



July 21, 2020

ATTY. JEREMIAH B. BELGICA, REB, EnP

Director General

Anti-Red Tape Authority

GF, HPGV Building, 395 Senator Gil Puyat Avenue,
1200 Makati City

Dear Director General Belgica:

In compliance to Administrative Order (AO) No. 23 entitled "Eliminating Overregulation to Promote Efficiency of Government Processes", may we respectfully submit the National Electrification Administration's Compliance Report (Annex "A").

We anticipate that you find everything in order.

With best regards.

Very truly yours,

EDGARDO R. MASONGSONG

Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION
Office of the Administrator



NEA-OA265306

7/23/20

cf: **Chairman, Samuel G. Dagpin, Jr.**

Chairman, GCG

3/F, Citibank Center, 8741 Paseo De Roxas, Makati City

Secretary Karlo A.B. Nograles

Cabinet Secretary

Office of the President

1420 Jose Laurel St, San Miguel,

1005 Metro Manila

Undersecretary Ferdinand B. Cui, Jr.

Acting Head

Presidential Management Staff

1420 Jose Laurel St, San Miguel,

1005 Metro Manila

Senator Juan Miguel F. Zubiri

Rm. 505 & 18 (New Wing 5/F) GSIS Bldg.,

Financial Center, Diokno Blvd., Pasay City



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: NATIONAL ELECTRIFICATION ADMINISTRATION (NEA)

(2) SUBMITTED UPDATED SERVICE CHARTER TO ARTA ON JULY 25, 2020: Yes No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
1. Approval of Application for Short-Term Credit Facility (STCF)	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	Loan Policy No. 6 I – Short Term Credit Facility (STCF) for ECs' Settlement of Power Accounts	Approved by the NEA Board on May 27, 2004	Amended on : SCF and STCF: April 14, 2016 – 6% interest rate per annum or 0.5% interest per month STCF: October 22, 2008 – Loanable amount of Php50Million and Debt Service Ratio of 1.2 was excluded SCF: September 21, 2012– Service fee: 2% July 15, 2009 – Service fee: 3%
			Loan Policy No. 6 J – Service Charge on STCF	Approved by the NEA Board on January 24, 2006	
			Loan Policy No. 6 K – STCF Graduation Policy	Approved by the NEA Board on June 15, 2007	

¹ Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

² Cite section number and quote provision identified in the governing law



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
2. Approval of Application for Stand-by Credit Facility (SCF)	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	Loan Policy No. 6 F – Stand-by Credit Facility (SFC) for ECs’ Power Accounts with Generation Companies (GENCOs) and Market Operator (MO)	Approved by the NEA Board on February 15, 2005	None
3. Release of Availment on Short-Term Credit Facility (STCF) and Stand-by Credit Facility (SCF)	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	Loan Policy No. 6 F – Stand-by Credit Facility (SFC) for ECs’ Power Accounts with Generation Companies (GENCOs) and Market Operator (MO) Loan Policy No. 6 I – Short Term Credit Facility (STCF) for ECs’ Settlement of Power Accounts	Approved by the NEA Board on February 15, 2005 Approved by the NEA Board on May 27, 2004	Amended on : SCF and STCF: April 14, 2016 – 6% interest rate per annum or 0.5% interest per month



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS												
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends										
4. Approval of Application for Loan Restructuring	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	Loan Policy No. 13 - Restructuring	Approved by the NEA Board on May 13, 1991	Amended on: <table border="1" style="margin-left: 20px;"> <tr> <td colspan="3">Amendment for the Amendment for the Reduction of NEA's interest rate on term loans</td> </tr> <tr> <td>Repayment Period</td> <td>4/16/2016</td> <td rowspan="3">With previous amendments from 12%</td> </tr> <tr> <td>2 years and below</td> <td>5.5%</td> </tr> <tr> <td>3 to 15 years</td> <td>6%</td> </tr> </table>	Amendment for the Amendment for the Reduction of NEA's interest rate on term loans			Repayment Period	4/16/2016	With previous amendments from 12%	2 years and below	5.5%	3 to 15 years	6%
Amendment for the Amendment for the Reduction of NEA's interest rate on term loans															
Repayment Period	4/16/2016	With previous amendments from 12%													
2 years and below	5.5%														
3 to 15 years	6%														
5. Clearance of ECs to Avail Loan Outside NEA - Collateral Sharing	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	Loan Policy No. 14 C – Policy on Collateral Sharing	Approved by the NEA Board on August 21, 2002	Amended on: February 20, 2020 (for the charging of processing/service fee of 0.05% but not to exceed Php100,000.00) September 5, 2003/June 25, 2004/June 14, 2006										



