

Z A M S U R E C O - I
Zambonga del Sur I Electric Cooperative, Inc.
Gov. V. M. Cerilles Street, Pagadian City

MEMORANDUM CIRCULAR NO. 005, s.2017
Series of 2017

DATE : May 18, 2017

TO : ALL ZAMSURECO – I EMPLOYEES CONCERNED

SUBJECT : GUIDELINES FOR THE CONDUCT OF 2017 LINEMEN’S TRAINING

I. RATIONALE OF THE GUIDELINE

The robust economic activity within the franchise coverage of ZAMSURECO-I as well as the increasing number of powerline “kilometers” due to SEP/BLEP necessitates for additional skilled lineman personnel complement. The Cooperative shall answer the need through a conduct of a comprehensive training for new batch of linemen. In connection, the Cooperative shall present guidelines for the purpose of a systematic flow of recruitment and selection. Factors relevant to the said undertaking shall also be discussed to enable proper information dissemination to all interested parties.

II. SCOPE OF THE GUIDELINE

The scope of the guideline shall cover the following:

- a. Qualification Standards for a Linemen Trainee
- b. Budgetary Requirements
- c. Training Program

III. QUALIFICATION STANDARDS FOR A LINEMEN TRAINEE

The eligibility requirements to be qualified as a linemen trainee for the program are as follows:

A. General Standards

- Employable age preferably at least 19 years old to 30 years old
- Height requirement: 5’5 or 65 inches
- Physically fit to work
- Must have a normal body mass index
- Must possess manual dexterity and visual acuity, as well as the ability to constantly listen and communicate orally, stand and walk: to frequently sit, bend, stoop, squat, lift and carry 75-100 pounds, push and/or pull, reach above shoulder level, and twist; to occasionally climb, balance, kneel and crouch.
- Must pass a drug screening test



B. Educational Attainment

- Must be a graduate of a 2-year course (associate course or vocational course will do); or a four (4) year course.

C. Application Documents

- Application Letter
- Curriculum Vitae (CV) or Resume
- Transcript of Records (TOR)
- Vocational Course Certificate
- Medical Certificate
- Drug Test Result
- Certificate of Good Moral Character (from a Barangay, or PNP, or NBI, or leader of a religious sect)

IV. BUDGETARY REQUIREMENTS

Once the trainee is initially qualified under the assessment of the National Electrification Administration (NEA), the qualified trainee shall pay a registration fee of **50% of the training cost** that will cover his meals/snacks, uniform, hard hat, board/lodging and other expenses relative to the conduct of the said training.

On the other hand, the Cooperative shall shoulder the remaining **50% of the said training cost**. Further, the coop shall assume the training cost for the honorarium of the trainer and materials needed for the training. The coop shall provide the participants other Personal Protective Equipment and tools during the training to ensure safety and avoid risk. Said tools shall remain the property of the Cooperative.

V. TRAINING PROGRAM

A. NATURE OF THE PROGRAM

The nature of the training program is highly technical. Lectures, demonstration and hands-on training are expected to be undergone by all linemen trainees. The training requires mental and physical acumen as all trainees shall pass through series of physical and technical tests.

B. TRAINER OF THE PROGRAM

The trainer of the program shall come from the National Electrification Administration (NEA). All modules from the beginning until the end of training shall be provided by the NEA Representative/s.

C. ADMISSION IN THE PROGRAM

All applicants shall undergo initial assessment by the HR Division in terms of its basic qualification standards (e.g. educational attainment, height, among others), and thereafter undergo secondary screening by the assigned ZAMSURECO-I technical team in terms of the set qualification standards of a lineman (e.g height, body mass index, endurance test, etc.). Applicants who pass the secondary screening may now be qualified for the training program.

D. DURATION AND INSTRUCTORS OF THE TRAINING

The training shall start based on the mandated schedule given by NEA. The duration days for the training-workshop will be good for minimum of 30 days to be conducted by experts from the National Electrification Administration with the assistance of ZAMSURECO-I Management and assigned technical team.

E. TERMS & CONDITIONS OF THE TRAINING

Prior to the beginning of the actual training program, all linemen trainees must sign a waiver and a training agreement as regards all terms and conditions of the program to signify knowledge and secure their participation beforehand. It also serves as a commitment of understanding between the trainee and the Cooperative.

The purpose of the linemen's training is to select the best candidates for the job. All linemen trainees shall be assessed by NEA representatives and shall therefore undergo ranking and competitive selection process based on the assessment of NEA. Only top performing linemen shall be given due credit with an employment opportunity in the Cooperative. The rest of the trainees who completed the program but did not meet the Coop's standards shall only be issued a certificate of completion to signify complete attendance of the program and Clearance Certificate to ensure free from any accountabilities with the Cooperative.

F. TERMINATION FROM THE TRAINING PROGRAM

The Management has the right to terminate a lineman trainee from the training program in the event the trainee is found engaging in any illegal and undesired activities including but not limited to use of illegal drugs, alcohol abuse, acts of sexual harassment, commitment of criminal liability, theft, gambling, bullying and any matter related thereto. A lineman trainee may also be removed from the training program whenever he is found to be non-participative in the duration of the program which may be reflected in his attendance and behavior during lectures and simulation.

