 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>1 of 15</b>
	<i>Document Title:</i> <b>DET GENERAL GUIDELINES</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>August 14, 2017</b>

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National  
Electrification  
Administration

Manual Title:

**DATA ENTRY TEMPLATE GENERAL GUIDELINES**

Doc Code:

**NEA-QMS-  
SP-XX**

Page:

**2 of 15**

Document Title:

**DET GENERAL GUIDELINES**


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Effective:

**August 14, 2017**

Review / Revision History			
Revision No.	Date	Description	Approved By
0	08-2017	Initial Version	
1			
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8			
9			
10			

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>3 of 15</b>
	<i>Document Title:</i> <b>DET GENERAL GUIDELINES</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>August 14, 2017</b>

## 1.0 OBJECTIVE

This manual is intended to provide the users with necessary information on the general guidelines and procedures in filling out Data Entry Templates (DET). This must be observed in order to ensure successful upload of DET in the Web Portal System.

## 2.0 SCOPE


This manual establishes the guidelines of Data Entry Template (DET) standardization, the behavior of fields of a DET, the standard format of specific values present across different DETs, and the procedures for filling out the DETs before successfully submitting in the Web Portal System.

## 3.0 DEFINITION OF TERMS

- |                           |   |   |
|---------------------------|---|---|
| Data Entry Template (DET) | - | Input Templates used to fill out information and submitted to the Web portal for validation and reports generation. These templates are not considered reports but contain the data that when consolidated will serve as input to the reports generation. |
| List of Values (LOV)      | - | Defined values under the dropdown tab.  |

## 4.0 ROLES AND RESPONSIBILITIES

- |                           |   |   |
|---------------------------|---|---|
| Electric Cooperative (EC) | - | Responsible for accomplishing, submitting, and revising Date Entry Templates. |
|---------------------------|---|---|

 National Electrification Administration	Manual Title: <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	Doc Code: <b>NEA-QMS-SP-XX</b>	Page: <b>4 of 15</b>
	Document Title: <b>DET GENERAL GUIDELINES</b>	Rev. No. <b>00</b>	Effective: <b>August 14, 2017</b>

## 5.0 GUIDELINES

A DET has a standard format. Specific contents of the DET cannot be modified (add, remove, change). The Web Portal can detect tampering of DETs upon upload. Modified DETs cannot be uploaded successfully.

### 5.1 Title

5.1.1 Title is fixed and should not be modified.

EC Short Name	
Reporting Year	
Reporting Month	


**MEETINGS AND RESOLUTIONS** TITLE

ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)

Date per EC By-Laws	Date of Conduct	AGMA Venue/s	Member-Consumers	Count of Attendees	Percentage (%)	Major Issues Discussed
				TOTAL		

BOARD MEETING

Meetings and Resolutions

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>5 of 15</b>
	<i>Document Title:</i> <b>DET GENERAL GUIDELINES</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>August 14, 2017</b>

## 5.2 Table Name

5.2.1 Table Name is fixed and should not be modified.

<i>EC Short Name:</i>	
<i>Reporting Year:</i>	
<i>Reporting Month:</i>	


**MEETINGS AND RESOLUTIONS**

ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA) TABLE NAME

Date per EC By-Laws	Date of Conduct	AGMA Venue/s	Member-Consumers	Count of Attendees	Percentage (%)	Major Issues Discussed
					TOTAL	

BOARD MEETING

Meetings and Resolutions

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>6 of 15</b>
	<i>Document Title:</i> <b>DET GENERAL GUIDELINES</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>August 14, 2017</b>

### 5.3 Tab Name

5.3.1 Tab Name is fixed and should not be modified.

5.3.2 Adding new tabs is not allowed.

EC Short Name	
Reporting Year	
Reporting Month	

**MEETINGS AND RESOLUTIONS**


ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)

Date per EC By-Laws	Date of Conduct	AGMA Venue/s	Member-Consumers	Count of Attendees	Percentage (%)	Major Issues Discussed
				TOTAL		

