

NEA-EC Training Institute

NEA 5-point Agenda "Intensify NEA & EC Capacity Building Programs"

B. Electric Cooperatives Training Plan

SM 3: Number of EC officials and employees graduated from certification/ competency programs (Target: 1600)

II. Public Offering for Electric Cooperatives

A. Mandatory Courses for Board of Directors, General Managers / Officers-in-Charge

No.	Course Code	Course Title	Training Objectives	Target Participants	No. of Batches	Schedule	Venue / Target Region
1	CMC I & III	Cooperative Management Course I & III (Good Governance)	The course aims to prepare the new leaders to understand the operation and the management of ECs, thereby capacitating them to cope with the new requirements and standards of the power industry; to appreciate the role and responsibilities of the Board; and to familiarize with NEA's mandate, policies and its departmental	Newly-elected/appointed EC Board Directors, newly appointed General Managers or designated OICs, NEA Representatives, and those BODs who have not yet attended	1	February 7 - 9	Quezon City
2	CMC II	Cooperative Management Course II (Financial Management)	The course aims to enable the EC-decision makers to enhance their financial management skills, ensure good governance of the organization, manage financial risks, support strategic planning, and communicate effectively with Member-Consumer-Owners (MCOs)	Newly-elected/appointed EC Board Directors, newly appointed General Managers or designated OICs, NEA Representatives, and those BODs who have not yet attended	1	January 10 - 11	Quezon City
3	CMC IV	Cooperative Management Course IV Parliamentary Procedures	The course aims to ensure that professional standards is set to demonstrate knowledge on parliamentary law, assist in the development of their leadership, problem solving skills, and critical-thinking skills.	Newly-elected/appointed EC Board Directors, newly appointed General Managers or designated OICs, NEA Representatives, and those BODs who have not yet attended	1	June 26 - 27	Visayas
4	POWER101	Philippine Electric Power Industry/ Electric Power Industry Reform Act (EPIRA) 101/ POWER 101 <i>*may be conducted in a per EC basis</i>	The course aims to acquaint the participants on fundamental scientific principles, concepts, and terminologies used in the discussion of Electric Power Systems and to enable the participants to appreciate the major provisions of EPIRA, its historical perspective, and its significance to the EC.	Newly-elected/appointed EC Board Directors, newly appointed General Managers or designated OICs, NEA Representatives, and those BODs who have not yet attended CMC I.	1	April 11 - 12	HESA

B. Leadership/ Supervisory Training Program

No.	Course Code	Course Title	Training Objectives	Target Participants	Target No. of Batches	Schedule	Venue
5	SLP	Safety Leadership Program	The course aims to enable participants to understand safety management concepts, understand the importance of developing an effective safety culture, recognize, evaluate and implement better safety management approach in the EC.	General Managers	1	May 8 - 10	HESA
6	SDC	Supervisory Development Course	This course aims to develop new supervisors' confidence by understanding one's self and career, handling responsibilities, becoming better leaders, and learning essential communication process.	First-line Supervisors and High Potential Employees	3	February 14 -16 February 28 - March 1 March 5 - 7	HESA

C. Financial & Audit Training Program

No.	Course Code	Course Title	Target Objectives	Target Participants	Target No. of Batches	Schedule	Venue
7	RBA	Seminar on Risk Based Internal Auditing	The program aims to understand the role of internal auditing under a governance, risk management and control framework; understand the process and components in developing the internal audit strategic plan and develop the risk-based plan of engagements; understand and apply the key steps of the individual engagement process' engagement planning, performing the engagement, communicating results and follow-up and monitoring; demonstrate the ability to evaluate adequacy of control design and effectiveness of implementation, apply the techniques, principles and practices of producing a good quality audit workpaper, develop a systematic method to integrate the data to support the audit engagement results and learn how to communicate audit findings clearly and report accurately.	EC Internal Auditors	2	March 11 - 15 April 15 - 19	Visayas Mindanao

D. Power System Engineering & Technical Skills Training Program

No.	Course Code	Course Title	Training Objectives	Target Participants	Target No. of Batches	Schedule	Venue
8	PM	Power Metering	The course aims to provide EC electrical engineers and technical staff with a thorough understanding of power metering principles and practices. The learners will gain the necessary skills to troubleshoot metering systems and ensure their reliable performance.	TSD Staff	3	March 5 - 7 June 4 - 6 September 10 - 12	South Luzon Selected ECs
9	CPDT	Comprehensive Power Distribution Training	The course aims to provide EC electrical engineers and technical staff with a stronger Power Systems Analysis Fundamentals, capability to perform Distribution Impact Studies, and knowledge in long-term distribution planning. Topics to discussed: Load Forecasting, Short Circuit and Load Flow Calculation and Study Cases, Distribution System Loss and Large Motor Starting.	TSD Staff	3	April 16 - 18 May 14 - 16 October 15 - 17	Luzon Visayas Mindanao
10	HIRAC	Safety Course HIRAC - Hazard Identification, Risk Assessment & Determination of Controls	The course aims to facilitate the participants' understanding of an integration tool to identify, assess, measure and control hazard and risk at the workplace and its activities, to eliminate, reduce and control the possibility for any accidents to occur.	Safety Officers	1	May 28 - 30	Mindanao

