

Drafted



**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Overtime Authorization	Concerned Division Chief – with initial of Section Head	Concerned Department Manager
Request for Leave – Section Head and Below	Division Chief or Section Head	Concerned Department Manager
Request for Leave – Division Supervisor	Department Manager	General Manager
Request for Leave – Department Manager	---	General Manager
Certificate of Appearance	---	General Manager or Concerned Department Manager or Division Chief
Certification for no in-out	Immediate Supervisor	Concerned Department Manager
Overtime Pay Authorization	Concerned Division Chief/ Area Supervisor	Concerned Department Manager
Night Differential	Concerned Division Chief/ Area Supervisor	Concerned Department Manager
Request for Opening of Position	Concerned Department Manager	General Manager
Recommendation for Extension of Employment	Concerned Department Manager	General Manager
Recommendation for Probationary Employment for Rank and File to Section Head	Concerned Department Manager	General Manager
Recommendation for Probationary/Permanent Employment of Division Supervisor	Concerned Department Manager	General Manager
Recommendation for Probationary/Permanent Employment of Department Manager		General Manager
Recommendation for Probationary/Permanent Employment of General Manager	BODs	For Confirmation of NEA
CONTROL POINTS		
1. Republic Act 10531 – National Electrification Administration Reform Act of 2013		
2. Labor Code of the Philippines		
3. Coop Policy No. 02-2013, Granting of Special Leave Benefits		
4. Cooperative Employees Rules and Regulations		

Recommended



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SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Overtime Authorization	Concerned Division Chief	Concerned Department Manager
Application for Leave of Absence – Section Head and Below	Concerned Division Chief	Concerned Department Manager
Application for Leave of Absence – Division Chief/ Area Supervisor	Concerned Department Manager	General Manager
Application for Leave of Absence – Department Manager/ OGM Staff	---	General Manager
Application for Leave of Absence – General Manager	---	Board President
Certificate of Appearance	---	General Manager or Concerned Department Manager/ Division Chief
Attendance Confirmation Form	Initiated by: Concerned Division Chief/Area Supervisor	Concerned Department Manager
For deletion - Duplicate Item		
Night Differential	Concerned Division Chief / Area Supervisor	Concerned Department Manager
Request for Opening of Position	Concerned Department Manager	General Manager
Recommendation for Extension of Employment	Concerned Department Manager	General Manager
Recommendation for Probationary Employment for Rank and File to Section Head	Concerned Department Manager	General Manager
Recommendation for Probationary/Permanent Employment of Division Supervisor	Concerned Department Manager	General Manager
Recommendation for Probationary/Permanent Employment of Department Manager	---	General Manager
Recommendation for Probationary/Permanent Employment of General Manager	Board Of Directors	For Confirmation of NEA
CONTROL POINTS		
1. Republic Act 10531 – National Electrification Administration Reform Act of 2013		
2. Labor Code of the Philippines		
3. BOHECO I Coop Policy No. 02-2013, Granting of Special Leave Benefits		
4. Cooperative Employees Rules and Regulations		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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1st Edition - January 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' RETIREMENT BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation – Retirement Benefits of Retired Employee	Committee on Retirement	General Manager
Computation of Income Tax Due of Retired Employee	OSD Manager Audited by: Internal Auditor	General Manager
Computation of Accountabilities of Retired Employee	OSD Manager	General Manager
CONTROL POINTS		
1. Policy No. 2023-02 A Policy Amending the Coop Policy No. 88-02, as Amended Through Policy No. 2020-01, "Retirement Benefits"		
2. Coop Policy No. 93-03, Cash Conversion of Vacation/Sick Leave Credits		
3. Tax Code		
4. Revenue Memorandum Circular No. 13-2024		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to ISD		
Transferred to OSD		
Transferred to OSD		
CONTROL POINTS		

Drafted



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	PROCUREMENT OF ELECTRICAL MATERIALS AND EQUIPMENT/OTHER MATERIALS AND SUPPLIES	
TOPIC	REQUISITION VOUCHER AND MATERIALS ISSUANCE AND RETURN SLIP (MIRS)	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
RV w/o stock – P20,000 and Below	Immediate Supervisor	Concerned Department Manager
RV w/o stock – Above P20,000	Concerned Department Manager	General Manager
MIRS with stock	Concerned Division Supervisor	Concerned Department Manager
CONTROL POINTS		

Recommended



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1st Edition

SUBJECT	PROCUREMENT OF ELECTRICAL MATERIALS AND EQUIPMENT/OTHER MATERIALS AND SUPPLIES	
TOPIC	REQUISITION VOUCHER AND MATERIALS ISSUANCE AND RETURN SLIP (MIRS)	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Requisition Voucher w/o stock – P20,000 and Below	Concerned Division Chief / Area Supervisor	Concerned Department Manager
Requisition Voucher w/o stock – Above P20,000	Concerned Department Manager	General Manager
Materials Issuance Requisition Slip with stock	Concerned Division Chief / Area Supervisor	Concerned Department Manager
CONTROL POINTS		
BOHECO I Annual Procurement Plan		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

<b>SUBJECT</b>	<b>ELECTRIC COOPERATIVES (EC's OPERATION)</b>	
<b>TOPIC</b>	<b>OPERATION CONCERNS</b>	
<b>RESPONSIBLE OFFICE</b>	<b>ALL DEPARTMENTS</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Liquidation Reports	Concerned Department Manager  Audited by: Internal Auditor	General Manager
Gas Requisition Slip		Department Manager / Division Chief / Area Supervisor
Driver's Trip Ticket	Division Chief	Department Manager/ Area Supervisor
Gate Pass	Division Chief	Department Manager
Representation Expenses for Department Managers	---	General Manager
Representation Expenses of Division/District Supervisors	Concerned Department Manager	General Manager
Request for Cash Advances	Concerned Department Manager	General Manager
Request for Payment/ Reimbursement of Recurring Expenses	Division Supervisor	General Manager or Concerned Department Manager
Request for Payment/ Reimbursement of Materials and Supplies	Division Supervisor	General Manager or Concerned Department Manager
Transmittals		General Manager (with initials of Concerned Department Manager)
Departmental Scorecard and Accomplishment Report	Concerned Department Manager	General Manager
<b>CONTROL POINTS</b>		
NEA Memorandum 2024-22, Revised Policy on Cash Advances of Employees Officials and Employees (1st Revision)		

**Recommended**
**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

<b>SUBJECT</b>	<b>ELECTRIC COOPERATIVES (EC's OPERATION)</b>	
<b>TOPIC</b>	<b>OPERATION CONCERNS</b>	
<b>RESPONSIBLE OFFICE</b>	<b>ALL DEPARTMENTS</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Liquidation Reports	Concerned Department Manager  Audited by: Internal Auditor	General Manager
Gas Requisition Slip (GRS)	---	Concerned Department Manager / Division Chief / Area Supervisor / Area Engineer / General Manager
Driver's Trip Ticket (Except those under OGM)	Initiated by: Concerned Division Chief/ Section Head	Concerned Department Manager/ Area Supervisor/ Area Engineer
Driver's Trip Ticket (Division Chief under OGM)	---	General Manager
Driver's Trip Ticket (Section under OGM)	Initiated by: Concerned Section Head	Concerned Division Chief
Transferred to ESD		
For Deletion - not applicable		
For Deletion - not applicable		
Request for Cash Advances	Concerned Department Manager	General Manager
Request for Payment	Concerned Division Chief / Area Supervisor	General Manager or Concerned Department Manager
For Deletion - same as above		
Transmittals	Initiated by: Concerned Department Manager	General Manager
Departmental Scorecard and Accomplishment Report	Concerned Department Manager	General Manager
BOHECO I Scorecard and Accomplishment Report	All Department Managers	General Manager
<b>CONTROL POINTS</b>		
NEA Memorandum 2024-22, Revised Policy on Cash Advances of Employees Officials and Employees (1st Revision)		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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1st Edition - January 2025

SUBJECT	TRAVEL	
TOPIC	TRAVEL REQUIREMENTS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Travel Order of Employees (within coverage area that requires overnight stay in the destination)	Department Manager with initial of Section Head and Division Supervisor	General Manager
Travel Order of Employees (outside coverage area)	Concerned Department Manager	General Manager
Itinerary of Travel of Employees	Concerned Department Manager	General Manager
Itinerary of Department Manager	---	General Manager
Travel Order of Department Managers (outside coverage area)		General Manager
Travel Order of the General Manager (outside coverage area)		Board President
Itinerary of the General Manager		Board President
Travel Order of the Board of Directors (outside coverage area)		Board President
Itinerary of the Board of Directors		Board President
CONTROL POINTS		
1. NEA Memorandum No. 2023-30 dated June 20,2023. Policy Amending NEA Memorandum No. 2018-011 on Incentives of EC Officials and Employees.		
2. Coop Policy No. 2022-08 (Amending Coop Policy No. 88-01), Travel Allowances for Officers and Employees of the Cooperative		

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SUBJECT	TRAVEL	
TOPIC	TRAVEL REQUIREMENTS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Travel Order of Employees (within coverage area that requires overnight stay in the destination) <b>Section Head and below</b>	Concerned Division Chief	Concerned Department Manager
Travel Order of Employees (outside coverage area) <b>Section Head and below</b>	Concerned Division Chief	Concerned Department Manager
Itinerary of Travel of Employees	Concerned Department Manager	General Manager
Itinerary of Department Manager	---	General Manager
Travel Order of <b>Division Chief/Area Supervisor</b> and Department Managers (outside coverage area)	---	General Manager
Travel Order of the General Manager (outside coverage area)	---	Board President
Itinerary of the General Manager	---	Board President
Travel Order of the Board of Directors (outside coverage area)	---	General Manager
Itinerary of the Board of Directors	---	General Manager
CONTROL POINTS		
1. NEA Memorandum No. 2023-30 dated June 20,2023. Policy Amending NEA Memorandum No. 2018-011 on Incentives of EC Officials and Employees.		
2. BOHECO I Policy No. 2022-08 (Amending Coop Policy No. 88-01), Travel Allowances for Officers and Employees of the Cooperative		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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1st Edition - January 2025

SUBJECT	COMMUNICATIONS	
TOPIC	INTER-OFFICE LETTERS/OUTGOING COMMUNICATIONS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inter-Department Memo	Requested by: Concerned Department Manager	General Manager with initial from ISD Manager
Outgoing Communications	Concerned Department Manager	General Manager
CONTROL POINTS		

Recommended



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SUBJECT	COMMUNICATIONS	
TOPIC	INTER-OFFICE LETTERS/OUTGOING COMMUNICATIONS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inter-Department Memo		Transferred to ISD
Outgoing Communications	Initiated by: Concerned Department Manager	General Manager
CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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1st Edition - January 2025

SUBJECT	OCCUPATIONAL SAFETY AND HEALTH	
TOPIC	OCCUPATIONAL SAFETY AND HEALTH CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accident Near-Miss Report Form (Minor)	Division Chief	Noted by: Concerned Department Manager
Accident Report Form	Concerned Department Manager	General Manager
<b>CONTROL POINTS</b>		
1. Coop Policy No. 99-01, Personnel Safety Policy		

Recommended



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SUBJECT	OCCUPATIONAL SAFETY AND HEALTH	
TOPIC	OCCUPATIONAL SAFETY AND HEALTH CONCERN	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Near-Miss Report Form (Minor)	Initiated by: Concerned Division Chief	Noted by: Concerned Department Manager
Incident Report	Concerned Division Chief / Area Supervisor	Concerned Department Manager
Request for Incident Report by Third Party	---	General Manager
Transferred to OGM		
<b>CONTROL POINTS</b>		
BOHECO I Policy No. 99-01, Personnel Safety Policy		

Transferred from OSD

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

<b>SUBJECT</b>	FINANCE	
<b>TOPIC</b>	PETTY CASH	
<b>RESPONSIBLE OFFICE</b>	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)/CASHIER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Petty Cash - Area Office	Concerned Area Supervisor/Area Manager	OSD Manager
Request for Petty Cash - Main Office	Concerned Department Manager	OSD Manager
<b>CONTROL POINTS</b>		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

<b>SUBJECT</b>	FINANCE	
<b>TOPIC</b>	PETTY CASH	
<b>RESPONSIBLE OFFICE</b>	<b>ALL DEPARTMENTS</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Petty Cash - Sub-Office	---	Area Supervisor
Request for Petty Cash - Main Office	Concerned Division Chief	Concerned Department Manager
<b>CONTROL POINTS</b>		
BOHECO I PM-FSD-03: Handling of Petty Cash		

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from OSD

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from OSD

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Supplies Requisition Issuance Slip	Concerned Division Chief /Area Supervisor	Concerned Department Manager
Job Card – P20,000.00 and Below	Concerned Division Chief /Area Supervisor	Concerned Department Manager
Job Card - Above P20,000.00	Concerned Department Manager	General Manager
Budget Realignment for Various Coop Projects, Activities and Other COB items	Concerned Department Manager	General Manager
Certificate of Completion (Services) and/or Acceptance (Goods/ Materials) 100,000.00 and below	Concerned Division Chief	Concerned Department Manager
Certificate of Completion (Services) and/or Acceptance (Goods/ Materials) Above 100,000.00	Concerned Department Manager	General Manager
CONTROL POINTS		

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1st Edition - January 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<b>CONTROL POINTS</b>		

Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.  
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1st Edition

SUBJECT	DOCUMENTS	
TOPIC	<b>INFORMATION TECHNOLOGY (IT) CONCERN</b>	
RESPONSIBLE OFFICE	<b>ALL DEPARTMENTS</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Program Development	Information and Communication Technology Systems and Database Management Division Chief	Corporate Planning and Information and Communication Technology Department Manager
Request for CCTV Footages Play Back Form (Internal)	Initiated by: Information and Communication Technology Systems and Database Management Division Chief	Corporate Planning and Information and Communication Technology Department Manager
Request for CCTV Footages Play Back (Third Party)	Corporate Planning and Information and Communication Technology Department Manager	General Manager
Information Dissemination Request Form (IDRF)	Concerned Division Chief	Concerned Department Manager
<b>CONTROL POINTS</b>		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Offset Form	Concerned Division Chief	Concerned Department Manager
Personnel Evaluation for Rank and File Level	Concerned Department Manager	General Manager
Personnel Evaluation for Managerial/Supervisory Level	---	General Manager
CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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1st Edition - January 2025

SUBJECT	ORDERS AND MEMOS	
TOPIC	EMPLOYEE CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Order (Movement, new assignment)	Requested by: Concerned Department Manager	General Manager with initials of ISD Manager
Memorandum (activities, employee info disseminations, etc)	HR Head	General Manager with initials of ISD Manager
Notice to Explain (Employee Third Level Violations of Coop Rules)	HR Head	ISD Manager (Copy Furnished General Manager)
Memorandum for employee violation (First Level and Second Level Violations)	HR Head	General Manager with initials of ISD Manager
Written warning for (Employees' Third Level Violation of Coop Rules)	Concerned Division Supervisor	Concerned Department Manager Copy Furnished General Manager
Suspension Order, Termination of Employment	HR Head and Ad Hoc Committee	General Manager
CONTROL POINTS		
1. Cooperative Employees Rules and Regulations		

Recommended



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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to ISD		
CONTROL POINTS		
1. Cooperative Employees Rules and Regulations		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	DOCUMENT ARCHIVE	
TOPIC	EMPLOYEE CONCERNS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Released Copy to Third Party	Data Privacy Officer	General Manager with initial from IT/Corplan Manager
Request Form for Retrieval	Data Privacy Officer	Concerned Department Manager
Request Form for Archive	Concerned Requesting Party	Concerned Department Manager
CONTROL POINTS		
1. Data Privacy Act of 2012		

Recommended



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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Common Documents		
Transferred to Common Documents		
Transferred to Common Documents		
CONTROL POINTS		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	PAYMENTS AND CASH ADVANCES	
TOPIC	PAYMENTS AND CASH ADVANCES EXPENSES FOR VEHICLE INSURANCE, VEHICLE REGISTRATION, BUSINESS PERMITS, BUSINESS CLEAREANCE, TRAVEL EXPENSES, MEALS AND OTHER EXPENSES	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Cash Advance: (1) Vehicle Insurances (2) Vehicle Registration (3) Business Permit (4) Business Clearance (6) Payment compliance to concerned agencies (7) Travel Expenses (8) Meals (9) Other Expenses (miscellaneous and emergency purchases)	Concerned Department Manager	General Manager
CONTROL POINTS		
1. NEA Memorandum No. 2023-30 dated June 20,2023, Policy Amending NEA Memorandum No. 2018-011 on Incentives of EC Officials and Employees		
2. NEA Memorandum No. 2024-22, Revised Policy on Cash Advances of EC Officials and Employees (1st Revision)		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Common Documents		
CONTROL POINTS		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	MINUTES OF THE BOARD OF DIRECTORS	
TOPIC	BOARD RESOLUTIONS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Minutes of the Board Meeting	Noted by: Board Secretary	Attested by: Attending BOD's and General Manager
Board Resolution (For Board Resolution that requires approval of NEA)	Certified by: Board Secretary  Attested by: Board President	NEA
Board Resolution (Not requiring NEA's approval)	Certified by: Board Secretary	Attested by: Board President
CONTROL POINTS		
1. NEA Memorandum No. 2005-011 – Revised Policy on Electric Cooperative Issuances requiring Expressed NEA Approval		

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SUBJECT	MINUTES OF THE BOARD OF DIRECTORS	
TOPIC	BOARD RESOLUTIONS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Minutes of the Board Meeting	Certified by: Board Secretary	Attested by: Attending Board of Directors and General Manager
Board Resolution (requiring approval of NEA)	Certified by: Board Secretary  Attested by: Board President	National Electrification Administration
Board Resolution (Not requiring NEA's approval)	Certified by: Board Secretary	Attested by: Board President
CONTROL POINTS		
1. NEA Memorandum No. 2005-011 – Revised Policy on Electric Cooperative Issuances requiring Expressed NEA Approval		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	ANTI PILFERAGE	
TOPIC	REPORTS, PROMISSORY NOTES, DEMAND LETTERS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Differential Billing	OSD Manager, ISD Manager, ESD Manager and SEEAD Manager	General Manager
Promissory Note for Differential Billing	ISD Manager	General Manager
Recoveries from Apprehended Consumers	OSD Manager	General Manager
Demand Letter		Legal Counsel
<b>CONTROL POINTS</b>		
1. Republic Act 7832 – Anti-Pilferage Act.		

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SUBJECT	ANTI PILFERAGE	
TOPIC	REPORTS, PROMISSORY NOTES, DEMAND LETTERS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
		Transferred to OSD
	Endorsement Letter approving the Promissory Note of Member-Consumer Owners (MCOs)	---
		General Manager
		Transferred to OSD
	Demand Letter	---
		Legal Counsel and General Manager
<b>CONTROL POINTS</b>		
1. Republic Act 7832 – Anti-Pilferage Act.		

