



Republic of the Philippines
National Electrification Administration

"The 1st Performance Governance System-Institutionalized National Government Agency"

10 September 2012

MEMORANDUM No. 2012-021

MEMORANDUM TO ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT: OCET TRAINING CALENDAR OF ACTIVITIES

I. INTRODUCTION

To respond to the new requirements and standards of the power industry, the strengthening of the NEA and the Electric Cooperatives (ECs) as relevant institutions is demanded. Investment on the human capital through joint capability building programs is vital to business operations, firstly to ensure that professional standards translate into excellent business performance and secondly, that in the final bottom-line, customer satisfaction is reflected. It is from these bases that the OCET has been organized as this agency's training Provider in meeting the training requirements and needs of NEA and EC officials and employees, to support new benchmarks in performance, strengthen good governance and enhance quality service delivery.

It is the mission of this new office, given the challenges of new legislation and technology in the new environment, to ensure that both NEA and EC personnel are able to demonstrate the competency in their assigned work through the OCET's training programs.

The courses offered this year are mostly basic and refresher courses for all levels of participants. The courses fall under five (5) general program areas: Mandatory training: Good Governance; Values and Professional Ethics; Leadership and Management Development; and Competency Skills Upgrading. A course may focus on one or more programs of learning as issues in power distribution sometimes tend to be inter-related.

II. GENERAL PROGRAMS OFFERED

The following programs, coupled with other career development interventions of the participant's unit, are intended to provide varying perspectives, encourage experimental learning, positive work attitude, knowledge and skills set necessary for effective performance on the job.

1. Mandatory training

It is incumbent for Board of Directors and General Managers and other key coop personnel to be familiar foremost with the rural electrification program and the distribution utility business. This training is offered to assist participants in enhancing their decision making skills, reinforce their roles for accountability, and enabling them to provide strong leadership for the ECs.

NEA has identified courses that are essential to the Financial, Institutional and Technical aspects of coop operation. EC officials must attend and participate in mandatory training courses related to the performance of their work.

- a. Cooperative Management Course I and II (CMC I, II)
- b. Electricity Power Industry Reform Act (EPIRA) 101
- c. Credentialed Cooperative Director (Good Governance) Program
- d. Management Development Course (MDC) equivalent to Chief Executive Officer (CEO) Course

2. Values and Professional Ethics

This program addresses the principles of conduct governing individuals or groups. It also stresses the guiding philosophy of cooperativism. It aims to enhance corporate culture and sustain a positive attitude and service oriented work ethic. This is embedded in all training seminars for ECs.

3. Leadership and Management Development

Leadership as a key driver in organizational performance is vital. Leadership courses to reinforce skills of EC officials and employees for a more cohesive approach to the daily operations of the organization shall be offered. This program also aims to develop management skills through new methods and practices that improve productivity.

4. Competency/Skills Upgrading

Skills training is a crucial component for the efficient delivery of electric service and the operational efficiency of the electric coop. This program for coop employees is essential for them to be better equipped to perform their duties and responsibilities.

III. METHODOLOGY

Various methods shall be adopted to ensure facilitation of the learning process:

1. Mixed Group (through traditional structured and unstructured learning experience or a combination of both)
2. Individual ECs (Customized/Focus Group Discussion/Coaching/Role-play/Case Studies)

IV. RESOURCE PROVIDER

Resource persons or Subject Matter Experts (SME) within NEA, partner ECs, as well as energy sector, local and foreign consultants in the rural electrification program and industry partners from other institutions.

V. TRAINING RESERVATION/CONFIRMATION

The EC, after receipt of the invitation, shall:

1. Reserve attendance of participants/delegates through e-mail to nea.ocet@yahoo.com or fax to (02)9292032 or (02) 9292123 at least 5 working days prior to the scheduled date of the activity. Payments can be made upon registration in cash or in check. However, submitted list participants shall be considered confirmed, thus, payment of registration fee shall be required.
2. Certificates of attendance shall be issued based upon the fulfillment of the course requirements such as, attendance of at least 90% of the activity hours, participation or passing an assessment (when necessary).

For your guidance.

Edita S. Bueno

EDITA S. BUENO
Administrator

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MEMORANDUM FOR: **THE ADMINISTRATOR**

SUBJECT : **September –November 2012 OCET Calendar of Training Programs**

May we respectfully submit the attached proposed September-November 2012 Calendar of Training Programs for electric cooperatives senior executives and employees that shall be posted to NEA Website.

