

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">MASTER DATA MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">1 of 6</p>
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Review / Revision History			
Revision No.	Date	Description	Approved By
0	08/14/17	Data were gathered from NEA meetings and discussions.	
1	02/19/18	Updated the description and validation rules based on NEA meetings, EC trainings, and gathered Helpdesk information.	
2	02/20/18	Updated the document based on NEA's comments and suggestions.	
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1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives (ECs) in filling out and submitting Master Data templates through Helpdesk Support whenever there are changes in master data such as updates, modifications, etc. This must be observed in order to successfully provide data for any modifications in Geography. This MD eliminates redundant input of geography location names in the following Data Entry Templates (DETs) by using the unique Geography ID assigned by the system per Geography data combination:

- DET039 SEP&BLEP
- DET040 Connections


Up-to date geography records will enable ECs to report project accomplishment within their specific coverage areas.

2.0 SCOPE

This manual establishes the guidelines of Master Data standardization procedures for the submission of Geography Master Data through Helpdesk Support 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 inputs in the generation of reports. |
| Description | - | Explanation or meaning of the data entry field. |
| Formula | - | Computation equivalent of the data entry field. |

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- Geography Master Data - Master list of EC franchise area data on island group, region, province, barangay/city, and sitio/purok.
- List of Values (LOV) - Defined values under the dropdown tab.
- Master Data (MD) - Data representing standard business objects which are common and shared across users. Managed centrally at NEA, these are usually modified as requested by users for the addition of new values, updating or revisions and deactivation.
- Master Data Template - Template used for updating the MD in the NEA Web Portal.
- Helpdesk Support - Responsible for receiving and assessing the information on reported incident and request Helpdesk tickets.
- 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.
- Support Process - Process that supports full availability of NEA Web Portal by capturing, communicating, escalating, and resolving incidents and requests.
- 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 DETs. Also accountable for the correctness and accuracy of the submitted data through the DETs and the final

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outcome of Operational Reports. Also accountable for the correctness and accuracy of the submitted data of the MD Templates.

5.0 MANUAL

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules
Island Group	Defines where in the Philippine archipelago the Sitio/ Purok belong to. <i>Values in the dropdown list are Luzon, Visayas or Mindanao.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.
Region	Defines the particular area boundary where the Sitio/ Purok belong to. <i>Values in the dropdown list are Region I, Region II, CAR, Region III, Region IV-A, Region IV-B, Region V, Region VI, NIR, Region VII, Region VIII, Region IX, Region X, Region XI, Region XII, ARMM, CARAGA</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.
Province	Defines the principal administrative division where the Sitio/ Purok belong to.	Y	Data Entry	N/A	Value should be found in the Philippines Statistics Authority records.
District	Defines the Legislative district unit where the Sitio/ Purok belong to.	Y	Data Entry	N/A	Value should be found in the Philippines Statistics Authority records.
City/ Municipality	Defines the town/city where the Sitio/ Purok belong to.	Y	Data Entry	N/A	Value should be found in the Philippines Statistics Authority records.
Barangay	Defines the barangay where the Sitio/ Purok belong to.	Y	Data Entry	N/A	Value should be found in the Philippines Statistics Authority records.
Barangay Classification	Defines if the Barangay is Rural or Urban. Rural = Area where human settlement is less than or equal to 1,000 population density. Urban = Area where human settlement is more than 1,000 population density.	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules
Sitio/ Purok	Defines the smallest administrative division where the Sitio/ Purok belongs to.	Y	Data Entry	N/A	Value should be found in the Philippines Statistics Authority records.
EC Short Name	Short name of the Electric Cooperative (EC). <i>List of dropdown values will refer to Master List – EC Profile.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



NEA BIT Support
Process.pdf

8.0 ATTACHMENTS

9.0 RECORDS