

Office for Corporate and EC Training  
**Comprehensive Training Plan**  
C.Y. 2016

OUTLINE OF CONTENTS

**I. Corporate Training**

- A. Regular Programs
  - a. Top Management
  - b. Middle Management
  - c. Associates
- B. Conferences, Meetings and Other Activities
- C. GAD Programs

**II. Electric Cooperatives Training**

- A. Top Management
- B. Middle Management and Associates
- C. Customized Training Programs

**III. Assessment and Academe**

- A. Executive Development Program for General Managers
- B. Competency Programs in Electric Power Distribution System Engineering
- C. Electric Power Industry Reform Act (EPIRA) Series
- D. Technical Skills Development

# OFFICE FOR CORPORATE AND EC TRAINING

## 2016 Comprehensive Training Plan

### I. Corporate Training

Courses	Course Description	No. of Schools	Date	Target Participants	Venue
<b>A. Regular Programs</b>					
<b>Top Management</b>					
1	Transition Course to ISO 9001:2015 with Intro to Risk Management	2	March 1-2, 2016 March 3-4, 2016	MANCOM and MAN	Vinz Cafe, NEA Bldg., Quezon City
2	Seminar-Workshop on Competency Framework	1	May 26-27, 2016	MANCOM and MAN	Vinz Cafe, NEA Bldg., Quezon City
3	Executive Writing Course	1	September 20-22, 2016	MANCOM and MAN	Vinz Cafe, NEA Bldg., Quezon City
4	Seminar on the Basic Provisions of a Power Supply Agreement (Competitive Selection Process)	1	September 15-16, 2016	MANCOM and MAN	Vinz Cafe, NEA Bldg., Quezon City
<b>Middle Management</b>					
5	Training the Trainers	1	February 17-19, 2016	SCAN and SUPER-N	H.E.S. Auditorium, NEA Bldg., Quezon City
6	Time and Stress Management	1	June 22-23, 2016	SCAN and SUPER-N	Vinz Cafe, NEA Bldg., Quezon City
7	Fraud Auditing Basics	1	July 6-7, 2016	SCAN and SUPER-N	Vinz Cafe, NEA Bldg., Quezon City

# OFFICE FOR CORPORATE AND EC TRAINING

## 2016 Comprehensive Training Plan

### I. Corporate Training

8	IT Auditing Basics	Aims to provide a general overview of IT auditing within the context of today's business environment that is highly dependent on IT. Participants are expected to understand the value of IT and IT Controls in Business Operations and Strategy, and they will also understand Information Systems control and auditing frameworks.	1	August 10-11, 2016	SCAN and SUPER-N	Vinz Cafe, NEA Bldg., Quezon City
9	Internal Audit Course	Aims to impart knowledge to the key changes in QMS Version update, standard clauses, and practical auditing skills required for auditing the Quality Management System (QMS) in accordance to ISO 9001:2015 standard	1	August TBD	IQA	Vinz Cafe, NEA Bldg., Quezon City
10	Supervisory Development Course (Track 1)	Aims to develop knowledge, skills and attitude in delivering results that contribute to the company's plans, focus the people's efforts toward achieving the organization's goals, develop the best in people, accept the accountability that goes with leadership positions, learn to use discipline as a problem-solving and exercise power, credibility, and authority.	1	July 19-22, 2016	SG 18 and higher	Vinz Cafe, NEA Bldg., Quezon City
11	Technical Report Writing	The program aims to develop the participants's skills in the documentation and transformation of technical information into reader-friendly documents. Focus will be given to the importance of clarity, coherence, correctness and conciseness in writing these documents. It will also include technical report writing techniques and use of graphic ideas.	1	October 19-20, 2016	SCAN and SUPER-N	Vinz Cafe, NEA Bldg., Quezon City
<b>Associates</b>						
12	Work Attitude and Values Enhancement	Aims to equip the participants with the art of social interaction by enhancing social skills, yield up old and gain new manners adaptable to the changing social environment, visualize the Self and the Company as partners in achieving excellence, align employees' action with corporate values, mission and vision, learn globally known guiding principles that propelled companies to success, uncover a sense of purpose and meaning in personal and work life, erase limiting beliefs about the self, rediscover free will and power of choice and sharpen tools of behavior and attitude of being polite and welcoming to people.	2	February 23-24, 2016  December 1-2, 2016	Associates	Vinz Cafe, NEA Bldg., Quezon City
13	Document Information Management	Aims to provide practical guidance in developing and implementing a quality management system according to the ISO 9001:2015 standard. It is intended to ensure that the participants understand the principles and main requirements of ISO 9001:2015	1	March 15-16, 2016	Associates	Vinz Cafe, NEA Bldg., Quezon City
14	Accounting for Non-Accountants	Aims to provide the know-how on recording and managing the accounting books. It also aims to develop skills in practical bookkeeping and accounting system and gives access to Books of Accounts, Business Forms and Invoices, Worksheets and other accounting records.	1	March 31-April 1, 2016	Associates	Vinz Cafe, NEA Bldg., Quezon City
15	Seminar on Database Management and Analysis using MS Excel	To familiarize the participants with MS Excel ribbons and User Interface (UI), ability to enter and format data, calculate totals and summaries thru formulas, highlight data that meets certain conditions, creating simple reports and charts, understanding the importance of keyboard shortcuts and productivity tricks.	1	June 7-9, 2016	Associates	Vinz Cafe, NEA Bldg., Quezon City

