

2019 Comprehensive Training Plan

NEA-EC Training Institute

I. Professional Development Division (NEA)

	Level of Training Effectiveness/ Evaluation
A. Regular Programs	Lvl 1. Reaction = Pre post Assessment
1. Leadership Competencies	Lvl 2. Learning = Learning Application Plan/ Re-Entry Action Plan
a. Employees	Lvl 3. Behavior = Improvement of Skills/ Change in behavior
b. Board of Administrators	Lvl. 4 Result = Outcomes/ Benefits of Training in organization
2. Technical Competencies	
3. Behavioral/ Core Competencies	
B. Conferences, Meetings and Other Activities	
Total	22

A. Regular Programs (Leadership Competencies)								
No.	Course Title	Objective/s	No. of Batch	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
1	Public Service Ethics and Accountability	To perform and discharge duties with the highest degree of professionalism; to exemplify the norms of conduct and ethical behaviour of public servants	1	May 21-23, 2019	JOYS	30	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 3. Behavior
2	Supervisory Development Course Track 1	To enhance the quality of supervisors to ensure sustainability efforts directed toward employee empowerment in the service.	1	May 28-31, 2019	SUPER-N and SCAN	30	Vinz Café, PH, NEA Bldg., Q.C.	Lvl. 4. Results
3	Ethical Leadership	To explore the bedrock of ethical leadership and decision-making. It aims to help leaders and managers in dealing with complex ethical leadership issues and dilemmas more positively and effectively	1	June 18-20, 2019	MANCOM and MAN	40	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 3. Behavior
4	Mentoring and Coaching for Leaders	To equip with the purpose, principles, processes and practices of mentoring and coaching that will enable them to develop the necessary competencies to effectively mentor and coach others.	1	July 9-10, 2019	SCAN and SUPER-N	30	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 3. Behavior

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5	7 Habits of Highly Effective Government Leaders	To familiarize with FranklinCovey's The 7 Habits of Highly Effective Government Leaders training workshop focuses on the fundamentals of leading the modern, mobile knowledge worker. Both new and experienced managers acquire a set of tools to help them meet today's management challenges, including conflict resolution, prioritization, performance management, accountability and trust, execution, collaboration, and team and employee development.	1	July 17-18, 2019	MANCOM and MAN	30	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
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B. Board of Administrator (Leadership Competencies)

No.	Course Title	Objective/s	No. of Batch	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
	Corporate Governance Orientation Program	Is a one day course covering the basic principles, importance and benefits of modern corporate governance	1	TBD	BOA	2	ICD office, Trident Tower, 312 Sen. Gil J. Puyat Ave, Makati, 1200 Metro Manila	Lvl. 1. Reaction
	Corporate Governance Board Effectiveness and Best Practices	Aims to help the participants in aligning their skills to the global standard and best practices on board effectiveness.	1	TBD	BOA	2	ICD office, Trident Tower, 312 Sen. Gil J. Puyat Ave, Makati, 1200 Metro Manila	Lvl. 1. Reaction
	Professional Directors Program	Is a 5-day course that expands knowledge and appreciation of the role of a corporate director. It is designed to professionalize the practice of corporate directorship and promote best practices in the boardroom	1	TBD	BOA	2	ICD office, Trident Tower, 312 Sen. Gil J. Puyat Ave, Makati, 1200 Metro Manila	Lvl. 1. Reaction
	Technology Governance for Directors	Aims to orient boards on technological trends, corporate governance in the midst of these trends, strategic perspectives in information technology, and managing the risks in the context of the increased use of technology in anti-money laundering activities and data privacy	1	TBD	BOA	2	ICD office, Trident Tower, 312 Sen. Gil J. Puyat Ave, Makati, 1200 Metro Manila	Lvl. 1. Reaction
	Enhancing Audit Committee Effectiveness	Enhancing Audit Committee Effectiveness (Essentials) aims to enable Audit Committee members to effectively meet the demands of their role in helping the corporation achieve its overall objectives. Participants will learn leading practices through lectures and case discussions that also promote interaction and network building.	1	TBD	BOA	2	ICD office, Trident Tower, 312 Sen. Gil J. Puyat Ave, Makati, 1200 Metro Manila	Lvl. 1. Reaction

