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	<i>Document Title:</i> DET034 INSTITUTIONAL - OTHERS MANUAL	<i>Rev. No.</i> 00	<i>Effective:</i> August 14, 2017

National Electrification Administration	<i>Document Title:</i> DET031 SALARY MANUAL	<i>Rev. No.</i> 00	<i>Effective:</i> August 14, 2017
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Title : DET031 Salary Manual
 Document Code : NEA-QMS-SP-XX
 Document Type : Data Entry Template Manual
 Effective Date : August 14, 2017
 Review Frequency : 1 Year
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Prepared by: INDRA Philippines Inc.	Endorsed for approval by: ANA ROSA D. PAPA NEA Data Governance Lead	Reviewed by: NOLLIE B. ALAMILLO IDD Director	Approved by: EDGARDO R. MASONGSONG NEA Administrator
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National Electrification Administration	<i>Document Title:</i> DET032 SUMMARY OF COMPLAINTS RECEIVED AND ACTED UPON MANUAL	<i>Rev. No.</i> 00	<i>Effective:</i> August 14, 2017
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Title : DET032 Summary of Complaints Received and Acted Upon Manual
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Title : DET034 Institutional - Others Manual
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Review / Revision History			
Revision No.	Date	Description	Approved By
0	August 2017	Phase 1 Go-Live	
1	February 2018	Clarification of business rules	
2			
3			
4			
5			
6			
7			
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9			
10			

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1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives (EC) in filling out and submitting Data Entry Templates (DET) in the NEA Web Portal. This must be observed in order to successfully provide data on EC members and/or equipment that experience accidents, and the different campaigns, projects, programs, and trainings of an EC.

The Institutional-Others DET contains the following:


- Accidents – monitor the safety of each employee and if the safety policy is implemented by the EC,
- Information Education Campaign – informs member-consumers on the activities of the ECs which are relevant to the consumers,
- Corporate Social Responsibility / Image Building – projects that cover institutional activities for the member-consumers that an EC handles,
- Capacity Building – monitors the attendance of employees to trainings in order to become an officer,
- Retirement Program – provides the needs of each retiree and to also avoid falsification of the retirement fund that is intended for the retirees, and
- Patronage Credit / Refund – earnings of an EC that are shared to the member-consumers. The earnings can also be in the form of investments and are announced during the AGMA.

These data are formed in the following operational reports:

- Monthly Institutional Report (MIR)
- Form F
- Form G


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 DET034 Institutional Others in the NEA Web Portal System performed by Electric Cooperatives (ECs).

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3.0 DEFINITION OF TERMS

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	-	Brief explanation of the data entry field.
DET034 – Institutional Others	-	Data entry template used by the EC to report other institutional information such as trainings, CSR projects, and retirement details for the month.
Existing Report	-	Data entry field equivalent in the existing report.
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.
Form F	-	Report that is part of the Monthly Institutional Report (MIR) that shows a more detailed Accident Report of the EC.
Form G	-	Report that is part of the Monthly Institutional Report (MIR) that shows the details of the Barangay Power Association of the EC and its different Corporate Social Responsibility projects under School Lighting Program, Livelihood, and National Greening Program.
Formula	-	Computation equivalent of the data entry field.
List of Values (LOV)	-	Defined values under the dropdown tab.
Monthly Institutional Report (MIR)	-	An operational report submitted by the EC to NEA that contains the EC's institutional detail updates for the reporting month.

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- | | | |
|------------------|---|--|
| 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. |
| 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, submitting, revising, and resubmitting of DETs. Also accountable for the correctness and accuracy of the submitted data through the DETs. |
| Helpdesk Support | - | Responsible for receiving, facilitating, and assessing the information on reported incident and request Helpdesk tickets. |
| NEA DET Reviewers | - | Responsible for acknowledging/ reviewing the submitted DETs by the ECs. |

5.0 MANUAL

This DET is composed of the following tables:

TABLE NAME	PURPOSE
BAPA	
Accidents	The accidental incidents of the reporting month that occur due to involving distribution or other official work of the EC for NEA's monitoring of the EC's compliance to the security policy.



