

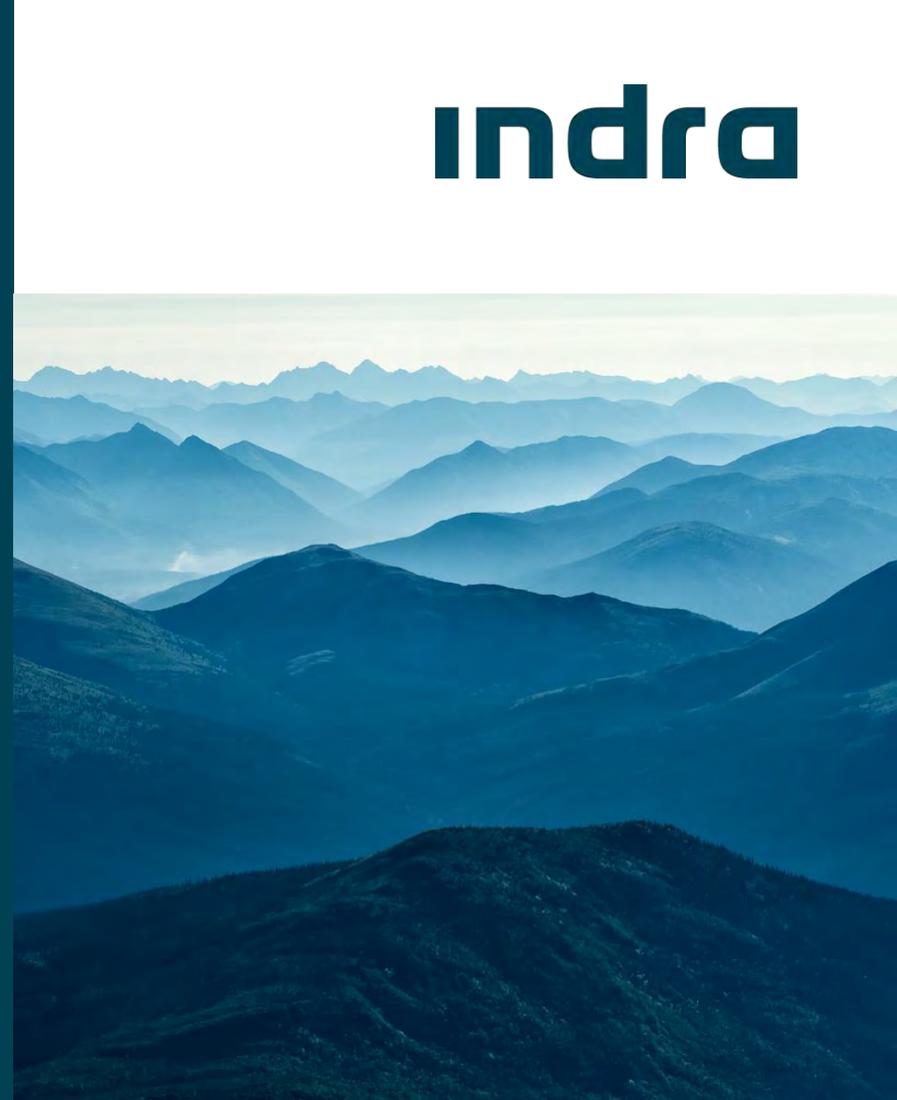
NEA BIT

DET 029 MCOO

February 10, 2023



indra



1 What is MCOO DET?

2 Where to access?

3 How to fill-out?

4 How to upload?

5. FAQs on MCOO

What is MCOO DET?

1

1. What is MCOO DET?

EC Short Name *	
Reporting Year *	
Reporting Month *	

MCOO

Are there any changes from the previous month?	
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Does your MCOO receive honorarium/Per Diem? *		Federated *	<input type="checkbox"/> Barangay <input type="checkbox"/> Municipal/District <input type="checkbox"/> Provincial/EC Wide
If yes, how much?			

# Of Rows	0	Add Rows
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Municipality Geo ID *	Barangay Geo ID *	Specific Major Activities Undertaken by BMCOD *	No. of Members per Barangay *		Name of BMCOD Officers *	Date of Appointment Confirmation *	Gender *	Sector *	Actual No. of Years *
			Total No. of Male Members	Total No. of Female Members					

Member-Consumer-Owner's Organization (MCOO) DET

Data Entry Template (DET) that will replace the MSEAC DET. This will store records of the MCOO member details.