# OFFICE FOR CORPORATE AND EC TRAINING

## 2016 Comprehensive Training Plan

### I. Corporate Training

16	Training Course on Database Management with MS Excel	Aims to introduce basic techniques and functions to upgrade the skills of employees related to MS Excel in order to facilitate the following: 1. Functions under "Macros" such as but not limited to the Viewing Macros, Recording Macros, and Programming (VBE).; 2. Functions under "Excel Add-ins" such as the Data Analysis Toolpak, Solver, What-If Analysis, and Data Validation; and 3. Excel built-in Functions such as but not limited to Statistical Functions, Logical Functions and Database Functions.	1	August 23-26, 2016	Engineering and ATEO	HESA, 2nd Floor, NEA Bldg., Diliman, Quezon City
17	Engineering for Non-Engineers	To give our non-engineer personnel an overview specific competencies in (a) power system modeling and analysis, (b) planning, (c) operation, (d) design, and (e) utility economics. The Program aims to produce a steady-stream of technically competent personnel needed to sustain the viability of the Distribution Utilities under the restructured electric power industry. It is also envisioned to facilitate the supervision and regulation of the Distribution Sector in the Philippines under a restructured electric power industry.	1	September 7-8, 2016	Associates	Vinz Cafe, NEA Bldg., Quezon City
18	Financial Data Analytics using Excel	Aims to demonstrate how to accelerate and cleanse errors in data format, to validate data by looking at the transaction totals, duplicate and missing transactions, to manipulate dates by slicing and combining certain components, normalize data so they can be easily understood by ordinary readers, create amazing visual presentations that will be very useful for decision makers and to prepare impressive charts.	1	October 5-6, 2016	ECAD and IAQSMO	Vinz Cafe, NEA Bldg., Quezon City
19	Basic and Advanced Photography	Aims to increase the knowledge of the participants in various photography subjects such as camera shooting modes, how to obtain correct exposures, using various shutter speeds and aperture settings, as well as explaining white balance and different types of camera lenses.	1	November 23-24, 2016	Associates	Vinz Cafe, NEA Bldg., Quezon City

### B. Conferences, Meetings and Other Activities

20	2016 Strategy Review (Performance Assessment)	Aims to review the strategies in implementing NEA's Performance Scorecard	1	January 7-8, 2016	AOL and COL	Queenie Room
21	Sitio Electrification Program (SEP) Cluster Session	Aims to recognize the achievements of the cluster and to have the opportunity to share the experiential knowledge that is gained from their specific line of work	1	January 18, 2016	80 officials and employees involved in SEP	H.E.S. Auditorium, NEA Bldg., Quezon City
22	Meeting of NEA Associations	The officers and members of different NEA Associations will meet in order to come up with their respective recommendations and critical issues that they will present as inputs during the Strategic Thinking Conference Workshop	1	January 14, 2016	All NEA officials and employees except MANCOM	H.E.S. Auditorium, NEA Bldg., Quezon City and Vinz Cafe, NEA Bldg., Quezon City