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TABLE NAME	PURPOSE
Information Education Campaign	The activities of the ECs that inform the member-consumers of relevant information such as announcements, downtime, advisories, etc.
Corporate Social Responsibility / Image Building	The projects that cover institutional activities for the member-consumers that an EC handles.
Retirement Program	Contains the number of retirees of an EC and the planned funds allocated for them. It is collected by NEA to ensure the needs of the retirees and provided for and to avoid falsification of the retirement fund that is intended.
Capacity Building	
Patronage Credit / Refund	The earning of an EC that are shared with the member-consumers. The earnings can also be in the form of investments and are announced during AGMA.

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	The acronym of the Electric Cooperative (EC). <i>List of dropdown values will refer to Master List – EC Profile. (E.g. BENEKO, CENPELCO, INEC, etc.).</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT	Name of EC
Reporting Year	The year during which the data is being reported. <i>List of dropdown values</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT (Header)	Monthly Institutional Report (MIR) for the month of

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	<i>will be years from 2017 to 2070.</i>							<month> <year>
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.	MIR	MIREPORT (Header)	Monthly Institutional Report (MIR) for the month of <month> <year>
BAPA Table								
Count of BAPA Organized	The total number of BAPA organized by the EC. BAPA refers to 'Barangay Power Association', which is described as a mini electric cooperative.	Y	Data Entry	N/A	For each month's succeeding values, it should have to be equal or higher than the previous months' values – applicable within the same year. Value should be a whole number.	MIR	Form G	No. of BAPA Organized
Count of Operational BAPA (To Date)	The total number of BAPAs currently operational.	Y	Data Entry	N/A	For each month's succeeding values, it should have to be equal or higher than the previous months' values – applicable within the same year. Value should be a whole number.	MIR	Form G	No. of Operational BAPA – To Date
Count of Members (To Date)	The total number of members of the operational BAPAs.	Y	Data Entry	N/A	For each month's succeeding values, it should have to be equal or higher than the previous months' values – applicable within the same year.	MIR	Form G	Total No. of Members – To Date



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					Value should be a whole number.			
Accidents Table								
Remarks	Free text field where comments related to the entered values in the template can be indicated. Remarks may be, but not limited to, a brief description of the accident, name of the person who had the accident, count of persons/equipment involved in the accident, the equipment that was damaged, etc.	N	Data entry	N/A	None.	MIR	MIREPORT - E. Accident/s Report	Remarks
Particulars	The specific person, equipment, or property that had the accident. <i>Values in the dropdown list are 'EC Personnel', 'Member-Consumer', 'Properties/Equipment', and 'Others'.</i>	N	Data Entry	N/A	Value should be selected from the dropdown list.	MIR	Form F	Particulars
Last Name of Person	The last name of the person who had the accident.	N	Data Entry	N/A	Fill out field if Particulars is equal to 'EC Personnel', 'Outsourced Personnel', 'Member-Consumer' or 'Others'.	MIR	Form F	Particulars
First Name of	The first name of the	N	Data Entry	N/A	Fill out field if	MIR	Form F	Particulars