A. Regular Programs (Technical Competencies)

No.	Course Title	Objective/s	No. of Batch/s	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
6	Defensive and Effective Vehicle Operations and Maintenance Training	To explain the reasons for applying preventive maintenance; demonstrate the procedures in engine tune-up; identify basic car parts; demonstrate procedures in checking car parts; and perform basic car troubleshooting.	1	February 27-28, 2019	NEA Drivers	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl. 3. Behavior
7	Advance MS Excel	To learn to how to use pivot table in excel, use advanced functions of Excel 2010 to improve productivity, enhance spreadsheets with templates, charts, graphics, and excel formulas and streamline their operational work.	1	April 3 - 5, 2019	JOYS, UNA	25	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl. 3. Behavior
8	Republic Act No. 9184	To guide the newly-reconstituted Bids and Awards Committee Members, Secretariat and Technical Working Group with the procurement process specifically on the bid documents preparation and the procurement process from pre-bid to post-qualification of the winning bidder.	1	April 24-25, 2019	BAC	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
9	MS Excel Macro/VBA	To give participants a thorough grounding in Excel VBA. It uses multiple exercises to ensure that participants can practice the key techniques that are taught and also ask any questions that they may have.	1	May 8-10, 2019	JOYS, UNA	25	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 3. Behavior
10	Financial Analysis and Utility Accounting	To provide participants with knowledge and understanding of the ways finance affects business objectives and strategic decision making; to gain knowledge on the recent updates of PFRS	1	May 16 -17, 2019	ECAD, FSD, IAQSMO, AMGD	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
11	Quality Management System Root Cause Analysis and Corrective Action	To enhance problem solving effectiveness by providing a model to analyze problem situations; To apply appropriate tools/ methodologies to identify and correct root causes of problems	1	June 5-6, 2019	CORPLAN, Internal Auditors and Process Owners/ Department Managers	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 3. Behavior

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12	Risk Management and Mitigation Seminar	To analyze risk management frameworks and different types of risk; Build awareness of specific risk such as credit, market and operational; Understand how risk standards are developed and identifying key criteria for implementing effective risk controls, procedures and regulatory process	1	June 26-27, 2019	Mixed Group	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
13	Accounting for Non-Accountants	To describe the basic principles of accounting; Identify the main valuation principles of various balance sheet items and their impacts on the annual accounts; Understand the accounting rules and methods for financing and investment instruments; Understand the annual accounts of a company.	1	August 14-15, 2019	FSD, Engineering	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
14	Presentation and Interpersonal Skills Development	To provide basic knowledge on the techniques and skills used when presenting; to provide and overview of the methods used to develop aids and support materials for an effective presentation; and to influence others and get work done more smoothly through effective communication.	1	September 11-12, 2019	Mixed Group	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
15	Geographic Information System (Supermap)	To gain expertise on the design and estimate of GI System and increase knowledge on field data gathering technique for long term GI System	1	September 25-26, 2019	ED, DRRMD, TEREDD	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 3. Behavior
16	AUTOCAD	To understand the concept and techniques to draw, plot or print drawing by scale; Navigate through AUTOCAD using navigatory tools and create multiple designs using several tools.	1	October 9-10, 2019	NEA Engineers	25	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 2. Learning
17	Technical Report Writing	To define what technical writing is, including its varieties and applications; to evaluate effective technical writing in terms of clarity, conciseness, accessibility, accuracy and audience awareness.	1	November 13-14, 2019	Mixed Group	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning

A. Regular Programs (Behavioral/ Organizational/ Core Competencies)

No.	Course	Course Description	No. of Batch	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
18	Time and Stress Management	To develop the ability to avoid negative stress while enhancing positive experience, develop a balanced lifestyle in order to control stress in the long term and utilize effective relaxation and stress reduction techniques.	1	February 7-8, 2019	Mixed Group	30	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
19	GST and Gender Mainstreaming for GFPS	To increase understanding of gender as a social construction and probing the role of social institutions in reinforcing and perpetuating gender inequalities; To recognize own personal gender biases and confront gender issues by becoming more aware of gender myths and facts; and To understand key gender and development concepts including importance of it in the enhancement of workplace's physical and social environment.	1	March 12-13, 2019	GFPS Group	20	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
20	Gender Sensitivity Training with Orientation for Newly Hired	To increase understanding of gender as a social construction and probing the role of social institutions in reinforcing and perpetuating gender inequalities; To recognize own personal gender biases and confront gender issues by becoming more aware of gender myths and facts; and To understand key gender and development concepts including importance of it in the enhancement of workplace's physical and social environment.	1	March 20-21, 2019	Newly-Hired	30	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
21	Teambuilding	To instill in each employee a sense of team, align their shared purpose, goals and targets and establish a positive team culture, the beliefs, values and norms of behavior	1	April 12-13, 2019	All NEA officials and employees	290	Boso-Boso Highlands Resort and Hotel	Lvl 3. Behavior