E. Communications, IT & Office Productivity Training Program

No.	Course Code	Course Title	Training Objectives	Target Participants	Target No. of Batches	Schedule	Venue
11	TRW	Technical Report Writing	The course aims to teach the participants to: 1) plan how to write the documents, given their target reader-use; 2) translate complex information into readable and understandable form; 3) apply the principles of completeness, correctness, clarity, conciseness, consideration; and 4) revise, edit, and proofread the output.	Auditors, Accountants	2	September 11 - 12 October 16 - 17	Visayas (2 batches)

12	DPAC	Data Privacy Awareness and Compliances	To educate participants on best practices, regulations, and ethical considerations in data protection, to assess the privacy regulations if are being effectively enforced, and that data handlers are accountable for their privacy practices.	Regulatory and/or Compliance Officers, Information Officers	3	May 8 - 9 May 22 - 23 May 29 - 30	South Luzon Visayas Mindanao
13	QCC	Quality Customer Care (Managing Complaints and Escalation Process with Overview on AI Tools on Addressing Customer Complaints)	The course aims to teach the participants to develop customer service skills and behaviours, to adopt a consistent and professional communication style when speaking with customers, develop skills in engaging with customers and handling their enquiries effectively, to develop structured responses to customer complaints, to manage escalation process and to learn different AI tools to automate customer interaction.	EC frontliners	4	Mar 12 - 14 Mar 26 -28 May 21 - 23 June 18 - 20	North Luzon South Luzon Visayas Mindanao
14	DMDA	Database Management and Analytics using Excel (formerly CAATs)	To understand the key concepts of data analytics, understand the different phases of data analytics as applied to the participants' work, demonstrate the use of different functions in Excel as a tool to conduct work efficiently, and learn good practices in organizing, analyzing, summarizing and presenting data to give more value-added recommendations and insights to the management, board, and other stakeholders	Internal Auditors, Corporate Planning, ISD, Accountants, Information Technology	2	February 21 - 23 May 15 - 17	Mindanao Visayas
15	MSW	Media Skills Workshop	To equip the participants with knowledge and skills on creative and news writing , mass media management and effective conduct of public and media conferences as platforms in positive image building of Ecs and Information dissemination to MCOs	Information Officers	1	July 9 - 10	Tagaytay

F. Gender and Development (GAD) Programs

No.	Course Code	Course Title	Training Objectives	Target Participants	Target No. of Batches	Schedule	Venue
16	SDD	Sex Disaggregated Data (SDD) Seminar	The course aims to fully capacitate the EC for the formation of their own GFPS as part of NEA's GAD Five (5) Year Plan	ISD Managers, HR Supervisors, Training Personnel	2	TBD	HESA

G. Regulatory & Compliances Programs

No.	Course Code	Course Title	Training Objectives	Target Participants	Target No. of Batches	Schedule	Venue
17	GPPB	Government Procurement Act R.A 9184	The course aims to enable the participants to apply the amendments and new policies issued in connection with procurement and likewise have familiarity with the bidding documents necessary for each type of procurement	Board of Directors as Head of Procuring Entity (HOPE), General Managers, Officers-in-Charge, Bids and Awards Committee (BAC), BAC Secretariat, Technical Working Group (BAC-TWG), Observers	1	May 7 - 9	QUEZON CITY
18	RSM	Rate Setting Methodology for ECs	The program aims to educate the participants with the basic knowledge on the methodologies used in retail rate setting for the electricity supply which is subject to Energy Regulatory Commission regulation.	Regulatory and/or Compliance Officers, Information Officers	1	April 16 - 18	HESA

H. Competency Training and Certification Program in Electric Power Distribution System Engineering (University of the Philippines-National Engineering Center)

