implements improvement of working conditions relative to a safe and healthy working environment;
- d. Ensures the health promotion and accident prevention efforts of LRTA in compliance with the government safety programs to maintain healthy work habits and safety practices in the workplace;
- e. Conducts periodic safety and health meetings;
- f. Submits reports on its meetings and other activities;
- g. Reviews reports of inspection, accident investigation and implementation of safety and health programs;
- h. Provides the necessary support to government safety and health inspection authorities in the proper conduct of the said activities;
- i. Initiates the conduct of trainings on OSH standards, policies, rules, regulations and programs;
- j. Develops and maintains contingency plans, plan and initiate trainings/seminars in handling disaster situations; and
- k. Submits an Annual Work and Financial Plan and budget needed to support the OSH programs and activities.

7. LRTA Incident Committee


The LRTA Incident Committee was created to improve the level of safety and security of passengers, employees, personnel and assets. LRTA Incident Committee, upon referral by the Administrator, shall be responsible for the following:

- a. Investigate all incidents that occur on LRTA premises which involve passengers, employees, personnel, assets and the public in general;
- b. Identify and establish facts relative to the incidents and submit recommendations for proper actions of the LRTA Management; and
- c. Provide regular reports on its activities and proceedings.

8. Committee on Fare Adjustment

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The Committee shall conduct complete staff work, make study, evaluate and make recommendations to the LRTA Board of Directors on the matter of fare adjustment specifically on the following issues and concerns:

- a. Legal parameters, specifically, applicable legal provisions, contractual obligations, precedents, Board authority, procedural matters; and pending legal cases on fare adjustment and on pertinent Concession Agreement/s;
- b. Public proceedings, if found necessary or ideal for purposes of information gathering; and
- c. Financial matters with respect to any impact on the financial condition of the LRTA and concerned concessionaire/s as well as the subsidy support of the National Government to the Authority and as regards the Concession Agreement, among others.

9. Committee on Decorum and Investigation on Sexual Harassment (CODI)

The Committee shall be tasked to receive and investigate complaints, violations, offenses and/or infractions relating to sexual harassment committed by any LRTA employee, evaluate facts, submit investigation report, and recommend penalties to the Disciplining Authority.

The Committee may also summon and issue subpoenas to witness; require submission of explanation, answer, position papers and/or memorandum to parties; and seek assistance from different divisions, department and/or units of the Authority in aid of legislation.

10. Administrative Disciplinary Committee (ADC)

The Committee shall be tasked to investigate complaints, violations, offenses and/or infractions committed by any LRTA employee and submit its recommendations to the Disciplining Authority.

In the performance of its function, the Committee may issue subpoena to witnesses to testify under oath, require submission of comment, counter-affidavit or explanation and request assistance from other concerned offices.


11. LRTA 8888 Complaint Center

The LRTA 8888 Action Center, similar to 8888 Citizen's Complaint Center, shall:

- a. Serve as a mechanism where citizens may report their complaints and grievances on acts of red tape, as defined under R.A. No. 9485 and other relevant laws, and/or corruption of any LRTA officials and employees;
- b. Serve as a channel/conduit from 8888 Citizen's Complaint Center to LRTA; and,

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c. Perform other related functions as may be assigned from time to time.

12. Committee on the Disposal of Idle and Unneeded Real Properties of the Authority

The constitution of this Committee is aimed to:

- Comply with the existing laws, rules, regulations, and/or policies of the Government, Commission on Audit (COA), and DBM, with respect to the proper procedure in the disposal of idle and unneeded real properties as would be defined herein;
- Strategize the management and upkeep of the different real assets and properties of the Authority to maximize its economic life, ensuring that the properties are used;
- Establish appropriate control mechanism that will oversee the implementation of a sound compliance with disposal of Idle and Unneeded Government Real Property;
- Prevent further deterioration of the government real property; and
- Discontinue the cost of maintenance of government real property.

The Committee shall perform the following functions:

- Review, improve, and implement the standard operating procedure for the divestment of LRTA real properties subject to the guidelines issued by the Commission on Audit and other relevant government rules and regulations for the disposal/divestment of idle and unneeded real property;
- Determine the proper mode of disposal of real property, the primordial consideration for which must be that which is most advantageous to the government;
- Identify idle and unneeded real properties and create a monitoring system to streamline the identification process;
- Prepare Appraisal Report indicating the valuation procedure and the determined appraised values of the real property subject of disposal;
- Require the submission by the concern offices of the real properties to be disposed of and all necessary documents pertaining thereto.