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Person	person who had the accident.				Particulars is equal to 'EC Personnel', 'Outsourced Personnel', 'Member-Consumer' or 'Others'.			
Type of Property/Equipment Involved	The kind of equipment that was damaged. <i>Values in the dropdown list are 'Conductor', 'Pole', 'Substation', 'Transformer', 'Vehicle', 'Other Electrical' 'Equipment', and 'Others'.</i>	N	Data Entry	N/A	Fill out field if Particulars is equal to 'Properties/ Equipment' or 'Others'. Value should be selected from the list of dropdown values.	MIR	Form F	Particulars
Equipment Description	A brief description of the equipment that was damaged.	N	Data Entry	N/A	Fill out field if Particulars is equal to 'Properties/ Equipment' or Others.	New	New	New
Date of Accident	The date when the accident happened.	N	Data Entry	N/A	Fill out field if Particulars has value. Date must be earlier or same date as today. Date format should be MM/DD/YYYY .	MIR	Form F	Date
Type/Cause of Accident/s	The category or cause of the accident.	N	Data Entry	N/A	Fill out field if Particulars has value.	MIR	Form F	Type/Cause of Accident/s
Extent of Damage	States how badly the damage was.	N	Data Entry	N/A	Fill out field if Particulars has value.	MIR	Form F	Extend of Damage
Cost of Damage	The cost of the damage of the accident which may be, but not limited to the cost damaged equipment, hospital bills, etc.	N	Data Entry	N/A	Fill out field if Particulars has value.	MIR	Form F	Cost of Damage

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Action Taken	The action done after the accident. Some actions may be hospitalizations, treatment of the accident, etc.	N	Data Entry	N/A	Fill out field if Particulars has value.	MIR	Form F	Action Taken
Information Education Campaign Table								
EC Program/Issues Category (ex: Conversion, System Loss, Collection Efficiency, Rates, Power Interruption, etc.)	The different categories of programs/ issues of an EC that will be tackled in the media.	N	Data Entry	N/A	None.	MIR	MIREPORT - F. Information Education Campaign	EC Program/Issues (ex: Conversion, System Loss, Collection Efficiency, Rates, Power Interruption, etc)
Media/Info Materials (ex: Radio Program, Fora/Symposia, Newsletter, etc)	The type media/ information material used to inform about the EC program/issues category.	N	Data Entry	N/A	Fill out field if EC Program/ Issues Category has value.	MIR	MIREPORT - F. Information Education Campaign	Media/Info Materials (ex: Radio Program, Fora/Symposia, Newsletter, Recoreda etc.)
Frequency	This refers to how frequent the EC program/ issue will be exposed in the media. E.g. every Friday, 5x a week, once a month, annually, etc.	N	Data Entry	N/A	Fill out field if EC Program/ Issues Category has value.	MIR	MIREPORT - F. Information Education Campaign	Schedule/Durati on
Duration	The exposure period of	N	Data Entry	N/A	Fill out field if EC	MIR	MIREPORT -	Schedule/Durati

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	the EC programs/ issues in the media. E.g. 30 seconds air time, one minute, etc. User may put 'N/A' if there is no exposure period applicable.				Program/ Issues Category has value.		F. Information Education Campaign	on
Corporate Social Responsibility / Image Building Table								
CSR Project Name	The name of the Corporate Social Responsibility (CSR) project.	N	Data Entry	N/A	None.	MIR	MIREPORT - H. Corporate Social Responsibility / Image Building:	Name of Project
CSR Project Description	A brief description of the CSR project.	N	Data Entry	N/A	Fill out field if CSR Project Name has value.	MIR	MIREPORT - H. Corporate Social Responsibility / Image Building:	Remarks
CSR Project Category	The different classifications of the CSR project. <i>Values in the dropdown list are 'Livelihood', 'Education/Scholarship', 'House Lighting', 'School Lighting', 'Greening', 'Medical Mission', 'Peace and Order', and 'Others'.</i>	N	Data Entry	N/A	Fill out field if CSR Project Name has value. Value should be selected from the list of dropdown values.	<i>New</i>	<i>New</i>	<i>New</i>
CSR Project Cost	The cost of the expenses that will be used in the CSR project.	N	Data Entry	N/A	Fill out field if CSR Project Name has value.	MIR	MIREPORT - H. Corporate Social Responsibility	Amount

