

NATIONAL ELECTRIFICATION ADMINISTRATION



NEA - EC Training Institute
57 NIA Road, Government Center, Diliman, Quezon City



2017 TRAINING CALENDAR

PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES

- . OCTOBER
- . NOVEMBER
- . DECEMBER

PROGRAMS FOR EC OFFICIALS & EMPLOYEES

- . SEPTEMBER
- . OCTOBER
- . NOVEMBER
- . DECEMBER

* SUMMARY ONLY

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PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES

I. October

Course Title	Course Description	Schedule
Simplified Audit Documentation & Issues, Problems and Solutions in Tax Audit and Investigation, Comprehensive Discussion of Withholding Tax	Aims to articulate the activities in the pre-engagement, planning, substantive testing and reporting phases of auditing process; to discuss the accreditation of tax agents and practitioners as pre-requisite to their practice or representation before the Bureau of Internal Revenue.	October 25 - 26, 2017 HESA, NEA Bldg.
Philippine Standards on Auditing with the New (Expanded) Auditors' Report & Financial Statement Analysis for Focused Decision - Making	Aims to determine auditor's responsibility in connection with Fraud, Error and Non-Compliance' perform audit planning and risk assessment; and to provide basic and to make good assessment of the past and present performance and create better decision and forecast of future performance.	October 27 & November 3, 2017 HESA, NEA Bldg.
Defensive Driving and Troubleshooting	Aims to identify the competencies that the drivers must achieve to operate light motor vehicles classified under LTO Restriction code 1 and 2; transport passengers and loads over specified routes to local or district location and collect fare duly authorized by the relevant government agency; comply with local traffic rules and regulations and perform minor vehicle repairs and other minor servicing.	October 21 and 28, 2017 HESA, NEA Bldg.



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II. November

Course Title	Course Description	Schedule
Seminar-Workshop on General Safety and Occupational Health	Aims to tackle key Occupational Safety and Health concepts, principles and practices; determine existing and potential safety and health hazards; identify the range of control measures; discuss pertinent provisions of Philippine laws that refer to occupational safety and health; explain key principles in effectively communicating OSH; identify components of effective OSH programs and demonstrate some skills in identifying hazards and corresponding control measures at the workplace.	November 14 - 16, 2017 HESA, NEA Bldg.
Advanced Leadership and Management Course (ALMA)	Aims to acquire up-to-date information and practices in critical areas of management; apply such information and practices in their companies with ease and effectiveness through technology and effective leadership and become professional managers who are knowledgeable, technology-driven, honor-bound and best of all, sensitive and responsive to their respective company's needs.	November 28 - 30, 2017 HESA, NEA Bldg.



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III. December

Course Title	Course Description	Schedule
Seminar on Gender Sensitivity Training	Aims to heighten awareness about gender equality and gender and development (GAD); to increase understanding of gender as a social construction and probing the role of social institutions in reinforcing and perpetuating gender inequalities; to recognize own personal gender biases and confront gender issues by becoming more aware of gender myths and facts; and to understand the basic messages of GAD laws such as the RA 9710, RA 9262 and RA 7877	December 5-6, 2017 HESA, NEA Bldg.



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I. SEPTEMBER

Course Title	Course Description	Schedule
Vulnerability and Risk Assessment (VRA) and Emergency Restoration Planning (ERP)	Aims to establish a process for the conduct of Vulnerability and Risk Assessment (VRA) and development of Emergency Restoration Planning; to mitigate calamity-related damage to the EC distribution system and facilities and to facilitate rehabilitation/restoration of identified critical assets; to ensure the EC viability through business continuity planning after the occurrence of calamities of disasters; and comply with requirements on the resiliency of the ECs; a measure presently being crafted and deliberated in the Congress of the Philippines, which will eventually become law. Provision of the law are the funds that will finance the rehabilitation of the ECs' damaged facilities brought about by calamities and ECs' mitigation plan based on the vulnerability risk assessment versus different type of calamities.	Regions I - III & CAR September 12 - 13, 2017 Regions IV - V September 14 - 15, 2017 Regions VI - VIII September 26 - 27, 2017 Regions IX - XII, ARMM & CARAGA September 28 - 29, 2017 Venue: HESA
Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR - R.A 10531	Aims 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).	Regions IX - XII, ARMM & CARAGA September 21 - 22, 2017 (General Santos City, South Cotabato)
Work Order Procedures	Aims to fully understand the process of a work order from cost control procedures in collecting data to construction cost data, to address the system of retirement of materials and equipment and the role of record keeping.	Regions II & CAR September 19 - 22, 2017 (ISELCO I HQ, Isabela)



