MASTER SEP & BLEP DET!

GET TO KNOW YOUR SEP & BLEP DET

What is DET039 – SEP & BLEP for?

- SEP & BLEP is the Data Entry Template (excel file) that you will use to report the details of your EC's sitio and barangay line expansion program.
- It is used as input for the Status of Energization (SOE) Report together with DET040 – Connections.

When does our EC need to submit SEP & BLEP?

- You are required to submit if your EC has an on-going approved electrification project under SEP or BLEP. Submit starting on the date specified by NEA in the project memo (sample memo attached).
- Deadline is the same, every Thursday. SEP & BLEP DET must be submitted through the Web Portal.
- Attached is the list of ECs required to submit SEP & BLEP as of September 2017. For further details, you may call ATEO at (02) 929- 1909 Local 170/172.

Which projects to include in the SEP & BLEP DET?

- Funded projects according to the memo sent by NEA.
- Projects that are on-going and/or targeted to be completed within the year 2017 onwards.
- Projects that were completed in the previous years are NOT required.

When to download the SEP&BLEP DET from the Web Portal?

- The SEP & BLEP DET may have a new version when values in the dropdown fields like *Funding Sources* are updated.
- You will receive a notification in the Web Portal and in your email if a new version of the SEP & BLEP DET is available.

> Email and Portal notifications are sent when a new version of the SEP & BLEP DET is available.

MORE QUICK TIPS on the next page!

Need more help? Click on the image
Check out the SEP & BLEP DET Manual in the GO-LIVE KIT!

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👍 UNDERSTAND SEP & BLEP DET FIELDS

What do the SEP & BLEP DET Colors?

For Data Input:

☐ Data Entry Fields, where you will input data

NOT for Data Input:

☐ Row/Column header fields, not required to be filled out

☐ Calculated fields, should not be modified

All fields with **(*)** are required:
If required field is not applicable:
- ✓ Enter zero (0) for numeric fields.
- ✓ Enter N/A for free text fields.

SEP & BLEP DET Fields

EC Short Name*	
Reporting Year*	
Reporting Month*	
Reporting Date*	

SEP/ BLEP

EC Name *(user select, required)*
Short name of the Electric Cooperative (EC)

Reporting Year *(user input, required)*
The year which the data is being reported. Dropdown values are years 2017 to 2070.

Reporting Month *(user input, required)*
The month of the data being reported. Dropdown values are January to December.

Reporting Date *(user select, required, numeric)*
The date which the data is being reported, e.g. '5' for October 5, 2017.

What do Main / Passby / Re-aligned mean?

- **Main** - the primary area to be energized
- **Passby** - the area/s that will be passed by for the main area to be energized
- **Re-aligned** - a project in replacement for a cancelled project

When do I have to indicate the Sitio and/or Barangay GEO ID?

- Sitio GEO ID is required for SEP Projects only.
- Barangay GEO ID is required for BLEP Projects only.
- Only Sitio GEO ID **OR** only Barangay GEO ID is required for Passby Projects.

Where do I find the GEO ID to report for our Sitios and Barangay?

- Download the GEO ID file from the Web Portal, Downloads menu tab. Refer to the email sent by NEA BIT Support with subject: Download the latest GEO ID file for instructions.

When to download the GEO ID file?

- GEO ID file may have a new version when master data is updated with new sitios, barangay etc.
- Download the GEO ID file from the Web Portal once NEA BIT Helpdesk Support has confirmed that your request for addition/update of your Municipality/Barangay/Sitio has been completed.

Email and Portal notifications are also sent when a new version of the GEO ID file is available.

How to request for addition/correction of our Sitios and Barangay?

- Create a Master Data Update Request in OTRS (refer to TidBIT #3) and attach the accomplished NEA BIT Geography Master Data Update Template.
- You will receive an email you once request has been completed. You may also check the status of your request on the OTRS Dashboard.

Need more help? Click on the image
Check out the SEP & BLEP DET Manual in the GO-LIVE KIT!