

## **TRAINING ENROLMENT GUIDELINES AND PROCEDURES**

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

The guidelines and procedures outlined in this document apply to all training courses offered by the Independent Electricity Market Operator of the Philippines (IEMOP) through its Knowledge Management Services (KMS) Unit. However, IEMOP reserves the right to waive the application of these guidelines, or any part thereof, for specific training courses based on the discretion of the Vice President for Administration. In such cases, appropriate notice shall be issued to affected parties.

Furthermore, IEMOP is committed to ensuring the relevance and currency of its training guidelines and procedures. Any revisions or updates to these documents will be provided promptly to reflect changes in policies and regulations governing the Wholesale Electricity Spot Market (WESM).

### **2. Trainees**

The target audience or intended participants for the course offered will be clearly outlined in the course syllabus / outline, which will be regularly updated and published on the IEMOP website. These documents serve as comprehensive guides for prospective trainees, detailing prerequisites, objectives, and expectations for each course.

For advanced courses necessitating prior completion of the Basic WESM Training, IEMOP reserves the right to decline enrollment to individuals who have not fulfilled this prerequisite. This policy ensures that participants possess foundational knowledge essential for advanced coursework and maximizes the learning experience for all trainees.

### **3. Training Priority**

IEMOP, subject to logistical constraints, reserves the right to establish limits on the number of trainees accommodated for each course, with notices issued accordingly. Given the limited slots per session, trainees shall be accommodated according to the following order of priority:

- a.** WESM members and applicants utilizing their training entitlements.
- b.** Other WESM Members who have availed of their training entitlements but wish to enroll additional trainees.
- c.** Other entities and agencies.

Priority is assigned at the company level, rather than to individual persons. In the absence of such prioritization, trainees will be accommodated on a *first-come, first-served* basis within each category.

### **4. Publication of Training Information**

- a.** The training schedule, including venue and enrollment period, is regularly published on the IEMOP website.

- b.** The venue, whether online or in-person, will also be indicated on the IEMOP website.

In-person training sessions are exclusively conducted at the IEMOP training offices.

For online training sessions, participants will access the training through either the Zoom or Microsoft Teams platform.

- c.** Training enrollment schedules will be posted on the IEMOP website, where enrollments are accepted for a duration of approximately two weeks, starting around the 6<sup>th</sup> week prior to the training schedule.

Enrollments will only be accepted during this period to allow sufficient time for logistical preparations and the issuance of Billing Statements.

## **5. Exclusive Training Sessions**

Exclusive training refers to sessions conducted on dates other than those already scheduled training sessions posted on the website. Such sessions are considered special requests and are subject to approval by the IEMOP, on a case-by-case basis.

Approval is contingent upon various factors, including but not limited to, the rationale behind the request, the urgency of the requirement, the availability of qualified resource persons, and the suitability of the venue.

Exclusive training courses must meet a minimum attendance requirement of 10 participants.

- a.** Requests for special or exclusive training sessions must be submitted in writing no less than four (4) weeks prior to the proposed training dates. The written request should be addressed to the President and CEO of IEMOP, and should include comprehensive details regarding the proposed training, which include:
  - Rationale for the request
  - Proposed training dates
  - Desired topics and objectives
  - Anticipated number of participants
  - Preferred venue (if any)
  - Any other relevant details
- b.** Upon receipt of the request, the designated authority will review the proposed training session and assess its feasibility based on the factors mentioned above.
- c.** If the request is approved, the requesting party will be notified in writing and provided with further instructions regarding enrollment

procedures, fees (if applicable), and any additional requirements.

- d. If the request is disapproved, the requesting party will be notified in writing, and the reasons for the decline will be communicated. IEMOP may also provide possible alternatives to fulfill the training requirements.

## **6. Enrollment Requirements**

To enroll in any course offered by the IEMOP, prospective participants must adhere to the following requirements:

- a. Individuals must complete a Training Enrollment Form in its entirety. This form serves as the official document for registration purposes and captures essential information necessary for processing enrollment and billing.
- b. Participants are required to remit the prescribed fees associated with their chosen course.

Details for enrollment are outlined in the succeeding section of the guidelines.

## **7. Training Fees**

- a. All trainings conducted by IEMOP require a training fee to cover essential expenses, including but not limited to, subscription fees for platforms such as Zoom or MS Teams, printing of presentation materials, among others.
- b. The standard training fee is as follows:
  - i. If the training venue is Online via MS Teams, then the fee is PhP 2,800.00 per enrollee per day inclusive of VAT
  - ii. If the training venue is at the 20th Floor of RET Building (In-person), then the fee is PhP 3,920.00 per enrollee per day inclusive of VAT
- c. WESM Participants who have paid the WESM Registration Fee are entitled to 20 training sessions, which can be utilized for Basic WESM and Retail Market Trainings. Once this entitlement is exhausted, the regular training fee will apply.
- d. Training fees will be itemized in the Billing Statement provided to each training enrollee, inclusive of any applicable Value Added Tax (VAT) obligations.

## **8. Enrolment Procedure**

### **Submission of Training Enrollment Form**

- a. Prospective participants may download the Training Enrollment Form from the IEMOP website. The form is accessible at the following link:

IEMOP Training Enrollment Form

- b. Once the enrollment is completed, it must be submitted to the IEMOP KMS Unit via Linktree

[IEMOP KMS – Linktree](#)

Within Linktree, under the TRAINING section, select the option to upload the Enrollment Form.

Then proceed to upload the form.

- c. Each enrollment is specific to a scheduled training session. IEMOP reserves the right to deny enrollment for submissions received beyond the specified period posted on the website.
- d. In the event that a training enrollment cannot be accommodated due to submission after the enrollment period, the requesting party is encouraged to consider joining the next training course of the same nature. In such cases, a new Training Enrollment Form must be submitted accordingly.

### **Payment of Training Fees**

- e. Prior to the scheduled training, an advance copy of the Billing Statement shall be furnished to the Training Enrollment, and Billing Contact Persons via email. The original copy shall be dispatched to the mailing address provided in the Training Enrollment Form.
- f. The training fees must be settled on or before the deadline specified in the Billing Statement.
- g. Payments are accepted via remittance to the bank account of IEMOP as detailed in the Billing Statement. Cheque payments must be deposited into the same bank account.
- h. The Training Enrollment Contact Person shall be accountable for furnishing a copy of the proof of payment, along with BIR 2307 (if applicable), through the designated Microsoft OneDrive link.
- i. IEMOP reserves the right to deny training enrollments to individuals who fail to meet payment deadlines. However, enrollees are entitled to:
  - Request transfer to the next available training schedule for the same course.

- Request transfer to any other training schedule for a different course.
- Request transfer of their enrolment to a colleague from the same company; and may select a course of their preference.

However, such requests must be formally communicated in writing through the IEMOP KMS to ensure proper documentation.

In instances where enrollees fail to attend the original training session, they are still accountable for settling the Billing Statement associated with that session immediately.

- j.** The Billing Statement is no longer subject to cancellation or modification once issued.

#### **Non-appearance of Trainee**

- k.** In case of training non-appearance, the enrollee is entitled to transfer to the next training session of his preference. To initiate this transfer, the enrollee must formally communicate their request and provide the reason for non-appearance in writing through the IEMOP KMS for documentation.

### **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.
- b.** 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 cancelled training may also be accommodated through a special session to be set by IEMOP.