

NEA-ECTraining Institute (NETI)

Frontline Service	:	Conduct of Customized Training/Seminar
Clients	:	Electric Cooperatives
Requirements	:	Letter Request, List of Participants, Venue and Training Materials
Schedule of Availability of Service	:	Monday - Friday (8:00 am - 5:00 pm)
Fees	:	TBD
Total/Maximum Duration of Process	:	Conduct of Training/Seminar with approved Training Design (2-5 days)

How to Avail of the Service : Request from the EC

No.	Client Step	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	Submits Letter-Request	Receive letter request (thru e-mail, fax or RMU)	Secretary/Staff	NETI, 3/F	2 days
		Forward letter request for appropriate action	Department Manager		
		Acknowledge receipt and request participants profile	Coordinator		
		Invite Resource Person/s (from other Department/Offices/Resource Provider			
		Informs EC of schedule and availability of speaker/s (thru e-mail, fax or RMU)			
2		*Prepares/Revises/Finalizes CSW	Department Manager	OA, 7/F	*7 days
		Review and recommend approval of CSW			
		Approval of CSW	Administrator		
	Informs NETI of approval of schedule, venue and number/level of participants	Prepares Administrative Requirements (Travel Order and other necessary training materials / documents)	Coordinator	NETI, 3/F	3 days
3	Attends Training/Seminar	Implements conduct of Training/Seminar	Staff & Resource Persons	EC Venue	Depending on the number of schools/days
END					

LEGEND:

ECs - Electric Cooperatives
 OA - Office of the Administrator
 RMU - Records Management Unit

CSW - Complete Staffwork

NEA-EC Training Institute (NETI)

Frontline Service	: Specialized Training Services for Local Participants
Requirements	: Letter Request
Schedule of Availability of Service	: Monday - Friday (8AM - 5PM)
Fees	: Variable (program basis)
Total/Maximum Duration of Process	: Twelve (12) days
How to Avail of the Service	:

No.	Client Step	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	Requests for specialized training from Local Institutions	Receives documents/letters (thru RMU, e-mail or fax)	Secretary/Staff	NETI, 3/F	7 days
		Reviews/Analyze training request	Department Manager		
		Acknowledge receipt and coordinate with Institutions for scheduling and other requirements	Coordinator/Division Manager		
		Disseminate invitation to Department and/or Deputy Administrator, (if needed) concerned			
		Evaluate the nominee/s, if needed	PDC		
		Prepare, Revise and Finalized CSW	Coordinator/Division Manager		
		Review and recommend CSW	Department Manager		
		Signs/approves CSW	Administrator		
		Prepares administrative requirements (vouchers, registration form other necessary documents)	Coordinator/ Department Manager	NETI, 3/F	3 days
		Give the participants/copies of documents needed for the seminar/training			
2	Attends Training/Field Visit	Monitor attendance of the participant/s	Training Team & Staff	Assigned venue	Depending on the number of day/s
END					

LEGEND:

DAECMS - Deputy Administrator for Electric Cooperative Management Services

OA- Office of the Administrator

CSW - Complete StaffWork

RMU - Records Management Unit

NEA-EC Training Institute (NETI)

Frontline Service : Specialized Training Services for Foreign Participants
 Requirements : Letter Request
 Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : Variable (program basis)
 Total/Maximum Duration of Process : Sixteen (16) days
 How to Avail of the Service :

No.	Client Step	Agency Action	Person Responsible	Office/ Location	Duration of Activity		
1	Requests for specialized training from Foreign Institutions	Receives documents/letters (thru RMU, e-mail or fax)	Secretary/Staff	NETI, 3/F	12 days		
		Reviews/Analyze training request	Department Manager				
		Acknowledge receipt and coordinate with Institutions for scheduling and other requirements	Coordinator/Division Manager				
		Disseminate invitation through NEA Outlook and/or to Department and/or Deputy Administrator, (if needed) concerned					
		Evaluate the nominee/s, if needed	PDC				
		Prepare, Revise and Finalized CSW	Coordinator/Division Manager				
		Review and recommend CSW	Department Manager				
		Signs/approves CSW	Administrator			OA, 7/F	
		Prepares administrative requirements (travel authority, letter to DOE and Bureau of Immigration and other necessary documents)	Coordinator			NETI, 3/F	4 days
		Reviews/signs/endorse administrative documents to OA	Department Manager				
2	Attends Training/Field Visit	Monitor attendance of the participant/s	Coordinator	Assigned venue	Depending on the number of day/s		
END							

LEGEND:

RMU - Records Management Unit
 OA- Office of the Administrator
 PDC- Personnel Development Committee

CSW - Complete StaffWork
 DOE - Department of Energy