



Republic of the Philippines
National Electrification Administration
Quezon City

April 05, 2004

MEMORANDUM NO. 02, s. 2004

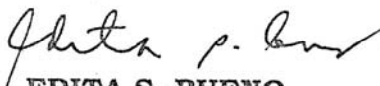
TO : ALL ELECTRIC COOPERATIVES

SUBJECT : Required Documents for Submission to NEA

In order to assist all electric cooperatives in the submission of documents required by this Office, the attached list had been prepared for easy reference. All submitted documents will be received by the Records Unit which is responsible for the timely distribution to concerned department(s)/office(s). The list will be posted in NEA's website in www.nea.gov.ph to make it more accessible to ECs.

Other reports/requirements not included in the list may likewise be submitted to NEA through the Records Unit.

For your appropriate guidance and reference.


EDITA S. BUENO
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION

IN REPLYING, PLS. CITE: #OR004596



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4/13/04

**REQUIRED DOCUMENTS FROM ELECTRIC COOPERATIVES (EC)
FOR SUBMISSION TO NEA**

DOCUMENTS	CLASSIFICATION	DEADLINE FOR SUBMISSION
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I. OFFICE OF THE DEPUTY ADMINISTRATOR FOR LEGAL SERVICES

1	Administrative Committee (ADCOM) Issues	Request/Petition/Pleadings/ Compliance/Evidence	
2	Franchising	Petition/Pleadings/ Compliance/Evidence	15 days after receipt of order
3	Labor Issues	Request	
4	Private Investor Owned Utilities (PIOU) / Local Government Run Utilities (LGRU) - Franchising	Compliance/Pleadings/ Data/Report/Evidences	15 days after receipt of order
5	Taxation, etc.	Request	
6	Legal Opinions/Legal Advices	Request	
7	Policy Studies/Review/Revision of Rules and Regulation	Request	

II. PUBLIC AFFAIRS OFFICE (PAO)

1	Coop Imaging	Information	
2	In-house Publication	Information	
3	Legislative/Executive Networking	Information	
4	Media Relation	Request	
5	Press Releases	Request	
6	Request for Message	Request	

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III CORPORATE PLANNING OFFICE (CORPLAN)

1	Annual Distribution Development Plan (DDP) (Note 1)	Report/Data/Info	End of November
2	Barangay Electrification Program (BEP)	Report/Data/Info	End of November
3	EC's Annual Work Plan	Report/Data/Info	End of November
4	Re-alignment/Supplemental Workplan	Request	
5	EC's Long-Term Development Plan	Report/Data/Info	End of November
6	KWH Demand (for Commercial and Industrial)	Report/Request	15th day of the following month
7	Rate Schedule with PPA, Wage Adjustment Clause and Universal Charge	Report	15th day after the quarter
8	Request for Funding of Barangay-Sitio Energization	Request	
9	Utilization of Subsidy Savings	Request	
10	Realignment of Subsidy	Request	

Note 1. All distribution utilities are mandated to prepare and submit to the Department of Energy (DOE) an Annual Distribution Development Plan (DDP) as provided in the Implementing Rules and Regulations (IRR) of RA 9136. The DDP shall then be considered and integrated to the Philippine Energy Plan (PEP).

The following are the information requirements of the DDP:

1. General Information - includes EDU's name, coverage areas and general assumptions/ methodology used in the plan
2. Demand/Energy Requirement - reflects the EDU's energy requirement and peak demand
3. Supply Expansion Plan - includes all power generating facilities owned and contracted by the EDUs
4. DDP - reflects the EDUs' plans for the construction of distribution/subtransmission lines, rehabilitation, installation of substations and reactive power compensation including the capital requirements of said projects.

