

List of Corrections / Additions

<b>Office</b>	<b>Sheet</b>	<b>Item</b>	<b>Recommending Approval</b>
BAC	1	Terms of Reference (Services)/ Technical Specifications (Goods) <b>Evaluation and Recommendation (Technical Assessment) of Requisitioner/ End-user</b>	---
BAC	1	Evaluation and Recommendation (Technical Assessment) of Requisitioner/ End-user	---
BAC	1	Minutes of the Meeting / Bids and Awards Committee Resolution <b>recommending the approval of Supplemental Bid Bulletin</b>	Certified Correct by: Bids and Awards Committee
BAC	1	Minutes of the Meeting / Bids and Awards Committee Resolution <b>recommending the approval of the award of contract</b>	Certified Correct by: Bids and Awards Committee
BAC	2	Minutes of the Meeting / Bids and Awards Committee Resolution <b>recommending the award of purchase order</b>	Certified Correct by: Bids and Awards Committee
BRANC	9	Request for Refund (Double Payment)	Meter Reading & Collection Control Section Head/ Satellite Office Chief
BRANC	10	Request for Change Duty	Maintenance Section Head/ Satellite Office Chief / <b>MR&amp;CC Section Head</b>
BRANC	10	Request for Straight Duty	Maintenance Section Head/ Satellite Office Chief
BRANC	10	Request for Temporary Reliever	Concerned Branch Manager
BRANC	11	Notice of Disconnection (Big Loads)	-
BRANC	14	Monthly List of Applicants for Membership Approval	Concerned Branch Manager

FSD	40	<del>CLOSING-OUT OR COMPLETED WORK</del> Orders to Plant Account - Special Projects (Subsidy Funded) <del>General Fund</del>	Finance Division Chief
ISD	78	Office Memorandum to Explain in Writing	<b>Signed by:</b> Human Resources and Administrative Division Chief
ISD	78	Office Memorandum on the Notice of Charges & to Explain	<b>Signed by:</b> Human Resources and Administrative Division Chief
BRANC	Addtl	Request for Cancellation	Meter Reading & Collection Control Section Head/ Satellite Office Chief
FSD	Addtl	Request for Cancellation	Accounts Management Division Chief
FSD	Addtl	Debit/Credit Memorandum	Finance Division Chief

Approving Authority	Remarks	
Technical Working Group Concerned Department Section Head/ Requester/ End-User	Additional Wordings	ok
Concerned Department Section Head/ Requester/ End-User	For Deletion: Included in Line 4	ok
Head of Procuring Entity	Additional: need for Supplemental Bid Bulletin	ok
Head of Procuring Entity	Additional: need for approval of the award of contract	ok
Head of Procuring Entity	Additional: need for the award of purchase	ok
Concerned Branch Manager	FOR DELETION: DCM na ang gamit (debit credit memo)	OK
Concerned Branch Manager	add the word MR&CC	ok
Concerned Branch Manager	FOR DELETION, same as request for change duty	ok
General Manager	FOR DELETION, same with req for employee (Common)	OK
Management	For DELETION - System generated	OK
General Manager <i>(Subject for Board Approval)</i>	FOR DELETION in Branch Office - already included in ISD/MSD	ok

Finance Services Department Manager	Not for Deletion, RETAIN as proposed, provisions for DOE E.R. No. 1-94	ok
Institutional Services Department Manager	Add the word SIGNED BY in Recommending Approval and THRU, in Approving Authority	ok
Institutional Services Department Manager	Add the word SIGNED BY in Recommending Approval and THRU, in Approving Authority	ok
Concerned Branch Manager  Noted by: Finance Services Department Manager	Additional	ok
Finance Services Department Manager	Additional	ok
Finance Services Department Manager Audited by: Internal Audit Department Manager	Additional	ok

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	PROCUREMENT PROCESS - PUBLIC BIDDING	
RESPONSIBLE OFFICE	BIDS AND AWARDS COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Bidding Documents TOR Timetable Instruction to Bidders	BAC	General Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	PROCUREMENT PROCESS - PUBLIC BIDDING	
RESPONSIBLE OFFICE	BIDS AND AWARDS COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
		For deletion
Terms of Reference (Services)/ Technical Specifications (Goods)	---	Technical Working Group
Special Conditions of Contract (Goods/ Services)	---	Bids and Awards Committee
Evaluation and Recommendation (Technical Assessment) of Requisitioner/ End-user	---	Concerned Department Section Head/ Requisitioner/ End-User
Invitation to Apply for Eligibility and to Bid (included in bidding documents)	---	Bids and Awards Committee Chairman

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
2. Evaluation of BID Proposal	BAC	General Manager	Checklist of Eligibility Requirements used during Bidding Process (Public Bidding)	---	Bids and Awards Committee and Technical Working Group
3. Minutes of the Meeting / BAC Resolution	BAC	General Manager	Minutes of the Meeting / Bids and Awards Committee Resolution recommending the posting of timetable of bidding activities	Certified Correct by: Bids and Awards Committee	Head of Procuring Entity
			Supplemental Bid Bulletin	---	Technical Working Group Chairman and Bids and Awards Committee Chairman
			Notice of Post Qualification (Online Notice)	---	Bids and Awards Committee
4. Post Qualification Report	---	BAC	Post Qualification Report	---	Bids and Awards Committee and Technical Working Group
5. Notice of Award	---	General Manager	Notice of Award	Initialed by: Bids and Awards Committee Chairman	Head of Procuring Entity
6. MOA	Witnessed by: TWG Chairman	General Manager	Memorandum of Agreement	Witnessed by: Technical Working Group Chairman	General Manager and Winning Bidder/Supplier
7. Notice to Proceed	---	General Manager	Notice to Proceed	Initialed by: Bids and Awards Committee Chairman	Head of Procuring Entity

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY			
Abstract of Bid Proposals	---	BAC	Abstract of Bid Proposals	---	Bids and Awards Committee			
Annual Procurement Plan (APP)	BAC Chairman	General Manager	Annual Procurement Plan (APP)	Bids and Awards Committee Chairman	General Manager <i>For Board Confirmation</i>			
Accreditation of Suppliers and Contractors	BAC Chairman	General Manager	Certificate of Accreditation	---	Bids and Awards Committee Chairman and General Manager			
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>					
NEA Memorandum No. 2017-019 - Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).	1. NEA Memorandum No. 2017-019: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).							
NEA Memorandum No. 2017-019-A - Amendments to the Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).	2. NEA Memorandum No. 2017-019-A: Amendments to the Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).							
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 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.							
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.	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.							
NEA Memorandum No. 2023-27 - Equipment and Materials Price Index 2023	5. NEA Memorandum No. 2023-27: Equipment and Materials Price Index 2023							
NEA Memorandum No. 2023-14 - NEA Price Index	6. NEA Memorandum No. 2023-14: NEA Price Index							
	7. Republic Act No. 9184: Government Procurement Reform Act							

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Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	PROCUREMENT PROCESS - SIMPLIFIED BIDDING	
RESPONSIBLE OFFICE	BIDS AND AWARDS COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Simplified Bidding TOR Timetable Instruction to Bidders	BAC	General Manager
2. Evaluation of Canvass	BAC	General Manager



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	PROCUREMENT PROCESS - SIMPLIFIED BIDDING	
RESPONSIBLE OFFICE	BIDS AND AWARDS COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For deletion		
Terms of Reference (Services)/ Technical Specifications (Goods)	---	Requisitioner
Evaluation and Recommendation (Technical Assessment) of Requisitioner/ End-user (as needed)	---	Concerned Department Section Head/ Requestioner/ End-User
Invitation to Apply for eligibility and to bid for simplified bidding	---	Bids and Awards Committee Chairman General Manager
For deletion		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
3. Minutes of the Meeting / BAC Resolution	BAC	General Manager
4. MOA	BAC	General Manager
5. Purchase Order	ISD Manager	General Manager
Abstract of Quotation - P300,000.00 and above but less than P2,000,000.00	BAC	General Manager
<b>CONTROL POINTS</b>		
NEA Memorandum No. 2017-019 - Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		
3. 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.		
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. NEA Memorandum No. 2023-27: Equipment and Materials Price Index 2023		
6. NEA Memorandum No. 2023-14: NEA Price Index		
7. Republic Act No. 9184: Government Procurement Reform Act		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Minutes of the Meeting / Bids and Awards Committee Resolution recommending the posting of timetable of bidding activities	Certified correct: Bids and Awards Committee	Head of Procuring Entity
For Deletion		
Transferred to Institutional Services Department		
Abstract of Quotation - P300,000.00 and above but less than P2,000,000.00	---	Bids and Awards Committee
<b>CONTROL POINTS</b>		
1. NEA Memorandum No. 2017-019: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		
2. NEA Memorandum No. 2017-019-A: Amendments to the Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		
3. 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.		
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. NEA Memorandum No. 2023-27: Equipment and Materials Price Index 2023		
6. NEA Memorandum No. 2023-14: NEA Price Index		
7. Republic Act No. 9184: Government Procurement Reform Act		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	DISPOSAL OF NON- PERFORMING ASSETS	
RESPONSIBLE OFFICE	BIDS AND AWARDS COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Invitation to Apply for Eligibility and to Bid for Simplified Bidding	Certified Correct BY: Bids and Awards Committee	General Manager
Instruction of Eligible Bidders/ Suppliers	Certified Correct: Bids and Awards Committee	General Manager
Terms of Reference	Certified Correct: Bids and Awards Committee	General Manager
Checklist of Eligibility Requirements used during Bidding Process	---	Bids and Awards Committee and Technical Working Group
Abstract of Bids Proposal	---	Bids and Awards Committee