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 BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	PROCUREMENT OF ELECTRICAL MATERIALS AND EQUIPMENTS, LABOR AND SERVICES	
TOPIC	PROCUREMENT PROCESS – P300,000 AND ABOVE	
RESPONSIBLE OFFICE	BIDS AND AWARDS COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Procurement Plan (APP)	All Department Managers	General Manager (subject for approval of BOD and NEA)
Abstract of Sealed Bids	BAC – Chairperson with members of BAC – Vice Chairperson, Members	General Manager / HOPE
Invitation for Sealed Bids – P300,000.00 and above but less than P2,000,000.00		BAC Chairman
Evaluation of Sealed Bids	BAC and TWG	BOD Indorsed by General Manager
Abstract of Bidding	Prepared by: Secretariat / BAC Members / BAC Witness / BAC Vice-Chairperson / BAC Chairperson	General Manager / HOPE
Minutes	TWG / BAC / Secretariat	Attested by BAC Chairman
Notice of Award		BAC Chairman / General Manager
Contract		General manager and BOD President
Notice to Proceed		General Manager
Purchase Order – Below P300,000		Order Issued and Authorized by: General Manager (for confirmation by BOD)
Purchase Order – P300,000 and above		Order Issued and Authorized by: General Manager (with BOD authorization)
Job Cards – Below P10,000		General Manager
Job Cards – P10,000 and Above		General Manager (with BOD authorization)
CONTROL POINTS		
1. NEA Memorandum No. 2017-019: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR – RA 10531 (2017)		
3. NEA Annual Memorandum on Equipment and Materials Price Index.		
4. R.A. 9184		
5. BOHECO I Annual Procurement Plan		

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SUBJECT	PROCUREMENT OF ELECTRICAL MATERIALS AND EQUIPMENTS, LABOR AND SERVICES	
TOPIC	PROCUREMENT PROCESS – P300,000 AND ABOVE	
RESPONSIBLE OFFICE	BIDS AND AWARDS COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Procurement Plan (APP)	All Department Managers	General Manager (subject for approval of Board Of Directors and NEA)
Abstract of Bids	---	Bids and Awards Committee and Technical Working Group
Invitation for Sealed Bids – P300,000.00 and above but less than P2,000,000.00	---	Bids and Awards Committee Chairman
Evaluation of Sealed Bids	---	Bids and Awards Committee & Technical Working Group
For deletion - Duplicate Item		
Minutes	Bids and Award Committee Secretariat	Bids and Awards Committee Chairman
Notice of Award	Bids and Awards Committee Chairman	General Manager
Contract	Signed in the presence of: General Manager and Contracting Party Representative	Board President and Contracting Party
Notice to Proceed	---	General Manager
Purchase Order – Below P300,000	---	Order Issued and Authorized by: General Manager
Purchase Order – P300,000 and above	---	Order Issued and Authorized by: General Manager (with Board Of Directors authorization)
Transferred to Common Documents		
Transferred to Common Documents		
CONTROL POINTS		
1. NEA Memorandum No. 2017-019: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR – RA 10531 (2017)		
2. NEA Memorandum No. 2017-019-A: Amendments to the Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		
2. NEA Annual Memorandum on Equipment and Materials Price Index.		
3. R.A. 9184		
4. BOHECO I Annual Procurement Plan		
5. NEA Memorandum No. 2023-27: Equipment and Materials Price Index 2023		
6. NEA Memorandum No. 2023-14: NEA Price Index		
7. DOE Department Circular 2018-02-003 re: Adopting and Prescribing the Policy for the Competitive Selection Process in the Procurement by the Distribution Utilities of Power Supply Agreement for the Captive Market.		
8. DOE Department Circular 2021-09-0030 re: Amending Certain Provisions of and Supplementing Department Circular No. DC2018-12-0003 on the Competitive Selection Process in the Procurement by the Distribution Utilities of Power Supply Agreement for the Captive Market.		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	OPERATION	
TOPIC	SITIO ELECTRIFICATION PROGRAM (SEP) / CALAMITY DAMAGE / CONTRIBUTION IN AID OF CONSTRUCTION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Right of Way		Approved by: Lot Owner/GM Witnessed Planning/ Design Supervisor
CONTROL POINTS		

Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

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SUBJECT	OPERATION	
TOPIC	DOCUMENTS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Easement and Right of Way	Witnessed by: Brgy. Officials/ BOHECO I Representative, and Lot Owner Witness	Lot Owner and General Manager
CONTROL POINTS		

Transferred  
from  
Engineering  
Services  
Department

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# **BOHOL I ELECTRIC COOPERATIVE, INC.**

# **MANUAL OF APPROVALS**

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accident Report Form	Concerned Department Manager	General Manager
CONTROL POINTS		

### Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.**  
**MANUAL OF APPROVALS**

1st Edition

SUBJECT	DOCUMENTS	
TOPIC	SAFETY AND ACCIDENT REPORT	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Safety Committee Accident Report	Safety Engineer	General Manager
Accident Investigation Report	Safety Engineer	General Manager
Safety Inspection/Evaluation	Safety Engineer	General Manager
Request for Posting to EC's Official Social Media Page	Corporate Communication and Social Marketing Office Chief	General Manager
External Communication	Corporate Communication and Social Marketing Office Chief	General Manager
Week- Long Wellness Program Quarterly Report	Coop Nurse	General Manager
Annual Report for Workplace Wellness Warriors Award	Coop Nurse	General Manager
Week- Long Wellness Report	Coop Nurse	General Manager
Other Health related and Wellness Compliance Report	Coop Nurse Verified by: Institutional Services Department Manager	General Manager
CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.**  
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### Recommended



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MANUAL OF APPROVALS**

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SUBJECT	OPERATIONS	
TOPIC	VARIOUS DOCUMENTS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Contract of Lease (BOHECO I as Lessee)	Signed in the Presence of: Engineering Services Department Manager and Lessor Representative	General Manager and Lessor
Retainer Contract	Signed in the presence of: BOHECO I Department Manager/s	Board President, General Manager and Lawyer
Memorandum of Agreement (Adopt-a-School Act of 1998)	Signed in the presence of: General Manager and Education Program Specialist	Board President and DepEd Schools Division Superintendent
Performance Evaluation of General Manager - 003	---	Board of Directors
Performance Evaluation of Board of Directors - 004	---	General Manager and Board of Directors
Notice to Proceed (Joint Pole Agreement)	Engineering Services Department Manager	General Manager
Electric Cooperative's Drafted Policies	Concerned Department Manager	General Manager (Subject for Board Approval)
Agenda or Meeting Plan for the Board Meeting	Board Secretary	General Manager
Endorsement Letter for Approval of the Board and issuance of Board Resolution	---	General Manager
Transmittal Sheet (Furnishing copies of Approved Board Resolution)	---	Board Executive Secretary and General Manager
Deed of Donation	---	Board President/ General Manager
Connection Agreement (GEOP)	Signed in the Presence of: BOHECO I Representative	General Manager and GEOP End User
Distribution Wheeling Service Agreement (For Renewable Energy Supplier)	Signed in the presence of: BOHECO I Representative and Renewable Energy Supplier Representative	General Manager and Renewable Energy Supplier
Standard Joint Pole Agreement	Signed in the presence of: Engineering Services Department and Lessee's Representative	General Manager and Lessee
Appointment Letter for Probationary/Permanent Employment of Department Manager	---	General Manager

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

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SUBJECT	DOCUMENTS	
TOPIC	PROCUREMENT	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Terms of Reference (Services)/ Technical Specifications (Goods)	---	Bids and Awards Committee and Technical Working Group
Evaluation and Recommendation (Technical Assessment) of Requisitioner/ End-user	---	Bids and Awards Committee and Technical Working Group
Invitation for Public Bids – (P2,000,000.00 and above)	Bids and Awards Committee Chairman	General Manager
Instruction to Bidders	---	Bids and Awards Committee and Technical Working Group
Eligibility Checking	---	Bids and Awards Committee
Supplemental Bid Bulletin	---	Bids and Awards Committee
Notice of Post Qualification	Bids and Awards Committee Chairman	General Manager
Post Qualification Report	---	Bids and Awards Committee & Technical Working Group
Board Resolution Approving the Publication of Invitation to Bid (Public Bidding)	---	Certified by: Board Secretary Attested: Board President
Bids and Awards Committee Resolution authorizing to conduct Shopping/ Negotiated Procurement/ Small Value Procurement	---	Bids and Awards Committee
Certificate of Accreditation	---	Bids and Awards Committee Chairman and General Manager
Technical Evaluation	---	Technical Working Group
Bids and Awards Committee Resolution Recommending to Award the Contract to the Bidder	---	Bids and Awards Committee & Technical Working Group
Endorsement Letter to the Board (Recommendation of Award)	---	General Manager
Board Resolution to Award Winning Bidder	---	Board Secretary Attested by: Board President
CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	AUDIT REPORTS	
TOPIC	FINANCIAL AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)/ OFFICE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Surprise Cash Count Report	Reviewed by: Senior Auditor	Internal Auditor  Noted by: General Manager
Consumer Accounts Receivable Report		OSD Manager  Audited by: Internal Auditor
Bank Confirmation Report	Reviewed by: Senior Auditor	Internal Auditor  Noted by: General Manager
Other Financial-Related Audit Reports	Senior Auditor	Internal Auditor
CONTROL POINTS		
1. NEA Memorandum No. 2020-055 dated October 27, 2022 Revised Guidelines for Writing-off Worthless Consumers Accounts Receivables		
2. Accounting and Cost Allocation Manual		
3. NEA Memorandum No. 2023-21, 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		

Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	AUDIT REPORTS	
TOPIC	FINANCIAL AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Surprise Cash Count Report	Reviewed by: Senior Auditor	Internal Auditor  Noted by: General Manager
Aging of Consumer Accounts Receivable	Senior Auditor	Internal Auditor
Transferred to OSD		
Other Financial-Related Audit Reports  - Result of Bank Confirmation - Collection Analysis - Over/ Under Deposit - Cashier's Daily Collection - Cash Advances - Material Purchases - Pole Rental - Others	Senior Auditor	Internal Auditor
CONTROL POINTS		
1. NEA Memorandum No. 2020-055 dated October 27, 2022 Revised Guidelines for Writing-off Worthless Consumers Accounts Receivables		
2. Accounting and Cost Allocation Manual		
3. NEA Memorandum No. 2023-21, 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	AUDIT REPORTS	
TOPIC	INVENTORY REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)/ OFFICE SERVICES DEPARTMENT (OSD) / ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Physical Inventory of Office Supplies Report	OSD Manager  Audited by: Internal Auditor	General Manager
Physical Inventory of Materials Report	OSD Manager  Audited by: Internal Auditor	General Manager
Physical Inventory of Electrical Materials, Special Equipment & House wiring Materials Report	OSD Manager  Audited by: Internal Auditor	Noted by: General Manager
<b>CONTROL POINTS</b>		

Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

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SUBJECT	AUDIT REPORTS	
TOPIC	INVENTORY REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)/ OFFICE SERVICES DEPARTMENT (OSD) / ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Supplies Inventory	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Inventory of Construction Materials	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Inventory of Electrical Materials, Special Equipment & House wiring Materials	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Other Inventory & Inspection Reports - Non- Performing Assets - Accountable Forms - Furniture and Fixtures - Vehicle - Joint Pole - ICT Equipment - Material Purchases - Others	Senior Auditor	Internal Auditor
<b>CONTROL POINTS</b>		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	AUDIT REPORTS	
TOPIC	TECHNICAL AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Audit Reports on Construction Projects		Internal Auditor
Review of SAIDI/SAIFI		Internal Auditor
Audit Reports on Safety		Internal Auditor
Other Technical Related Audit Reports		Internal Auditor
CONTROL POINTS		
1. NEA Memorandum No. 2023-21, 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		
2. Coop Policy No. 99-01, Personnel Safety Policy		

Recommended



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SUBJECT	AUDIT REPORTS	
TOPIC	TECHNICAL AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Audit Reports on Construction Projects	Technical Auditor	Internal Auditor
Review of SAIDI/SAIFI	Technical Auditor	Internal Auditor
Audit Reports on Safety	Technical Auditor	Internal Auditor
Technical Audit Report (Areas Requiring Clearing)	Technical Auditor	Internal Auditor
Other Technical Related Audit Reports	Technical Auditor	Internal Auditor
Other Audit Reports (Internal)	Senior Auditor	Internal Auditor
Other Audit Reports (External)	Internal Auditor	General Manager
CONTROL POINTS		
1. NEA Memorandum No. 2023-21, 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		
2. BOHECO I Policy No. 99-01, Personnel Safety Policy		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	AUDIT REPORTS	
TOPIC	INSTITUTIONAL AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Audit Reports on Action on Consumer Complaints	Senior Auditor	Internal Auditor
Audit Reports on Personnel Records (Leave, Attendance, etc.)	Senior Auditor	Internal Auditor
Audit Reports on Human Resource Matters	Senior Auditor	Internal Auditor
Audit Report on Coop's Social Marketing Activities	Senior Auditor	Internal Auditor
Audit Reports on Programa Pasiga and Other CSR Programs	Senior Auditor	Internal Auditor
Other Institutional-Related Audit Reports	Senior Auditor	Internal Auditor
<b>CONTROL POINTS</b>		
1. NEA Memorandum No. 2023-21, 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		
2. Coop Policy No. 2024-03, Programa Pasiga Policy		

**Recommended**
**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	AUDIT REPORTS	
TOPIC	INSTITUTIONAL AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Audit Reports on Action on Consumer Complaints	Senior Auditor	Internal Auditor
Audit Reports on Personnel Records (Leave, Attendance, etc.)	Senior Auditor	Internal Auditor
Audit Reports on Human Resource Matters <i>- HR Trainings &amp; Seminars - Employee's Performance Evaluation - Imposition of HR's penalties</i>	Senior Auditor	Internal Auditor
Audit Report on Coop's Social Marketing Activities <i>- Digital Media Accounts - Others</i>	Senior Auditor	Internal Auditor
Audit Reports on Programa Pasiga and Other CSR Programs	Senior Auditor	Internal Auditor
Other Institutional-Related Audit Reports <i>- Audit on KPS Monitoring - Audit on Consumer Welfare - Areas for inclusion in Institutional Services Department Strategic Planning - Random Verification of Disconnected Consumers - Others</i>	Senior Auditor	Internal Auditor
Transmittal Sheet on Audit Reports	Senior Auditor	Internal Auditor
<b>CONTROL POINTS</b>		
1. NEA Memorandum No. 2023-21, 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		
2. BOHECO I Policy No. 2024-03, Programa Pasiga Policy		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	INTERNAL QUALITY AUDIT	
TOPIC	ISO AUDIT DOCUMENTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Internal Quality Audit Plan	Lead Auditor (Internal Auditor)	Quality Management Representative
Audit Itinerary	Lead Auditor (Internal Auditor)	Quality Management Representative
Audit Checklist		Audit Team Leader
Corrective Action Report	Department Manager (Auditee)	Lead Auditor (Internal Auditor)
Internal Quality Audit Summary	Lead Auditor (Internal Auditor)	Quality Management Representative
Internal Auditor Evaluation	Lead Auditor (Internal Auditor)	Quality Management Representative
CONTROL POINTS		
1. BOHECO I Quality Management System Manual		
2. ISO 9001:2015		
3. ISO 19011:2018		

Recommended



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SUBJECT	INTERNAL QUALITY AUDIT	
TOPIC	ISO AUDIT DOCUMENTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Internal Quality Audit Plan	Internal Quality Audit Team Leader	Lead Auditor (Internal Auditor)
Audit Itinerary	Internal Quality Audit Team Leader	Lead Auditor (Internal Auditor)
Audit Checklist	---	Internal Quality Audit Team Leader
Corrective Action Report (Corrective Action Section)	Concerned Division Chief	Concerned Department Manager
Corrective Action Report (Verification and Risk Integration, and Closure Section)	---	Lead Auditor (Internal Auditor)
Internal Quality Audit Summary	Internal Quality Audit Team Leader	Lead Auditor (Internal Auditor)
For deletion - not for approval		
CONTROL POINTS		
1. BOHECO I Quality Management System Manual		
2. ISO 9001:2015		
3. ISO 19011:2018		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	AUDIT FINDINGS	
TOPIC	INTERNAL AUDIT MATTERS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Adjusting Journal Entry (AJE)	OSD Manager  Audited by: Internal Auditor	General Manager
CONTROL POINTS		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	AUDIT FINDINGS	
TOPIC	INTERNAL AUDIT MATTERS	
RESPONSIBLE OFFICE	INTERNAL AUDIT OFFICE (IAO)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - reflected in Journal Voucher		
CONTROL POINTS		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	BUSINESS SUPPORT	
TOPIC	FORMS	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION TECHNOLOGY OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Recommended Specifications (for Laptop, printer, etc)	Systems Administrator	Chief, Corporate Planning and IT Office
CONTROL POINTS		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	BUSINESS SUPPORT	
TOPIC	FORMS	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION & COMMUNICATION TECHNOLOGY DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Recommended Specifications (for Laptop, printer, etc)	Information & Communication Technology Systems & Database Management Division Chief	Corporate Planning and Information & Communication Technology Department Manager
CONTROL POINTS		

Drafted



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	BUSINESS SUPPORT	
TOPIC	ICT EQUIPMENT MAINTENANCE	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION TECHNOLOGY OFFICE/POWER GENERATION DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Damage/Replacement	System Administrator	Chief, Corporate Planning and IT Office
PMS Checklist Form	System Administrator	Chief, Corporate Planning and IT Office
<b>CONTROL POINTS</b>		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	BUSINESS SUPPORT	
TOPIC	ICT EQUIPMENT MAINTENANCE	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION & COMMUNICATION TECHNOLOGY DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Damage/Replacement	Information & Communication Technology Systems & Database Management Division Chief	Corporate Planning and Information & Communication Technology Department Manager
Preventive Maintenance Schedule (PMS) Checklist Form	Information & Communication Technology Systems & Database Management Division Chief	Corporate Planning and Information & Communication Technology Department Manager
<b>CONTROL POINTS</b>		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	INFORMATION TECHNOLOGY	
TOPIC	MAINTENANCE OF I.C.T. EQUIPMENT AND PERIPHERALS	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION TECHNOLOGY OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Job Order (request for ICT-related job)	Systems Administrator	Chief, Corporate Planning and IT Office
Incident Report with Recommendation	Chief, Corporate Planning and IT Office	General Manager
CONTROL POINTS		
1. Republic Act No. 10844 – Department of Information and Communications Technology Act of 2015.		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	INFORMATION TECHNOLOGY	
TOPIC	MAINTENANCE OF I.C.T. EQUIPMENT AND PERIPHERALS	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION & COMMUNICATION TECHNOLOGY DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
		Transferred to Common
Incident Report with Recommendation	Corporate Planning and Information & Communication Technology Department Manager	General Manager
List of Complaints	Information & Communication Technology Systems & Database Management Division Chief	Corporate Planning and Information & Communication Technology Department Manager
CONTROL POINTS		
1. Republic Act No. 10844 – Department of Information and Communications Technology Act of 2015.		