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	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
6. Clearance of ECs to Avail Loan Outside NEA - NEA Loan Policy No. 14-A	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities	Loan Policy No. 14A – Policy Allowing ECs to Secure Short-Term Loans from Sources other than NEA	Approved by the NEA Board on October 28, 1993	None
7. Clearance of ECs to Avail Loan Outside NEA - NEA Loan Policy No. 14-B	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	Loan Policy 14B- Policy Authorizing the Administrator to Grant ECs with Clearance to Avail Loans from Other Sources for Rehabilitation/Upgrading or for Rural Electrification Investment Projects	Approved by the NEA Board on October 7, 2007	Amended on: February 20, 2020 (for the charging of processing/service fee of 0.05% but not to exceed Php50,000.00; loanable amount; repayment period) June 26, 2019



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS												
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends										
8. Approval/Release of Single Digit System Loss (SDSL) Loan/Emergency, Unplanned and Contingency CAPEX, and Disaster Resiliency Program	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	Loan Policy No. 6C - Single Digit System Loss (SDSL) Program	Approved by the NEA Board on September 21, 2004	Amended on: April 18, 2007 <table border="1"> <tr> <td colspan="3">Amendment for the Amendment for the Reduction of NEA's interest rate on term loans</td> </tr> <tr> <td>Repayment Period</td> <td>4/16/2016</td> <td rowspan="3">With previous amendments from 9%/8%</td> </tr> <tr> <td>2 years and below</td> <td>5.5%</td> </tr> <tr> <td>3 to 15 years</td> <td>6%</td> </tr> </table>	Amendment for the Amendment for the Reduction of NEA's interest rate on term loans			Repayment Period	4/16/2016	With previous amendments from 9%/8%	2 years and below	5.5%	3 to 15 years	6%
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Repayment Period	4/16/2016	With previous amendments from 9%/8%													
2 years and below	5.5%														
3 to 15 years	6%														
9. Release of R. E. Loan - Capital Projects and Logistics	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	ECs request are recommended for approval of the NEA Board of Administrators (Funding Requirement-Undrawn Loan Balance)	Upon approval of the Board	Amended on: April 18, 2007 <table border="1"> <tr> <td colspan="3">Amendment for the Amendment for the Reduction of NEA's interest rate on term loans</td> </tr> <tr> <td>Repayment Period</td> <td>4/16/2016</td> <td rowspan="3">With previous amendments from 9%/8%</td> </tr> <tr> <td>2 years and below</td> <td>5.5%</td> </tr> <tr> <td>3 to 15 years</td> <td>6%</td> </tr> </table>	Amendment for the Amendment for the Reduction of NEA's interest rate on term loans			Repayment Period	4/16/2016	With previous amendments from 9%/8%	2 years and below	5.5%	3 to 15 years	6%
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GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS												
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends										
10. Approval of R. E. Loan - Working Capital: 1. Power Accounts 2. Security Deposit 3. Tax 4. Retirement	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	Loan Policy No. 6L- Rural Electrification (RE) Loan – Working Capital for ECs	Approved by the NEA Board on July 23, 2009	Amended on: June 10, 2016 <table border="1"> <tr> <th colspan="3">Amendment for the Reduction of NEA's interest rate on term loans</th> </tr> <tr> <td>Repayment Period</td> <td>4/16/2016</td> <td rowspan="3">With previous amendments from 8%/7%</td> </tr> <tr> <td>2 years and below</td> <td>5.5%</td> </tr> <tr> <td>3 to 15 years</td> <td>6%</td> </tr> </table>	Amendment for the Reduction of NEA's interest rate on term loans			Repayment Period	4/16/2016	With previous amendments from 8%/7%	2 years and below	5.5%	3 to 15 years	6%
Amendment for the Reduction of NEA's interest rate on term loans															
Repayment Period	4/16/2016	With previous amendments from 8%/7%													
2 years and below	5.5%														
3 to 15 years	6%														
11. Release of R. E. Loan - Working Capital: 1. Power Accounts 2. Security Deposit 3. Tax 4. Retirement	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	Loan Policy No. 6L- Rural Electrification (RE) Loan – Working Capital for ECs	Approved by the NEA Board on July 23, 2009	Amended on: June 10, 2016 <table border="1"> <tr> <th colspan="3">Amendment for the Reduction of NEA's interest rate on term loans</th> </tr> <tr> <td>Repayment Period</td> <td>4/16/2016</td> <td rowspan="3">With previous amendments from 8%/7%</td> </tr> <tr> <td>2 years and below</td> <td>5.5%</td> </tr> <tr> <td>3 to 15 years</td> <td>6%</td> </tr> </table>	Amendment for the Reduction of NEA's interest rate on term loans			Repayment Period	4/16/2016	With previous amendments from 8%/7%	2 years and below	5.5%	3 to 15 years	6%
Amendment for the Reduction of NEA's interest rate on term loans															
Repayment Period	4/16/2016	With previous amendments from 8%/7%													
2 years and below	5.5%														
3 to 15 years	6%														



