

NEA-EC Training Institute

B. Electric Cooperatives Training Plan

SM 3: Number of EC officials and employees graduated from certification/ competency programs (Target: 3300)

II. Public Offering for Electric Cooperatives

A. Mandatory Courses for Board of Directors, General Managers / Officers-in-Charge							
No.	Course Title	Training Objectives	Target Participants	Total Number of Pax	No. of Batches	Schedule	Venue / Target Region
1	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	100	2	May	HESA
2	Cooperative Management Course II (Financial Management)	The course aims to enable the EC-decision makers to enhance their financial management skills, ensure good governance of the organization, manage financial risks, support strategic planning, and communicate effectively with Member-Consumer-Owners (MCOs).	Newly-elected/appointed EC Board Directors, newly appointed General Managers or designated OICs, NEA Representatives.	100	2	July	HESA Cebu City
3	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.	100	2	May & June	FECOREC Visayas
B. Leadership/ Supervisory Training Program							
No.	Course Title	Training Objectives	Target Participants	Target Number of Pax	Target No. of Batches	Schedule	Venue
4	Project Planning & Monitoring	This course aims to develop the knowledge and skills of the employees in-charge of the project on how to monitor the efficiency of such project by percentage of its accomplishment and how to properly turn-over the accomplished projects. This process helps the project to march towards its successful completion through proper review mechanism and effective action plans with execution.	Personnel involved in ECs projects on Total Electrification and PVM.	120	3	Apr 21-22 May 6-7 May 27-28	Luzon Visayas Mindanao
C. Financial & Audit Training Program							
No.	Course Title	Target Objectives	Target Participants	Target Number of Pax	Target No. of Batches	Schedule	Venue
5	Seminar on Audit and KPS Performance	This course has been requested by the National League of Finance Managers of the Philippines (NLECFIMAP) during the convention conducted sometime in July 2024. This training aims to invite all of the EC Department Managers to be familiarized and aligned with the parameters in evaluating the EC KPS as well of the Audit Color Coding. The learners will gain the necessary skills to internalize and evaluate the EC's KPS in order to achieve the parameters set with all honesty and confidence.	Financial, Institutional, Technical, and Auditor	160	4	September & October	North Luzon South Luzon Visayas Mindanao
D. Power System Engineering, Safety and Health, and Technical Skills Training Program							
No.	Course Title	Training Objectives	Target Participants	Target Number of Pax	Target No. of Batches	Schedule	Venue

6	Safety Program Audit	This course aims to equip participants with the knowledge and skills necessary to conduct effective safety audits, ensuring compliance with safety regulations and promoting a culture of workplace safety. This training focuses on evaluating and improving organizational safety programs to mitigate risks and enhance employee well-being.	Safety Officers, Supervisors, and Management Personnel	120	3	4th Quarter	Luzon Visayas Mindanao
7	Basic Occupational Safety and Health (BOSH) (SO2)	This course aims to equip Safety Officers with the essential knowledge and skills required to ensure workplace safety and health. The training aligns with the standards set by the Philippine Occupational Safety and Health Center (OSHC) and DOLE D.O 198-18, making it ideal for individuals assigned as Safety Officer 2.	Safety Officers	120	3	3rd Quarter	Luzon Visayas Mindanao
8	Loss Control Management + Hazard Identification, Risk Assessment, and Determining Control (HIRADC)	The training focuses on understanding and addressing the root causes of accidents, inefficiencies, and property damage to minimize disruptions and financial losses. Participants will learn proactive strategies for identifying potential risks and implementing effective preventive measures.	Safety Officers	120	3	2nd Quarter	Luzon Visayas Mindanao
9	Photovoltaic Mainstreaming Training	Photovoltaic Mainstreaming /Solar Home System Project is a vital solution for electrification, aimed at providing electricity services to dispensed and unviable areas that are not feasible for grid connection. This course will equip the participants knowledge and skills on how properly install PVM and what are the technical considerations in pursuing the project.	Technical personnel	150	3	3rd Quarter	Luzon Visayas Mindanao

E. Institutional and Human Resources Development Programs

No.	Course Title	Training Objectives	Target Participants	Target Number of Pax	Target No. of Batches	Schedule	Venue
10	Succession Planning	To equip participants with the knowledge, tools, and strategies to effectively plan and implement a succession framework that ensures organizational sustainability and leadership continuity. In this seminar, the Competency Framework will also be discussed as one of the tools in recruitment, selection of an employee. At the end of the seminar, participants are expected to produce a competency framework of critical positions.	GM, HR Personnel, Supervisors, Line Managers and those employees who are involved in the processes.	250	5	February 18-20 April 23-25 May 14-16 May 21-23 June 4-6	Davao City Cagayan de Oro City HESA (2 batches) Baguio City Cebu City

