



05 June 2024

**MEMORANDUM**

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

**SUBJECT : STANDARDIZATION OF OTHER CHARGES FEES**

In line with the Electric Cooperatives' Finance Managers Association of the Philippines (ECFIMAP) Summit held last 22 May 2024, please be advised that there will be a meeting on the 21<sup>st</sup> of June 2024 at Honestly, Efficiency and Solidarity Auditorium (HESA), 2<sup>nd</sup> Floor, National Electrification Administration, 57 NIA Road, Government Center, Diliman, Quezon City to proceed with the benchmarking of Other Charges to come up with standardized fees.

We enjoin all the National Officers of ECFIMAP, the Philippine Association of Institutional Managers (PHILAIM), and the Philippine Association of Technical Managers of ECs (PHILATMEC) to be present and actively participate during the hands-on activity.

A sample template for the common charges inventory is provided to be accomplished by respective ECs for easy reference during the simulation.

For your information and guidance.

  
**OMAR M. MAYO**  
Deputy Administrator  
Electric Cooperative Management Services

Cc: Philippine Rural Electric Cooperatives Association Inc. ( PHILRECA)



Description of Service: Service Connection Fee ( New Connection)

COST DRIVERS												
Description of Task	Title	Rank	EMPLOYEE DIRECT COST				MATERIAL COST			OTHERS	TOTAL COST	
			Base Salary ( 2018 Salary Scale- Megalarge - 4th	Time in mins.	Rate	Total DirectCost	Item Quantity	Unit Cost	Total			
<b>1 Connect Order Processing</b>												
Document verification	Clerk	7	33,247.00	3	2.27719	6.83						6.83
Encoding/Costing	Clerk	7	33,247.00	3	2.27719	6.83						6.83
Checking & Recording	Accountant	15	71,260.00	1	4.88082	4.88						4.88
Payment	Teller	8	36,186.00	5	2.47849	12.39						12.39
Preparation of Service memo	Clerk	7	33,247.00	5	2.27719	11.39						11.39
Inspection	HW Inspector	9	39,385.00	120	2.6976	323.71	2	64.00	128.00			451.71
												-
<b>2 Service Connection</b>												-
Withdrawal of Material	Lineman /Driver	9	39,385.00	5	2.6976	13.49						13.49
Recording	Warehouseman	13	55,269.00	10	3.78555	37.86						37.86
Transportation to Site	Lineman /Driver	9	39,385.00	60	2.6976	161.86						161.86
Installation of Service Drop	Lineman /Driver	9	39,385.00	30	2.6976	80.93						80.93
Installation of kWh meter	Lineman /Driver	9	39,385.00	10	2.6976	26.98						26.98
Confirmation with consumers	Lineman /Driver	9	39,385.00	5	2.6976	13.49						13.49
Transportation back to office	Lineman /Driver	9	39,385.00	30	2.6976	80.93						80.93
Report preparation	Lineman /Driver	9	39,385.00	10	2.6976	26.98						26.98
												-
<b>3 Material Cost</b>												-
Meters (Free)												
Meter seal								2	25.00	50		50.00
Meter Board (Actual Cost)								0.25	125.00	31.25		31.25
Meter Box (Actual Cost)								1	250.00	250		250.00
SDW ( 30 meters Free)												
SDW Excess of 30 mtrs. ( Actual Cost or provided by the MCO)												
												-
<b>4 Overhead Cost</b>												-
Fuel in going to and from the area												-
												-
												-
<b>5 Others</b>												-
PMOS											150.00	150.00
ID											100.00	100.00
												1,517.78

**SAMPLE TEMPLATE**  
**(STANDARDIZATION OF OTHER CHARGES FEES)**