



February 25, 2014

MEMORANDUM No. 2014-008

TO : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : MFSR Attachments & Report Templates of Reportorial Requirements

Pursuant to the provisions of Republic Act 10531 and its implementing rules and guidelines on the submission of reportorial requirements for the integrated assessment report under Memorandum to ECs No.2013-28, we are providing you with templates of reports to facilitate your reporting and information transfer to NEA and for NEA to implement its thrust to fully assess the operation of the electric cooperatives (ECs).

1. Status of Energization (Attachment A)
2. Monthly Engineering Report including Report on the Compliance to Philippine Grid & Distribution Codes (Attachment B)
3. Monthly Institutional Report including Summary of Complaints Received and Acted upon (Attachment C)
4. Monthly Performance Standard Monitoring Report (Attachment D)

With regard to the submission of Monthly Financial and Statistical Report (MFSR), only the following should be included in your submittal:

1. Section A: Statement of Operation
2. Section B: Consumer Sales and Revenue Data (MFSR 2)
3. Section C: Balance Sheet
 - a. Schedule of Cash-General Fund (MFSR 3a)
4. Section D:
 - a. Schedule of Consumer Accounts Receivable (MFSR 4a)
 - b. Schedule of Power Accounts Payable (MFSR 4b)
5. Section E: Energy and Demand Data
6. Section F: General Statistics

7. ERC Approved Unbundled Rates/Current Rate Schedule
8. Cash Flow Statement
9. Accounting of Reinvestment Fund for Sustainable CAPEX (MFSR 9)
10. Schedule of Cash Advances
11. Income Statement Schedule
12. Computation of Collection Efficiency
13. Accounting of Universal Charge (MFSR 13)
14. Schedule of Top 10 Prompt Payor (MFSR 14)
15. Schedule of Top 10 Delinquent Consumers (MFSR 15)
16. Schedule of Amortization Due (MFSR 16)
17. Copy of Power Bills and Receipts of Payments (PSALM/NPC-SPUG/NGCP/EC-
Owned Generators)

In addition, report templates for attachment numbers 2, 3a, 4a, 4b, 9, 13, 14, 15, and 16 are also provided to facilitate submission of required data and information.

Lastly, we are reiterating the submission of the name of your RA 10531 Compliance Officer and the deadline of submission of all reportorial requirements under Memorandum to EC No. 2013-28 and 2014-004.

This also supersedes Memorandum to EC No. 2006-002.

For compliance.


EDITA S. BUENO
Administrator



gel
2/28/14

**NATIONAL ELECTRIFICATION ADMINISTRATION
MONTHLY REPORT ON THE STATUS OF RURAL ELECTRIFICATION PROGRAM**

Attachment A

EC NAME: _____
For the Month of: _____

A. Electrification Level

No.	Municipality	Barangay			Connection			Membership
		Potential	Actual Todate	%	Potential	Actual Todate	%	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10	Total							

B. List of Barangays/Sitios Energized for the Month

NO	Sitio	Barangay	Municipality	Province	Date Energized	Fund Source	Power Source	Initial Connection
1								
2								
3								
4								
5								

Prepared By: _____

Certified Correct by: _____

Approved By: _____

Attachment B

MONTHLY ENGINEERING REPORT (MER)
 ELECTRIC COOPERATIVE
 MONTH _____

I. ENERGY DATA REPORT

	PURCHASED (kWh)	GENERATED (kWh)	TOTAL INPUT (kWh)	REACTIVE (kWh)	SALES (kWh)	COOP USE (kWh)	RECOVERED (kWh)	TOTAL OUTPUT (kWh)	SYSTEM LOSS		TECHNICAL LOSS		NON-TECHNICAL LOSS	
									(kWh)	(%)	(kWh)	(%)	(kWh)	(%)
THIS MONTH														
TO DATE														

Include in the computation of System Loss which is/are part/s of the Electric Cooperatives' distribution system such as losses incurred but not limited from 69 kV sub-transmission lines, substations, etc., while the SSL or the Site Specific Loss shall be excluded.

