

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <p style="text-align: center;"><b>DATA ENTRY TEMPLATE MANUAL</b></p>	<i>Doc Code:</i> <p style="text-align: center;"><b>NEA-QMS- SP-XX</b></p>	<i>Page:</i> <p style="text-align: center;"><b>1 of 10</b></p>
	<i>Document Title:</i> <p style="text-align: center;"><b>DET029 MCOO</b></p>	<i>Rev. No.</i> <p style="text-align: center;"><b>00</b></p>	<i>Effective:</i> <p style="text-align: center;"><b>February 10, 2023</b></p>

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	<i>Document Title:</i> <p style="text-align: center;"><b>DET029 MCOO</b></p>	<i>Rev. No.</i> <p style="text-align: center;"><b>00</b></p>	<i>Effective:</i> <p style="text-align: center;"><b>February 10, 2023</b></p>

Review / Revision History			
Revision No.	Date	Description	Approved By
0	November 04, 2022	Initial version	
1	December 01, 2022	Changes on some descriptions	
2			
3			
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 <b>National Electrification Administration</b>	<i>Manual Title:</i> <p style="text-align: center;"><b>DATA ENTRY TEMPLATE MANUAL</b></p>	<i>Doc Code:</i> <p style="text-align: center;"><b>NEA-QMS- SP-XX</b></p>	<i>Page:</i> <p style="text-align: center;"><b>3 of 10</b></p>
	<i>Document Title:</i> <p style="text-align: center;"><b>DET029 MCOO</b></p>	<i>Rev. No.</i> <p style="text-align: center;"><b>00</b></p>	<i>Effective:</i> <p style="text-align: center;"><b>February 10, 2023</b></p>

## 1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives in filling out and submitting Data Entry Templates (DET) in the Web Portal. This must be observed in order to successfully provide data for the recognition of federated MCOOs and its strength, and the MCOO members' information and their potential roles as BOD in the form of the following operational reports:


- Monthly Institutional Report
- Form C

## 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 DET029 MCOO in the Web Portal System performed by Electric Cooperatives (ECs).

## 3.0 DEFINITION OF TERMS

- |                                    |  |
|------------------------------------|--|
| Data Entry Template (DET)          | - Input Templates used to fill out information and submitted to the Web Portal for NEA validation and reports generation. These templates are not considered as reports but contain the data that serves as input in the reports generation. |
| DET029 – MCOO                      | - Data entry template used to record the Member-Consumer-Owner's Organization (MCOO) member details.   |
| 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.  |
| Form C                             | - Report that is part of the Monthly Institutional Report (MIR) that shows the details of the MCOO members.  |
| 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).   |

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <p style="text-align: center;"><b>DATA ENTRY TEMPLATE MANUAL</b></p>	<i>Doc Code:</i> <p style="text-align: center;"><b>NEA-QMS- SP-XX</b></p>	<i>Page:</i> <p style="text-align: center;"><b>4 of 10</b></p>
	<i>Document Title:</i> <p style="text-align: center;"><b>DET029 MCOO</b></p>	<i>Rev. No.</i> <p style="text-align: center;"><b>00</b></p>	<i>Effective:</i> <p style="text-align: center;"><b>February 10, 2023</b></p>


- |                                  |  |
|----------------------------------|--|
| Data Entry Field                 | - Intended value of the data entry field.  |
| Description                      | - Brief explanation of the data entry field.   |
| 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. |
| Formula                          | - Computation equivalent of the data entry field.  |
| Validation Rules                 | - Standard values that should be entered in the data entry field or criteria that should be followed.    |
| List of Values (LOV)             | - Defined values under the dropdown tab.   |
| Existing Report                  | - Existing report equivalent of the data entry template.   |
| Existing Report Table            | - Section where the data entry field can be located in the existing report.                              |
| Existing Report Field Equivalent | - Data entry field equivalent in the existing report.  |

#### 4.0 ROLES AND RESPONSIBILITIES


- |                           |   |
|---------------------------|---|
| Electric Cooperative (EC) | - Responsible for accomplishing, submitting, and revising Date Entry Templates. |
| NEA DET Validator         | - Responsible for validating the submitted DETs by the Electric Cooperatives.   |

#### 5.0 MANUAL


The definition of each data entry field that corresponds to the columns found in the DETs.

