



August 26, 2020

**MEMORANDUM**

**TO : ALL ELECTRIC COOPERATIVES (ECs)**

**SUBJECT : CONDUCT OF FINAL INSPECTION AND ACCEPTANCE OF COMPLETED /ENERGIZED PROJECTS UNDER THE "NEW NORMAL"**

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Amidst the current situation caused by the COVID-19 Pandemic, travel restrictions in almost all parts of the country is strictly observed for the safety of everyone. Thus, the following procedure will be implemented for the Conduct of Final Inspection and Acceptance to adopt the restrictions and routine of the new normal. The said procedure is aligned with the approval of the Memorandum by the NEA Board of Administrators dated July 6, 2020 and the Commission on Audit Comments and Recommendations for the abovementioned subject dated August 24, 2020.

1. The Electric Cooperative (EC) will issue the Certificate of Completion and Certificate of Energization for barangays/sitios within the project that is 100% accomplished/completed indicating side by side the information on the date started, the date completed and the date energized signed by the Barangay Captain and Municipal or City Electrical Engineer together with the duly signed list of household recipients certifying that they received the complete house wiring materials and their houses are with connections, as applicable.

After the EC's receipt of the duly signed Certificate of Completion (COC) and Certificate of Energization (COE) with the attached supporting requirements, the EC is recommended to issue a Certificate of Final Inspection (CoFI) and Certificate of Acceptance (CoA) separately based on the above-mentioned COC and COE if determined in good faith that the said projects were fully completed strictly in accordance with the NEA Standards and Specifications and free from any defects/deficiencies. Or, issue a CoA when the defects, if any, have been corrected/rectified within the liability period.

In addition to the information on the important dates, the inspection date should be included in the CoFI. Also, attached in the certificates are the As-built Staking Sheets, As-built Bill of Materials, Pictures (pole-to-pole, overhead and grounding) witnessed by the respective Barangay Captain duly signed and dated by the authorized personnel of the EC.

For the installation of house wiring materials, kilowatthour-meters and service drops, the attachments should be the list of actual connected recipients with account number, meter number and details and pictures (meters and recipients).

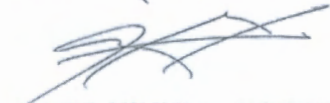
Off-Grid Solar Home Systems will then have the list of beneficiaries with account number, meter number and details and pictures (units and recipients), as applicable.

2. All documents will be submitted to the concerned department of the Technical Services Sector of NEA for purposes of proper scrutiny aligned with the NEA Standards and Specifications.
3. Once the evaluation is completed, the NEA will issue and sign the Certificate of Final Inspection and Certificate of Acceptance separately.
4. Attached herewith is the format of the needed certifications and list of household connections/beneficiaries.
5. This procedure for the conduct of Final Inspection and Acceptance of Completed/Energized projects under the "New Normal" will take effect during this period of outbreak/pandemic and travel restrictions.

In view thereof, the ECs are encouraged to coordinate with their respective LGU's for proper arrangement and for the official signatory of the documents required for the issuance of COC and COE.

For further inquiries, you may get in touch with our Total Electrification Division (TED) through these e-mails, [nealuzonsitios@yahoo.com](mailto:nealuzonsitios@yahoo.com); [neavisayassitios@yahoo.com](mailto:neavisayassitios@yahoo.com); [neamindanaositios@yahoo.com](mailto:neamindanaositios@yahoo.com) or through our trunk line numbers (02) 8929-1909 loc. 170 and 171.

Thank you for your cooperation.



