



March 25, 2021

GUIDELINES IN THE PROVISION OF NEA RESOURCE SPEAKERS/LECTURERS FOR SEMINARS CONDUCTED BY ELECTRIC COOPERATIVES (ECs)/OTHER GOVERNMENT AGENCIES/PRIVATE INSTITUTIONS

I. RATIONALE

NEA officials and employees are frequently invited by ECs/Other Government Agencies or Private Institutions to act as resource speakers/lecturers on rural electrification concerns for the capacity and capability building of its officers and employees. Hence, there is a need to prescribe the guidelines to ensure proper monitoring and coordination of the actual delivery of service of these NEA resource speakers/lecturers.

II. BACKGROUND

The National Electrification Administration (NEA), pursuant to its supervisory powers over electric cooperatives (ECs), conducts various competency seminars and training programs for EC officers and employees.

NEA-EC Training Institute (NETI), formerly known as the Office for Corporate and Electric Cooperative Training (OCET) was created by virtue of Office Order No. 2011-932 to develop, administer and implement all training and development (T&D) programs and in conducting activities for the capacity and capability building of the officers and personnel of NEA and the ECs. The department shall be the **lone training provider** of NEA for seminars and training programs of NEA and ECs. Its role include the following: (a) ensure that professional standards translate into excellent performance and business; (b) customer satisfaction is reflected.

However, EC may conduct its own training programs to enhance the core values and the Legal, Institutional, Financial and Technical (LIFT) skills of its personnel in coordination with NETI. EC may invite NEA officials/employees to act as resource speakers/lecturers for the said trainings.

III. OBJECTIVES

1. To formulate a unified procedures in setting the requirements for NEA designated lecturers and/or resource persons/speakers in the conduct of trainings and seminars to ECs/Other Government Agencies/Private Institutions.
2. To course through NETI, as the training institution responsible in achieving a proper and systematic management in the conduct of trainings and seminars to ECs, all requests for NEA designated lecturers and/or resource persons/speakers.

IV. SCOPE

These guidelines shall apply to all NEA officials and employees engaged by the ECs/Other Government Agencies/Private Institutions to act as resource speaker/lecturer for seminars outside of NEA.

V. DEFINITION OF TERMS

1. **Honoraria** - is a form of compensation given as token of appreciation or reward for gratuitous services on account of one's broad and superior knowledge or expertise in a specific field when the payment is determined through the person's qualifications and other criteria.
2. **Resource Speaker** – refers to any person by virtue of his/her expertise and who serves as lecturer on any specialized discipline/technical field of knowledge in training programs, seminars, conferences, symposia, and other learning field.
3. **Lecturer**- refers to any person who uses lecture as an instructional method in seminars, workshops, conferences, symposia, training programs and other similar activities.
4. **Training program** - refers to a course or a series of courses designed for training in specific skills.
5. **Electric Cooperative (EC)** - refers to an electric distribution utility organized and registered pursuant to Presidential Decree (PD) 269, as amended, Republic Act No. 9520, and other related laws.

VI. IMPLEMENTING GUIDELINES

1. Requests for NEA officials/employees who will act as resource speakers/lecturers for EC/Other Government Agencies/Private Institution training/seminar programs outside of NEA shall be coursed through NETI as the agency's lone training provider.
2. Only NEA officials/employees listed on the NEA pool of speakers, having expertise in the specific subject area can act as resource speaker or lecturer.
3. Officials/employees who act as resource speaker or lecturer shall first secure prior authority from his/her direct supervisor that rendering such service will not affect effective performance of his/her official regular duty.
4. Should the officials/employees be allowed, NETI shall prepare the Memorandum for approval by the Administrator.
5. Honoraria shall be remitted directly to NEA by the requesting EC/Other Government/Private Institutions which in turn pay the NEA official/employee.

The payment of honoraria shall be the responsibility of NETI in accordance with Government Budgeting, Accounting and Auditing Rules and Regulations.

6. NEA resource speakers shall not in any way transact directly with EC/Other Government Agencies/Private Institution to conduct seminars, training programs, and other similar activities.
7. A fifty percent (50%) mark-up to cover NEA's overhead expenses shall be added to the rate of honoraria.
8. Honoraria, travel/transportation and other related expenses of NEA designated lecturers and/or resource persons/speakers shall be guided with the Guidelines/ Procedures and Accounting System of NEA Training Funds and related revisions and amendments thereto.

VI. EFFECTIVITY


These guidelines shall take effect immediately upon publication in the NEA website, and fifteen (15) days after publication with the National Administrative Register, UP Law Center.

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