For your consideration.

NORA I. RIVERA

Acting Department Manager, OCET

Recommending Approval:

EDGARDO R. PIAMONTE

Deputy Administrator for EDUS

Approved:

EDITA S. BUENO

Administrator

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NATIONAL ELECTRIFICATION ADMINISTRATION

No. 57 NIA Road, Government Center, Diliman, Quezon City

2012 OCET CALENDAR OF TRAINING PROGRAMS (SEPTEMBER-NOVEMBER)

I. FOR SENIOR EXECUTIVES (BOD and GM)

| Course Title | Objectives | Schedule/Duration |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cooperative Management Course I (CMC I) and Good Corporate Governance | Aims to prepare the new leaders in understanding the management and operation of their respective ECs and thereby capacitating them to cope with the intricacies of the electric industry. | November 12-16, 2012 PDA, Toledo City All ECs Duration: 5 days |
| Cooperative Management Course II (Entrepreneurship) in coordination with THE MENTOR's Group | Aims to develop the participants' understanding of the conditions of the market and competition; enable them to create plans to build up a loyal customer base and to formulate new methods for the efficient operation of the coop | September 19-21, 2012 DAP, Tagaytay City Region I, II, CAR, III, IV, V ECs October 16-18, 2012 Region CARAGA ECs Butuan City October 29-31, 2012 Regions VI, VII and VIII PDA, Toledo City November 13-15, 2012 Regions IX, X, and ARMM Cagayan de Oro City November 27-29, 2012 Regions XI and XII Davao City Duration : 3 days |
| Credentialed Cooperative Director in partnership with National Rural Electric Cooperative Association (NRECA) and Development Academy of the Philippines (DAP) | Aims to emphasize foundational governance knowledge in addition to skills required of electric cooperative(EC) directors | September 24 to 28, 2012 Tagbilaran City, Bohol November 12-16, 2012 DAP, Tagaytay City Duration: 5 days |
| Alternative Dispute Resolution in coordination with CORE Foundation | Aims to promote empowerment and recognition, responsibility-taking and non-adversarial communication as a means to resolve conflicts | October 23-24, 2012 PDA, Toledo City (Region VI, VII, VIII ECs) November 21-22, 2012 Davao City (Region IX, X, XI, XII CARAGA, ARMM ECs) Duration : 2 days |



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2012 OCET CALENDAR OF TRAINING PROGRAMS (SEPTEMBER-NOVEMBER)

II.FOR EMPLOYEES

| Course Title | Objectives | Schedule/Duration |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Simplified Staking and Design of Overhead Distribution Lines | Aims to ensure program implementation of the Sitio Electrification Program (SEP) and upgrade knowledge and skills on the design of the EC distribution system. | September 25 – 27, 2012 Northwest Inn, Bacolod City Regions VI ECs October 9-11, 2012 Regions I, II, CAR, III, IV & V ECs ITC, La Union October 23-25, 2012 Regions X, CARAGA, LASURECO MORESCO I, Training Center Laguindingan, Misamis Oriental November 6-8, 2012 Regions IX, XI, XII and ARMM ECs Davao City November 27-29, 2012 Regions VII and VIII PDA, Cebu City Duration: 3 days |
| Information and Communication Technology (ICT) Planning Workshop | Aims to guide the EC in the identification of IT platform and infrastructure to support their IT applications; and to help prevent IT resources mis-use or incompatibilities. | October 16-18, 2012 HESA Regions I, II,CAR, III, IV & V ECs Duration: 3 days |
| Effective Business Communication | Aims to develop and improve the communication skills of employees to become professional communicators and to develop healthy relationships between the employees and other stakeholders. | October 12-16, 2012 HESA Regions I, II,CAR III, IV & V ECs Duration: 3 days |
| Legal Congress | Aims to discuss and address the current issues and concerns facing the EC through mutual sharing of necessary information. | November 6-7, 2012 Venue: TBD Duration : 2 days |
| Retail Competition and Open Access Seminar (RCOA) | Aims to update participants on RCOA and determine its impact on the operations of the ECs. | November 20-21, 2012 HESA ECs with 1MW Load Duration: 2 days |

Handwritten signature and date: 9/20/12