BOARD MEETING

TAB NAME

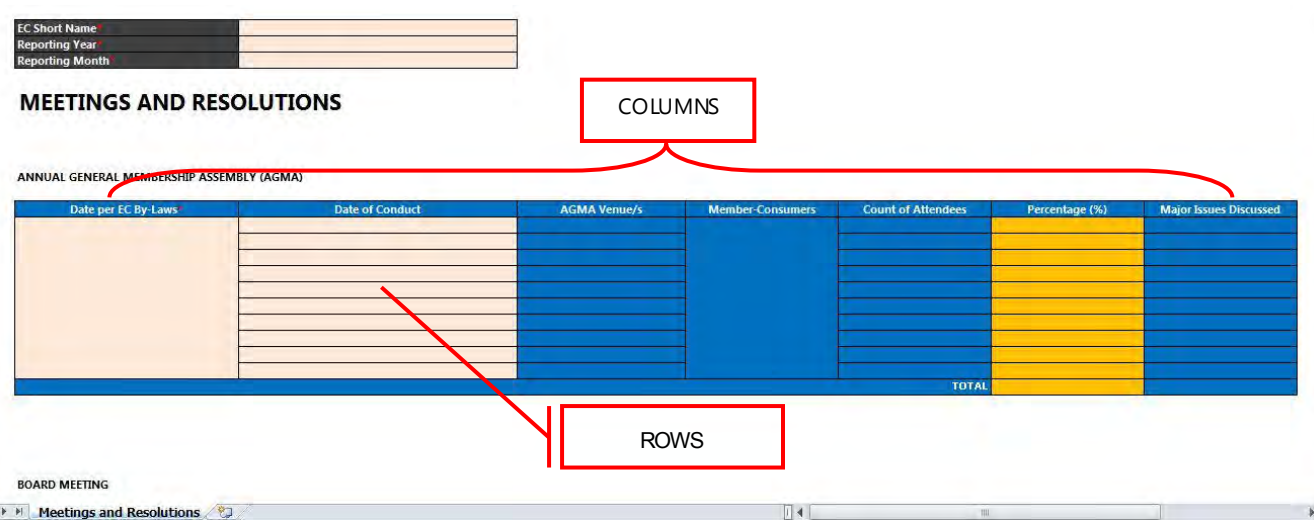
Meetings and Resolutions

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>7 of 15</b>
	<i>Document Title:</i> <b>DET GENERAL GUIDELINES</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>August 14, 2017</b>


## 5.4 Rows and Columns

5.4.1 Inserting new rows and/or new columns is not allowed.

5.4.2 Column and/or row header names are fixed and should not be changed.



The screenshot shows a data entry interface for 'MEETINGS AND RESOLUTIONS'. At the top, there are input fields for 'EC Short Name', 'Reporting Year', and 'Reporting Month'. Below these is a table titled 'ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)'. The table has the following columns: 'Date per EC By-Laws', 'Date of Conduct', 'AGMA Venue/s', 'Member-Consumers', 'Count of Attendees', 'Percentage (%)', and 'Major Issues Discussed'. A red box labeled 'COLUMNS' is positioned above the table, with a red bracket indicating the entire table structure. Another red box labeled 'ROWS' is positioned below the table, with a red arrow pointing to one of the data rows. The table includes a 'TOTAL' row at the bottom. The interface also shows a 'BOARD MEETING' section and a window title 'Meetings and Resolutions'.

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>8 of 15</b>
	<i>Document Title:</i> <b>DET GENERAL GUIDELINES</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>August 14, 2017</b>

## 5.5 Field Colors

5.5.1 **Gray-colored fields** are fixed fields and cannot be modified. These fields serve as the DET header.

EC Short Name  
 Reporting Year  
 Reporting Month

GRAY FIELDS

**MEETINGS AND RESOLUTIONS**


ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)

Date per EC By-Laws	Date of Conduct	AGMA Venue/s	Member-Consumers	Count of Attendees	Percentage (%)	Major Issues Discussed
				TOTAL		