2. Republic Act No. 10173 – Data Privacy Act of 2012

3. PM-MNT-03

2. Republic Act No. 10173 – Data Privacy Act of 2012

3. PM-MNT-03

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	RISK MANAGEMENT	
TOPIC	RISK MANAGEMENT FOR INFRASTRUCTURE	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION TECHNOLOGY OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Vulnerability Risk Assessment	Chief, Corporate Planning and IT Office	General Manager
Resiliency Compliance Plan (Mitigation Plan)	Chief, Corporate Planning and IT Office	General Manager
Emergency Response Plan	Chief, Corporate Planning and IT Office	General Manager

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	RISK MANAGEMENT	
TOPIC	RISK MANAGEMENT FOR INFRASTRUCTURE	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION & COMMUNICATION TECHNOLOGY DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Vulnerability Risk Assessment	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Resiliency Compliance Plan (Mitigation Plan)	Initiated by: Corporate Planning and Information & Communication Technology Department Manager	General Manager
Emergency Response Plan	Initiated by: Corporate Planning and Information & Communication Technology Department Manager	General Manager

	<b>CONTROL POINTS</b>	
	<b>CONTROL POINTS</b>	
	1. R.A No.11039: ECERF Act of 2018 and its IRR	
	2. DOE Circular No.DC2022-06-0228 Section 5.1.2	
	3. NEA Memo to ECs 2024-03: Submission of VRA, ERP, MP & RCP	

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	ENERGY TRADING	
TOPIC	ENERGY AND POWER SUPPLY SOURCING	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION TECHNOLOGY OFFICE/POWER GENERATION DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Power Supply Procurement Plan	Chief, Corporate Planning and IT Office	General Manager
Competitive Selection Process-Bids and Awards Committee (CSP – BAC) Bidding Documents	Technical Working Group	General Manager
Power Supply Terms of Reference	Technical Working Group	General Manager

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	ENERGY TRADING	
TOPIC	ENERGY AND POWER SUPPLY SOURCING	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION & COMMUNICATION TECHNOLOGY DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Distribution Development Plan & Power Supply Procurement Plan	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Endorsement Letter for the Creation of Special Bids and Awards Committee	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Competitive Selection Process-Bids and Awards Committee (CSP – BAC) Invitation to Bid	Special Bids and Awards Committee	General Manager
Power Supply Procurement Terms of Reference	Special Bids and Awards Committee	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Joint Competitive Selection Process-Bids and Awards Committee (CSP – BAC) Terms of Reference	---	Joint Competitive Selection Process Third Party Bids and Awards Committee (JCSP-TPBAC)
			Matrix of Evaluation	---	Joint Competitive Selection Process Third Party Bids and Awards Committee (JCSP-TPBAC)
			Joint Sworn Statement	---	Electric Cooperative's Board President, and General Manager, and Private Distribution Utility Representative
			Supplemental Memorandum of Agreement	---	Electric Cooperative's Board President, and General Manager, and Private Distribution Utility Representative
			Summary of Joint Competitive Selection Process - Third Party Bids and Awards Committee Evaluation Report	Reviewed/ Verified by: Joint Competitive Selection Process Third Party Bids and Awards Committee, Head	General Manager
Power Supply Agreement	Chief, Corporate Planning and IT Office	General Manager	Endorsement Letter for the Approval of Power Supply Agreement	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Optimal Generation and Dispatch Schedule	Energy Trader	Power Generation Manager	Transferred to PGD		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		
NEA Memorandum to ECs No. 2017-003		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	COMPLIANCES	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION TECHNOLOGY OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Posting (for the posting of ERC cases)	Chief, Corporate Planning and IT Office	General Manager
Preferential Rate	Chief, Corporate Planning and IT Office	General Manager
Compliance Monitoring Report	Head, System Data and Planning Section	Chief, Corporate Planning and IT Office

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	COMPLIANCES	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION & COMMUNICATION TECHNOLOGY DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Posting (for the posting of ERC cases)	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Preferential Rate	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Compliance Monitoring Report	Corporate Planning & Regulatory Compliance Division Chief	Corporate Planning and Information & Communication Technology Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Power Supply Procurement Plan	Chief, Corporate Planning and IT Office	General Manager
Technical Data Entry Template (Power Supplier Report) with transmittal letter	Chief, Corporate Planning and IT Office	General Manager
CAPEX Reportorial Requirement	Chief, Corporate Planning and IT Office	General Manager
Transmittals (for the Reportorial Requirements)	Chief, Corporate Planning and IT Office	General Manager
Other Requested Reports (NEA, DOE, ERC and other CPD related concerns)	Chief, Corporate Planning and IT Office	General Manager
<b>CONTROL POINTS</b>		
1. R.A. No. 10531 – National Electrification Administration Decree		
2. R.A. No. 11646 – Microgrid Systems Act		
3. ERC Resolution No. 26, S2009 – Resolution Amending the Rules for Approval of Regulated Entities' Capital Expenditure Projects		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Endorsement Letter for the Approval of Power Supply Procurement Plan and Issuance of Board Resolution	Corporate Planning and Information & Communication Technology Department Manager	General Manager
	Transferred to ESD	
CAPEX Reportorial Requirement	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Transmittals (for the Reportorial Requirements)	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Verified Declaration (Energy Regulatory Commission requirement)	---	Certified complete and true: General Manager
Other Requested Reports (NEA, DOE, ERC and other CPD related concerns)	Corporate Planning and Information & Communication Technology Department Manager	General Manager
<b>CONTROL POINTS</b>		
1. R.A. No. 10531 – National Electrification Administration Decree.		
2. R.A. No. 11646 – Microgrid Systems Act		
3. ERC Resolution No. 26, S2009 – Resolution Amending the Rules for Approval of Regulated Entities' Capital Expenditure Projects		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	PLANNING	
TOPIC	FINANCIAL PLANNING AND COMPLIANCE	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Procurement Plan (APP)	All Department Managers	General Manager (subject for approval of BOD and NEA)
Biennial Workplan	All Department Managers	General Manager (subject for approval of BOD and NEA)
Capital Expenditure Plan	All Department Managers	General Manager (subject for approval of BOD and ERC)
CONTROL POINTS		
1. ERC Resolution No. 26, Series of 2009 – Resolution Amending the Rules for Approval of Regulated Entities' Capital Expenditure Projects		
2. ERC Resolution No. 20, Series of 2011 – A Resolution Adopting the Revised Timelines for the Filing of the Multi-Year CAPEX Applications of Ecs prescribed in Section 6.2 of the Amended Rules for the Approval of Regulated Entities' CAPEX Projects		
3. NEA Regulatory Advisory No. 2023-003 – Submission of the Multi-Year Capital Expenditure (CAPEX) Application with the Energy Regulatory Commission (ERC).		
4. NEA Memorandum No. 2017-019 – Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		

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SUBJECT	PLANNING	
TOPIC	FINANCIAL PLANNING AND COMPLIANCE	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to BAC		
Enhanced Integrated Computer Planning Model (e-ICPM) 5-year Workplan	All Department Managers	General Manager (subject for approval of Board and NEA)
Endorsement Letter for the Submission of Capital Expenditure Plan	Corporate Planning and Information & Communication Technology Department Manager	General Manager (subject for approval of Board)
Annual Accomplishment Report	All Department Managers	General Manager
CONTROL POINTS		
1. ERC Resolution No. 26, Series of 2009 – Resolution Amending the Rules for Approval of Regulated Entities' Capital Expenditure Projects		
2. ERC Resolution No. 20, Series of 2011 – A Resolution Adopting the Revised Timelines for the Filing of the Multi-Year CAPEX Applications of Ecs prescribed in Section 6.2 of the Amended Rules for the Approval of Regulated Entities' CAPEX Projects		
3. NEA Regulatory Advisory No. 2023-003 – Submission of the Multi-Year Capital Expenditure (CAPEX) Application with the Energy Regulatory Commission (ERC).		
4. NEA Memorandum No. 2017-019 – Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		

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SUBJECT	PLANNING	
TOPIC	PROJECT AND POLICY PROPOSAL	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION TECHNOLOGY OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Comprehensive Project Proposal	General Manager	Board of Directors
Internal Policy Proposal	General Manager	Board of Directors
CONTROL POINTS		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Common Documents		
Transferred to Common Documents		
CONTROL POINTS		

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SUBJECT	PLANNING	
TOPIC	POWER SUPPLY PLANNING AND PROCUREMENT	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION TECHNOLOGY OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Distribution Development Plan	Chief, Corporate Planning and IT Office	General Manager
Power Supply Planning and Procurement	Chief, Corporate Planning and IT Office	General Manager
CONTROL POINTS		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - Merge with PSPP		
For Deletion - Merge with PSPP		
CONTROL POINTS		

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SUBJECT	DOCUMENTS	
TOPIC	VARIOUS REPORTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING AND INFORMATION & COMMUNICATION TECHNOLOGY DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary of Distribution System Loss for Total Distribution System	Corporate Planning & Regulatory Compliance Division Chief	Corporate Planning and Information & Communication Technology Department Manager
Inventory of ICT Equipment	Information & Communication Technology Systems & Database Management Division Chief	Corporate Planning and Information & Communication Technology Department Manager
Notarized Sworn Statement on the accuracy of data submitted through DET	Signed in the presence of: Corporate Planning and Information & Communication Technology Department Manager	General Manager
Comprehensive List of Embedded Generation Facility (EGF)	Reviewed by: Corporate Planning and Information & Communication Technology Department Manager	General Manager
Renewable Portfolio Standard (RPS) Requirement and Compliance Form	Reviewed by: Corporate Planning and Information & Communication Technology Department Manager	General Manager
Sworn Statement for Renewable Portfolio Standard (RPS)	---	General Manager
Renewal of Digital Certificate (above Php5,000.00)	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Renewal of Digital Certificate (Php4,999.00 below)	Information & Communication Technology Systems & Database Management Division Chief	Corporate Planning and Information & Communication Technology Department Manager
NEA-BIT Reportorial Requirements	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Updated Power Supply	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Monthly Operations Report (MOR) / Other Technical Data - Customer Sales Data (MOR-CSD) - DU Supply Data (MOR-DSD) - Unbundled Rates (MOR-UR) - DU Technical Data (MOR-DTD) - Wheeling Customer Data (MOR-WCD)	Corporate Planning and Information & Communication Technology Department Manager	General Manager
Monthly Statistical Report (MFSR Technical Data)	Corporate Planning & Regulatory Compliance Division Chief	Corporate Planning and Information & Communication Technology Department Manager

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SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Accomplishment Reports to be submitted to ERC	OSD Manager	General Manager
Monthly Collection and Billing Report to be submitted to PSALM	Certified Correct: OSD Manager	General Manager
Monthly Operation Report to be submitted to DOE	OSD Manager	General Manager
Monthly Report re: Discount, Recoveries and Revenue Generated to be submitted to ERC	Checked by: OSD Manager	General Manager
Customer Sales Data (MOR Template)	Checked by: OSD Manager	General Manager
CONTROL POINTS		
1. DOE Department Circular No. 2010-03-0003 re: Directing all Power Generation Companies, the Transmission service provider and all distribution utilities to ensure adequate and reliable electric power supply in the country 2. Republic Act No. 9136 - An Act ordaining reforms in the Electric Power Industry, amending for the purpose certain laws and for other purposes 3. DOE Department Circular No. 2010-03-0005 re: Providing Supplemental Policy for the Systematic Management of the DOE Reportorial Requirements for the Electric Power Industry Participants-Distribution Utilities		

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SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - Already included in URR		
Universal Charge Billing (to be submitted to PSALM)	Checked by: Office Services Department Manager  Certified by: Internal Auditor	General Manager
Universal Charge Collection (to be submitted to PSALM)	Checked by: Office Services Department Manager  Certified by: Internal Auditor	General Manager
Annual Report on Monthly UC Billings, Collections & Remittances	Initiated by: Finance Division Chief and Office Services Department Manager	Certified Correct: Internal Auditor
Reconciliation of Universal Charges Accounts	Checked by: Office Services Department Manager  Reviewed by: Internal Auditor	General Manager
Transferred to CorPlan		
For Deletion - Already included in URR		
Transferred to CorPlan		
CONTROL POINTS		
1. DOE Department Circular No. 2010-03-0003 re: Directing all Power Generation Companies, the Transmission service provider and all distribution utilities to ensure adequate and reliable electric power supply in the country 2. Republic Act No. 9136 - An Act ordaining reforms in the Electric Power Industry, amending for the purpose certain laws and for other purposes 3. DOE Department Circular No. 2023-03-0005 re: Providing Supplemental Policy for the Systematic Management of the DOE Reportorial Requirements for the Electric Power Industry Participants-Distribution Utilities		

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SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Cash Operating Budget (COB)	OSD Manager	General Manager Subject for BODs' approval
Progress Report on 5% Reinvestment Fund	OSD Manager	General Manager
Accounting of Reinvestment Fund for Sustainable CAPEX	OSD Manager	General Manager
5% Reinvestment Fund Utilization Program	OSD Manager	General Manager
CONTROL POINTS		
1. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		

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SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Cash Operating Budget (COB)	All Department Managers	General Manager (Subject for Board and NEA's approval)
For Deletion - already included in Annual Report		
For Deletion - already included in ACAM-MFSR		
For Deletion - same with Accounting of RFSC		
CONTROL POINTS		
1. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		
2. BOHECO I PM-FSD-05: Budget Preparation		
3. BOHECO I PM-FSD-06: Budget Implementation		

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SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to SEED		
Accounting and Cost Allocation Manual (ACAM)- MFSR (to be submitted to NEA)	Office Services Department Manager  Audited by: Internal Auditor	General Manager
1. Statement of Operations		
2. Statement of Cash Flows		
3. Statement of Financial Position		
4. Trial Balance		
5. Accounting of Universal Charges		
6. Schedule of Consumer's Account Receivable		
7. Accounting of Reinvestment Fund for Sustainable CAPEX (RFSC)		
8. Payroll Allocations		
9. Allocation Factors		
10. Schedule of Cash Advances		
11. Power Accounts Payable		
12. Schedule of Amortization		
13. Rates		
14. Top Ten (10) Prompt Payor Customer	Office Services Department Manager	General Manager
Monthly Cash Flow Statement	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Collection Efficiency (CE)	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Schedule of Accounts Payable (AP)	Reviewed by: Office Services Department Manager	Noted by: General Manager
NEA Performance Assessment Criteria - Financial Parameters	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Net Demand-Side Management (DSM) Revenue Over DSM Expenses	Office Services Department Manager  Audited by: Internal Auditor	General Manager
CONTROL POINTS		
1. NEA Memo 2023-21 dated May 04, 2023		
2. ERC Resolution No. 7 Series of 2012		
3. NEA Memorandum No. 2013-026 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		

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SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OSD/ESD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Top Ten Delinquent Payors	Delinquent Accounts and Disconnection Head	ESD Manager
Top Ten Prompt Payors	Finance Division Chief	OSD Manager
Inventory of Materials to be submitted to BIR (Electrical, Special Equipment and Housewiring Materials)	OSD Manager	General Manager
CONTROL POINTS		
1. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		
2. NEA Memorandum No. 2015-036 dated December 15, 2015 Guidelines in the Preparation of Accounting of Funds (AOF) and Identification of Allowance Charges Against Contingency Funds for Subsidy Funded Projects		
3. Revenue Memorandum Circular No. (RMC) 57-2015		

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SUBJECT	FINANCE		
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES		
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	
Transferred to ESD			
For Deletion - Already included in MFSR			
Inventory of Materials (to be submitted to BIR)	1. Construction Materials 2. Special Equipment 3. Housewiring Materials 4. Service Drop Wire (SDW) #6 and Housewiring Materials (NIHE Project) 5. Office Supplies 6. Materials and Supplies - Transportation 7. Materials and Supplies - Service Drop	Office Services Department Manager  Audited by: Internal Auditor	
General Manager			
CONTROL POINTS			
1. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines			
2. NEA Memorandum No. 2015-036 dated December 15, 2015 Guidelines in the Preparation of Accounting of Funds (AOF) and Identification of Allowance Charges Against Contingency Funds for Subsidy Funded Projects			
3. Revenue Memorandum Circular No. (RMC) 57-2015			

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<b>SUBJECT</b>	FINANCE	
<b>TOPIC</b>	REPORTORIAL/REGULATORY COMPLIANCES	
<b>RESPONSIBLE OFFICE</b>	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Income Tax Return (ITR) - 1702MX	OSD Manager	General Manager
Quarterly Income Tax Return (ITR) - 1702Q	OSD Manager	General Manager
VAT Payments to Independent Power Suppliers (IPPs)	OSD Manager	General Manager
BIR Form No. 2307/2306	OSD Manager	General Manager
<b>CONTROL POINTS</b>		
1. R.A. No. 10963 [Tax Reform for Acceleration and Inclusion (TRAIN)]		

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<b>SUBJECT</b>	FINANCE	
<b>TOPIC</b>	REPORTORIAL/REGULATORY COMPLIANCES	
<b>RESPONSIBLE OFFICE</b>	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Annual Income Tax	Office Services Department Manager  Audited by: Internal Auditor	General Manager
BIR Form No. 1702-MX: Annual Income Tax Return (ITR)	---	Office Services Department Manager and General Manager
Computation of Quarterly Income Tax Payable	Office Services Department Manager  Audited by: Internal Auditor	General Manager
BIR Form No. 1702Q: Quarterly Income Tax Return (ITR)	---	Office Services Department Manager and General Manager
For Deletion - not applicable		
BIR Form No. 2307: Certificate of Creditable Tax Withheld at Source	---	Office Services Department Manager
<b>CONTROL POINTS</b>		
1. R.A. No. 10963 [Tax Reform for Acceleration and Inclusion (TRAIN)]		

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SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Withholding Taxes (Summary): 1601 C	OSD Manager Audited by: Internal Auditor	General Manager (together with CV)
Computation of Withholding Taxes (Summary): 1601 E	OSD Manager Audited by: Internal Auditor	General Manager (together with CV)
Withholding Taxes: 1601 C Forms	OSD Manager	General Manager (together with CV)
Withholding Taxes: 1601 E Forms	OSD Manager	General Manager (together with CV)
<b>CONTROL POINTS</b>		
1. R.A. No. 10963 [Tax Reform for Acceleration and Inclusion (TRAIN)]		

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SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Withholding Taxes (Summary) for 1601 C	Office Services Department Manager Audited by: Internal Auditor	General Manager
Computation of Expanded Withholding Taxes (Summary) for 1601-E/ 0619-E	Office Services Department Manager Audited by: Internal Auditor	General Manager
BIR Form No. 1601-C: Monthly Remittance Return of Income Taxes Withheld on Compensation	---	Tax Compliance Officer
BIR Form No. 1601-E: Monthly Remittance Return of Creditable Income Taxes Withheld	---	Tax Compliance Officer
BIR Form No. 0619-E: Monthly Remittance Form of Creditable Income Taxes Withheld (Expanded)	---	Tax Compliance Officer
<b>CONTROL POINTS</b>		
1. R.A. No. 10963 [Tax Reform for Acceleration and Inclusion (TRAIN)]		

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TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
VAT Payments, BIR Forms 2550Q (quarterly)	OSD Manager	General Manager (together with CV)
Deferred VAT Payments (BIR Form 0605)	OSD Manager	General Manager (together with CV)
Computation of Deferred VAT (Summary)	OSD Manager	General Manager (together with CV)
CONTROL POINTS		
1. R.A. No. 10963 [Tax Reform for Acceleration and Inclusion (TRAIN)]		