# OFFICE FOR CORPORATE AND EC TRAINING

## 2016 Comprehensive Training Plan

### I. Corporate Training

23	Strategic Thinking Conference-Workshop	Know the present industry trends, challenges and recommendations; discuss planning premises and expectations; Confer, discuss and think as one collegial body the challenges affecting the role of NEA and the ECs; specify the scope of planning and its time frame based on the identified scenarios through a workshop in break-away groups; and discuss and present outputs including strategic solutions.	1	January 20-22, 2016	NEA officials	Taal Vista, Tagaytay City
24	Sectoral Operational Planning	Aims to collectively formulate the scorecard which support the NEA Balanced Scorecard; appreciate the importance of each employees and departmental contributions to the attainment of the agency's scorecard and performance commitments	1	January 26-28, 2016	All NEA officials and employees	Respective Workplaces
25	Orientation-Seminar on Departmental Scorecard Management	Aims to appreciate the importance of Performance Governance System (PGS) using the NEA Balanced Scorecard Model; know the mechanics in developing Departmental Scorecard; know basically how to fill up accomplishment report using SPD forms and reconstitution of Departmental Scorecard Coordinators to generate their support for the successful implementation of NEA's PGS	1	January 29, 2016	Scorecard Coordinators	H.E.S. Auditorium, NEA Bldg., Quezon City
26	Strategic Thinking Conference-Workshop	Know the present industry trends, challenges and recommendations; discuss planning premises and expectations; Confer, discuss and think as one collegial body the challenges affecting the role of NEA and the ECs; specify the scope of planning and its time frame based on the identified scenarios through a workshop in break-away groups; and discuss and present outputs including strategic solutions.	1	January 20-22, 2016	NEA officials	Taal Vista, Tagaytay City
27	Presentation of Departmental Scorecards by Sector	Each department/ office by Sector presents the highlights of their 2015 Action Plans/ Scorecards to the Assembly and Council of Leaders. The Administrator and the Deputy Administrators will provide their review/ assessment of the plan to establish links with the plans of the other sectors.	1	February 3-4, 2016	NEA official and employees who attended Strategic Thinking	H.E.S. Auditorium, NEA Bldg., Quezon City
28	Interaction with ECs	To provide the participants with first-hand knowledge and experience on the operations of an electric cooperative	1	February 16, 2016	Resource Speakers and Newly-Hired Employees	PENELCO, Balanga, Bataan
29	5th Consultative Session with Manufacturers/ Suppliers of Electrical Materials and Equipment of ECs	Aims to recognize the participants for the commitment and support to complete the targeted Sitio Electrification Program and Barangay Line Enhancement Program; expectation to the SEP-BLEP CY 2016-2020; the impact of Resiliency Program and to ensure continued support to the program.	1	February 26, 2016	Some NEA officials and employees	Quezon City Sports Club

**I. Corporate Training**

30	NEA-EC Consultative Conference/ Lumens Award	To renew commitment to ensure the attainment of the accelerated pace of total electrification as a mandate of the government	1	Aug-16	EC and NEA officials and employees	TBD
31	Salamat NEAN Program	The program is being held in recognition for the contributions of the retiring officials and employees of this agency.		various dates	Retirees	H.E.S. Auditorium, NEA Bldg., Quezon City
32	Committee on Energy Budget Hearing	The Department of Energy and its attached agencies will be presenting their 2015 proposed budget in preparation for the Budget Hearing.	1	Aug-16	Some NEA officials and employees	H.E.S. Auditorium, NEA Bldg., Quezon City
33	Orientation for Newly-Hired Employees	To familiarize the participants with the different functions of the different departments of NEA	1	November 9-10, 2016	Newly-Hired Employees	OCET Conference Room
34	Consultative Review for APP	The Departments/ Offices will review the consolidated project procurement management plans of each department; and inform the basis for inclusion/ exclusion of the requested logistical requirements.	1	Nov-16	APP Coordinators	HRAD Conference Room

