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Review / Revision History			
Revision No.	Date	Description	Approved By
0	Feb 19, 2018	Initial version	
1	Mar 05, 2018	Formula update in computing Lifeline Discount on Additional Notes	
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1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives (ECs) in filling out and submitting Data Entry Templates (DET) in the Web Portal. This must be observed in order to successfully provide data to help aid in monitoring the rates imposed by the ECs to consumers as approved by the ERC. This DET contributes to the generation of Unbundled Rates and Monthly Financial and Statistical Report.

2.0 SCOPE

This manual establishes the guidelines of Data Entry Template (DET) standardization, the field mapping from old report to new DET format, and the procedures for the submission of DET015 Rates in the Web Portal System performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS

Data Entry Template (DET)	-	Input Templates used to fill out information and submitted to the Web Portal for NEA validation and reports generation. These templates are not considered as reports but contain the data that serves as input in the reports generation.
Data Entry Field	-	Intended value of the data entry field.
Description	-	Brief explanation of the data entry field.
DET015 – Rates	-	Data entry template used to record EC rates approved by the ERC.
Existing Report	-	Existing report equivalent of the data entry template.
Existing Report Field Equivalent	-	Data entry field equivalent in the existing report.
Existing Report Table	-	Section where the data entry field can be located in the existing report.
Formula	-	Computation equivalent of the data entry field.

List of Values (LOV)	-	Defined values under the dropdown tab.
Monthly Financial and Statistical Report	-	An operational report submitted by the EC to NEA that contains the EC's financial detail updates for the reporting month.
Reporting Month	-	One month earlier than the current month.
Required? (Y/N)	-	Indicates if a field is required to be filled up or not.
Source	-	Indicates if field information is a data entry or calculated automatically in the data entry template.
Validation Rules	-	Standard values that should be entered in the data entry field or criteria that should be followed.

4.0 ROLES AND RESPONSIBILITIES

Electric Cooperative (EC)	-	Responsible for accomplishing, submitting, and revising Date Entry Templates.
NEA DET Validator	-	Responsible for validating the submitted DETs by the Electric Cooperatives.

5.0 MANUAL

The definition of each data entry field that corresponds to the columns found in the DETs.

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
EC Name	The acronym of the Electric Cooperative (EC). *List of dropdown values will refer to Master List –*	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	MFSR	7 Rates	EC Name

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	EC Profile. (E.g. BENECO, CENPELCO, INEC, etc.).							
Reporting Year	The year during which the data is being reported. *List of dropdown values will be years from 2017 to 2070.*	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	MFSR	7 Rates	Reporting Year
Reporting Month	The month during which the reported data happened. *List of dropdown values will be months from January to December.*	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	MFSR	7 Rates	Reporting Month
Rate Charges								
Generation Charges	Refers to the cost of power generated and sold to the distribution utility by the National Power Corporation (NPC) as well as the Independent Power Producers (IPPs).	N	Calculated	**Generation Charges =** Generation System Charge + Franchise & Benefit to Host Communities + Power Act Reduction (PAR) + Automatic Cost Adjustment + ICERA, GRAM + Power Purchased Adjustment (PPA) + Prompt Payment Discount (PPD) + Reinstated PPD	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	Generation Charges
Transmission Charges	Refers to the regulated cost or charges for the use of a transmission	N	Calculated	**Transmission Charges =** Transmission	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	Transmission Charges

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	system			System Charge				
System Loss Charge	Represents recovery of the cost of power lost due to technical and nontechnical losses including company used power	N	Calculated	**System Loss Charge =** System Loss Charge	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	System Loss Charge
DSM Charge	Refers to the Distribution, Supply and Metering Charges	N	Calculated	**DSM Charge =** Distribution Charges + Supply Charges + Metering Charges	Must be a numerical value.	*New*	*New*	*New*
Distribution Charges	Refers to the regulated cost of building, operating and maintaining the distribution system, which brings power from high voltage transmission grids, to commercial/ industrial establishments and to residential end-users.	N	Calculated	**Distribution Charges =** Distribution System Charge	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	Distribution Charges
Supply Charges	Includes the cost of rendering service to customers, such as, billing, collection, customer assistance and related services.	N	Calculated	**Supply Charges =** Supply System Charge	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	Supply Charges
Metering Charges	Refers to the cost of metering, its reading, operation and maintenance of power metering facilities.	N	Calculated	**Metering Charges** = Metering System Charge	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	Metering Charges
RFSC	Reinvestment Fund for Sustainable Capital Expenditures – refers to the fund used by the ECs	N	Calculated	**RFSC** = RSEC - WR + Additional + Debt Service	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	RFSC/MCC Charges