II. DISTRIBUTION LINES ENERGIZED REPORT

TYPE OF CIRCUIT	VOLTAGE RATING (kV)	NO. OF CIRCUIT			THREE PHASE	TWO PHASE	SINGLE PHASE	SECONDARY		CIRCUIT KILOMETERS	LENGTH OF LINES
		QUADRUPLE	TRIPLE	DOUBLE				UB	OS		
THIS MONTH											
TO DATE											

III. DISTRIBUTION SUBSTATION and POWER PLANT'S SUBSTATION REPORT

SUBSTATION / POWER PLANT'S SUBSTATION IDENTIFICATION	TRANSFORMER UNIT NO IDENTIFICATION	BRAND	SERIAL NO	RATED CAPACITY (MVA)	OWNERSHIP	STATUS	NO. OF FEEDER	SOURCE VOLTAGE (kV)		SECONDARY LINE CURRENT			PEAK DEMAND (KW)	POWER FACTOR (%)	LOAD FACTOR (%)
								PEAK	OFF-PEAK	A	B	C			
A. DISTRIBUTION SUBSTATION															
B. POWER PLANT SUBSTATION															

IV. POWER QUALITY REPORT

SYSTEM AVERAGE RMS VOLTAGE INDEX (SARVI) 110 =	
SYSTEM AVERAGE RMS VOLTAGE INDEX (SARVI) 80 =	

Reference Guideline; ERC Resolution No. 11, Series of 2008

V. RELIABILITY REPORT

DESCRIPTION	POWER PROVIDER		TRANSMISSION PROVIDER		ELECTRIC COOPERATIVE			
					SCHEDULED		UNSCHEDULED	
	THIS MONTH	TO DATE	THIS MONTH	TO DATE	THIS MONTH	TO DATE	THIS MONTH	TO DATE
A. TOTAL NUMBER OF SUSTAINED CUSTOMER POWER INTERRUPTION								
B. TOTAL DURATION OF SUSTAINED POWER INTERRUPTION (Minutes)								
C. TOTAL NUMBER OF CUSTOMER INTERRUPTION DURATION (CUSTOMER X MINUTES)								
D. TOTAL DURATION MOMENTARY CUSTOMER POWER INTERRUPTION (MINUTES)								
E. TOTAL NUMBER OF CUSTOMERS SERVED								
f. SAIFI (A / E) (> 5 minutes)								
g. SAIDI (C / A)								
H. MAIFI (d/e) (<= 5 minutes)								

Reference Guideline; ERC Resolution No. 12, Series of 2008

VI. POWER SUPPLY REPORT

NAME OF POWER PROVIDER <small>(EC owned)</small>	(Indicate if)	TYPE OF POWER PLANT	CAPACITY OF POWER PLANT	LOCATION OF POWER PLANT	DISPATCH SEQUENCE	CONNECTION POINT	ERC APPROVED POWER SUPPLY AGREEMENT (Indicate ERC Case No.)	ANNUAL CONTRACTED (This Year Report)				PERIOD CONTRACTED		ACTUAL DISPATCHED (This Month Report)				CURTAILED ENERGY (kWh, This Month Report)
								CAPACITY		ENERGY		FROM (MM/DD/YY)	TO (MM/DD/YY)	MAXIMUM POWER		ENERGY		
								(kW)	(%)	(KWh)	(%)			(kW)	(%)	(KWh)	(%)	

VII. PHILIPPINE GRID and DISTRIBUTION CODES COMPLIANCE REPORT

	APPLICABILITY		FULL COMPLIANCE (count)	SUBSTANTIAL COMPLIANCE (count)	NONE COMPLIANCE (count)	REQUIRED FUNDING FOR FULL COMPLIANCE (Peso)
	APPLICABLE/s (count)	NOT APPLICABLE/s (count)				
PHILIPPINE GRID CODE						
PHILIPPINE DISTRIBUTION CODE						

Funding requirement shall be consistent with the approved NEA-ICPM as the EC's CAPEX Projects.
 Detailed PGC and PDC compliance documents shall be submitted to NEA on/for before the end of every year.

