



APR 19 2024

MEMORANDUM ORDER NO. 2024-18

TO: ALL ELECTRIC COOPERATIVES

SUBJECT: **GUIDELINES FOR THE CONSTRUCTION AND ENERGIZATION OF DISTRIBUTION LINES AND ASSOCIATED EQUIPMENT FOR THE SUPPLY OF POWER TO PASSIVE TELECOMMUNICATIONS TOWER INFRASTRUCTURE WITHIN THE COVERAGE AREA OF ELECTRIC COOPERATIVES**

The President of the Philippines signed Executive Order No. 32, series of 2023, entitled "*Streamlining the Permitting Process for the Construction of Telecommunications and Internet Infrastructure*," the purpose of which, among others, is to hasten the implementation of telecommunication infrastructure projects to accelerate the country's digital transformation.<sup>1</sup>

Joint Memorandum Circular No. 2023-01, series of 2023, was issued as the Implementing Rules and Regulations for Executive Order No. 32, series of 2023.

Section 19, Rule VI of Joint Memorandum Circular No. 2023-01, series of 2023, provides that the energization of telecommunication infrastructures by Electric Cooperatives ("EC") shall be in accordance with the Memorandum to be issued by the National Electrification Administration ("NEA").

Accordingly, the NEA prepared this *Memorandum* entitled "*Guidelines for the Construction and Energization of Distribution Lines and Associated Equipment for the Supply of Power to Passive Telecommunications Tower Infrastructure Within the Coverage Area of Electric Cooperatives*."<sup>2</sup>

This *Memorandum* shall take effect after fifteen (15) calendar days following its filing with the University of the Philippine Law Center. All ECs are required to abide by the provisions of this *Memorandum* upon its effectivity.

  
**ANTONIO MARIANO C. ALMEDA**  
Administrator



<sup>1</sup> See <https://arta.gov.ph/press-releases/eo-32-implementing-guidelines-set-for-finalization-by-twg-stakeholders-ahead-of-september-launch/>

<sup>2</sup> Approved and adopted by the NEA Board of Administrators through NEA Board Resolution No. 2024-136.



# NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1st Performance Governance System-Institutionalized National Government Agency"



BAGONG PILIPINAS

18 April 2024

## THE DIRECTOR

Office of the National Administrative Register  
University of the Philippines Law Center  
U.P. Law Center, Diliman  
Quezon City

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Sir:

Greetings of peace and good health!

Pursuant to Book VII, Chapter 2, Section 3 of the 1987 Administrative Code of the Philippines, we are respectfully submitting to the U.P. Law Center, for filing, publication and recording the attached certified true copies of the **GUIDELINES FOR THE CONSTRUCTION AND ENERGIZATION OF DISTRIBUTION LINES AND ASSOCIATED EQUIPMENT FOR THE SUPPLY OF POWER TO TELECOMMUNICATION TOWER INFRASTRUCTURES WITHIN THE COVERAGE AREA OF ELECTRIC COOPERATIVES** promulgated by the National Electrification Administration (NEA) in accordance with its authority under Section 5 of P.D. No. 269 as amended.

Thank you very much for the usual and kind assistance of the U.P. Law Center.

Very truly yours,

  
**ATTY. GWEN P. ENCISO-KYAMKO**  
Acting Corporate Board Secretary V





**GUIDELINES FOR THE CONSTRUCTION AND ENERGIZATION OF DISTRIBUTION LINES AND ASSOCIATED EQUIPMENT FOR THE SUPPLY OF POWER TO PASSIVE TELECOMMUNICATIONS TOWER INFRASTRUCTURES WITHIN THE COVERAGE AREA OF ELECTRIC COOPERATIVES**

**WHEREAS**, the President of the Philippines signed Executive Order No. 32, series of 2023, entitled "*Streamlining the Permitting Process for the Construction of Telecommunications and Internet Infrastructure*," the purpose of which, among others, is to hasten the implementation of telecommunication infrastructure projects to accelerate the country's digital transformation;<sup>1</sup>