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Post Qualification Procedure Report	---	Bids and Awards Committee, Secretariat and Technical Working Group Representative
			Notice of Award	Initialed by: Bids and Awards Committee Chairman	Head of Procuring Entity
			Bids and Awards Committee Resolution to Award Contract	Certified Correct: Bids and Awards Committee	General Manager
CONTROL POINTS			CONTROL POINTS		
			1. Memo to ECs No. 2025-04 - Revised Guidelines on the Disposal of Non-Performing Assets (NPAs) of Electric Cooperatives 2. NEA Memorandum No. 2017-019-A: Amendments to the Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017). 3. Republic Act No. 9184: Government Procurement Reform Act		

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## MANUAL OF APPROVALS

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

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	PROCUREMENT PROCESS - SIMPLIFIED BIDDING	
RESPONSIBLE OFFICE	BIDS AND AWARDS COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Bids and Awards Committee Resolution for: - Shopping - Negotiated Procurement (Emergency Case/s) - Small Value Procurement - Lease of Property and Venue	Bids and Awards Committee	Head of Procuring Entity (HoPE)/ Duly Authorized Signatory by HoPE
Bids and Awards Committee Recommendation to Award the Purchase Order to the Bidder (Sealed Bidding)	Bids and Awards Committee	Head of Procuring Entity (HoPE)/ Duly Authorized Signatory by HoPE
Bids and Awards Committee Recommendation to Award the Contract to the Bidder (Public Bidding)	Bids and Awards Committee	Head of Procuring Entity (HoPE)/ Duly Authorized Signatory by HoPE
Request for Bids and Awards Committee (BAC) Honoraria	---	Head of Procuring Entity (HoPE)/ Duly Authorized Signatory by HoPE
<b>CONTROL POINTS</b>		
1. NEA Memorandum No. 2017-019: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		
2. NEA Memorandum No. 2017-019-A: Amendments to the Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		
3. 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.		
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. NEA Memorandum No. 2023-27: Equipment and Materials Price Index 2023		
6. NEA Memorandum No. 2023-14: NEA Price Index		
7. Republic Act No. 9184: Government Procurement Reform Act		
8. NEA Memo to Ecs No. 2025-04: Revised Guidelines on the Disposal of Non-Performing Assets (NPA) of Electric Cooperatives		

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## MANUAL OF APPROVALS

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	CONSUMER WELFARE	
RESPONSIBLE OFFICE	BRANCH OFFICES	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Database of All Complaints Received From Consumers	Noted by: Branch Manager	General Manager
Monthly Institutional Report - Complaints	Noted by: Branch Manager	General Manager

SUBJECT	CONSUMER WELFARE	
TOPIC	MEMBER CONSUMER'S COMPLAINTS	
RESPONSIBLE OFFICE	BRANCH OFFICES/ SATELLITE OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For deletion, enumerated below		
Consolidated Report of Requests/ Complaints Received and Acted	Maintenance Section Head	Concerned Branch Manager
Monthly Report of Requests/ Complaints Received and Acted (Satellite Office)	---	Satellite Office Chief
Itemized Report of Satellite Office (to Balayan Branch)	---	Satellite Office Chief

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Report 1. Summary Report 2. Summary of Complaints Received and Acted Upon 3. Reconnection/ Disconnection 4. Replaced KWHR meter/  Transformer 5. Transfer of Billing Name/ Correction of Name	Noted by: Branch Manager	General Manager	Itemized Report per Municipality 1. Billing/Meter Reading 2. Reconnection/ Disconnection 3. Transfer of Billing Name/ Correction of Name 4. Refund of Deposit & Payment 5. Replaced KWHR meter/  Transformer 6. Service Drop 7. Street Lights 8. Transformer (Maintained/Replaced) 9. Electric Pole (Replacement/Relocation) 10. Line Obstruction & Clearing 11. Distribution of Line & Equipment 12. Low Voltage Consumer 13. Re-Classification 14. Membership Application 15. Membership Refund 16. Senior Citizen Discount Application 17. Amnesty Program 18. Lifeline Rate Subsidy	Maintenance Section Head	Concerned Branch Manager
Quarterly Report - Complaint Tracking	Noted by: Branch Manager	General Manager	Complaint Tracking Form (Quarterly Report)	- - -	Concerned Branch Manager

CONTROL POINTS	CONTROL POINTS
Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 13: Right to a Prompt Investigation of Complaints; Customer Dealings	1. Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 13: Right to a Prompt Investigation of Complaints; Customer Dealings
Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 18: Right to Due Process Prior to Disconnection of Electric Service	2. Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 18: Right to Due Process Prior to Disconnection of Electric Service
Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 19: Right to a Notice Prior to Disconnection	3. Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 19: Right to a Notice Prior to Disconnection
Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 20: Right to Suspension of Disconnection	4. Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 20: Right to Suspension of Disconnection
Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 23: Right to Reconnection of Electric Service	5. Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 23: Right to Reconnection of Electric Service
Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 27: Right to File Complaints Before ERC	6. Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 27: Right to File Complaints Before ERC
ERC Advisory 05 June 2024 - Disconnection Record	7. ERC Advisory 05 June 2024 - Disconnection Record
Republic Act No. 7832, Section 6: Disconnection of Electric Service	8. Republic Act No. 7832, Section 6: Disconnection of Electric Service
Coop Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez	9. Coop Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S WELFARE	
RESPONSIBLE OFFICE	BRANCH OFFICES	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Leave of Absence Form	Concerned Section Head/Satellite Office Chief	Branch Manager
Meter Readers'/Maintenance Crews' Schedule	Concerned Section Head/Satellite Office Chief	Branch Manager
Overtime Authorization/ Certification Form	Concerned Section Head/Satellite Office Chief	Branch Manager
Request for Schedule and Change Duty	Concerned Section Head/Satellite Office Chief	Branch Manager
Leave Authorization	Concerned Section Head/Satellite Office Chief	Branch Manager
Permit To Leave The Office Early	Concerned Section Head/Satellite Office Chief	Branch Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S WELFARE	
RESPONSIBLE OFFICE	BRANCH OFFICES	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Leave of Absence Form	For Deletion, same as Leave Authorization	
Meter Readers'/Maintenance Crews' Schedule	Transferred to Page 13	
Overtime Authorization/ Certification Form	For Deletion, already in common	
Request for Schedule and Change Duty	Transferred to Page 10	
Leave Authorization	For Deletion, already in common	
Permit To Leave The Office Early	For Deletion, already in common	

CONTROL POINTS	CONTROL POINTS
Coop Policy No. 01-20: Special Emergency Leave for Employees Affected by Natural Calamities or Disasters (Calamity Leave) approved by NEA on March 02, 2020	1. <b>BATELEC I</b> Policy No. 01-20: Special Emergency Leave for Employees Affected by Natural Calamities or Disasters (Calamity Leave) approved by NEA on March 02, 2020
Coop Policy No. 02-16: Use of Accumulated Leave Credits per Board Resolution No. 115-16 approved by NEA on August 31, 2016	2. <b>BATELEC I</b> Policy No. 02-16: Use of Accumulated Leave Credits per Board Resolution No. 115-16 approved by NEA on August 31, 2016
Coop Policy No. 06-22: Bereavement or Compassionate Leave approved by NEA on February 27, 2023	3. <b>BATELEC I</b> Policy No. 06-22: Bereavement or Compassionate Leave approved by NEA on February 27, 2023
Coop Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018	4. <b>BATELEC I</b> Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018
Coop Policy No. 03-16: Policy on Overtime approved by NEA on January 20, 2017	5. <b>BATELEC I</b> Policy No. 03-16: Policy on Overtime approved by NEA on January 20, 2017
Coop Policy No. 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays approved on April 20, 2005, amended on June 22, 2018	6. <b>BATELEC I</b> Policy No. 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays approved on April 20, 2005, amended on June 22, 2018

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	BRANCH OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Cashier Daily Collection Report	Meter Reading & Collection Control Section Head / Satellite Office Chief	Branch Manager
Computation of Meter Reader/Collector/Disconnectors' Incentives	Branch Manager	General Manager
Disconnection Activity Schedule For The Month	MR & CC Section Head / Satellite Office Chief	Branch Manager
Incident Report/Field Findings of Meter Readers	MR & CC Section Head / Satellite Office Chief	Branch Manager
Job Order for Reactivation of Consumer Accounts and other correction/ Adjustment on billing system	Branch Manager	FSD Manager
List of Delinquent Accounts	Concerned Section Head/Satellite Office Chief	Branch Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	BRANCH OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Page 8		
Transferred to Page 11		
Transferred to Page 11		
Transferred to Page 11		
For deletion, done by main office		
For deletion, used for reference only		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Meter Reader's Report (Subject for Change Meter)	MR & CC Section Head / Satellite Office Chief	Branch Manager		For deletion, same as field findings Report	
Meter Reading Schedule For The Month	MR & CC Section Head / Satellite Office Chief	Branch Manager		Transferred to Page 11	
Monthly Report of Disconnected Consumers (Per Municipality)	MR & CC Section Head / Satellite Office Chief	Branch Manager		Transferred to Page 11	
Petty Cash Voucher	MR & CC Section Head / Satellite Office Chief	Branch Manager		Transferred to Page 12	
Promissory Note (Power Bills and Arrears)	MR & CC Section Head / Satellite Office Chief	Branch Manager		Transferred to Page 9	
Replenishment of Petty Cash Fund	Branch Manager	FSD Manager		Transferred to Page 12	
Report of Unbilled Consumers for the Month	MR & CC Section Head / Satellite Office Chief	Branch Manager		For deletion, system generated and used as reference for inspection only	
Request for Billing Adjustment	Branch Manager	FSD Manager		Transferred to Page 9	
Request for Petty Cash	Meter Reading & Collection Control Section Head / Satellite Office Chief	Branch Manager		Transferred to Common	
Transmittal for billing if needed	Meter Reading & Collection Control Section Head / Satellite Office Chief	Branch Manager		For Deletion, non-existing	

