



Republic of the Philippines
National Electrification Administration

"The 1st Performance Governance System - Institutionalized National Government Agency"

March 4, 2013

MEMORANDUM No. 2013-004

TO : ALL ELECTRIC COOPERATIVES

SUBJECT : Survey on the Level of Automation of Electric Cooperatives

Information and communication technology (ICT) plays a vital role in the business sector today. Automation has been the solution to facilitate transactions and exchange of information.

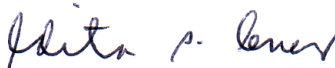
The electric cooperatives (ECs) are by nature business enterprises and to increase their competitiveness should level up to the private sector in all aspects of operations including the infrastructure and human resources capabilities on information and communication technology.

Moreover, one of the suggestions from the representatives of the electric cooperatives during the recently concluded 2013 Strategic Thinking Conference-Workshop was paperless transaction between NEA and ECs, and among ECs. Results of this survey will show which among ECs has this capability.

It is in this context that the National Electrification Administration is doing a survey to be accomplished by the **EC ICT Head** of unit or department and confirmed/approved by the **General Manager** on the level of automation and capabilities of its human resource complement. Your prompt, honest and frank replies will be most appreciated since the results will help determine the support programs NEA will undertake on ICT for ECs and for its own.

Attached is the survey form. It is also downloadable from www.nea.gov.ph. We will appreciate receiving the completed survey forms on or before March 22, 2013. You may also e-mail us and submit the accomplished survey form at nea_comcenrdo@yahoo.com.

Thank you and more power.


EDITA S. BUENO
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION

IN REPLYING, PLS. CITE: #0A022066



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Republic of the Philippines
National Electrification Administration

SURVEY ON THE LEVEL OF AUTOMATION OF THE ELECTRIC COOPERATIVES

SURVEY QUESTIONNAIRE

NAME OF ELECTRIC COOPERATIVE : _____
Name of Respondent : _____
Position/Designation : _____
Place of Assignment (Department/Office/Unit) : _____
Telephone/Mobile Phone Number : _____
Respondent's E-mail Address : _____

A. TECHNOLOGY/ICT PLAN

Do you have an approved (BOD) Information Communication Technology (ICT) Plan?

Yes Planned Years? Ex. 1,3,5 years
 No Plan of formulating? Ex. 2013, 2014

When was the last time you upgrade your Information & Communication Technology Infrastructure?

B. LOCAL AREA NETWORK

Does your cooperative have a Local Area Network (LAN)?

Yes
If yes, indicate LAN Topology Ex star, ring, bus, mesh, tree
Number of Workstation Connected
 No Plan of establishing? Indicate Date _____

Does your cooperative have a Virtual Private Network (VPN)?

Yes
 No

Do you have a LAN Policy?

Yes
 No

Do you have a back-up storage system and existing back-up procedure?

Yes
 No

Do you have a disaster recovery plan?

Yes
 No

FOR ISLAND/OFF GRID ELECTRIC COOPERATIVES WITH NO LOCAL AREA NETWORK, what is the method used in information sharing and transfer?

SURVEY ON THE LEVEL OF AUTOMATION OF THE ELECTRIC COOPERATIVES

SURVEY QUESTIONNAIRE

C. INTERNET CONNECTIVITY

Does your cooperative have an existing Internet Connection?

Yes

Internet Service Provider _____
Speed _____

No

If none, do you have plan for internet connection?

Yes

When _____

No

If none, why? _____

Do you have a back-up internet connection?

Yes

Internet Service Provider _____
Speed _____

No

If none, why? _____

Other available connectivity platform currently used by your cooperative?

Ex. Wireless, wired, DSL, VSAT

Date Installed _____

Do you have an official electronic mail system (email)

Yes

Email address _____

No

If none, commercial e-mail you are using _____

Do you have a Voice Over Internet Protocol System (VOIP)

Yes

No

D. WEBSITE

Do you have a company website?

Yes

URL (website) Address _____

Status: Operational/Under Construction _____

Is the internet hosting outsourced? _____

No

Plan of Construction (Date) _____

Enumerate other services provided for in the website? Example SMS, e-Payment, etc.
(Please use another sheet, if necessary)

SURVEY ON THE LEVEL OF AUTOMATION OF THE ELECTRIC COOPERATIVES

SURVEY QUESTIONNAIRE

F. FILE SERVERS

Name of File Server	Quantity	Operating System/Version	Date Acquired	Status	
				Operational	Inactive/Non-Operational

(Please use separate sheet if necessary)

G. Do you have an Information and Communication Technology Policy?

Yes

No

SURVEY ON THE LEVEL OF AUTOMATION OF THE ELECTRIC COOPERATIVES

SURVEY QUESTIONNAIRE

H. ICT HUMAN RESOURCE AND ORGANIZATION

What is the total number of personnel in your cooperative? _____

Male Female

Does your cooperative have an Information & Communication Technology (ICT) Office/Unit?

Yes (Please submit an IT office organizational structure)

No If none, what department/unit do the ICT function _____

Of the total workforce, how many are assigned in the ICT department/unit or responsible for ICT functions?

Male Female

Do you have a separate Data Center

Yes

No

ICT Manpower

ICT Position	Number of Staff with the ICT Position		Status (Permanent, Contractual, Project Based, etc)	Salary Grade
	Male	Female		

I. ICT TRAINING

ICT Training	Number of Staff that have attended				Training Provider
	ICT STAFF		NON-ICT STAFF		
	Male	Female	Male	Female	
Information System Strategic Planning					
LAN Administration					
System Analysis & Design					
Computer Programming					
Database Administration					
Website Development					
IT Maintenance & Trouble Shooting					
E-Governance					
Others, please use separate sheet, if necessary					

SURVEY ON THE LEVEL OF AUTOMATION OF THE ELECTRIC COOPERATIVES

SURVEY QUESTIONNAIRE

J. OTHER RELEVANT INFORMATION

Are you aware of the electronic Commerce Law and other ICT pertinent laws

Yes

No

How do you communicate with the National Electrification Administration?

(Please check the available technologies being used)

Website

Video Conferencing

E-Mail

Teleconferencing

RQIM

Telephone/Fascimile Machine

Mobile Phone

Regular Postal

Private Courier

Others (Please specify)

Social Networking Sites

Facebook

Tweeter

Others (Please specify)

K. Future Requirements

ICT Training Needs (Please submit list of your ICT training needs)

Accomplished by:

Confirmed & Approved by:

Name & Signature of ICT Head

Position/Designation

Name & Signature of General Manager

Date Accomplished: _____