**WHEREAS**, Joint Memorandum Circular No. 2023-01, series of 2023, was issued as the Implementing Rules and Regulations for Executive Order No. 32, series of 2023;

**WHEREAS**, Section 19, Rule VI of Joint Memorandum Circular No. 2023-01, series of 2023, provides that the energization of telecommunication infrastructures by Electric Cooperatives ("ECs") shall be in accordance with the Memorandum to be issued by the National Electrification Administration ("NEA");

**WHEREAS**, on 27 October 2023, the NEA requested from concerned stakeholders written comments on the draft Memorandum Order concerning the construction and energization of distribution lines and associated equipment for the supply of power to telecommunication infrastructures by ECs. The stakeholders promptly submitted their comments;

**WHEREAS**, during the meetings, workshops, and panel interviews organized by the Anti-Red Tape Authority on 30 November 2023, 19 March, and 08 April 2024, the NEA discussed, presented, and elaborated on the draft Memorandum Order to various stakeholders;

**THEREFORE**, this Memorandum Order ("*Memorandum*") is being issued to provide the rules concerning the application for the construction and energization of distribution lines and associated equipment from the tapping point of the EC distribution lines to the Passive Telecommunications Tower Infrastructure ("PTTI"), whether the PTTI is owned by Public Telecommunications Entities ("PTEs"), Mobile Network Operators ("MNOs"), or Independent Tower Companies ("ITCs").

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<sup>1</sup> See <https://arta.gov.ph/press-releases/eo-32-implementing-guidelines-for-energization-by-twg-stakeholders-ahead-of-september-launch/>

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## Section 1: General Provisions and Definitions

- 1.1 The rules set in this *Memorandum* shall govern all applications for the installation, construction, and energization of Connection Assets as well as the connection of a PTTI to the EC's distribution system, whether the PTTI is owned by PTEs, MNOs, or ITCs.
- 1.2 Considering the importance of the telecommunication sector to the overall development of the nation, all ECs are directed to prioritize applications for the installation, construction, and energization of Connection Assets as well as the connection of a PTTI to the EC's distribution system, subject to the Applicant's compliance with the requirements under this *Memorandum* at the rates, terms and conditions that are duly approved by the ERC.
- 1.3 All ECs shall submit a *Quarterly Report* every year from the issuance of this *Memorandum* to the NEA Engineering Department ("NEA ED") by filling out the NEA monitoring templates.

The *Quarterly Report* should cover the periods 01 January to 31 March, 01 April to 30 June, 01 July to 30 September, and 01 October to 31 December, respectively, and should be submitted every 15<sup>th</sup> of the month following the end of each quarter.

ECs can secure copies of the template for the *Quarterly Report* by sending a request email to [nea.engineeringtod@gmail.com](mailto:nea.engineeringtod@gmail.com). The template for the *Quarterly Report* may be changed by the NEA from time to time.

Failure to timely submit the *Quarterly Report*, without justifiable cause, shall be a ground for the imposition of administrative liabilities, after the observance of due process.

### 1.4 Definition of Terms

- a. Applicant – Refers to an individual, organization, or entity that submits an application for the installation, construction, and energization of Connection Assets as well as the connection of a PTTI to the EC's distribution system
- b. Certificate of Final Electrical Inspection – Refers to a certificate issued by the appropriate building official to the Applicant as a requirement for the installation of power lines to a structure.
- c. Connection Assets – Refers to the assets that are put primarily to connect the Applicant's structure to the EC's distribution system for distribution connection services for the conveyance of electricity. Connection Assets include poles, power lines, and related connection equipment but exclude the kWh meters. A

