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Review / Revision History			
Revision No.	Date	Description	Approved By
0	August 2017	Phase 1 Go-Live	
1	February 2018	Data Entry Template enhancement and clarification of business rules	
2			
3			
4			
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1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives 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 number of employees in assessment of their strength nationwide. This also aims to provide data on the different wages of non-regular employees to see if ECs comply with the minimum wage labor code. These are formed in the following operational reports:


- Monthly Institutional Report (MIR)
- Form D

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 DET030 List of Employees 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.
DET030 – List of Employees	-	Data entry template used by the EC to record all their employee information.
Existing Report	-	Existing report equivalent of the data entry template.

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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.
- Form D - Report that is part of the Monthly Institutional Report (MIR) that shows a list of regular and non-regular employees and its details.
- 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.

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5.0 MANUAL

This DET is composed of the following tables:


TABLE NAME	PURPOSE
Non-Regular Employees	
Regular Employees	

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, GENPELCO, 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>

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Non-Regular Employees								
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. If there are no changes, there is no need to fill out the DET.</p>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	New	New	New
Project-Based/ Outsourced – No. of Male Manpower	The count of male project-based/ outsourced employees.	Y	Data Entry	N/A	<p>Fill out field if value of “Are there changes in any data this reporting month?” is Yes.</p> <p>Value should be a whole number.</p> <p>Place zero (0) if none.</p>	MIR	Form D	No. of Manpower
Project-Based/ Outsourced - No. of Female Manpower	The count of female project-based/ outsourced employees.	Y	Data Entry	N/A	<p>Fill out field if value of “Are there changes in any data this reporting month?” is Yes.</p> <p>Value should be a whole number.</p> <p>Place zero (0) if none.</p>	MIR	Form D	No. of Manpower

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Casual/ Contracted - No. of Male Manpower	The count of male casual/ contracted employees. Non-regular employees who are consultants fall under this category.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Value should be a whole number. Place zero (0) if none.	MIR	Form D	No. of Manpower
Casual/ Contracted - No. of Female Manpower	The count of female casual/ contracted employees. Non-regular employees who are consultants fall under this category.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Value should be a whole number. Place zero (0) if none.			
Casual/ Contracted – Rate/Day	The amount of money received per day by a casual/ contracted employee.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Value should be numerical. Place zero (0) if none.	MIR	Form D	Rate
Probationary - No. of Male Manpower	The count of male probationary employees.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Value should be a whole number. Place zero (0) if none.	MIR	Form D	No. of Manpower

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Probationary - No. of Female Manpower	The count of female probationary employees.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Value should be a whole number. Place zero (0) if none.	MIR	Form D	No. of Manpower
Probationary - Rate/Day	The amount of money received per day by a probationary employee.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Value should be numerical. Place zero (0) if none.	MIR	Form D	Rate
Regular Employees								
# Of Rows	Field where rows of the table are added.	N	Data Entry	N/A	Value should be a whole number.	<i>New</i>	<i>New</i>	<i>New</i>
Tax Identification Number	12-digit number assigned per employee for tax purposes. This is used as the primary key to determine record duplication.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Tax Identification Number (TIN) format should be ##### . TIN should be unique across all employees and BODs.	<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
Employee Last Name	The last name of an employee.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes .	MIR	MIREPORT - C.1 Coop's Officers Form D	Name
Employee First Name	The first name of an employee.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes .	MIR	MIREPORT - C.1 Coop's Officers Form D	Name
Date of Birth	The date of birth of an employee.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Date format should be MM/DD/YYYY .	MIR	Form D	Date of Birth
Gender	The gender of an employee. <i>Values in the dropdown list are Male, Female.</i>	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Value should be selected from the list of dropdown values.	<i>New</i>	<i>New</i>	<i>New</i>
Mobile Number	The mobile number of an employee.	N	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Mobile number format should be +63##### .	MIR	MIREPORT - C.1 Coop's Officers	Telephone/Cellphone Number
Email Address	The email address of an employee.	N	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting	MIR	MIREPORT - C.1 Coop's Officers	Email Address



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					month?" is Yes .			
Highest Level of Education	The highest level of education that an employee attained. <i>Values in the dropdown list are Values in the dropdown list are 'High School', 'Undergraduate Degree', 'Graduate Degree', 'Post Graduate Degree', 'Below High School', and 'Tech-Voch'.</i>	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Value should be selected from the list of dropdown values.	MIR	Form D	Educational Attainment
Degree	The degree of an employee during his undergraduate, graduate, or post graduate studies. <i>Examples of undergraduate and graduate degrees are BS Psychology and MBA, respectively.</i>	N	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Fill out field if value of 'Highest Level of Education' is equal to 'Undergraduate Degree', 'Graduate Degree' or 'Post Graduate Degree'.	MIR	Form D	Educational Attainment
Date of Hiring	The start of employment date of an employee.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Date must be earlier or same date as today. Date format should be MM/DD/YYYY .	MIR	Form D	Date of hiring

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Employment Status¹	<p>The status of employment of an employee.</p> <p><i>Values in the dropdown list are 'Regular – Technical', 'Regular - Non-Technical', and 'No longer with the EC'.</i></p> <p><i>In the current reporting month, if there are resigned/retired employees should be reported first as 'No longer with the EC'. Then in the next reporting month, the said resigned/retired employee can already be removed from the list.</i></p>	Y	Data Entry	N/A	<p>Fill out field if value of "Are there changes in any data this reporting month?" is Yes.</p> <p>Value should be selected from the list of dropdown values.</p>	MIR	MIREPORT – C.2 Manpower Complement	Employment Status – Regular Employment Status – Probationary Employment Status – Casual/Contractual Employment Status – Outsourced/Project-based
Field	<p>The field of study of the job of an employee.</p> <p><i>Values in the dropdown list are 'Billing Coordinator, Carpenter', 'Clearance/Utility', 'Clearing', 'CPA', 'Disconnecter', 'Draftsman', 'Engineer', 'Linemen', 'Mechanic Driver/Mechanic', 'Meter Reader', 'Office Clerk/Office Assistant',</i></p>	Y	Data Entry	N/A	<p>Fill out field if value of "Are there changes in any data this reporting month?" is Yes.</p> <p>Value should be selected from the list of dropdown values.</p>	New	New	New

¹ Record all employees who resigned indicating the status "No Longer with EC". The employee's name may be removed in the next reporting month of DET submission.



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	'Power Tender', 'Reconnector', 'Retainer', 'Row Cutter', 'Staking Staff', 'Sub Station Tender', 'Systems Loss Reduction Position/Officer' and 'Others'.							
Classification	The different classifications of an employee. Values in the dropdown list are 'Managerial, Supervisory', 'Officer', and 'Rank and File'.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Value should be selected from the list of dropdown values.	New	New	New
Position	The job description of an employee.	Y	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes .	MIR	MIREPORT – C.1 Coop's Officers Form D	Position
Rank	The employee ranking based on salary grade. Examples of salary grade are SG 12, SG 20, SG 26, etc. The higher the number of the salary grade, the higher the rank of the employee.	N	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes .	MIR	Form D	Rank
Salary	The wage received by an employee.	N	Data Entry	N/A	Fill out field if value of "Are there changes in any data this reporting month?" is Yes . Value should be numerical.	MIR	Form D	Salary

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Note: If the EC does not have any changes or updates in this DET, the EC should select “No” in the “Are there changes in any data this reporting month?” field and upload it in the Web Portal.

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



8.0 ATTACHMENTS

9.0 RECORDS