



JAN 31 2024

MEMORANDUM NO. 2024-05

TO : ALL ELECTRIC COOPERATIVES

ATTENTION : ALL GMs and NEA BIT FOCAL or POINT PERSON/S

SUBJECT : MANDATORY SUBMISION OF EC SWORN STATEMENT

All electric cooperatives are strictly reminded of the mandatory submission of a Sworn Statement in accordance with Section VI. Guidelines, E.1.(e) of the approved NEA BIT System Procedure in the Implementation of the National Electrification Administration – Business Intelligence Technology (NEA-BIT), which clearly states:

- e.) The EC shall ensure that all information are correct and accurate to reflect the true state of health of the electric cooperative. These information shall become the bases for assessment and early warning signals for crafting solutions the will improve the EC's efficiency and service reliability. An Affidavit duly signed by the EC General Managers is required to ensure the correctness and completeness of all inputs in the DETs.

Submission of the **required** aforesaid Sworn Statement may be done on an annual basis. Non-submission of the same will invalidate all submitted DETs in the NEA BIT portal for the specific period. Copy of the Sworn Statement template can be downloaded from the NEA website under NEA BIT InfoPedia Portal, Advisories - June 1, 2021 - Sample Template.

For strict compliance.


ANTONIO MARIANO C. ALMEDA
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION
Office of the Administrator



NEA-DA273743



System Procedure in the Implementation of the National Electrification Administration – Business Intelligence Technology (NEA-BIT)

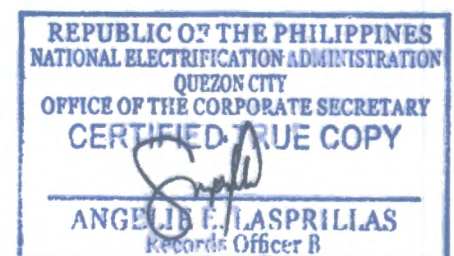
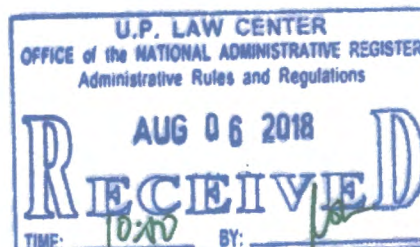
Republic Act (RA) 10531 mandated NEA to empower and enable Electric Cooperatives to cope with the changes brought about by the restructuring of the electric power industry. Relative to this, NEA should ensure that the Electric Cooperatives (ECs) are technically and financially viable and able to meet the operational standards.

As such, NEA finds new ways of serving the ECs better and providing timely interventions with the development and implementation of a more efficient and effective performance evaluation system through the National Electrification Administration – Business Intelligence Technology (NEA-BIT).

The NEA-BIT will be the tool in fulfilling the mandate of RA 10531, for the NEA and the ECs towards the completion of rural electrification and in forging sustainable development. The reporting system will pave the way for the provision of strategic interventions to ECs derived from the meaningful reports and analytics generated by the system obtained from standardized and credible data input.

With the web portal, the NEA will be better equipped at introducing programs and policy interventions for ECs that will further empower them as an institution. Through empowered ECs, quality and reliable services may be delivered to the member-consumer-owners.

This system procedure supersedes Memorandum No. 2013 – 028, the Policy on the Submission of Reportorial Requirements for the Integrated Assessment Report issued on November 8, 2013.

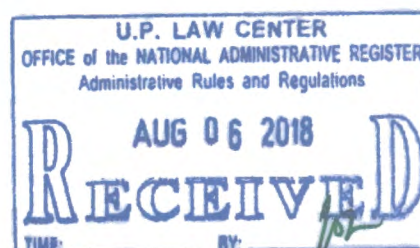


NEA DET Reviewers	-	Responsible for acknowledging/ reviewing the submitted DETs by the ECs.
NEA Report Viewers	-	NEA personnel responsible for the safekeeping and distribution of all downloaded and printed Operational Reports, Analytical Views, and Compliance Reports in the Reports Portal.
System Administrator	-	Responsible for creating and managing system settings, user accounts, and profiles. May also maintain Master Data on behalf of MD Manager.
System Provider	-	Vendor or supplier that provides and handles IT-related goods (e.g. website, application) or services.

VI. GUIDELINES

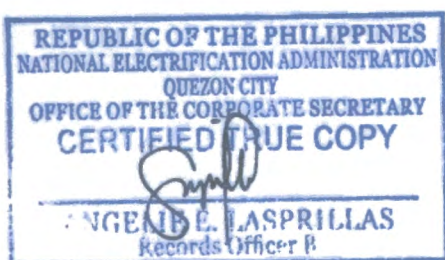
A. Data Governance

1. NEA created a Data Governance Team (DGT) to oversee and regulate the use of data in the NEA BIT Web Portal and Reports Portal and facilitate the necessary documentation of applicable policies, procedures and guidelines. The DGT also manages how data is captured, defined, stored and distributed across NEA's internal and external parties.
2. The DGT shall conduct a review of existing governance documents at least annually to decide if there is a need to update or create new documents and system requirements. Other stakeholders may be invited, as needed.
3. After the discussion of the existing state of system requirements, an action plan is created detailing the actions to be undertaken, as necessary. This may include the implementation of actual changes or the establishment of project plans for major changes.
4. The DGT recommends changes to the NEA BIT Web Portal major issues or changes affecting the NEA BIT Web Portal such as additional/ modification of requirements as agreed upon during the meeting should be endorsed to the System Provider for implementation. These decisions are raised by the Data Governance Team to NEA Management through the Steering Committee for approval.
5. Minutes of the meeting together with the finalized action plan shall be prepared and sent to all attendees.



E. Data Entry Templates (DET) Submission

1. EC Submission of Reportorial Requirements using Data Entry Templates (DETs)
 - a) The ECS shall submit all required information using the latest version of the DETs which are downloadable from the NEA BIT Web Portal.
 - b) DETs must not be tampered with. This includes the addition of columns, rows, fields, tabs or direct pasting of values from other worksheets or files. Copy - Paste as Values is acceptable. ⁴
 - c) Accomplish DETs in MS Excel 97-2003 file version or higher with a maximum of 2MB file size.
 - d) Accomplished DETs must be approved by the General Manager (GM) of the EC before the submission in the NEA BIT Web Portal.
 - e) The ECs shall ensure that all information are correct and accurate to reflect the true state of health of the electric cooperative. These information shall become the bases for assessment and early warning signals for crafting of solutions that will improve the EC efficiency and service reliability. An affidavit duly signed by the EC General Managers will be required to ensure the correctness and completeness of all inputs in the DETs.
 - f) The ECs are responsible and accountable for submitted data through the DETs and the final outcome of Operational Reports.
2. Timelines for the Submission of Data Entry Templates (DETs)
 - a) Submission of DETs must be on or before the deadline prescribed by NEA even if it falls on a weekend or holiday. ⁵



⁴ If DET is tampered, submission to the NEA BIT Web Portal will be unsuccessful. EC will have to download the DET from NEA BIT Web Portal and accomplish it again.

⁵ Non-submission of DETs results in non-generation of reports and is considered against RA 10531 and will affect the resulting Operational Reports. Administrative Rules and Regulations

AUG 06 2018
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