CONTROL POINTS	CONTROL POINTS
Coop Policy No. 01-12 - Collection Through Payment Outlet	
Coop Policy No. 02-22: Policy on Job Efficiency Incentives for Meter Reader/Collector/ Disconnectors approved by NEA on September 30, 2022; amendments approved by NEA on May 04, 2024	
Magna Carta for Residential Electricity Consumers, Chapter 3: Consumer Obligations, Article 33: Obligation to Pay Billing Adjustments	
Office Memorandum No. 86-22 dated May 30, 2022: Increase of Petty Cash Fund from Php1000 to Php2000.	
Coop Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez	
ERC Advisory 05 June 2024 - Disconnection Record	

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Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	BRANCH OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Cashier Daily Collection Report	Meter Reading & Collection Control Section Head / Satellite Office Chief	Branch Manager
CONTROL POINTS		
Coop Policy No. 01-12 - Collection Through Payment Outlet		
Magna Carta for Residential Electricity Consumers, Chapter 3: Consumer Obligations, Article 33: Obligation to Pay Billing Adjustments		

SUBJECT	COLLECTION	
TOPIC	CASH COLLECTION AND REPORTING	
RESPONSIBLE OFFICE	BRANCH OFFICES/ METER READING AND COLLECTION CONTROL SECTION/ SATELLITE OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Teller's Daily Collection Report	Meter Reading & Collection Control Section Head/ Satellite Office Chief	Concerned Branch Manager
Daily Cash Position Report (DCPR)	Meter Reading & Collection Control Section Head/ Satellite Office Chief	Concerned Branch Manager
CONTROL POINTS		
1. BATELEC I Policy No. 01-12 - Collection Through Payment Outlet		
2. Magna Carta for Residential Electricity Consumers, Chapter 3: Consumer Obligations, Article 33: Obligation to Pay Billing Adjustments		
3. BATELEC I Office Memorandum No. 125-24: Standard Procedures for Teller/Payment Custodian		

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Recommended



## MANUAL OF APPROVALS



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	BRANCH OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Promissory Note (Power Bills and Arrears)	MR & CC Section Head / Satellite Office Chief	Branch Manager
Request for Billing Adjustment	Branch Manager	FSD Manager

SUBJECT	BILLING	
TOPIC	ELECTRIC BILLING	
RESPONSIBLE OFFICE	BRANCH OFFICES/ METER READING AND COLLECTION CONTROL SECTION/ SATELLITE OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Promissory Note (Power Bills and Arrears)	Meter Reading & Collection Control Section Head/ Satellite Office Chief	Concerned Branch Manager
Request for Bill Adjustments	Meter Reading & Collection Control Section Head/ Satellite Office Chief	Concerned Branch Manager
Request for Refund (Double Payment)	Meter Reading & Collection Control Section Head/ Satellite Office Chief	Concerned Branch Manager
Transfer of Billing Name/Correction of Name	Meter Reading & Collection Control Section Head/ Satellite Office Chief	Concerned Branch Manager

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Transferred from Page 7

CONTROL POINTS	CONTROL POINTS
	1. BATELEC I Policy No. 01-12 - Collection Through Payment Outlet
	2. BATELEC I Policy No. 04-80: Interest on Power Bill Delinquency, Application of Service Disconnection and Prompt Payment Discount as amended, approved on February 18,1998
	3. BATELEC I Policy No. 05-77: Fees for Electric Service Connections as amended, approved on April 30, 2019
	4. Magna Carta for Residential Electricity Consumers, Chapter 3: Consumer Obligations, Article 33: Obligation to Pay Billing Adjustments
	5. BATELEC I Office Memorandum No. 21-21 - Billing Adjustment and Cancellation of Payment
	6. BATELEC I Office Memorandum No. 87-21 - Minimum Bill
	7. BATELEC I Office Memorandum No. 50-22 - Bill Deposit Computation

Drafted



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	BRANCH OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Schedule and Change Duty	Concerned Section Head/Satellite Office Chief	Branch Manager
CONTROL POINTS		
Coop Policy No. 02-22: Policy on Job Efficiency Incentives for Meter Reader/Collector/ Disconnectors approved by NEA on September 30, 2022; amendments approved by NEA on May 04, 2024		

Recommended



## MANUAL OF APPROVALS

SUBJECT	OPERATION CONCERNS	
TOPIC	MANPOWER SCHEDULE	
RESPONSIBLE OFFICE	BRANCH OFFICES/ MAINTENANCE SECTION/ SATELLITE OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Change Duty	Maintenance Section Head/ Satellite Office Chief	Concerned Branch Manager
Request for Straight Duty	Maintenance Section Head/ Satellite Office Chief	Concerned Branch Manager
Request for Temporary Reliever	Concerned Branch Manager	General Manager
CONTROL POINTS		
1. Coop Policy No. 02-22: Policy on Job Efficiency Incentives for Meter Reader/Collector/ Disconnectors approved by NEA on September 30, 2022; amendments approved by NEA on May 04, 2024		
2. Coop Policy No. 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays as amended, approved on June 22, 2018		
3. BATELEC I Office Memorandum 182-24: Working Hours Adjustments		

Drafted



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	BRANCH OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Meter Reading Schedule For The Month	MR & CC Section Head / Satellite Office Chief	Branch Manager
Computation of Meter Reader/ Collector/Disconnectors' Incentives	Branch Manager	General Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	OPERATION CONCERNS	
TOPIC	METER READING, COLLECTION AND DISCONNECTION	
RESPONSIBLE OFFICE	BRANCH OFFICES/ SATELLITE OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Meter Reading Schedule For The Month	Meter Reading & Collection Control Section Head/ Satellite Office Chief	Concerned Branch Manager
	Concerned Branch Manager Audited by: Internal Audit Department Manager	General Manager
	Concerned Branch Manager Audited by: Internal Audit Department Manager	General Manager

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ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Incident Report/Field Findings of Meter Readers	MR & CC Section Head / Satellite Office Chief	Branch Manager	Meter Readers' Field Findings Report	Meter Reading & Collection Control Section Head / Satellite Office Chief	Concerned Branch Manager
			Monthly Summary of kWh Meter Replacement	Maintenance Section Head / Satellite Office Chief	Noted by: Concerned Branch Manager
			Accomplished Service Memo (Replacement, Additional, Upgrading, & Downgrading of X-Former)	Maintenance Section Head / Satellite Office Chief	Noted by: Concerned Branch Manager
			Accomplished Service Memo (Busted Transformer )	Maintenance Section Head/ Satellite Office Chief	Noted by: Concerned Branch Manager
Disconnection Activity Schedule For The Month	MR & CC Section Head / Satellite Office Chief	Branch Manager	Monthly Schedule for Disconnection	Meter Reading & Collection Control Section Head/ Satellite Office Chief	Concerned Branch Manager
Monthly Report of Disconnected Consumers (Per Municipality)	MR & CC Section Head / Satellite Office Chief	Branch Manager	Summary of Daily Accomplishment (Disconnection)	Meter Reading & Collection Control Section Head / Satellite Office Chief	Noted by: Concerned Branch Manager
			Notice of Disconnection (Big Loads)	Initiated by: Meter Reading & Collection Control Section Head / Satellite Office Chief	Concerned Branch Manager

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CONTROL POINTS	CONTROL POINTS
ERC Advisory 05 June 2024 - Disconnection Record	1. ERC Advisory 05 June 2024 - Disconnection Record
Coop Policy No. 02-22: Policy on Job Efficiency Incentives for Meter Reader/Collector/ Disconnectors approved by NEA on September 30, 2022; amendments approved by NEA on May 04, 2024	2. Coop Policy No. 02-22: Policy on Job Efficiency Incentives for Meter Reader/Collector/Disconnectors approved by NEA on September 30, 2022; amendments approved by NEA on May 04, 2024
Coop Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez	3. Coop Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez
	4. Coop Policy No. 03-12 dated October 2, 2012: Amnesty Program for Disconnected Accounts of the Cooperative
	5. Coop Policy No. 04-80: Interest on Power Bill Delinquency, Application of Service Disconnection and Prompt Payment Discount as amended, approved on February 18, 1998
	6. Coop Policy No. 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays as amended, approved on June 22, 2018
	7. BATELEC I Office Memorandum 101-22: Reading for Net Metering Connection
	8. BATELEC I Office Memorandum 147-22: Guidelines in the Conduct of Disconnection Activity
	9. BATELEC I Office Memorandum 04-23: Metering Facilities
	10. BATELEC I Office Memorandum 149-23: Special Crews for Big Load Consumers
	11. BATELEC I Office Memorandum 160-24: Adjustment on KWhr Reading Activity

Drafted



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	BRANCH OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Petty Cash Voucher	MR & CC Section Head / Satellite Office Chief	Branch Manager
Replenishment of Petty Cash Fund	Branch Manager	FSD Manager
CONTROL POINTS		
Office Memorandum No. 86-22 dated May 30, 2022: Increase of Petty Cash Fund from Php1000 to Php2000.		