**ARTIS NIKKI L. TORTOLA**  
Deputy Administrator for Technical Services

EC LETTER HEAD

Date \_\_\_\_\_

**CERTIFICATE OF COMPLETION**

**THIS IS TO CERTIFY that the following Electric Distribution Lines funded by (Funding Source)Subsidy under the coverage area of \_\_\_\_\_ Electric Cooperative, Inc. (\_\_\_\_\_) has been inspected/verified and found to be 100% completed/energized in accordance with NEA Standards and Specifications.**

No.	Line Section	Approved Project Cost (Php)	Date Started	Date Completed	Date Energized	Date Inspected
1						

Barangay Captain

Municipal/City Electrical Engineer

TSD Manager

General Manager

**(EC LOGO AND LETTERHEAD)**

Date

**CERTIFICATE OF ENERGIZATION**

**THIS IS TO CERTIFY** that the Installation of Housewiring, Kilowatt-hour Meters and Service Drop of the following Electric Distribution Lines Funded by \_\_\_\_\_(Funding Source) Subsidy under the coverage are of \_\_\_\_\_ Electric Cooperative, Inc. (\_\_\_\_\_) has been inspected/verified and found to be completed in accordance with Philippine Electrical Code/NEA Standard and Specifications.

No.	Line Section	Approved Project Cost (Php)	No. of Allocation	Actual Installed	Date Energized
1					

Barangay Captain

Municipal/City Electrical Engineer

TSD Manager

General Manager



Electric Cooperative  
(EC)  
No. SEP/BLEP - Funding Source  
As of (Month, Day, Year)

Summary of Household Connection for "Sitio, Barangay, Municipality"

No.	Acct No.	Account Name	Gender	Meter No.	Date Installed			Date Energized
					Housewiring Installation	Service Drop	KWH Meter	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Prepared by:

Checked by:

Noted by:

(EC LOGO AND LETTERHEAD)

\_\_\_\_\_ Date

**CERTIFICATE OF ACCEPTANCE**

**THIS IS TO CERTIFY that the construction of Installation of KWhr Meters, Service Drop Wires and Housewiring Materials for number of sitios in words (No) sitios/puroks funded by (Funding Source) Subsidy under the coverage area of \_\_\_\_\_ Electric Cooperative, Inc. (\_\_\_\_\_) has been inspected/verified from the period of date range.**

No.	Line Section	Approved Project Cost (Php)	No. of Allocation	Actual Installed	Date Energized	Date Inspected
1						
2						
3						
4						
5						

TSD Manager

General Manager

\_\_\_\_\_ Date

**CERTIFICATE OF FINAL INSPECTION**

**THIS IS TO CERTIFY that the construction of Electric Distribution Lines for number of sitios in words (No) sitios/puroks funded by (Funding Source)Subsidy under the coverage area of \_\_\_\_\_ Electric Cooperative, Inc. (\_\_\_\_\_) has been inspected/verified from the period of date range and found to be completed in accordance with NEA Standards and Specifications except with some minor revisions and deficiencies for corrections.**

No.	Line Section	Approved Project Cost (Php)	Date Started	Date Completed	Date Energized	Date Inspected
1						
2						
3						
4						
5						

TSD Manager

General Manager

**CERTIFICATE OF ACCEPTANCE**

THIS IS TO CERTIFY that the construction of Electric Distribution Lines for number of sitios in words (No) sitios/puroks funded by (Funding Source)Subsidy under the coverage area of \_\_\_\_\_ Electric Cooperative, Inc. (\_\_\_\_\_) has been inspected/verified from the period of date range and found to be completed in accordance with NEA Standards and Specifications and free from any defects/deficiencies .

No.	Line Section	Approved Project Cost (Php)	Date Started	Date Completed	Date Energized	Date Inspected
1						
2						
3						
4						
5						

TSD Manager

General Manager



Date \_\_\_\_\_

**CERTIFICATE OF FINAL INSPECTION**

THIS IS TO CERTIFY that the construction of Installation of KWhr Meters, Housewiring Materials and Service Drop Wires for number of sitios in words (No) sitios/puroks funded by (Funding Source) Subsidy under the coverage area of \_\_\_\_\_ Electric Cooperative, Inc. (\_\_\_\_\_) has been inspected/validated from the period of date range.

No.	Line Section	Approved Project Cost (Php)	No. of Allocation	Actual Installed	Date Energized	Date Inspected
1						
2						
3						
4						
5						

ISD Manager

TSD Manager

General Manager

Reviewed/Validated:

\_\_\_\_\_  
(Date Validated)

NEA Representative