

Office for Corporate and Electric Cooperative Training (OCET)

Frontline Service	:	Conduct of Training/Seminar
Clients	:	ECs
Requirements	:	Letter Request, List of Participants, Venue and Training Materials
Schedule of Availability of Service	:	Upon EC Request
Fees	:	
Total/Maximum Duration of Process	:	a. Conduct of Training/Seminar with previously approved Training Design - 5 days b. *Conduct of Training/Seminar with new Training Design - 12 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	Acknowledges receipt of request (thru e-mail, fax or RMU)	Secretary/Staff	OCET, 3/F	2 days
		Invites Resource Person/s (from other Dep't/Offices/ Resource Providers)	Coordinator		
		Informs EC of schedule and availability of speaker/s (thru e-mail, fax or RMU)	Coordinator		
2	Informs OCET of approval of schedule, venue and number/level of participants	*Prepares/Revises/Finalizes CSW	Coordinator		*7 days
		Endorses CSW to DAEDUS and OA	Department Manager/ DAEDUS	EDUS, 6/F	3 days
		Approvals of CSW	Administrator	OA, 7/F	
		Prepares Administrative Requirements (Travel Order and other necessary training materials / documents)	Coordinator	OCET, 3/F	
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
DAEDUS - Deputy Administrator for Electric Distribution Utilities Services
OA - Office of the Administrator
RMU - Records Management Unit
CSW - Complete Staffwork

Office for the Corporate and Electric Cooperatives Training (OCET)

Frontline Service : Specialized Training Services for Local/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 Local/Foreign Institutions	Receives and acknowledges documents/letters	Secretary/Staff	OCET, 3/F	12 days
		Reviews/Analyzes/Classifies the type of training request	Coordinator/ Department Manager		
		Coordinates with ECs/Institutions for scheduling and other requirements			
		Prepares CSW			
		Endorses CSW to the DAEDUS	DAEDUS		
		Signs/approves CSW	Administrator		
		Prepares administrative requirements (travel order of training team and other necessary documents)	Coordinator	OCET, 3/F	4 days
		Reviews/Signs/endorses administrative documents to DA	Department Manager/DAEDUS		
2	Attends Training/Field Visit	Conduct of activity as scheduled	Training Team & Staff	Assigned venue	Depending on the number of day/s
END					

LEGEND:

DAEDUS - Deputy Administrator for Electric Distribution Utilities Services Operations
 OA- Office of the Administrator
 CSW - Complete StaffWork

RMU - Records Management Unit