

MAG-SUPERVISORY AND ASSESSMENT OFFICE TRAINING PLAN (June to December 2004)

COURSE TITLE	COURSE DESCRIPTION	PARTICIPANTS	DURATION	VENUE	PARTNER ORGANIZATION	REMARKS	COORDINATOR
*Basic Supervisory Function (3 days live-in Seminar)	This course is designed to enable the participants to take a more systematic approach to managing his organizational unit by introducing him to the supervisory functions of planning, organizing, leading and controlling	First Line Supervisors/ Section Chiefs of ECs/NEA (25 pax/batch)	June 23-25, 2004 (Batch 1) Aug. 24-26, 2004 (Batch 2) Nov. 16-18, 2004 (Batch 3)	MMLDC Antipolo City	MMLDC Foundation Inc.		Rosario B. Garcia Jesus T. Obidos, Jr.
*Hotline Maintenance Overview (3 days live-in Seminar)	To share MERALCO's technology in Hotline Works Program with the employees of the National Electrification Administration (NEA) and Electric Cooperatives. To introduce the different Hotline Tools being used in live line maintenance work and to let them appreciate the benefits and importance of doing live line maintenance work with said tools.	EC staff, line workers Crew leaders, safety coordinators (25 pax/batch)	July 6-8, 2004 (batch 1) Sept. 21-23, 2004 (batch 2)	MMLDC Antipolo City	MMLDC Foundation Inc.	Participants must have experience working on or around energized circuits. This is not intended for beginning apprentice level line workers.	Rosario B. Garcia Jesus T. Obidos, Jr.
*Industrial Safety (3 days live-in Seminar)	This course is designed to enable the participants to learn about electrical safety techniques and benefits as well as to know the hazards in the workplace.		July 20-22, 2004 (batch 1) Oct. 19-21, 2004 (batch 2)	MMLDC Antipolo City	MMLDC Foundation Inc.		Rosario B. Garcia Jesus T. Obidos, Jr.
Lineman Training Course 1	The course introduces the participants on basic electricity, safety, first aid, use and care of personal tools, learning	Lineman having limited experience (20 - 25 pax)	Sept. 1 to Oct. 12, 2004	Cebu City	CEBECO MERALCO		Rosario B. Garcia Jesus T. Obidos, Jr.

	construction design for both overhead and underground facilities, field construction, system maintenance, maintenance of lineman equipment and the proper method to climb poles.						
Lineman Training Course 2	Lineman Training Course 2 will review safety, first aid and pole rescue, construction design and introduce system planning fundamentals. The course will focus on selecting, installing and maintaining equipment i.e., transformers, meters, regulators, breakers, fusing, substations, construction and maintenance of the utility system will be constructed during the training program.	Lineman that completed Lineman Training Course 1 and 1 year field experience. (20 - 25 pax)	Scheduled for next year	Cebu City	CEBECO MERALCO	All participants must have successfully completed The Lineman Training Course 1 with one year experience	Rosario B. Garcia Jesus T. Obidos, Jr.
Corporate Governance	To inculcate in the participants the principles and practices of transparency and accountability which includes the authority and responsibility of EC Board of Directors in a Collegial and decision-making environment.	BOA / MANCOM EC GMs / EC BOD	4 -5 schools subject for scheduling this year	NEA Quezon City	Institute of Corporate Directors (ICD)		Rosario B. Garcia Jesus T. Obidos, Jr.

*Courses in partnership with MMLDCFI are cost-free except for cost of food at Php 4,300.00 per person.

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Submitted by:

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