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B. Non-Competency Program (Fora, Sessions, Summits, Special Events and Conferences)b

No.	Course	Course Description	No. of Batch	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
22	NEA 2019 Vin d'honneur and Fellowship	To foster stronger ties and promote camaraderie between and among NEA officials and employees and service partners	1	January 7, 2019	All NEA officials and employees and service partners	250	Vinz Café, PH, NEA Bldg., Q. C.	N/A
23	Continuation of the 2019 Strategic Thinking cum Conference	The objective is to further solicit the respective inputs/suggestions of the EC Allied Organizations Presidents/Representatives and NEA Consultants on the identified critical issues that were discussed during the first part of the 2019 Strategic Thinking cum Conference held on November 27-29, 2018.	1	January 10-11, 2019	MANCOM and MAN	73 - NEA 55- EC	HESA, 2nd Floor, NEA Bldg., Q. C.	N/A
24	2018 Mid-Year Performance Monitoring, Assessment and Planning Review	The objectives of this activity are to assess the 1st Semester 2019 Corporate Accomplishments vis-à-vis the 2018 Performance Scorecard and its Performance Strategic Measures (PSMs) and to further enhance the PSMs to pro-actively promote NEA's 7-point Agenda.	1	TBD	MANCOM , MAN and Consultants	73	HESA, 2nd Floor, NEA Bldg., Q. C.	N/A
25	2020 Strategic Thinking cum Conference	To align strategic decisions with critical goals; To identify critical steps of strategic thinking that guarantee agency action plan succeeds; To lay down the ground rules for making stronger decisions and plans; and To set measurable, specific, and realistic objectives.	1	TBD	MANCOM , MAN and Consultants	73	HESA, 2nd Floor, NEA Bldg., Q. C.	N/A
26	"Salamat NEAn, Mabuhay Ka" Program	To recognize the contributions of NEA employees who will be retiring this year	9	March 18, April 8, April 29, May 6, May 27, July 15, November 18, December 9 and December 16, 2019	All NEA officials and employees	250	HESA, 2nd Floor, NEA Bldg., Q. C.	N/A
27	ISO Activities	To check the level of effectiveness of implementation of the QMS against the requirements of ISO 9001: 2015 standard	1	TBD	Internal Quality Auditors	15	Vinz Café, PH, NEA Bldg., Q. C.	N/A

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28	Consultative Review for APP	To review the consolidated project procurement management plans of each department; and inform the basis for inclusion/ exclusion of the requested logistical requirements.	1	TBD	APP Coordinators	TBD	HRAD Conference Room	N/A
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2019 Comprehensive Training Plan

NEA-EC Training Institute

II. Professional Development Division (EC)

Competency Programs	No. of Schools
A. Top Management =	5
B. Middle Management =	8
C. Associates =	6
D. Mixed-Levels =	16
Non-Competency Programs =	2
Customized Programs =	10
TOTAL PROGRAMS:	47

Distribution of Target Participants:	
PDD (EC)	1440
RADD	580
Target No of Participants =	2020
(Based on Scorecard Commitment)	

A. Public Offering (Top Management)									
Code	No.	Course Title	Course Objective/s	No. of School/s	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
CMCI	1	Cooperative Management Courses 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.	1	September 23 - 27, 2019	Newly elected BOD, appointed General Managers, Officer -in-Charge, NEA representative and those who did not attended CMC I & III	50	People Development Academy (PDA), Toledo City, Cebu	Lvl 2. Learning
CMC2	2	Cooperative Management Course II (CMC II) - Strategic Thinking	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.	1	TBD	All EC Board Directors, General Managers and Officers-in-Charge	40	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 3. Behavior
PPPF	3	Parliamentary Procedures and Policy Formulation	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.	1	March 26 - 28, 2019	All EC Board Directors, General Managers and Officers-in-Charge	30	USTP Campus, CDO	Lvl 2. Learning
ALT	4	Advanced Leadership Training	Aims to develop the skills and mindset in leading better and creating leaders in their teams; and to be updated on the 21stC leadership approaches and cultures in organizations so they may raise their competency to lead better and inspire more.	2	June 18 - 20, 2019 (Visayas) TBD (Mindanao)	All EC General Managers	60	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 3. Behavior

