

Corporate Planning Office
Rural Electrification Project Planning and Development Division

Frontline Service : Request for Sitio Electrification Program (SEP) /Barangay Line Enhancement Program (BLEP)
 Clients : External Stakeholders
 Requirements : Letters/Endorsements from Congressmen, Senators, Malacañang, LGUs, Board Resolutions, SB Resolutions, Staking Sheets, Material Requirements, BRs
 Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : None
 Total/Maximum Duration of Process : Ten (10) days
 How to Avail of the Service :

| No. | Client Step | Agency Action | Person Responsible | Office/ Location | Duration of Activity |
|-----|---|---|--|------------------|----------------------|
| 1 | Submits documents such as letters, endorsements concerning requests for barangays/sitios energization | Receives documents/requests and evaluate required NEA assistance | Staff, Division Manager & Department Manager | REPPDD/CPO, 7/F | 2 days |
| | | 1. Prepares reply to the concerned party and ECs depending on the request of the client 2. Transmits letter-approval reply to ATEO & ED if technical evaluation is needed 3. Transmits letter-approval to FSD for fund programming/allocation 4. Endorses letters to DOE and NPC (if line enhancement is needed) as the case maybe | Staff & Division Manager | | 2 days |
| | | Submits reply to the CPO Department Manager | Division Manager | REPPDD/CPO, 7/F | 2 days |
| | | Endorses reply to the Administrator | Department Manager | CPO, 7/F | 2 days |
| | | Approves/Signs reply | Administrator | OA, 7/F | 1 day |
| 2 | Receives letter-approval | Mails reply thru RMU | Staff, Division Manager & Department Manager | REPPDD/CPO, 7/F | 1 day |
| END | | | | | |

LEGEND:

CPO - Corporate Planning Office
REPPDD - Rural Electrification Project Planning and Development Division
OA - Office of the Administrator
ATEO - Accelerated Total Electrification Office
ED - Engineering Department
FSD - Finance Services Department
RMU - Records Management Unit

ECs - Electric Cooperatives
DOE - Department of Energy
NPC - National Power Corporation
LGUs - Local Government Units
SB - Sangguniang Bayan

Corporate Planning Office

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|-------------------------------------|---|---|
| Frontline Service | : | Conduct of ECs' Regional Long Term Investment Planning |
| Clients | : | Internal and External Stakeholders |
| Requirements | : | Project Study/Evaluation, Integrated Computerized Planning Model (Soft & Hard Copies), Board Resolutions |
| Schedule of Availability of Service | : | Annually (3rd to 4th quarter of the year) |
| Fees | : | Depending on the venue (Regional or NEA office) |
| Total/Maximum Duration of Process | : | One Hundred Thirty Three (133) days |
| How to Avail of the Service | : | |

| No. | Client Step | Agency Action | Person Responsible | Office/ Location | Duration of Activity |
|-----|---|---|--|---|----------------------|
| 1 | Identifies Priority Projects | Prepares and sends memorandum on the conduct and design of Investment Planning workshop signed by the Administrator | Staff, Division Manager, Department Manager & Administrator | REPPDD/CPO & OA, 7/F | 14 days |
| | | Prepares documents and ICPM | Staff, Division Manager & Department Manager | REPPDD/CPO, 7/F | 7 days |
| | | Coordinates with NETI on the schedules and requirements of the workshops | | | 1 day |
| | | Conducts cluster meeting | Staff, Division Manager, Department Manager & Cluster | Available Regional Venue/NEA | 14 days |
| 2 | Attends workshop proper | Facilitates the mechanics of the workshop proper | ICPM Oversight Deputy Administrator, Staff, Division Manager, Department Manager & Cluster | Regional/NEA | 5 days |
| 3 | Submits final output with approved BR within one month after the workshop | Receives and evaluates/reviews ECs' outputs including revisions | Staff & Cluster | REPPDD/CPO, 7/F | 60 days |
| | | Approves/Signs ECs' Workplans and return same to REPPDD | Department Managers, ECMS & Administrator | CPO & OA, 7/F IDD & ED, 6/F FSD & AMGD, 5/F ODAECMS, 4/F | 30 days |
| | | Endorses to Internal and External Clients (ECs, DOE, NEDA, etc.) | Staff | REPPDD/CPO, 7/F | 2 days |
| 4 | Receives Approved Workplan | | | | |
| END | | | | | |

LEGEND:

CPO - Corporate Planning Office
REPPDD - Rural Electrification Project Planning and Development Division
ODAECMS - Office of the Deputy Administrator for EC Management Services
IDD - Institutional Development Department
ED - Engineering Department
FSD - Finance Services Department

AMGD - Accounts Management and Guarantee Department
NETI - NEA-EC Training Institute
OA - Office of the Administrator
ECs - Electric Cooperatives
DOE - Department of Energy
NEDA - National Economic and Development Authority
ICPM - Integrated Computerized Planning Model