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SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
BIR Form No. 2550-Q: Quarterly Value-Added Tax Return	---	Office Services Department Manager and General Manager
Computation of VAT Output for the Quarter	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Computation of VAT for the Quarter	Office Services Department Manager  Audited by: Internal Auditor	General Manager
BIR Form No. 0605: Payment Form	Finance Division Chief	Office Services Department Manager
Computation of Deferred VAT (Summary)	Office Services Department Manager  Audited by: Internal Auditor	General Manager
CONTROL POINTS		
1. R.A. No. 10963 [Tax Reform for Acceleration and Inclusion (TRAIN)]		

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<b>SUBJECT</b>	<b>REPORTORIAL COMPLIANCE - GOVERNMENT SUBSIDIZED PROJECT</b>	
<b>TOPIC</b>	<b>SUBSIDY LIQUIDATION</b>	
<b>RESPONSIBLE OFFICE</b>	<b>OFFICE SERVICES DEPARTMENT (OSD)</b>	
<b>ITEM</b>	<b>RECOMMENDING APPROVAL</b>	<b>APPROVING AUTHORITY</b>
Checklist of Documentary Requirements	Office Services Department, Engineering Services Department, and Institutional Services Department Manager	General Manager
Accounting of Funds (AOF) Summary (AOF Template 1)	Office Services Department Manager Audited by: Internal Auditor	General Manager
Accounting of Funds (AOF) Per Sitio/Brgy (AOF Template 2/3/4/5)	Office Services Department Manager Audited by: Internal Auditor	General Manager
Schedule of Supporting Documents for the Accounting of Funds	Reviewed by: Office Services Department Manager	Noted by: General Manager
Schedule A - Materials	Reviewed by: Office Services Department Manager	Noted by: General Manager
Schedule B - Labor Cost	Reviewed by: Office Services Department Manager	Noted by: General Manager
Schedule C - Overhead	Reviewed by: Office Services Department Manager	Noted by: General Manager
Liquidation Report (COA Prescribed Format)	Checked by: Office Services Department Manager	General Manager
<b>CONTROL POINTS</b>		
1. NEA Memo No 2015-036 - Guidelines in the Preparation of Accounting of Funds and Identification of Allowable Charges Against Contingency Funds for Subsidy Funded Projects		
2. NEA Memo No 2015-042 - Amendment of Item No IV of the guidelines of AOF and Identification of Allowable Charges Against Contingency Funds for Subsidy Funded Projects (NEA Memo No. 2015-036)		
3. NEA Memo No 2021-12 - Liquidation of Subsidy Funded Projects		
4. NEA Memo No 2024-013 - Conduct of Audit by the EC Internal Auditor on the Allowable Disbursement and Documentary Requirements for Liquidation of Subsidy Funds Released to ECs Prior to Submission to NEA		
5. NEA Memo No. 2025-17 - Amendment to NEA Memorandum No. 2024-07 "Enhanced Policy Guidelines on the Implementation of Strategized Rural Electrification and Operational Reliability for Electric Cooperatives		
6. NEA Financial Advisory No. 2 - EC Adherence to Various NEA Memoranda- Issuance Relative to Subsidy Funds Releases to Avoid or Minimize Accumulation of Unexpected Subsidy Funds		
7. NEA Financial Advisory No. 3 - Prescribing Proper Submission of Documentary Requirements on the Liquidation of Subsidy Funds Releases to ECs: Accounting of Funds (AOF) Must Not Exceed the Releases/Allocation Cost per Memorandum of Agreement (MOA)		

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SUBJECT	FINANCE	
TOPIC	REGULATORY COMPLIANCES - REMITTANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Remittance of ER No. 1-94 to Beneficiaries	OSD Manager	General Manager
Electrification Fund, Development & Livelihood Fund, Reforestation, watershed Management Health & Environmental Enhance Fund	OSD Manager	General Manager
<b>CONTROL POINTS</b>		
1. DOE D.C. No. DC2018-08-0021.		
2. DOE E.R. No. 1-94		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - not applicable		
For Deletion - not applicable		
<b>CONTROL POINTS</b>		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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SUBJECT	FINANCE	
TOPIC	REGULATORY COMPLIANCES - REMITTANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Preliminary Energy Sales Report (kWh)	Finance Division Chief	Office Services Department Manager
Monthly Fit-All Receivable, Collection and Remittance Report	Finance Division Chief	Office Services Department Manager
CONTROL POINTS		
1. ERC Resolution No. 15, Series of 2012 - Resolution Adopting Amendments to the Feed-in Tariff Rules		
2. ERC Resolution No. 24, Series of 2013 - Guidelines on the Collection of the Feed-in Tariff Allowance (FiT-All) and the Disbursement of the FiT-All Fund		
3. DOE Department Circular No. DC2015-07-0014 - Prescribing the Policy for Maintaining the Share of Renewable Energy (RE) Resources in the Country's Installed Capacity Through the Wholistic Implementation of the Pertinent Provisions of Republic Act No. 9513 or the RE Act on Feed-In-Tariff (FIT) System, Priority and Must Dispatch, Among Others		

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<b>SUBJECT</b>	<b>FINANCE</b>	
<b>TOPIC</b>	<b>DEPARTMENTAL REPORTS</b>	
<b>RESPONSIBLE OFFICE</b>	<b>OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)</b>	
<b>ITEM</b>	<b>RECOMMENDING APPROVAL</b>	<b>APPROVING AUTHORITY</b>
System Loss Computation	Checked by: OSD Manager	Noted by: General Manager
Fuel Cost Adjustment Analysis	OSD Manager	General Manager
<b>CONTROL POINTS</b>		
1. ERC Resolution No. 26-2016 re: A Resolution Adopting the Guidelines and Procedures for Online Report Submission of System Loss Segregation and Interruption Data to the Distribution Management Committee		
2. ERC Resolution No. 10-2018 re: A Resolution Clarifying the System Loss Calculation and Providing the Effectivity of the Rules for Setting the Distribution System Loss Cap		
3. ERC Resolution No. 24, Series of 2011 re: Approving and Adopting the revised URR excel model		
4. Philippine Distribution Code 2017 Edition (Resolution No. 02- Series of 2018)		
5. ERC Resolution No. 24, Series of 2019: Uniform Reportorial Requirement		
6. ERC Resolution No. 14, Series of 2022		

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SUBJECT	FINANCE	
TOPIC	DEPARTMENTAL REPORTS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Financial and Statistical Report (MFSR)	OSD Manager	General Manager
Schedule of Outstanding Cash Advances (CA)	Certified Correct by: OSD Manager	Noted by: General Manager
Statement of Account (IPP's)	OSD Manager	General Manager
<b>CONTROL POINTS</b>		
1. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		
2. Republic Act No. 9136 - An Act ordaining reforms in the Electric Power Industry, amending for the purpose certain laws and for other purposes		
3. Power Supply Agreements (PSA)		

Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	FINANCE	
TOPIC	DEPARTMENTAL REPORTS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Financial and Statistical Report (MFSR) - Section A: Statement of Operations - Section B: Consumer Sales and Revenue Data - Section C: Balance Sheet - Section D: Consumer Accounts Receivable - Section E: Energy and Demand Data - Section F: General Statistics	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Statement of Operations - Island Barangays	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Mini Hydro Plant Operating Report	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Mini Hydro Plant Cash Flow Statement	Office Services Department Manager  Audited by: Internal Auditor	General Manager
For Deletion - Already included in MFSR		
For Deletion - from Supplier		
<b>CONTROL POINTS</b>		
1. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		
2. Republic Act No. 9136 - An Act ordaining reforms in the Electric Power Industry, amending for the purpose certain laws and for other purposes		
3. Power Supply Agreements (PSA)		

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SUBJECT	FINANCE	
TOPIC	REPORTS/SCHEDULES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule of Outstanding Accounts Receivables - Others	Certified Correct by: OSD Manager	Noted by: General Manager
Schedule of Prepayments	Certified Correct by: OSD Manager	Noted by: General Manager
Schedule of Construction Work In Progress (CWIP)	Certified Correct by: OSD Manager	Noted by: General Manager
Bank Reconciliation	Checked by: Finance Division Chief	Noted by: OSD Manager  Audited by: Internal Auditor
CONTROL POINTS		
NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		

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SUBJECT	FINANCE	
TOPIC	REPORTS/SCHEDULES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule of Outstanding Other Accounts Receivables	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
Schedule of Prepayments - Others	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
Schedule of Construction Work In Progress (CWIP) (Monthly)	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
Transferred to Sheet 45		
CONTROL POINTS		
NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		

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SUBJECT	FINANCE	
TOPIC	REPORTS/SCHEDULES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)/ CASHIER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Daily Cash Position Report (DCPR)	Certified by: Finance Division Chief	OSD Manager  Noted by: General Manager
Daily Collection Report	Finance Division Chief	OSD Manager
Summary of Old Consumer Accounts Receivables for Write Off	OSD Manager/ Committee for Write Off	General Manager
CONTROL POINTS		
1. NEA Memo dated 2020-055 dated October 27, 2020 Revised Guidelines for Writing-off Worthless Consumer Accounts Receivables as Amended  2. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		

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SUBJECT	FINANCE	
TOPIC	REPORTS/SCHEDULES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Cash Position Report	Finance Dvision Chief	Office Services Department Manager  Noted by: General Manager
Cashier's Daily Collection Report (CDCR)	Finance Dvision Chief	Office Services Department Manager
For deletion - Duplicate with item in Sheet 43		
Summary of Member Consumers with Transformer Rental	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
Summary of Disconnected Consumers with Reading (Current Bills) Subject for Inspection/Verification	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
Summary of Accounts with Suspicious & Sudden Decrease of Consumption Subject for Inspection	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
Summary of Meter Readers' and Barangay Power Association (BAPA) Meter Readers' Findings (Stop Meter, etc.)	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
CONTROL POINTS		
1. BOHECO I PM-FSD-04: Collection & Deposit  2. NEA Memo dated 2020-055 dated October 27, 2020 Revised Guidelines for Writing-off Worthless Consumer Accounts Receivables as Amended  3. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		

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SUBJECT	FINANCE	
TOPIC	MISCELLANEOUS DOCUMENTS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Capitalization of meters & transformers	Certified Correct by: Finance Division Chief	OSD Manager
Closing-out of Completed Work Orders to Plant Account	Certified Correct by: Finance Division Chief	OSD Manager
Statement of Account – Pole Rental	Certified Correct by: Finance Division Chief	OSD Manager
Notice for Employees with Unliquidated Cash Advances (CA)	OSD Manager	General Manager
Summary of Adjustment of Power Bills – Area 1 and Area 2	OSD Manager	General Manager
CONTROL POINTS		
1. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		
2. NEA Memorandum No. 2018-055 dated August 15, 2018		

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SUBJECT	FINANCE	
TOPIC	MISCELLANEOUS DOCUMENTS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Capitalized Transformers and KWH Meters	Finance Division Chief	Office Services Department Manager
Classification of CAU's to Electric Plant Account	Finance Division Chief	Office Services Department Manager
Statement of Account – Pole Rental	Office Services Department Manager	General Manager
Notice for Employees with Unliquidated Cash Advances (CA)	Office Services Department Manager	General Manager
Summary Adjustment of Consumer Electric Bills	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Fuel Expenses Summary	Finance Division Chief	Office Services Department Manager
CONTROL POINTS		
1. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		
2. NEA Memorandum No. 2018-055 dated August 15, 2018		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	FINANCE	
TOPIC	PETTY CASH	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)/CASHIER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Petty Cash - Area Office	Concerned Area Supervisor/Area Manager	OSD Manager
Request for Petty Cash - Main Office	Concerned Department Manager	OSD Manager
Replenishment of Petty Cash – Area Office (Summary)	Finance Division Chief	OSD Manager
Replenishment of Petty Cash (Summary) - General fund and Meter Refund - Main Office	Checked by: Finance Division Chief	OSD Manager
CONTROL POINTS		

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SUBJECT	FINANCE	
TOPIC	PETTY CASH	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)/CASHIER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Petty Cash - Area Office	Concerned Area Supervisor/Area Manager	OSD Manager
Request for Petty Cash - Main Office	Concerned Department Manager	OSD Manager
Replenishment of Petty Cash – Area Office (Summary)	Finance Division Chief	OSD Manager
Replenishment of Petty Cash (Summary) - General fund and Meter Refund - Main Office	Checked by: Finance Division Chief	OSD Manager
CONTROL POINTS		
BOHECO I PM-FSD-03: Handling of Petty Cash		

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SUBJECT	FINANCE	
TOPIC	POWER BILLS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Statement of Accounts (SOA)	Finance Division Chief	OSD Manager
Summary of Unpaid Power Bills (LGU's monthly, Non-LGU weekly)	Finance Division Chief	OSD Manager
Refund for Double Payment of Power Bill (Refund Voucher)	OSD Manager	General Manager
Summary of Old Consumer Accounts Receivables for Write Off	OSD Manager/ Committee for Write Off	General Manager
Summary of Advance Payment/ Summary of Double Payment/ Application of Applied Double/ Over Payment of Power Bill	Finance Division Chief	OSD Manager
Summary of Application of Advance Payment	Finance Division Chief	OSD Manager
Summary of Application of Advance Payment	Finance Division Chief	OSD Manager
CONTROL POINTS		

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SUBJECT	FINANCE	
TOPIC	POWER BILLS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Statement of Accounts (SOA)	Finance Division Chief	Office Services Department Manager
	Office Services Department Manager	General Manager
Billing Invoice (for Contestable Consumers)	Audited by: Internal Auditor	
Summary of Unpaid Power Bills	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
Summary of Unbilled Consumers (BAPA)	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
Energy Prepayments	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
Promissory Note (Power Bills and Arrears)	Office Services Department Manager	General Manager
	Initiated by: Office Services Department Manager	Signed by: General Manager
Final Settlement Notice (Penalty on Pilferage)		
Computation of Refund for Double Payment of Power Bill (Refund Voucher)	Finance Division Chief	Office Services Department Manager
Statement of the Committee on Write-Off on the Accuracy of the Balances Requested for Write-Off	- - -	Signed by: Committee on Write Off
Summary of Accounts Receivable - Active Accounts with 2 Bills and above	Reviewed by: Office Services Department Manager	Noted by: General Manager
For deletion - same with Energy prepayments		
For deletion - same with Energy prepayments		
Annual Power Bill Deposit	Reviewed by: Finance Division Chief	Noted by: Office Services Department Manager
Summary of Electric Bills (Board of Directors)	Reviewed by: Office Services Department Manager	Noted by: General Manager
CONTROL POINTS		

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SUBJECT	FINANCE	
TOPIC	VOUCHERS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accounts Payable Voucher (APV) -General Fund	Finance Division Chief	OSD Manager
Accounts Payable Voucher (APV)- Special Projects	Finance Division Chief	OSD Manager
Check Voucher (CV)- General Fund	OSD Manager Audited by: Internal Auditor	General Manager
Check Voucher (CV)- Special Projects	OSD Manager Audited by: Internal Auditor	General Manager
Journal Voucher (JV)	OSD Manager Audited by: Internal Auditor	General Manager
Petty Cash Voucher (Main Office)	Checked by: Finance Division Chief	OSD Manager
Petty Cash Voucher (Sub-Office Area)	Finance Division Chief	OSD Manager
CONTROL POINTS		

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SUBJECT	FINANCE	
TOPIC	VOUCHERS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accounts Payable Voucher (APV) -General Fund	Finance Division Chief	Office Services Department Manager
Accounts Payable Voucher (APV)- Special Projects	Finance Division Chief	Office Services Department Manager
Check Voucher (CV)- General Fund	Office Services Department Manager Audited by: Internal Auditor	General Manager
Check Voucher (CV)- Special Projects	Office Services Department Manager Audited by: Internal Auditor	General Manager
Journal Voucher (JV)	Finance Division Chief	Office Services Department Manager
Petty Cash Voucher (Main Office)	Finance Division Chief	Office Services Department Manager
Petty Cash Voucher (Sub-Office Area)	- - -	Area Supervisor
CONTROL POINTS		
1. BOHECO I PM-FSD-01: Disbursements		
2. BOHECO I PM-FSD-03: Handling of Petty Cash		

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SUBJECT	FINANCE	
TOPIC	CHECKS SIGNATORIES AND BANK RELATED TRANSACTIONS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ CASHIER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Checks (Php 10,000 and below)	---	General Manager
Checks (Php 10,001 and above)	---	General Manager and BOD Treasurer or President
Withdrawals/Transfer of Funds	---	General Manager and BOD Treasurer or President
Opening of Accounts	---	General Manager and BOD Treasurer or President
Bank Reconciliation	Checked by: Finance Division Chief	Noted by: OSD Manager  Audited by: Internal Auditor
CONTROL POINTS		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

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SUBJECT	FINANCE	
TOPIC	CHECKS SIGNATORIES AND BANK RELATED TRANSACTIONS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ CASHIER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Checks (Php 10,000 and below)	---	General Manager
Checks (Php 10,001 and above)	---	General Manager and Board Treasurer or President
Withdrawals/Transfer of Funds	---	General Manager and Board Treasurer or President
Opening of Accounts	---	General Manager and Board Treasurer or President
Bank Confirmation	---	General Manager and Board Treasurer or President
Bank Reconciliation	Finance Division Chief	Office Services Department Manager
CONTROL POINTS		

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SUBJECT	FINANCE	
TOPIC	EMPLOYEES SALARIES, BENEFITS AND INCENTIVES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Payroll Register/ Overtime Pay for Permanent Employees	OSD Manager  Audited by: Internal Auditor	General Manager
Payroll Register/ Overtime Pay for Non-Permanent Employees	OSD Manager  Audited by: Internal Auditor	General Manager
13th Month Pay, Allowances, bonus, and other incentives for permanent employees	OSD Manager  Audited by: Internal Auditor	General Manager
13th Month Pay, bonus, and other incentives for non-permanent employees	OSD Manager  Audited by: Internal Auditor	General Manager
Representation, Rice and Other Allowances	OSD Manager  Audited by: Internal Auditor	General Manager
<b>CONTROL POINTS</b>		

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SUBJECT	FINANCE	
TOPIC	EMPLOYEES SALARIES, BENEFITS AND INCENTIVES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Payroll Register/ Overtime Pay for Permanent Employees	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Payroll Register/ Overtime Pay for Non-Permanent Employees	Office Services Department Manager  Audited by: Internal Auditor	General Manager
13th Month Pay, Allowances, bonus, and other incentives for permanent employees	Office Services Department Manager  Audited by: Internal Auditor	General Manager
13th Month Pay, bonus, and other incentives for non-permanent employees	Office Services Department Manager  Audited by: Internal Auditor	General Manager
Representation, Rice and Other Allowances	Office Services Department Manager  Audited by: Internal Auditor	General Manager
<b>CONTROL POINTS</b>		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	FINANCE	
TOPIC	EMPLOYEES BENEFITS AND LOAN REMITTANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly remittances of SSS (loans), HDMF-PAGIBIG (contributions & loans), & Philhealth contributions report	OSD Manager	General Manager
Semi-Monthly remittances of BEMPC & FCB loans report	OSD Manager	General Manager
CONTROL POINTS		
1. Republic Act No. 11199 or Social Security Act of 2018		
2. Social Security Commission (SSC) Resolution No 751-S 2022 dated November 25, 2022		
3. New SSS Contribution Table 2023 dated April 08, 2023		
4. RA 11223, Philhealth Circular No. 2019-0009 effective December 07, 2019		
5. RA 9679, HDMF Circular No. 274 and Pag-ibig Contibution Table		
6. Pag-ibig Circular No. 448: Modified Guidelines on the Pag-ibig Multipurpose Loan (MPL) Program		
7. MOA with Financing Company		