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <p style="text-align: center;"><b>DATA ENTRY TEMPLATE MANUAL</b></p>	<i>Doc Code:</i> <p style="text-align: center;"><b>NEA-QMS- SP-XX</b></p>	<i>Page:</i> <p style="text-align: center;"><b>5 of 10</b></p>
	<i>Document Title:</i> <p style="text-align: center;"><b>DET029 MCOO</b></p>	<i>Rev. No.</i> <p style="text-align: center;"><b>00</b></p>	<i>Effective:</i> <p style="text-align: center;"><b>February 10, 2023</b></p>


Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
<b>EC Short 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	N/A	Value must 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 are years from 2017 to 2070.</i>	Y	Data Entry	N/A	Value must 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 are months from January to December.</i>	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.	MIR	MIREPORT (Header)	Monthly Institutional Report (MIR) for the month of <month> <year>
<b>Are there any changes from the previous month?</b>	Displays option to copy previous data if there are no changes from previous month. <i>List of dropdown values are Yes and No.</i>	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.			
<b>Does your MCOO receive honorarium/Per Diem?</b>	Displays option to check if MCOO receives honorarium/Per Diem. <i>List of dropdown values are Yes and No.</i>	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.			

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <p style="text-align: center;"><b>DATA ENTRY TEMPLATE MANUAL</b></p>	<i>Doc Code:</i> <p style="text-align: center;"><b>NEA-QMS- SP-XX</b></p>	<i>Page:</i> <p style="text-align: center;"><b>6 of 10</b></p>
	<i>Document Title:</i> <p style="text-align: center;"><b>DET029 MCOO</b></p>	<i>Rev. No.</i> <p style="text-align: center;"><b>00</b></p>	<i>Effective:</i> <p style="text-align: center;"><b>February 10, 2023</b></p>

<b>If yes, how much?</b>	The amount of honorarium/Per Diem received by the MCOO Officer/Member.	Y	Data Entry	N/A	Value is required if value in field "Does your MCOO received honorarium/Per Diem?" is Yes.	MIR	MIREPORT	Per Diem/Honorarium
<b>Federated</b>	Displays checklist of federated units. <i>List of checkboxes are Barangay, Municipality/District and Provincial/EC Wide.</i>	Y	Data Entry	N/A	Value should be one or more.	MIR	MIREPORT	Federated
<b># Of Rows</b>	Field where rows of the table are added.	N	Data Entry	N/A	Value should be a whole number.			
<b>Municipality Geo ID</b>	15-digit Geography ID defined for the Municipality. <i>Refer to Master Data – Geography for the respective EC geography details.</i>	Y	Data Entry	N/A	Value should be numerical. Valid value if existing in <i>Master List – Geography.</i>	Form C		Municipality
<b>Barangay Geo ID</b>	15-digit Geography ID defined for the Barangay. <i>Refer to Master Data – Geography for the respective EC geography details.</i>	Y	Data Entry	N/A	Value should be numerical. Valid value if existing in <i>Master List – Geography.</i>	Form C		Total Number of EC Barangays, Total Number of EC Barangays with MCOO
<b>Specific Major Activities Undertaken by BMCOO</b>	The different activities happened during the term of the appointed MCOO officer. Examples of activities are	Y	Data Entry	N/A	Maximum length is up to 510 characters. Value is required if value in field "No. of Members per			

