

Engineering Department

Frontline Service	:	Approval of ECs' Procurement of Equipment and Materials
Client	:	ECs
Requirements	:	Board Resolution and complete set of bidding documents
Schedule of Availability of Service	:	Monday - Friday (8AM - 5PM)
Fees	:	None
Total/Maximum Duration of Process	:	Five (5) days
How to Avail of the Service	:	

No.	Client Action	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	Submits Board Resolution and SDs	Receives and endorses to ODAEDUS the Board Resolutions and SDs	Records Officer	RMU/ITCSD, G/F	5 days
		Receives and endorses to ED	Receiving Clerk	ODAEDUS, 6/F	
		Receives and evaluates the Board Resolutions & SDs and recommend approval/disapproval	Engineers	PDUD/ED, 6/F	
		Reviews and signs the recommendation	Section Chief		
		Signs and endorses the Evaluation Report to ODAEDUS	Department Manager		
		Approves/Disapproves recommendation	DAEDUS	ODAEDUS, 6/F	
2	Receives approval/disapproval	Sends approval/disapproval thru RMU	Clerk	ED, 6/F	
END					

LEGEND:

ED - Engineering Department
 PDUD - Power Development and Utilization Division
 ODAEDUS - Office of the Deputy Administrator for
 Electric Distribution Utilities Services
 RMU - Records Management Unit

ITCSD - Information Technology and
 Communication Services Department
 ECs - Electric Cooperatives
 SDs - Supporting Documents

Engineering Department

Frontline Service : Technical Assistance
 Clients : ECs
 Requirements : Letter-Request for Assistance
 Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : None
 Total/Maximum Duration of Process : Five (5) days
 How to Avail of the Service :

No.	Client Step	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	Submits request for Technical Assistance	Receives the request for Technical Assistance	Records Officer	RMU/ITCSD, G/F	5 days
		Evaluates and reviews the request	Engineers	ED, 6/F	
2	Receives and acknowledges fax message	Sends requesting EC fax message on NEA action, whether written comment or relay the scheduled date of Technical Assistance			
3	Provides the needed requirement of NEA in the conduct of the particular request for Technical Assistance	If needed, conducts on-site visit in order to provide the requested Technical Assistance			
END					

LEGEND:

ED - Engineering Department

ITCSD - Information Technology and Communication Services Department

RMU - Records Management Unit

ECs- Electric Cooperatives

Engineering Department

Frontline Service : Release of R.E. Loan - Capital Projects and Logistics
 Client : ECs
 Requirements : Technical Study of the Project
 Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : None
 Total/Maximum Duration of Process : Five (5) days
 How to Avail of the Service :

No.	Client Action	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	AMGD submits ECs request and SDs for technical evaluation	1. Receives the technical aspect of the request for Loan	Records Officer	ED, 6/F	5 days
		2. Reviews and evaluates the technical aspect of the request for loan and prepare evaluation report	Engineers		
		3. Reviews and Signs the Evaluation Report	Section Chief		
		4. Signs and endorses the Evaluation Report to ODAEDUS	Department Manager		
		5. Forwards the Evaluation Report to ODAEDUS	Records Officer	ODAEDUS, 6/F	
		6. Receives the approved Evaluation report and forward to ASD/AMGD		ED, 6/F	
END					

LEGEND:

ED - Engineering Department

**ODAEDUS - Office of the Deputy Administrator for
 Electric Distribution Utilities Services**

RMU - Records Management Unit

**AMGD - Accounts Management & Guarantee
 Department**

ASD - Accounts Servicing Division

Engineering Department

Frontline Service : Approval/Release of Single Digit System Loss Loan (SDSL)
 Clients : ECs
 Requirements : Technical Study of the Project

Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : None
 Total/Maximum Duration of Process : Five (5) days

How to Avail of the Service :

No.	Client Action	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	AMGD submits ECs request and SDs for technical evaluation	1. Receives the technical aspect of the request for loan	Records Officer	ED, 6/F	5 days
		2. Reviews and evaluates the technical aspect of the request for loan and prepare evaluation report	Engineers		
		3. Reviews and signs the Evaluation Report	Section Chief		
		4. Signs and endorses the Evaluation Report to ODAEDUS	Department Manager		
		5. Forwards the Evaluation Report to ODAEDUS	Records Officer	ODAEDUS, 6/F	
		6. Receives the approved Evaluation report and forward to ASD/AMGD		ED, 6/F	
END					

LEGEND:

ED - Engineering Department
 ODAEDUS - Office of the Deputy Administrator for Electric Distribution Utilities Services
 RMU - Records Management Unit
 SD - Supporting Documents

AMGD - Accounts Management & Guarantee Department
 ASD - Accounts Servicing Division

Engineering Department

Frontline Service : Clearance of ECs to Avail Loan Outside NEA Loan Policy No. 14-B
 Clients : ECs
 Requirements : Technical Study of the Project

Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : None
 Total/Maximum Duration of Process : Five (5) days
 How to Avail of the Service :

No.	Client Action	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	AMGD submits ECs request and SDs for technical evaluation	1. Receives the technical aspect of the request for clearance	Records Officer	ED, 6/F	5 days
		2. Reviews and evaluates the technical aspect of the request for clearance and prepare evaluation report	Engineers		
		3. Reviews and signs the Evaluation Report	Section Chief		
		4. Signs and endorses the Evaluation Report to ODAEDUS	Department Manager		
		5. Forwards the Evaluation Report to ODAEDUS	Records Officer	ODAEDUS, 6/F	
		6. Receives the approved Evaluation report and forward to AMD/AMGD		ED, 6/F	
END					

LEGEND:

ED - Engineering Department
 ODAEDUS - Office of the Deputy Administrator for Electric Distribution Utilities Services

AMGD - Accounts Management & Guarantee Department
 AMD - Accounts Management Division

Engineering Department

Frontline Service : Clearance of ECs to Avail Loan Outside NEA - Collateral Sharing
 Clients : ECs
 Requirements : Technical Study of the Project

Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : None
 Total/Maximum Duration of Process : Five (5) days

How to Avail of the Service :

No.	Client Action	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	AMGD submits ECs request and SDs for technical evaluation	1. Receives the technical aspect of the request for clearance	Records Officer	ED, 6/F	5 days
		2. Reviews and evaluates the technical aspect of the request for clearance and prepare evaluation report	Engineers		
		3. Reviews and signs the Evaluation Report	Section Chief		
		4. Signs and endorses the Evaluation Report to ODAEDUS	Department Manager		
		5. Forwards the Evaluation Report to ODAEDUS	Records Officer ODAEDUS, 6/F	ODAEDUS, 6/F	
		6. Receives the approved Evaluation report and forward to AMD/AMGD		ED, 6/F	
END					

LEGEND:

ED - Engineering Department

**ODAEDUS - Office of the Deputy Administrator for
Electric Distribution Utilities Services**

SD - Supporting Documents

**AMGD - Accounts Management & Guarantee
Department**

AMD - Accounts Management Division