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SUBJECT	FINANCE			
TOPIC	EMPLOYEES BENEFITS AND LOAN REMITTANCES			
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/FINANCE DIVISION (FD)			
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY		
Monthly Remittances				
1. SSS Contributions	Office Services Department Manager	General Manager		
2. SSS Loans				
3. PAG-IBIG Contributions				
4. PhilHealth Contributions				
For deletion - not applicable, c/o BEMPC and FCB				
CONTROL POINTS				
1. Republic Act No. 11199 or Social Security Act of 2018				
2. Social Security Commission (SSC) Resolution No 751-S 2022 dated November 25, 2022				
3. New SSS Contribution Table 2023 dated April 08, 2023				
4. RA 11223, Philhealth Circular No. 2019-0009 effective December 07, 2019				
5. RA 9679, HDMF Circular No. 274 and Pag-ibig Contibution Table				
6. Pag-ibig Circular No. 448: Modified Guidelines on the Pag-ibig Multipurpose Loan (MPL) Program				
7. MOA with Financing Company				

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SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' RETIREMENT BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Income Tax Due of Retired Employee	OSD Manager Audited by: Internal Auditor	General Manager
Computation of Accountabilities of Retired Employee	OSD Manager	General Manager
Computation of Gratuity Pay for outgoing BOD	OSD Manager Audited by: Internal Auditor	General Manager
CONTROL POINTS		
1. Policy No. 2023-02 A Policy Amending the Coop Policy No. 88-02, as Amended Through Policy No. 2020-01, "Retirement Benefits"		
2. Coop Policy No. 93-03, Cash Conversion of Vacation/Sick Leave Credits		
3. Tax Code		
4. Revenue Memorandum Circular No. 13-2024		

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SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' RETIREMENT BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD)/ FINANCE DIVISION (FD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Income Tax Due of Retired Employee	Office Services Department Manager Audited by: Internal Auditor	General Manager
Proof of Financial Accountabilities of Retired Employee	Office Services Department Manager Audited by: Internal Auditor	General Manager
Computation of Gratuity Pay for outgoing Board of Directors	Office Services Department Manager Audited by: Internal Auditor	General Manager
CONTROL POINTS		
1. BOHECO I Policy No. 2025-01-01: A Policy Amending the Coop Policy No. 88-02, as Amended Through Policy No. 2023-02, "Retirement Benefits" with Reference and Adoption to NEA Memorandum No. 2024-25		
2. BOHECO I Policy No. 93-03, Cash Conversion of Vacation/Sick Leave Credits		
3. Tax Code		
4. Revenue Memorandum Circular No. 13-2024		

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SUBJECT	REPORTORIAL COMPLIANCE	
TOPIC	BILLING SECTION ACCOMPLISHMENT AND SUMMARY REPORTS	
RESPONSIBLE OFFICE	BILLING AND METER READING SECTION (BMRS)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Meter Reader's Report (Subject for Change Meter)	Finance Supervisor	OSD Manager
Incident Report of Meter Readers	Finance Supervisor	OSD Manager
Summary of Late Billings	Finance Supervisor	OSD Manager
Summary of Aging of Accounts Receivable	Finance Supervisor	OSD Manager
Billing Adjustment	Finance Supervisor	OSD Manager
Report of Unbilled Consumers for the Month	Finance Supervisor	OSD Manager
CONTROL POINTS		

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SUBJECT	REPORTORIAL COMPLIANCE	
TOPIC	BILLING SECTION ACCOMPLISHMENT AND SUMMARY REPORTS	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT (OSD) / FINANCE DIVISION / BILLING AND METER READING SECTION (BMRS)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Meter Reading Report (Subject for Change Meter)	---	Meter Reading/Collection Section Head
Transferred to Common		
Summary of Contestable and GEOP Consumers Consumption Per Month (RES)	Reviewed by: Office Services Department Manager	Noted by: General Manager
List of Late Billings	Finance Division Chief	Office Services Department Manager
Aging of Consumer Accounts Receivable	Finance Division Chief	Office Services Department Manager
For Deletion - Same with Summary Adjustments of Consumer Electric Bills		
Report of Unbilled Consumers for the Month	Finance Division Chief	Office Services Department Manager
Consumer Sales and Revenue Data	Office Services Department Manager Audited by: Internal Auditor	General Manager
CONTROL POINTS		
1. BOHECO I PM-FSD-08: Billing Adjustments		
2. BOHECO I PM-ASD-01: Workflow in Meter Reading for Residential and Lower Voltage Consumer		

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SUBJECT	RATE-MAKING AND REPORTING			
TOPIC	UNIFORM REPORTORIAL REQUIREMENTS AND UNBUNDLED RATE COMPUTATION			
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT			
Uniform Reportorial Requirement (URR) to be submitted to ERC and DOE  1. Generation Data 2. Transmission Data 3. System Loss and Statistical Data 4. Lifeline Data 5. Senior Citizen Data 6. Actual Implemented Rates 7. Actual Implemented Energy Losses 8. Actual Implemented Senior	Reviewed by: Office Services Department Manager	Certified True and Correct: General Manager		
Uniform Reportorial Requirement (URR) to be submitted to ERC and DOE  9. OU Summary 10. Generation Rate (GR) Calculation 11. Consumption Rate (CR) Calculation 12. System Loss Rate (SLR) Computation 13. Lifeline Subsidy (LS) Computation 14. Senior Citizen Subsidy Calculation 15. Monitoring of Approved Adjustments 16. Other Documents	Reviewed by: Office Services Department Manager	Certified True and Correct: General Manager		
17. Triennial Over / Under Recoveries	Office Services Department Manager	General Manager		
18. Accounts Payable - Power to NPC	Office Services Department Manager	General Manager		
19. Monthly Energy Sales Report	Office Services Department Manager	General Manager		
20. Summary of IEMOP Prior Periods Adjustment	Office Services Department Manager	General Manager		
21. Table of Monthly Discount and Recoveries	Office Services Department Manager	Certified True and Correct: General Manager		
22. Monthly Calculation of Over/Under Recovery of Lifeline Rates	Office Services Department Manager	Certified True and Correct: General Manager		
23. Computation of Senior Citizen Discount	Office Services Department Manager	General Manager		
24. Recovery on Recovery of Pledgeless Losses	Office Services Department Manager	General Manager		
25. Monthly Adjustment on Generation and System Loss Rate	Office Services Department Manager	General Manager		
26. Collection Due to Real Property Tax (RPT) / Business Tax	Office Services Department Manager	Certified True and Correct: General Manager		
27. Collection Due to Local Franchise Tax (LFT)	Office Services Department Manager	Certified True and Correct: General Manager		
For Deletion - already included in URR				
Monthly Operation Report a. Unbundled Rate b. Distribution Supply Data	Transferred to CorPlan			
For Deletion - already included in URR				
Unbundled Power Rate Schedule	Office Services Department Manager	General Manager		
CONTROL POINTS				
1. ERC Resolution No. 24 series of 2011 - A Resolution Adopting the Revised Uniform Reportorial Requirement (URR) by all Distribution Utilities				
2. Republic Act No. 9136 - The Energy Policy of the Energy Act of 1992				
3. ERC Resolution No. 14, Series of 2002 - A Resolution Adopting the Revised Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding Confirmation Process for Distribution Utilities				
4. BOHECO I PM-FSD-07: Rate - Making				

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SUBJECT	ANNUAL REPORT	
TOPIC	REPORTORIAL / REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Statement of Management's Responsibility for Financial Statements	***	Office Services Department Manager, General Manager, and Board President
Statement of Management's Responsibility for Annual Income Tax Return	***	Office Services Department Manager, General Manager, and Board President
Annual Report		
1. Property, Plant & Equipment	Office Services Department Manager	General Manager
2. Schedule of Construction-Work-in-Progress		
3. Investments		
4. Fund Accounts		
5. Restricted and Other Non-Current Assets		
6. Special Deposits		
7. Consumers' Accounts and Other Receivables net of Doubtful Accounts		
8. Consumers' Accounts and Other Receivables		
9. Government Accounts Receivables		
10. Materials & Supplies	Office Services Department Manager	General Manager
11. Long Term Loans Receivable		
12. Other Deferred Debts		
13. Capital Stocks		
14. Long Term Payables		
15. Due to Power Suppliers and Other Payables		
16. Donated Capital		
17. Depreciation Expense		
18. Accumulated Depreciation		
19. Schedule of Operating Revenues		
20. Schedule of Operating Expenses		
21. Prepayments and Current Assets	Office Services Department Manager	General Manager
22. Schedule of Interest Expense		
23. Schedule of Miscellaneous Expense		
24. Statement of Cash Flow		
25. Statement of Changes in Stockholder's Equity		
26. Progress Report on the Reinvestment Fund		
27. Monitoring of (Over)Under Recoveries		
28. Energy Deposit Report		
29. Bill Deposit Report		
30. Other Attachments to Annual Report	Concerned Department Manager	General Manager

Drafted



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	PROCUREMENT OF ELECTRICAL MATERIALS AND EQUIPMENTS, LABOR AND SERVICES	
TOPIC	PROCUREMENT PROCESS – Less than P300,000	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT/GENERAL SERVICES AND MOTORPOOL DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Canvass Sheet (Open Canvass)	Canvass Supervised by: General Services Division Supervisor	OSD Manager
CONTROL POINTS		
1. NEA Memorandum No. 2017-019: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR - RA 10531 (2017)		
2. NEA Annual Memorandum on Equipment and Materials Price Index		
3. R.A. 9184		
4. BOHECO I Annual Procurement Plan		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	PROCUREMENT OF ELECTRICAL MATERIALS AND EQUIPMENTS, LABOR AND SERVICES	
TOPIC	PROCUREMENT PROCESS – Less than P300,000	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT/GENERAL SERVICES AND MOTORPOOL DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Canvass Sheet (Open Canvass)	General Services and Motorpool Division Chief	Office Services Department Manager
CONTROL POINTS		
1. NEA Memorandum No. 2017-019: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR - RA 10531 (2017)		
2. NEA Annual Memorandum on Equipment and Materials Price Index		
3. R.A. 9184 - An Act Providing For The Modernization, Standardization And Regulation Of The Procurement Activities Of The Government And For Other Purposes		
4. BOHECO I Annual Procurement Plan		
5. BOHECO I PM-FSD-02: Procurement Process - Canvassing		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	DOCUMENTS	
TOPIC	<b>REPAIR AND MAINTENANCE OF VEHICLES</b>	
RESPONSIBLE OFFICE	<b>OFFICE SERVICES DEPARTMENT/GENERAL SERVICES AND MOTORPOOL DIVISION</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monitoring Report of Repair and Maintenance of Vehicles	General Services and Motorpool Division Chief	Office Services Department Manager
Vehicle Preventive Maintenance Plan	General Services and Motorpool Division Chief	Office Services Department Manager
Vehicle Daily Check Sheet for Drivers (BLOWBAGETS)	Reviewed by: General Services and Motorpool Division Chief	Noted by: Office Services Department Manager
Status Report of Coop Owned Service Vehicles	Reviewed by: General Services and Motorpool Division Chief	Noted by: Office Services Department Manager
Labor Contract for the General Body Repair of Vehicle	---	General Manager and Contractor
CONTROL POINTS		
BOHECO I PM-FSD-08: Repair and Maintenance for Vehicle		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	DOCUMENTS	
TOPIC	REPAIR AND MAINTENANCE OF VEHICLES	
RESPONSIBLE OFFICE	OFFICE SERVICES DEPARTMENT/GENERAL SERVICES AND MOTORPOOL DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Facility Maintenance Schedule	General Services and Motorpool Division Chief	Office Services Department Manager
Building & Facilities Inspection Report (Quarterly)	Reviewed by: General Services and Motorpool Division Chief	Noted by: Office Services Department Manager
Motorpool Accomplishment Report for the Period	Reviewed by: General Services and Motorpool Division Chief	Noted by: Office Services Department Manager
Certificate of Completion (Construction Projects/Repairs & Maintenance of Buildings & Service Vehicles)	Office Services Department Manager	General Manager
CONTROL POINTS		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	MEMBER SERVICES APPLICATION	
TOPIC	MEMBERSHIP APPLICATION AND REQUEST FOR TRANSFER OF OWNERSHIP/CHANGE NAME	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Membership Application	General Manager	BOD
Application For Transfer Of Ownership/Change Name (Sanitation)	Witnessed by: CWD Personnel	Acted upon by: ISD Manager with initial from MCPD Division Chief
CONTROL POINTS		
1. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	MEMBER SERVICES APPLICATION	
TOPIC	MEMBERSHIP APPLICATION AND REQUEST FOR TRANSFER OF OWNERSHIP/CHANGE NAME	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Membership Applications Per Municipality	Institutional Services Department Manager	General Manager (Subject for Board Of Directors Approval)
Change of Account Name (Sanitation)	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
CONTROL POINTS		
1. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	NEW CONNECTIONS	
TOPIC	SERVICE MEMOS, TURN ON ORDERS AND QUOTATION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Service Memo for Inspection-New Connection/Temporary Connection		(System Generated, No signature required)
Turn On Order		ISD Manager
Quotation	ISD Manager	General Manager
<b>CONTROL POINTS</b>		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	NEW CONNECTIONS	
TOPIC	TURN ON ORDERS AND QUOTATION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
		For Deletion
Turn On Order	Initiated by: Member-Consumer and Power Use Development Division Chief	Institutional Services Department Manager
Quotation	Institutional Services Department Manager	General Manager
<b>CONTROL POINTS</b>		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	NEW CONNECTIONS	
TOPIC	HOUSEWIRING INSPECTION REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
House Wiring Inspection Report		(System Generated, no signature required)
CONTROL POINTS		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	NEW CONNECTIONS	
TOPIC	HOUSEWIRING INSPECTION REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion		
Energization Report per Barangay (Monthly)	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
Summary Barangay Power Association (BAPA) Statistical Report (Monthly)	Institutional Services Department Manager	General Manager
BAPA Statistical Report (Main Office)	Member-Consumer and Power Use Development Division Chief	Institutional Services Department Manager
BAPA Statistical Report (Sub-Office)	Member-Consumer and Power Use Development Division Chief	Institutional Services Department Manager
Housewiring Summary Report (Monthly)	Institutional Services Department Manager	General Manager
CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

<b>SUBJECT</b>	CONSUMER COMPLAINTS/REQUESTS THRU CRM SYSTEM	
<b>TOPIC</b>	SCHEDULE OF DUTY AND MONITORING OF COMPLAINTS	
<b>RESPONSIBLE OFFICE</b>	INSTITUTIONAL SERVICES DEPARTMENT (ISD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule of Duty (for CWDC)	Chief, MCPD	ISD Manager
Monitoring of Complaints	Chief, MCPD	ISD Manager
<b>CONTROL POINTS</b>		

Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

<b>SUBJECT</b>	CONSUMER COMPLAINTS/REQUESTS THRU CRM SYSTEM	
<b>TOPIC</b>	SCHEDULE OF DUTY AND MONITORING OF COMPLAINTS	
<b>RESPONSIBLE OFFICE</b>	INSTITUTIONAL SERVICES DEPARTMENT (ISD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
BOHECO I CWD Shift Calendar	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
For Deletion - Duplicate		
<b>CONTROL POINTS</b>		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	CONSUMER WELFARE	
TOPIC	DISCOUNTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Senior Citizen Discount Application		ISD Manager
Report on List of Senior Citizens whose Applications for 5% Discount on Power Bill were Approved		ISD Manager
4Ps Lifeliner Application Form / Non-4Ps Lifeliner Application Form / Renewal Form		Data Privacy Officer
Report on List of Lifeliner Application		System Generated, No signature Required (% ISD)
CONTROL POINTS		
1. RA No. 9994 Section 3 & 4, Implementing the Senior Citizen Discount and Subsidy on Electricity Consumption, Approved by the Energy Regulatory Commission (ERC) on December 15, 2010		
2. Tripartite Advisory on Lifeline IRR by the ERC, DOE, and DSWD dated June 13, 2023 (RA 11552)		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	CONSUMER WELFARE	
TOPIC	DISCOUNTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Application for the Availment of the Residential Senior Citizens' Discount	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
Residential Senior Citizens Discount Applicants	Reviewed by: Institutional Services Department Manager	Noted by: General Manager
4Ps Lifeliner Application Form / Non-4Ps Lifeliner Application Form / Renewal Form	---	Data Privacy Officer
Report on List of Lifeliner Rate Program Beneficiaries	Institutional Services Department Manager	General Manager
CONTROL POINTS		
1. RA No. 9994 Section 3 & 4, Implementing the Senior Citizen Discount and Subsidy on Electricity Consumption, Approved by the Energy Regulatory Commission (ERC) on December 15, 2010		
2. Tripartite Advisory on Lifeline IRR by the ERC, DOE, and DSWD dated June 13, 2023 (RA 11552)		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	SUBJECT CONSUMER WELFARE	
TOPIC	FINANCIAL ASSISTANCE/CSR PROGRAMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CSR Projects Assessment, Evaluation, Implementation and Monitoring	Recommended by: ISD Manager	General Manager
Certification for payment of Mortuary Aid		ISD Manager
CONTROL POINTS		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	SUBJECT CONSUMER WELFARE	
TOPIC	FINANCIAL ASSISTANCE/CSR PROGRAMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Corporate Social Responsibility Programs	Institutional Services Department Manager	General Manager
Certification for payment of Mortuary Aid	Initiated by: Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
CONTROL POINTS		
NEA Institutional Advisory No. 01, series of 2025: Submission of Reportorial Requirements for the 2024 Annual Institutional Assessment		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	REPORTORIAL COMPLIANCE	
TOPIC	INSTITUTIONAL REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)/MEMBER- CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Status of Energization Report 1. Barangay Electrification Matrix	Checked by: ISD Manager	General Manager
2. Data Entry Template: Connections (NEA Compliance)	Checked by: ISD Manager	General Manager
3. Monthly Status of Energization	Checked by: ISD Manager	General Manager
CONTROL POINTS		
1. Policy on the Submission of Reportorial Requirements for the Integrated Assessment Report (Section 12 of Republic Act 10531 and its Implementing Rules and Regulations)		
2. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	REPORTORIAL COMPLIANCE	
TOPIC	INSTITUTIONAL REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)/MEMBER- CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Status of Energization Report 1. Barangay Electrification Matrix	Institutional Services Department Manager	General Manager
2. Data Entry Template: Connections (NEA Compliance)	Institutional Services Department Manager	General Manager
3. Monthly Status of Energization	Institutional Services Department Manager	General Manager
CONTROL POINTS		
1. Policy on the Submission of Reportorial Requirements for the Integrated Assessment Report (Section 12 of Republic Act 10531 and its Implementing Rules and Regulations)		
2. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	REPORTORIAL COMPLIANCE	
TOPIC	MONTHLY INSTITUTIONAL REPORT AND MONTHLY PERFORMANCE STANDARD MONITORING REPORT	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER (OGM)/INSTITUTIONAL SERVICES DEPARTMENT (ISD)/MEMBER- CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Institutional Report 1. BOD 2. Complaints 3. Compliance Assessment 4. District Elections 5. Institutional – Other 6. MCOO 7. Labor Management Issues 8. List of Employees 9. Salary 10. Meetings and Resolutions	Checked by: ISD Manager	General Manager
CONTROL POINTS		
1. Policy on the Submission of Reportorial Requirements for the Integrated Assessment Report (Section 12 of Republic Act 10531 and its Implementing Rules and Regulations)		
2. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	REPORTORIAL COMPLIANCE	
TOPIC	MONTHLY INSTITUTIONAL REPORT AND MONTHLY PERFORMANCE STANDARD MONITORING REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)/MEMBER- CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Institutional Report 1. Monthly Connection Details 2. BOD 3. Complaints 4. Compliance Assessment 5. District Elections 6. Institutional – Other 7. MCOO 8. Labor Management Issues 9. List of Employees 10. Salary 11. Meetings and Resolutions	Institutional Services Department Manager	General Manager
CONTROL POINTS		
1. Policy on the Submission of Reportorial Requirements for the Integrated Assessment Report (Section 12 of Republic Act 10531 and its Implementing Rules and Regulations)		
2. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	DISTRICT ELECTIONS	
TOPIC	DOCUMENTARY REQUIREMENTS AND PARAPHERNALIA	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)/ MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Initial Masterlist of Voters (Per Barangay)/Per Municipality	Verified by: ISD Manager  Validated by: Internal Auditor	Certified by: BOD Secretary
Final Masterlist of Voters (Per Barangay/Per Municipality) <Overall>	Verified by: ISD Manager  Validated by: Internal Auditor	Certified by: BOD Secretary
Certifications 1. Membership 2. AGMA Attendance	Checked by: Section Head (ComRel)  Verified by: Division Supervisor	ISD Manager
3. Not Dismissed as BOHECO I Employee	Verified by: Chief, MCPD	Certified by: ISD Manager
4. Pilferage	Prepared by: Chief, MCPD	Certified by: ESD Manager
5. No Indebtedness and Disallowed Expenses	Prepared by: Chief, MCPD	Certified by: OSD Manager
CONTROL POINTS		
1. Section 12 of Republic Act 10531 and its Implementing Rules and Regulations		
2. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		
3. NEA Memorandum No. 2014-019: Guidelines on the Conduct of District Elections for Electric Cooperatives		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	DISTRICT ELECTIONS		
TOPIC	DOCUMENTARY REQUIREMENTS AND PARAPHERNALIA		
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)/ MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	
Initial Masterlist of Voters (Per Barangay)/Per Municipality	Verified by: Institutional Services Department Manager	Certified by: Board Secretary	
Final Masterlist of Voters (Per Barangay/Per Municipality) <Overall>	Verified by: Institutional Services Department Manager	Certified by: Board Secretary	
Certificate of Attendance (Pre-membership Seminar)	Member-Consumer Education and Training Officer	Institutional Services Department Manager	
Certificate of Member in Good Standing 1. Membership 2. AGMA Attendance	Concerned Division Chief	Certified by: Institutional Services Department Manager, Engineering Services Department Manager, and Office Services Department Manager	
3. Not Dismissed as BOHECO I Employee			
4. Pilferage			
5. No Indebtedness and Disallowed Expenses			
CONTROL POINTS			
1. Section 12 of Republic Act 10531 and its Implementing Rules and Regulations			
2. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines			
3. NEA Memorandum No. 2014-019: Guidelines on the Conduct of District Elections for Electric Cooperatives			