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- d. Contribution in Aid of Construction – Shall have the meaning ascribed to it under the *Distribution Services and Open Access Rules*.
  - e. Energy Regulatory Commission – Refers to the Commission created by virtue of Section 38, Chapter IV of Republic Act No. 9136.
  - f. Independent Tower Companies – Refers to a private entity duly organized and existing under the laws of the Philippines, registered with the Department of Information and Communications Technology as an ITC, and engaged in the business of establishing or operating one or more Shared PTTIs, that is neither a private sector MNO nor a “Related Party” thereto, as defined by the rules and regulations issued by the Securities and Exchange Commission. (See DICT Department Circular No. 008, 29 May 2020)
  - g. Joint Certificate of Final Inspection and Acceptance – Refers to a certificate issued by the NEA and the EC to the Applicant pursuant this *Memorandum*.
  - h. Mobile Network Operators – Refers to a duly-registered entity authorized to operate in one or more of the telecommunications categories in accordance with the Legislative Franchise and CPCN that grants it the privilege of engaging in the business of being a telecommunications entity. (See DICT Department Circular No. 008, 29 May 2020)
  - i. Passive Telecommunications Tower Infrastructure – Refers to all types of outdoor non-electronic telecommunications infrastructure or civil works, including but not limited to towers, masts, poles, and other similar infrastructure, as well as the facilities auxiliary thereto—built either on the ground or installed on buildings, walls, rooftops or other edifice—that are utilized for purposes of mounting antennas, transmitters/receivers, radio frequency modules, and other radiocommunications systems as macro cell sites for the rendition of ICT services in the telecommunications network. (See DICT Department Circular No. 008, 29 May 2020)
  - j. Public Telecommunications Entities – Refers to any person, firm, partnership or corporation, government or private, engaged in the provision of telecommunications services to the public for compensation (See Republic Act No. 7925) and are holders of Certificates of Public Convenience and Necessity or Provisional Authorities granted by the National Telecommunications Commission (See Joint Memorandum Circular No. 2023-01)
- 1.5 The provisions of this *Memorandum* shall be so construed and harmonized with existing laws and regulations. References to statutes, regulations, or other legal provisions include any amendment thereof or any replacement in whole or in part.

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**Section 2: Processing of Application**

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- 2.1 Applicants will only be required to submit one (1) set of original copies or certified true copies of the documents listed in Section 2.
- 2.2 All ECs are directed to comply with the schedule of activities provided in *Schedule "A"* of this *Memorandum*.

Failure to adhere to the periods provided in *Schedule "A"* of this *Memorandum*, without justifiable cause, shall be a ground for the imposition of administrative liabilities, after the observance of due process.

- 2.3 **PRE-CONSTRUCTION** - Prior to the conduct of a joint field inspection, staking, and right-of-way coordination activities, the Applicant must submit the following *Pre-Construction* requirements:

Proof of Identity

- a. Unless the Applicant has an already existing membership record with the concerned EC, the Applicant must submit the following:

1. Membership application form, as provided by the EC;
2. Letter of Intent addressed to the concerned EC, supported by the pertinent Board Resolution or Secretary's Certificate authorizing the Applicant to apply for a connection;
3. If the Applicant is a sole proprietorship:
  - Registration Certificate by the Department of Trade and Industry.

If the Applicant is a corporation:

- Latest Articles of Incorporation; and
- Securities and Exchange Commission ("SEC") Certificate of Registration and latest Certificate of Amendment, if applicable.

If the Applicant is a partnership:

- Latest Articles of Partnership; and
- SEC Certificate of Recording of the Articles of Partnership, if applicable.

4. Pre-Membership Education Seminar Certificate from the concerned EC;
5. A document showing that the Applicant's representative(s) is authorized to apply for a connection.
6. Two (2) valid government-issued identification cards of the Applicant's duly authorized representative(s); and

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- b. A Privacy Notice, as provided by the EC, allowing the EC to collect personal information to deliver electricity services to the Applicant.

Permits and Proof of Right to Occupy or Use

- a. Proof of right to occupy or use the land upon which the PTTI and Connection Assets will be constructed.

Applicants may provide Certificates of Title, Right of Way Agreements, Lease Agreements, or any other similar tenurial instruments depending on the nature of the right of the Applicant to occupy or use the concerned land; and

- b. Building Permit issued by the appropriate local building official.