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					Value should be a numerical value.		/ Image Building:	
No. of Intended Beneficiary/ies	The number of member-consumers who are involved in the CSR project.	N	Data Entry	N/A	Fill out field if CSR Project Name has value and Category is equal to 'Scholarship', 'Livelihood' or 'Others'. Value should be a whole number.	MIR	MIREPORT - H. Corporate Social Responsibility / Image Building:	Target Beneficiary/ies
							Form G	No. of Intended Beneficiary/ies
								No. of Beneficiaries
Type of Livelihood	The type of livelihood of the member-consumers for the Livelihood.	N	Data Entry	N/A	Fill out field if CSR Project Name has value and Category is equal to 'Livelihood'.	MIR	Form G	Type of Livelihood
EC Assistance Provided	The amount of cash that was donated by the EC.	N	Data Entry	N/A	Fill out field if CSR Project Name has value and Category is equal to 'Livelihood'. Place zero (0) if not applicable.	MIR	Form G	EC Assistance Provided
Name of School	The name of the school which will be energized by the EC for the School Lighting project.	N	Data Entry	N/A	Fill out field if CSR Project Name has value and Category is equal to 'House Lighting or 'School Lighting'.	MIR	Form G	Name of School/s
No. of Energized Houses/ Classrooms	The number of houses/ classrooms energized by the EC for the House Lighting or School Lighting project.	N	Data Entry	N/A	Fill out field if CSR Project Name has value and Category is equal to 'House Lighting or 'School Lighting'.	MIR	Form G	No. of Classrooms Energized
No. of	The number of seedlings	N	Data Entry	N/A	Fill out field if CSR	MIR	Form G	No. of Seedlings

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Seedlings Planted	planted for the Greening project.				Project Name has value and Category is equal to 'Greening'.			Planted
Date Planted	The date when the seedlings was planted.	N	Data Entry	N/A	Fill out field if CSR Project Name has value and Category is equal to 'Greening'.	MIR	Form G	Date Planted
Location	The area where the seedlings were planted.	N	Data Entry	N/A	Fill out field if CSR Project Name has value and Category is equal to 'Greening'.	MIR	Form G	Location
Name/Species	The name and kind of seedlings that were planted.	N	Data Entry	N/A	Fill out field if CSR Project Name has value and Category is equal to 'Greening'.	MIR	Form G	Name/Species
Included in the latest eICPM approved?	<p>This refers if the Corporate Social Responsibility (CSR) project is included in the latest approved eICPM.</p> <p><i>Values in the dropdown list are Yes, No.</i></p> <p>Yes = The project is included in the latest eICPM.</p> <p>No = The project is not included in the latest eICPM.</p>	N	Data Entry	N/A	<p>Fill out field if CSR Project Name has value</p> <p>Value should be selected from the list of dropdown values.</p>	<i>New</i>	<i>New</i>	<i>New</i>
Board Resolution No.	The assigned number of a Board Resolution.	N	Data Entry	N/A	<p>Fill out field if CSR Project Name has value.</p> <p>Value should be</p>	<i>New</i>	<i>New</i>	<i>New</i>

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					numerical. Place zero (0) if none.			
Retirement Program Table								
Estimated No. of Retiree/s for the Year	The approximate number of retiree/s for the year.	Y	Data Entry	N/A	Value should be a whole number. Place zero (0) if none.	MIR	MIREPORT - J. Retirement Program	Estimated No. of Retiree/s for the Year
No. of Retiree/s for the Month	The actual number of retirees for the month.	Y	Data Entry	N/A	Value should be a whole number. Place zero (0) if none.	MIR	MIREPORT - J. Retirement Program	Estimated No. of Retiree/s for the Month
Retirement Fund (Php)	The amount of money that is allocated by the EC for the retirement fund.	Y	Data Entry	N/A	Value should be numerical. Place zero (0) if none.	PSMR	II. Institutional Parameters – 1. Human Resource: Leadership and Management	d. Retirement Fund
Retirement Fund based on Actuarial Study (Php)	The amount of money that is allocated by the EC after careful study on how many retirees are there in a month and how much money will each retiree receive.	Y	Data Entry	N/A	Value should be numerical. Place zero (0) if none.	MIR	MIREPORT - J. Retirement Program	Actuarial Retirement Fund (Php)
						MIR	MIREPORT - J. Retirement Program	w/ Actuarial Study
						PSMR	II. Institutional Parameters – 1. Human Resource: Leadership and Management	d. Retirement Fund
Fund Manager	The one who organizes and manages the fund	Y	Data Entry	N/A	None.	MIR	MIREPORT - J. Retirement	Fund Manager

