



The vision of the national leadership for rural electrification

- Genuine inclusive growth
- Equality and equity
- Levelled playing field
- Poverty alleviation
- Access to basic services
- Wealth creation

57 NIA Road, Government Center, Diliman, Quezon City

NATIONAL ELECTRIFICATION ADMINISTRATION



NEA - EC TRAINING INSTITUTE (NETI)

2018

TRAINING CALENDAR



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PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES

I. Board of Administrators

Course Title	Course Description	Schedule
Corporate Governance: Board Effectiveness Best Practices	Aims to help the participants in aligning their skills to the global standard and best practices on board effectiveness.	TBD November 9, 2018
2018 NRECA Annual Meeting	This activity is valuable in the formulation of policies relative to promoting the sustainable development in the rural areas through rural electrification, and enhancement of good governance principles and best practices for the benefit of the NEA, electric cooperatives and the member-consumer-owners	February - March USA



PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES

I. Financial

Course Title	Course Description	Schedule
Philippine Financial Reporting Standards	Aims to equip the personnel of the Government Corporations classified as Government Business Enterprises (GBEs) with adequate understanding of the International Financial Reporting Standards (IFRS) as a global phenomenon intended to bring about greater transparency and a higher degree of comparability in financial statements in order to achieve the goal of one uniform and globally accepted financial reporting standards to enable entities around the world to generate quality general purpose financial reports.	Vinz Café, NEA Bldg. June 19-21, 2018

II. Institutional

Course Title	Course Description	Schedule
Integrity Management Program (IMP)	Aims to discuss the Integrity Management Program covering Template 3, Corruption Risk Register and 3A, Integrity Measures.	Vinz Café, NEA Bldg. March 13-14, 2018
Supervisory Development Course (SDC) Tracks 2 and 3	Aims to enhance the quality of our first line supervisors by enabling participants to guide supervisors in assessing their organization's readiness for empowerment, assist them to develop or improve their skills in making effective presentation and impart basic skills on how to plan and lead a meeting.	Vinz Café, NEA Bldg. May 15-18, 2018



PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES

II. Institutional

Course Title	Course Description	Schedule
Technical Writing	Aims to learn characteristics of effective technical writing; to understand basic structure and guidelines in writing reports and manuals; and to develop skills to create polished documents and presentation.	Vinz Café, NEA Bldg. June 5-7, 2018
Database Management System Training	Aims to equip employees on managing and maintaining complex software and file storage systems to ensure access, up-time and data integrity.	Vinz Café, NEA Bldg. June 26-27, 2018
Managing Government Records, including Personnel Records	Aims to be familiar with management of records and information covering the flow of records creation, receipt, maintenance and disposition; to describe the processes of capturing and keeping evidence and information on business transactions required of organizations to ensure easy access and functionality.	Vinz Café, NEA Bldg. July 10-12, 2018
Completed Staff Work Training Program	Aims to empower the decision-makers, staff officers to ensure due diligence in all decisions and actions by focusing on more important tasks as they break free from reviewing voluminous attachments, minimize the guesswork in making important decisions; and avoid the liability and embarrassment arising from erroneous decisions and pronouncements.	Vinz Café, NEA Bldg. August 15-16, 2018



PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES

III. Institutional

Course Title	Course Description	Schedule
Work Attitude and Values Enhancement (WAVE)	Aims to review the participants' work values in the light of corporate values and the components of ethical decision-making, discover their own work value system and consider their responsibility to others in the workplace and to the work organization and how that might play a role in work productivity, decision making and even individual and corporate survival as work organizations chart their course in the limitless and increasingly competitive global marketplace.	Vinz Café, NEA Bldg. September 11-12, 2018
Advanced Powerpoint and Excel	Aims to learn the advance powerpoint and excel for the preparation of reports.	Vinz Café, NEA Bldg. September 26-27, 2018
Organizing and Managing Grand Events	Aims to gain knowledge on how to effectively and efficiently conduct trainings and events; to gain insights on how to handle queries and requirements of the stakeholders and interested parties.	Vinz Café, NEA Bldg. October 9-11, 2018



PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES

III. Institutional

Course Title	Course Description	Schedule
Good Governance and Corporate Social Responsibility	Aims to examine ways in which client-centered governance can foster empowerment and sustainability of impact in the face of challenges to development such as fragile states, environmental and political crises, and fraud and corruption.	October 23-25, 2018 Vinz Café, NEA Bldg.
Customer Service Skills Training (Handling Complaints)	Aims to learn and understand the customer journey process; define and understand internal and external customer; know the strategies, approaches and techniques on customer acquisition and retention; learn how to handle customer objections and concerns; and know how to nurture customer engagement.	November 6-8, 2018 Vinz Café, NEA Bldg.
Succession Planning	Aims to define succession planning, details the importance of succession planning in an organization, and explains the conditions for successful succession planning. Participants will understand the process for establishing a succession plan and how to align the plan with an organization's strategic plan.	December 4-6, 2018 Vinz Café, NEA Bldg.



PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES

III. Technical

Course Title	Course Description	Schedule
Basic Occupational Safety and Health	Aims to enable the Newly-Reconstituted Safety and Conservation Committee identify hazards, evaluate and correct them, so none of these unsafe conditions or unsafe acts turn into life threatening situations that curb a company's productive output. Losses can be prevented thru Safety and Health Management System.	January 30 - February 2, 2018 Vinz Café, NEA Bldg.
General Safety for NEA Employees	Aims to apply knowledge of Department of Labor and Employment (DOLE)- Occupational Safety and Health Standards' rules and safety procedures in the workplace; to assess the current safety and health conditions in NEA using available information; and to identify the different types of hazards in the workplace and assess their level of risk.	February 27-28, 2018 Vinz Café, NEA Bldg.
Loss Control Management Seminar	Aims to enable the participants to plan, organize and create strategic plans and procedures on the control of accident risk; and develop programs that will address both the human factors and the job factors.	March 20-23, 2018 Vinz Café, NEA Bldg.



PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES

III. Technical

Course Title	Course Description	Schedule
Power Supply Contracting	Aims to be familiarized on the policy and decision making of NEA-ECs regarding electricity market design, principles and power supply economics, power supply contracts, price structures, terms of reference and risk management; to be equipped with proper knowledge relative to procurement process, rules and regulations for power supply of ECs on WESM and Bilateral Contracts; and to be able to provide proper guidance to the participants in organizing CSP including analyzing, evaluating the TOR particularly the capacity or energy to contract, in evaluation of power supply offers and in designing and negotiating power supply contracts.	May 9-10, 2018 Vinz Café, NEA Bldg.
Substation Construction, Design and Wiring	Aims to identify performance requirements: to present transformer basic applications, manufacturing and hands-on testing on off-line power transformer at site; emphasize methods in insulation power factor testing and to propose plan on periodic, predictive and condition-based maintenance.	May 22-24, 2018 Vinz Café, NEA Bldg.



PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES

IV. Audit

Course Title	Course Description	Schedule
ISO 9001:2015 Awareness with Introduction to Risk Management	Aims to develop an understanding of the new ISO/IEC high level structure; to understand the basic principles of quality and quality management systems, especially the requirements of ISO 9001:2015 and identify relevant QMS requirements in respective areas of responsibility, and provide guidance to others in the conceptualizing and implementing QMS through risk-based thinking.	April 18-19, 2018 Vinz Café, NEA Bldg.
Planning, Conducting and Managing Internal QMS Audit and Root Cause Analysis	Aims to apply sound auditing principles to design, implement, review and improve internal audit process; to perform an internal audit following Plan-Do-Check-Act approach and how to prepare and conduct risk-based internal audit.	April 24-26, 2018 Vinz Café, NEA Bldg.



PROGRAMS FOR EC OFFICIALS AND EMPLOYEES

I. Top Management

Course Title	Course Description	Schedule
Cooperative Management Course I and III (CMC I & III)	Aims to prepare the new leaders to understand the operation and management of ECs, thereby capacitating them to cope with the new requirements and standards of the power industry.	March 19-23, 2018 People Development Academy (PDA) Toledo City, Cebu
Cooperative Management Course II (CMC II) - Strategic Thinking with Administrator Edgardo R. Masongsong	Aims to align strategic decisions with critical goals; identify critical steps of strategic thinking that guarantee agency action plan succeeds; lay down the ground rules for making stronger decisions and plans; and to set measurable, specific and realistic objectives.	May 2018 TBA
Cooperative Management Course IV - Governance and Parliamentary Procedures with Institute of Corporate Directors (I	Aims to discuss the basic principles of corporate governance, finance in a governance setting and best practices and pathways to reforms. It will begin with the conceptual view of the corporation with a thorough discussion on the rights and duties of the corporation and its board. It will also take a straight-forward look at financial statements from governance that teaches participants how to glean financial information required in order to make sound board decisions. It will end with lessons about best practices in governance, initiating the transformation from compliances to performance.	June 2018 TBA
EC Management Development Program for General Managers	Aims to develop the participants' understanding in applying the various tools and techniques in problem solving analysis, decision making and forward planning.	September 2018 TBA