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IV. INFORMATION TECH AND COMM SERVICES DEPT(ITCSD)

1	KWH Consumption of Lifeline Consumers	Report	20th day of the following month
2	Monthly Financial and Statistical Report (MFSR) with attached Monthly Engineering Report (MER) and Monthly Interruption Report (MIR) - (6 sets)	Report	20th day of the following month
3	Status of Energization a. Connection b. List of Barangays Energized c. List of Sitios Energized	Report Report Report	} 7th day of the following month } }

V. ACCOUNTS MANAGEMENT AND GUARANTEE DEPT(AMGD)

1	Accounting of Subsidy/Loan Releases per Project	Report	7th day of the following month
2	Private Sector Participation a. Investment Management Contract (IMC) b. Management Contract (MC)	} Request for approval }	
3	Performance Improvement Program (PIP) / Rehabilitation and Expansion Program (REP) Accomplishment Report (Quarterly)	Report	15th day after the end of the quarter
4	Request - Loan Application / Clearance a. Board Resolution b. Projected Financial Statements c. Project Feasibility Study d. PIP/REP e. Loan Term Summary	Request	
5	Request - Loan Reclassification/New Loan - Board Resolution	Request	
6	Request - Loan Restructuring/Moratorium a. Board Resolution b. Projected Financial Statements c. Justification for the Incurrence of Loan Arrears d. Commitment to Pay e. PIP/REP	Request	

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VI. FINANCE SERVICES DEPARTMENT (FSD)

1	Collective Bargaining Agreement (CBA)	Request	
2	EC's Annual Cash Operating Budget (COB) with Board Resolution	Report	End of September
3	Quarterly Cash Operating Budget (COB)	Report	End of January
4	Request with Board Resolution for: a. Supplemental Budget b. Budget Realignment	Request	
5	Request for Loan Profiles	Request	
6	Request for Statement of Accounts	Request	
7	Payment of Loan Amortization	Request	

VII. MANAGEMENT ASSISTANCE GROUP (MAG)

1	EC Management Assistance - Personnel/Services	Request	
2	Management Academy of Rural Electrification (RE) a. Case EC b. Best Practices c. Continuing Education d. Corporate University		
3	PIP/REP Implementation / Supervision (Note 2)	Report	

Note 2. - Progress reports on the survival plans (REPs) of 30+ ECs which are on the focused list under MAG assistance.

- Improvement reports on the PIPs of ECs as regard their global competitiveness plans.

- Quaterly Progress reports are tools for MAG to track down ECs progress of actions directly reported to NEA through the Field Operations Group i.e. "Strike Force" or "Task Force" or "Cluster Teams".

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VIII. INSTITUTIONAL DEVELOPMENT DEPT. (IDD)

1	Annual General Membership Assembly (AGMA)	Report	30 days after the assembly
2	Barangay Power Association (BAPA) Program -	Data	
3	Board Resolutions: a. General Manager - Hiring/Selection - Officer-in-Charge (OIC)/Probationary / Permanent Appointments - Salary Upgrading - with attached Cash Flow Projection for three(3) years - Retirement - Performance Evaluation b. Employees - Reorganization - Salary Upgrading - with attached Cash Flow Projection for three(3) years - Performance Evaluation System - Code of Discipline - Retirement Policy c. Board of Directors - Per Diems/Allowances - Confirmation of Appointments d. General Manager/Employees/Board of Directors - Incentives and Benefits (IB)	Request	
4	By-laws Amendments	Request	
5	Consumers' Complaint	Information	
6	Election Report	Report	3 days after election
7	Institutional Profile	Report	15th day of the following month
8	Institutional Services Department (ISD) / Membership Services Department (MSD) Special Report	Report	7th day of the following month

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INSTITUTIONAL DEVELOPMENT DEPT. (IDD) (cont.)

9	List of Board of Directors (BOD) / Municipal Electrification Committee (MCEC) / District Electrification Committee (DEC)	Report	3 days after election/organization
10	Merger / Consolidation/Integration	Information	
11	Power Use Livelihood Project	Report	Included in BAPA
12	Training Need Analysis (TNA) / Training Requests	Information	

IX. ENGINEERING DEPARTMENT

1	Budget Request - for Loan a. Board Resolution (if not in Workplan) b. Staking Sheets c. MAT-DX Output	Request	
2	Budget Request - for Subsidy a. Programmed b. Unprogrammed	Request	
3	Inventory of Materials at the Staging Area	Report	15th day of the following month
4	Request for Tax and Duty Exemption for EC Importation	Request	
5	Status of Mini-Hydro Operations	Report	15th day of the following month

X. ELECTRIC COOP AUDIT DEPARTMENT (ECAD)

1	External Audit Report	Report	End of June
2	Justifications to Audit Findings	Report	1 month after the receipt of the audit report (by registered mail)
3	Systems Review & Evaluation	Request	

filename: required docs3.xls(lbc)

