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Prepared by: INDRA Philippines Inc.	Reviewed by: ANA ROSA D. PAPA ITCSD Director/ Data Governance Lead	HENRIETTA A. MARAMOT ATEO Director	Approved by: EDGARDO R. MASONGSONG NEA Administrator
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Review / Revision History			
Revision No.	Date	Description	Approved By
0	08/14/17	Data were gathered from NEA meetings and discussions.	
1	02/19/18	Updated the description and validation rules based on NEA meetings, EC trainings, and gathered Helpdesk information.	
2	02/21/18	Updated the document based on NEA's comments and suggestions.	
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1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives (ECs) in filling out and submitting Data Entry Templates (DET) in the NEA Web Portal. This must be observed in order to successfully provide data for EC progress monitoring of the total electrification projects and status monitoring of target sitio and/or barangay projects for energization in the form of the following operational reports and analytical views:


- Barangay Line Enhancement Program (BLEP) Subsidy
- Sitio Electrification Program (SEP) Subsidy
- Program Status and Accomplishment (PSA)
- EC Progress Summary Report
- Status of Energization (SOE)

2.0 SCOPE


This manual establishes the guidelines of Data Entry Template (DET) standardization, the field mapping from old report to new DET format, and the procedures for the submission of DET039 SEP & BLEP in the NEA Web Portal System performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS

- | | | |
|--|---|---|
| Barangay Line Enhancement Program (BLEP) Subsidy | - | Enhancement of distribution lines of barangays previously energized through off-grid technology for connection to grid. |
| Data Entry Field | - | Intended value of the data entry field. |
| Data Entry Template (DET) | - | Input Templates used to fill out information and submitted by the ECs to the NEA BIT Web Portal for NEA acknowledgement and reports generation. These templates serve as inputs in the generation of reports. |

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Description	-	Brief explanation of the data entry field.
DET039 – SEP & BLEP	-	Data entry template used to record details of sitio electrification and barangay line enhancement program status for all ECs.
EC Program Summary Report	-	Operational report used to monitor on-going and accomplished Sitios/ Barangay projects.
Existing Report	-	Existing report equivalent of the data entry template.
Existing Report Field Equivalent	-	Data entry field equivalent in the existing report.
Existing Report Table	-	Section where the data entry field can be located in the existing report.
Formula	-	Computation equivalent of the data entry field.
List of Values (LOV)	-	Defined values under the dropdown tab.
Program Status & Accomplishments (PSA)	-	Operational report used to monitor the status of accomplishment of Sitios/ Barangay for energization.
Reporting Month	-	The month covered by the data being reported. This is the data for the month earlier than the current month (Month X – 1).
Required? (Y/N)	-	Indicates if a field is required to be filled up or not.
Sitio Electrification Program (SEP) Subsidy	-	Electrification of unenergized sitios/puroks/zones
Source	-	Indicates if field information is a data entry or calculated automatically in the data entry template.

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- Status of Energization (SOE) - Operational report used to specify the energization status of each Municipality, Barangay, and Sitio/ Purok under them.
- Validation Rules - Standard values that should be entered in the data entry field or criteria that should be followed.


4.0 ROLES AND RESPONSIBILITIES

- Electric Cooperative (EC) - Responsible for accomplishing, submitting, revising, and resubmitting of DETs. Also accountable for the correctness and accuracy of the submitted data through the DETs.
- NEA DET Reviewers - Responsible for acknowledging/ reviewing the submitted DETs by the ECs.


5.0 MANUAL

The table below presents the definition of each data entry field that corresponds to the columns found in the tables in the DET.


Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
EC Name	Short name of the Electric Cooperative (EC). <i>List of dropdown values will refer to Master List – EC Profile.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	SEP Subsidy	Header	EC
						BLEP Subsidy	Header	EC
Reporting Year	The year during which the data is being reported. <i>List of dropdown values will be years from 2017 to</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	SEP Subsidy	Header	Year
						BLEP Subsidy	Header	Year

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	2070.							
Reporting Month	The month during which the data is being reported. <i>List of dropdown values will be months from January to December.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	SEP Subsidy	Header	Month
						BLEP Subsidy	Header	Month
Reporting Date	The date during which the data is being reported.	Y	Data Entry	N/A	Value should only be based on the number of days of the selected Reporting Month. (Ex.: If selected Reporting Month is January, acceptable Reporting Date should be 1 to 31 only)	SEP Subsidy	Header	Date
						BLEP Subsidy	Header	Date
Type	Defines if the project type is a Sitio or a Barangay. <u>SEP</u> refers to 'Sitio Energization Program'. <u>BLEP</u> refers to 'Barangay Line Enhancement Program'.	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	SEP Subsidy	Header	SEP
						BLEP Subsidy	Header	BLEP
Main/ Passby/ Re-aligned	Defines if the project is Main, Passby, or Re-aligned. <u>Main</u> = The primary area to be energized. <u>Passby</u> = The area/s that will be passed by for the main area to be energized.	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	New	New	New

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	Re-aligned = A project in replacement for an unimplemented/cancelled project or new project funded by excess fund							
Project ID	The unique ID number of the project.	N/A	Calculated	N/A	Value is automatically assigned.	SEP Subsidy	SEP Subsidy	No.
						BLEP Subsidy	BLEP Subsidy	No.
Re-aligned from Project ID	The project ID of the unimplemented/cancelled project.	N	Data Entry	N/A	Fill out field if Main/ Passby/ Re-aligned is equal to Re-aligned. Value must be from existing Project IDs.	New	New	New
Target Year	The target year for accomplishing the project. <i>Values in the dropdown list are years from 2011 to 2017.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	SEP Program Status	SEP Program Status	Year
						BLEP Program Status	BLEP Program Status	Year
Sitio Geo ID	15-digit Geography ID defined for the Sitio. <i>Refer to Master Data – Geography for the respective EC geography details.</i>	N	Data Entry	N/A	Fill out field if Type is equal to SEP. Fill out field if Type is equal to BLEP and Main/ Passby/ Re-aligned is equal to Passby. Value should be numerical. If the Geography ID is not included in the master list, request for additional Geography	SEP Subsidy	SEP Subsidy	Sitio
						BLEP Subsidy	BLEP Subsidy	Sitio

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					record through Helpdesk Support.			
Barangay Geo ID	15-digit Geo-ID defined for the Barangay. <i>Refer to Master Data – Geography for the respective EC geography details.</i>	N	Data Entry	N/A	Fill out field if Type is equal to BLEP. Fill out field if Type is equal to SEP and Main/ Passby/ Re-aligned is equal to Passby. Value should be numerical. If the Geography ID is not included in the master list, request for additional Geography record through Helpdesk Support.	SEP Subsidy	SEP Subsidy	Barangay
						BLEP Subsidy	BLEP Subsidy	Barangay
Funding Source	The budget used for the project. Funds can be from previous projects. <i>Values in the dropdown list are 2011 BLEP, 2012 BLEP, 2013 BLEP, 2013 PAMANA, 2014 BLEP, 2015 Subsidy BLEP, 2011 Batch 1 (MALAMPAYA), 2011 Batch 2 (MALAMPAYA), 2012 Batch 1 (GAA), 2012 Batch</i>	Y	Data Entry	N/A	Value should be selected from the dropdown list.	SEP Subsidy	Header	Funding Source