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	DISTRICT ELECTIONS	
TOPIC	DOCUMENTARY REQUIREMENTS AND PARAPHERNALIA	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Screening Committee Certification for Qualified/ Disqualified Candidate	Prepared by: Chief, MCPD	Certified by: Screening Committee (ISD /ESD/ OSD Managers)
CONTROL POINTS		
1. Section 12 of Republic Act 10531 and its Implementing Rules and Regulations		
2. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		
3. NEA Memorandum No. 2014-019: Guidelines on the Conduct of District Elections for Electric Cooperatives		

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MANUAL OF APPROVALS**

1st Edition

SUBJECT	DISTRICT ELECTIONS	
TOPIC	DOCUMENTARY REQUIREMENTS AND PARAPHERNALIA	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Screening Committee Certification for Qualified/ Disqualified Candidate		Screening Committee (Institutional Services Department /Engineering Services Department/ Office Services Department Managers)
Screening Committee Notice of Pre-Election Briefing for Qualified Candidate		Screening Committee (Institutional Services Department /Engineering Services Department/ Office Services Department Managers)
Certification (For posting to conspicuous place)	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
CONTROL POINTS		
1. Section 12 of Republic Act 10531 and its Implementing Rules and Regulations		
2. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		
3. NEA Memorandum No. 2014-019: Guidelines on the Conduct of District Elections for Electric Cooperatives		
4. NEA Memorandum to ECs No. 2023-07 - Conduct of Regular District Elections		
5. NEA Institutional Advisories No. 51 - Mandatory Posting of Notice of District Election		
6. Institutional DET Manuals: DET036 District Elections Manual		
7. Institutional Advisory No. 02 s. 2024 - Policy/Guidelines in the Conduct of Electric Cooperatives' (ECs) Annual General Membership Assembly (AGMA)		
8. NEA Institutional & Lega Advisory No. 01 - Required Attendance to at Least Two (2) AGMA for the Last Five (5) Years Qualification of an EC Board of Director		
9. NEA Memorandum No. 2024-36 - Revision of Local Total Electrification Roadmap (LTER)		

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BOHOL I ELECTRIC COOPERATIVE, INC.  
**MANUAL OF APPROVALS**

1st Edition - January 2025

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	DISTRICT ELECTIONS AND RELATED ACTIVITIES	
TOPIC	INSTITUTIONAL ACTIVITIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT (ISD)/ MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule of District Elections and Other Related Activities	Institutional Services Department Manager	General Manager <i>(Subject for Board Approval and for National Electrification Administration's Confirmation)</i>
District Election Related Expenses	Institutional Services Department Manager	General Manager
List of Proposed DECOM Members (District Election)	Institutional Services Department Manager	General Manager
Appointment of District Election Committee (DECOM)	Institutional Services Department Manager	General Manager <i>(Subject for Board Approval and for National Electrification Administration's Confirmation)</i>
Appointment of Precinct Election Committee (PECOM)	---	District Election Committee
Voters Register	---	Certified by: Precinct Election Committee
Notice of District Election (Pahibalo)	---	Board President
Precinct Election Returns	---	Certified by: Precinct Election Committee
Precinct Minutes of Voting and Counting	---	Certified by: Precinct Election Committee
Precinct Election Tally Sheet	---	Certified by: Precinct Election Committee
Election Results	Institutional Services Department Manager	General Manager
District Election Final Canvass	---	District Election Committee
CONTROL POINTS		
1. Section 12 of Republic Act 10531 and its Implementing Rules and Regulations		
2. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		
3. NEA Memorandum No. 2014-019: Guidelines on the Conduct of District Elections for Electric Cooperatives		
4. NEA Memorandum to ECs No. 2023-07 - Conduct of Regular District Elections		
5. NEA Institutional Advisories No. 51 - Mandatory Posting of Notice of District Election		
6. Institutional DET Manuals: DET036 District Elections Manual		
7. Institutional Advisory No. 02 s. 2024 - Policy/Guidelines in the Conduct of Electric Cooperatives' (ECs) Annual General Membership Assembly (AGMA)		
8. NEA Institutional & Lega Advisory No. 01 - Required Attendance to at Least Two (2) AGMA for the Last Five (5) Years Qualification of an EC Board of Director		
9. NEA Memorandum No. 2024-36 - Revision of Local Total Electrification Roadmap (ITER)		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES LEAVE	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Conversion of unused leave to money value (for Permanent Employees): 1. Vacation Leave 2. Sick Leave	Chief, MCPD	ISD Manager
Conversion of unused leave to money value (For retirees): 1. Vacation Leave 2. Sick Leave	Retirement Committee	General Manager
CONTROL POINTS		
1. DOLE Handbook on Workers' Statutory Monetary Benefits 2022 Edition		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES LEAVE	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Cash Conversion of leave Credits (for Permanent Employees): 1. Vacation Leave 2. Sick Leave	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
Leave Balances (For retirees): 1. Vacation Leave 2. Sick Leave	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
CONTROL POINTS		
1. DOLE Handbook on Workers' Statutory Monetary Benefits 2022 Edition		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of sickness/benefit	Coop Nurse	ISD Manager/OSD Manager/Internal Auditor
Request for Cash advance of Applied/ Approved SSS sickness and maternity application	Coop Nurse	ISD Manager/OSD Manager/Internal Auditor
Certification Attached for Application for Provident Benefit Claims to PAG-IBIG Fund	Prepared by: Personnel Records Officer	ISD Manager
Certificate of Clearance	All Department Managers / Retirement Committee / BEMPC Chairman	General Manager
Computation of Retirement Pay/Separation Pay for retiring employee <b>Computation of Separation Benefits</b>	Retirement Committee	General Manager
Computation of Gratuity Pay for outgoing BOD	OSD Manager Audited by: Internal Auditor	General Manager
<b>CONTROL POINTS</b>		
1. Republic Act No. 11199: An Act Rationalizing and Expanding the Powers and Duties of the Social Security Commission to Ensure the Long-Term Viability of the Social Security System Repealing for the Purpose Republic Act No. 1161 as Amended by Republic Act No. 8282 otherwise known as the Social Security Act of 1997		
2. DOLE Handbook on Workers' Statutory Monetary Benefits 2022 Edition		

Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<b>SSS Sickness Benefit Reimbursement Application</b> (Computation of sickness/benefit)	Initiated by: Coop Nurse	Institutional Services Department Manager/ Office Services Department Manager/ Member-Consumer Personnel Development Division Chief
Request for Cash advance of Applied/ Approved SSS sickness and Maternity Benefit Reimbursement Application	Initiated by: Coop Nurse	Institutional Services Department Manager/ Office Services Department Manager/ Member-Consumer Personnel Development Division Chief
Certification Attached for Application for Provident Benefit Claims to PAG-IBIG Fund	Initiated by: Institutional Services Department Manager	General Manager
Clearance	All Department Managers / Retirement Committee / BEMPC Chairman	General Manager
<b>Transferred to Common Documents</b>		
<b>Transferred to OSD</b>		
<b>CONTROL POINTS</b>		
1. Republic Act No. 11199: An Act Rationalizing and Expanding the Powers and Duties of the Social Security Commission to Ensure the Long-Term Viability of the Social Security System Repealing for the Purpose Republic Act No. 1161 as Amended by Republic Act No. 8282 otherwise known as the Social Security Act of 1997		
2. DOLE Handbook on Workers' Statutory Monetary Benefits 2022 Edition		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' BENEFITS, CLAIMS AND LOANS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/OFFICE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Payment for the Hospitalization of Employee	OSD Manager	General Manager
Employees Compensation (EC) LOGBOOK	Certified True and Correct by: HR Head	Noted by: ISD Manager
Loan Applications for PAG-IBIG Fund	Prepared by: Personnel Records Officer	ISD Manager
CONTROL POINTS		
1. Republic Act No. 11199: An Act Rationalizing and Expanding the Powers and Duties of the Social Security Commission to Ensure the Long-Term Viability of the Social Security System Repealing for the Purpose Republic Act No. 1161 as Amended by Republic Act No. 8282 otherwise known as the Social Security Act of 1997		
2. PAG-IBIG Circular No. 448: Modified Guidelines on the PAG-IBIG Multi-purpose Loan (MPL) Program		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' BENEFITS, CLAIMS AND LOANS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Payment for the Hospitalization of Employee	OSD Manager	General Manager
Employees Compensation (EC) LOGBOOK	Certified True and Correct by: HR Head	Noted by: ISD Manager
Loan Applications for PAG-IBIG Fund	Prepared by: Personnel Records Officer	ISD Manager
CONTROL POINTS		
For Deletion - c/o HMO		
For Deletion - does not require approval		
Loan Applications for PAG-IBIG Fund		Institutional Services Department Manager
CONTROL POINTS		
1. Republic Act No. 11199: An Act Rationalizing and Expanding the Powers and Duties of the Social Security Commission to Ensure the Long-Term Viability of the Social Security System Repealing for the Purpose Republic Act No. 1161 as Amended by Republic Act No. 8282 otherwise known as the Social Security Act of 1997		
2. PAG-IBIG Circular No. 448: Modified Guidelines on the PAG-IBIG Multi-purpose Loan (MPL) Program		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEE RECORDS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for 201 Record/s by Concerned Employee for Personal Use	HR Section Head	Chief, MCPD
Request for 201 Record/s by Third Party for Official and Legal Use	ISD Manager	General Manager
Monthly Institutional Report - Compliance	Verified by: ISD Manager	General Manager
List of Monthly Personnel Report and Employee Statistics	Prepared by: HR Section Head  Checked by: Chief, MCPD  Verified by: ISD Manager	General Manager
Alphalist of Employees	Prepared by: HR Section Head  Checked by: Chief, MCPD  Verified by: ISD Manager	General Manager
CONTROL POINTS		
1. Republic Act 10173 Data Privacy Act of 2012		
2. NEA Memorandum No. 2013-028: RA 10531 Implementing Policy, Rules and Guidelines dated December 23, 2013		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEE RECORDS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for 201 Record/s by Concerned Employee for Personal Use	Human Resource Development Section Head	Member-Consumer Personnel Development Division Chief
Request for 201 Record/s by Third Party for Official and Legal Use	Institutional Services Department Manager	General Manager
For Deletion - duplicate		
For Deletion - duplicate		
Alphalist of Employees	Institutional Services Department Manager	General Manager
CONTROL POINTS		
1. Republic Act 10173 Data Privacy Act of 2012		
2. NEA Memorandum No. 2013-028: RA 10531 Implementing Policy, Rules and Guidelines dated December 23, 2013		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL PLACEMENT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Job Vacancy Posting	Endorsed by: Chief, MCPD  Recommended by: ISD Manager	General Manager
Contract for Employment	Recommended by: ISD Manager	General Manager
Office Order for Extension of Employment	Recommended by: ISD Manager	General Manager
Employees Appointment	Concerned Department Manager	General Manager
Notice of Expiration of Contract	Checked by: Chief, MCPD	ISD Manager
Certificate of Employment	Checked by: Chief, MCPD	ISD Manager
<b>CONTROL POINTS</b>		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL PLACEMENT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice of Vacancy	Initialed by: Institutional Services Department Manager	General Manager
Contract for Employment	---	General Manager
For Deletion		
Appointment	Initialed by: Institutional Services Department Manager	General Manager
Notice of Expiration of Contract	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
Certificate of Employment	Initialed by: Institutional Services Department Manager	General Manager
<b>CONTROL POINTS</b>		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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1st Edition - January 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	<b>ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)</b>	
TOPIC	<b>DOCUMENTARY COMPLIANCES</b>	
RESPONSIBLE OFFICE	<b>INSTITUTIONAL SERVICES DEPARTMENT (ISD)/ MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPDD)</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice for the Conduct of AGMA	---	Board President
Annual General Membership Assembly (Registration Template)	Reviewed by: Institutional Services Department Manager	Noted by: General Manager
Certificate of Quorum	Certified by: Board Secretary	Attested by: Board President
AGMA Minutes and AGMA Resolution	Certified by: Board Secretary	Attested by: Board President <i>(Subject for National Electrification Administration's Information)</i>
Amendments of BOHECO I By-Laws	Certified by: Board Secretary	Attested by: Board President <i>(Subject for National Electrification Administration's Approval)</i>
Amendments of BOHECO I Articles of Incorporation	---	Board of Directors <i>(Subject for National Electrification Administration's Approval)</i>
CONTROL POINTS		
1. NEA Memorandum No. 2014-019: Guidelines on the Conduct of District Elections for Electric Cooperatives		
2. Section 12 of Republic Act 10531 and its Implementing Rules and Regulations		
3. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		
4. Institutional Advisory No. 02 s. 2024 - Policy/Guidelines in the Conduct of Electric Cooperatives' (Ecs) Annual General Membership Assembly (AGMA)		

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1st Edition

SUBJECT	OPERATIONS	
TOPIC	VARIOUS DOCUMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Certificate of Employment	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
Complaints Report (8888, DOE, ERC, etc)	Institutional Services Department Manager	General Manager
Schedule of Activities, Meetings & Information Dissemination / Training Plan	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
Contract/Agreement (Internship)	---	First Party and General Manager (Second Party)
Scholarship Agreement	---	General Manager (Grantor) and Grantee
Certificate of Completion	---	General Manager and Resource Speaker
Certificate of Appreciation/ Certificate of Participation (Major Events)	---	General Manager
Payroll Authorization	Concerned Department Manager	General Manager
Result of Screening Process	Institutional Services Department Manager	General Manager
Key Performance Standards (Quarterly)	Member-Consumer Personnel Development Division Chief	Institutional Services Department Manager
Activities Participated by Member-Consumer-Owners (Annual)	Institutional Services Department Manager	General Manager
BOHECO I Customer Satisfaction Survey (Monthly)	Institutional Services Department Manager	General Manager
Encoded Customer Satisfaction Survey (Quarterly)	Institutional Services Department Manager	General Manager

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	ORDERS AND MEMOS	
TOPIC	EMPLOYEE CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Order (Movement, new assignment)	Requested by: Concerned Department Manager	General Manager with initials of ISD Manager
Memorandum (activities, employee info disseminations, etc)	HR Head	General Manager with initials of ISD Manager
Notice to Explain (Employee Third Level Violations of Coop Rules)	HR Head	ISD Manager (Copy Furnished General Manager)
Memorandum for employee violation (First Level and Second Level Violations)	HR Head	General Manager with initials of ISD Manager
Written warning for (Employees' Third Level Violation of Coop Rules)	Concerned Division Supervisor	Concerned Department Manager Copy Furnished General Manager
Suspension Order, Termination of Employment	HR Head and Ad Hoc Committee	General Manager
CONTROL POINTS		
1. Cooperative Employees Rules and Regulations		