Prepared and Certified by:

Recommending Approval by:

Approved by:

 Name of Engineer

 Name of Technical Services Department Manager

 Name of General Manager

Monthly Institutional Report for the month of _____

Name of EC _____
 Address _____
 Contact number/s _____
 Web site/Email address _____

A. BOARD OF DIRECTORS

A.1 Board's Profile:

Position	Name	District	Term of Office	Total No. of Years as BOD	Cellphone Number / Email Address	Status of Power Accounts Payable/ Cash Advance/s			
						Power Account		Cash Advance	
						Up to date	W/ Arrears	Up to date	W/ Arrears
President									
Vice President									
Secretary									
Treasurer									
Auditor									
Members:									
1									
2									
3									
IBD, (if there is any)									
NEA Rep, (if there is any)									

(Please accomplished Form "A" for new Information or Changes in the composition of the BODs

A.2 Board's Meetings/Affidavit:

Particulars	Meetings						No. of Board Resolutions/Items Approved & Acted	Remarks
	Regular		Special		Committees/Others			
	No. of Absent/s	No. of Present/s	No. of Absent/s	No. of Present/s	No. of Absent/s	No. of Present/s		
Board meeting/s								
Committee meetings								
Name of Committee/s:								
1								
2								
3								
Others:								
1. MSEAC meeting								
2. CSR or its equivalent								

IBD Independent Board Director
 NEA Rep NEA Representative to the Board
 © See separate page for details

A.3 Board's District Elections:

District/s	Date per EC By-Laws	Date of AGMA	Last Election Held	Date of Election	Remarks (Special/Regular)

(Please submit attachment Form "B" after the conduct of election/s)

B. MULTI-SECTORAL ELECTRIFICATION ADVISORY COUNCIL (MSEAC) OR ITS EQUIVALENT:

Total Number of Districts	Total Number of Districts with MSEAC	Activities Undertaken	REMARKS (if any)

(Pls submit the attached Form "C" upon organization of MSEAC or changes in the composition of MSEAC)

C. COOP'S MANGEMENT & EMPLOYEES

C.1 Coop's Officers:

Position	Name	Telephone/Cellphone Number	Email Address
General Manager /OIC			
Department Managers / OIC			
Area Managers / OIC			

C.2 Manpower Complement:

Employment Status	Total	Classification	Total
Regular		No. of Engineers	
Probationary		No. of CPAs	
Casual /Contractual		No. of Retainers	
Outsourced / Project-based		No. of Employees w/ Post Graduate Degrees	
Total		No. of Meter Readers	
Employee-consumer ratio		No. of Linemen	

(Pls. submit semi-annually the attached Form "D" for the Alpha List of Employees)

C.3 Employee's Salary:

Classification	Ranks	Highest	Lowest Salary	Date of Approval	Reference/Basis (NEA, CBA, DOLE, etc)
Department Managers					
Middle Management					
Associates					

C.4. Labor-Management Issues and Concerns:

Nature of Complaint	Status	Remarks

C.5 Collective Barganing/Negotiation Agreement:
(To be submitted after Ratification of AGMA)

1. Name of Union/Association	
2. Affiliation, if there's any	
3. Union/Association President Contact Number	
4. Inclusive date of the Agreement	
5. Date of AGMA approval	
Economic Benefits for Unionized Coops	Amount

(Please include copy of the Agreement)

Note: If the coop do not have a Union and CBA/CNA, just fill-in items 1-3 above

D. SUMMARY OF COMPLAINTS RECEIVED AND ACTED UPON:

1. Number of Complaints/Request Received	
2. Number of Complaints/Request Acted	

(Please submit attachment Form "E" for the Summary of Complaints/Request Received)

E. ACCIDENT/S REPORT:

	No. of Accidents	Remarks
EC Personnel		
Outsourced Services		
EC Property		
Member-consumer		

(Please submit attachment Form "F" for the List of Accidents)

F. Information Education Campaign:

Activity/ies	Frequency	Topics/Issues
Radio/TV Program		*sample (Conversion Options)
Bulletin Board		*sample (Conversion Options)
Brochure / Leaflet / Newsletter		*sample (Conversion Options)
Recoreda/Public Address		*sample (Conversion Options)
District / Barangay Meetings		*sample (Conversion Options)
BAPA Meetings		*sample (Conversion Options)
School Symposia		*sample (Conversion Options)
Sectoral Symposia		*sample (Conversion Options)
Pre-Membership		*sample (Conversion Options)
EC Website/SMS		*sample (Conversion Options)
Others (Please specify)		*sample (Conversion Options)

G. ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA):
(To be submitted after every conduct of AGMA)

Date	Date per EC By-Laws	Place/s of AGMA held	Total Number		Percentage	Remarks
			Member-Consumers	Attendees		

H. CORPORATE SOCIAL RESPONSIBILITY / IMAGE BUILDING:

Name of Project	Target Beneficiary/ies	Amount	Remarks

(Please submit the attached Form "G" for details)

I. CAPACITY BUILDING:

I.1 Board of Directors:

Name of Participants	Trainings / Seminars Attended	Date	Sponsoring Agency
1			
2			
3			
...			

I.2 Management and Employees

Trainings/ Seminars Attended	Participants	Sponsoring Agency
1		
2		
3		
...		

J. RETIREMENT PROGRAM

Estimated No. of Retiree/s for the Year	Estimated No. of Retiree/s for the Month	Actuarial Retirement Fund (Php)	Fund Manager

K. PATRONAGE CREDIT/REFUND

(to be submitted after grant of patronage refund)

Date Issued	Amount of Refund Per Member-Consumer	Total Amount

I hereby certify that the aforementioned information are true and correct to be best of my knowledge.

Prepared and submitted by:

ISD Manager

Noted by:

General Manager

**Performance Standard Monitoring Report
Reportorial Compliance
For the Month of _____**

Electric Cooperative: _____

(Please fill-up/check the corresponding data/information needed and attach the supporting documents relative hereto for our evaluation.)

I. Financial Parameters (30%)

1. Leverage

a. Debt Ratio

0.60 and below
 0.81 – 0.90

0.61 - 0.70
 0.91 and above

0.71 – 0.80

b. Debt Service Cover

1.20 and above
 0.99 – 0.90

1.19 – 1.10
 0.89 and below

1.09 – 1.0

2. Liquidity Ratio

Quick Ratio

Main Grid

1.0 and above
 0.79 – 0.70

0.99 - 0.90
 0.69 and below

0.89 – 0.80

Off Grid

0.70 and above
 0.49 – 0.40

0.69 – 0.60
 0.39 and below

0.59 – 0.50

3. Efficiency

a. Payment to Power Suppliers

Main Grid (GENCO/NGCP)
Off Grid (NPC-SPUG)

Current/Restructured
 Current/Restructured

In Arrears
 In Arrears

b. Payment to NEA

Current/Restructured
 3 quarters in arrears

1 quarters in arrears
 4 quarters in arrears

2 quarters in arrears

c. Average Collection Period

45 days and below
 56 - 60

46 - 50
 61 and above

51 - 55

d. Profitability

Positive

Negative

II. Institutional Parameters (35%)

1. Human Resource: Leadership and Management

a. Good Governance

a.1 Performance Rating of Board of Director

Compliant

Partially Compliant

Non-Compliant

a.2 Performance Rating of General Manager

Very Satisfactory

Satisfactory

Fair

Poor

a.3 Audit Rating : _____ (Rating Period)

NEA Audit
External Audit

Blue

Unqualified

Purple
Qualified

Red

b. Employee-Customer Ratio: _____

c. Capacity Building: No. of Training per Employee per Year

More than one (1)

Not All Employees w/ at least One (1) Training

At Least One (1)

d. Retirement Fund

With Available Fund

No Retirement Fund

Fund Based on Actuarial Study

2. Stakeholders

a. Customer Service Standard

Customer Service	STANDARDS	Actual (No. of Days/Hours)
1. Processing/Approval of applications for service connection (with complete requirements)	Within one (1) day upon receipt of application	
2. Service-drop connection	Within two (2) days upon payment of fees	
3. Restoration of service after line fault on the secondary side, including service drop/ lateral	Within four (4) hours upon on-site arrival	
4. Response time on Consumer Complaints (Billing, Payment and Meter Complaints)	Within twenty-four (24) hours after receipt of complaints	
5. Timeframe in informing Customer on scheduled power interruptions	At least three (3) days before scheduled interruption	
6. Response time to emergency calls	Within thirty (30) minutes after receipt of call	
7. Response time to reconnection of service due to disconnection	Within twenty-four (24) hours after settlement of amount due/compromise agreement	

b. Members' Participation

b.1 Annual General Membership Assembly Attendance: (Date of AGMA)