Recommended



## MANUAL OF APPROVALS

SUBJECT	DISBURSEMENTS	
TOPIC	PETTY CASH	
RESPONSIBLE OFFICE	BRANCH OFFICES/ METER READING AND COLLECTION CONTROL SECTION/ SATELLITE OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Petty Cash (Branch Office)	Meter Reading & Collection Control Section Head / Satellite Office Chief	Concerned Branch Manager
Petty Cash Voucher (Branch/Satellite Office)	Meter Reading & Collection Control Section Head / Satellite Office Chief	Concerned Branch Manager Audited by: Internal Audit Department Manager
Summary of Petty Cash Voucher (Replenishment)	Meter Reading & Collection Control Section Head / Satellite Office Chief	Concerned Branch Manager
CONTROL POINTS		
1. BATELEC I Office Memorandum No. 86-22 dated May 30, 2022: Increase of Petty Cash Fund from Php1000 to Php2000.		
2. BATELEC I Office Memorandum No. 42-24: Increase of CSO Petty Cash Fund		

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Drafted



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	BRANCH OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Change Meter	Concerned Section Head/Satellite Office Chief	Branch Manager
Inspection for Change Meter	Concerned Section Head/Satellite Office Chief	Branch Manager
Issuance of Gas Slip	Concerned Section Head/Satellite Office Chief	Branch Manager
Substation Load Monitoring	Reviewed by: Maintenance Section Head/Satellite Office Chief	Noted by:
Trip Ticket, Gate Pass and Travel Authorization	Concerned Section Head/Satellite Office Chief	Branch Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	OPERATION CONCERNS	
TOPIC	MAINTENANCE-RELATED OPERATIONS	
RESPONSIBLE OFFICE	BRANCH OFFICES / MAINTENANCE SECTION / SATELLITE OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion, same as Service Memorandum		
For Deletion, already in Service Memorandum		
For deletion, already in common		
Substation Load Monitoring	Maintenance Section Head / Satellite Office Chief	Branch Manager
Substation/Feeder Interruption Report	Maintenance Section Head / Satellite Office Chief	Concerned Branch Manager
For deletion, already in common		
Trip Ticket (Satellite Office)	---	Satellite Office Chief

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Service Memorandum	Maintenance Section Head/Satellite Office Chief	Branch Manager	Service Memorandum	Maintenance Section Head / Satellite Office Chief	Concerned Branch Manager
Meter Readers'/Maintenance Crews' Schedule	Concerned Section Head/Satellite Office Chief	Branch Manager	Branch Weekly Maintenance Schedule	Maintenance Section Head	Concerned Branch Manager
			Satellite Office Weekly Maintenance Schedule	Satellite Office Chief	Branch Manager
			Weekly Summary of Electricity Trip-Off	Maintenance Section Head / Satellite Office Chief	Concerned Branch Manager
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>		
Coop Policy No. 04: Use of Coop Vehicles, approved by NEA on May 17, 2016; amended and approved by NEA on July 05, 2018			1. Coop Policy No. 04: Use of Coop Vehicles, approved by NEA on May 17, 2016; amended and approved by NEA on July 05, 2018		
NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction/Cost Austerity Measures on Fuel			2. NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction/Cost Austerity Measures on Fuel		
NEA Memorandum No. 2022-046 dated September 01, 2022: Fuel Consumption Monitoring Scheme			3. NEA Memorandum No. 2022-046 dated September 01, 2022: Fuel Consumption Monitoring Scheme		
NEA Technical Advisory No. 10 dated July 31, 2024: Power Transformer Master Data: Substation Master Data and Monthly Substation Report			4. NEA Technical Advisory No. 10 dated July 31, 2024: Power Transformer Master Data: Substation Master Data and Monthly Substation Report		
			5. Coop Policy No. 01-19: Policy on the Request for Power Interruption by Stakeholders or Contractors		
			6. Coop Policy No. 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays as amended, approved on June 22, 2018		
			7. BATELEC I Office Memorandum 26-22: Effective Implementation of RA 11361		
			8. BATELEC I Office Memorandum 09-23: Weekly Summary of Electricity Trip-off		
			9. BATELEC I Office Memorandum 147-23: TWG - Preventive Maintenance of Substation		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



## MANUAL OF APPROVALS

SUBJECT	CONSUMER WELFARE	
TOPIC	LIFELINE APPLICATION	
RESPONSIBLE OFFICE	BRANCH OFFICES/ SATELLITE OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transmittal - 4P's & Non-4P's Lifeliner Application	---	Concerned Branch Manager
Monthly List of Applicants for Membership Approval	Concerned Branch Manager	General Manager <i>(Subject for Board Approval)</i>
CONTROL POINTS		



Drafted

## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Material Charge Ticket (MCT)	Concerned Section Head / Division Chief	Concerned Department / Branch Manager
Material Credit Ticket (MCRT)	Concerned Section Head / Division Chief	Concerned Department / Branch Manager
<b>CONTROL POINTS</b>		



Recommended

## MANUAL OF APPROVALS

SUBJECT	STOCK MANAGEMENT	
TOPIC	MATERIALS AND SUPPLIES	
RESPONSIBLE OFFICE	BRANCH OFFICES / MAINTENANCE SECTION / SATELLITE OFFICE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Requisition Slip	Maintenance Section Head / Satellite Office Chief	Concerned Branch Manager
Material Charge Ticket (MCT)	Maintenance Section Head / Satellite Office Chief	Concerned Branch Manager
Material Credit Ticket (MCRT)	Maintenance Section Head / Satellite Office Chief	Concerned Branch Manager
Receiving Report	---	Concerned Branch Manager
<b>CONTROL POINTS</b>		
BATELEC I Office Memorandum No. 10-23: New Warehouse System Application		

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Transferred from Common

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Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	EMPLOYEE'S WELFARE	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accident Report	Safety Officer / Occupational Health and Safety Committee	General Manager



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	EMPLOYEE'S WELFARE	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accident Report (Rank and File)	Thru: Concerned Division Chief and Concerned Department/Branch Manager	General Manager
Accident Report (Section Head)	Thru: Concerned Department/ Branch Manager	General Manager
Accident Report (Division Chief/Department/ Branch Manager)	---	General Manager
Accident Report (General Manager)	---	Board President

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Request for Financial Assistance (Rank and File)	Concerned Division Chief	Concerned Department Manager
			Request for Financial Assistance (Section Head)	Requested by: Concerned Division Chief	Concerned Department Manager
			Request for Financial Assistance (Division Chief)	Requested by: Concerned Department Manager	General Manager
			Request for Financial Assistance (Department Manager)		General Manager
			Request for Financial Assistance (General Manager)	---	Board President
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>		
Coop Policy No. 01-24 - Medical Assistance to an Employee Who Met an Accident While in the Performance of Duty			BATELEC I Policy No. 01-24 - Medical Assistance to an Employee Who Met an Accident While in the Performance of Duty		

Drafted

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	LEGAL CONCERN	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Demand Letter	---	Signed by: In-house Lawyer
CONTROL POINTS		
Magna Carta for Residential Electricity Consumers, Chapter 3: Consumer Obligations, Article 32: Obligation to Pay Monthly Electric Bills		



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	LEGAL CONCERN	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Office of the General Manager		
CONTROL POINTS		
Magna Carta for Residential Electricity Consumers, Chapter 3: Consumer Obligations, Article 32: Obligation to Pay Monthly Electric Bills		

Drafted

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Documents Released requested by the Third Party	Data Privacy Officer	General Manager
CONTROL POINTS		
Republic Act No. 10173 - Data Privacy Act of 2012		



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Office of the General Manager		
CONTROL POINTS		
Republic Act No. 10173 - Data Privacy Act of 2012		

Drafted

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REGULATORY REQUIREMENTS	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Liquidation Reports for Subsidy	Concerned Department Manager	General Manager
CONTROL POINTS		
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		



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REGULATORY REQUIREMENTS	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For deletion, already included in Finance Services Department		
CONTROL POINTS		
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		

Drafted

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	CONSUMER WELFARE	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Report on List of Lifeliner Application	Concerned Division Chief	Concerned Department / Branch Manager General Manager
Report on List of Senior Citizens whose Applications for 5% Discount on Power Bill were Approved	Noted by: Concerned Department / Branch Manager	General Manager
CONTROL POINTS		
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		
NEA Institutional Advisory No. 57 - Extension of the Deadline of the Processing of Application of Qualified Beneficiaries of the Lifeline Rate Program		
Tripartite Advisory on Lifeline IRR by the ERC, DOE, and DSWD dated June 13, 2023 (RA 11552)		



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	CONSUMER WELFARE	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Institutional Services Department		
Transferred to Institutional Services Department		
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. NEA Institutional Advisory No. 57 - Extension of the Deadline of the Processing of Application of Qualified Beneficiaries of the Lifeline Rate Program		
3. Tripartite Advisory on Lifeline IRR by the ERC, DOE, and DSWD dated June 13, 2023 (RA 11552)		

Drafted

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S CONCERN	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Schedule and Change Duty	Concerned Division Chief	Concerned Department / Branch Manager
Leave Authorization	Concerned Division Chief	Concerned Department / Branch Manager
Leave Authorization of Department Manager	---	General Manager
Permit To Leave The Office Early	Concerned Division Chief	Concerned Department / Branch Manager



## MANUAL OF APPROVALS

SUBJECT	EMPLOYEE'S CONCERN	
TOPIC	AUTHORIZED LEAVE AND UNDERTIME	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to TSD, ISD and Branch		
Leave Authorization (Section Heads and below)	Concerned Division Chief	Concerned Department / Branch Manager
Leave Authorization (Division Chief)	Concerned Department / Branch Manager	General Manager
Leave Authorization (Department/Branch Manager)	---	General Manager
Leave Authorization (General Manager)	---	General Manager (with Approved Board Resolution)
Permit To Leave The Office Early (Section Heads and below)	Concerned Division Chief	Concerned Department / Branch Manager
Permit To Leave The Office Early (Division Chief)	---	Concerned Department / Branch Manager

CONTROL POINTS	CONTROL POINTS
	1. BATELEC I Policy No. 01-20: Special Emergency Leave for Employees Affected by Natural Calamities or Disasters (Calamity Leave) approved by NEA on March 02, 2020
	2. BATELEC I Policy No. 06-22: Bereavement or Compassionate Leave approved by NEA on February 27, 2023
	3. BATELEC I Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018
	4. BATELEC I Policy No. 02-16: Use of Accumulated Leave Credits per Board Resolution No. 115- 16 approved by NEA on August 31, 2016

Drafted

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Liquidation Reports for Cash Advance	---	Concerned Department / Branch Manager
Request for Cash Advance	Concerned Dept. / Branch Manager and FSD Manager	General Manager

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Liquidation Reports for Cash Advance	---	Concerned Department / Branch Manager  Audited by: Internal Audit Department Manager
Request for Cash Advance	Concerned Department / Branch Manager and Finance Services Department Manager	General Manager
Request for Reimbursement (Section Head and Below)	Concerned Division Chief	Concerned Department / Branch Manager  Audited by: Internal Audit Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY		
			Request for Reimbursement (Division Chief)	---	Concerned Department / Branch Manager  Audited by: Internal Audit Department Manager		
			Request for Reimbursement (Department Manager)	Audited by: Internal Audit Department Manager	General Manager		
Summary of Old Consumer Accounts Receivables for Write Off	Concerned Department / Branch Manager	General Manager	Summary of Old Consumer Accounts Receivables for Write Off	Transferred to FSD and Branch			
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>				
NEA Memorandum No. 2024-22 - Revised Policy on Cash Advances of EC Officials and Employees (1st Revision)			NEA Memorandum No. 2024-22 - Revised Policy on Cash Advances of EC Officials and Employees (1st Revision)				

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Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S CONCERN	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Travel Memorandum of Employees	Concerned Department / Branch Manager	General Manager
Authority to Travel and Pass	Concerned Division Chief	Concerned Department / Branch Manager



## MANUAL OF APPROVALS

SUBJECT	EMPLOYEE'S CONCERN	
TOPIC	TRAVEL	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Travel Memorandum of Employees <i>(Division Chief and below)</i>	Concerned Department / Branch Manager	General Manager
Travel Memorandum of Department/Branch Manager	---	General Manager
Travel Memorandum of General Manager	---	General Manager <i>(with Approved Board Resolution)</i>
Travel Memorandum of Board of Directors	---	General Manager
Travel Memorandum of Bids and Awards Committee, Secretariat and Technical Working Group	Bids and Awards Committee Chairman	General Manager
Employee's Authority to Travel and Pass <i>(Section Heads and Below)</i>	Concerned Division Chief	Concerned Department / Branch Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Employee's Authority to Travel and Pass (Division Chief)	---	Concerned Department / Branch Manager
Request for Payment/ Reimbursement of Recurring Expenses	Concerned Division Chief	Concerned Department / Branch Manager	Travel per Diems (Section Head and Below)	Concerned Division Chief Audited by: Internal Audit Department Manager	Concerned Department / Branch Manager
			Travel per Diems (Division Chief)	Audited by: Internal Audit Department Manager	Concerned Department / Branch Manager
			Travel per Diems (Department Manager)	Audited by: Internal Audit Department Manager	General Manager
			Travel Per Diem (General Manager)	Audited by: Internal Audit Department Manager	General Manager
Travel Authorization	Concerned Division Chief	Concerned Department / Branch Manager	Travel Accomplishment Report	Concerned Division Chief	Concerned Department / Branch Manager
			Trip Ticket	Concerned Division Chief	Concerned Department / Branch Manager

CONTROL POINTS	CONTROL POINTS
Coop Policy No. 04: Use of Coop Vehicles, approved by NEA on May 17, 2016; amended and approved by NEA on July 05, 2018	1. <b>BATELEC I</b> Policy No. 04: Use of Coop Vehicles, approved by NEA on May 17, 2016; amended and approved by NEA on July 05, 2018
NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction/Cost Austerity Measures on Fuel	2. NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction/Cost Austerity Measures on Fuel
NEA Memorandum No. 2022-046 dated September 01, 2022: Fuel Consumption Monitoring Scheme	3. NEA Memorandum No. 2022-046 dated September 01, 2022: Fuel Consumption Monitoring Scheme
Coop Policy No. 01-20: Special Emergency Leave for Employees Affected by Natural Calamities or Disasters (Calamity Leave) approved by NEA on March 02, 2020	4. <b>BATELEC I</b> Policy No. 01-20: Special Emergency Leave for Employees Affected by Natural Calamities or Disasters (Calamity Leave) approved by NEA on March 02, 2020
Coop Policy No. 02-16: Use of Accumulated Leave Credits per Board Resolution No. 115- 16 approved by NEA on August 31, 2016	5. <b>BATELEC I</b> Policy No. 02-16: Use of Accumulated Leave Credits per Board Resolution No. 115- 16 approved by NEA on August 31, 2016
Coop Policy No. 06-22: Bereavement or Compassionate Leave approved by NEA on February 27, 2023	6. <b>BATELEC I</b> Policy No. 06-22: Bereavement or Compassionate Leave approved by NEA on February 27, 2023
Coop Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018	7. <b>BATELEC I</b> Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018
	8. <b>BATELEC I</b> Policy No. 15: Per Diems and Allowances of Officers and Directors

Drafted

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S CONCERN	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Overtime Authorization (Section Head and below)	Concerned Section Head / Division Chief	Concerned Department / Branch Manager
Overtime Certification	Concerned Section Head / Division Chief	Concerned Department / Branch Manager
CONTROL POINTS		
Coop Policy No. 13-16: Policy on Overtime approved by NEA on January 20, 2017		



## MANUAL OF APPROVALS

SUBJECT	EMPLOYEE'S CONCERN	
TOPIC	OVERTIME	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Overtime Work Authorization (Section Head and below)	Concerned Division Chief	Concerned Department / Branch Manager
Overtime Work Authorization (Division Chief)	---	Concerned Department / Branch Manager
Overtime Certification	Concerned Division Chief	Concerned Department / Branch Manager  Audited by: Institutional Audit Section Head
CONTROL POINTS		
1. BATELEC I Policy No. 13-16: Policy on Overtime approved by NEA on January 20, 2017		
2. Coop Policy No. 03- 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays amended on June 22, 2018		



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## MANUAL OF APPROVALS



Recommended

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Material ChargeTicket (MCT)	Concerned Section Head / Division Chief	Concerned Department / Branch Manager
Material Credit Ticket (MCRT)	Concerned Section Head / Division Chief	Concerned Department / Branch Manager
Material Salvage Ticket (MST)	Concerned Section Head / Division Chief	Concerned Department / Branch Manager
Purchase Requisition (PR)	Concerned Division Chief / Manager	General Manager
<b>CONTROL POINTS</b>		

SUBJECT	OPERATIONS CONCERNS	
TOPIC	REQUEST AND ISSUANCE OF MATERIALS AND SUPPLIES	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to ISD and Branch Office		
For TSD, FSD and Branch Office		
Transferred to ISD and Branch Office		
Transferred to Institutional Services Department		
Purchase Requisition (PR)	Concerned Department/Branch Manager	General Manager
Printed/ Office Supplies Requisition and Issue Slip	Concerned Division Chief/ Department/ Branch Manager	Institutional Services Department Manager
<b>CONTROL POINTS</b>		
BATELEC I Policy No: 03-08 - BATELEC I Procurement Policy amended dated August 12,2013		

Drafted

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Acceptance Report and Issuance of materials	Concerned Division Chief	Concerned Department / Branch Manager
Application For Transfer Of Ownership/Change Name (Sanitation)	Endorsed by: CWDO Branch Office Witnessed by: CWDO / MSD Personnel	ISD Manager
Application 1. Owner-Furnished Security Lighting-Service 2. Security Camera - CCTV 3. Temporary Electric Service Connection 4. Permanent Electric Service Connection	SEAD Chief / MSD Chief	ISD Manager TSD Manager
Request for Employee	Concerned Department / Branch Manager	General Manager



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Institutional Services Department		
Transferred to ISD and Branch Office		
Transferred to Institutional Services Department		
Request for Employee	Concerned Department / Branch Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	
Request Form for Archive	Concerned Requesting Party	Concerned Department / Branch Manager	Request Form for Archive	Concerned Requesting Party	Concerned Department / Branch Manager	
Request Form for Retrieval	Concerned Requesting Party	Concerned Department / Branch Manager Data Protection Officer	Request Form for Retrieval	Concerned Requesting Party	Concerned Department / Branch Manager Data Protection Officer	
Service Memorandum	Concerned Division Chief	Concerned Department / Branch Manager	Transferred to TSD, ISD and Branch			
Summary of Old Consumer Accounts Receivables for Write Off	Concerned Department / Branch Manager	General Manager	Transferred to FSD and Branch			
Transmittal of Outgoing Communications	Concerned Division Chief	Concerned Department / Branch Manager	For Deletion			
			Job Order	Concerned Department / Branch Manager  Budget Officer	General Manager	
			Job Accomplishment Report and Certification	---	Concerned Personnel/ Requisitioner  Audited by: Internal Audit Department Manager	
			Request for CCTV Footages (Internal)	IT Division Chief	Corporate Planning Department Manager	
			Request for CCTV Footages (External)	Data Privacy Officer	General Manager	