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	given to the retirees.						Program	
Capacity Building Table								
Date of Training / Seminar Attended	The date of the training/seminar that is attended by an EC's BOD, Management, or Employees.	N	Data Entry	N/A	Date must be earlier or same date as today. Date format should be MM/DD/YYYY .	MIR	MIREPORT - I.1 Board of Directors	Date
Trainee Type	The type of trainee who attended the training/ seminar. <i>Values in the dropdown list are 'Management and Employees', 'BOD', and 'Others'.</i>	N	Data Entry	N/A	Fill out field if 'Date of Training/ Seminar' has value. Value should be selected from the list of dropdown values.	New	New	New
Name of Training/Seminar Attended	The name of the training/ seminar.	N	Data Entry	N/A	Fill out field if 'Date of Training/ Seminar' has value.	MIR	MIREPORT - I.1 Board of Directors MIREPORT - I.2 Management and Employees	Trainings / Seminars Attended
BOD Name	The name of the BOD member. <i>List of dropdown values will refer to Master List – BOD Profile.</i>	N	Data Entry	N/A	Fill out field if 'Trainee Type' is equal to 'BOD'. Value should be selected from the list of dropdown values. If the BOD is not included in the list of dropdown values, request for additional BOD record through	MIR	MIREPORT - I.1 Board of Directors	Name of Participants

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					Helpdesk Support.			
No. of Male Participants	The count of male participants who attended the training/ seminar.	N	Data Entry	N/A	Fill out field if 'Date of Training/ Seminar' has value and if value of 'Trainee Type' is equal to 'Management and Employees'. Value should be a whole number. Place zero (0) if none.	MIR	MIREPORT - I.2 Management and Employees	Participants
No. of Female Participants	The count of female participants who attended the training/ seminar.	N	Data Entry	N/A	Fill out field if Date of Training / Seminar has value and if value of 'Trainee Type' is equal to 'Management and Employees'. Value should be a whole number. Place zero (0) if none.	MIR	MIREPORT - I.2 Management and Employees	Participants
Provider	The organizer of the training/ seminar; may be in-house (from the EC) or outsiders (NEA, ERC, UP, etc.).	N	Data Entry	N/A	Fill out field if Date of Training / Seminar has value.	MIR	MIREPORT - I.1 Board of Directors MIREPORT - I.2 Management and Employees	Sponsoring Agency
Patronage Credit/ Refund Table								
Fund Allocated	The allotted fund by an EC for the patronage refund for the member-consumers.	N	Data Entry	N/A	Value should be a whole number.	<i>New</i>	<i>New</i>	<i>New</i>

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Amount	The amount of the fund received by member-consumers.	N	Data Entry	N/A	Fill out field if Fund Allocated has value. Value should be numerical.	MIR	MIREPORT - K. Patronage Credit/ Refund	Total Amount
Number of Recipients	The number of persons who patronage the EC and who received the allocated fund.	N	Data Entry	N/A	Fill out field if Fund Allocated has value. Value should be a whole number.	MIR	MIREPORT - K. Patronage Credit/ Refund	Total Number of Recipients
Date Released	The date when the fund was released for the member-consumers.	N	Data Entry	N/A	Fill out field if Fund Allocated has value. Date must be earlier or same date as today. Date format should be MM/DD/YYYY.	MIR	MIREPORT - K. Patronage Credit/ Refund	Date Released

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



8.0 ATTACHMENTS

9.0 RECORDS