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Review / Revision History			
Revision No.	Date	Description	Approved By
0	August 2017	Phase 1 Go-Live	
1	February 2018	Renaming of table header in AGMA table	
2			
3			
4			
5			
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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 NEA Web Portal. This must be observed in order to successfully provide data for EC member-consumer's attendance in AGMAs that help empower the consumers about the affairs of the ECs. The data provided also monitors BOD members' compliance in board meetings and resolutions. This is formed in the Monthly Institutional Report (MIR).

## 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 DET027 Meetings and Resolutions 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.
DET027 – Meetings and Resolutions	-	Data entry template used to record an EC's meeting information (includes AGMA and board resolutions passed for the month).
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.

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- Formula - Computation equivalent of the data entry field.
- 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.
- 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.
- Helpdesk Support - Responsible for receiving, facilitating, and assessing the information on reported incident and request Helpdesk tickets.
- NEA DET Reviewers - Responsible for acknowledging/ reviewing the submitted DETs by the ECs.

#### 5.0 MANUAL

This DET is composed of the following tables:


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TABLE NAME	PURPOSE
<b>Annual General Membership Assembly (AGMA)</b>	
<b>Board Meeting</b>	
<b>Board Resolution</b>	

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
<b>EC Name</b>	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	<b>N/A</b>	Value should be selected from the list of dropdown values.	MIR	MIREPORT	Name of EC
<b>Reporting Year</b>	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	<b>N/A</b>	Value should be selected from the list of dropdown values.	MIR	MIREPORT (Header)	Monthly Institutional Report (MIR) for the month of <month> <year>
<b>Reporting Month</b>	The month during which the reported data happened. <i>List of dropdown values will be months from January to December.</i>	Y	Data Entry	<b>N/A</b>	Value should be selected from the list of dropdown values.	MIR	MIREPORT (Header)	Monthly Institutional Report (MIR) for the month of <month> <year >
<b>Annual General Membership Assembly (AGMA)</b>								
<b>Date per EC By-Laws</b>	The fixed date of AGMA assigned by the EC.	Y	Data Entry	<b>N/A</b>	Date format should be <b>MM/DD/YYYY.</b>	MIR	MIREPORT - G. Annual	Date per EC By-Laws



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
							General Membership Assembly (AGMA)	
<b>Date of Conduct</b>	The actual date when the AGMA was conducted.	N	Data Entry	<b>N/A</b>	Fill our field if Date per EC By-Laws has value. Date must be earlier than date today. Date format should be <b>MM/DD/YYYY</b> .	MIR	MIREPORT - G. Annual General Membership Assembly (AGMA)	Date of Conduct
<b>AGMA Venue/s</b>	The venue where the AGMA was held.	N	Data Entry	<b>N/A</b>	Fill out field if Date of Conduct has value. If there are multiple venues, input the values in only one (1) line and use commas as separators.	MIR	MIREPORT - G. Annual General Membership Assembly (AGMA)	Place/s of AGMA held
<b>Member-Consumers</b>	The total number of member-consumers of an EC.	N	Data Entry	<b>N/A</b>	Fill out field if Date of Conduct has value. Value of Member-Consumers should not be less than 'Count of Attendees'. Value should be a whole number.	MIR	MIREPORT - G. Annual General Membership Assembly (AGMA)	Total Number - Member-Consumers
						PSMR	II. Institutional Parameters – 2. Stakeholders – b. Member's Participation	b.1 Annual General Membership Assembly Attendance



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
<b>Count of Attendees</b>	The number of member-consumers attended the AGMA.	N	Data Entry	<b>N/A</b>	Fill out field if Date of Conduct has value.  Value of Attendees should not be more than 'Member-Consumers'.  Value should be a whole number.  Input the TOTAL number of attendees on one (1) line in the DET.	MIR	MIREPORT - G. Annual General Membership Assembly (AGMA)	Total Number - Attendees
						PSMR	II. Institutional Parameters – 2. Stakeholders – b. Member's Participation	b.1 Annual General Membership Assembly Attendance
<b>Percentage (%)</b>	The percentage of the number of member-consumers attended AGMA.	N	Calculated	<b>Percentage (%) =</b> Count of Attendees/ Member-Consumers	Value should be numerical.	MIR	MIREPORT - G. Annual General Membership Assembly (AGMA)	Percentage
<b>Number of Major Issues Discussed</b>	The number of issues and concerns raised during AGMA that need the general assembly's approval.  This field accepts a <b>numerical value</b> and not a list of issues discussed.	N	Data Entry	<b>N/A</b>	Fill out field if Date of Conduct has value.  Value should be a whole number.  Place zero (0) if none.	MIR	MIREPORT - G. Annual General Membership Assembly (AGMA)	Major Issues Discussed
<b>Board Meeting</b>								
<b>Count of Regular Meetings</b>	The number of regular meetings of the Board.  The standard number of	N	Data Entry	<b>N/A</b>	Value should be a whole number.  Place zero (0) if none.	<i>New</i>	<i>New</i>	<i>New</i>