F. Gender and Development (GAD) Programs

No.	Course Title	Training Objectives	Target Participants	Target Number of Pax	Target No. of Batches	Schedule	Venue
11	Sex Disaggregated Data (SDD) Seminar	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, Area Managers/HR Supervisors, Training Personnel	200	4	May & June	North Luzon South Luzon Visayas Mindanao

G. Regulatory & Compliances Programs

No.	Course Title	Training Objectives	Target Participants	Target Number of Pax	Target No. of Batches	Schedule	Venue
12	Seminar-Workshop on the Crafting & Development of 2025 VRA, ERP, MP and RCP	This workshop aims to provide Electric Cooperatives with the necessary knowledge, skills and tools to effectively formulate, update, and finalize these plans in alignment with the standards set by the NEA. With a focus on practical application, this training ensures that participants not only understand the legal and functional frameworks of these plans but also produce actionable and approved documents.	Personnel involved in the crafting of EC's VRA, ERP, MP and RCP	300	6	February 19 - 21 March 4 - 6 March 18 - 20 March 25 - 27 April 1-3 April 23-24	Various venue

13	Seminar-Workshop on the Liquidation of Subsidy Funded Projects	This course aims to enhance the knowledge and skills of the EC Department Managers in the processing of the subsidy liquidation. This is in compliance with the NEA Memorandum that the ECs subsidy liquidation has to be pre-reviewed by the EC Internal Auditors before submission to NEA.	ISD, Finance, Corplan, and TSD Personnel	250	5	March 3-4 March 6-7 March 20-21 March 24-25 March 27-28	Mindanao Mindanao Visayas South Luzon North Luzon
14	Collective Bargaining Agreement (CBA) Negotiations for ECs (<i>in partnership with Department of Labor and Employment</i>)	The course aims to identify and demonstrate various essential steps in CBA negotiations and underline the legal framework of collective bargaining in general and in electric cooperatives.	Board of Directors, General Managers, Union President and Officers	100	1	TBD	Diamond Hotel
15	Government Procurement Act R.A. 9184	The course aims to enable the participants to apply the amendments and new policies issued in connection with procurement and likewise have familiarity with the bidding documents necessary for each type of procurement	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	40	1	June 18 - 19	Quezon City

H. Competency Training and Certification Program in Electric Power Distribution System Engineering (University of the Philippines-National Engineering Center)

No.	Course Title	Training Objectives	Target Participants	Target Number of Pax	Duration (Days)	Schedule	Venue
19	Distribution Development and CAPEX Planning	To equip participants with the analytical methods in forecasting, technical performance assessment of distribution system, formulation and technical evaluation solutions and economic evaluation of CAPEX projects; and to enable them in preparing the Distribution Development Plan and Capital Expenditure (CAPEX) Plan of DUs in accordance with the requirements of the Philippine Grid and Distribution Codes and other issuances of the Energy Regulatory Commission	Engineers responsible for preparing Distribution Development Plan and CAPEX Plan of Electric Cooperatives. Pre-requisite: CPD1	20	20	TBD	UP NEC
20	Distribution Operations and OPEX Planning	To familiarize the participants with the perspective principles & process of Operations & Maintenance Planning and to equip them with the use of Reference Utility Methods on determining O & M activities of a plan	Engineering, Finance and Institutional Managers and Personnel responsible for preparing Distribution O&M Plan and OPEX Plan of Electric Cooperatives Pre-requisite: EPIRA 202	20	10	TBD	UP NEC
21	Power Supply Planning, Procurement, Contracting, Scheduling, and Trading	1. To familiarize the participants in principles and economics of power supply planning and contracting 2. To develop the skills of the participants in load forecasting, preparing power supply plan, operational power supply scheduling, and preparing, evaluating and negotiating power supply contracts 3. To guide the participants in planning, organizing and implementing competitive selection process for power supply procurement and in power supply aggregation of Electric Cooperatives	Engineering, Finance and other Personnel who are responsible for preparing power supply plan, scheduling power supply contracts and trading in WESM Pre-requisite: EPIRA 201	30	10	TBD	UP NEC
22	Distribution Utility Economics and Rate Making	1. 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; and 2. To develop the competency of the participants in preparing Regulatory Accounts and Cost of Service Studies and in designing the Unbundled Distribution and Supply tariff.	Engineering, Finance and Institutional Managers and Personnel responsible in preparing Cost of Service Study and Tariff of the Electric Cooperatives Pre-requisite: EPIRA 202	20	10	TBD	UP NEC