Where to access MCOO DET?

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2. Where to access MCOO DET?

DOWNLOAD TEMPLATE IN NEA BIT WEB PORTAL

1. Go to Templates > DET.
2. In the Templates page, search for DET029 MCOO.
3. Check the tick box and click the "Download" button.
4. Click the downloaded MCOO to open the template and accomplish DET.

The screenshot shows the NEA BIT Web Portal interface. The header includes navigation tabs for GovPh, Templates, Data Entry, Downloads, and Links. A dropdown menu is open under 'Templates', showing 'DET'. The main header features the NEA logo and the text: 'REPUBLIC OF THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE'. Below this is a 'Templates' section with a search bar and a 'Download' button. A table lists various templates, with the row for 'DET029 MCOO' highlighted in red. The table has columns for Template ID, Template Name, Subject Area, Created On, and Updated On. At the bottom of the table, there is a pagination control showing 'Prev 1 2 3 Next'.

<input type="checkbox"/> Select all	Template ID	Template Name	Subject Area	Created On	Updated On
<input type="checkbox"/>	DET018	CASH ADVANCE	Financial	05/19/2021	01/06/2022
<input type="checkbox"/>	DET021_022	TOP 10 PROMPT AND DELINQUENT PAYORS	Financial	05/19/2021	01/06/2022
<input type="checkbox"/>	DET023	SCHEDULE OF AMORTIZATION	Financial	05/19/2021	05/31/2022
<input type="checkbox"/>	DET027	MEETINGS AND RESOLUTIONS	Institutional	05/19/2021	11/17/2021
<input type="checkbox"/>	DET028	BOD	Institutional	05/19/2021	03/15/2022
<input checked="" type="checkbox"/>	DET029	MCOO	Institutional	05/19/2021	10/03/2022
<input type="checkbox"/>	DET030	LIST OF EMPLOYEES	Institutional	05/19/2021	03/15/2022
<input type="checkbox"/>	DET031	SALARY	Institutional	05/19/2021	03/15/2022
<input type="checkbox"/>	DET032	COMPLAINTS	Institutional	05/19/2021	08/17/2021
<input type="checkbox"/>	DET033	LABOR MANAGEMENT ISSUES	Institutional	05/19/2021	03/15/2022

Downloaded files: MCOO.xls

Show all

2. Where to access MCOO DET?

VIEW UPLOADED MCOO DET

1. Go to Data Entry page.
2. In the Data Entry page, search for the uploaded MCOO DET.
3. Click the row of the MCOO DET to view the details.

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Connections	Projects	February 2022	Submitted	AKELCO	03/14/2022	Hpats
Cash Advance	Financial	January 2022	Submitted	AKELCO	02/28/2022	Invale
Complaints	Institutional	January 2022	Submitted	AKELCO	02/28/2022	Invale
Compliance Assessment	Institutional	January 2022	Submitted	AKELCO	02/28/2022	Invale
Institutional - Others	Institutional	January 2022	Submitted	AKELCO	02/28/2022	Invale
MCOO	Institutional	January 2022	Submitted	AKELCO	02/28/2022	Invale
MFSR	Financial	January 2022	Submitted	AKELCO	02/28/2022	Invale
Power Accounts Payable	Financial	January 2022	Submitted	AKELCO	02/28/2022	Invale
Rates	Financial	January 2022	Submitted	AKELCO	02/28/2022	Invale
Schedule of Amortization	Financial	January 2022	Submitted	AKELCO	02/28/2022	Invale

REPUBLIC OF THE PHILIPPINES
NATIONAL ELECTRIFICATION ADMINISTRATION
ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE

Data Entry / MCOO

Back Version History Download

EC Short Name
AKELCO

Submission Status
Submitted

Template Name
MCOO

Reviewers
Caya_nareviewer, Maria Joy B.
Carlos, Gilbert C.
stuser_insti, Test e.

Reporting Month
January

Reporting Year
2022

Reason for Late Submission
NA

Comment
NA

How to fill-out MCOO DET?