Plans and Designs

- a. Electrical Plan duly executed by a licensed Electrical Engineer. The load of active infrastructures should be considered in the Electrical Plan;
- b. Location Map of the PTTI and Connection Assets; and
- c. Gantt Chart providing the timelines from *Pre-Construction* until *Energization* as provided in this *Memorandum*.

- 2.3.1 The EC's Institutional Services Department ("ISD") (or the EC's equivalent department or office) shall have **two (2) work days** from submission of complete documents to review and approve the *Pre-Construction* requirements submitted by the Applicant for each application.

Within the period prescribed above, the EC shall inform the Applicant if the latter's submission is non-compliant or incomplete.

- 2.3.2 After the EC clears the Applicant's *Pre-Construction* submission, the EC's Engineering Services Department ("ESD") must prepare the schedule for the joint field inspection, staking, and right-of-way coordination activities and inform the Applicant of said schedule.

The joint field inspection shall be conducted within **eight (8) work days** from the EC clearance of the Applicant's *Pre-Construction* submission.

- 2.3.3 Within **five (5) work days** after the conduct of the joint field inspection, staking, and right-of-way coordination activities, the concerned EC shall prepare an *As-Planned Staking Sheets and Bill of Quantities/Materials*.

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For uniformity with other consumers, the concerned EC shall follow its existing policy on power metering facility, if any, such that the power metering facility will be placed in a location the EC deems best.

- 2.3.4 After the *As-Planned Staking Sheets* and *Bill of Quantities/Materials* are prepared, the EC's Finance Services Department ("FSD") shall have **two (2) work days** after the EC ESD prepares the *As-Planned Staking Sheets* and *Bill of Quantities/Materials* to prepare and issue the Statement of Account for the Applicant's payment of the fees related to the conduct of the joint field inspection and preparation of the *As-Planned Staking Sheets* and *Bill of Quantities/Materials*.

The fees imposable under this provision shall be consistent with the rates approved by the ERC for the concerned EC.

- 2.3.5 After payment of the fees referred to in Section 2.3.4, the EC shall inspect the service distribution transformer to be used by the Applicant. The inspection is to verify compliance with the NEA standards, especially in terms of line losses. The concerned EC shall have **two (2) work days** to inspect the service distribution transformer.

Once the EC approves the service distribution transformer proposed for use, the Applicant may begin construction of the Connection Assets.

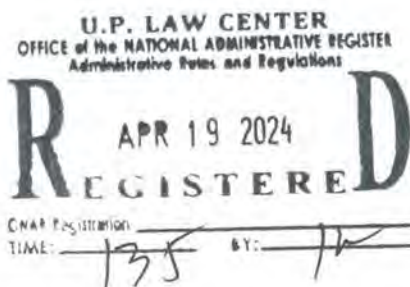
- 2.3.6 The Connection Assets must adhere to the specifications and standards outlined in *NEA Engineering Bulletin DX1320*, the Philippine Distribution Code, or any other relevant laws and guidelines as well as the standards set by the Energy Regulatory Commission ("ERC").

- 2.3.7 NEA or the concerned EC may conduct periodic inspections of the ongoing construction and installation with or without prior notice to the Applicant.

- 2.4 **POST-CONSTRUCTION** - After construction of the Connection Assets, the Applicant must submit the following *Post-Construction* requirements to the EC concerned:

- a. Certificate of Final Electrical Inspection ("CFEI") from the appropriate local building official;
- b. Fire Safety Certificate from the Bureau of Fire Protection; and
- c. Certificate of Occupancy or Certificate of Use from the appropriate local building official.

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- 2.4.1 The EC concerned shall have **two (2) work days** from submission of complete documents to review the *Post-Construction* requirements submitted by the Applicant for each application.

Within the period prescribed above, the EC shall inform the Applicant if the latter's submission is non-compliant or incomplete.

- 2.4.2 Once the *Post-Construction* requirements are cleared by the EC, the EC shall immediately schedule an ocular inspection.

The purpose of the ocular inspection is to assess whether the Connection Assets are compliant with the standards set by the NEA under *Engineering Bulletin DX1320*, ERC, Philippine Distribution Code, Philippine Electrical Code, and meet the requirements set by the EC to ensure the reliable operation of the EC's distribution system. No Joint Certificate of Final Inspection and Acceptance ("CFIA") shall be issued unless the project complies with the said standards.

The ocular inspection shall be conducted and concluded within **five (5) work days**.

- 2.4.3 The EC concerned shall be allowed to impose an inspection fee, which shall be consistent with the rates approved by the ERC for the concerned EC.

Should the NEA send an inspector(s) to conduct on-site inspections, the Applicant shall also pay NEA an inspection fee as reimbursement for the actual cost of inspection.

- 2.4.4 The concerned EC shall thoroughly document the ocular inspection through video coverage clearly showing the following key details:

- a. The connection point of the newly constructed facilities including the voltage measurement in the location;
- b. The construction standards and workmanship implemented;
- c. Location of the metering facility including the metering standard set-up implemented (e.g., primary metered, secondary metered, typical single phase, etc.); and
- d. Other relevant information that the EC deems necessary for the NEA ED to review.

The EC shall also send a copy of the *As-Built Report* (or any equivalent document), detailing the findings, observations, and recommendations of the EC inspector during their inspection. The *As-Built Report* shall be

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accompanied by the relevant *As-Built Staking Sheets* and *Bill of Quantities/Materials*.

The EC report shall likewise indicate whether the Applicant has outstanding arrears with the EC. Applicants who have outstanding arrears with the EC shall not be issued a Joint CFIA until their arrears are settled.

The EC shall then send the *As-Built Report*, with supporting documents, and the video coverage to the NEA ED by uploading the said files onto a cloud-based server (e.g., Google Drive or Dropbox) and sending the link to the files to [nea.engineeringtod@gmail.com](mailto:nea.engineeringtod@gmail.com).

- 2.4.5 The NEA ED shall review the EC's report and, if needed, arrange a virtual meeting with the concerned EC to discuss the evaluation of the Connection Assets. The NEA ED shall then decide whether the EC shall conduct further on-site inspections or if a representative(s) of NEA would conduct the inspection.
- 2.4.6 If the NEA ED is satisfied with the EC's submission, the NEA ED shall endorse the project for issuance of the Joint CFIA. The said endorsement shall be forwarded to the EC.
- 2.4.7 After the NEA issues its endorsement, the EC (and the NEA, if applicable) shall have **two (2) work days** to prepare and issue the Statement of Account for the Applicant's payment of the inspection fees.

No Joint CFIA shall be issued sans the Applicant's payment of the appropriate inspection fees.

- 2.4.8 If the NEA discover any evidence of substandard materials or substandard equipment used to construct the assets subject of this *Memorandum*, the NEA may, *motu proprio*, either conduct further investigations or impose the penalty of blacklisting against the contractor and/or subcontractor responsible for the construction or installation of those substandard materials or substandard equipment.

The blacklisted entities shall not participate in any future projects of any nature with NEA and all ECs nationwide.

The blacklisted entities shall be duly recorded by the NEA in the list of suppliers blacklisted by all ECs and NEA.

Said blacklisting shall be without prejudice to civil or criminal liabilities that may be filed against the blacklisted entity by proper authorities.

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2.5 **ENERGIZATION** – After the NEA issues its endorsement and payment of the applicable inspection fees, NEA and the EC concerned shall issue a Joint CFIA.

2.5.1 The General Manager of the EC shall prepare and sign the Joint CFIA and transmit the same to the NEA ED.

A representative from the NEA ED shall sign the Joint CFIA and endorse the same to the NEA Office of the Administrator for signature and acknowledgement.

The NEA Administrator or his representative shall sign and acknowledge the Joint CFIA prior to its release.

The Connection Assets shall not be energized sans a Joint CFIA.