PROGRAMS FOR EC OFFICIALS AND EMPLOYEES

II. Middle Management

Course Title	Course Description	Schedule
Tax Reform for Acceleration and Inclusion (TRAIN) Seminar with BIR, DOF & ERC	Aims to update the participants on the Tax Reform for Acceleration and Inclusion (TRAIN), the first package of the Comprehensive Tax Reform Program that will affect the operation of ECs.	Regions I, II & CAR ECs March 22 - 23, 2018 Regions III ECs April 11 - 12, 2018 Regions IV & V ECs April 18 - 19, 2018 HESA, NEA Bldg., Quezon City
Seminar- Workshop on Simplified Planning Tool for Development of Renewable Energy-Diesel Hybrid System with NEA-Office for Renewable Energy Development	Aims to help the ECs have a better understanding on the basic concept of hybridization and how it works; to train the ECs on the use and functions of the simplified planning tool; to provide assistance to ECs through this training including technical and financial simulation, in developing hybridization projects for their assessment; and to design and evaluate the least cost hybrid configuration which is technically acceptable and financially viable.	Regions I, II, & CAR ECs May 2 - 4, 2018 Regions III ECs March 8 -10, 2018 Regions IV - A & B ECs May 15 - 17, 2018 Regions V ECs TBD HESA, NEA Bldg., Quezon City



PROGRAMS FOR EC OFFICIALS AND EMPLOYEES

II. Middle Management

Course Title	Course Description	Schedule
Seminar on Law on Procurement (RA 9184) and Philippine Bidding Documents with Commission on Audit	Aims to enforce government standards for the efficient operation of ECs such as the observance of appropriate procurement procedures; and to conform with R.A. 9184 (Government Procurement Reform Act).	Regions I, II, CAR ECs June 4 - 6, 2018 Region III ECs June 6 - 8, 2018 Regions IV-A, IV-B & V ECs TBA Regions VI, VII, VIII ECs TBA Regions IX ,X-XII, ARMM & CARAGA ECs TBA HESA, NEA Bldg., Quezon City
EC Management Development Program for Department Managers	Aims to enhance the competency, leadership skill and problem solving skill of EC Department Managers to copy with the changes brought about by the power industry through out-of-the-box approach in management and leadership.	September 2018 TBA



PROGRAMS FOR EC OFFICIALS AND EMPLOYEES

III. Associates

Course Title	Course Description	Schedule
EC Media Skills Workshops	Relies on theories of the mass media in order to address the role of media relations in organizations and the practice of media relations in the context of both old and new media. Explores the relationship between social media as tools used by public relations professionals and as part of the daily lives of organizations' stakeholders, identifying emergent practices in public relations and confronting new perspective, both professional and academic, on public relations functions and on its role within organizational communication.	June 2018 HESA, NEA Bldg., Quezon City
Technical Writing	Aims to develop the participants' ability in effective construction of business correspondence and technical reports.	TBA HESA, NEA Bldg., Quezon City



PROGRAMS FOR EC OFFICIALS AND EMPLOYEES

III. Mixed-Levels

Course Title	Course Description	Schedule
Seminar on Net Metering Program with NEA-Office for Renewable Energy Development	Aims to gain understanding of solar roof top installations and other Renewable Energy technologies under the net metering scheme and its implications for ECs in technical and administrative processes; enable ECs implement net metering in their respective franchise and develop their own implementation plans; and Monitor by NEA the implementation plans of ECs.	January 18-19, 2018 CASURECO III January 29 - February 3, 2018 MASELCO February 20-21, 2018 TARELCO I February 22-23, 2018 LEYECO IV
Seminar-Workshop on Wholesale Electricity Spot Market Basic (WESM 101) with USTP, MinDa, PEMC, DOF and NCECCO	Aims to provide the basic knowledge of the governing principles, operations, implementation and impact of WESM in Mindanao; to compare and contrast with and without WESM in Mindanao; and to identify their roles in the implementation of WESM.	Region IX ECs and MAGELCO February 7-8, 2018 ZAMSURECO I Regions XI & XII ECs TBA DASURECO
Area Managers/ Consumer Welfare Desk Officers' Summit	Aims to promote a consumer friendly ambiance to all member-consumer-owners by assisting and attending to their complaints, queries and even security while inside the cooperative premises.	April 4-5, 2018 HESA, NEA Bldg., Quezon City