Recommended



## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	ORDERS AND MEMOS	
TOPIC	EMPLOYEE CONCERNS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/MEMBER-CONSUMER AND PERSONNEL DEVELOPMENT DIVISION (MCPD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Order (Movement, new assignment)	Initialed by: Institutional Services Department Manager	General Manager
Memorandum (activities, employee info disseminations, etc)	Initialed by: Institutional Services Department Manager	General Manager
Notice to Explain (Employee Third Level Violations of Coop Rules)	Human Resource Development Section Head	Institutional Services Department Manager
Memorandum for employee violation (First Level and Second Level Violations)	Initialed by: Institutional Services Department Manager	General Manager
Written warning for (Employees' Third Level Violation of Coop Rules)	Initialed by: Institutional Services Department Manager	General Manager
Suspension Order, Termination of Employment	Institutional Services Department Manager	General Manager
CONTROL POINTS		
1. Cooperative Employees Rules and Regulations		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	OPERATION	
TOPIC	TECHNICAL REPORTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
System Loss Report	Chief, IT/CorPlan	General Manager
Segregated System Loss	Chief, IT/CorPlan	General Manager
ERC Template for Segregated System Loss with Transmission Loss Computation	Chief, IT/CorPlan	General Manager
CONTROL POINTS		
1. ERC Resolution No. 26-2016 re: A Resolution Adopting the Guidelines and Procedures for Online Report Submission of System Loss Segregation and Interruption Data to the Distribution Management Committee		
2. ERC Resolution No. 10-2018 re: A Resolution Clarifying the System Loss Calculation and Providing the Effectivity of the Rules for Setting the Distribution System Loss Cap		
3. ERC Resolution No. 24, Series of 2011 re: Approving and Adopting the revised URR excel model		
4. Philippine Distribution Code 2017 Edition (Resolution No. 02- Series of 2018)		
5. ERC Resolution No. 24, Series of 2019: Uniform Reportorial Requirement		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
RCO for consolidation		
RCO for consolidation		
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CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	OPERATION	
TOPIC	TECHNICAL REPORTS	
RESPONSIBLE OFFICE	SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
System Loss Report	Certified by: SEEAD Manager	Noted by: General Manager
Distribution Reliability Report	Certified by: SEEAD Manager	Noted by: General Manager
Other Technical Data (Distribution System Data)	Certified by: SEEAD Manager	Noted by: General Manager
Co-incident and Non-coincident Peak Demand	Certified by: SEEAD Manager	Noted by: General Manager
CONTROL POINTS		
1. NEA Memorandum dated 2019-045 Aug 14, 2019 Amended Enhanced Policy/Guidelines on Electric Cooperatives (EC) Overall Performance Assessment 2. Philippine Distribution Code 2017 Edition (Resolution No. 02-Series of 2018).ERC Resolution No. 24, Series of 2011 re: Approving and Adopting the revised URR excel model 3. NEA Memo 2023-21: RB Resolution Number 2023-65- 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	REPORTORIAL COMPLIANCE	
TOPIC	TECHNICAL REPORTS	
RESPONSIBLE OFFICE	SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD)/ ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
System Loss Report	Calibration & Metering Division Chief	Special Equipment and Energy Audit Department Manager
System Loss Segregation	Planning & Design Division Chief	Engineering Services Department Manager
Distribution Reliability Report	Planning & Design Division Chief	Engineering Services Department Manager
Other Technical Data (Distribution System Data)	Transformer Operation & Maintenance Division Chief and Planning & Design Division Chief	Special Equipment and Energy Audit Department Manager and Engineering Services Department Manager
Transferred to other sheet		
CONTROL POINTS		
1. NEA Memorandum dated 2019-045 Aug 14, 2019 Amended Enhanced Policy/Guidelines on Electric Cooperatives (EC) Overall Performance Assessment 2. Philippine Distribution Code 2017 Edition (Resolution No. 02-Series of 2018).ERC Resolution No. 24, Series of 2011 re: Approving and Adopting the revised URR excel model 3. NEA Memo 2023-21: RB Resolution Number 2023-65- 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	OPERATION	
TOPIC	TECHNICAL REPORTS	
RESPONSIBLE OFFICE	SEEAD/ESD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Co-incident and Non-coincident Peak Demand	Certified by: SEEAD Manager	Noted by: General Manager
BOHECO I Consumption Report	Certified by: SEEAD Manager	Noted by: General Manager
Checklist of Purchased kWh meters, Current Transformer and Potential Transformer Report	Metering Supervisor	SEEAD Manager
Staking Sheets (Relocation of Pole/Installation of Service Pole/Upgrading of Distribution Lines/Line Extension) a. As-Plan b. As-Built	Planning/Design Supervisor	ESD Manager
Utilization of kwh meter (issued and installed)	Metering Division Supervisor	SEEAD Manager
<b>CONTROL POINTS</b>		
1. NEA Memorandum dated 2019-045 Aug 14, 2019 Amended Enhanced Policy/Guidelines on Electric Cooperatives (EC) Overall Performance Assessment		
2. Philippine Distribution Code 2017 Edition (Resolution No. 02- Series of 2018).ERC Resolution No. 24, Series of 2011 re: Approving and Adopting the revised URR excel model		
3. NEA Memo 2023-21: RB Resolution Number 2023-65- 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	OPERATION	
TOPIC	MONTHLY TECHNICAL REPORTS	
RESPONSIBLE OFFICE	SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Co-incident and Non-coincident Peak Demand	Calibration & Metering Division Chief	Special Equipment and Energy Audit Department Manager
BOHECO I Consumption Report	Calibration & Metering Division Chief	Special Equipment and Energy Audit Department Manager
Transferred to another sheet		
Transferred to another sheet		
Utilization of kwh meter (issued and installed)	Special Equipment and Energy Audit Department Manager	General Manager
Monthly Energy (kWh) Purchased & SSLA Report	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
High Voltage Customers 12-Month Historical Demand Monitoring	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
Monthly Accomplishment Report	Transformer Operations & Maintenance Division Chief and Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
<b>CONTROL POINTS</b>		
1. NEA Memorandum dated 2019-045 Aug 14, 2019 Amended Enhanced Policy/Guidelines on Electric Cooperatives (EC) Overall Performance Assessment		
2. Philippine Distribution Code 2017 Edition (Resolution No. 02- Series of 2018).ERC Resolution No. 24, Series of 2011 re: Approving and Adopting the revised URR excel model		
3. NEA Memo 2023-21: RB Resolution Number 2023-65- 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	OPERATION	
TOPIC	TECHNICAL REPORTS	
RESPONSIBLE OFFICE	SEEAD/ESD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Checklist of Purchased kWh meters, Current Transformer and Potential Transformer Report	Metering Supervisor	SEEAD Manager
Staking Sheets (Relocation of Pole/Installation of Service Pole/Upgrading of Distribution Lines/Line Extension) a. As-Plan b. As-Built	Planning/Design Supervisor	ESD Manager
CONTROL POINTS		
1. NEA Memorandum dated 2019-045 Aug 14, 2019 Amended Enhanced Policy/Guidelines on Electric Cooperatives (EC) Overall Performance Assessment		
2. Philippine Distribution Code 2017 Edition (Resolution No. 02- Series of 2018).ERC Resolution No. 24, Series of 2011 re: Approving and Adopting the revised URR excel model		
3. NEA Memo 2023-21: RB Resolution Number 2023-65- 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	OPERATION	
TOPIC	POLE AND DISTRIBUTION LINES	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD) - PLANNING & DESIGN DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Checklist of Purchased kWh meters, Current Transformer and Potential Transformer Report	Warehousing Section Head	Planning & Design Division Chief
Staking Sheets (Relocation of Pole/Installation of Service Pole/Upgrading of Distribution Lines/Line Extension) a. As-Plan b. As-Built	Planning & Design Division Chief	Engineering Services Department Manager
Staking Sheets (Relocation of Pole/Installation of Service Pole/Upgrading of Distribution Lines/Line Extension) a. As-Plan b. As-Built (Government Subsidy)	Engineering Services Department Manager	General Manager
Service Charges - Pole Relocation	Planning & Design Division Chief	Engineering Services Department Manager
Gantt Chart	Planning & Design Division Chief	Engineering Services Department Manager
Designs/Plans	Planning & Design Division Chief	Engineering Services Department Manager
CONTROL POINTS		
1. NEA Memorandum dated 2019-045 Aug 14, 2019 Amended Enhanced Policy/Guidelines on Electric Cooperatives (EC) Overall Performance Assessment		
2. Philippine Distribution Code 2017 Edition (Resolution No. 02- Series of 2018).ERC Resolution No. 24, Series of 2011 re: Approving and Adopting the revised URR excel model		
3. NEA Memo 2023-21: RB Resolution Number 2023-65- 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		
4. BOHECO I PM-TSD-04: Ocular Inspection/ Survey for Extension and Upgrading of Distribution Line Procedure Manual		
5. BOHECO I PM-CPD-04: Technical Data Gathering Procedure Manual		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	OPERATION	
TOPIC	CERTIFICATES AND OTHER REQUIREMENTS	
RESPONSIBLE OFFICE	SEEAD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
IPP's Certificate of Delivered Energy	Conformed by: SEEAD Manager	General Manager
Certification of Multiplier for Big Loads	Metering Supervisor	SEEAD Manager
Certification of Multiplier for new Power Provider	SEEAD Manager	General Manager
CONTROL POINTS		
1. NEA Engineering Bulletin, Volume 4, CS 110		
2. DOE Department Circular 2018-02-003 re: Adopting and Prescribing the Policy for the Competitive Selection Process in the Procurement by the Distribution Utilities of Power Supply Agreement for the Captive Market		
3. DOE Department Circular 2015-06-0008 re: Mandating All Distribution Utilities to Undergo Competitive Selection Process (CSP) in Securing Power Supply Agreements (PSA)		
4. DOE Department Circular 2021-09-0030 re: Amending Certain Provisions of and Supplementing Department Circular No. DC2018-12-0003 on the Competitive Selection Process in the Procurement by the Distribution Utilities of Power Supply Agreement for the Captive Market		
5. ERC Resolution No. 13, Series of 2015 re: A Resolution Directing All Distribution Utilities (DUs) To Conduct A Competitive Selection Process (CSP) In The Procurement Of Their Supply To The Captive Market		
6. IRR of RA 10531 or the National Electrification Administration Reform Act of 2013		

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1st Edition

SUBJECT	OPERATION	
TOPIC	CERTIFICATES AND OTHER REQUIREMENTS	
RESPONSIBLE OFFICE	SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For deletion - not applicable		
Certification of Multiplier for Big Loads	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
For deletion - not applicable		
Switch Request Form (CRSS) n. Certification by Metering Service Provider o. Certification by Network Service Provider	Initiated by: Special Equipment and Energy Audit Department Manager	General Manager
Warranty Certificate	Initiated by: Special Equipment and Energy Audit Department Manager	General Manager
Certificate of Energization (Installation of Metering)	Initiated by: Special Equipment and Energy Audit Department Manager	General Manager
CONTROL POINTS		
1. NEA Engineering Bulletin, Volume 4, CS 110		
2. DOE Department Circular 2018-02-003 re: Adopting and Prescribing the Policy for the Competitive Selection Process in the Procurement by the Distribution Utilities of Power Supply Agreement for the Captive Market		
3. DOE Department Circular 2015-06-0008 re: Mandating All Distribution Utilities to Undergo Competitive Selection Process (CSP) in Securing Power Supply Agreements (PSA)		
4. DOE Department Circular 2021-09-0030 re: Amending Certain Provisions of and Supplementing Department Circular No. DC2018-12-0003 on the Competitive Selection Process in the Procurement by the Distribution Utilities of Power Supply Agreement for the Captive Market		
5. ERC Resolution No. 13, Series of 2015 re: A Resolution Directing All Distribution Utilities (DUs) To Conduct A Competitive Selection Process (CSP) In The Procurement Of Their Supply To The Captive Market		
6. IRR of RA 10531 or the National Electrification Administration Reform Act of 2013		

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SUBJECT	OPERATION	
TOPIC	TECHNICAL REQUIREMENTS	
RESPONSIBLE OFFICE	SEEAD/ESD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Watthour Meter Requisition Voucher and Gate Pass for Change Meter	Metering Supervisor	SEEAD Manager
Gate pass (After Testing of Transformer) Sole Use Transformer (Consumer owned)	TOMD Supervisor	SEEAD Manager and Warehouse Supervisor
Distribution Transformer Slip (BOHECO I owned)	Planning/Design Supervisor	ESD Manager
CONTROL POINTS		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
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	For deletion - not for approval	
CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.**  
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1st Edition - January 2025

SUBJECT	OPERATION	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	SEEAD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transmittal Letter for ERC Distribution System Loss Data Reportorial Requirement (ERC Reso 10 series 2018) 1. Subtransmission and Substation Data DSL (Annex C-1) 2. Feeder Data DSL (Annex C -2) 3. Reportorial Requirement: (Annex C-3) Annually	SEEAD Manager	General Manager
Distributor's Compliance Report To The Philippine Grid Code	SEEAD Manager	General Manager
CONTROL POINTS		

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# **BOHOL I ELECTRIC COOPERATIVE, INC.**

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
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CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	SUBJECT OPERATION	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	SEEAD/ESD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
In Service Testing of kwh meters (ERC Reso 12 series 2009: Article VI) 1. In Service Testing Plan 2. In service Meters	Certified by: Metering Supervisor	Noted by: SEEAD Manager
Distributor's Compliance Report To The Philippine Grid Code	SEEAD Manager	General Manager
Distributor's Compliance Report To The Philippine Distribution Code	Planning/Design Supervisor	General Manager
ERC Reportorial Requirement 10.2 and 10.3 (ERC Reso 12 series 2009: Article X) 10.2 Reportorial Requirement for Meter Shop 10.3 Reportorial Requirement For BOHECO I	SEEAD Manager	General Manager
CONTROL POINTS		
1. ERC Resolution No. 12 series 2009: Article VI		
2. EPIRA Law or RA No. 9136		

Recommended



**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition

SUBJECT	SUBJECT OPERATION	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD)/ ENGINEERING SERVICES SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
In Service Testing of kwh meters 1. In Service Testing Plan 2. In service Meters	Special Equipment and Energy Audit Department Manager	General Manager
Distributor's Compliance Report To The Philippine Grid Code	Special Equipment and Energy Audit Department Manager	General Manager
Distributor's Compliance Report To The Philippine Distribution Code	Engineering Services Department Manager	General Manager
ERC Reportorial Requirement 10.2 Reportorial Requirement for Meter Shop 10.3 Reportorial Requirement For BOHECO I	Special Equipment and Energy Audit Department Manager	General Manager
List of Test Instrument, Equipment and Standards	Special Equipment and Energy Audit Department Manager	General Manager
List of Personnel In-Charge of Operation	Special Equipment and Energy Audit Department Manager	General Manager
CONTROL POINTS		
1. ERC Resolution No. 12 series 2009: A Resolution Adopting the Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities		
2. ERC Resolution No. 21, series 2013: A Resolution Adopting the Amendments to Sections 5.3, 5.4 & 6.1 of the "Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities", As Adopted in Resolution No. 12, Series of 2009		
3. EPIRA Law or RA No. 9136		

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SUBJECT	OPERATION	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD) / CONSTRUCTION, OPERATION MAINTENANCE DIVISION (COMD), PLANNING/DESIGN (PDD)/CORPLAN	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Voltage Variation Report	Certified by: COMD Supervisor	Noted by: ESD Manager
Monthly Service Memo Report for Main and Sub-Office Area	Submitted by: COMD Supervisor	Noted by: ESD Manager
Interruption Report	Certified by: COMD Supervisor	Noted by: ESD Manager
Technical Data Entry Template (Technical Data) with transmittal letter	Corporate Planning	General Manager
CONTROL POINTS		
Philippine Distribution Code 2017 Edition (Resolution No. 02- Series of 2018)		

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SUBJECT	OPERATION	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Voltage Variation Report	Engineering Services Department Manager	General Manager
	For deletion	
Power Supplier Interruption Report	Construction Operation & Maintenance Division Chief and Transformer Operation & Maintenance Division Chief	Engineering Services Department Manager
All Others Interruption Report		
Scheduled Interruption Report		
Technical Data Entry Template (Technical Data) with transmittal letter	Planning & Design Division Chief	Engineering Services Department Manager
CONTROL POINTS		
Philippine Distribution Code 2017 Edition (Resolution No. 02- Series of 2018)		

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SUBJECT	OPERATION	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	SEEAD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
ERC Reportorial Requirement 10.2 and 10.3 (ERC Reso12 series 2009: Article X) 10.2 Reportorial Requirement for Meter Shop 10.3 Reportorial Requirement For BOHECO I	SEEAD Manager	General Manager
CONTROL POINTS		
1. ERC Resolution No. 12, series of 2009 re: A Resolution Adopting the Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to sheet 73		
CONTROL POINTS		

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SUBJECT	OPERATION	
TOPIC	SHIFT MANAGER'S REPORT	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD) / SEEAD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Shift Manager's Report - First Shift to Third Shift	Submitted by: COMD/TOMD Supervisor	Noted by: ESD/SEEAD Manager
CONTROL POINTS		
ERC Resolution No. 12, series of 2009 re: A Resolution Adopting the Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities		

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SUBJECT	OPERATION	
TOPIC	SHIFT MANAGER'S REPORT	
RESPONSIBLE OFFICE	SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Shift Manager's Report - First Shift to Third Shift <i>(Monthly)</i>	Engineer I	Transformer Operations & Maintenance Division Chief
CONTROL POINTS		
ERC Resolution No. 12, series of 2009 re: A Resolution Adopting the Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities		

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SUBJECT	OPERATION	
TOPIC	TECHNICAL EVALUATION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD) / CONSTRUCTION, OPERATION MAINTENANCE DIVISION (COMD), PLANNING/DESIGN (PDD)/SEEAD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Recommendation Sheet for submitted Electrical Plan for New Connection and Upgrading of Load	Planning/Design Supervisor	ESD Manager
Metering Equipment and Test Report <ul style="list-style-type: none"> <li>a. KWh meter (10)60A, CL100, CL200</li> <li>b. PolyPhase meter</li> <li>c. Current Transformer</li> <li>d. Potential Transformer</li> </ul>	Metering Supervisor	SEEAD Manager
Transformer Test Report	TOMD Supervisor	Approved by : SEEAD Manager
SMR Quarterly Report (Self Monitoring)		SEEAD Manager or General Manager
Quarterly PCO Report		SEEAD Manager or General Manager
PGD Manager or General Manager		SEEAD Manager or General Manager
CONTROL POINTS		
1. NEA Engineering Bulletin, Volume 4, CS 110		
2. ERC Resolution No. 12, series of 2009 re: A Resolution Adopting the Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities		

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SUBJECT	OPERATION	
TOPIC	TECHNICAL EVALUATION	
RESPONSIBLE OFFICE	SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
	For deletion - not applicable	
Metering Equipment and Test Report <ul style="list-style-type: none"> <li>a. KWh meter (10)60A, CL100, CL200</li> <li>b. PolyPhase meter</li> <li>c. Current Transformer</li> <li>d. Potential Transformer</li> </ul>	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
Transformer Test Report	Transformer Operation Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
Self-Monitoring Report (SMR) (Quarterly)	Pollution Control Officer	Special Equipment and Energy Audit Department Manager
For deletion - same as SMR		
For deletion - same as SMR		
CONTROL POINTS		
1. NEA Engineering Bulletin, Volume 4, CS 110		
2. ERC Resolution No. 12, series of 2009 re: A Resolution Adopting the Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities		

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SUBJECT	OPERATION	
TOPIC	SITIO ELECTRIFICATION PROGRAM (SEP) / CALAMITY DAMAGE / CONTRIBUTION IN AID OF CONSTRUCTION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD) / CONSTRUCTION, OPERATION MAINTENANCE DIVISION (COMD), PLANNING/DESIGN (PDD) FINANCE SERVICES DEPARTMENT / GENERAL ACCOUNTING AND BUDGET DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Un-energized Sitio	---	Certified by: Brgy. Captain Noted by: ESD Manager
Certificate of Completion of Completed Projects	Certified by: COMD Supervisor	Noted by: ESD Manager
Certificate of Energization	ESD Manager	General Manager
Certificate of Final Inspection and Acceptance	Confirmed by: COMD/Planning Supervisor	Noted by: ESD Manager
Completed Project Inspection Report: a. SEP b. Typhoon and Other Calamities c. Consumers Payment	Planning/Design Supervisor	ESD Manager
CONTROL POINTS		
IRR of RA 10531 or the National Electrification Administration Reform Act of 2013		