**C. GAD Programs**

35	Seminar-Workshop on Gathering and Generating Sex-Disaggregated and Gender-Based Data in Rural Electrification Sector	Aims to equip the participants with the necessary knowledge and skills in the collection of sex-disaggregated demand-side data for reliable and comparable supply-side datasets which are essential to help policymakers in formulating policies in efforts to close gender gaps in the Electrification Sector. It also aims to provide awareness on the value or importance of sex-disaggregated data to further improve the agency's efforts in mainstreaming gender in its existing policies, programs and activities.	1	March 9-10, 2016	GFPS members	Vinz Cafe, NEA Bldg., Quezon City
36	Seminar/ Forum on Gender Differences in Retirement Behavior: A Pre-Retirement Seminar	Aims to prepare the retiring NEA officials and employees in life after work and to empower men and women in planning for the future and work towards getting their finances in order, paying down debt, repaying contributions, getting their questions or social security answered	2	May 17-18, 2016  May 20, 2016	Officials and employees whose age are 55 and beyond	H.E.S. Auditorium, NEA Bldg., Quezon City

# OFFICE FOR CORPORATE AND EC TRAINING

## 2016 Comprehensive Training Plan

### I. Corporate Training

37	Gender Analysis	Aims to equip the participants with knowledge and skills on analyzing sex-disaggregated data in order to come-up with gender-responsive activities, programs and policies	1	June 24, 2016	GFPS members	Vinz Cafe, NEA Bldg., Quezon City
38	Training on Gender Mainstreaming in Governance Reform Programs and Gender Audit in Governance	Aims to equip the participants with knowledge and skills on incorporating women and men's issues, needs and interests into the organization's policies, structures, processes/systems, practices, plans, programs, projects, activities to be more responsive to their needs/ interests and to contribute to gender equality	1	July 15, 2016	GFPS members	Vinz Cafe, NEA Bldg., Quezon City
39	Million Volunteer Run III	To empower our nation against any form of disasters	1	February 6, 2016	Some interested NEA employees	QCMC
40	Participation to Women's Month Activities	A national and yearly celebration to recognize women's contribution to all societies	1	Mar-16	All NEA officials and employees	TBD
41	National Kidney Month Kick-Off Celebration	This is an annual celebration spearheaded by NKTl in the observance of the National Kidney Month Celebration.	1	Jun-16	Some interested NEA employees	TBD
42	RACE to Serve Fun Run	The fun run is an annual undertaking of the Civil Service Commission to raise funds for the "Pondong Pamanang Lingkod Bayani Program" and to pay tribute to the public officials and employees who died in the performance or pursuit of functions, duties and responsibilities.	1	September-16	Some interested NEA employees	TBD
43	18-Day Campaign to End VAW	A yearly event to observe and strengthen the campaign to end violence against women and children	1	November 25, 2016	Some interested NEA employees	TBD
44	Sex-Disaggregated Data Gathering or GAD Profiling/ Case Study  Organization-Focused  Client-Focused	Aims to improve the availability of sex-disaggregated statistics in the RE Sector to improve knowledge and statistics on women's economic participation to accelerate the economic advancement of women in the RE Sector and to help the policymakers in developing policies and design effective programs that benefit men and women	1	October 2016  November 2016	GAD Consultant with some GFPS Members	TBD
45	Seminar on Self-Defense	Aims to teach women on how to protect themselves from such risks and to empower women through building their physical and emotional confidence in their capacity to protect themselves	1	December 6-7, 2016	Some interested NEA employees	H.E.S. Auditorium, NEA Bldg., Quezon City
46	Formulation of GAD 2018 Plan and Budget	Aims to gather all members of the GAD Focal Point System to come up with the 2017 GPB	1	Dec-16	GFPS members	Vinz Cafe, NEA Bldg., Quezon City

