

2023 Comprehensive Training Plan

NEA-EC Training Institute

Professional Development Division (EC)

II. Electric Cooperatives (EC) Trainings

A. Competency Programs

1. Mandatory Courses for Board of Directors, General Managers / Officers-in-Charge
2. Management & Supervisory Development
3. Finance & Audit
4. Power System Engineering & Technical Skills
5. Communications, IT & Office Productivity

B. Gender and Development (GAD) Programs

- C. Regulatory & Compliance Programs
- D. EC Association-Assisted Programs
- E. Customized Trainings / EC In-House Trainings / Mixed Level of Employees
- F. Non-Competency Programs (FORA, Sessions, Summits, Conferences)

Level of Training Effectiveness/ Evaluation

- Lvl 1. Reaction = Pre post Assessment
 Lvl 2. Learning = Learning Application Plan/ Re-Entry Action Plan
 Lvl 3. Behavior = Improvement of Skills/ Change in behavior
 Lvl. 4 Result = Outcomes/ Benefits of Training in organization

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

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
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 functions.	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.	March 7 - 9	80	1	80	3
2	CMC II	Cooperative Management Course II (Entrepreneurial Management)	The course aims to develop the participants' understanding on the conditions of the market and competition; enable them to create plan, build up a loyal customer-base and to formulate new methods for the efficient operation of 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.	July 25 - 26	50	1	50	2
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 CMC I. Board of Directors	July 5 - 6 (Batch 1) September 5 - 6 (Batch 3)	40	2	80	2
4	EPIRA101	Philippine Electric Power Industry/ Electric Power Industry Reform Act (EPIRA) 101/ POWER 101	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.	February 8 - 9 (Mindanao EC Part 1) February 15 - 16 (Mindanao EC Part 2)	50	2	100	2

A. Competency Programs (Management & Supervisory Development)

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
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.	Safety Officers, Managers, and Supervisors	February 21 - 23 (Batch 1) TBD (Batch 2) TBD (Batch 3)	30	3	90	3
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	September 12 - 14 (Batch 1) October 3 - 5 (Batch 2)	30	2	60	3

A. Competency Programs (Finance & Audit)

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
7	CAATs	Computer Assisted Auditing Techniques (CAATs)	The course aims to enable the participants to: 1) Understand the key concepts of data analytics and computer assisted auditing techniques; 2) Understand the different phases of data analytics as applied to internal audit work; 3) Demonstrate the use of different functions in Excel as a tool to conduct the internal audit work efficiently; and 4) 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	EC Internal Auditors, Supervisors, Audit Staff, Finance Group, IT, ISD and Technical group	February 28 - March 2 (Region II) June 20 - 22 (Mindanao)	30	2	60	3
8	TAXEC	Taxation for Electric Cooperatives	The course aims to identify and outline the different taxes and exemptions applicable being imposed to the Electric Cooperatives (ECs) whether non-stock, non-profit and stock coops, in conformity with the prevailing EC Laws and regulations.	Finance Managers, Accounting Division Managers/Chief, Accountant	TBD	30	1	30	TBD
9	ECFMA	EC Financial Management and Administration	This seminar workshop will guide the participants to further improve their financial planning skills, thus, capacitate them to holistically prepare the COB aligned with the corporate goals and targets of the EC.	Finance Managers, Budget Division Managers, Budget Head and Officers, Accountants	TBD	40	2	80	TBD

A. Competency Programs (Power System Engineering & Technical Skills)

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
10	PV	PV Systems Installation NC II	The course is designed to enhance the knowledge, desirable attitudes and skills of a PV systems installation technician in accordance with industry standards. It covers core competencies such as: perform site assessment, check PV components and materials' compliances, install and commission PV system and prepare documentation requirements for PV systems installation.	PV Systems Installation Tehnicians	TBD	30	1	30	TBD