2.5.2 Within **one (1) work day** after the issuance of the Joint CFIA, the Applicant and the EC concerned must enter into the following agreements:

a. a notarized Memorandum of Agreement (“MOA”) with the following minimum provisions:

- The Connection Assets will be donated to the concerned EC and be treated as a CIAC.
- Assignment of the necessary right-of-way agreements or permits to the concerned EC.
- The obligations of the parties concerning the maintenance of the Connection Assets as provided in this *Memorandum*.
- Actions and procedures to be taken in case of contingencies and Force Majeure events.
- The Memorandum of Agreement may be assigned to the Applicant's assignees or transferees subject to the written consent of the EC concerned.

b. a notarized Connection Service Agreement (“CAS”).

c. Even prior to the execution of the MOA and CAS, the Applicant and the EC concerned may already meet and agree *in principle* as to the terms and conditions of the said agreements.

2.5.3 The EC concerned must energize the Connection Assets within **one (1) work day** after due execution of both contracts referred to in Section 2.6.2.

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2.6 **UPGRADING OF CONNECTION ASSETS** – Should the Applicant require the upgrading of the Connection Assets, the following process shall be adopted:

2.6.1 The Applicant shall submit a Letter of Intent addressed to the concerned EC, supported by the pertinent Board Resolution or Secretary's Certificate authorizing the Applicant to apply for an upgrade to the Connection Assets for additional load to the Applicant's existing infrastructure.

- a. For upgrades under Section 2.6.1., the EC shall have **two (2) work days** to inspect the uprated distribution transformer to be used by the Applicant.
- b. Once cleared, the EC concerned shall allow the installation of an uprated transformer and associated equipment without need of any other documentary requirements from the Applicant.
- c. After an uprated transformer is installed, the Applicant must submit to the concerned EC the CFEI from the appropriate local building official prior to energization.
- d. Upon receipt of the CFEI, the concerned EC and Applicant shall then amend their Memorandum of Agreement to include the uprated transformer and associated equipment as part of the assets turned over to the EC as CIAC.
- e. After the amendment of the Memorandum of Agreement, the concerned EC shall have **one (1) work day** to energize the Connection Assets.

2.6.2 However, should the proposed upgrade require the construction of additional PTTIs, the process shall be for a new electric service connection application or second account for the same member, as the case may be. In this case, the size of the service distribution transformer shall be determined by the EC based on the total connected load computed in the Electrical Plan. This will also determine the capacity of the distribution line serving the Applicant, including the secondary service drop.

2.6.3 The design and specifications of any additional Connection Assets must conform to (i) prevailing regulations of NEAs and (ii) reasonable engineering standards specified by the DU.

### Section 3: Responsibilities of ECs

3.1 In order to avoid any disruption to its distribution services, ECs are prohibited from offering their services, manpower, and resources to erect, construct, or install the

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Connection Assets subject of this *Memorandum*. Instead, Applicants must engage a contractor from the EC's list of accredited contractors.

NEA reserves the right to review and assess the competence, capability, and capacity of the accredited contractor chosen by the Applicant.

- 3.2 The EC's responsibilities shall be limited to the following:
- a. Preparation of the Staking Plan;
  - b. Preparation of a Technical Study showing the impact of the new facilities to the EC's distribution network;
  - c. Energizing the Connect Assets; and
  - d. The other processes and documentary requirements as provided in this *Memorandum*.

#### **Section 4: Responsibilities of Applicants**

- 4.1 In consideration of the priority status accorded to PTTI projects and to immediately implement the said projects, Applicants shall:
- a. Bear the costs for the erection, construction, or installation of the Connection Assets, which shall be treated as a Contribution in Aid of Construction ("CIAC"); and
  - b. Be responsible to secure the necessary right of way agreements to ensure the implementation of the PTTI projects and Connection Assets.<sup>2</sup>
- 4.2 For coordination and planning purposes, Applicants with future plans to further develop their telecommunication assets must submit a 5-year plan to the EC concerned.
- 4.3 All taxes, fees, and charges in relation to the installation, construction, or erection of the Connection Assets shall be for the account of the Applicant.