## OFFICE FOR CORPORATE AND EC TRAINING

### 2016 Comprehensive Training Plan

#### II. Electric Cooperatives Training

	Courses	Course Description	No. of Schools	Date	Target Participants	Venue
<b>A. Top Management</b>						
1	Cooperative Management Course I, III (CMC I and III) and Good Governance (w/ Fr. Francisco G. Silva) (5 days)	Aims to equip the participants with the knowledge and skills that will aid them in laying out coop plans and formulating policies necessary to govern effectively. It also aims to enhance their decision making skills to enable them to provide strong leadership for ECs such as conflict resolution, strategic networking, and pro-people advocacies.	2	Apr. 4-8, 2016 Sept. 12-16, 2016	Newly elected Board of Directors, appointed General Managers and Officers-In-Charge	PDA, Toledo City, Cebu
2	Cooperative Management Course II (Entrepreneurial Management) (The Mentor Group) (3 days)	Aims to develop the participants' entrepreneurial mindset and seek opportunities for the coop to remain viable and provide better service for the people as well as provide a better understanding of the value of leveling up their skills and performances to be able to respond to the requirements of EPIRA and R.A. 10531.	2	Jun. 7-9, 2016 Jul. 5-7, 2016	Board of Directors, GMs, and OICs	PENELCO HQ, Balanga City, Bataan
3	Executive Presence (Guthrie-Jensen) (2 days)	Aims to provide participants with tools and techniques to project credibility, confidence, and poise to help them increase their influence. Through experiential exercises, participants will be able to present themselves with impact, build alliances, connect with others, and develop their personal style.	3	Jun. 20-22, 2016 Jul. 26-28, 2016 Aug. 23-25, 2016	GMs and OICs	Luzon Visayas Mindanao
4	Writing for Executives (Guthrie-Jensen) (2 days)	Aims to develop how executives define their organization and position when they write; how they organize and translate their thoughts clearly and persuasively. They will practice techniques in writing work-related correspondences and reports with impact and influence.	1	Aug. 10-11, 2016	Board of Directors, GMs, and OICs	Tagaytay City



# OFFICE FOR CORPORATE AND EC TRAINING

## 2016 Comprehensive Training Plan

### II. Electric Cooperatives Training

	Courses	Course Description	No. of Schools	Date	Target Participants	Venue
<b>B. Middle Management and Associates</b>						
6	Essentials of Supervision and Leadership Program (ESLP) (OPT Training and Consulting Services) (3 days)	Aims to lead their team towards prescribed strategic organizational objectives; To perform leadership action, one must develop a high level of supervisory or managerial skills which include technical guidance, motivating, giving directions and controlling to get the job done well.	3	Apr. 26-28, 2016 Jun. 28-30, 2016 Aug. 23-25, 2016	Department, Division, Area Managers, Section Heads, and Supervisors	H.E.S.A. Davao City Visayas
7	Management Development Program with Problem Solving and Decision Making (Case Study) (3 days)	Aims to develop the participants on managing the transition from lower level to middle/upper member of the management team.	1	Jul. 26 -28, 2016	Department, Division, Area Managers, Section Heads, and Supervisors	Mindanao
8	Managing Workplace Conflict through Negotiation and Mediation for Leaders (3 days)	Aims to guide and harmonize the various personalities in the team, synchronize their actions, reinforce and complement each other; As opposed to disharmonious atmosphere; office character clashes, internal squabbles and people conspiring against each other; and the ability to handle difficult conversations and performance issues.	1	Jul. 13-15, 2016	Department, Division, Area Managers, Section Heads, and Supervisors	Tagaytay City
9	Fraud Auditing (CIASP) (2 days)	Aims to equip the participants with the foundational knowledge of the different aspects of fraud auditing. Participants will learn about fraud awareness, fraud responsibilities, fraud risk assessment, fraud prevention and detection program, and fraud investigation.	1	Sep. 6-7, 2016	Department, Division, Area Managers, Section Heads, and Supervisors	Luzon
10	Risk Based Internal Auditing (CIASP) (2 days)	Aims to provide the participants with the knowledge, practical tools, and leading practices in the conduct of the internal auditing process to deliver more value-added services and contribute to the achievement of the organization's goals.	3	Feb. 23-24, 2016 (3rd Batch) Mar. 29-30, 2016 (4th Batch) Sep. 21-22, 2016 (5th Batch)	FITA Dept. Managers and Audit Staff	H.E.S.A. (Batches 3 & 4) Mindanao

