



NATIONAL ELECTRIFICATION ADMINISTRATION
"The 1st Performance Governance System-Institutionalized National Government Agency"
57 NIA Road, Government Center, Diliman, Quezon City 1100

February 3, 2014

MEMORANDUM No. 2014-004

TO : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : Guidelines for the Implementation of Policy on the Submission of Reportorial Requirements for the Integrated Assessment Report

Pursuant to the implementation of the Policy on Reportorial Requirements, the following guidelines shall be followed by the ECs:

1. Deadlines for submission are as follows:
 - a. For reports which should be submitted on a monthly basis such as the Monthly Financial and Statistical Report, Institutional Report, Performance Standard Monitoring Report, Summary of Complaints received and acted upon, Compliance with the Philippine Grid & Distribution Codes and Engineering Report:

REPORTING MONTH	DEADLINE OF SUBMISSION
January	February 28
February	March 31
March	April 30
April	May 30
May	June 30
June	July 31
July	August 29
August	September 30
September	October 31
October	November 28
November	December 26
December	January 30

The dates indicated herein are the last working day of each month which may change during the succeeding years.

b. For the Status of Energization:

Reporting Month	Deadline of Submission
January	February 15
February	March 15
March	April 15
April	May 15
May	June 15
June	July 15
July	August 15
August	September 15
September	October 15
October	November 15
November	December 15
December	January 15

c. For those which should be submitted on an annual basis and are related to planning such as Workplan, Distribution Development Plan, Five (5)-Year Investment Plan and Capital Expenditure Plan, the deadline is January 30 of each year.

d. For other reportorial requirements:

Reportorial Requirements	Deadline of Submission
Quarterly Report on NEW Power Supply Contract	30 th day of the succeeding month
Annual Cash Operating Budget	September 30 preceding the budget year
Operating Expenditures Plan	September 30
Audited Financial Statements	April 15 of the succeeding year
Collective Bargaining Agreement/ Collective Negotiation Agreement	30 days after the ratification by the General Assembly

2. The reports can be submitted in hard copy via courier; or soft copy via the designated electronic mail address, recordsunit@nea.gov.ph. All soft copies must be in MS Excel format.
3. The EC shall designate RA 10531 Compliance Officer who shall facilitate submittal of reportorial requirements. He/she shall collate all reports and ensure that all the requirements are submitted to NEA on or before the deadline. The name of the Compliance Officer shall be submitted to NEA-ITCSD for proper coordination on concerns that may arise during the examination and validation of reports.

4. The Assessment of EC compliance to reportorial requirements will start on January 2014 reports. The first Integrated Assessment Report will be for the First Quarter of 2014 which will be submitted on a quarterly basis to the Department of Energy (DOE) and the Joint Congressional Power Committee (JCPC) on the following dates:

1st quarter – on or before May 15
2nd quarter – on or before August 15
3rd quarter – on or before November 15
4th quarter – on or before February 15

For your guidance and compliance.

Edita S. Bueno
EDITA S. BUENO
Administrator



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