3

3. How to fill-out MCOO DET?

MCOO

Are there any changes from the previous month?*				
Does your MCOO receive honorarium/Per Diem?*		Federated*	<input type="checkbox"/> Barangay <input type="checkbox"/> Municipal/District <input type="checkbox"/> Provincial/EC Wide	# Of Rows
If yes, how much?*				0

Add Rows

4 Are there any changes from the previous month?*

This is an option to copy previous data if there are no changes from previous submission. Select "Yes" and update the details of other fields if there are changes. Select "No" if there is none and no need to update details in other fields.

5 Does your MCOO receive honorarium/Per Diem?*

Select between Yes or No. This is an option to check if MCOO receives honorarium/Per Diem.

6 If yes, how much?*

The amount of honorarium/Per Diem received by the MCOO officer/member.

Note/s:

- This is only required if value for "Does your MCOO receive honorarium/Per Diem?" is Yes.
- Value should be a number.

7 Federated*

Check one or more tick box for the federated unit/s of MCOO.

Note/s:

- If honorarium is given at Barangay level, check Barangay.
- If federated at Municipal/District level, check Municipal/District.
- If federated at Provincial/EC wide level, check Provincial/EC Wide.

8 # Of Rows

Input number of rows to be added in the table if the default 150 rows are not enough. Click "Add Rows" button once number of rows is entered.

Note/s:

- Value should be a number.

3. How to fill-out MCOO DET?

Municipality Geo ID*	Barangay Geo ID*	Specific Major Activities Undertaken by MCOO*	No. of Members per Barangay*		Name of MCOO Officers*	Date of Appointment Confirmation*	Gender*	Sector*	Actual No. of Years*
			Total No. of Male Members	Total No. of Female Members					
					14	15	16	17	18

14 Name of MCOO Officers*
 Input the complete name of MCOO officer under the specified barangay.

15 Date of Appointment Confirmation*
 Input the date of appointment confirmation of the specified MCOO officer.

16 Gender*
 Select the gender of the specified MCOO officer.

17 Sector*
 Select the sector where the specified MCOO officer belongs.

18 Actual No. of Years*
 Input the total number of years of service of the appointed MCOO officer.

NOTE: Fields with asterisk (*) are required.

3. How to fill-out MCOO DET?

IMPORTANT NOTE/S

- 1 Default no. of rows for the MCOO table is 150. User may add rows if needed.
- 2 Submission deadline is the same as previous MSEAC DET, every end of the reporting month.
- 3 The input for **Municipality Geo ID | Barangay Geo ID** should be from the updated Geography list. User may download it from the link below.

NEA BIT Web Portal > Geography List
<https://www.neagovph.net/admin/region>
- 4 The input for **Specific Major Activities Undertaken by BMCOO** should have a maximum length of up to 510 characters.
- 5 The input for **Date of Appointment Confirmation** should be MM/DD/YYYY format and future dates are not allowed.
- 6 The input for **Total No. Male Members** or **Total No. Female Members** should be consistent for the officers with the same **Municipality Geo ID** and **Barangay Geo ID** combination.

- 7 The input for **Gender** is being validated. Make sure that selected **Gender** is equal to the **Total No. Male Members** or **Total No. Female Members**.
- 8 The input for **Municipality Geo ID, Barangay Geo ID, Total No. of Male Members, Total No. of Female Members** and **Actual No. of Years** should be numbers.
- 9 The following fields are required if value of field “No. of Members per Barangay” is more than 0.
 - Specific Major Activities Undertaken by BMCOO
 - Name of BMCOO Officers
 - Date of Appointment Confirmation
 - Gender
 - Sector
 - Actual No. of Years

3. How to fill-out MCOO DET?

SAMPLE

EC Short Name	AKELCO
Reporting Year	2022
Reporting Month	April

MCOO

Are there any changes from the previous month?	Yes
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Does your MCOO receive honorarium/Per Diem?	Yes	Federated	<input type="checkbox"/> Barangay
If yes, how much?	3000.00		<input checked="" type="checkbox"/> Municipal/District

The input for Municipality and Barangay Geo ID should be from the updated Geography list.

Examples:

- Barangay Geo IDs for 1.1 (Cabugao) and 1.2 (Catmon) is under Municipality 1 (Altavas)
- Barangay Geo IDs for 2.1 (Alfonso XII) and 2.2 (Can-awan) is under Municipality 2 (Libacao)

Enter the other details (Name of BMCOO Officers, Date of Appointment Confirmation, Gender, Sector, Actual No. Years) based on the total No. of Members per Barangay.

