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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	
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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 for the recognition of federated MSEACs and its strength, and the MSEAC members' information and their potential roles as BOD in the form of the following operational reports:

- Monthly Institutional Report (MIR)
- Form C

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 DET029 MSEAC 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.
DET029 – MSEAC	-	Data entry template used to record the Multi-Sectoral Electrification Advisory Council (MSEAC) member details.
Existing Report	-	Existing report equivalent of the data entry template.
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 C	-	Report that is part of the Monthly Institutional Report (MIR) that shows the details of the MSEAC members.
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

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). *List of dropdown values will refer to Master List – EC Profile. (E.g. BENECO, CENPELCO, INEC, etc.).*	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. *List of dropdown values will be years from 2017 to 2070.*	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. *List of dropdown values will be months from January to December.*	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>
NEA Approved Per Diems (Per Quarter/ Member)	The cost that covers the expenses for MSEAC meetings. Expenses such as (food, transportation, etc.).	Y	Data Entry	**N/A**	Value should be numerical. If there are multiple diems, select the diem with the highest value. Put "0" if not applicable.	MIR	MIREPORT - B. Multi-Sectoral Electrification Advisory Council (MSEAC) or its Equivalent	NEA Approved Per Diems (Per Quarter)

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Federated	The federation of all MSEAC districts. *Values in the dropdown list are Yes, No.* **Yes** = The MSEAC is part of a federation. **No** = The MSEAC is not part of a federation.	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	MIR	MIREPORT - B. Multi-Sectoral Electrification Advisory Council (MSEAC) or its Equivalent	Federated
# Of Rows	Field where rows of the table are added.	N	Data Entry	**N/A**	Value should be a whole number.	*New*	*New*	*New*
Municipality Geo ID	15-digit Geography ID defined for the Municipality. *Refer to Master Data – Geography for the respective EC geography details.*	Y	Data Entry	**N/A**	Value should be numerical. Valid value if existing in *Master List – Geography.*	MIR	Form C	District
Last Name of Member	The last name of an MSEAC member.	Y	Data Entry	**N/A**	None.	MIR	Form C	Name
First Name of Member	The first name of an MSEAC member.	Y	Data Entry	**N/A**	None.	MIR	Form C	Name
Gender	The gender of an MSEAC member.	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	*New*	*New*	*New*
Sector	The sector where an MSEAC member belongs. *Values in the dropdown list*	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	MIR	Form C	Sector

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	are 'LGU', 'Education', 'Civic', 'Business', 'Barangay Council', 'Youth', 'Media', 'Womens', 'Agro-Fishery', 'Others', and 'Religious'.							
Date of Appointment	The date when an MSEAC member was appointed and made official by a Board Resolution.	Y	Data Entry	**N/A**	Date must be earlier or same date as today. Date format should be **MM/DD/YYYY.**	MIR	Form C	Date of Appointment
Term of Office	The total number of years of service of the appointed MSEAC member.	Y	Data Entry	**N/A**	Value should be a whole number.	MIR	Form C	Term of Office*
Activities Taken	The different MSEAC activities of the reporting month. Examples of activities are quarterly meetings, AGMA, public hearings, etc.	Y	Data Entry	**N/A**	None.	MIR	Form C	Activities Undertaken

Note: If the EC does not have MSEAC, fill out the DET with default values that will be considered as no MSEAC and fill out the Comments box in the Upload Data Entry screen of the Web Portal that the EC does not have MSEAC.

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process

NEA BIT Support
Process.pdf

8.0 ATTACHMENTS

9.0 RECORDS