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	for debt service or amortization associated with the expansion, rehabilitation or upgrading of their existing electric power system in accordance with their ERC approved CAPEX Plan							
Other Charges	For reporting purposes this include the following charges: Over/Under Recovery; Loan Condonation, WESM Adjustment; TRUE UP Mechanism and Inter-class Cross Subsidy	N	Calculated	**Other Charges =** Over- Under Recovery + Loan Condonation + WESM Adjustment + TRUE UP Mechanism + Inter-class Cross Subsidy	Must be a numerical value.	*New*	*New*	*New*
Other-Under Recovery	Refers to the adjustments in the generation, transmission, system loss, lifeline and subsidy charges filed and duly approved by the ERC.	N	Calculated	**Other- Under Recovery =** Generation Over-Under Recovery + Transmission Over-Under Recovery + System Loss Over-Under Recovery + Lifeline Subsidy Over-Under Recovery + Senior Citizen Subsidy Over-Under Recovery	Must be a numerical value.	*New*	*New*	*New*
Loan Condonation		N	Calculated	**Loan Condonation** = Loan Condonation	Must be a numerical value.	*New*	*New*	*New*

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
WESM Adjustment	Refers to the adjustments to rates in WESM participation	N	Data Entry	**N/A**	Must be a numerical value.	*New*	*New*	*New*
TRUE UP Mechanism	Refers to the adjustments to rates to insure that consumers are not overbilled.	N	Data Entry	**N/A**	Must be a numerical value.	*New*	*New*	*New*
Inter-class Cross Subsidy	Is a reduction in the bill of subsidized customer classes, specifically residential, small industrial, government hospitals and streetlight services, and an upward adjustment in the bill of subsidizing customer class.	N	Data Entry	**N/A**	Must be a numerical value.	*New*	*New*	*New*
Subsidy - Charges		N	Calculated	**Subsidy- Charges** = Lifeline Subsidy Charges + Senior Citizen Subsidy Charge	Must be a numerical value.	*New*	*New*	*New*
Lifeline Subsidy Charge	Refers to the subsidized rate given to marginalized/low-income Captive Market End-users who cannot afford to pay at full cost.	N	Calculated	**Lifeline Subsidy Charges** = Lifeline Subsidy + Lifeline Discount	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	Lifeline Subsidy
Senior Citizen Subsidy Charge	Refers to the subsidized rate given to the member-consumer-owners registered as senior citizens.	N	Calculated	**Senior Citizen** Subsidy Charge = Senior Citizen Subsidy + Senior Citizen Discount	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	Senior Citizen Discount/ Subsidy
Universal	This is a non - by passable	N	Calculated	**Universal Charges**	Must be a numerical	7 Rates	UNBUNDLED	Universal

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Charges	charge remitted to the Power Sector Assets and Liabilities Management Corporation (PSALM), owned and controlled by the government, and created by Republic Act 9136. For reporting purposes, this include the following charges: missionary electrification, environmental charge, RE developers cash incentives, FIT-ALL, NPC Stranded Cost and NPC Stranded Debts			= Missionary Electrification Charge + RE Developers Cash Incentives + Environmental Share/ Watershed + Feed-in Tariff Allowance (FIT - ALL) + NPC Stranded Contract Cost + NPC Stranded Debts + Others	value.		RATE CHARGES	Charges
Other Taxes	For reporting purposes this include the following taxes: Real Property Tax, Business Tax, Franchise Tax and Other Tax Adjustments	N	Calculated	**Other Taxes** = Real Property Tax + Business Tax + Franchise Tax + Other Tax Adjustments	Must be a numerical value.	*New*	*New*	*New*
Value Added Tax		N	Calculated	**Value Added Tax** = VAT on Generation Cost + VAT on Transmission Cost (Ancillary) + VAT on System Loss + VAT on Distribution + VAT on Others	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	Expanded Value Added Tax
Prompt Payment Discount (PPD) (Php/cust/mo)		N	Data Entry	**N/A**	Must be a numerical value.	*New*	*New*	*New*