#### **Section 5: Prohibitions on EC Officials, Directors, or Employees**



<sup>2</sup> This is pursuant to Section 2.7.7 of the *Distribution Services and Open Access Rules* which provides that "The DU shall design line extensions along existing rights of way whenever such rights of way are available. The End-user shall, without reimbursement, procure for the DU any rights of way for a line extension across property owned or controlled by the End-user or others when such rights of way are necessary to connect the End-user..."

- 5.1 EC officials, directors, or employees are prohibited from offering the EC's resources and manpower to erect, construct, or install the poles and associated equipment subject of this *Memorandum*. Further, EC officials, directors, or employees are prohibited from supplying the equipment, materials, and/or labor for the construction of the assets subject of this *Memorandum*.
- 5.2 Applicants are prohibited from engaging contractors or subcontractors who have any form of financial or business-related connections with the EC's officials, directors, or employees for the supply of equipment, materials, and/or labor for the construction of the assets subject of this *Memorandum*.
- 5.3 No CFIA shall be issued to those projects which violate Sections 5.1 and 5.2 of this *Memorandum*.
- 5.4 The concerned EC is required to disclose to the Applicant if the chosen accredited contractors (or its subcontractors) violate Section 5.2 of this *Memorandum*. Further, it shall be the duty of the Applicant to conduct reasonable due diligence to ensure that Sections 5.1. and 5.2 are complied with.
- 5.5 If, after due process, NEA determines that Sections 5.1 and/or 5.2 of this *Memorandum* were violated, the erring EC official, director, and employee shall be subject to administrative liabilities, including removal from office. This shall be without prejudice to civil or criminal liabilities that may be filed against the erring official, director, and employee.

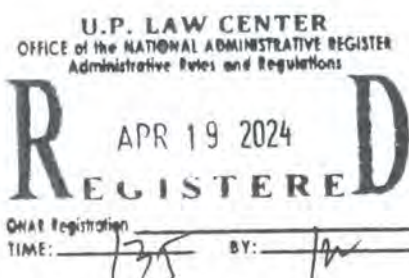
### **Section 6: Replacement and/or Repair of Assets**

- 6.1 During the construction phase, the responsibility to replace and/or repair the Connection Assets shall be for the account of the Applicant. Further, the concerned EC shall be notified of any replacement and/or repair during the Construction Phase.
- 6.2 Upon energization and transfer of ownership of the Connection Assets to the concerned EC, the maintenance of the equipment's therein, including but not limited to the repair, replacement of damaged lines and its accessories shall be for the account of the EC concerned.

### **Section 7: Miscellaneous Provisions**

- 7.1 This *Memorandum* supersedes any and all EC policies, guidelines, or requirements concerning the construction and energization of distribution lines and associated equipment from the tapping point of the EC distribution lines to the PTTIs.

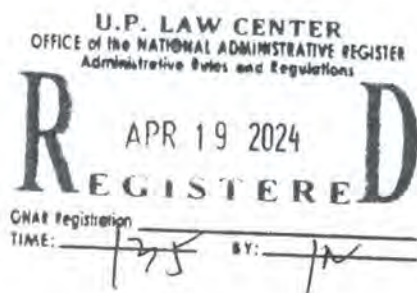
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This *Memorandum* shall be made applicable to all existing applications or ongoing constructions of Connection Assets which have not yet been energized upon the effectivity of this *Memorandum*.

- 7.2 If any section of this *Memorandum* is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.
- 7.3 After one (1) year from the effectivity of this *Memorandum*, the NEA shall review whether there is a need to amend the *Memorandum* or add new provisions thereto.
- 7.4 The ECs are encouraged to create a dedicated Complaints Handling Department to efficiently address and resolve complaints from stakeholders for the implementation of this *Memorandum*.
- 7.5 In the absence of applicable provisions in this *Memorandum*, the pertinent issuance of the NEA, the Philippine Electrical Code, Philippine Distribution Code, or the Distribution Services and Open Access Rules shall apply.
- 7.6 This *Memorandum* shall take effect after fifteen (15) calendar days following its filing with the University of the Philippine Law Center.

