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Revision No.	Date	Description	Approved By
0	August 2017	Phase 1 Go-Live	
1	February 2018	Clarification of business rules	
2			
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1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives in filling out and submitting Data Entry Templates (DET) in the NEA Web Portal. This must be observed in order to successfully provide data on the different candidates of the election, the details of the election, and the compliance of the election date to the By-Laws to monitor if the election is held first before the AGMA. The data is formed in the following operational reports:


- Monthly Institutional Report (MIR)
- Form B

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 DET036 District Elections in the NEA Web Portal System performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS


Data Entry Field	-	Intended value of the data entry field.
Data Entry Template (DET)	-	Input Templates used to fill out information and submitted by the ECs to the Web Portal for NEA acknowledgement and reports generation. These templates serve as sources of inputs in the generation of reports.
Description	-	Brief explanation of the data entry field.
DET036 – District Elections	-	Data entry template used by the EC to detail each districts election results.
Existing Report	-	Data entry field equivalent in the existing report.

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- 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.
- Form B - Report that is part of the Monthly Institutional Report (MIR) that shows the details of the district's election.
- List of Values (LOV) - Defined values under the dropdown tab.
- Monthly Institutional Report (MIR) - An operational report submitted by the EC to NEA that contains the EC's institutional detail updates for the reporting month.
- Performance Standard Monitoring Report (PSMR) - Report submitted by the EC to NEA every semester for NEA's consumption and guide on how to rate each EC's performance.
- Reporting Month - The month covered by the data being reported. This is the data for the month earlier than the current month (Month X – 1).
- 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, revising, and resubmitting of DETs. Also accountable for the correctness and accuracy of the submitted data through the DETs.


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NEA DET Reviewers - Responsible for acknowledging/ reviewing the submitted DETs by the ECs.


5.0 MANUAL

The table below presents the definition of each data entry field that corresponds to the columns found in the tables in the DET.


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). <i>List of dropdown values will refer to Master List – EC Profile. (E.g. BENEKO, CENPELCO, INEC, etc.).</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT	Name of EC
Reporting Year	The year during which the data is being reported. <i>List of dropdown values will be years from 2017 to 2070.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT (Header)	Monthly Institutional Report (MIR) for the month of <month> <year>
Reporting Month	The month during which the data is being reported. <i>List of dropdown values will be months from January to December.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT (Header)	Monthly Institutional Report (MIR) for the month of <month> <year>
District	The district of the respective EC.	Y	Data Entry	N/A	Value should match the EC. Examples of district are 1 st , 2 nd , 3 rd , Lone, etc.	MIR	MIREPORT - A.3 Board's District Elections	District/s
Date of Last Election	The date of the election prior to the most recent election.	Y	Data Entry	N/A	Date must be earlier than date today. Date format should be MM/DD/YYYY.	MIR	MIREPORT - A.3 Board's District Elections	Last Election Held

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Date of Election	The date of the most recent election prior to the reporting month.	Y	Data Entry	N/A	Date must be earlier than date today. Date format should be MM/DD/YYYY .	MIR	MIREPORT - A.3 Board's District Elections	Date of Election
Winning Candidate Last Name	The last name of the winning candidate.	Y	Data Entry	N/A	Place the winning candidate of the last election if there is no election held for the month.	MIR	Form B	Winning Candidate
Winning Candidate First Name	The first name of the winning candidate.	Y	Data Entry	N/A	Place the winning candidate of the last election if there is no election held for the month.	MIR	Form B	Winning Candidate
Lone Candidate	The only candidate during the district election. <i>Values in the dropdown list are Yes, No.</i> Yes = The candidate is a lone candidate. No = The candidate is not a lone candidate.	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	<i>New</i>	<i>New</i>	<i>New</i>
Type of Election	The type of district election. <i>Values in the dropdown list are Regular, Special.</i> Regular = Election is strictly every 3 years. Special = Election did not strictly follow its regular schedule due to deferment	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT - A.3 Board's District Elections	Remarks (Special/Regular)

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	or postponement.							
No. of Voters	The official number of voters in the district.	Y	Data Entry	N/A	Value must be a whole number.	MIR	Form B	No. of Voters
						PSMR	II. Institutional Parameters – 2. Stakeholders – b.2 District Election	No. of Voters
Voter's Turnout	The actual number of voters who voted during the district election.	Y	Data Entry	N/A	Value must be less than or equal to 'No. of Voters' per district. Value must be a whole number.	MIR	Form B	Voter's Turnout
						PSMR	II. Institutional Parameters – 2. Stakeholders – b.2 District Election	Voters Turnout
Percent Attendees	The percentage of the actual number of voters who voted during the district election.	Y	Calculated	Percent Attendees = (Voter's Turnout/ No. of Voters) *100%	Value is based on the percentage of the Voter's Turnout and No. of Voters.	MIR	Form B	Percent Attendees
						PSMR	II. Institutional Parameters – 2. Stakeholders – b.2 District Election	Percentage
Election Remarks	Free text field where comments related to the entered values in the template can be indicated. Some election remarks may be failure of election, reason why the candidate is a lone candidate, etc.	N	Data Entry	N/A	None.	MIR	Form B	Remarks

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Note: If the EC did not have a district election for the month, the previous-month District Elections DET may be submitted indicating the last election conducted. The user may indicate in the “Comments” box of the NEA Web Portal – Data Entry screen that no election was conduction on the reporting month.

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



NEA BIT Support
Process.pdf

8.0 ATTACHMENTS

9.0 RECORDS