CONTROL POINTS	CONTROL POINTS
Coop Policy No. 13-16: Policy on Overtime approved by NEA on January 20, 2017	1. Coop Policy No. 13-16: Policy on Overtime approved by NEA on January 20, 2017
Coop Policy No. 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays approved on April 20, 2005, amended on June 22, 2018	2. Coop Policy No. 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays approved on April 20, 2005, amended on June 22, 2018
NEA Memorandum No. 2023-29 dated June 19, 2023: "A One Time Simplified Write-Off of Worthless Consumer Accounts Receivable Disconnected for More Than Ten (10) Years	3. NEA Memorandum No. 2023-29 dated June 19, 2023: "A One Time Simplified Write-Off of Worthless Consumer Accounts Receivable Disconnected for More Than Ten (10) Years
NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction/Cost Austerity Measures on Fuel	4. NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction/Cost Austerity Measures on Fuel
NEA Memorandum No. 2022-046 dated September 01, 2022: Fuel Consumption Monitoring Scheme	5. NEA Memorandum No. 2022-046 dated September 01, 2022: Fuel Consumption Monitoring Scheme
Coop Policy No. 04: Use of Coop Vehicles, approved by NEA on May 17, 2016; amended and approved by NEA on July 05, 2018	6. Coop Policy No. 04: Use of Coop Vehicles, approved by NEA on May 17, 2016; amended and approved by NEA on July 05, 2018
Coop Policy No. 3: Hiring of Employees	7. Coop Policy No. 3: Hiring of Employees
Republic Act No. 10173 - Data Privacy Act of 2012	8. Republic Act No. 10173 - Data Privacy Act of 2012
Office Memorandum No. 86-22 dated May 30, 2022: Increase of Petty Cash Fund from Php1000 to Php2000.	9. Office Memorandum No. 86-22 dated May 30, 2022: Increase of Petty Cash Fund from Php1000 to Php2000.

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Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Departmental Accomplishment Report	Concerned Department / Branch Manager	General Manager
<b>CONTROL POINTS</b>		



## MANUAL OF APPROVALS

SUBJECT	EMPLOYEE'S CONCERN	
TOPIC	PERFORMANCE EVALUATION	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Departmental Accomplishment Report	Concerned Department / Branch Manager	General Manager
Personnel Evaluation Form - 002 for Rank and File	Concerned Department / Branch Manager	General Manager
Personnel Evaluation Form - 001 for Managerial/Supervisory Level	---	General Manager
Individual Balanced Scorecard	Concerned Immediate Supervisor	Concerned Department / Branch Manager
Performance Target and Evaluation Report	---	Concerned Immediate Supervisor
<b>CONTROL POINTS</b>		
Coop Policy No. 01- 16 dated July 1, 2016 - Comprehensive Performance Evaluation System (CPES) Integrating Balance Scorecard		

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Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transmittal of Outgoing Communications	Concerned Division Chief	Concerned Department / Branch Manager
Transmittal or Inter-Office Letter / Memo	Concerned Division Chief	Concerned Department / Branch Manager
Request for Board Resolution	General Manager	BOD
<b>CONTROL POINTS</b>		



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	COMMUNICATION (INCOMING AND OUTGOING)	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion		
Transmittal or Inter-Office Letter / Memo	Concerned Division Chief	Concerned Department / Branch Manager
Memo Request for Board Resolution	Concerned Committee Officer/s/ Department/ Branch Manager	General Manager
Office Memorandum	Initialed by: Concerned Department Manager	General Manager
Office Memorandum (Intra-office)	---	Concerned Department/ Branch Manager
Office Memorandum (Inter-office)	---	Concerned Department/ Branch Manager
<b>CONTROL POINTS</b>		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	COMMON	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Officer-In-Charge - Department Manager / Branch Manager	---	General Manager
Officer-In-Charge - Div. Chief	---	Concerned Department / Branch Manager
Officer-In-Charge - Section Head	Concerned Division Chief	Concerned Department / Branch Manager
CONTROL POINTS		



## MANUAL OF APPROVALS

SUBJECT	MEMORANDUM	
TOPIC	OFFICER-IN-CHARGE	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Memorandum on Officer-In-Charge - Department Manager / Branch Manager	---	General Manager
Memorandum on Officer-In-Charge - Division Chief	---	Concerned Department / Branch Manager
Memorandum on Officer-In-Charge - Section Head	Concerned Division Chief	Concerned Department / Branch Manager
CONTROL POINTS		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



## MANUAL OF APPROVALS

SUBJECT	EMPLOYEE'S CONCERN	
TOPIC	BIRTHDAY LEAVE	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Change of Birthday Leave (Section Head and Below)	Concerned Division Chief	Concerned Department / Branch Manager
Request for Change of Birthday Leave (Division Chief)	---	Concerned Department / Branch Manager
Request for Change of Birthday Leave (Department Manager)	---	General Manager
Request for Change of Birthday Leave (General Manager)	---	General Manager (with Approved Board Resolution)
Vale Chit	---	Concerned Department / Branch Manager/ Committee Chairman
Vale Chit (Office of the General Manager)	---	General Manager
CONTROL POINTS		
1. NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction/Cost Austerity Measures on Fuel 2. BATELEC I Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018		



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Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Affidavit of Capacity Energy Allocations by Distribution Utility	---	General Manager
AGRA / URR	Noted by: Planning and Utility Economics Division Chief CPD Manager	General Manager
Breakdown of Generation Charge	Noted by: Planning and Utility Economics Division Chief CPD Manager	General Manager
CAPEX Reportorial Requirement	CPD Manager	General Manager



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT / PLANNING AND UTILITY ECONOMICS DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
DU Form 1 - Affidavit of Capacity and Energy Allocations by Distribution Utility (DU)	---	General Manager
Automatic Adjustment of Generation Rate (AGRA) from Power Supplier	Planning and Utility Economics Division Chief	Corporate Planning Department Manager
Generation Rate for the Month	Corporate Planning Department Manager	General Manager
Transferred to Page 33		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY			
Distribution Development Plan	CPD Manager / TSD Manager	General Manager		Transferred to Page 33				
DU Form 4 Customer Switching Requirements	CPD Manager	General Manager		NSP Reportorial Form 2 - Network Service Provider's Semi-Annual Switching Compliance Report	Initiated by: Planning and Utility Economics Division Chief	Corporate Planning Department Manager		
ICPM	CPD Manager	General Manager		Transferred to Page 33				
Other Requested Reports (NEA, DOE, ERC and other CPD related concerns)	CPD Manager	General Manager		Other Requested Reports (NEA, DOE, ERC and other CPD related concerns)	Concerned Department Manager and Corporate Planning Department Manager	General Manager		
Power Supply Monthly Report	CPD Manager	General Manager		For Deletion - duplicate				
Power Supply Procurement Plan	CPD Manager	General Manager		Transferred to Page 33				
Renewable Portfolio Standard	CPD Manager	General Manager		Renewable Portfolio Standard (RPS) Requirement and Compliance Form (including Notarized Affidavit)	Reviewed by: Corporate Planning Department Manager	General Manager		
Renewal of Digital Certificate	---	General Manager		Independent Electric Market Operator Philippines (IEMOP) Digital Certificate (DC) Request Form	---	General Manager		
Reportorial Requirements for Distribution Utilities on RCOA Implementation	---	CPD Manager		For Deletion				

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Technical Data Entry Template (Power Supplier Report) with transmittal letter	CPD Manager	General Manager
Technical Data Entry Template (Power Supplier Report) with transmittal letter	CPD Manager	General Manager
Transmittals(for the Reportorial Requirements)	CPD Manager	General Manager
Uniform Reportorial Requirement (OURR)	CPD Manager	General Manager
Other Technical Data	CPD Manager	General Manager
<b>CONTROL POINTS</b>		
Resolution No. 5, Series of 2013, A Resolution on Disclosure of Capacity and Energy Allocations by Distribution Utilities in the Luzon and Visayas Grids and Retail Electricity Suppliers		
Resolution No. 16 Series of 2009, to be submitted to the ERC in Accordance with Resolution No. 24, Series of 2011, A Resolution Adopting the Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding Confirmation Process for Distribution Utilities		
ERc Reso No. 5 Series of 2007, Resolution Directing All Distribution Utilities to Post in their Respective Websites the Breakdown of their Generation Charges, inlcuding but not limited to their sources		
ERC ResolutionNo.20 series of 2011, A Resolution Adopting the Revised Timelines for the Filing of Multi-Year Capital Expenditure (CAPEX) Applications of Electric Cooperatives Prescribed in Section 6.2 (Transitory Provision) of the Amended Rules for the Approval of Regulated Entities' Capital Expenditure Projects		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Power Supply Report	Corporate Planning Department Manager	General Manager
Power Supplier Report	Corporate Planning Department Manager	General Manager
Transferred to Page 35		
Transferred to Page 34		
Other Technical Data	Corporate Planning Department Manager	General Manager
<b>CONTROL POINTS</b>		
1. ERC Resolution No. 5, Series of 2013, A Resolution on Disclosure of Capacity and Energy Allocations by Distribution Utilities in the Luzon and Visayas Grids and Retail Electricity Suppliers		
2. ERC Resolution No. 16 Series of 2009, to be submitted to the ERC in Accordance with Resolution No. 24, Series of 2011, A Resolution Adopting the Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding Confirmation Process for Distribution Utilities		
3. ERC Resolution No. 5 Series of 2007, Resolution Directing All Distribution Utilities to Post in their Respective Websites the Breakdown of their Generation Charges, including but not limited to their sources		
For Deletion		