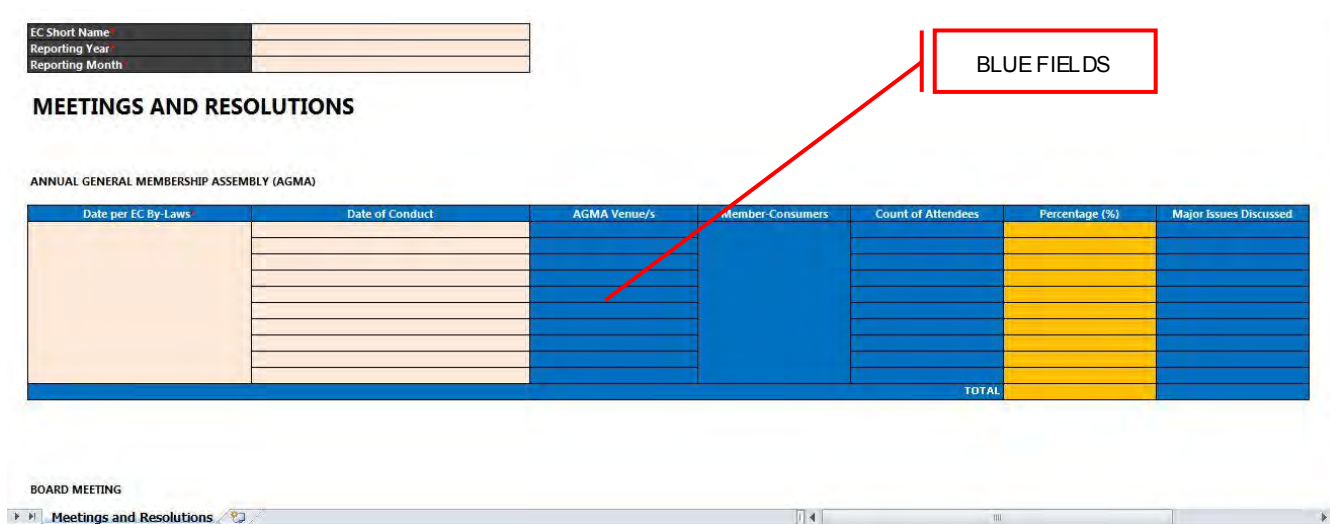
BOARD MEETING

Meetings and Resolutions



 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>9 of 15</b>
	<i>Document Title:</i> <b>DET GENERAL GUIDELINES</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>August 14, 2017</b>

5.5.2 **Blue-colored fields** are fixed fields and cannot be modified. These fields serve as permanent field names. For blue-colored fields that are identified as not required, data indicated will not be read and processed by the Web Portal.



The screenshot shows a web portal interface with the following elements:

- Form Fields:** A form with three rows: "EC Short Name", "Reporting Year", and "Reporting Month". The "EC Short Name" field is highlighted in black.
- Section Header:** "MEETINGS AND RESOLUTIONS"
- Sub-Section:** "ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)"
- Table:** A table with the following columns: "Date per EC By-Laws", "Date of Conduct", "AGMA Venue/s", "Member-Consumers", "Count of Attendees", "Percentage (%)", and "Major Issues Discussed". The "AGMA Venue/s", "Member-Consumers", "Count of Attendees", and "Major Issues Discussed" columns are highlighted in blue. The "Percentage (%)" column is highlighted in yellow. The "TOTAL" row is highlighted in blue.
- Navigation:** A "BOARD MEETING" section with a "Meetings and Resolutions" tab.



National  
Electrification  
Administration

Manual Title:

**DATA ENTRY TEMPLATE GENERAL GUIDELINES**

Doc Code:

**NEA-QMS-  
SP-XX**

Page:

**10 of 15**

Document Title:

**DET GENERAL GUIDELINES**

Rev. No.

**00**

Effective:

**August 14, 2017**

5.5.3 **Peach-colored fields** are input fields where users input data.

EC Short Name	<input type="text"/>
Reporting Year	<input type="text"/>
Reporting Month	<input type="text"/>

**MEETINGS AND RESOLUTIONS**


ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)

Date per EC By-Laws	Date of Conduct	AGMA Venue/s	Member-Consumers	Count of Attendees	Percentage (%)	Major Issues Discussed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				TOTAL	<input type="text"/>	<input type="text"/>

**BOARD MEETING**

Meetings and Resolutions

PEACH FIELDS

 <b>National Electrification Administration</b>	Manual Title: <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	Doc Code: <b>NEA-QMS- SP-XX</b>	Page: <b>11 of 15</b>
	Document Title: <b>DET GENERAL GUIDELINES</b>	Rev. No. <b>00</b>	Effective: <b>August 14, 2017</b>

5.5.3.1 Certain fields are in the form of a dropdown. Value should be selected from the list of values (LOV). To fill-out multiple rows having the same LOV, select first a value from the first field and then copy in the next fields.