13. Waste Disposal Committee, including Technical Working Group and Secretariat

The Committee was composed in accordance with Executive Order No. 888, Executive Order No. 309, and COA Circular No. 89-896 and shall execute its responsibilities in compliance with applicable rules and regulations, including, but not limited to, relevant COA Circulars, the Government Accounting and Auditing Manual (GAAM), DBM and COA Joint Circular no. 2024-01 and other pertinent laws, rules, and regulations.

The Committee shall perform the following functions:

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- Review, improve, and implement the standard operating procedure, guideline, and policy of the Authority to govern their respective actions subject to the rulings developed by the DBM and COA and other relevant government rules and regulations in the disposal of unserviceable properties and hazardous materials.
- Authorize the TWG to undertake a thorough inspection and appraisal of all properties earmarked for disposal to confirm the justification for their disposal.
- Determine the appropriate mode of disposal.
- Set the final appraised value of the properties/materials for disposal.
- Propose a solution to the Administrator that outlines the recommended method for disposing the property, ensuring strict adherence to the relevant provisions of the revised Manual on the Disposal of Government Properties.
- Initiate disposal proceedings for unserviceable properties, such as public auction, condemnation, or destruction, with an "as is, where is" condition.
- Exercise due diligence to ensure that only those properties specifically designated for disposal are included in the disposal proceedings.
- Ensure the extraction, proper stage, and security of confidential data stored in Information and Communications Technology (ICT) or electronic equipment before disposal.

The TWG shall perform the following functions:

- Assist the WDC in planning, developing, and implementing disposal plans and programs for unserviceable government properties and hazardous materials, ensuring compliance with all relevant regulations from DBM, COA, and other government agencies.
- Conduct inspections, appraisals, and valuations of properties individually or as part of a team.
- Advertise and/or post disposal opportunities to attract potential buyers.
- Develop comprehensive Appraisal Reports, outlining the valuation methodology and appraised values of properties intended for disposal to be submitted to the WDC for review and final approval.
- Provide technical and administrative support to the WDC during public auctions, including preparing bidding documents (e.g., Invitations to Bid, Conditions of Bids, Schedules of Activities) and soliciting bid proposals from interested buyers/bidders.
- Track progress and milestones of disposal activities and report findings to relevant agencies as required.
- Act as the central channel of communications for the WDC and bidders or buyers, and the general public.
- Undertake other related tasks assigned by the core members of the WDC.

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The Pollution Control Officer (PCO) shall perform the following functions:

- Conduct thorough inspections of LRTA premises to identify and categorize all hazardous items and materials.
- Classify hazardous waste according to the DENR Administrative Order (DAO) on Hazardous Waste Management, including proper waste numbers.
- Determine the immediate disposal needs for identified hazardous waste.
- Prepare and submit a report to the WDC recommending the immediate removal or disposal of identified hazardous items and materials.
- Ensure recommendations align with all relevant DENR Rules and Regulations.
- Undertake other related tasks assigned by the core members of the WDC.

The Secretariat shall perform the following functions:

- Organize and arrange all necessary logistics for WDC meetings and conferences and record and/or maintain accurate meeting minutes.
- Receive, maintain custody of, and ensure proper documentation of all WDC actions and records.
- Assist in the overall management of the disposal process.
- Undertake other related tasks assigned by the core members of the WDC.


14. LRTA Sports and Athletics Committee

The functions and responsibilities of the Committee shall include the following:

- Planning and organizing sports/athletic events and competitions for LRTA;
- Identifying the source of funds, preparation of necessary budget and handling of finances for sports/athletic events/activities, participation in sporting/athletic competition, procurement of sports/athletic equipment, paraphernalia, etc.;
- Manage, administer, supervise and oversee the training, preparation and participation of LRTA events in sports/athletic activities and competitions;
- Coordinate, consult and work closely with other sporting/athletic bodies, organizers, association and teams for purposes of conduct and/or participation in sporting/athletic events or competitions;
- Ensuring that all equipment and facilities are in good condition to ensure that safety of LRTA teams and delegations;
- Keeping an inventory of sporting/athletic equipment for safekeeping, security and proper maintenance;
- Developing and enforcing rules and regulations for the competitors;
- Implementing, managing, administering and supervising the conduct and the overall setup of sporting/athletic events; and

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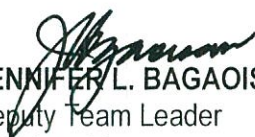


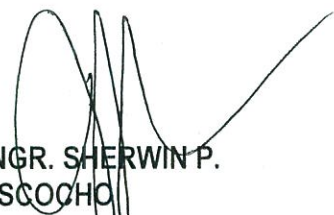

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- Evaluating completed events and competitions, and rating recommendations, and implementing actions necessary to achieve improvements for future events and competitions.

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