**OFFICE FOR CORPORATE AND EC TRAINING**

**2016 Comprehensive Training Plan**

**II. Electric Cooperatives Training**

	Courses	Course Description	No. of Schools	Date	Target Participants	Venue
5	The Balanced Scorecard (4 days)	Aims to strengthen their planning process through the adoption of the Balanced Scorecard Model.	8	<p>Mar. 29 - Apr. 1, 2016 (NEECO II A1, NEECO IIA2, AURELCO)</p> <p>Apr. 11-15, 2016 (BILECO, LEYECO III, LEYECO IV, SOLECO, ESAMELCO)</p> <p>Apr. 19-22, 2016 (NEECO I, PENELCO, TARELCO I, PRESCO)</p> <p>Apr. 26-29, 2016 (MOELCI I, MOELCI II, ZANECO)</p> <p>May 17-20, 2016 (ISECO, INEC, PANELCO III, LUELCO)</p> <p>Jun. 7-10, 2016 (MORESCO II, CAMELCO, BUSECO, FIBECO)</p> <p>Jun. 21-24, 2016 (DANECO, DORECO, COTELCO, SOCOTECO I, SOCOTECO II)</p> <p>Jul. 12-15, 2016 (ZAMSURECO I, ZAMSURECO II, ZAMCELCO)</p>	Board of Directors, GM/ OIC, Dept. Managers	Luzon Visayas Mindanao

# OFFICE FOR CORPORATE AND EC TRAINING

## 2016 Comprehensive Training Plan

### II. Electric Cooperatives Training

	Courses	Course Description	No. of Schools	Date	Target Participants	Venue
11	IT Auditing (CIASP) (2 days)	Aims to provide a general overview of IT auditing within the context of today's business environment that is highly dependent on IT.	1	Oct. 19 - 20, 2016	FITA Dept. Managers and Audit Staff	Mindanao
12	Effective Communication For Auditors (CIASP) (2 days)	Aims to understand communication basics so that the participants can effectively write audit observations, opinions, and recommendations as well as organize effective presentations by clarifying content, preparing effective materials, and delivering them with an "X-Factor."	1	Oct. 5 - 6, 2016	Audit Manager and Staff	Visayas
<b>C. Customized Training Programs</b>						
13	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		
14	Strategy Formulation and Execution (Operational Planning)	Aims to strengthen their planning process through the adoption of the Balanced Scorecard Model.				
15	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		
16	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		

## OFFICE FOR CORPORATE AND EC TRAINING

### 2016 Comprehensive Training Plan

#### II. Electric Cooperatives Training

	Courses	Course Description	No. of Schools	Date	Target Participants	Venue
17	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		
18	Meter, Reading, Billing and Collection Procedures	Aims to acquire skills in evolving effective and systematic procedures in meter reading, billing, and collections.		3 days		
19	Values Enhancement and Teambuilding for Electric Cooperatives	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.		1 1/2 days		
20	Quality Customer Relations	Aims to develop knowledge, behavior and skills in dealing and handling complaints of different member-consumers.		2 days		
21	Performance Management System	Aims to identify the performance standards set by the organization; improve performance on the individual employee level on quality, efficiently and effectively.		2 days		

**III Assessment and Academe**

	Courses	Course Description	No. of Schools	Date	Target Participants	Venue	Estimated Cost per School	
							per school	per pax
<b>Partnership Programs with the Academe</b>								
<b>A. Executive Development Program for General Managers</b>								
1	Leadership and Management Development Program	Aims to strengthen fundamental management skills, increase decision-making abilities; and improve supervisory and team-building proficiencies. - Aims to develop a general management perspective, which helps align participants and their team with the company's overall goals. - Aims to broaden knowledge of functional areas other than one's own, which enables one to understand the company's various functions and contribute to cross-functional processes.	1 school	3rd Quarter	Electric Cooperative General Managers / Officers-in-Charger	Ateneo Professional Schools Building, 130 HV Dela Costa Street, Salcedo Village, City of Makati Philippines	Php2,460,000.00	Php 98,400.00
1	Distribution System Modeling & Analysis (CPD1)	To develop the competency of the participants in analyzing technical problems of existing & complicated distribution system & in developing technically feasible solutions that are validated by Eng'g. calculations & computer simulations.	2 schools Batch 22  Batch 23	Part 1: May 16-21 Part 2: June 13-18 Part 3: July 11-16  Part 1: Sept. 12-17 Part 2: Oct. 10-15 Part 3: Nov. 14-19	Engrs. of Distribution Utilities responsible in planning, design, operation, control & maintenance of distribution utilities Target No: 20 EC pax	UP-NEC Diliman, Q. C.	Php1,028,000.00	Php36,000
					NEA pax			
2	Distribution System Planning & Distribution Utility CAPEX Planning (CPD2)	To familiarize the participants with the perspectives, principles & process of power system planning & to equip them with the analytical methods in load forecasting, economic evaluation & optimal planning of subtransmission, substation, distribution feeder & customer services networks.	1 school (Batch 13)	Part 1: Aug. 8-13 Part 2: Sept. 5-10 Part 3: Oct. 3-8	Engrs. Responsible for preparing Distribution Development Plan & CAPEX Plan of Electric Cooperatives. Finance Personnel will attend the last day of Part 3. <b>Pre-requisite CPD1</b> Target No: 20 EC pax	UP-NEC Diliman, Q. C.	Php1,068,000.00	Php38,000
					NEA pax			

