

Engineering Department

| | |
|-------------------------------------|---|
| Frontline Service | : Approval of ECs' Procurement of Equipment and Materials |
| Client | : ECs |
| Requirements | : Board Resolution and complete set of bidding documents |
| Schedule of Availability of Service | : Monday - Friday (8AM - 5PM) |
| Fees | : None |
| Total/Maximum Duration of Process | : Five (5) days |
| How to Avail of the Service | : |

| No. | Client Action | Agency Action | Person Responsible | Office/ Location | Duration of Activity |
|-----|----------------------------------|---|----------------------|------------------|----------------------|
| 1 | Submits Board Resolution and SDs | Receives and endorses to ODATS the Board Resolutions and SDs | Records Officer | RMU/ITCSD, G/F | 5 days |
| | | Receives and endorses to ED | Receiving Clerk | ODATS, 6/F | |
| | | Receives and evaluates the Board Resolutions & SDs and recommend approval/disapproval | Engineers | PDUD/ED, 6/F | |
| | | Reviews and signs the recommendation | Section Chief | | |
| | | Signs and endorses the Evaluation Report to ODATS | Department Manager | | |
| | | Approves/Disapproves recommendation | Deputy Administrator | ODATS, 6/F | |
| 2 | Receives approval/disapproval | Sends approval/disapproval thru RMU | Clerk | ED, 6/F | |
| END | | | | | |

LEGEND:

ED - Engineering Department

PDUD - Power Development and Utilization Division

ODATS - Office of the Deputy Administrator for Technical Services

RMU - Records Management Unit

ITCSD - Information Technology and

Communication Services Department

ECs - Electric Cooperatives

SDs - Supporting Documents

Engineering Department

| | |
|-------------------------------------|---------------------------------|
| Frontline Service | : Technical Assistance |
| Clients | : ECs |
| Requirements | : Letter-Request for Assistance |
| Schedule of Availability of Service | : Monday - Friday (8AM - 5PM) |
| Fees | : None |
| Total/Maximum Duration of Process | : Five (5) days |
| How to Avail of the Service | : |

| No. | Client Step | Agency Action | Person Responsible | Office/ Location | Duration of Activity |
|-----|--|--|--------------------|------------------|----------------------|
| 1 | Submits request for Technical Assistance | Receives the request for Technical Assistance | Records Officer | RMU/ITCSD, G/F | 5 days |
| | | Evaluates and reviews the request | Engineers | ED, 6/F | |
| 2 | Receives and acknowledges fax message | Sends requesting EC fax message on NEA action, whether written comment or relay the scheduled date of Technical Assistance | | | |
| 3 | Provides the needed requirement of NEA in the conduct of the particular request for Technical Assistance | If needed, conducts on-site visit in order to provide the requested Technical Assistance | | | |
| END | | | | | |

LEGEND:

ED - Engineering Department

ITCSD - Information Technology and Communication Services Department

RMU - Records Management Unit

ECs- Electric Cooperatives

Engineering Department

- Frontline Service : Release of R.E. Loan - Capital Projects and Logistics
- Client : ECs
- Requirements : Technical Study of the Project
- Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
- Fees : None
- Total/Maximum Duration of Process : Five (5) days
- How to Avail of the Service :

| No. | Client Action | Agency Action | Person Responsible | Office/ Location | Duration of Activity |
|-----|---|---|--------------------|------------------|----------------------|
| 1 | AMGD submits ECs request and SDs for technical evaluation | 1. Receives the technical aspect of the request for Loan | Records Officer | ED, 6/F | 5 days |
| | | 2. Reviews and evaluates the technical aspect of the request for loan and prepare evaluation report | Engineers | | |
| | | 3. Reviews and Signs the Evaluation Report | Section Chief | | |
| | | 4. Signs and endorses the Evaluation Report to ODATS | Department Manager | | |
| | | 5. Forwards the Evaluation Report to ODATS | Records Officer | ODATS, 6/F | |
| | | 6. Receives the approved Evaluation report and forward to ASD/AMGD | | ED, 6/F | |
| END | | | | | |

LEGEND:

ED - Engineering Department
 ODATS - Office of the Deputy Administrator for Technical Services
 RMU - Records Management Unit

