

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">MASTER DATA MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">1 of 6</p>
	<i>Document Title:</i> <p style="text-align: center;">BOD PROFILE MASTER DATA MANUAL</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

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Review / Revision History			
Revision No.	Date	Description	Approved By
0			
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1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives (ECs) in filling out and submitting Master Data templates through Helpdesk Support whenever there are changes in master data such as updates, modifications, etc. This must be observed in order to successfully maintain up-to-date BOD Profile data enabling ECs to report data/ projects concerning Board of Directors. This MD eliminates redundant input of BOD profile details in the following Data Entry Templates (DETs) by transforming the data into a dropdown list of BOD Names per BOD member record:


- DET027 Meetings and Resolutions
- DET029 BOD
- DET034 Institutional – Others

2.0 SCOPE

This manual establishes the guidelines of Master Data standardization procedures for the submission of BOD Profile Master Data through Helpdesk Support performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS


Board of Director (BOD) Profile Master Data	-	Template used to serve as the master list of all BODs for all ECs.
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 Web Portal for NEA acknowledgement and reports generation. These templates serve as sources of inputs in the generation of reports.
Description	-	Explanation or meaning of the data entry field.

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- Formula - Computation equivalent of the data entry field.
- List of Values (LOV) - Defined values under the dropdown tab.
- Master Data (MD) - Data representing standard business objects which are common and shared across users. Managed centrally at NEA, these are usually modified as requested by users for the addition of new values, updating or revisions and deactivation.
- Master Data Template - Template used for updating the MD in the NEA Web Portal.
- Helpdesk Support - Responsible for receiving, facilitating, and assessing the information on reported incident and request Helpdesk tickets.
- Required? (Y/N) - Indicates if a field is required to be filled up or not.
- Source - Indicates if field information is a data entry or calculated automatically in the data entry template.
- 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 and submitting Master Data (MD) Templates and DETs. Also accountable for the correctness and accuracy of the submitted data as reflected in the MD Templates and DETs.

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5.0 MANUAL

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules
EC Short 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.
Tax Identification Number (TIN)	12-digit number that is assigned per employee for tax purposes. This is used as the primary key to determine record duplication.	Y	Data Entry	N/A	Format of the TIN should be #####. Should be unique across all employees and BODs.
BOD Last Name	The last name of the BOD member.	Y	Data Entry	N/A	None.
BOD First Name	The first name of the BOD member.	Y	Data Entry	N/A	None.
BOD Middle Name	The middle name of the BOD member.	N	Data Entry	N/A	None.
Gender	The gender of the BOD member. <i>Values in the dropdown list are Male, Female.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.
Date of Birth (MM/DD/YYYY)	The birth date of the BOD member.	Y	Data Entry	N/A	Format of the date should be MM/DD/YYYY.
Contact Number	The contact number of the BOD member.	N	Data Entry	N/A	None.
Email Address	The email address of the BOD member.	N	Data Entry	N/A	Email address must contain @ symbol.
Home Address	The home address of the BOD member.	Y	Data Entry	N/A	None.
Degree	The degree of an employee during his undergraduate, graduate, or post graduate studies.	Y	Data Entry	N/A	None.
Elected/ Appointed	Define if the BOD member was elected or appointed, <i>Values in the dropdown list are Elected, Appointed.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.
Date of Election/	The election or appointment date of the BOD	Y	Data Entry	N/A	Date should be earlier than the date today.

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules
Appointment	member.				Format of the date should be MM/DD/YYYY .
Position	The job description of a director. <i>Values in the dropdown list are President, Executive Vice President/Vice President - Internal, Executive Vice President/Vice President - External, Executive Vice President/Vice President - District Operations, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor, Public Information/Relation Officer, Member, NEA Representative, Interim Board Representative, Independent Board Representative</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.
District	Defines the distinct unit where the Sitio/ Purok belong to.	Y	Data Entry	N/A	Value should be found in the Philippines Statistics Authority records.

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



8.0 ATTACHMENTS

9.0 RECORDS