

Accelerated Total Electrification Office Luzon, Visayas & Mindanao

Frontline Service	: Evaluation/Approval of EC's Budget Request (BR) for subsidy funded R.E-projects
Clients	: Electric Cooperatives (Ecs)
Requirements	: Board Resolution, Duly accomplished BR Form, (separate for the dx line facilities and housewiring), Staking Sheets (for distribution lines only), Bill of Materials (separate for the dx line facilities and housewiring), Barangay Certification, Map showing the Sitio, Execution Plan and Letter of Commitment
Schedule of Availability of Service	: Monday - Friday (8AM - 5PM)
Fees	: None
Total/Maximum Duration of Process	: Eight (8) days
How to Avail of the Service	:

No.	Client Action	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	Submit request together with required documents	Receives and endorses to ODATS the BRs and other documents submitted by the ECs	Records Officer	Records Unit, G/F	1/2 day
		Endorses to ATEO Program Director	DA, TS	ODATS, 6/F	6 days
		Endorses to Project Manager	Program Director	ATEO, 7/F	
	Evaluate the Budget Request	Project Officer	1 day		
	Reviews evaluated Budget Request	Project Manager			
	Recommend Budget Request	Program Director			
	Approves Budget Request	DA, TS	ODATS, 6/F	1/2 day	
	Endorses the approved Evaluation Memorandum to FSD	Program Director	ATEO, 7/F		
END					

LEGEND:

ATEO - Accelerated Total Electrification Office

ODATS - Office of the Deputy Administrator for Technical Services

FSD - Finance Services Department

BR - Budget Request