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	NEA-approved regular meeting is one (1) meeting per month.  The EC Board Members have the discretion to conduct additional meetings if needed.							
<b>Count of Special Meetings</b>	The number of special meetings of the Board.  Special meetings happen when the schedule of regular meetings is postponed.  The standard number of special meeting of the Board is one (1) meeting per month.  The EC Board Members have the discretion to conduct additional meetings if needed.	N	Data Entry	<b>N/A</b>	Value should be a whole number.  Place zero (0) if none.	<i>New</i>	<i>New</i>	<i>New</i>
<b>Count of Committee Meetings / Others</b>	The number of committee meetings/ other meetings of the Board.  The committee is composed of, but not limited to, BOD members, EC Department Managers, and EC members.  All other meetings that are not Regular or Special	N	Data Entry	<b>N/A</b>	Value should be a whole number.  Place zero (0) if none.	<i>New</i>	<i>New</i>	<i>New</i>






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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	Meetings will fall under this field.							
<b>BOD Name</b>	The name of the BOD member.  <i>List of dropdown values will refer to Master List – BOD Profile.</i>	N	Data Entry	<b>N/A</b>	Fill our field if 'Count of Regular Meeting', 'Count of Special Meeting', or 'Count of Committee Meetings / Others' has value.  Value should be selected from the list of dropdown values.  If the BOD is not included in the list of dropdown values, request for additional BOD record through <b>Helpdesk Support</b> .	MIR	MIREPORT - A.1 Board's Profile	Name
							MIREPORT - A.2 Board's Meetings/Attendance	Particulars
<b>Regular Meeting - Count of Days Present</b>	The number of days a BOD member was present during regular meetings.	N	Data Entry	<b>N/A</b>	Fill our field if 'Count of Regular Meetings' has value. The value should not be more than the count of regular meetings.  Value should be a whole number.  Place zero (0) if none.	MIR	MIREPORT - A.2 Board's Meetings/Attendance	Meetings - Regular - No. of days present/s

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
<b>Regular Meeting - Count of Days Absent</b>	The number of days a BOD member was absent during regular meetings.	N	Calculated	<b>Regular Meeting - Count of Days Absent</b> = Count of Regular Meetings – (Regular Meeting) Count of Days Present	Value should be a whole number.	MIR	MIREPORT - A.2 Board's Meetings/Attendance	Meetings - Regular - No. of days absent/s
<b>Special Meeting - Count of Days Present</b>	The number of days a BOD member was present during special meetings.	N	Data Entry	<b>N/A</b>	Fill our field if 'Count of Special Meetings' has value. The value should not be more than the count of special meetings.  Value should be a whole number.  Place zero (0) if none.	MIR	MIREPORT - A.2 Board's Meetings/Attendance	Meetings - Special - No. of days present/s
<b>Special Meeting - Count of Days Absent</b>	The number of days a BOD member was absent during special meetings.	N	Calculated	<b>Special Meeting - Count of Days Absent</b> = Count of Special Meetings – (Special Meeting) Count of Days Present	Value should be a whole number.	MIR	MIREPORT - A.2 Board's Meetings/Attendance	Meetings - Special - No. of days absent/s
<b>Committees/ Others - Count of Days Present</b>	The number of days a BOD member was present during committee/ other meetings.	N	Data Entry	<b>N/A</b>	Fill our field if 'Count of Committee Meetings/ Others' has value.  Value should not be more than the Count of Committee Meetings/ Others.  Value should be a	MIR	MIREPORT – A.2 Board's Meetings/Attendance	Meetings – Committees/Others No. of days present/s