No.	Course Code	Course Title	Training Objectives	Target Participants	Duration (Days)	Schedule
19	EPIRA 101	Electric Power Industry Structure, Market and Regulation	To familiarize the policy and decision makers of the electric cooperatives (ECs) with the electric power system, power industry restructuring, competitive electricity market and regulation under EPIRA and NEA laws as amended.	Board Directors, General Managers, Senior Managers and Supervisors	2.5	TBD
20	EPIRA 201	Electricity Market: Power Supply Contracting, WESM and Retail Competition	To familiarize the participants with the electricity market design, principles of power supply economics, power supply contracts (PSC), price structures, risk management, procurement process, rules and regulations for power supply of ECs in WESM and bilateral contracts; and guide in organizing Competitive Selection Process, evaluating power supply offers, designing and negotiating PSC	Board Members, General Managers, Senior Managers and Supervisors	2.5	TBD
21	EPIRA 202	Distribution Utility CAPEX-OPEX Planning and Rate Making	To familiarize the participants with the principles and process of capital expenditures (CAPEX) and operational expenditures (OPEX) planning, rate making and tariff design; and guide the participants in preparing/evaluating CAPEX-OPEX plans and unbundled rates of Electric Cooperatives (ECs).	Board Members, General Managers, Senior Managers and Supervisors	2.5	TBD
22	CPD1	Distribution System Modeling and Analysis	To familiarize and equip the participants with the principles and modern analytical tools for quantifying safety, power quality, reliability and system losses of distribution systems and to develop the competency of the participants in analyzing technical problems of existing and contemplated distribution systems and in developing technically-feasible solutions that are validated by engineering calculations and computer simulations	A must course for all Engineers of Electric Cooperatives [Pre-requisite to CPD2, CPD6 and CPD9 competency courses]	20	TBD
23	CPD2	Distribution Development and CAPEX Planning	To equip participants with the analytical methods in forecasting, technical performance assessment of distribution system, formulation and technical evaluation solutions and economic evaluation of CAPEX projects; and to enable them in preparing the Distribution Development Plan and Capital Expenditure (CAPEX) Plan of DUs in accordance with the requirements of the Philippine Grid and Distribution Codes and other issuances of the Energy Regulatory Commission	Engineers responsible for preparing Distribution Development Plan and CAPEX Plan of Electric Cooperatives. Pre-requisite: CPD1	20	TBD
24	CDP3	Distribution Operations and OPEX Planning	To familiarize the participants with the perspective principles & process of Operations & Maintenance Planning and to equip them with the use of Reference Utility Methods on determining O & M activities of a plan	Engineering, Finance and Institutional Managers and Personnel responsible for preparing Distribution O&M Plan and OPEX Plan of Electric Cooperatives Pre-requisite: EPIRA 202	10	TBD

25	CPD4	Power Supply Planning, Procurement, Contracting, Scheduling, and Trading	1. To familiarize the participants in principles and economics of power supply planning and contracting 2. To develop the skills of the participants in load forecasting, preparing power supply plan, operational power supply scheduling, and preparing, evaluating and negotiating power supply contracts 3. To guide the participants in planning, organizing and implementing competitive selection process for power supply procurement and in power supply aggregation of Electric Cooperatives	Engineering, Finance and other Personnel who are responsible for preparing power supply plan, scheduling power supply contracts and trading in WESM Pre-requisite: EPIRA 201	10	TBD
26	CPD5	Distribution Utility Economics and Rate Making	1. To familiarize the participants with the economic principles that underpin competition and regulatory policies behind EPIRA, ERC rules and other laws, rules and regulations relevant to the regulated Distribution Utilities; and 2. To develop the competency of the participants in preparing Regulatory Accounts and Cost of Service Studies and in designing the Unbundled Distribution and Supply tariff.	Engineering, Finance and Institutional Managers and Personnel responsible in preparing Cost of Service Study and Tariff of the Electric Cooperatives Pre-requisite: EPIRA 202	10	TBD
27	CPD6	Distribution System Protection	1. To familiarize the participants with the fundamental principles in power system protection and equip them with analytical techniques in analyzing protection problems; 2. To develop the competency of the participants in designing and coordinating the protection of distribution system; and 3. To provide hands-on experience in installation and testing of protective devices using state-of-the-art instruments and test equipment.	Engineers in Operation and Control and those who are responsible in designing and coordinating protection system, and in setting and calibrating protective devices Pre-requisite: CPD1	10	TBD
28	CPD7	Distribution System Control and Automation	To familiarize the participants with the fundamental principles in power system protection and equip them with analytical techniques in analyzing protection problems; develop the competency in designing, implementing and operating Distribution Automation system for substation, subtransmission network and distribution feeders; and provide hands-on experience in designing, installing Supervisory	Engineers in Operation and Control and those who are responsible in designing and implementing Distribution Automation and SCADA systems Pre-requisite: CPD6	10	TBD

II. Customized Trainings / EC In-House Trainings / Mixed-Level of Employees (Identified ECs are based on the 2023 requests received by NETI)