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II. OCTOBER

Course Title	Course Description	Schedule
Customized R.A 9184 for Infrastructure Projects	Aims to customize the bidding/ procurement process conducted by the Bids and Award Committee in compliance with the Revised Implementing Rules and Regulations of R.A 9184 specifically the subsidy funds released to the electric cooperatives for rural electrification projects in order to address the COA common audit findings.	Luzon, Visayas & Mindanao ECs October 3 - 27, 2017 (HESA)
Information Technology & Fraud Auditing Seminar	Aims to provided a general overview of I.T Auditing within the context of today's business environment that is highly dependent on I.T and to equip the participants with the foundational knowledged of the differ aspects of fraud auditing.	Regions VI - XII, ARMM & CARAGA October 11 - 12, 2017 (HESA)
Work Order Procedures	Aims to fully understand the process of a work order from cost control procedures in collecting data to construction cost data, to address the system of retirement of materials and equipment and the role of record keeping.	Regions VIII ECs October 17 - 20, 2017 (FRECOR VIII, Tacloban City)



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III. NOVEMBER

Course Title	Course Description	Schedule
NEA and ECs Web Portal and BI System Implementation (Finance & Technical Personnel)	Aims to understand the effect of the system on the submission deadlines, data submission and compliance considerations; to navigate through the Web Portal to submit the standard DETs and track its approval status; to understand how to complete the DETs in relation to their own operations in order to submit standard contents to NEA; and to follow and implement the procedure for reporting issues, updating master data or requesting for Web Portal Access.	November 14 - 16, 2017 (1st Batch)
		November 21 - 23, 2017 (2nd Batch)
		November 28 - 30, 2017 (3rd Batch)
		December 5 - 7, 2017 (4th Batch)
		December 12 - 14, 2017 (5th Batch)
		Venue: HESA



IV. Customized Programs

Course Title	Course Description	Duration
Harmonization of Government Procurement Policies on R.A. 9184 and R.A. 10531	Aims to enforce governance standards for the efficient operations of Ecs such as the observance of appropriate procurement procedures; and to conform with R.A. 9184 in order to harmonize with R.A. 10531	2 days
Strategy Formulation and Execution (Operational Planning)	Aims to strengthen their planning process through the adoption of the Balanced Scorecard Model.	4 days
General and Office Safety Program for ECs	Aims to provide an overview of general safety, as well as office safety, rules and practices, and how these practices can be incorporated in your work environment to greatly reduce the number and severity of work-related accidents and illnesses by adopting corrective and preventive measures of this program.	2 1/2 days
Electrical Safety Program for ECs	Aims to provide the participants with information about the principles of electricity, its associated hazards while performing daily tasks, as well as recommended safe work procedures necessary to prevent the occurrence of electrical accidents.	2 days
Work Order Procedures	To fully understand the process of a work order from used collecting data, to a request for construction or repair. It also addresses the system of retirement of materials and equipment and the role of record keeping.	3 days



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IV. Customized Programs

Course Title	Course Description	Duration
Meter, Reading, Billing and Collection Procedures	Aims to acquire skills in evolving effective and systematic procedures in meter reading, billing, and collections.	3 days
Teambuilding and Leadership Seminar	Aims to create synergy among team members in order to enhance the team's creativity discovering new ways of working together for greater achievements in the workplace.	2 days
Quality Customer Relations	Aims to develop knowledge, behavior and skills in dealing and handling complaints of different member-consumers.	2 days
Integration of Balanced Scorecard and Performance Evaluation System stem	Aims to identify the performance standards set by the organization; improve performance on the individual employee level on quality, efficiently and effectively.	2 days



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ACADEME OFFERINGS

I. OCTOBER

Course Title	Course Description	Schedule
Electric Power Industry, Market & Regulation (EPIRA 101)	Aims to familiarize the policy and decision makers of Electric Cooperatives (ECs) with the electric power industry, power industry restructuring competitive electricity market & regulation under EPIRA and NEA laws as amended; and to facilitate the appreciation of opportunities, challenges and options for the ECs in the power supply competition & distribution network regulation under EPIRA environment.	October 16 -18, 2017 UP-NEC
Electricity Market: Power Supply Contracting, WESM & Retail Competition (EPIRA 202)	Aims to familiarize the policy and decision makers of the ECs with the principles and process of Capital Expenditures and Operational Expenditures Planning, Rate Making and Tariff Design; and to guide the participants in preparing the evaluating the CAPEX Plan, OPEX Plan and Unbundled Rates of ECs.	October 2 - 4, 2017 UP-NEC



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ACADEME OFFERINGS

II. NOVEMBER

Course Title	Course Description	Schedule
Electric Power Industry, Market & Regulation (EPIRA 101)	Aims to familiarize the policy and decision makers of Electric Cooperatives (ECs) with the electric power industry, power industry restructuring competitive electricity market & regulation under EPIRA and NEA laws as amended; and to facilitate the appreciation of opportunities, challenges and options for the ECs in the power supply competition & distribution network regulation under EPIRA environment.	November 6 - 8, 2017 UP-NEC



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ACADEME OFFERINGS

III. DECEMBER

Course Title	Course Description	Schedule
Electric Power Industry, Market & Regulation (EPIRA 101)	Aims to familiarize the policy and decision makers of Electric Cooperatives (ECs) with the electric power industry, power industry restructuring competitive electricity market & regulation under EPIRA and NEA laws as amended; and to facilitate the appreciation of opportunities, challenges and options for the ECs in the power supply competition & distribution network regulation under EPIRA environment.	December 4 - 6, 2017 UP-NEC