



Republic of the Philippines
National Electrification Administration

04 January 2010

MEMORANDUM No. 2010-001

TO : ALL EC GENERAL MANAGERS

**SUBJECT : Training Program Requirements for
Electric Cooperative Officials and Personnel**

I. Rationale:

Under Section 58 of the Electric Power Industry Reform Act (R.A. 9136), this Agency is mandated to prepare the electric cooperatives (ECs) in operating and competing under the deregulated electricity market; and to strengthen the technical and managerial capabilities of the EC managers and employees. In pursuing this mandate, this Office, in partnership with other academic institutions and training organizations, has instituted trainings and certification programs to capacitate EC officials and employees with the required knowledge and skills.

II. Objectives:

- A. To equip the officials and employees of the required competencies in the discharge of their jobs through completion of the series of the competency-based training and certification programs.
- B. To ensure that officials and employees, with the required competencies gained through the various training and certification programs being offered by the training offices of this Office and together with our partner institutions, shall be one strong basis for:
- 1) Job promotions in non-managerial positions
 - 2) Job assignment in highly specialized positions
 - 3) Job preparations for managerial positions
 - 4) Training requirement under the minimum qualification standards of the position required to discharge jobs and duties in the electric cooperatives. Preferably in areas related to rural electrification program in the field of engineering, finance and institutional/management development programs such as:

A. Competency Training and Certification Program in Electric Power Distribution System Engineering.

- I. Electric Power Industry Structure, Market and Regulations
- II. Power System Engineering for Non-Engineers
- III. Power System Modeling and Analysis
- IV. Distribution System Planning
- V. Distribution Utility Economics
- VI. Electric Utility Finance for Engineers
- VII. Effective Communication for Engineers
- VIII. Power System Protection
- IX. Distribution System Operation and Control
- X. Electricity Market
- XI. Electrical Safety

B. Cooperative Operations and Management Courses

- I. Diploma Course on Leadership and Management
- II. Cooperative Management Course
- III. Chief Executive Officer Competency-Based Leadership Program
- IV. Professional Managers Competency-Based Program

C. Trainers Skills and Accreditation Courses

- I. Basic Lineman Course
- II. Linemen Upgrading Course
- III. Certificate Accreditation as Occupational Safety and Health Practitioner
- IV. Electrical Testing and Maintenance

III. Training Procedures

1. The supervisor/manager shall nominate employees who shall undertake any of the required trainings/seminar in order to properly schedule the personnel under his/her division/office so as not to disrupt jobs/tasks. The nominee/s name/s shall be forwarded to the particular training office for preparation of complete staff work.
2. Either on-site or residential training attendance is on official time.
3. Certificate of Training/Competency shall be an evidence of training completion by the employee. At least 80% training hours attendance shall entitle a trainee to a certificate.

IV. Programs Implementation

The various competency training and certification programs can be availed of by the employees and officials of this Office and the Electric Cooperatives through:

- A. Corporate Training Office of the Human Resources and Administration Department
- B. Training and Development Services Division of the Institutional Development Department
- C. Supervisory and Assessment Office of the Management Assistance Group on Field Operations

V. Responsibility

The General Manager and the Institutional Services Department Manager or his/her equivalent shall be responsible to ensure and support compliance to this policy. Full dissemination and discussion of this policy among officials and employees shall be undertaken by concerned EC officials.

VI. Effectivity:

This Policy takes effect 01 February 2010.


EDITA S. BUENO
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION

IN REPLYING, PLS. QUOTE: #OR015810



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