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Retail Customer Charge		N	Data Entry	**N/A**	Must be a numerical value.	*New*	*New*	*New*
Retail Customer Charge		N	Data Entry	**N/A**	Must be a numerical value.	*New*	*New*	*New*
Loan Condonation (Php/cust/mo)		N	Data Entry	**N/A**	Must be a numerical value.	*New*	*New*	*New*
VAT on Distribution (Php/cust/mo)		N	Data Entry	**N/A**	Must be a numerical value.	*New*	*New*	*New*
Residential								
Non-Lifeline	Refers to consumers with above 100kW consumption	N	Display	**N/A**	**N/A**	*New*	*New*	*New*
Lifeline		N	Display	**N/A**	**N/A**	*New*	*New*	*New*
BAPA	Refers to 'Barangay Power Association'. A group of barangays with a single meter.	N	Display	**N/A**	**N/A**	*New*	*New*	*New*
Sale-for-Resale	This is the selling of 'excess' power to other ECs in which coverage is nearest to the selling EC.	N	Display	**N/A**	**N/A**	*New*	*New*	*New*

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Low Voltage								
End-users that are non-residential and connected to Low Voltage or LV (not exceeding 1 kV)								
Commercial		N	Display	**N/A**	**N/A**	7 Rates	UNBUNDLED RATE CHARGES	C/Ind/SL/PB
Industrial		N	Display	**N/A**	**N/A**	7 Rates	UNBUNDLED RATE CHARGES	C/Ind/SL/PB
Public Building		N	Display	**N/A**	**N/A**	7 Rates	UNBUNDLED RATE CHARGES	C/Ind/SL/PB
Irrigation/ Water System		N	Display	**N/A**	**N/A**	*New*	*New*	*New*
Street Lights		N	Display	**N/A**	**N/A**	7 Rates	UNBUNDLED RATE CHARGES	C/Ind/SL/PB
High Voltage								
End-users that are non-residential and connected to Medium Voltage or MV (a voltage level exceeding 1 kV up to 34.5 kV) or High Voltage of HV (a voltage level exceeding 34.5 kV								
Commercial		N	Display	**N/A**	**N/A**	*New*	*New*	*New*
Industrial		N	Display	**N/A**	**N/A**	*New*	*New*	*New*
Public Building		N	Display	**N/A**	**N/A**	*New*	*New*	*New*
Irrigation/ Water System		N	Display	**N/A**	**N/A**	*New*	*New*	*New*
Contestable Customer		N	Display	**N/A**	**N/A**	*New*	*New*	*New*

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Large Load		N	Display	**N/A**	**N/A**	*New*	*New*	*New*
Potential Large Load		N	Display	**N/A**	**N/A**	*New*	*New*	*New*
Supplier of Last Resort	SOLR service is regulated by ERC as a back-up supply to Contestable Market for the contingency where a customer does not have a supply of electricity from a RES or Local RES.	N	Display	**N/A**	**N/A**	*New*	*New*	*New*
Fixed Charges per Bill		N	Calculated	**Fixed Charges per Bill** = Prompt Payment Discount (PPD) (Php/cust/mo) + Retail Customer Charge + Retail Customer Charge + Loan Condonation (Php/cust/mo) + VAT on Distribution (Php/cust/mo)	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	Fixed Charges per bill
Power Rate per kWh	The monthly effective electricity rate to be billed on a consumer	N	Calculated	**Power Rate per kWh** = Generation Charges + Transmission Charges + System Loss Charge + DSM Charge + RFSC + Other Charges + Subsidy Charges + Universal Charges +	Must be a numerical value.	7 Rates	UNBUNDLED RATE CHARGES	Power Rate per KWH

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
				Other Taxes + Value Added Tax				

Additional Notes:

- Blank/unused columns shall be utilized for customer types that are not indicated on the DET (special lighting, etc.).

- **Lifeline Discount =** $\dfrac{\text{Total Lifeline Discount (Php)}}{\text{Total kWh Consumption of Non- Lifeline Consumers}}$

- Changes on DSM, RFSC, and UC should be noted or disclosed in the comment box upon upload of this data entry template.
- Only Rates DET of Mainland/City must be uploaded in the Web Portal. Rates for other municipalities, SPUG/island that will only differ in the real property tax, franchise tax and business tax charges shall use the attached template and must be submitted to rates.rao@gmail.com.

6.0 PROCEDURE

7.0 REFERENCE

8.0 ATTACHMENTS

Tax Template
(Islands and SPUG).x

Tax Template for Other Municipalities/Islands

EC Name   Reporting Month   Year

Names of Municipalities/ Islands	Charges (Php/kWh)		
	Real Property Tax (RPT)	Local Franchise Tax	Business Tax
1			
2			
3			
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Page 1

9.0 RECORDS