B. Public Offering (Middle Management)									
Code	No.	Course Title	Course Description	No. of School/s	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
LPWEI	5	Leadership in the Positive Workplace with Emotional Intelligence	Aims to develop interpersonal skills such as self-awareness, to cultivate empathy or the ability to understand the emotional makeup of other people and skill in responding according to their emotional reactions; to develop interpersonal skills which indicate the individual's proficiency in managing relationships and building networks; to develop skills in responding to criticisms and adversity, and to discuss Leadership strategies for working with others towards shared goals.	1	May 28 - 30, 2019	Division Managers, Section Chiefs, Supervisors	30	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 3. Behavior
IAFE	6	Internal Auditing Foundational Elements - Module 1	Aims to understand the role of internal auditing under a governance, risk management and control framework; to formulate an internal audit strategic plans; to explain the risk based audit process and the key elements; to develop action plans to address gaps and challenges; and to apply the tools and lessons learned to improve work performance and deliver added value.	2	February 19 - 22, 2019 Luzon March 19-22, 2019 Luzon	Internal Auditors, Internal Auditors' Supervisors, Audit Staff and other related positions	60	HESA, 2nd Floor, NEA Bldg., Q. C. Luzon	Lvl 2. Learning
IAE	7	Internal Audit Engagements - Module 2	Aims to learn about risk based internal auditing, data gathering tools; and interview, internal audit workpaper, report writing and presentation.	2	March 12-15, 2019 Luzon April 2-5, 2019 Luzon	Internal Auditors, Internal Auditors' Supervisors, Audit Staff and other related positions	60	HESA, 2nd Floor, NEA Bldg., Q. C. Luzon	Lvl 2. Learning
CM	8	Competency Modelling	Aims to introduce the participants to a Competency-Based Human Resource System as a strategy towards integrating the human resource management functions such as Recruitment & Selection, Learning & Development, Performance Management System and Rewards & Recognition.	1	July 16 - 18, 2019	ISD, HR, Admin and Personnel officer	30	Luzon Visayas Mindanao	Lvl 2. Learning
BCSP	9	Business Continuity and Succession Planning	Aims to ensure that the organization can respond effectively to a disruption and restore its essential services to the member-consumer-owners by providing policy- based and guidance to achieve the desired result	1	November 12 - 14, 2019	ISD, HR, Admin and Personnel officer	30	Luzon Visayas Mindanao	Lvl 2. Learning
PSDM	10	Taxation for ECs	Aims to enlighten the participants on the concept and procedures in filing the proper tax in order to be compliance and avoid future tax problems.	1	TBD	Division Managers, Section Chiefs, Supervisors	30	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 2. Learning

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C. Public Offering (Associates)									
Code	No.	Course	Course Description	No. of School	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
PDS	11	Personality Development for Secretaries	Aims to promote the strategies for the personality development of the participants; it ensures that participants are given adequate opportunity to develop their skills that will help improve their functional efficiency and the rationale behind this endeavor is the recognition of the multifaceted influence of the personality of the employees upon organizational effectiveness.	3	February 26 - 28, 2019 (Luzon) September 10 -12, 2019 (Visayas) November 19 -21, 2019 (Mindanao)	Executive Assistants, GM's and Board Secretary and other related position	90	Luzon Visayas Mindanao	Lvl 3. Behavior
ECRM	12	Electronic/ Computerized Records Management	Aims to help the organization to consider the opportunities and challenges brought by electronic records management; to access readiness for an electronic records management system; and to plan for the design and implementation of a cost-effective electronic records management system that is functional, scalable, and sustainable.	3	July 23 - 25, 2019 (Luzon) August 21 - 22, 2019 (Visayas) October 2 - 3, 2019 (Mindanao)	Personnel who are responsible for records and data management	90	Luzon Visayas Mindanao	Lvl 2. Learning