III Assessment and Academe

Courses	Course Description	No. of Schools	Date	Target Participants	Venue	Estimated Cost per School		
						per school	per pax	
<b>Partnership Programs with the Academe</b>								
3	Distribution Operations Planning & Distribution Utility OPEX Planning (CPD3)	To familiarize the participants with the perspective, principles & process of O & M Planning & to equip them with the use of Reference Utility Methods on determining Operation & Maintenance expert	1 school (Batch 5)	Schedule to be arranged based on request for training	Eng'g., Finance & Institutional Managers & Personnel responsible for preparing Distribution O&M Plan & OPEX Plan of ECs. <b>Pre-requisite: CPD1 for Engrs.</b> <b>EPIRA 202 for Non-Engrs.</b> Target No: 20 EC pax	UP-NEC Diliman, Q. C.	Php648,000.00	Php26,000
					NEA pax			
4	Power Supply Planning, Aggregation, Contracting & Scheduling (CPD4)	To familiarize the participants in principles & analytical methods in least power supply planning. To develop the skills of the participants in long-term & short-term load forecasting, in evaluating price-related provisions of power supply contracts, & in least-cost power supply scheduling.	1 school (Batch 5)	Schedule to be arranged based on request for training preferably by region or Aggregation Groups	Engrs. who are responsible for preparing power supply plan, scheduling power supply contracts & trading in WESM. Target No: 20 EC pax	UP-NEC Diliman, Q. C.	Php648,000.00	Php26,000
5	Distribution Utility Economics and Rate Making (CPD5)	To familiarize the participants with the economic principles that underpin competition and regulatory policies behind EPIRA, ERC rules & other laws, rules & regulations relevant to the regulated Distribution Utilities. To develop the competency of the participants in preparing Regulatory Accounts & Cost of Service Studies & in designing the Unbundled Distribution & Supply tariff.	B. Middle Management and Associates	Schedule to be arranged based on request for training	Eng'g., Finance & Institutional Managers & Personnel responsible in preparing Cost of Service Study & Tariff of the ECs. <b>Pre-requisite: CPD1 for Engrs.</b> <b>CPD-0 (or EPIRA 101 &amp; EPIRA 202) for Non-Engrs.</b> Target No: 20 EC Pax	UP-NEC Diliman, Q. C.	Php688,000.00	Php26,000
					NEA pax			
6	Distribution System Protection (CPD6)	<ul style="list-style-type: none"> <li>To familiarize the participants with the fundamental principles in power system protection &amp; equip them with analytical techniques in analyzing protection problems.</li> <li>To develop the competency of the participants in designing &amp; coordinating the protection of distribution system.</li> <li>To provide hands-on experience in installation &amp; testing of protective devices using state-of-the-art instruments &amp; test equipment.</li> </ul>	1 school Batch 8	Part 1: Aug. 15-19 Part 2: Sept. 19-23	Engrs. Who responsible in designing & coordinating protection system, & in setting & calibrating protective devices. <b>Pre-requisite: CPD1</b> Target No: 20 EC Pax	UP-NEC Diliman, Q. C.	Php688,000.00	Php28,000
					NEA pax			

**2016 Comprehensive Training Plan**

**III Assessment and Academe**

	Courses	Course Description	No. of Schools	Date	Target Participants	Venue	Estimated Cost per School	
							per school	per pax
<b>Partnership Programs with the Academe</b>								
7	Distribution System Control & Automation (CPD7)	At the need of the training course the participants should be able to: <ul style="list-style-type: none"> <li>• Design &amp; implement SCADA system for Substation, Subtransmission Network &amp; Distribution Feeders;</li> <li>• Operate monitor &amp; control distribution system remotely through a Supervisory Control And Data Acquisition (SCADA) system.</li> </ul>	1 school Batch 4	Part 1: Oct. 17-21 Part 2: Nov. 7-11	Operation, Control and Automation Engineers. <b>Pre-requisite: CPD1</b> Target No: 20 EC pax	UP-NEC Diliman, Q. C.	Php648,000.00	Php28,000
					NEA pax			