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
12. Amortization Schedule	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	PD 269: Sec. 4-NEA Authorities, Powers and Directives Sec. 5-NEA Board of Administrators Sec. 7- Loan Standards Sec. 9- Authority to Extend Loans and Release or Subordinate Securities RA 9136 (EPIRA). Sec. 58- Additional Mandate of the NEA IRR of RA 10531 (NEA Reform Act) Rule II, Sec. 5- Powers, Functions and Privileges of the NEA	Loan Policy No. 29 – Central Files	Approved by the NEA Board on May 13, 1991	None
13. Request for Electrification	1. R.A. 10531 (NEA Reform Act of 2013)/ DOE DC 2013-07-0015 (IRR of R.A. 10531)	The Mandate of NEA is contained under RA 10531, Section 2, "Declaration of National Policy" that it is the policy of the State to: "promote the sustainable development in the rural areas through rural electrification"	NEA Mandate	Referendum No. 3 Series of 2019, Resolution 111 dated August 27, 2019	None
14. Approval of Electric Cooperatives' Procurement of Equipment and Materials	DOE DC 2013-07-0015 (IRR of R.A. 10531) Rule II. Section 5. Powers, Functions and Privileges of the NEA	L. Develop, set and enforce institutional and governance standards for the efficient operation of ECs such as, but not limited to, the observance of appropriate procurement procedure, including transparent and competitive bidding. Such standards shall be enforced through a mechanism of incentives and disincentives to complying and non-complying ECs, respectively	NEA Memorandum No. 2017-019: "Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017)"	July 8, 2017	None



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
15. Action/Reply on Consumer Complaint	DOE DC 2013-07-0015 (IRR of R.A. 10531) Rule II. Section 5. Powers, Functions and Privileges of the NEA	Q. Exercise primary and exclusive jurisdiction in the adjudication of complaints against EC officers, election disputes and all matters relating to the effective implementation of the provisions of the Act	NEA Memorandum No. 2019-044: EC Member-Consumer-Owners Program for Empowerment (MCOPE)	August 29, 2019	None