If total No. of Members per Barangay is 0, no need to input the data for other fields.

# Of Rows	0	Add Rows
-----------	---	----------

Municipality Geo ID	Barangay Geo ID	Specific Major Activities Undertaken by BMCOO	No. of Members per Barangay		Name of BMCOO Officers	Date of Appointment Confirmation	Gender	Sector	Actual No. of Years	
			Total No. of Male Members	Total No. of Female Members						
2010101000000	2010101001000	CSR, Livelihood, Inter Government Seminar, Radio Airing, Mobilize MCOPE, & MSEAC Info, etc.	0	0						
2010101000000	2010101002000	CSR, Livelihood, Inter Government Seminar, Radio Airing, Mobilize MCOPE, & MSEAC Info, etc.	3	2	HON. JOSE RIZAL	03/22/2015	Male 1	Male	Agro-Fishery	7
2010101000000	2010101002000	CSR, Livelihood, Inter Government Seminar, Radio Airing, Mobilize MCOPE, & MSEAC Info, etc.	3	2	HON. ANDRES BONIFACIO	09/01/2012	Male 2	Male	Business	10
2010101000000	2010101002000	CSR, Livelihood, Inter Government Seminar, Radio Airing, Mobilize MCOPE, & MSEAC Info, etc.	3	2	HON. MELCHORA AQUINO	05/01/2016	Female 1	Female	Barangay Council	6
2010101000000	2010101002000	CSR, Livelihood, Inter Government Seminar, Radio Airing, Mobilize MCOPE, & MSEAC Info, etc.	3	2	HON. GABRIELA SILANG	07/11/2019	Female 2	Female	Education	3
2010101000000	2010101002000	CSR, Livelihood, Inter Government Seminar, Radio Airing, Mobilize MCOPE, & MSEAC Info, etc.	3	2	HON. EMILIO AGUINALDO	10/20/2021	Male 3	Male	Business	1
201010106000000	201010106002000	others	1	1	HON. VILMA SANTOS	06/15/2020	Female 1	Female	LGU	2
201010106000000	201010106002000	others	1	1	HON. FERNANDO POE, JR.	08/17/2017	Male 1	Male	Agro-Fishery	5
201010106000000	201010106006000	others	0	1	HON. SHARON CUNETA	02/21/2018	Female 1	Female	Agro-Fishery	4

This is just a sample. Activities for each BMCOO Officer within the same Barangay and Municipality may be different.

The input for No. of Members per Barangay (Total No. of Male Members, Total No. of Female Members) should be the same within the same Barangay and Municipality.

Examples:

- Barangay Cabugao of Municipality of Altavas have 0 Member for both Male and Female.
- Barangay Catmon of Municipality of Altavas have 3 Male Members and 2 Female Members.
- Barangay Alfonso XIII of Municipality of Libacao have 1 Male Member and 1 Female Member.
- Barangay Can-awan of Municipality of Libacao have 0 Male Member and 1 Female Member

How to upload MCOO DET?

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4. How to upload MCOO DET?

REPUBLIC OF THE PHILIPPINES
NATIONAL ELECTRIFICATION ADMINISTRATION
ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE
Data Entry / Upload Data Entry

EC Short Name *
AKELCO

Template Name *
MCOO

Reporting Month *
October

Reporting Year *
2022

Reason for Late Submission

File Upload (.xls format only) *
Choose File MCOO_A...ct2022.xls

Comments

Submit Data Entry Leave Page

90%

1. To submit the MCOO DET, go to Data Entry > Upload Data Entry page.

2. Fill out the form.

- **Template Name***: MCOO
- **Reporting Month***: [Reporting Month in the MCOO DET that you want to submit]
- **Reporting Year***: [Reporting Month in the MCOO DET that you want to submit]
- **Reason for Late Submission**: [Select reason in the list if the submission of DET is late.]
- **File Upload (.xls format only)***: [Attach MCOO DET file]
- **Comments**: [Add remarks for reviewers, ex: detailed reason of late submission, important notes about the submitted DET]

3. Click “Submit Data Entry” button to start uploading then wait for the Success/Error notification.

NOTE: Fields with asterisk (*) are required.