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D. Public Offering (Mixed-Levels)									
Code	No.	Course	Course Description	No. of School	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
RMS	13	Regional Media Skills Workshop and Creative Writing	Aims to address the role of media relations in the organization; to learn the proper media handling for the their stakeholders; to be abreast with new platforms in managing corporate image and operations and to prepare the participants in handling media releases, interviews and inquiries and to understand the impact of media to the operation of electric cooperatives	1	October 2019	LEXICON officers, Graphic designers, news and staff writers	30	Regional	Lvl 2. Learning
DPA	14	Training on Data Privacy Act, Freedom of Information and Cyber Security	Aims to gain a basic understanding on the Data Privacy Act and its IRR, the address compliance issues and some best practices of other organization EC may adopt	3	March 19 - 21, 2019 June 25 - 27, 2019 October 15 - 17, 2019	Data privacy officer	90	Luzon Visayas Mindanao	Lvl 2. Learn
NBP	15	Training of the DICT - National Broadband Plan and Wifi For All Projects for NEA and ECs	As per Department of Information and Communications Technology (DICT), the NBP, will addresses the clamor for universal, faster and affordable Internet Access with three major broad strategies, namely: 1) establishment of policy and regulatory reforms; 2) government investment in broadband infostructure; and 3) support for the stimulation of broadband demand.	3	May 7 - 9, 2019 July 2 - 4, 2019 October 22 - 24, 2019	IT personnel	90	Luzon Visayas Mindanao	Lvl 2. Learning
PEPI	16	Philippine Electric Power Industry for ECs	Aims to acquaint the participants on fundamentals scientific principles, concepts, and termonologies 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.	1	October 8 - 10, 2019	Mixed group	30	USTP Campus, CDO	Lvl 2. Learning
ENE	17	Engineering for Non-Engineers	Aims to give non-engineer participants 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.	3	March 26 - 28, 2019 September 17 - 19, 2019 November 5 - 7, 2019	Mixed group	90	USTP Campus, CDO	Lvl 2. Learn
BOSH	18	Basic Occupational Safety and Health	Aims to understand the Occupational safety and health (OSH) standards of the Philippines and guide management in complying with the provisions; to broaden perspectives in managing health/safety through information on latest best safety practices; to identify and evaluate hazards and recommend a prevention and control program; and to effectively conduct a safety and health management system	3	January 22 - 25, 2019 May 14 - 17, 2019 September 24 - 27, 2019	Prospective Lead Assessors (for the Electric Power Distribution Line Qualifications TESDA Training Regulations — NC II, NC III & NC IV) and Safety Officers	90	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 3. Behavior

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D. Public Offering (Mixed-Levels)

Code	No.	Course	Course Description	No. of School	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
COSH	19	Construction Occupational Safety and Health	40-hour mandatory course for designated safety officers, safety representatives of various contractors, sustaining technical employees (STEs) of construction firms and others whose work revolves around work safety and health in construction sites. It is also a requirement for accreditation as safety practitioners in the construction industry in the Philippines. It tackles key OSH concepts, principles and practices that are foundational knowledge requirements in the construction industry. Specifically, it facilitates learning on the importance of OSH in the construction industry.	1	May 21 - 24, 2019	Safety officers/engineers; members of safety and health committees; supervisors; HR personnel; workers and union members/officers in the construction industry	30	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 3. Behavior
RWD	20	Regional 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.	1	April 2 - 4, 2019	Engineers, Finance Managers/Accountants, Work Order Officers/ Clerks, Foremen, Staking Chiefs/ Crews, Technical Auditors and Warehousemen	40	PDA, CEBECO III, Toledo	Lvl 2. Learning

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E. Non-Competency Program (Fora, Sessions, Summits, Special Events and Conferences)									
Code	No.	Course	Course Description	No. of School	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
ICTS	21	Technology Convention	This year summit showcases the many ways that technology is incorporated and the possibilities it creates. Panels, presentations, industry exhibition and career/professional networking event, exploring how Information and Communication Technologies are transforming the organization, business and our everyday lives		August 27 - 28, 2019	IT personnel		HESA, 2nd Floor, NEA Bldg., Q. C.	N/A
ANNIV	22	50th NEA Anniversary	A two-day event will be held to recognize the milestone NEA has accomplished in the past 50 years.		August 6 - 8, 2019	EC officials and department managers		PICC, Pasay	N/A