PROGRAMS FOR EC OFFICIALS AND EMPLOYEES

IV. Non-Competency Programs

Course Title	Course Description	Schedule
NEA & EC Web Portal and Business Intelligence Systems Implementation	Aims to complete Technical and Financial Data Entry Templates (DETs) and how to access the generated reports from the data submitted; to navigate through the Web Portal to submit the standard DETs and track its approval status; to understand how to complete the individual 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.	January 3-5, 2018 January 9-11, 2018 HESA, NEA Bldg., Quezon City
1st NEA-EC Communicators' Summit	Aims to set course of public information and craft communication policies driven by consumer-focused principles and member-centric content aligned with strategies, methods and platforms currently by this office; to further promote the Rural Electrification Movement and transform itself into a more responsive and relevant sector; and to come up with a unified policy on the implementation of Information and Education Campaigns (IECs) and determine strategies best-suited for respective ECs.	January 18-19, 2018 HESA, NEA Bldg., Quezon City



PROGRAMS FOR EC OFFICIALS AND EMPLOYEES

IV. Non-Competency Programs

Course Title	Course Description	Duration
SEP Summit	Aims to validate/sanitize the list of unenergized sitios; to decide with finality on doable solutions for sitios/puroks with “right-of-way”, road network and ‘peace-and-order’ problems that have been lingering from the start of the program until now; to extract profile information (distance from tapping point, number of potential households, island beneficiary, etc.) for each sitio/purok during the Summit; to decide on the sitios/purok the EC chooses to energize using off-grid options, PV mainstream or other renewal energy options; and to once and for all cement a final list of SEP-P2 that will be the subject of future audits.	January 24-25, 2018 HESA, NEA Bldg., Quezon City
Data Privacy Summit	Aims to ensure that the personal information and communication systems in the government and in the private sector are secured and protected.	February 6, 2018 HESA, NEA Bldg., Quezon City
EC Board of Directors’ Summit	Aims to discuss the recent political and economic developments vis-a-vis energy policies and come up with strategic course of action to advance the cause of ECs and its member-consumer-owners in this crucial time.	February 16-17, 2018 La Carmela de Boracay Hotel, Aklan



PROGRAMS FOR EC OFFICIALS AND EMPLOYEES

IV. Non-Competency Programs

Course Title	Course Description	Duration
EC General Managers' Session	Aims discuss/deliberate a pressing concern on how to fast-track Rural Electrification Program (REP), specifically, Barangay Line Enhancement Program (BLEP), Sitio Electrification Program (SEP) and Household Electrification Program (HHEP), as well as policy and guidelines for non-participation, and worst non-liquidation of subsidies.	February 21, 2018 HESA, NEA Bldg., Quezon City
NEA-EC Consultative Conference	Aims to revisit and redefine the roles of NEA and ECs within the framework of the amended Charter; to renew commitments to ensure the attainment of the accelerated pace of total electrification as a mandate of the government; to promote the efficient execution and compliance to performance standards in the distribution sector and the power industry; and to encourage stakeholders' participation to ensure transparency and accountability.	August 6, 2018 HESA, NEA Bldg., Quezon City



PROGRAMS FOR EC OFFICIALS AND EMPLOYEES

V. Customized Programs

Course Title	Course Description	Schedule
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
Meter Reading, Billing and Collection Procedures	Aims to acquire skills in evolving effective and systematic procedures in meter reading, billing and collections.	3 days
Quality Customer Relations	Aims to develop knowledge, behavior and skills in dealing and handling complaints of different member-consumers.	2 days



PROGRAMS FOR EC OFFICIALS AND EMPLOYEES

V. Customized Programs

Course Title	Course Description	Schedule
Work Attitude and Values Enhancement at the Workplace for EC Employees (W.A.V.E)	Aims to internalize the significance of integrating professional life into the personal principles with the participants to have a healthy, motivated life; to walk through the important aspects of re-aligning the personal and professional values of the participants to the company's values; to equip participants with skills in dealing with bosses and co-employees to foster harmonious relationship in the organization; to realize and rediscover strengths as well as to create strategies and intervention activities to determine improvement areas in the participants' attitudes and behaviors to improve work performance; and to prepare a re-entry action plan to sustain one's positive attitude towards work.	2 days
Integration of Balanced Scorecard and Performance Evaluation 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