11	STM	Substation Testing and Maintenance	To facilitate the participants' understanding on the principles and methodologies of substation testing and maintenance, and to familiarize them with the impacts of the following 1) maintenance policies, electrical preventive maintenance, electrical testing, planning substation testing and maintenance, and 2) substation testing and maintenance records.	Substation Tenders/Engineers, Protection Engineers, Planning Engineers, System Control Engineers	TBD	30	2	60	TBD
12	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	TBD	40	2	80	3

A. Competency Programs (Communications, IT & Office Productivity)

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
13	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	May 9 - 11 (Mindanao) June 6 - 8 (Visayas)	30	2	60	3
14	PSPS	Public Speaking & Presentation Skills	The course aims to enhance the participants' knowledge on how to strengthen and apply public speaking and presentation skills; build and learn how to present with confidence and establish rapport with the audience.	Supervisors and Potential speakers & trainers	September 26 - 28 (HESA) May 23 - 25 (Mindanao)	25	2	50	3

B. Gender and Development (GAD) Programs

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
1	GAD-OGS	GAD Orientation and Gender Sensitivity	The course aims to introduce the different GAD concepts, mandates and laws.	ISD Managers, HR Supervisors, Training Personnel	October 10 - 11	30	1	30	2
2	GAD-FGM	GAD Foundation Formation for Gender Mainstreaming	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	December 12 - 13	30	1	30	2

C. Regulatory & Compliances Programs

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
1	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	April 11 - 13	30	1	30	3
2	CBFR	Capacity Building on Franchise Renewal	The course aims to demonstrate procedural process and documentary compliances in electric cooperatives' franchise application and renewal.	Regulatory and/or Compliance Officers	July 11 - 12	40	1	40	2

D. EC Association-Assisted Programs

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
1		EC Communicator's Conference		Information Officers, Corporate Communication and Social Media Officers	February 21 - 23	120	1	120	3
2		Philippine Association of ECs Internal Auditors (PHILAE CIA) Capacity Building		PHILAE CIA member nationwide	March 21 - 22	120	1	120	2
3		Area Managers' Association of the Philippines, Inc. (AMAPHI) - Mindanao Joint Consultation		EC's Area Managers	February 12 - 13	15	1	15	2

E. Customized Trainings / EC In-House Trainings / Mixed-Level of Employees

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
1	RPG	Revised Procurement Guidelines and Simplified Bidding Procedures (IRR-RA 10531)	The course 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	January 10 - 12 (CENECO) March 7 - 9 (SOCOTECO II) March 21 - 23 (LUELCO) April 18 - 20 (ILECO III) June 13 - 15 (ECAR VI)	30	5	150	3
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	TBD	50	2	100	3
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	TBD	50	2	100	2
4	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	TBD	30	1	30	5

E. Customized Trainings / EC In-House Trainings / Mixed-Level of Employees

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
5	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	TBD	30	1	30	3

F. Non-Competency Programs (FORA, Sessions, Summits, Conferences)

No.	Course Code	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive DatesCY 2023	Target No. of Pax per	No. of Batches	Estimated No. of Pax	No. of days
1		2023 NEA-EC Consultative Conference	This conference aims to renew commitment to ensure the attainment of the accelerated pace of total electrification as a mandate of the government.	NEA Board of Administrators, Administrator, Deputy Administrators, Directors, EC Board of Directors, General Managers/Officers-in-Charge	1st week of August	300	1	300	2
2		Regional Consultation of Amendments to Procurement Guidelines for ECs	This program aims to seek the views and opinion of the EC Procurement concerned personnel and stakeholders regarding the content of the draft proposed amendments to the Implementing Procurement Guidelines.	Board of Directors, General Managers, Officers-in-Charge, Bids and Awards Committee (BAC), Technical Working Group (BAC-TWG)	3rd quarter - onwards	30	6	180	TBD
3		2024 EC Strategic Thinking Conference	This program aims to formulate effective strategies and action plans in addressing the requirements of the changing environment and satisfy the heightened expectations of the stakeholders towards sustainable development through total electrification.	Board of Directors, General Managers, Officers-in-Charge	1st week of December	300	1	300	2

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
3. Total number of public offering programs excludes Non-competency and and EC Association-Assited fora, sessions, summits, etc.