III Assessment and Academe

	Courses	Course Description	No. of Schools	Date	Target Participants	Venue	Estimated Cost per School	
							per school	per pax
<b>Partnership Programs with the Academe</b>								
<b>C. Electric Power Industry Reform Act (EPIRA) Series</b>								
1	Electric Power Industry, Market & Regulation (EPIRA 101)	To familiarize the policy decision makers of Electric Cooperatives (ECs) with the electric power industry restructuring design of EPIRA market design of WESM and regulatory issuances of ERC.	4 schools Batch 30 Batch 31 Batch 32 Batch 33	April 25-27 June 27-29 Aug. 22-24 Oct. 24-26	EC BODs, General Managers, Senior Managers, Supervisors and Junior Officers Target No: 30 EC pax	UP-NEC Diliman, Q. C.	Php210,000.00	Php6,000
					NEA pax			
2	Electricity Market: Power Supply Contracting, WESM & Retail Competition (EPIRA 201)	To familiarize the participants with the models of power industry structures, electricity market design, & principles of power supply economics, different power supply contracts, price structures & risk management provisions.	2 Schools Batch 18 Batch 19	May 23-25 Sept. 26-28	EC BODs, General Managers, Senior Managers, Supervisors and Junior Officers Target No: 30 EC pax	UP-NEC Diliman, Q. C.	Php210,000.00	Php6,000
					NEA pax			
3	Distribution Utility CAPEX-OPEX Planning & Rate Making (EPIRA 202)	To familiarize the participants with the principles & process of Capital Expenditures & Operational Expenditures Planning for Electric Cooperatives as Regulated Industries	2 Schools Batch 19 Batch 20	July 25-27 Nov. 21-23	EC BODs, General Managers, Senior Managers, Supervisors and Junior Officers Target No: 30 EC pax	UP-NEC Diliman, Q. C.	Php210,000.00	Php6,000
					NEA pax			



**OFFICE FOR CORPORATE AND EC TRAINING**

**2016 Comprehensive Training Plan**

**III Assessment and Academe**

	Courses	Course Description	No. of Schools	Date	Target Participants	Venue	Estimated Cost per School	
							per school	per pax
<b>Partnership Programs with the Academe</b>								
<b>D. Technical Skills Development</b>								
1	Basic Linemen Training Course (Electric Power Distribution Line Construction TESDA NC Level II)	To guide the trainees in acquiring knowledge and skills in constructs operation, preparation and maintenance of distribution lines and to inculcate the value of safety in the performance of their duties	2 Schools 2 Schools 2 Schools	1st quarter 2nd quarter 3rd quarter	New linemen apprentice		Php75,000 - 90,000 Training delivery cost for 30 days	
2	Linemen Upgrading Course (Power Distribution System Enhancement Course)	The course aims to update the job skills of linemen, update them in the use of new technologies and imbibe work values and safety awareness to ensure quality work.	1 School 1 School 1 School	1st quarter 2nd quarter 3rd quarter	Linemen who have completed Basic Linemen Course or equivalent 3 years job experience; former linemen who are now occupying positions related to construction, operation & maintenance of distribution system. (Foreman, leadman, substation tenders, construction & maintenance supervisors, staking & design head & etc.)			

\* Partnership Programs with the Academe are inclusive of tuition & administrative fees

Submitted by:

  
**ALMA M. PARAGUA / ELIZABETH P. BASCO / ROSARIO B. GARCIA**  
 In-Charge, Corporate Training/Chief IRD/Chief, EC Dev't Services

Reviewed by:

  
**NORA I. RIVERA**  
 Department Manager, OCET

Recommended by:

  
**EDGARDO R. PIAMONTE**  
 Deputy Administrator, EDUS

  
**GOLDELIO G. RIVERA**  
 Deputy Administrator, Field Operations, MAG

Approved by:

  
**EDITA S. BUENO**  
 Administrator