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	2 (DAP), TISP ARMM (DAP), 2011 OVLP/LGSF (DAP), 2013 SEP (GAA), 2013 Additional, 2014 GAA, 2015 GAA, 2015 Additional, 2016 GAA, 2011 to 2014 Savings, OPAPP PAMANA, 2011 BLEP passby, 2012 BLEP passby, 2013 BLEP passby, 2017 GAA, 2018 GAA, 2019 GAA, 2020 GAA, 2021 GAA, 2022 GAA					BLEP Subsidy	Header	Funding Source
Power Source	The source of energy taken from on-grid or off-grid areas. <i>Values in the dropdown list are On-Grid, Off-Grid.</i>	Y	Data Entry	N/A	Value should be selected from the dropdown list.	SOE	B. List of Barangays/ Puroks/ Sitios Energized for the Month	Power Source
Evaluated Project Cost	The project cost based on the evaluation by NEA and approved by the Department of Budget and Management.	N	Data Entry	N/A	Fill out field if Main/ Passby/ Re-aligned is equal to Main or Re-aligned.	SEP Subsidy	SEP Subsidy	Evaluated Project Cost
						BLEP Subsidy	BLEP Subsidy	Evaluated Project Cost
Date of Release	The release date of the check of the project.	N	Data Entry	N/A	Fill out field if Main/ Passby/ Re-aligned is equal to Main or Re-aligned. Date format should be MM/DD/YYYY . Date must be earlier or the same date as today.	SEP Subsidy	SEP Subsidy	Date Released
						BLEP Subsidy	BLEP Subsidy	Date Released

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Bidding Schedule	The schedule of the project bidding by private contractors.	N	Data Entry	N/A	Fill out field if Main/ Passby/ Re-aligned is equal to Main or Re-aligned. Date format should be MM/DD/YYYY . Date must be earlier or the same date as today.	SEP Subsidy	SEP Subsidy	Bidding Schedule
						BLEP Subsidy	BLEP Subsidy	Bidding Schedule
Date Awarded	The date that the project has been awarded to the winning contractor declared during the bidding.	N	Data Entry	N/A	Fill out field if Main/ Passby/ Re-aligned is equal to Main or Re-aligned. Date format should be MM/DD/YYYY . Date must be earlier or the same date as today.	SEP Subsidy	SEP Subsidy	Date Awarded
						BLEP Subsidy	BLEP Subsidy	Date Awarded
Start Construction	The start date of the project construction.	N	Data Entry	N/A	Date format should be MM/DD/YYYY . Date must be earlier or the same date as today.	SEP Subsidy	SEP Subsidy	Start Construction
						BLEP Subsidy	BLEP Subsidy	Start Construction
Date Completed	The completion date of the project construction.	N	Data Entry	N/A	Date format should be MM/DD/YYYY . Date must be earlier or the same date as today.	SEP Subsidy	SEP Subsidy	Date Completed
						BLEP Subsidy	BLEP Subsidy	Date Completed
Date Energized	The energization date of the sitio/barangay project after project completion.	N	Data Entry	N/A	Date format should be MM/DD/YYYY . Date must be earlier or the same date as today.	SEP Subsidy	SEP Subsidy	Date Energized
						BLEP Subsidy	BLEP Subsidy	Date Energized

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Initial HHC	The number of actual household connections upon energization of the sitios or barangays.	N	Data Entry	N/A	Value should be a whole number.	SEP Subsidy	SEP Subsidy	Initial HHC
						BLEP Subsidy	BLEP Subsidy	Initial HHC
Date of Final Inspection	The date of final inspection after project completion to check if the standards of the construction are followed.	N	Data Entry	N/A	Date format should be MM/DD/YYYY . Date must be earlier or the same date as today.	SEP Subsidy	SEP Subsidy	With Final Inspection
						BLEP Subsidy	BLEP Subsidy	With Final Inspection
Remarks	Free text field where comments related to the entered values in the template can be indicated. Such comments may be due to unusual activities that happen to the city, barangay, sitio, connection, etc.	N	Data Entry	N/A	None.	SEP Subsidy	SEP Subsidy	Remarks
						BLEP Subsidy	BLEP Subsidy	Remarks

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



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8.0 ATTACHMENTS

9.0 RECORDS