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Revision No.	Date	Description	Approved By
0	August 2017	Phase 1 Go-Live	
1			
2			
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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 the statuses of the different issues on labor management that an EC encounters and ECs with unions provide data on Collective Bargaining / Negotiation Agreement to the Department of Labor and Employment. Also, ECs that have economic benefits are monitored to see if the benefits comply and do not conflict with NEA's standards of allowances and benefits. These data are formed in the Monthly Institutional Report (MIR).

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 DET033 Labor Management Issues in the NEA Web Portal System performed by Electric Cooperatives (ECs).

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.
DET033 – Labor Management Issues	-	Data entry template used by the EC to report labor management issues and union information.
Existing Report	-	Data entry field equivalent in the existing report.


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- 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.
- 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.
- 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.
- NEA DET Reviewers - Responsible for acknowledging/ reviewing the submitted DETs by the ECs.

5.0 MANUAL


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This DET is composed of the following tables:


TABLE NAME	PURPOSE
Labor Management Issues	
Collective Bargaining/ Negotiation Agreement	
Union – Rank and File	
Union – Supervisory	

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 will be years from 2017 to 2070.</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>
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>
Labor Management Issues								

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Are there changes in any data this reporting month?	<p>Refers if there is new/ additional data from the previous month.</p> <p><i>Values in the dropdown list are Yes, No.</i></p> <p>Yes = There are changes in data from the previous month.</p> <p>No = There are no changes in data from the previous month.</p>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	New	New	New
Date of Filing of Issue/Concern	The date when the issues/ concern was filed.	N	Data Entry	N/A	<p>Fill out field if value of "Are there changes in any data this reporting month?" is Yes.</p> <p>Date must be earlier than date today.</p> <p>Date format should be MM/DD/YYYY.</p>	New	New	New
Labor-Management Issue and Concerns Description	The kind of issue/ concern that was filed.	N	Data Entry	N/A	Fill out field if 'Date of Filing of Issue/ Concern' has value.	MIR	MRIEPORT - C.4. Labor-Management Issues and Concerns	Nature of Complaint
Status	<p>The status of the filed issue/concern.</p> <p><i>Values in the dropdown list are Open, Closed.</i></p> <p>Open = The issue/ concern is still on-going.</p>	N	Data Entry	N/A	<p>Fill out field if 'Date of Filing of Issue/ Concern' has value.</p> <p>Value should be selected from the list of dropdown values.</p>	MIR	MRIEPORT - C.4. Labor-Management Issues and Concerns	Status

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	Closed = The issue/ concern has been resolved.							
Remarks	Free text field where comments related to the entered values in the template can be indicated. Some comments may be, but not limited to, pending issues/concerns with explanation, etc.	N	Data Entry	N/A	None.	MIR	MRIEPORT - C.4. Labor-Management Issues and Concerns	Remarks
Collective Bargaining/ Negotiation Agreement								
Name of Association	The name of the association who did the collection bargaining/ negotiation agreement.	N	Data Entry	N/A	None.	MIR	MIREPORT - C.5 Collective Bargaining/ Negotiation Agreement	1. Name of Union/ Association
Affiliation, if applicable	The affiliation of the association.	N	Data Entry	N/A	None.	MIR	MIREPORT - C.5 Collective Bargaining/ Negotiation Agreement	2. Affiliation, if there's any
Association President Contact Number	The name and contact number of the association president.	N	Data Entry	N/A	Fill out field if 'Name of Association' has value.	MIR	MIREPORT - C.5 Collective Bargaining/ Negotiation Agreement	3. Union/ Association President Contact Number
Union – Rank and File								

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Name of Union	The name of the union who did the collection bargaining/ negotiation agreement.	N	Data Entry	N/A	None.	New	New	New
Affiliation, if applicable	The affiliation of the union.	N	Data Entry	N/A	None.	New	New	New
Union President Contact Number	The name and contact number of the union president.	N	Data Entry	N/A	Fill out field if 'Name of Union' has value.	New	New	New
Inclusive Date of the Agreement	The date of the collection bargaining/ negotiation agreement.	N	Data Entry	N/A	Date must be earlier than date today. Date format should be MM/DD/YYYY .	MIR	MIREPORT - C.5 Collective Bargaining/Ne gotiation Agreement	4. Inclusive date of the Agreement
Date of AGMA Approval	The date when the agreement was approved during the AGMA.	N	Data Entry	N/A	Date must be earlier than date today. Date format should be MM/DD/YYYY .	MIR	MIREPORT - C.5 Collective Bargaining/Ne gotiation Agreement	5. Date of AGMA approval
Economic Benefits for Unionized Coops	The allowances and incentives given by the management to the employees.	N	Data Entry	N/A	Fill out field if 'Name of Union' has value.	MIR	MIREPORT - C.5 Collective Bargaining/Ne gotiation Agreement	Economic Benefits for Unionized Coops
Amount	The amount of money that is allocated for the economic benefits.	N	Data Entry	N/A	Fill out field if 'Name of Union' has value. Value should be numerical.	MIR	MIREPORT - C.5 Collective Bargaining/Ne gotiation Agreement	Amount
Description	A brief description of the economic benefits.	N	Data Entry	N/A	Fill out field if 'Name of Union' has value.	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
Union – Supervisory								
Name of Union	The name of the union who performed the collection bargaining/ negotiation agreement.	N	Data Entry	N/A	None.	New	New	New
Affiliation, if applicable	The affiliation of the union.	N	Data Entry	N/A	None.	New	New	New
Union President and Contact Number	The name and contact number of the union president.	N	Data Entry	N/A	Fill out field if 'Name of Union' has Value.	New	New	New
Inclusive Date of the Agreement	The date of the collection bargaining/ negotiation agreement.	N	Data Entry	N/A	Date must be earlier than date today. Date format should be MM/DD/YYYY.	MIR	MIREPORT - C.5 Collective Bargaining/Ne gotiation Agreement	4. Inclusive date of the Agreement
Date of AGMA Approval	The date when the agreement was approved during AGMA.	N	Data Entry	N/A	Date must be earlier than date today. Date format should be MM/DD/YYYY.	MIR	MIREPORT - C.5 Collective Bargaining/Ne gotiation Agreement	5. Date of AGMA approval
Economic Benefits for Unionized Coops	The allowances and incentives given by the management to the employees.	N	Data Entry	N/A	Fill out field if 'Name of Union' has value.	MIR	MIREPORT - C.5 Collective Bargaining/Ne gotiation Agreement	Economic Benefits for Unionized Coops
Amount	The amount of money allocated for the economic benefits.	N	Data Entry	N/A	Fill out field if 'Name of Union' has value. Value should be numerical.	MIR	MIREPORT - C.5 Collective Bargaining/Ne gotiation Agreement	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
Description	A brief description of the economic benefits.	N	Data Entry	N/A	Fill out field if 'Name of Union' has value.	New	New	New

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



NEA BIT Support
Process.pdf

8.0 ATTACHMENTS

9.0 RECORDS