

Accelerated Total Electrification Office Luzon, Visayas & Mindanao

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|-------------------------------------|---|--|
| Frontline Service | : | Evaluation/Approval of EC's Budget Request (BR) for R.E-projects using the subsidy |
| Clients | : | ECs |
| Requirements | : | Duly accomplished BR Form, Board Resolution, Staking Sheets(for distribution lines only), Bill of Materials, Barangay Certification, Map showing the Sitio Execution Plan and Letter of Commitment |
| Schedule of Availability of Service | : | Monday - Friday (8AM - 5PM) |
| Fees | : | None |
| Total/Maximum Duration of Process | : | Eight (8) days |
| How to Avail of the Service | : | |

| No. | Client Action | Agency Action | Person Responsible | Office/ Location | Duration of Activity |
|-----|--|--|----------------------------------|------------------|----------------------|
| 1 | Submits Board Resolution, duly accomplished, Budget Request, Staking Sheets Barangay Certification, Map showing the Sitio Execution Plan and Letter of Commitment, Bill of Materials | Receives and endorses to ODAEDUS the BRs and other documents submitted by the ECs | Records Unit/ ODAEDUS | ATEO, 7/F | 1/2 day |
| | | Endorses to Project Manager | Program Director | | |
| | | Reviews, evaluates the project submitted documents and prepares evaluation memorandum, Disbursement voucher and Budget Utilization Request | Project Officer | | 6 days |
| | | Reviews/recommends evaluation memorandum | Project Manager/Program Director | | 1 day |
| | | Approves evaluation memorandum | EDUS | | ODAEDUS, 6/F |
| | | Endorses the approved evaluation memorandum to FSD | Program Director | ATEO, 7/F | 1/2 day |
| END | | | | | |

LEGEND:

ATEO - Accelerated Total Electrification Office
ODAEDUS - Office of the Deputy Administrator for Electric Distribution Utilities Services

FSD - Finance Services Department
BR - Budget Request