EC Short Name

Reporting Year

Reporting Month

**MEETINGS AND RESOLUTIONS**

ABRECO
AKELCO
ALECO
ALCO
ARICO
ASECO
AURECO
BAMECO



LOV DROPDOWN

ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)

Date per EC By-Laws	Date of Conduct	AGMA Venue/s	Member-Consumers	Count of Attendees	Percentage (%)	Major Issues Discussed
			<b>TOTAL</b>			


  

BOARD MEETING

Meetings and Resolutions						
--------------------------	--	--	--	--	--	--

5.5.3.2 Direct copy paste of data is not allowed if copying from another source field or template. Data should be pasted as values (copy, paste as value).




 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>13 of 15</b>
	<i>Document Title:</i> <b>DET GENERAL GUIDELINES</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>August 14, 2017</b>

## 5.6 Required Fields

- 5.6.1 Fields with red asterisk (\*) are required and must be filled-out.
- 5.6.2 For fields that are identified as required but not applicable to the EC for the Reporting Month or so, type the corresponding value instead of leaving the fields blank:
- Numerical field = enter “0”  
Free text field = enter “0” or “N/A”
- 5.6.3 Some DETs will require more fields depending on what is entered in a field in which case the dependent fields should also be filled-out. For example in *DET-030 List of Employees*, “Degree” field will be required if the highest level of education of an employee is “College Graduate”.
- 5.6.4 Non-required fields may be left blank.

## 5.7 Date Format

- 5.7.1 In general, date fields should be in MMDD/YYYY format.
- MM = The numerical value of the month. (*Example: January = 01*)  
DD = The numerical value of the date. (*Example: 1<sup>st</sup> day of the month = 01*)  
YYYY = The numerical value of the year. (*Example: 2017*)
- 5.7.2 However, date format may vary depending on the date settings of the computer in which case, the computer’s date format should be followed. *Computer’s date format is usually displayed at the lower right of the screen.* For example, if the computer’s date format is DD/MM/YYYY, then the date (DD) should be entered first before the month (MM).


 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>14 of 15</b>
	<i>Document Title:</i> <b>DET GENERAL GUIDELINES</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>August 14, 2017</b>

## 5.8 Numerical Values

- 5.8.1 For fields that require values in numeric format, only numbers should be entered.
- 5.8.2 There is no need to type a comma (,) as thousands separator to separate sequences of three digits. For example, value of 1,000 should be typed as 1000.
- 5.8.3 If MS Excel automatically changes the format of any numerical entry to date format, put an apostrophe (') before the number value. (*Example: '12345*)
- 5.8.4 When entering alphanumeric values, also add an apostrophe (') before the value.

## 5.9 Geography ID

- 5.9.1 Geography ID is a Master Data record that can be downloaded in the Web Portal.
- 5.9.2 Geography ID is a 15-digit numeric code defined for the municipality/city, sitio or barangay. Each Geography ID is unique depending on the location hierarchy composition.
- 5.9.3 Only the valid 15-digit ID should be entered for fields that require the Geography ID.
- 5.9.4 The Geography ID may be obtained through Downloads > Geography List available in the NEA Web Portal.

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE GENERAL GUIDELINES</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>15 of 15</b>
	<i>Document Title:</i> <b>DET GENERAL GUIDELINES</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>August 14, 2017</b>

## 5.10 Tax Identification Number

5.10.1 Tax Identification Number (TIN) is a 12-digit number assigned per employee for tax purposes.

5.10.2 Enter a 12-digit number without dashes (-) in fields that require TIN. For example, the TIN 123-456-789-000 should be entered as 123456789000.

## 5.11 DET Filename Format

5.11.1 Below is the suggested DET filename format when saving an accomplished DET:

### **DET Name – YYYYMMDD – V#**

DET Name = The name of the Data Entry Template for submission.

YYYY = The Reporting Year of the Data Entry Template for submission.

MM = The Reporting Month of the Data Entry Template for submission.

DD = The date when the Data Entry Template for submission is valid to.

V#: = The version number of the Data Entry Template for submission.

*Example: MSEAC – 20170701 – V1*

5.11.2 It is recommended to create a folder in the Desktop to save all accomplished DETs for upload.