



## **IEMOP TRAINING ENROLMENT GUIDELINES AND PROCEDURES**

### **1. Scope of Application.**

The guidelines and procedures set forth in this document shall apply to all courses that will be offered by the Independent Electricity Market Operator of the Philippines (IEMOP) through its Knowledge Management Services (KMS) section. Subject to the approval of the Head of Corporate Strategy and Communications Department, IEMOP may waive the application of these guidelines or any part hereof for specific training courses. In such cases, the appropriate notice shall be issued.

IEMOP shall likewise provide updated training guidelines and procedures should there be any changes in these documents in accordance with the prevailing policies and regulations of the WESM.

**2. Trainees.** The target or intended trainees for the courses that will be offered shall be set out in the training advisories sent through e-mail and/or in the course syllabus/outlines that will be published in IEMOP website from time to time. For advanced courses requiring prior completion of the Basic WESM Training, IEMOP may refuse enrolment to those who lack the said requisite.

**3. Training Priority.** Subject to logistical constraints, IEMOP may set limits on the number of trainees that will be accommodated for each course. Notices may be issued in this regard. Given the limited number of slots per session, trainees shall be accommodated according to the following order of priority:

- a.** WESM members and applicants for WESM membership that are availing of their training entitlements for the year.
- b.** Other WESM Members that have already availed of their training entitlements but wish to enroll additional trainees.
- c.** Other entities and agencies.

Priority is set by companies and not by individual persons. In default of this prioritization, trainees shall be accommodated on a "first come, first served" basis for each category.

### **4. Training Schedule.**

- a.** Training sessions are held from 9:00 a.m. to 5:00 p.m., unless otherwise specified, with breaks for snacks and lunch.
- b.** The schedule of training sessions is published in the IEMOP website.



- c. Request for training on dates other than those already scheduled should be made in writing and will be accommodated by IEMOP on a case-by-case basis. Accommodation will depend on availability of resource persons and training venue (for in-person trainings). The written request for such trainings shall be coursed through to the Head of Corporate Strategy and Communications Department.

## **5. Training Venues**

- a. In-person training sessions are conducted at the IEMOP training offices.
- b. Online training sessions are conducted via Zoom platform. The credentials for the training are provided to the confirmed attendees via email prior the training schedule.
- c. Requests for training to be conducted in other venues may be accommodated at IEMOP's discretion depending on availability of suitable venue and resource persons. Requests must be made in writing at least three (3) weeks before the requested training dates. The requested dates must be on dates other than the dates fixed in the published Training Schedule. The requesting party shall be responsible for providing or arranging for the training venue and other logistics. All requests, including choice of training venue, are subject to IEMOP's approval.

- 6. Training Fees.** For registered WESM members availing of their training entitlements, a reduced training fee will be charged to cover cost of meals for in-person trainings or cost of availing access to platforms used for online trainings. The IEMOP Knowledge Management Services section does not have discretion to waive payment of the training fees. Corresponding training fees for all courses will also be notified thru the training advisories being sent through e-mail.

\*Training Fee with entitlement: PhP 400.00 per pax per day (VAT excluded)

Training Fee w/o entitlement: PhP 2,500.00 per pax per day (VAT excluded)

*\*For WESM Participants that paid the WESM Registration Fee, it includes 20 training entitlements that may be used for Basic WESM and RCOA trainings. Once it is exhausted, regular training fee will apply. The KMS Section may request for proof of registration payment to apply the discounted rate.*

- 7. Enrolment Requirements.** Those wishing to attend in any course offered or to be conducted by the IEMOP Corporate Communications Division shall submit a duly accomplished Training Enrolment Form and pay the required fees. The procedures for enrolment and payment, which must be strictly followed, are set forth in the succeeding section.



## **8. Enrolment Procedure**

- a.** Submit the accomplished Training Enrolment Form which may be downloaded from IEMOP website at <https://www.iemop.ph/services/knowledge-center/> and submit to the IEMOP Knowledge Management Services Section.

1. Go to IEMOP-KMS Link Tree: <https://linktr.ee/IEMOPkms>
2. Click on: TRAINING: Upload Enrolment Form  
(*Training Enrolment Form may also be downloaded in the link tree*)
3. Select and upload the file.

- b.** The enrolment form must be completely filled in and clearly indicate the following -

- i. Name of the WESM member, applicant or requesting entity
- ii. Names and designation of the trainees.
- iii. Desired date
- iv. Desired course
- v. Venue of Training

No enrolment shall be allowed for unidentified trainees. Only persons that have been enrolled will be allowed to attend the course during the actual training day. In case the enrolled trainee cannot attend, a substitute may be allowed upon prior advice to IEMOP and upon submission of the duly accomplished WESM Training Enrolment Form. The substitution must be for entire duration of the course and not a per module or per day basis.

- c.** Enrolment forms must be received by IEMOP not less than the set deadline for submission for each scheduled training to be given priority as provided for in these Guidelines. Enrolment submitted beyond the deadline will be accommodated only if there are available slots, and will be on a "first come, first served" basis.
- d.** Enrolment is made for each scheduled training session. If a training enrolment is not accommodated, the requesting party may be requested to submit another enrolment form for another training date.
- e.** If training fees are required, the training fee shall be paid on or before the deadline of payment indicated in the e-mail notification and/or billing invoice. Request for late payment should be formally communicated to IEMOP in writing or email and will still be subject to approval. IEMOP may withhold training if no payment is received. Queries with respect to fees shall be directed to the IEMOP Knowledge Management Services Section.



## **9. Cancellation Policy**

- a.** IEMOP may cancel a scheduled training session if there are less than ten (10) enrollees, or for other reasons which will make it unable to conduct the training. Those already enrolled in a cancelled session shall be given prior notice and shall be allowed to transfer to any other available scheduled session. Enrollees in a cancelled training may also be accommodated through a special session to be set by IEMOP.
- b.** Cancellation by a trainee/participant must be made ten (10) business days before the scheduled date. Cancellation shall be in writing and may be sent to IEMOP by email through [kms@iemop.ph](mailto:kms@iemop.ph).
- c.** In case of short notice cancellation or non-appearance, the following shall apply -
  - i.** For the WESM Member that is availing of the WESM training entitlement, the reserved training slots will still be deducted from the entitlement of that WESM Member for the year.
  - ii.** The training may be rescheduled subject to the payment of a rescheduling penalty fee equivalent to 10% of the total training fee. No refund of training fees paid shall be made in case the enrollee/s decide not to re-schedule.
  - iii.** For off-site training cancellations, the travel expense incurred by IEMOP including food, accommodation and other incidentals shall be deducted from the training fees already paid. If insufficient, IEMOP shall bill the enrollee for the amounts not covered. The training may be re-scheduled upon payment of training fees and depending on availability of resource persons. If the training cannot be re-scheduled or the enrollee decides not to re-schedule, the training fees already paid will not be refunded.

For the links to **IEMOP's Training and Data Services**, please refer to KMS Link Tree –

KMS Link Tree: <https://linktr.ee/IEMOPkms>