GOVERNMENT SERVICE: 3. Release of Availment on Short-Term Credit Facility (STCF) and Stand-by Credit Facility (SCF)						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Service Charter	Agency Steps/Procedures as indicated in the Service Charter	Legal Basis		
1. Notice of Availment/Borrowing (STCF or SCF) 2. Duly signed and Notarized Loan Contract with NEA 3. Promissory Note 4. Post-dated Check/s	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	Submits the Notice of Availment/Borrowing and other documents to NEA-AMGD Department	1. Receives and endorses the Notice of Availment/ Borrowing and other documents 2. Evaluates the Notice of Availment/ Borrowing and other documents 3. Prepares the Request to Release Loan Fund, DV and BUR 4. Initials and signs DV, BUR and Request to Release Loan Fund and/or clearance for processing 5. BUR Processing 6. DV Processing 7. Cheque Preparation	Loan Policy No. 6 I – Short Term Credit Facility (STCF) for ECs' Settlement of Power Accounts	4 days 1 day 1 day 1 day	None
TOTAL					7 days	None



GOVERNMENT SERVICE: 6. Clearance of ECs to Avail Loan Outside NEA - NEA Loan Policy No. 14-A

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Service Charter	Agency Steps/Procedures as indicated in the Service Charter	Legal Basis		
1. Board Resolution Requesting for Clearance 2. Loan Term Sheet (including Amortization Schedule) from the Bank, (if applicable)	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities)	Submits the Board Resolution with complete requirements/documents Receives copy of clearance	1. Receives and endorses the Board Resolution and requirements/documents 2. Pre-evaluates the Board Resolution and requirements 3. Finalizes the evaluation of the request for clearance 4. Reviews and recommends the clearance 5. Signs/Approves the clearance 6. Sends the clearance thru Records or e-mail/Fax	Loan Policy No. 14A – Policy Allowing ECs to Secure Short-Term Loans from Sources other than NEA	7 days	None
TOTAL					7 days	None



GOVERNMENT SERVICE: 7. Clearance of ECs to Avail Loan Outside NEA - NEA Loan Policy No. 14-B

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Service Charter	Agency Steps/Procedures as indicated in the Service Charter	Legal Basis		
1. Board Resolution Requesting for Clearance 2. Project Profile/Justification and/or ERC approval of the CAPEX Plan 3. Benefit/Cost Analysis of the Project/s 4. 15-Year Investment Plan (e-ICPM) 5. Price Reference/Bills of Materials (if applicable) 6. Loan Term Sheet (including Amortization Schedule) from the Bank	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	Submits the Board Resolution with complete requirements/ documents	1.Receives and endorses the Board Resolution and requirements/documents 2. Pre-evaluates the Board Resolution and requirements 3. Endorses to ED for technical evaluation of the project 4. Receives documents for technical evaluation 5. Conducts technical evaluation 6. Reviews and signs the evaluation report 7. Signs and endorses the Evaluation Report to ODATS 8. Receives and approves the Evaluation Report and forwards to Engineering Department 9. Receives the approved Evaluation Report and forwards to AMD/AMGD 10. Finalizes the evaluation of the request for clearance 11. Recommends and endorses the clearance 12. Approves the clearance 13. Sends the clearance thru Records or e-mail/Fax	Loan Policy 14B- Policy Authorizing the Administrator to Grant ECs with Clearance to Avail Loans from Other Sources for Rehabilitation/ Upgrading or for Rural Electrification Investment Projects	7 days	Loan Policy 14B - 0.05% of the approved amount but not to exceed Php50,000.00
		Receives copy of letter-approval			7 days	
					1 day	
TOTAL					20 days	Loan Policy 14B - 0.05% of the approved amount but not to exceed Php50,000.00



GOVERNMENT SERVICE: 8. Approval/Release of Single Digit System Loss (SDSL) Loan/ Emergency, Unplanned and Contingency CAPEX, and Disaster Resiliency Program