4. How to upload MCOO DET?

The screenshot shows the 'Data Entry / Upload Data Entry' form for the 'REPUBLIC OF THE PHILIPPINES' and 'NATIONAL ELECTRIFICATION'. The form fields are: EC Short Name (AKELCO), Template Name (MCOO), Reporting Month (February), Reporting Year (2022), Reason for Late Submission (Others), File Upload (MCOO_A...eb2022.xls), and Comments (test det submission). A white dialog box with a red exclamation mark icon is overlaid on the form, containing the text: 'You are about to resubmit this data entry. Do you want to continue?' with 'Yes' and 'No' buttons.

This notification shows when you have previous submission for the same DET, Reporting Month and Year.

Click “Yes” if you want to proceed with the resubmission

RESUBMIT NOTIFICATION

The screenshot shows the same 'Data Entry / Upload Data Entry' form as the previous image. A white dialog box with a green checkmark icon is overlaid on the form, containing the text: 'Submission successful! Status: Submitted. Click here to view submitted data.' with an 'OK' button.

This notification shows when submission was successful.

Click “here” if you want to view your submitted data.

SUCCESS NOTIFICATION

4. How to upload MCOO DET?

Municipality Geo ID	Barangay Geo ID	Total No. of Male Members	Total No. of Female Members	Name of BMCOO Officers	Gender
Muni 1	Brgy 1A	1	1	Officer 1A-1	Male
Muni 1	Brgy 1A	1	1	Officer 1A-2	Female
Muni 2	Brgy 2A	0	1	Officer 2A-1	Female
Muni 2	Brgy 2B	2	1	Officer 2B-1	Male
Muni 2	Brgy 2B	2	1	Officer 2B-2	Female
Muni 2	Brgy 2B	2	1	Officer 2B-3	Male

Example A: Muni 1

- The sample above shows that Brgy 1A under Muni 1 has 1 Male and 1 Female BMCOO officers.
- Officer 1A-1 and Officer 1A-2 belongs to the same barangay and municipality.

Thus, input for the Total No. of Male Members and Total No. of Female Members on its row is the same.

Example B: Muni 2

- The sample above shows that Brgy 2A and Brgy 2B are under Muni 2.
- Brgy 2A has 0 Male Member and 1 Female Member, which is Officer 2A-1.
- Brgy 2B has 2 Male Members and 1 Female Member.
- Officer 2B-1, Officer 2B-2, Officer 2B-3 belongs to the same barangay and municipality.
Thus, input for the Total No. of Male Members and Total No. of Female Members on its row is the same.

FAQs on MCOO

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5. FAQs on MCOO

The screenshot displays the MCOO submission form with the following fields: EC Short Name (AKELCO), Template Name (MCOO), Reporting Month (February), Reporting Year (2022), Reason for Late Submission, File Upload (.xls format only) (MCOO_A...ointVal.xls), and Comments (test date of appointment). A pink error notification box is overlaid on the form, containing the text: "Error/s found. Please resubmit a corrected file." and a "Download Error Log" link. Two numbered callouts (1 and 2) point to specific error messages: "1 *Line(17) Date of Appointment Confirmation: Date must be earlier than or equal to date today." and "2 *Line(20) Date of Appointment Confirmation: Data entry field must be filled out." Below the form, there are buttons for "Submit Data Entry" and "Leave Page", and a progress bar showing 100% completion.

EC Short Name *

AKELCO

Template Name *

MCOO

Reporting Month *

February

Reporting Year *

2022

Reason for Late Submission

File Upload (.xls format only) *

Choose File MCOO_A...ointVal.xls

Comments

test date of appointment

Submit Data Entry Leave Page

100%

Error/s found. Please resubmit a corrected file. [Download Error Log](#)

1 *Line(17) Date of Appointment Confirmation: Date must be earlier than or equal to date today.

2 *Line(20) Date of Appointment Confirmation: Data entry field must be filled out.

Example #1
Line/Row Number: 17
Field Name: Date of Appointment Confirmation

Example #2
Line/Row Number: 20
Field Name: Date of Appointment Confirmation

ERROR NOTIFICATION

1 **Date must be earlier than or equal to date today.**

- This error shows when value is a future date.