I. Competency Programs in Electric Power Distribution System Engineering

Course Title	Course Description	2018 Schedule
Distribution System Modeling & Analysis (CPD1)	Aims to develop the competency of participants in analyzing technical problems of existing and complicated distribution system and in developing technically feasible solutions that are validated by engineering calculations and computer simulations.	Part 1: Feb 5-10 Part 2: March 5-10 Part 3: April 9-14 UP-NEC Diliman, Quezon City
Distribution System Planning & Distribution Utility CAPEX Planning (CPD2)	Aims to familiarize the participants with the perspectives, principles and process of power system planning and to equip them with the analytical methods in load forecasting, economic evaluation and optimal planning of subtransmission, substation, distribution feeder and customer services networks.	Part 1: Apr 23-28 Part 2: May 21-26 Part 3: June 18-23 UP-NEC Diliman, Quezon City
Distribution Operations Planning & Distribution Utility OPEX Planning (CPD3)	Aims to familiarize the participants with the perspectives, principles and process of O and M planning and to equip them with the use of Reference Utility Methods on determining operation and maintenance expert.	TBA UP-NEC Diliman, Quezon City



I. Competency Programs in Electric Power Distribution System Engineering

Course Title	Course Description	2018 Schedule
Power Supply Planning, Aggregation, Contracting and Scheduling (CPD4)	Aims to familiarize the participants in principles and analytical methods in least power supply planning.; to develop the skills of the participants in short-term and long-term load forecasting, evaluating price-related provisions of power supply contracts and in least-cost power supply scheduling.	TBA UP-NEC Diliman, Quezon City
Distribution Utility Economics and Rate Making (CPD5)	Aims 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; to develop the competency of the participants in preparing regulatory accounts and cost of service studies and in designing the unbundled distribution & supply tariff.	TBA UP-NEC Diliman, Quezon City



I. Competency Programs in Electric Power Distribution System Engineering

Course Title	Course Description	Schedule
Distribution System Protection (CPD6)	Aims to familiarize the participants with the fundamental principles in power system protection and equip them with analytical techniques in analyzing protection problems; to develop the competency of participants in designing and coordinating the protection of distribution system; to provide hands-on experience in installation and testing of protective devices using state-of-the-art instrument and test equipment.	Part 1: June 5-9 UP-NEC Diliman, Quezon City
Distribution System Control & Automation (CPD7)	Aims to develop the competency of participants in designing and implementing Supervisory Control and Data Acquisition (SCADA) system for substation, sub transmission network and distribution feeders; and in operating, monitoring and controlling distribution system remotely through SCADA system.	TBA UP-NEC Diliman, Quezon City
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.	UP-NEC Part 1: April 24 - 28 Part 2: May 22 - 26



II. Electric Power Industry Reform Act (EPIRA) Series

Course Title	Course Description	Schedule
Electric Power Industry, Market & Regulation (EPIRA 101)	Aims 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.	Feb 13-15 March 14-16 April 18-20 May 16-18 UP-NEC Diliman, Quezon City
Electricity Market: Power Supply Contracting, WESM & Retail Competition (EPIRA 201)	Aims to familiarize the participants with the models of power industry structures, electricity market design and principles of power supply economics, different power supply contracts, price structures and risk management provisions.	Jan 31 - Feb 2 April 4-6 May 30 - June 1 UP-NEC Diliman, Quezon City
Distribution Utility CAPEX-OPEX Planning and Rate Making (EPIRA 202)	Aims to familiarize the participants with the principles and process of Capital Expenditures and Operational Expenditures Planning for Electric Cooperatives as regulated industries	Feb 28 - Mar 2 May 2-4 June 27-29 UP-NEC Diliman Quezon City



III. Technical Skills Development

Course Title	Course Description	Schedule
Basic Linemen Training Course - Electric Power Distribution Line Construction - TESDA National Certificate Level II	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.	1st Quarter 2nd Quarter 3rd Quarter



GENDER AND DEVELOPMENT PROGRAMS

Course Title	Course Description	Schedule
GFPS Meeting	<ol style="list-style-type: none">1. Reporting of 2017 GAD Accomplishments2. Review of Departmental Responsibilities for 2018 GAD Plan and Budget (GPB)3. Formulation of 2019 GPB	January 23, 2018 Vinz Cafe, NEA Bldg.
Seminar-Workshop on Harmonized Gender and Development Guidelines	<ol style="list-style-type: none">1. To understand the need for regular gender audit to sustain delivery of GAD targets;2. Be familiar with tools being used to measure attribution of GAD to PAPs; and3. Be skilled to use the HGDG to implement GAD PPAs in NEA's mandate.	March 15-16, 2018 Vinz Cafe, NEA Bldg.
Seminar on Violence Against Women and RA 7877	Includes a detailed overview of what sexual harassment is, explains legal definitions, discusses sexual harassment prevention, and shows how to handle sexual harassment complaints and maintain a positive work environment.	Nov 28-29, 2018 Vinz Cafe, NEA Bldg.