G. GRADUATION OF TRAINEES

A graduation ceremony shall be held as an indication of the linemen trainees' completion and full participation of the entire training program. Only trainees with complete attendance shall be allowed to graduate. Trainees who are involved in activities stated under "(f) Termination from the Training Program" of Section V. in this guideline shall be disqualified from attending the ceremony.

H. RESULTS OF THE TRAINING PROGRAM

Only trainees with exemplary performance in the whole training period shall be selected as one of the linemen of the Cooperative. The number of linemen to be admitted in the Coop as one of its employees shall depend on the requirement and/or need by the Cooperative. All linemen trainees for admission shall rest upon the through evaluation of NEA representatives and the sole decision of the General Manager & Chief Executive Officer.

I. QUALIFICATIONS STANDARDS OF A LINEMAN

Requirements to get accepted as an electrical lineman normally has requirements about age, education levels and standards of upper body strength. He must also have the following skills and compliance to be hired, to wit;

- Undergone Training Programs provided by the Cooperative.
- Must have the Certificate of Completion given by the Trainer after the training.
- Must know how to drive with updated driver's license.
- Must possess manual dexterity and visual acuity, as well as the ability to constantly listen and communicate orally, stand and walk: to frequently sit, bend, stoop, squat, lift and carry 75-100 pounds, push and/or pull, reach above shoulder level, and twist; to occasionally climb, balance, kneel and crouch.
- Has the ability to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or excel of 20 pounds of force constantly to move object.
- Can express or exchange ideas by means of spoken words, to convey detailed or instruct other workers accurately, loudly or quickly.
- Has the ability to receive detailed information through oral communications.
- Willing to work on scheduled and unscheduled overtime in all weather conditions.
- Will work at heights up to 60 inches for extended time.
- As a condition of acceptance on this job, candidates who are qualified will be required to take and pass the appropriate medical testing and drug testing.

VI. RESPONSIBILITY

The HR Division shall be responsible for the hiring/recruitment process which include assessment and interview of applicant, evaluates documents, assists in the preliminary selection of qualified applicants, facilitate endorsements, contracts, waivers and clearances. HR personnel shall prepare budget for the training and other related matters. Further, they are responsible for the issuance of clearance and Certificate of Completion to the Trainees.

Technical Services Department Manager and Staff shall be responsible for the conduct of the preliminary selection and endurance test among applicants in coordination with HR personnel, Coop Nurse and Internal Audit Department. Further, they shall assist NEA Trainers/Experts during the entire duration of the training and shall prepare list of tools and materials needed by NEA Trainers and Trainees.

The Internal Audit Department is mainly directed to monitor proper compliance to this guideline particularly on the execution of Waiver and Training Agreement. Further, they are responsible to monitor materials and tools used by the Trainees as well the return of said items to the warehouse after the training program.

VII. EFFECTIVITY

This memorandum shall take effect immediately.



For information, guidance and strict compliance.


JOSE RAUL A. SANIEL
General Manager/CEO



Attached documents:

1. Training Agreement
2. Waiver

Distribution:

- Department Managers
- Area Managers
- Supervisors
- Personnel Concerned
- HR/PSS File
- Bulletin Board

TRAINING AGREEMENT

Know All Men By These Presents:

This **TRAINING AGREEMENT** is entered into by and between:

ZAMBOANGA DEL SUR I, ELECTRIC COOPERATIVE, INC. (ZAMSURECO-I), a non-stock, non-profit electric cooperative, duly organized and existing under the National Electrification Administration and under the Philippine Laws with business address at Governor Vicente M. Cerilles Street, Pagadian City, Philippines represented herein by **JOSE RAUL A. SANIEL, GENERAL MANAGER & CHIEF EXECUTIVE OFFICER (CEO)**, herein referred to as the "**ELECTRIC COOPERATIVE.**"

AND

_____, with a residence at _____, an applicant for the position of lineman in ZAMSURECO-I, who shall undergo a linemen's training in ZAMSURECO-I hereunder referred to as the "**LINEMAN TRAINEE.**"

WITNESSETH:

WHEREAS, THE ELECTRIC COOPERATIVE from time to time recruits and selects new linemen in the **ELECTRIC COOPERATIVE** through the conduct of linemen's training to the applicants;

WHEREAS, such training entails expenses and disbursements, which directly inure to the present benefit, advantage and potential employment of the **LINEMAN TRAINEE**;

WHEREAS, the **ELECTRIC COOPERATIVE** wishes to utilize to the maximum extent the training and learning acquired by **LINEMAN TRAINEE** to its own benefit and for the further improvement of its services to its stakeholders;

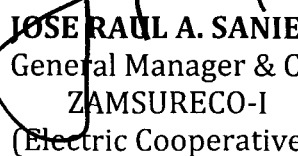
WHEREAS, the **LINEMAN TRAINEE** will undertake training program, specifically "**NEW LINEMEN'S TRAINING**" in accordance with the conditions set forth herein;