2 **Data entry field must be filled out.**

- This error shows when there is no value for the specified field in the DET.

- HOW TO FIX ERROR/S**
- a) Check details of error message.
 - b) Know the cause of error based on the above information.
 - c) Get the line number and name of field in the error message.
 - d) Go to your MCOO DET and check the value in the specified line number and field.
 - e) Enter the correct value and reupload the file.

5. FAQs on MCOO

The screenshot shows the MCOO submission form with the following fields: EC Short Name (AKELCO), Template Name (MCOO), Reporting Month (February), Reporting Year (2022), Reason for Late Submission, File Upload (MCOO_AK...earVal.xls), and Comments (test reporting month and year). A pink error notification box is displayed, stating: "Error/s found. Please resubmit a corrected file." with a "Download Error Log" link. The error message includes: "3 *Line(3) Reporting Year: Incorrect value." and "*Line(4) Reporting Month: Incorrect value." Below the error message, two yellow boxes provide examples: "Example #3" with Line/Row Number: 3 and Field Name: Reporting Year, and "Example #4" with Line/Row Number: 4 and Field Name: Reporting Month. The form has "Submit Data Entry" and "Leave Page" buttons, and a 100% progress bar at the bottom.

3 Error/s found. Please resubmit a corrected file. [Download Error Log](#)

3 *Line(3) Reporting Year: Incorrect value.
*Line(4) Reporting Month: Incorrect value.

- **Example #3**
Line/Row Number: 3
Field Name: Reporting Year
- **Example #4**
Line/Row Number: 4
Field Name: Reporting Month

ERROR NOTIFICATION

3 **Incorrect value.**

- This error shows when value is not the same in the DET. Make sure that selected Template Name, Reporting Month and Reporting Year is the same in the uploaded MCOO DET.

HOW TO FIX ERROR/S

- a) Check details of error message.
- b) Know the cause of error based on the above information.
- c) Get the line number and name of field in the error message.
- d) Go to your MCOO DET and check the value in the specified line number and field.
- e) Enter the correct value and reupload the file.

5. FAQs on MCOO

4

Error/s found. Please resubmit a corrected file. [Download Error Log](#)

- *Line(17) Total No. of Female Members: Data entry field must be filled out.
- *Line(20) Total No. of Male Members: Data entry field must be filled out.
- *Line(20) Total No. of Female Members: Data entry field must be filled out.
- *Line(17) Total No. of Male Members: Value should be the same as the first input for the specified barangay.
- *Line(17) Total No. of Female Members: Value should be the same as the first input for the specified barangay.
- *Line(18) Total No. of Male Members: Value should be the same as the first input for the specified barangay.
- *Line(18) Total No. of Female Members: Value should be the same as the first input for the specified barangay.
- *Line(20) Total No. of Male Members: Value should be the same as the first input for the specified barangay.
- *Line(20) Total No. of Female Members: Value should be the same as the first input for the specified barangay.
- *Line(21) : Count of BMCOO Officer should be equal to the total no. of members for the specified barangay.
- *Line(22) : Count of BMCOO Officer should be equal to the total no. of members for the specified barangay.

5

- **Example #4**
Line/Row Number: 17-20
Field Name: Total No. of Male Members, Total No. of Female Members
- **Example #5**
Line/Row Number: 21-22
Field Name: Name of BMCOO Officer

ERROR NOTIFICATION

4 Value should be the same as the first input for the specified barangay.

- This error shows when value for *Total No. of Male Members* or *Total No. of Female Members* is not identical for all the rows under the same barangay and municipality.

5 Count of BMCOO Officer should be equal to the Total No. of Members for the specified barangay.

- This error shows when count of *Name of BMCOO Officers* is not the same with the *Total No. of Members per Barangay*.

- HOW TO FIX ERROR/S**
- Check details of error message.
 - Know the cause of error based on the above information.
 - Get the line number and name of field in the error message.
 - Go to your MCOO DET and check the value in the specified line number and field.
 - Enter the correct value and reupload the file.



Contact NEA BIT Support:

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OTRS Customer Portal: <https://neaotrs.indracompany.com.ph/otrs/customer.pl>

NEA BIT Infopedia: <https://www.nea.gov.ph/ao39/nea-bit-overview>

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At the core