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <p style="text-align: center;"><b>DATA ENTRY TEMPLATE MANUAL</b></p>	<i>Doc Code:</i> <p style="text-align: center;"><b>NEA-QMS- SP-XX</b></p>	<i>Page:</i> <p style="text-align: center;"><b>7 of 10</b></p>
	<i>Document Title:</i> <p style="text-align: center;"><b>DET029 MCOO</b></p>	<i>Rev. No.</i> <p style="text-align: center;"><b>00</b></p>	<i>Effective:</i> <p style="text-align: center;"><b>February 10, 2023</b></p>

	quarterly meetings, AGMA, public hearings, etc.				<i>Barangay</i> is more than 0.			
<b>[No. of Members per Barangay]</b> <b>Total No. of Male Members</b>	The total number of MCOO male officer/s under the specified barangay.	Y	Data Entry	<b>N/A</b>	Value should be a whole number.	Form C		Total Number of EC Barangays with MCOO,  Total No. of Male,  Total No. of BMCOO Members
<b>[No. of Members per Barangay]</b> <b>Total No. of Female Members</b>	The total number of MCOO female officer/s under the specified barangay.	Y	Data Entry	<b>N/A</b>	Value should be a whole number.	Form C		Total Number of EC Barangays with MCOO,  Total No. of Female,  Total No. of BMCOO Members
<b>Name of BMCOO Officers</b>	The complete name of MCOO officer under the specified barangay.	Y	Data Entry	<b>N/A</b>	Value is required if value in field " <i>No. of Members per Barangay</i> " is more than 0.			
<b>Date of Appointment Confirmation</b>	The date of appointment confirmation of the specified MCOO officer.	Y	Data Entry	<b>N/A</b>	Value is required if value in field " <i>No. of Members per Barangay</i> " is more than 0.  Date format should be MM/DD/YYYY.  Future date is not allowed.			

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <p style="text-align: center;"><b>DATA ENTRY TEMPLATE MANUAL</b></p>	<i>Doc Code:</i> <p style="text-align: center;"><b>NEA-QMS- SP-XX</b></p>	<i>Page:</i> <p style="text-align: center;"><b>8 of 10</b></p>
	<i>Document Title:</i> <p style="text-align: center;"><b>DET029 MCOO</b></p>	<i>Rev. No.</i> <p style="text-align: center;"><b>00</b></p>	<i>Effective:</i> <p style="text-align: center;"><b>February 10, 2023</b></p>

<b>Gender</b>	The gender of the Federated MCOO officer.	Y	Data Entry	<b>N/A</b>	Value is required if value in field "No. of Members per Barangay" is more than 0.  Value must be selected from the list of dropdown values.			
<b>Sector</b>	The sector where an MCOO officer belongs.  Values in the dropdown list are 'Agro-Fishery', 'Barangay Council', 'Business', 'Civic', 'Education', 'LGU', 'Media', 'Others', 'Religious', 'Womens', and 'Youth'.	Y	Data Entry	<b>N/A</b>	Value is required if value in field "No. of Members per Barangay" is more than 0.  Value must be selected from the list of dropdown values.			
<b>Actual No. of Years</b>	The total number of years of service of the appointed MCOO officer.	Y	Data Entry	<b>N/A</b>	Value is required if value in field "No. of Members per Barangay" is more than 0.  Value should be a whole number.			

## 6.0 PROCEDURE

Please see Figure 1 for a sample illustration on how to fill-out the MCOO DET.





National  
Electrification  
Administration

Manual Title:

# DATA ENTRY TEMPLATE MANUAL

Doc Code:

NEA-QMS-  
SP-XX

Page:

9 of 10

Document Title:

## DET029 MCOO

Rev. No.

00

Effective:

February 10, 2023

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
			<input checked="" type="checkbox"/> Provincial/EC Wide

# Of Rows  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
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
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
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
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
201010106000000	201010106002000	others	1	1	HON. VILMA SANTOS	06/15/2020	Female 1	Female	LGU
201010106000000	201010106002000	others	1	1	HON. FERNANDO PDE, JR.	08/17/2017	Male 1	Male	Agro-Fishery
201010106000000	201010106006000	others	0	1	HON. SHARON CASNETA	02/21/2018	Female 1	Female	Agro-Fishery

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.


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

Figure 1 Accomplished MCOO DET

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>DATA ENTRY TEMPLATE MANUAL</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>10 of 10</b>
	<i>Document Title:</i> <b>DET029 MCOO</b>	<i>Rev. No.</i> <b>00</b>	<i>Effective:</i> <b>February 10, 2023</b>

**7.0 REFERENCE**

**8.0 ATTACHMENTS**

**9.0 RECORDS**