CONTROL POINTS	CONTROL POINTS
R.A. 10531, DC2013-07-0015_IRR_NEA, NEA Memo 2014-17 ,Prescribing the Implementing Rules and Regulations of Republic Act No. 10531, Otherwise Known as the "National Electrification Administration Reform Act of 2013"	4. R.A. 10531, DC2013-07-0015_IRR_NEA, NEA Memo 2014-17 ,Prescribing the Implementing Rules and Regulations of Republic Act No. 10531, Otherwise Known as the "National Electrification Administration Reform Act of 2013"
Resolution No. 12, Series of 2020, entitled "A Resolution Prescribing the Timeline for the Implementation of Retail Competition and Open Access (RCOA)	
R.A. 10531 (Annual Work Plan)	
Resolution No. 16 Series of 2009, to be submitted to the ERC in Accordance with Resolution No. 24, Series of 2011, A Resolution Adopting the Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding	5. <b>ERC</b> Resolution No. 16 Series of 2009, to be submitted to the ERC in Accordance with Resolution No. 24, Series of 2011, A Resolution Adopting the Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding <b>Confirmation Process for Distribution Utilities</b>
NEA Memorandum 2018-051 dated August 07, 2018 System Procedure in the Implementation of the NEA Bit in compliance with RA 10531	6. NEA Memorandum 2018-051 dated August 07, 2018 System Procedure in the Implementation of the NEA Bit in compliance with RA 10531
Department Circular No. 2013-05-006, Enjoining All Generation Companies, Distribution Utilities, Suppliers and Local Suppliers to Ensure an Effective and Successful Transition Towards the Implementation of Retail Competition and Open Access	7. <b>DOE</b> Department Circular No. 2013-05-006, Enjoining All Generation Companies, Distribution Utilities, Suppliers and Local Suppliers to Ensure an Effective and Successful Transition Towards the Implementation of Retail Competition and Open Access
Department Circular No. DC2017-12-0015, Promulgating the Rules and Guidelines Governing the Establishment of the Renewable Portfolio Standards for On-Grid Areas	8. <b>DOE</b> Department Circular No. DC2017-12-0015, Promulgating the Rules and Guidelines Governing the Establishment of the Renewable Portfolio Standards for On-Grid Areas
Compliance as Direct WESM Member using Central Registration and Settlement System (CRSS)	9. Compliance as Direct WESM Member using Central Registration and Settlement System (CRSS)
DOE Circular No. 2013-05-0006, Enjoining All Generation Companies, Distribution Utilities, Suppliers and Local Suppliers to Ensure an Effective and Successful Transition Towards the Implementation of Retail Competition and Open Access	
NEA Memorandum 2018-051 dated August 07, 2018 System Procedure in the Implementation of the NEA Bit in compliance with RA 10531	
ERC Resolution No. 24, Series of 2011 and ERC Resolution No. 1, Series of 2012 as amended by ERC Resolution No. 14, Series of 2022	10. ERC Resolution No. 24, Series of 2011 and ERC Resolution No. 1, Series of 2012 as amended by ERC Resolution No. 14, Series of 2022
	11. <b>DOE</b> Circular No. 2023-03-0005 Providing Supplemental Policy for the systematic Management of the DOE Reportorial Requirements for Electric Power Industry Participants- Distribution Utilities

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## MANUAL OF APPROVALS

Recommended



## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT / PLANNING AND UTILITY ECONOMICS DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Hourly Energy Demand and Metered Quantity for the Month (Load Profile)	Corporate Planning Department Manager	General Manager
Quarterly Updated Power Supply Report	Corporate Planning Department Manager	General Manager
Monthly Operations Report - DU Supply Data (MOR - DSD)	Corporate Planning Department Manager	General Manager
Monthly Operations Report - Supplier Portfolio Data (MOR - SPD)	Corporate Planning Department Manager	General Manager
Verified Declaration	---	Compliance Section Head
WCO Form No. 3 - WESM Compliance Officer's Annual Report	---	WESM Compliance Officer

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Nomination of Day-Ahead	---	Trading Analyst
			Distribution Wheeling Service Agreement - Retail Competition and Open Access (RCOA) / Retail Electricity Supplier (RES) - Green Energy Option Program (GEOP) Switching	Signed in the Presence of: Corporate Planning Department Manager	General Manager
			Notarized Secretary's Certificate Authorizing ... - Retail Competition and Open Access (RCOA) / Retail Electricity Supplier (RES) - Green Energy Option Program (GEOP) Switching	---	Board Secretary
			Notarized Attestation - Retail Competition and Open Access (RCOA) / Retail Electricity Supplier (RES)	---	Affiant: General Manager

CONTROL POINTS	CONTROL POINTS
Resolution No. 5, Series of 2013, A Resolution on Disclosure of Capacity and Energy Allocations by Distribution Utilities in the Luzon and Visayas Grids and Retail Electricity Suppliers	1. ERC Resolution No. 5, Series of 2013, A Resolution on Disclosure of Capacity and Energy Allocations by Distribution Utilities in the Luzon and Visayas Grids and Retail Electricity Suppliers
Resolution No. 16 Series of 2009, to be submitted to the ERC in Accordance with Resolution No. 24, Series of 2011, A Resolution Adopting the Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding Confirmation Process for Distribution Utilities	2. ERC Resolution No. 16 Series of 2009, to be submitted to the ERC in Accordance with Resolution No. 24, Series of 2011, A Resolution Adopting the Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding Confirmation Process for Distribution Utilities
ERC Reso No. 5 Series of 2007, Resolution Directing All Distribution Utilities to Post in their Respective Websites the Breakdown of their Generation Charges, including but not limited to their sources	3. ERC Resolution No. 5 Series of 2007, Resolution Directing All Distribution Utilities to Post in their Respective Websites the Breakdown of their Generation Charges, including but not limited to their sources
R.A. 10531, DC2013-07-0015_IRR_NEA, NEA Memo 2014-17 ,Prescribing the Implementing Rules and Regulations of Republic Act No. 10531, Otherwise Known as the "National Electrification Administration Reform Act of 2013"	4. R.A. 10531, DC2013-07-0015_IRR_NEA, NEA Memo 2014-17 ,Prescribing the Implementing Rules and Regulations of Republic Act No. 10531, Otherwise Known as the "National Electrification Administration Reform Act of 2013"
Resolution No. 12, Series of 2020, entitled "A Resolution Prescribing the Timeline for the Implementation of Retail Competition and Open Access (RCOA)	5. Resolution No. 12, Series of 2020, entitled "A Resolution Prescribing the Timeline for the Implementation of Retail Competition and Open Access (RCOA)
Resolution No. 16 Series of 2009, to be submitted to the ERC in Accordance with Resolution No. 24, Series of 2011, A Resolution Adopting the Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding	6. Resolution No. 16 Series of 2009, to be submitted to the ERC in Accordance with Resolution No. 24, Series of 2011, A Resolution Adopting the Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding
NEA Memorandum 2018-051 dated August 07, 2018 System Procedure in the Implementation of the NEA Bit in compliance with RA 10531	7. NEA Memorandum 2018-051 dated August 07, 2018 System Procedure in the Implementation of the NEA Bit in compliance with RA 10531
Department Circular No. 2013-05-006, Enjoining All Generation Companies, Distribution Utilities, Suppliers and Local Suppliers to Ensure an Effective and Successful Transition Towards the Implementation of Retail Competition and Open Access	8. Department Circular No. 2013-05-006, Enjoining All Generation Companies, Distribution Utilities, Suppliers and Local Suppliers to Ensure an Effective and Successful Transition Towards the Implementation of Retail Competition and Open Access
ERC Resolution No. 24, Series of 2011 and ERC Resolution No. 1, Series of 2012 as amended by ERC Resolution No. 14, Series of 2022	12. ERC Resolution No. 24, Series of 2011 and ERC Resolution No. 1, Series of 2012 as amended by ERC Resolution No. 14, Series of 2022
	13. DOE Circular No. 2023-03-0005 Providing Supplemental Policy for the Systematic Management of the DOE Reportorial Requirements for Electric Power Industry Participants- Distribution Utilities

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CAPEX Reportorial Requirement	CPD Manager	General Manager
Distribution Development Plan	CPD Manager / TSD Manager	General Manager
Power Supply Procurement Plan	CPD Manager	General Manager
ICPM	CPD Manager	General Manager
CONTROL POINTS		
R.A. 10531 (Annual Work Plan)		
ERC Resolution No.20 series of 2011, A Resolution Adopting the Revised Timelines for the Filing of Multi-Year Capital Expenditure (CAPEX) Applications of Electric Cooperatives Prescribed in Section 6.2 (Transitory Provision) of the Amended Rules for the Approval of Regulated Entities' Capital Expenditure Projects		

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT / PLANNING AND UTILITY ECONOMICS DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Capital Expenditure Plan (3-Year Plan)	Concerned Department Manager/s	General Manager <i>(Subject for Board Approval)</i>
Distribution Development Plan	Concerned Department Manager/s	General Manager <i>(Subject for Board Approval)</i>
Power Supply Procurement Plan	Corporate Planning Department Manager	General Manager <i>(Subject for Board Approval)</i>
Enhance-Integrated Computerized Planning Model (e-ICPM) (5-year Work Plan)	Technical Services Department Manager, Institutional Services Department Manager, Finance Services Department Manager, Corporate Planning Department Manager, Internal Audit Department Manager, and Branch Manager	Submitted by: General Manager <i>(Subject for Board Approval)</i>
CONTROL POINTS		
1. R.A. 10531 (Annual Work Plan)		
2. ERC Resolution No.20 series of 2011, A Resolution Adopting the Revised Timelines for the Filing of Multi-Year Capital Expenditure (CAPEX) Applications of Electric Cooperatives Prescribed in Section 6.2 (Transitory Provision) of the Amended Rules for the Approval of Regulated Entities' Capital Expenditure Projects		
3. NEA Memorandum dated September 06, 2023: Submission of the updated enhanced-Integrated Computerized Planning Model (e-ICPM)		