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					whole number. Place zero (0) if none.			
<b>Committees/ Others – Count of Days Absent</b>	The number of days a BOD member was absent during committee/other meetings.	N	Calculated	<b>Committees/ Others – Count of Days Absent =</b> Count of Committee Meetings / Others – (Committees/ Others) Count of Days Present	Value should be a whole number.	MIR	MIREPORT – A.2 Board's Meetings/Attendance	Meetings – Committees/Others No. of days absent/s
<b>AGMA Count of Days Present</b>	Determines if a BOD member attended the annual AGMA.  <i>Values in the dropdown list are 0, 1.</i>  <u>1</u> = The BOD member attended the AGMA  <u>0</u> = The BOD did not attend the AGMA.	N	Data Entry	<b>N/A</b>	Fill our field if 'Date of Conduct' has value.  Value should be selected from the list of dropdown values.	<i>New</i>	<i>New</i>	<i>New</i>
<b>Board Resolution</b>								
<b>Board Resolution Number</b>	The assigned number of the Board Resolution.	N	Data Entry	<b>N/A</b>	Value should be numerical.  For alphanumeric Board Resolution Number, input the actual name of the in the Remarks column of the DET.	<i>New</i>	<i>New</i>	<i>New</i>
<b>Board</b>	The date of the Board	N	Data Entry	<b>N/A</b>	Fill out field if 'Board	<i>New</i>	<i>New</i>	<i>New</i>



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
<b>Resolution Date</b>	Resolution.				Resolution Number' has value. Date should be within the Reporting Month. Date format should be <b>MM/DD/YYYY</b> .			
<b>Board Resolution Title</b>	The title of the Board Resolution.	N	Data Entry	<b>N/A</b>	Fill out field if Board Resolution Number has value.	<i>New</i>	<i>New</i>	<i>New</i>
<b>NEA Action Required?</b>	Refers to NEA's approval of the Board Resolution.  <i>Values in the dropdown list are Yes, No.</i>  <b>Yes</b> = The Board Resolution requires NEA's approval.  <b>No</b> = The Board Resolution does not require NEA's approval.	N	Data Entry	<b>N/A</b>	Fill out field if Board Resolution Number has value.  Value should be selected from the list of dropdown values.	<i>New</i>	<i>New</i>	<i>New</i>
<b>Board Resolution Category</b>	The categories of the Board Resolution.  <i>Values in the dropdown list are Board Resolution, Formulated Policy with Board Resolution, Others.</i>  <b>Board Resolution</b> = Resolutions that may be, but not limited to, agreements, requests of	N	Data Entry	<b>N/A</b>	Fill out field if Board Resolution Number has value.  Value should be selected from the list of dropdown values.	MIR	MIREPORT - A.2 Board's Meetings/Attendance	No. of Board Resolutions/ Policies, Formulated & Approved



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	<p>the EC Board that need NEA's approval.</p> <p><b>Formulated Policy with Board Resolution</b> = Resolutions that are specifically policy-related that need NEA's approval.</p> <p><b>Others</b> = Resolutions only for NEA's guidance and information that do not require NEA's approval.</p>							
<b>Board Resolution Classification</b>	<p>The subject or coverage of the Board Resolution.</p> <p><i>Values in the dropdown list are 'EC-wide – CAPEX', 'EC-wide – PSA', 'Financial – Loan', 'Financial – Rate application to ERC', 'Financial – Procurement', 'Financial – Others', 'Institutional Regular Activities – Organization', 'Institutional Regular Activities – Salaries', 'Institutional Regular Activities – District Elections', 'Institutional Regular Activities – Board Qualifications', 'Institutional Regular Activities – GM/DM Selection', 'Institutional Regular Activities – MSEAC',</i></p>	N	Data Entry	N/A	<p>Fill out field if Board Resolution Number has value.</p> <p>Value should be selected from the list of dropdown values.</p>	New	New	New

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	'Institutional Regular Activities – AGMA', 'Institutional Regular Activities – BAPA', 'Institutional – Innovation', 'Institutional – CSR', 'Institutional – Others', 'Innovation', 'Regular Activity', and 'All'.							
<b>Remarks</b>	Free text field where comments related to the entered values in the template can be indicated.	N	Data Entry	<b>N/A</b>	The alphanumeric Board Resolution name may be put in this column.	<i>New</i>	<i>New</i>	<i>New</i>

## 6.0 PROCEDURE

## 7.0 REFERENCE

### NEA BIT Support Process



## 8.0 ATTACHMENTS

## 9.0 RECORDS