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F. Customized Trainings / In-House Trainings									
Code	No.	Course	Course Description	No. of School	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
DIS	23	Distribution Impact Study	Aims to equip technical personnel of the basic skills in determining the impact of embedded generation and CAPEX projects to the distribution system	2	5 days	EC staff assigned to technical operation and related areas with background on power distribution systems and analysis protection and coordination.	50	N/A	Lvl 2. Learning
MRBCD	24	Meter, Reading, Billing, Collection and Disconnection Enhancement (MRBCD)	Aims to acquire skills in evolving effective and systematic procedures in meter reading, billing, and collections.	1	3 days	Meter Readers, Area Managers/ Supervisors, Division Chiefs, Account Analyst, Account Processors, Auditors, Collection Crews	90	N/A	Lvl 3. Behavior
QCR	25	Quality Customer Relations	Aims to develop knowledge, behavior and skills in dealing and handling complaints of different member-consumers.	1	2 days	Frontliners	30	N/A	Lvl 3. Behavior
WAVE-W	26	Work Attitude and Values Enhancement at Workplace (WAVE-W)	1. Internalize the significance of integrating professional life into the personal principles with the participants to have a healthy, motivated life; 2. Walk through the important aspects of re-aligning the personal and professional values of the participants to the company's values; 3. Equip participants with skills in dealing with bosses and co-employees to foster harmonious relationship in the organization; 4. 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 5. Prepare a re-entry action plan to sustain one's positive attitude towards work.	2	2 days	Frontliners	60	N/A	Lvl 3. Behavior
NMR	27	Net Metering Rules and Interconnection Standards for ECs	1. 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; 2. Enable ECs implement net metering in their respective franchise and develop their own implementation plans; and 3. Monitor by NEA the implementation plans of ECs.	1	2 days	Department and Area Managers, Supervisors, Associates and other stakeholders	30	N/A	Lvl 2. Learning

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F. Customized / In-House Trainings									
Code	No.	Course	Course Description	No. of School	2019 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
SPT	28	Simplified Planning Tool for Development of Renewable Energy-Diesel Hybrid System and Design of Utility Scale Solar PV	1. To help the electric cooperatives have a better understanding of the basic concept of hybridization and how it works; 2. To train the electric cooperatives on the use and functions of the simplified planning tool; 3. To provide assistant to Ecs through this training including technical and financial simulation, in developing hybridization projects for their assessment; and 4. To design and evaluate the leastcost hybrid configuration which is technically acceptable and financially viable.	1	3 days	Technical Managers, Power System Planning Specialists, and Energy Trading Specialists	30	N/A	Lvl 2. Learning
VAW	29	Seminar on Gender Sensitivity Training	To increase understanding of gender as a social construction and probing the role of social institutions in reinforcing and perpetuating gender inequalities; to recognize own personal gender biases and confront gender issues by becoming more aware of gender myths and facts; and to understand key gender and development concepts including importance of it in the enhancement of workplace's physical and social environment.	1	2 days	All interested employees	30	N/A	Lvl 3. Behavior
ERMCRM	30	Electronic Records Management / Computerized Records Management	This training course aims to help the organization: 1. To consider opportunities and challenges brought by electronic records management; 2. To access readiness for an electronic records management system; and 3. To plan for the design and implementation of a cost-effective electronic records management system that is functional, scalable, and sustainable.	1	2 days	Personnel who are responsible for records and data management	30	N/A	Lvl 2. Learning
BLTC	31	Electric Power Distribution Line Construction - TESDA National Certificate Level II (Basic Lineworker Training Course)	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.	5	30 days	Apprentice Lineworker	470	N/A	Lvl 3. Behavior
LSU	32	Power Distribution System Lineman Enhancement Course (Lineman Skills Upgrading)	to upgrade the job skills of linemen; update them in the use of new technologies; and imbibe work values and safety awareness to ensure quality of work.	2	5 days	linemen who have completed Basic Lineman Training Course or equivalent 3 years job experience at ISELCO I	110	N/A	Lvl 3. Behavior

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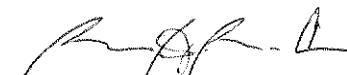
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