23	Distribution System Protection	1. To familiarize the participants with the fundamental principles in power system protection and equip them with analytical techniques in analyzing protection problems; 2. To develop the competency of the participants in designing and coordinating the protection of distribution system; and 3. To provide hands-on experience in installation and testing of protective devices using state-of-the-art instruments and test equipment.	Engineers in Operation and Control and those who are responsible in designing and coordinating protection system, and in setting and calibrating protective devices Pre-requisite: CPD1	20	10	TBD	UP NEC
24	Distribution System Control and Automation	To familiarize the participants with the fundamental principles in power system protection and equip them with analytical techniques in analyzing protection problems; develop the competency in designing, implementing and operating Distribution Automation system for substation, subtransmission network and distribution feeders; and provide hands-on experience in designing, installing Supervisory Control and Data Acquisition (SCADA) system and configuring automation software using state-of-the-art utility-grade SCADA	Engineers in Operation and Control and those who are responsible in designing and implementing Distribution Automation and SCADA systems Pre-requisite: CPD6	20	10	TBD	UP NEC

II. Customized Trainings / EC In-House Trainings / Mixed-Level of Employees (Identified ECs are based on the 2024 requests received by NETI)

No.	Course Title	Target Objectives	Target Participants	Target No. of Pax	Batches	Schedule	EC
25	Revised Procurement Guidelines and Simplified Bidding Procedures (IRR-RA 10531)	The training program 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	210	7	Upon availability of the RS	FICELCO ECAR 6 ASELCO North Luzon South Luzon Visayas Mindanao
26	Pole Top Rescue	This comprehensive seminar is designed to equip lineworkers with the essential skill and knowledge required to perform pole top rescues safely and efficiently. Participants will gain hands-on experience and theoretical understanding of various rescue techniques, and the proper use of rescue equipment.	Lineworkers	60	2	Upon availability of the RS	SURSECO I NEECO II A1
27	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	150	5	Upon availability of the RS	LANECO QUIRELCO NORECO I ILECO III ABRECO
28	Electricity Metering	The course aims to provide EC electrical engineers and technical staff with a thorough understanding of power metering principles and practices. The learners will gain the necessary skills to troubleshoot metering systems and ensure their reliable performance.	Technical Services, Internal Audit, Meter Readers, Service Dropping, Disconnection and Reconnection	60	2	January 27 - 31 February 3 - 7	ISELCO I PELCO I
29	Basic Lineworker Training Course	The course 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.	New entrant qualified trainees	120	4	Upon the availability of the RS	FICELCO BATELEC II CASURECO IV ABRECO
30	Electric Power Distribution Line Construction (EPDLC) Refresher Course	This training aims to equip lineworkers from BARMM ECs with the essential knowledge, skills, and safety practices needed for the efficient and safe construction of electrical distribution systems, in line with TESDA's Training Regulations (CORE Competencies).	Lineworkers	30	1	Upon the availability of the RS	SAMELCO I

31	Striving for Service Excellence: The Art of Quality Customer Care	This course explores the in-person and digital customer service. It designed to equip Consumer Welfare and Development Officers, Social Media Officers and other frontline employees with the knowledge and skills necessary to excel in providing quality customer service in both personal interactions and online environments.	EC Frontline Employees	200	4	Upon the availability of the RS	NEECO II A2 FICELCO OMEKO LUBELCO
III. Non-Competency (Conferences, Special Programs, Fora, Sessions, Summits)							
No.	Event, Fora, Session, Conferences	Target Objectives	Target Participants	Target No. of Pax	Batches	Schedule	EC
32	General Managers' Summit	The General Managers' Summit will gather the GMs/AGMs and OICs of Luzon, Visayas and Mindanao. In this summit the Legacy Project of the Administrator (Total Electrification Project) will be discussed. The Signing of the Memorandum of Agreement and Launching of School Electrification Program for Unergized Schools is the highlights of the events.	General Managers / Acting General Managers / OICs	TBD	1	February 5	HESA
33	56th NEA Anniversary	An annual gathering of NEA officials and employees and ECs' Board of Directors and General Manager to celebrate the rural electrification milestone.	All EC Board of Directors and General Managers	TBD	1	1st week of August	ALL ECs
34	Competitive Selection Process Regional Roadshow	Aims to conduct a broader dissemination of the Policy and implementing rules and regulation in the conduct of the CSP	Corplan, Finance and Technical Department Manager and those are in-charge of CSP and PSPP	TBD	4	January 17 February 6 February 7 April 2	South Luzon North Luzon Visayas Mindanao

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 (Identified ECs are based on the 2024 requests received by NETI)
3. Total number of public offering programs excludes Non-competency and EC Association-Assisted fora, sessions, summits, etc.
4. Total number of Pax of UP Competency Courses may increase depending on the agreed number of batches to be scheduled by NEA and UP NEC