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SUBJECT	OPERATION	
TOPIC	SITIO ELECTRIFICATION PROGRAM (SEP) / CALAMITY DAMAGE / CONTRIBUTION IN AID OF CONSTRUCTION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For deletion - not applicable		
Certificate of Completion of Project Construction	Initiated by: Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
Certificate of Energization (Construction of Distribution Line)	---	Barangay Captain/LGU Representative, Engineering Services Department Manager, and General Manager
Certificate of Final Inspection and Acceptance	Initiated by: Construction, Operation & Maintenance Division Chief and Planning & Design Division Chief	Engineering Services Department Manager and General Manager
Certificate of Final Inspection and Acceptance (Subsidy)	Engineering Services Department Manager	General Manager and NEA Representative
Project Status Report	Planning & Design Division Chief	Engineering Services Department Manager
Completed Project Inspection Report: a. SEP b. Typhoon and Other Calamities c. Consumers Payment	Planning & Design Division Chief	Engineering Services Department Manager
Summary of Completed Construction Projects (Not Classified)	Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
Accomplishment Report - BLEP	Engineering Services Department Manager	General Manager
CONTROL POINTS		
IRR of RA 10531 or the National Electrification Administration Reform Act of 2013		

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SUBJECT	OPERATION	
TOPIC	SITIO ELECTRIFICATION PROGRAM (SEP) / CALAMITY DAMAGE / CONTRIBUTION IN AID OF CONSTRUCTION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD) / CONSTRUCTION, OPERATION MAINTENANCE DIVISION (COMD), PLANNING/DESIGN (PDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Final Inspection and Acceptance	Confirmed by: COMD/Planning Supervisor	Noted by: ESD Manager
Right of Way	---	Approved by:  Lot Owner/GM  Witnessed Planning/Design Supervisor
Tripartite Memorandum of Agreement (MOA)	ESD Manager	General Manager
Completed Project Inspection Report: d. SEP e. Typhoon and Other Calamities f. Consumers Payment	---	Witnessed by: ESD Manager & General Manager
CONTROL POINTS		
1. IRR of RA 10531 or the National Electrification Administration Reform Act of 2013		
2. Distribution Service and Open Assess Rules (DSOAR)		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Other Sheet		
Transferred to OGM		
For deletion - not applicable		
For deletion - duplicate		
CONTROL POINTS		

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SUBJECT	OPERATION	
TOPIC	SITIO ELECTRIFICATION PROGRAM (SEP) / CALAMITY DAMAGE / CONTRIBUTION IN AID OF CONSTRUCTION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD) / CONSTRUCTION, OPERATION MAINTENANCE DIVISION (COMD), PLANNING/DESIGN (PDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Cost Estimates: Contribution in Aid of Construction (CIAC)	Planning/Design Supervisor	ESD Manager
Inspection Report a. Sitio Electrification Program b. Contribution in Aid of Construction (CIAC) c. Typhoon and Other Calamities	---	ESD Manager
Bill of Materials a. Sitio Electrification Program b. Contribution in Aid of Construction (CIAC) c. Typhoon and Other Calamities	Planning/Design Supervisor	ESD Manager
CONTROL POINTS		
1. IRR of RA 10531 or the National Electrification Administratin Reform Act of 2013		
2. Distribution Service and Open Assess Rules (DSOAR)		

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TOPIC	SITIO ELECTRIFICATION PROGRAM (SEP) / CALAMITY DAMAGE / CONTRIBUTION IN AID OF CONSTRUCTION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For deletion - same as Bill of Materials		
Certificate of Inspection a. Sitio Electrification Program b. Typhoon and Other Calamities	---	Engineering Services Department Manager and NEA Representative
Certificate of Inspection (Consumer-initiated projects)	Initiated by: Planning & Design Division Chief, and Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
Bill of Materials a. Sitio Electrification Program b. Contribution in Aid of Construction (CIAC) c. Typhoon and Other Calamities d. Large Load	Planning & Design Division Chief	Engineering Services Department Manager
CONTROL POINTS		
1. IRR of RA 10531 or the National Electrification Administratin Reform Act of 2013		
2. Distribution Service and Open Assess Rules (DSOAR)		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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1st Edition - January 2025

<b>SUBJECT</b>	REQUISITION OF ELECTRICAL MATERIALS AND EQUIPMENT FROM WAREHOUSE	
<b>TOPIC</b>	NEW CONNECTION	
<b>RESPONSIBLE OFFICE</b>	SEEAD/ESD	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Watthour Meter Requisition Voucher and Gate Pass for New Connections	Metering Division Supervisor	SEEAD Manager
MIRS and Gate Pass of other hardware for new connection	COMD Supervisor	ESD Manager
Utilization of kwh meter (issued and installed)	Metering Division Supervisor	SEEAD Manager
<b>CONTROL POINTS</b>		

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<b>SUBJECT</b>				
<b>TOPIC</b>				
<b>RESPONSIBLE OFFICE</b>				
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY		
	For deletion			
	For deletion			
	Transferred to Other Sheet			
<b>CONTROL POINTS</b>				

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition - January 2025

SUBJECT	CHANGE METER	
TOPIC	SERVICE MEMOS	
RESPONSIBLE OFFICE	SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT/ INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Service Memo Inspection for Change Meter		Noted by: SEEAD Manager
Service Memo Change Meter	Metering Division Chief	Noted by: SEEAD Manager
<b>CONTROL POINTS</b>		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	CUSTOMER COMPLAINTS & REQUESTS	
TOPIC	TICKET WORK ORDERS	
RESPONSIBLE OFFICE	SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD) / ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Ticket Work Order - Inspection for Change Meter	---	Calibration and Metering Division Chief
Ticket Work Order - Change Meter (Large Load)	---	Calibration and Metering Division Chief
Ticket Work Order - Change Meter (Without Current Transformer)	---	Construction Operations & Maintenance Division Chief
Ticket Work Order (Special Line Equipment-Related Services)	---	Transformer Operations & Maintenance Division Chief
Ticket Work Order (Other Services)	---	Construction Operations & Maintenance Division Chief
<b>CONTROL POINTS</b>		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	STOCK MANAGEMENT	
TOPIC	ACCEPTANCE AND ISSUANCE OF MATERIALS	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Receiving Report (Acceptance of materials for coop use)		Verified by: Concerned Department Manager
Memorandum Receipt	Concerned Department Manager	General Manager
<b>CONTROL POINTS</b>		

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SUBJECT	STOCK MANAGEMENT	
TOPIC	ACCEPTANCE AND ISSUANCE OF MATERIALS	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD) - PLANNING & DESIGN DIVISION - WAREHOUSE SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For deletion - not for approval		
Memorandum Receipt	Planning & Design Division Chief	Engineering Services Department Manager
Certificate of Product Acceptance	Engineering Services Department Manager	General Manager
Inventory Report of Materials, Equipment and Supplies	Planning & Design Division Chief	Engineering Services Department Manager
Gate Pass	---	Engineering Services Department Manager/ Special Equipment and Energy Audit Department Manager
<b>CONTROL POINTS</b>		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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SUBJECT	<b>CALIBRATION AND METERING</b>	
TOPIC	<b>KWH METER TESTING AND CALIBRATION</b>	
RESPONSIBLE OFFICE	<b>SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD) - CALIBRATION AND METERING DIVISION</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
NSP Reportorial Form 1: Network Service Provider's Monthly Customer Information and Metering Compliance Report	Special Equipment and Energy Audit Department Manager	General Manager
NSP Reportorial Form 2: Network Service Provider's Semi-Annual Switching Compliance Report	Special Equipment and Energy Audit Department Manager	General Manager
Annual Energy Efficiency and Conservation Report - Department of Energy (DOE)	Special Equipment and Energy Audit Department Manager	General Manager
Reportorial Requirements for Distribution Utilities on Retail Competition and Open Access (RCOA) Implementation	Special Equipment and Energy Audit Department Manager	General Manager
Net Metering Compliance Report (Annex A-3) (Monthly)	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
CONTROL POINTS		

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ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
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SUBJECT	<b>CALIBRATION AND METERING</b>	
TOPIC	<b>KWH METER TESTING AND CALIBRATION</b>	
RESPONSIBLE OFFICE	<b>SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD) - CALIBRATION AND METERING DIVISION</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Revenue (kWh) Meter Test Report	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
Energy Consumption Adjustment Report (Defective Meter)	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
Renewable Energy Acceptance Test for Net Metering Applications	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
Revenue Meter and Equipment Registration Form	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
Meter Installation Report	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
Summarized Test Result	Calibration and Metering Division Chief	Special Equipment and Energy Audit Department Manager
CONTROL POINTS		
BOHECO I PM-TSD-02: KWH Meter Testing/ Calibration Procedure Manual		

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RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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SUBJECT	SUBSTATION MANAGEMENT	
TOPIC	SUBSTATION OPERATIONS AND MAINTENANCE	
RESPONSIBLE OFFICE	SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD) - TRANSFORMER OPERATION & MAINTENANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Substation and System Control Operation Schedule	Transformer Operation & Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
Substation Inspection Report	Transformer Operation & Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
Substation Outages Report	Transformer Operation & Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
Annual Substation Preventive Maintenance	Transformer Operation & Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
Hourly Load Reading	Transformer Operation & Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
Daily Load Monitoring	Transformer Operation & Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
Power Transformer Data Monitoring	Reviewed by: Transformer Operation & Maintenance Division Chief	Noted by: Special Equipment and Energy Audit Department Manager
CONTROL POINTS		
BOHECO I PM-TSD-03: Substation Operation and Maintenance Procedure Manual		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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SUBJECT	<b>TRANSFORMERS</b>	
TOPIC	<b>TRANSFORMER TESTING AND REPORTS</b>	
RESPONSIBLE OFFICE	<b>SPECIAL EQUIPMENT AND ENERGY AUDIT DEPARTMENT (SEEAD) - TRANSFORMER OPERATION &amp; MAINTENANCE DIVISION</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Distribution Transformer Test Report (External)	Special Equipment and Energy Audit Department Manager	General Manager
Distribution Transformer Test Report (Boheco I Owned)	Transformer Operation & Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
Distribution Transformer Field Testing	Transformer Operation & Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
Returned Transformer Testing	Transformer Operation & Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
Reconditioned/Refurbished Transformer	Transformer Operation & Maintenance Division Chief	Special Equipment and Energy Audit Department Manager
CONTROL POINTS		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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SUBJECT	DISCONNECTION	
TOPIC	DISCONNECTION FOR DELIQUENT ACCOUNTS	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD) - CONSTRUCTION, OPERATION & MAINTENANCE DIVISION - DELIQUENT ACCOUNTS & DISCONNECTION SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice of Disconnection (Big Load)	Initiated by: Engineering Services Department Manager	General Manager
Disconnection Order	Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
List of Disconnected Consumers	Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
Top 10 Delinquent Payors (Arrears/Receivables) (for MFSR attachment)	Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
CONTROL POINTS		
1. Magna Carta for Residential Electricity Consumers		
2. BOHECO I PM-ASD-02: Notice of Disconnection for Delinquent Consumer		
3. BOHECO I PM-DAR-01: Disconnection Procedure Manual		
4. Distribution Services and Open Access Rules (DSOAR)		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<b>CONTROL POINTS</b>		

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SUBJECT	<b>CLEARING OF LINES</b>	
TOPIC	<b>VEGETATION CLEARING OF DISTRIBUTION AND SUB-TRANSMISSION LINES</b>	
RESPONSIBLE OFFICE	<b>ENGINEERING SERVICES DEPARTMENT (ESD) - CONSTRUCTION OPERATION &amp; MAINTENANCE DIVISION</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Mass Clearing Schedule	Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
Written Request for Line Clearing	Initiated by: Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
Inspection Report for Line Clearing	Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
<b>CONTROL POINTS</b>		
BOHECO I PM-TEC-04: Vegetation Clearing of Distribution and Subtransmission Lines		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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SUBJECT	LINE MAINTENANCE	
TOPIC	SUB-TRANSMISSION AND DISTRIBUTION LINE MAINTENANCE	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD) - CONSTRUCTION OPERATION & MAINTENANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Line Inspection Report	Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
List of Line Defects	Construction, Operation & Maintenance Division Chief	Engineering Services Department Manager
CONTROL POINTS		

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SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<b>CONTROL POINTS</b>		

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SUBJECT	OPERATION	
TOPIC	MONTHLY REPORTS	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Accomplishment Report	Construction, Operation & Maintenance Division Chief and Planning & Design Division Chief	Engineering Services Department Manager
Construction Schedule	Planning & Design Division Chief	Engineering Services Department Manager
<b>CONTROL POINTS</b>		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	FINANCE	
TOPIC	PSALM CLAIMS CASH INCENTIVES	
RESPONSIBLE OFFICE	POWER GENERATION DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Attachments: 1. Turbine data 1, 2 & 3 2. Report on Meter Reading Pictures 3. Notarized Joint Verification on Meter Reading Pictures 4. Monthly Generation Report	PGD Manager	General Manager
<b>CONTROL POINTS</b>		
1. R.A. No. 9136 (Electric Power Industry Reform Act of 2001)-EPIRA		
2. DOE E.R. No. 1-94		

Recommended



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SUBJECT				
TOPIC				
RESPONSIBLE OFFICE				
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY		
	For deletion - not applicable			
<b>CONTROL POINTS</b>				

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT	REPORTORIAL COMPLIANCE-GENERATION	
TOPIC	REPORTS	
RESPONSIBLE OFFICE	POWER GENERATION DEPARTMENT/ OFFICE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
NEA, DOE and NWRB Quarterly Reports	OSD Manager	General Manager
Operation Report for DOE	OSD Manager	General Manager
SMR Quarterly Report (Self-Monitoring Report)		PGD Manager or General Manager
Annual General Company Information Sheet (GCIS)	PGD Manager	General Manager
CONTROL POINTS		
1. R.A. No. 9136 (Electric Power Industry Reform Act of 2001)-EPIRA		
2. R.A. No. 10531 (NEA Reform Act of 2013)		
3. Executive Order No. 860 (February 8, 2010)		
4. DOE E.R. No. 1-94		

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SUBJECT	REPORTORIAL COMPLIANCE-GENERATION	
TOPIC	REPORTS	
RESPONSIBLE OFFICE	POWER GENERATION DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to OSD		
Monthly Operational Report for DOE (Hydro-Electric Plant)	Power Generation Department Manager	General Manager
Transferred to Other page		
Annual General Company Information Sheet (GCIS) (ERC Template)	Reviewed by: Power Generation Department Manager	General Manager
Generation Company Management Report (ERC Template)	Reviewed by: Power Generation Department Manager	General Manager
Grid Operating Maintenance Program (Annual)	Reviewed by: Power Generation Department Manager	General Manager
CONTROL POINTS		
1. R.A. No. 9136 (Electric Power Industry Reform Act of 2001)-EPIRA		
2. R.A. No. 10531 (NEA Reform Act of 2013)		
3. Executive Order No. 860 (February 8, 2010)		
4. DOE E.R. No. 1-94		

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1st Edition - January 2025

SUBJECT	REPORTORIAL COMPLIANCE - GENERATION	
TOPIC	REPORTS	
RESPONSIBLE OFFICE	POWER GENERATION DEPARTMENT/ OFFICE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
SMR Quarterly Report (Self-Monitoring Report)		PGD Manager or General Manager
CMR (Compliance Monitoring Report)-Semi-annual Report		PGD Manager or General Manager
Annual General Company Information Sheet (GCIS)	PGD Manager	General Manager
PCO Report		PGD Manager or General Manager
CONTROL POINTS		
1. R.A. No. 10531 (NEA Reform Act of 2013)		
2. R.A. No. 11058 (Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof)		

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## BOHOL I ELECTRIC COOPERATIVE, INC. MANUAL OF APPROVALS

1st Edition

SUBJECT	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) REPORTORIAL COMPLIANCE - GENERATION	
TOPIC	REPORTS	
RESPONSIBLE OFFICE	POWER GENERATION DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Self-Monitoring Report (SMR) (Quarterly)	Pollution Control Officer	Power Generation Department Manager
Annex 3-1 Pro-forma Proponent Compliance Monitoring Report (CMR)- Semi-annual Report	Pollution Control Officer	Power Generation Department Manager
Transferred to sheet 85		
For deletion - same as SMR & CMR		
CONTROL POINTS		
1. R.A. No. 10531 (NEA Reform Act of 2013)		
2. R.A. No. 11058 (Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof)		

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MANUAL OF APPROVALS**

1st Edition - January 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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MANUAL OF APPROVALS**

1st Edition

SUBJECT	<b>PROVINCIAL COMPLIANCES</b>	
TOPIC	<b>GENERATION REPORTS</b>	
RESPONSIBLE OFFICE	<b>POWER GENERATION DEPARTMENT</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Quarterly Situationer Report to Provincial Planning and Development Office (PPDO)	Initiated by: Power Generation Department Manager	General Manager
CONTROL POINTS		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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1st Edition - January 2025

SUBJECT	ENERGY TRADING	
TOPIC	ENERGY AND POWER SUPPLY SOURCING	
RESPONSIBLE OFFICE	POWER GENERATION DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Optimal Generation and Dispatch Schedule	Energy Trader	Power Generation Manager
<b>CONTROL POINTS</b>		

Recommended



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MANUAL OF APPROVALS**

1st Edition

SUBJECT	ENERGY TRADING	
TOPIC	ENERGY AND POWER SUPPLY SOURCING	
RESPONSIBLE OFFICE	POWER GENERATION DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Optimal Generation and Dispatch Schedule	Energy Trader	Power Generation Manager
Adjusted Load Schedule and Energy Generation	Energy Trader	Power Generation Department Manager
Day-Ahead Load Schedule and Energy Generation	Energy Trader	Power Generation Department Manager
Week-Ahead Load Schedule and Energy Generation	Energy Trader	Power Generation Department Manager
Month-Ahead Load Schedule and Energy Generation	Energy Trader	Power Generation Department Manager
<b>CONTROL POINTS</b>		

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1st Edition - January 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<b>CONTROL POINTS</b>		

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**BOHOL I ELECTRIC COOPERATIVE, INC.  
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1st Edition

SUBJECT	<b>GENERATION OPERATIONS</b>	
TOPIC	<b>GENERATION REPORTS</b>	
RESPONSIBLE OFFICE	<b>POWER GENERATION DEPARTMENT</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Generation Preventive Maintenance Schedule	Plant Superintendent	Power Generation Department Manager
Emergency Shutdown Report	Power Generation Department Manager	General Manager
Monthly Generation Report	Plant Superintendent	Power Generation Department Manager
Water Level Daily Log Sheet	---	Plant Superintendent
Daily Operating Log Sheet	---	Plant Superintendent
Daily Operating/Water Level Summary (Monthly)	Plant Superintendent	Power Generation Department Manager
Submission of Daily Operating Log Sheet thru Compliance Post Evaluation and Monitoring System (CPEMS)	---	Submitted by: WESM Compliance Officer (WCO)
<b>CONTROL POINTS</b>		