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Service Charter	Agency Steps/Procedures as indicated in the Service Charter	Legal Basis		
<p>1. Board Resolution Requesting for availment of loan and further authorizing officers to sign documents and assign proceeds of EC's Power Billings</p> <p>2. Project Profile/Description and/or ERC approval on CAPEX Projects including detailed costing/bill of materials</p> <p>3. 15-year investment Plan (e-ICPM)</p> <p>4. Issuance of Post-Dated Checks</p> <p>5. Duly signed and notarized Loan Contract with NEA</p>	<p>1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities)</p> <p>2. RA 9136 (Electric Power Industry Reform Act)</p> <p>3. R.A. 10531 (NEA Reform Act of 2013)</p> <p>4. DOE DC 2013-07-0015 (IRR of R.A. 10531)</p>	<p>Submits the Board Resolution with complete requirements/ documents</p>	<p>1. Receives and endorses the Board Resolution and requirements/documents</p> <p>2. Receives Board Resolution and requirements and initially assess the application</p> <p>3. Endorses and recommends the loan application for technical evaluation to ED</p> <p>4. For technical evaluation and processing of Budget Request (refer to ED)</p> <p>5. Receives the approved Evaluation Report, DV, BUR and forwards to AMD/AMGD for LRAD preparation and approval</p> <p>6. Finalizes the evaluation of the loan application and prepares the LRAD</p> <p>7. Endorses and recommends the LRAD</p> <p>8. Approves the LRAD and returns same to AMGD</p> <p>9. Provides ASD with copy of approved LRAD for contract preparation</p> <p>10. Receives copy of approved LRAD for contract preparation</p> <p>11. Prepares Loan Contract</p> <p>12. Checks entries on the Loan Contract and prepares transmittal to EC</p> <p>13. Reviews Loan Contract and initials the transmittal</p> <p>14. Checks Loan Contract and signs the transmittal to EC</p> <p>15. Transmits Loan Contract thru RMU</p> <p>16. Certifies/Signs availability of loan balance and/or clearance for processing</p> <p>17. For BUR processing (refer to FSD)</p> <p>18. For DV Processing (refer to FSD)</p> <p>19. For cheque preparation (refer to FSD)</p>	<p>Loan Policy No. 6C - Single Digit System Loss (SDSL) Program</p>	<p>5 days</p> <p>5 days</p> <p>5 days</p> <p>1 day</p> <p>1 day</p> <p>3 days</p>	<p>None</p>
TOTAL					20 days	None



GOVERNMENT SERVICE: <u>9. Release of R. E. Loan - Capital Projects and Logistics</u>						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Service Charter	Agency Steps/Procedures as indicated in the Service Charter	Legal Basis		
1. Budget Request (BR) (at least three (3) original copies) 2. Project Profile/Justification and/or ERC approval of the CAPEX Plan including detailed costing/bill of materials (if applicable) 3. Duly signed and notarized Loan Contract with NEA 4. Post-dated Check/s	1. PD 269 (Creating NEA as a Corporation, prescribing its Powers and Activities) 2. RA 9136 (Electric Power Industry Reform Act) 3. R.A. 10531 (NEA Reform Act of 2013) 4. DOE DC 2013-07-0015 (IRR of R.A. 10531)	Submits the BR with complete requirements/documents	1. Receives and endorses the Budget Request and requirements/documents 2. Receives BR and requirements and pre-evaluates the application 3. Endorses and recommends the loan application for technical evaluation to ED and/or ITCSD 4. For technical evaluation and processing of Budget Request, refer to ED 5. Receives the approved Evaluation Report, DV, BUR and forwards to AMD/AMGD for final evaluation of request 6 Finalizes the evaluation of the loan application and prepares LRAD 7. Endorses and recommends the LRAD 8. Approves the LRAD and returns the same to AMGD 9. Provides ASD with copy of approved LRAD for contract preparation 10. Receives copy of approved LRAD for contract preparation 11. Prepares Loan Contract 12. Checks entries on the Loan Contract and prepares transmittal to EC 13. Reviews Loan Contract and initials the transmittal 14. Checks Loan Contract and signs the transmittal to EC 15. Transmits Loan Contract thru RMU 16. Certifies/Signs availability of loan balances and/or clearance for processing 17. For BUR processing (refer to FSD) 18. For DV Processing (refer to FSD) 19. For cheque preparation (refer to FSD)	ECs request are recommended for approval of the NEA Board of Administrators (Funding Requirement -Undrawn Loan Balance)	4 days 5 days 4 days 1 day 1 day 2 days 3 days	None
TOTAL					20 days	None