NOW, THEREFORE, for and in consideration of the preceding premises, the parties hereby agree to the following terms and conditions:

1. That the **ELECTRIC COOPERATIVE** is in need of new batch of linemen and the conduct of a linemen's training is a form of recruitment and selection process in accepting new skilled employees in the **ELECTRIC COOPERATIVE**.
2. That the **ELECTRIC COOPERATIVE** through the National Electrification Administration (NEA) shall provide necessary knowledge and expertise to the **LINEMAN TRAINEE**.
3. That the **ELECTRIC COOPERATIVE** is not obliged to employ all **LINEMAN TRAINEES** upon completion of the training program.
4. That the **ELECTRIC COOPERATIVE** shall hire only top-performing linemen at the end of the training program based from the assessment of the National Electrification Administration (NEA) representative.
5. That the **LINEMAN TRAINEE** shall pay half of the training cost to cover for his meals, lodging, uniform and other training expenses while the **ELECTRIC COOPERATIVE** shall cover the remaining 50% of said costs and the to pay for the trainer and the training module.

6. That the **LINEMAN TRAINEE** shall be personally responsible for any and all liabilities arising from negligence in the performance of his duties while under training.
7. That the **ELECTRIC COOPERATIVE** and its representatives shall exercise due diligence and care to ensure the safety and well-being of the **LINEMAN TRAINEE** for the entire duration of the training program and shall be relieved of the responsibility only for untoward incident beyond their control.
8. That the **LINEMAN TRAINEE** shall conduct himself in proper behavior in the duration of the training program.
9. That the **ELECTRIC COOPERATIVE** shall voluntarily withdraw a **LINEMAN TRAINEE** who is found to misbehave and/or act in defiance to existing standards, rules and regulations of the **ELECTRIC COOPERATIVE** and/or engage in illegal activities and illicit behaviors such as but not limited to drug use, alcohol abuse, sexual harassment acts and criminal liability.
10. That the **ELECTRIC COOPERATIVE** through the National Electrification Administration (NEA) shall issue certificate of completion to the **LINEMAN TRAINEE** whenever the **LINEMAN TRAINEE** has completed the requirements of the training program.
11. That there is no employee-employer relationship between the **ELECTRIC COOPERATIVE** and the **LINEMAN TRAINEE**.
12. Any violation of the foregoing covenant will warrant the cancellation of the **TRAINING AGREEMENT** by the **ELECTRIC COOPERATIVE**.
13. That the term of this **TRAINING AGREEMENT** shall be for a period of _____

IN WITNESS WHEREOF, the parties have hereunto set their hands this ____ day of _____ 2017 at Pagadian City, Philippines.


JOSE RAUL A. SANIEL
 General Manager & CEO
 ZAMSURECO-I
 (Electric Cooperative)

 (Lineman Trainee)

SIGNED IN THE PRESENCE OF:

 Signature over Name in Print

 Signature over Name in Print

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PAGADIAN CITY, PHILIPPINES) S. S.

BEFORE ME, a Notary Public, this _____ day of _____ at _____, personally the parties, known to me and to me known to be the very same persons who executed the foregoing Training Agreement continuing of three (3) pages including this page on which this acknowledgment is written; and acknowledged that the same is their own free act voluntary deed.

WITNESS MY HAND AND SEAL, on the date and place above written.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of. _____

ZAMSURECO - I
Zamboanga del Sur I, Electric Cooperative, Inc.
Governor V.M. Cerilles Street, Pagadian City

HEALTH AND FITNESS LIABILITY WAIVER/INFORMED CONSENT FORM

I, _____, have enrolled in a training program of Zamboanga del Sur I, Electric Cooperative, Inc. (ZAMSURECO-I) known as "**Linemen's Training**".

I recognize that the program may involve strenuous physical activity including, but not limited to, muscle strength and endurance training, cardiovascular conditioning and training and other various physical activities.

I hereby affirm that I am in good physical condition and do not suffer from any known disability or condition which would prevent or limit my participation in this training program.

I acknowledge that my subsequent participation is purely voluntary and is no way mandated by ZAMSURECO-I.

In consideration of my participation in this program, I _____, hereby release ZAMSURECO-I and its agents or representatives from any claims, demands and causes of action as a result of my voluntary participation.

I fully understand that I may injure myself as a result of my voluntary participation in this training program and I, _____ hereby release ZAMSURECO-I and its agents or representatives from any liability now or in the future for conditions that I may obtain. These conditions may include, but are not limited to the following: heart attacks, strokes, muscle strains, muscle pulls, muscle breaks, broken bones, injuries to knees or other joints of the body, injuries to back, injuries to foot, heat prostration or any other illness or soreness that I may incur, including death.

I HEREBY AFFIRM THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENTS.

Signature Above Printed Name
(Linemen Trainee)

Date Signed

Witnessed by:

Signature Above Printed Name
(ZAMSURECO-I Representative)

Date Signed