No.	Course Code	Course Title	Target Objectives	Target Participants	Duration (Days)	EC
1	RPG	Revised Procurement Guidelines and Simplified Bidding Procedures (IRR-RA 10531)	The training program aims to enable the participants to enforce governance standards for the efficient operation of ECs in the observance of appropriate procurement procedures for projects funded by EC Internally Generated Funds, Loans and Reinvestment Fund for Sustainable Capex (RFSC)	Board of Directors as Head of Procuring Entity (HOPE), General Managers, Officers-in-Charge, Bids and Awards Committee (BAC), BAC Secretariat, Technical Working Group (BAC-TWG), Observers	3	FICELCO ROMELCO PENELCO ECAR IV PALECO
2	QCR	Quality Customer Relations	The customized program aims to develop knowledge, behavior and skills in dealing and handling various complaints of different member-consumer-owners	Mixed Employees	2	ASELCO FLECO NEECO II A2

3	PES	Integration of Balanced Scorecard with Performance Evaluation System	The course aims to enable the participants to 1) Revisit and develop Balanced scorecard per department aligned with the Coop's Mission, Vision, and Strategy; 2) Formulate individual scorecards anchored to the enhanced EC Balanced Scorecard; and 3) Appreciate the importance of individual scorecards in achieving the ISO certification and in support for the approval of the Performance-Based Incentive for Electric Cooperatives (PIECE);	Mixed Employees depending on the EC competency need	2	LANECO QUIRELCO NORECO I ILECO III ABRECO
4	BLTC	Basic Lineworker Training Course	The course aims to guide trainees in acquiring knowledge and skills in construction, operation, preparation and maintenance of distribution lines and to inculcate the value of safety in the performance of duties.	New entrant qualified trainees	30	PALECO BISELCO CASURECO III
5	MRBCD	Meter Reading, Billing, Connection, Disconnection (MRBCD) Enhancement Seminar	The course aims to: 1. Revitalize and update awareness on the new NEA Vision and Mandated Mission; 2. Assess the performance level of the participants with respect to meter reading accuracy, speed and sensitivity to kWh meters; and 3. Enhance participants' awareness and adaption to corporate culture for result driven performance.	Area Managers/ Supervisors, Division Chiefs, Account Analyst, Account Processors, Meter Readers, Collection Crews, Meter Reading Supervisors, Billing Staff, Area/Sub-Office Supervisors, Auditors and others.	3.5	CENECO ALECO NEECO II A1
6	DIS	Distribution Impact System	The course aims to equip EC technical personnel with the required skills in determining the effect of embedded generation and CAPEX projects on distribution system technical parameters.	System Engineer, Distribution System Design Surveyor, Distribution System Planning & Design Engineer, Staff Engineer, Substation Tender, Technical Aide, TSD staff	5	TBA
7	NMIS	Net Metering Rules and Interconnection Standards for ECs	The course aims to enable the participants to 1) Gain understanding of solar rooftop installations and other Renewable Energy technologies under the net-metering scheme and its implications for ECs in technical and administrative processes; 2) Enable ECs implement net-metering in their respective franchise and develop their own implementation plans; 3) Gain understanding on the Self-Generating facilities; 4) Enable ECs to implement interconnection of Self-Generating facilities	Preferably Technical EC employees and mixed employees depending on the EC competency need	2	TBA
8	Team Building	NEW CUSTOMIZED PROGRAM OFFERING Team Enhancement Program (A Team Building Program for ECs)	The course aims to: 1. Strengthen camaraderie and synergy among the employees who were assigned to different offices and areas of the cooperative. 2. Develop the communication skills and teamwork among the employees of the cooperative. 3. Assist employees in aligning their goals that contributes to strengthening positive work culture. 4. Improve conflict resolution and problem-solving skill that are significant in improving work productivity and engagement.	Rank-and-file employees / Mixed employees	1	TBA

III. Non-Competency (Conferences, Special Programs, Fora, Sessions, Summits)

1	55th NEA Anniversary			
2	EC-Association Assisted Conferences	PHILAIM, PECACORP, FIMAP, HRECA, AMAPHI, PHILAEZIA, LOGICT, ECCOWPA		

- Note:**
1. Subject to change due to high priority training interventions that may be identified by the management
 2. Technical Skills and Customized training schedules are based on the availability of NEA Resource Speakers (Identified ECs are based on the 2023 requests received by NETI)
 3. Total number of public offering programs excludes Non-competency and and EC Association-Assited fora, sessions, summits, etc.

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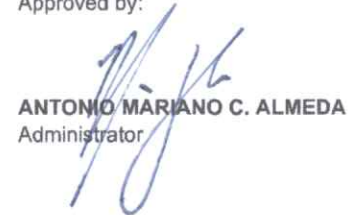
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