

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

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 Thrity 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 OCET 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, DAFO & Administrator	CPO & OA, 7/F IDD & ED, 6/F FSD & AMGD, 5/F ODAFO, 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
ODAFO - Office of the Deputy Administrator for Field Operations
IDD - Institutional Development Department
ED - Engineering Department
FSD - Finance Services Department
OA - Office of the Administrator

AMGD - Accounts Management and Guarantee Department
OCET - Office of Corporate & EC Training
ECs - Electric Cooperatives
DOE - Department of Energy
NEDA - National Economic and Development Authority
ICPM - Integrated Computerized Planning Model