5% and above

3% - 4%

1% - 2%

With NEA Approved Deferment

 Date of Approval

b.2 District Election

District	Date of Election	Total No. of Attendees	Turn-out of Voters

5% and above

Below 5%

With NEA Approved Deferment

 Date of Approval

c. Information, Education & Communication Technology

Grid

Website

Short Messaging System

Hotline for Complaints

Automated Meter Reading,

On-line Telling

Billing & Collection (MRBC)

Off Grid

Website

Short Messaging System

Hotline for Complaints

III. TECHNICAL PARAMETERS (30%)

1. Power Reliability

a. System Average Interruption Frequency Index (SAIFI)

b. System Average Interruption Duration Index (SAIDI)

c. Consumer Average Interruption Duration Index (CAIDI)

2. Power Quality

a. Voltage Level

a.1 Nominal Voltage

a.2 Over Voltage

a.3 Under Voltage

b. Voltage Unbalance

c. Loading Unbalance

3. System Efficiency

a. System Loss Cap

b. Power Factor

IV. REPORTORIAL REQUIREMENTS (5%)

(Indicate date of submissions)

Monthly Financial & Statistical Report (MFSR):

Monthly Engineering Report (MER):

Audited Financial Statement:

Enhanced Integrated Computerized Planning Model (eICPM):

Prepared by:

Finance Manager

ISD/MSD Manager

Technical Manager

Certified Correct by:

General Manager

ELECTRIC COOPERATIVE, INC. (EC)

SECTION B: CONSUMER SALES AND REVENUE DATA

Class of Service	This Month				To Date	
	Number Billed	KwH Sold	Amount Billed	Number of Minimum Bills	KwH Sold	Amount Billed
Residential Customers						
Residential						
BAPA						
Sale for Resale						
Low Voltage Customers						
Commercial						
Industrial						
Public Building						
Street Lights						
Large Load						
Irrigation						
Water System						
Wholesale to Sister Coop						
Energy Recovered						
Others						
High Voltage Customers						
Commercial						
Industrial						
Public Building						
Street Lights						
Large Load						
Irrigation						
Water System						
Wholesale to Sister Coop						
Energy Recovered						
Others						
TOTAL (KWH Sold)						

Prepared by:

Checked/Certified Correct by:

MFSR 3a

EC Name
SCHEDULE OF CASH - GENERAL FUND

As of _____

NO.	PARTICULAR	AMOUNT
1	Cash in Banks - General Fund	
2	Working Fund/Revolving Fund/Petty Cash Fund - General Fund	
3	Temporary Investments	
4	Prudential Requirements intended for Power Bills	
5	Cash Equivalents	
6	Others (please specify)	
	TOTAL*	

* Should tally with the Balance Sheet

Prepared by:

Checked/Certified Correct by:

EC:
Schedule of Consumers' Accounts Receivables
 As of December 31, 2012

PARTICULARS	AMOUNT
Consumers' Accounts Receivables - Energy	
Allowance for Uncollectible Accounts	
Consumers' Accounts Receivables - Reinvestment Fund/RFSC	
Consumers' Accounts Receivables - Universal Charge	
Consumers' Accounts Receivables - VAT GENCO	
Consumers' Accounts Receivables - VAT NGCP	
Consumers' Accounts Receivables - VAT Distribution	
TOTAL	

Prepared by:

Checked/Certified Correct by:

EC:
Schedule of Power Accounts Payable
 As of December 31, 2012

PARTICULARS	CURRENT ACCOUNT	RESTRUCTURED ACCOUNT	OVEDUE ACCOUNT	INTEREST, PENALTIES & SURCHARGES	TOTAL	STATUS/REMARKS
A. POWER SUPPLIERS						
1. PSALM						
2. NPC						
3. NPC - SPUG						
4. AES						
5. SMEC						
6. MASINLOC POWER PARTNER & LTD.						
7. FIRST GEN						
8. APRI						
9. NGCP						
10. SNAP - MAGAT						
11. GREEN CORE (GCGI)						
12. WESM						
13. DMCI MASBATE POWER CORP.						
14. GLOBAL						
15. BIP CORE						
16. TRANS ASIA						
17. NORTHWIND						
18. TEAM ENERGY						
19. OTHERS (Specify)						
B. VAT						

Prepared by:

Checked/Certified Correct by:

**Electric Cooperative
Accounting of Reinvestment Fund for Sustainable Capex (RFSC)**

As of _____

		This Month		To Date
Balance, Beginning	P	xxx	P	xxx
Add:				
Collection		xxx		xxx
Transfer of Funds		xxx		xxx
Interest Income		xxx		xxx
Adjustments		xxx		xxx
Total Funds Available		xxx		xxx
Less:				
Disbursements				
CAPEX charged directly to RFSC *		xxx		xxx
CAPEX Loan Amortizations				
NEA		xxx		xxx
Other FIs*		xxx		xxx
Total Uses		xxx		xxx
Balance, End		xxx		xxx

*Please attached schedule if any

Prepared by:

Checked/Certified Correct by:

EC Name
Accounting of Universal Charge
 As of _____

		UC COLLECTED			UC UNCOLLECTED			UC - SBR NO.			OR NO.			AMOUNT		
		AMOUNT			AMOUNT			UC - SBR NO.			OR NO.			AMOUNT		
MONTH	KWH SALES	ME	EC	SCC	ME	EC	SCC	ME	EC	SCC	ME	EC	SCC	ME	EC	SCC
January 2014																
February 2014																
March 2014																
April 2014																
May 2014																
June 2014																
July 2014																
August 2014																
September 2014																
October 2014																
November 2014																
December 2014																
December 2013																
Please specify																

Prepared by: _____

Checked/Certified Correct by: _____

MFSR 14

EC Name
TOP TEN (10) PROMPT PAYOR CONSUMERS *
As of _____

NO.	ACCOUNT NO.	NAME	No. of Days Before Deadline	AMOUNT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

* In terms of amount

Prepared by:

Checked/Certified Correct by:

Sample

Top 10 Delinquent Consumers (Arrears/Receivables)
as of February 2014

Number	Account No.	Account Name	Type of Consumer	Area	Status	Number of Bills	Penalty & Interest	Total Amount
1	0229-0080	Hot FM	Low Voltage	San Isidro	Active	10 Bills	11988.9	149,627.77
2	0209-0052	Ice Plant	High Voltage	Bato	Active	2 Bills	2081	81,192.80
3	0215-05228	Turtle Cable	Low Voltage	Naga	Active	5 Bills	3302	74,361.52
4	0291-05620	Buena, Julian	Residential	Tanauan	Active	7 Bills	3385	61,056.00
5	0567-52640	Papa, Anastacio	Residential	Gapan	Active	8 Bills	11988	52,795.50
6	0526-52466	SM Robinson Mall	High Voltage	Talavera	Active	1 Bills	0	47,324.01
7	0586-2589	Benigno Aquiano IV	Residential	Orani	Disconnected	12 Bills	2972	43,054.74
8	05264-2589	Street Light Area 4 Manila	Low Voltage	Samal	Disconnected	20 Bills	3458	33,332.20
9	04324-2564	Barangay Hall Pasig	Low Voltage	Mecauayan	Active	15 Bills	3220	32,731.56
10	5689-0522	Edilbet C. Eeno	Residential	Pasig	Active	3 Bills	0	29,361.25

Checked/Certified Correct by:

Prepared by:

EC Name
Monthly Schedule of Amortization Due

CREDITORS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
A. BANKS (Specify)													
A.1													
A.2													
A.3													
B. SUPPLIERS OF ELECTRICAL EQUIPMENT & MATERIALS													
B.1													
B.2													
B.3													
C. OTHERS (Specify)													
C.1													
C.2													
C.3													
TOTAL													

Prepared by:

Checked/Certified Correct by:
