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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 monitor compliance of EC on the Philippines Distribution Codes (PDC). This is formed in the Monthly Engineering 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 DET006 Compliance to PDC in the 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.
DET006 – Compliance to PDC	-	Data entry template used to monitor compliance of EC on the Philippines Distribution Codes (PDC).
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.
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.
NEA DET Reviewers	-	Responsible for acknowledging/ reviewing the submitted DETs by the ECs.

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

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 – EC Profile. (E.g. BENECO, CENPELCO, INEC, etc.).*	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	MONTHLY ENGINEERING REPORT	N/A	EC Name
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.	MONTHLY ENGINEERING REPORT	N/A	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.	MONTHLY ENGINEERING REPORT	N/A	Reporting Month
Responsible/ Authorized Person	The name of the person who accomplished the DET.	Y	Data Entry	**N/A**	None.			
Title/Position	The job title or position of the responsible/ authorized person.	Y	Data Entry	**N/A**	None.			
Applicable (App)	The total number of PDC measures applicable to the EC for the month.	N	Calculated	**Applicable (App) =** Count of Applicable standards	Must be a positive numerical value.	MONTHLY ENGINEERING REPORT	PHILIPPINE GRID CODE and DISTRIBUTION CODES COMPLIANCE REPORT	APPLICABILITY – APPLICABLE/S
Not	The total number of PDC	N	Calculated	**Not Applicable**	Must be a positive	MONTHLY	PHILIPPINE	APPLICABILITY –

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Applicable (N/A)	measures not applicable to the EC for the month.			**(N/A) =** Count of Not Applicable standards	numerical value.	ENGINEERING REPORT	GRID CODE and DISTRIBUTION CODES COMPLIANCE REPORT	NOT APPLICABLE/S
Full Compliance (FC)	The total number of PDC measures that EC successfully complied with for the month.	N	Calculated	**Full Compliance (FC) =** Count of Full Compliance standards	Must be a positive numerical value.	MONTHLY ENGINEERING REPORT	PHILIPPINE GRID CODE and DISTRIBUTION CODES COMPLIANCE REPORT	FULL COMPLIANCE
Non-Compliance (NC)	The total number of PDC measures that EC failed to comply with for the month.	N	Calculated	**Non- Compliance (App) =** Count of Non- Compliance standards	Must be a positive numerical value.	MONTHLY ENGINEERING REPORT	PHILIPPINE GRID CODE and DISTRIBUTION CODES COMPLIANCE REPORT	NON COMPLIANCE
TOTAL	The sum of the PDC measures of the EC for the month.	N	Calculated	**TOTAL =** Applicable + Non Applicable + Full Compliance + Non- Compliance	Must be a positive numerical value.			
Reference Number	The assigned number to the Description of Standards set by PDC.	N	Display	**N/A**	Must be a positive numerical value.			
Description of Standards	The description of the standard set by PDC.	N	Display	**N/A**	Total value should be equal to the value in Trial Balance. Must be a positive numerical value and is displayed with PHP			

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					symbol.			
Measurement	**The measurement of the standard set by PDC.**	Y	Display	**N/A**	Value should be selected from the list of dropdown values.			
Applicant's Self-Assessment – Applicability								
Applicability – App.	**The count of applicable parameter/s.**	N	Data Entry	**N/A**	Must be a positive numerical value equal to 1.			
Applicability – N/A	**The count of not applicable parameter/s.**	N	Data Entry	**N/A**	Must be a positive numerical value equal to 1.			
Degree of Compliance – FC	**The count of fully complied parameter/s**	N	Data Entry	**N/A**	Must be a positive numerical value equal to 1.			
Degree of Compliance – NC	**The count of not complied parameter/s**	N	Data Entry	**N/A**	Must be a positive numerical value equal to 1.			
Explanation for Non-Compliance	**The explanation for non-compliant measures**	N	Data Entry	**N/A**	None.			

Notes:

- *This DET is submitted monthly.*
- *Off-Grid ECs are required to submit this DET. Applicability of the standards should be "Not Applicable" on all fields.*
- *Partially compliant standards are considered as 'Non-Compliant'.*

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process

NEA BIT Support Process.pdf

8.0 ATTACHMENTS

9.0 RECORDS