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## SCHEDULE A

| Steps  | Party Responsible* | Period (in work days)   | Deliverables or Output   |
|--|--------------------|---|--|
| 1. Applies for service connection  | Applicant          |   | Applicant to submit the <i>Pre-Construction</i> requirements   |
| 2. EC to review completeness and correctness of the <i>Pre-Construction</i> requirements   | EC ISD             | <b>2 work days</b> from complete submission of <i>Pre-Construction</i> requirements                                   | EC to review and approve the Applicant's <i>Pre-Construction</i> submission  |
| 3. EC ESD to schedule and conduct the joint Field Inspection, Staking, and, Right-of-Way Coordination, if needed, with Applicant   | EC ESD             | <b>8 work days</b> from the EC's clearance of the Applicant's <i>Pre-Construction</i> submission                      | EC ESD to produce:<br><br>1. Schedule of joint field inspection;<br>1. Initial Staking Plan;<br>2. Right-of-Way plan, if needed; and<br>3. Technical Study showing impact to EC's distribution network |
| 4. EC to prepare <i>As-Planned Staking Sheets</i> and <i>Bill of Quantities/Materials</i>  | EC ESD             | <b>5 work days</b> after the conduct of the joint field inspection  | EC ESD to produce the <i>As-Planned Staking Sheets</i> and <i>Bill of Quantities/Materials</i>   |
| 5. EC to prepare and issue the Statement of Account for the Applicant's payment of the fees related to the conduct of the joint field inspection and preparation of the <i>As-Planned Staking Sheets</i> and <i>Bill of Quantities/Materials</i> | EC FSD             | <b>2 work days</b> after EC ESD prepares the <i>As-Planned Staking Sheets</i> and <i>Bill of Quantities/Materials</i> | SOA for Applicant  |
| 6. EC inspection of the service distribution transformer to be used by the Applicant   | EC ESD             | <b>2 work days</b> from receipt of the service distribution transformer to be inspected                               | EC ESD to assess and approve the service distribution transformer to be used by Applicant  |
| 7. Applicants to pay the SOA to the EC   | Applicant          |   | Proof of payment   |
| 8. Construction Proper   | Applicant          |   |  |
| 9. After construction, Applicant to submit <i>Post-Construction</i> requirements   | Applicant          |   | Applicant to submit the <i>Post-Construction</i> requirements  |
| 10. EC ISD and ESD to review the <i>Post-Construction</i> requirements   | EC ISD<br>EC ESD   | <b>2 work days</b> from complete submission of <i>Post-Construction</i> requirements                                  | EC to review and approve the Applicant's <i>Post-Construction</i> submission   |
|  | EC<br>Applicant    | Ocular inspection shall be conducted and concluded  | EC to produce:<br>1. A video coverage clearly showing the key details required in  |

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|   | NEA, if deemed necessary by NEA ED | within <b>five (5) work days</b> .                       | the <i>Memorandum</i> ; and<br>2. <i>As-Built Report</i> |
| 12. EC to prepare and issue the Statement of Account for the Applicant's payment of the inspection fees             | EC<br><br>NEA, if applicable       | <b>2 work days</b> after the NEA issues its endorsement  | SOA for Applicant  |
| 13. Applicant to pay EC's SOA   | Applicant                          |  | Proof of payment   |
| 14. NEA and EC to issue the Joint CFIA  | NEA<br><br>EC                      |  | Joint CFIA   |
| 15. Execution of (i) notarized Memorandum of Agreement (MOA); and (ii) notarized Connection Service Agreement (CSA) | EC<br><br>Applicant                | <b>1 work day</b> after the issuance of the Joint CFIA   | Executed MOA and CSA                                     |
| 16. Energization proper   | EC                                 | <b>1 work day</b> after due execution of the MOA and CSA |  |
| <b>Total Days</b>   | <b>30 working days</b>             |  |  |

\* The functions and responsibilities assigned to certain EC departments may be performed by the respective equivalent office or department within the EC.

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