AMGD - Accounts Management & Guarantee Department
 ASD - Accounts Servicing Division

Engineering Department

Frontline Service : Approval/Release of Single Digit System Loss Loan (SDSL)
 Clients : ECs
 Requirements : Technical Study of the Project

Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : None
 Total/Maximum Duration of Process : Five (5) days

How to Avail of the Service :

| No. | Client Action | Agency Action | Person Responsible | Office/ Location | Duration of Activity |
|-----|---|---|--------------------|------------------|----------------------|
| 1 | AMGD submits ECs request and SDs for technical evaluation | 1. Receives the technical aspect of the request for loan | Records Officer | ED, 6/F | 5 days |
| | | 2. Reviews and evaluates the technical aspect of the request for loan and prepare evaluation report | Engineers | | |
| | | 3. Reviews and signs the Evaluation Report | Section Chief | | |
| | | 4. Signs and endorses the Evaluation Report to ODATS | Department Manager | | |
| | | 5. Forwards the Evaluation Report to ODATS | Records Officer | ODATS, 6/F | |
| | | 6. Receives the approved Evaluation report and forward to ASD/AMGD | | ED, 6/F | |
| END | | | | | |

LEGEND:

ED - Engineering Department
ODATS - Office of the Deputy Administrator for Technical Services
RMU - Records Management Unit
SD - Supporting Documents

AMGD - Accounts Management & Guarantee Department
ASD - Accounts Servicing Division

Engineering Department

Frontline Service : Clearance of ECs to Avail Loan Outside NEA Loan Policy No. 14-B
 Clients : ECs
 Requirements : Technical Study of the Project

Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : None
 Total/Maximum Duration of Process : Five (5) days
 How to Avail of the Service :

| No. | Client Action | Agency Action | Person Responsible | Office/ Location | Duration of Activity |
|-----|---|--|--------------------|------------------|----------------------|
| 1 | AMGD submits ECs request and SDs for technical evaluation | 1. Receives the technical aspect of the request for clearance | Records Officer | ED, 6/F | 5 days |
| | | 2. Reviews and evaluates the technical aspect of the request for clearance and prepare evaluation report | Engineers | | |
| | | 3. Reviews and signs the Evaluation Report | Section Chief | | |
| | | 4. Signs and endorses the Evaluation Report to ODAEDUS | Department Manager | | |
| | | 5. Forwards the Evaluation Report to ODATS | Records Officer | ODATS, 6/F | |
| | | 6. Receives the approved Evaluation report and forward to AMD/AMGD | | ED, 6/F | |
| END | | | | | |

LEGEND:

ED - Engineering Department

ODATS - Office of the Deputy Administrator for Technical Services

AMGD - Accounts Management & Guarantee Department

AMD - Accounts Management Division

Engineering Department

Frontline Service : Clearance of ECs to Avail Loan Outside NEA - Collateral Sharing
 Clients : ECs
 Requirements : Technical Study of the Project

Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : None
 Total/Maximum Duration of Process : Five (5) days

How to Avail of the Service :

| No. | Client Action | Agency Action | Person Responsible | Office/ Location | Duration of Activity |
|-----|---|--|-------------------------------|------------------|----------------------|
| 1 | AMGD submits ECs request and SDs for technical evaluation | 1. Receives the technical aspect of the request for clearance | Records Officer | ED, 6/F | 5 days |
| | | 2. Reviews and evaluates the technical aspect of the request for clearance and prepare evaluation report | Engineers | | |
| | | 3. Reviews and signs the Evaluation Report | Section Chief | | |
| | | 4. Signs and endorses the Evaluation Report to ODATS | Department Manager | | |
| | | 5. Forwards the Evaluation Report to ODATS | Records Officer ODATS, 6/F | ODATS, 6/F | |
| | | 6. Receives the approved Evaluation report and forward to AMD/AMGD | | ED, 6/F | |
| END | | | | | |

LEGEND:

ED - Engineering Department

ODATS - Office of the Deputy Administrator for Technical Services

SD - Supporting Documents

AMGD - Accounts Management & Guarantee
Department

AMD - Accounts Management Division