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Uniform Reportorial Requirement (OURR)	CPD Manager	General Manager
CONTROL POINTS		



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT / PLANNING AND UTILITY ECONOMICS DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Uniform Reportorial Requirement (OURR)	Corporate Planning Department Manager	General Manager
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 Lifeline		
8. Actual Implemented Senior		
9. Generation Rate (GR) Calculation		
10. Transmission Rate (TR) Calculation		
11. System Loss Rate (SLR) Calculation		
12. Lifeline Subsidy (LS) Calculation		
13. Senior Citizen Subsidy Calculation		
14. Summary Over/Under Recoveries		
15. Monitoring of the Approved Adjustments		
16. Triennial - Over/Under Recoveries		
CONTROL POINTS		
1. ERC Resolution No. 24 series of 2011 - A Resolution Adopting the Revised Uniform Reportorial Requirement (URR) by all Distribution Utilities		
2. ERC Resolution No. 14, Series of 2022 - A Resolution Adopting the Revised Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding Confirmation Process for Distribution Utilities.		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transmittals(for the Reportorial Requirements)	CPD Manager	General Manager
CONTROL POINTS		
Resolution No. 5, Series of 2013, A Resolution on Disclosure of Capacity and Energy Allocations by Distribution Utilities in the Luzon and Visayas Grids and Retail Electricity Suppliers		
NEA Memorandum 2018-051 dated August 07, 2018 System Procedure in the Implementation of the NEA Bit in compliance with RA 10531		

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT / PLANNING AND UTILITY ECONOMICS DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Compliance Section Accomplishment Report for the Month including Summary of Accomplishment Report - Energy Regulatory Commission (ERC) - Independent Electric Market Operator Philippines (IEMOP) - Department of Energy (DOE) - National Electrification Administration (NEA)	Planning and Utility Economics Division Chief	Corporate Planning Department Manager
Monthly Summary of Purchased Energy and Pass-On Rate	Planning and Utility Economics Division Chief	Corporate Planning Department Manager
Transmittal Sheet (for the Reportorial Requirements / Summary of Compliances for the Month/Quarter/Year)	Corporate Planning Department Manager	General Manager
Designated Representative for DOE Electric Power Database Management System (DEPDMS) Web Portal - Supplier (LRES and SOLR) - Distribution Utility	Initiated by: Corporate Planning Department Manager	General Manager
NEA-BIT User Credentials	Corporate Planning Department Manager	General Manager
CONTROL POINTS		
1. ERC Resolution No. 5, Series of 2013, A Resolution on Disclosure of Capacity and Energy Allocations by Distribution Utilities in the Luzon and Visayas Grids and Retail Electricity Suppliers		
2. NEA Memorandum 2018-051 dated August 07, 2018 System Procedure in the Implementation of the NEA BIT in compliance with RA 10531		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT / PLANNING AND UTILITY ECONOMICS DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Energy Trading and Tariff Monthly Accomplishment 1. Summary of Purchased Energy 2. Contestable Consumers' Demand 3. Monthly Retail MSP Performance Ratings 4. Summary of WESM Operation 5. Generation Mixed Rate and Pass-on Rate 6. Hourly Demand Energy 7. Adjustment Generation Rate (AGRA) 8. Uniform Reportorial Requirements (URR) 9. Power Supply and Power Supplier Report 10. Computation of Generation Charge 11. Monthly Operations Report - DU Supply Data (MOR-DSD) 12. Monthly Operations Report - Supplier Portfolio Data (MOR-SPD) 13. Power Supplier Cost of Fuel 14. Power Supplier Foreign Exchange Rate	Planning and Utility Economics Division Chief	Corporate Planning Department Manager
CONTROL POINTS		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Software Development	IT Division Chief / CPD Manager	General Manager
<b>CONTROL POINTS</b>		
Republic Act No. 10844 - Department of Information and Communications Technology Act of 2015.		

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT / IT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
ITicket Monthly Accomplishment Report 1. Network and System Operation 2. System Development	IT Division Chief	Corporate Planning Department Manager
Software Development	Corporate Planning Department Manager	General Manager
Creation, Use and Access to Official Email Addresses	IT Division Chief	Corporate Planning Department Manager
Access to User's Accounts	IT Division Chief	Corporate Planning Department Manager
Letter Recommendation for Repair/Replacement (IT Equipment)	IT Division Chief	Corporate Planning Department Manager
Certificate of Damage (IT Equipment)	IT Division Chief	Corporate Planning Department Manager
ICT Service Request Form (Network-related requests)	IT Division Chief	Corporate Planning Department Manager
<b>CONTROL POINTS</b>		
Republic Act No. 10844 - Department of Information and Communications Technology Act of 2015.		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Hardware Acquisition/ Installation/ Configuration	Noted by: IT Chief CPD Manager	General Manager
Hardware Acquisition/ Installation/ Configuration	IT Division Chief / CPD Manager	General Manager
High-Level Hardware Maintenance (Incident report as needed arises)	IT Division Chief	CPD Manager / Concerned Department / Branch Manager
High-Level Software Enhancement (Incident report as needed arises)	IT Division Chief	CPD Manager / Concerned Department / Branch Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	CORPORATE PLANNING DEPARTMENT / IT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Hardware Acquisition/ Installation/ Configuration	Corporate Planning Department Manager	General Manager
Software Acquisition/ Installation/ Configuration	Corporate Planning Department Manager	General Manager
High-Level Hardware Maintenance (Incident report as the need arises)	IT Division Chief	Corporate Planning Department Manager
High-Level Software Enhancement (Incident report as the need arises)	IT Division Chief	Corporate Planning Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Low-Level Hardware Maintenance	Network and System Operation Section Head	Concerned Head / Staff	Low-Level Hardware Maintenance	---	Network and System Operation Section Head
Low-Level Software Enhancement	System Development Section Head	Concerned Head / Staff	Low-Level Software Enhancement	---	System Development Section Head
Medium-Level Hardware Maintenance (Incident report as needed arises)	Network and System Operation Section Head	IT Division Chief	Medium-Level Hardware Maintenance (Incident report as <b>the</b> need arises)	Network and System Operation Section Head	IT Division Chief
Medium-Level Software Enhancement (Incident report as needed arises)	System Development Section Head	IT Division Chief	Medium-Level Software Enhancement (Incident report as <b>the</b> need arises)	System Development Section Head	IT Division Chief
Preventive Hardware Maintenance	IT Division Chief	CPD Manager	Preventive Hardware Maintenance (Quarterly)	IT Division Chief	Corporate Planning Department Manager
Software Development	IT Division Chief / CPD Manager	General Manager	Transferred to Page 37		
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>		
Republic Act No. 10844 - Department of Information and Communications Technology Act of 2015.			Republic Act No. 10844 - Department of Information and Communications Technology Act of 2015.		

(No actual docs)  
Thru ITicket application

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	FINANCIAL REPORT	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
5% Reinvestment Fund Utilization Program	FSD Manager	General Manager
Accounting and Cost Allocation Manual (ACAM)- MFSR to be submitted to NEA	FSD Manager	General Manager
Accounting of Reinvestment Fund for Sustainable CAPEX	FSD Manager	General Manager
Annual Cash Operating Budget (COB)	FSD Manager	General Manager Subject for BODs' and NEA approval
Annual Income Tax Return (ITR) - 1702MX	FSD Manager	General Manager
BIR Form No. 2307/2306 Expanded Withholding Taxes on Disbursements	---	Accountant
Collection Efficiency To-Date and Current-to-Current	FSD Manager	General Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	FINANCIAL REPORT	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For deletion, same with progress report on RFSC utilization		
For deletion, enumerated in Page 44		
Transferred to Page 44		
Transferred to Page 51		
Transferred to Page 47		
Transferred to Page 47		
Transferred to Page 50		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Customer Sales Data (MOR Template)	FSD Manager	General Manager		Transferred to Page 43	
Monthly Accomplishment Reports to be submitted to ERC	FSD Manager	General Manager		For deletion, enumerated in Page 42	
Monthly Cash Flow Statement	FSD Manager	General Manager		For deletion, same as Statement of Cash Flows (MFSR)	
Monthly Collection and Billing Report to be submitted to PSALM	FSD Manager	General Manager		For deletion, enumerated in Page 46	
Monthly Financial and Statistical Report (MFSR)	FSD Manager	General Manager		Transferred to Page 50	
Monthly Operation Report to be submitted to DOE	FSD Manager	General Manager		For deletion, enumerated in Page 43	
Monthly Report re: Discount, Recoveries and Revenue Generated to be submitted to ERC	FSD Manager	General Manager		Transferred to Page 42	
Progress Report on Reinvestment Fund	FSD Manager	General Manager		Transferred to Page 42	
Quarterly Income Tax Return (ITR) - 1702Q	Finance Division Chief	FSD Manager		Transferred to Page 47	
Schedule of Outstanding Cash Advances (CA)	FSD Manager	General Manager		Transferred to Page 49	
Summary of Unpaid Power Bills (LGU's monthly, Non-LGU weekly)	Accounts Management Division Chief	FSD Manager		Transferred to Page 45	
Top Ten Delinquent Payors	FSD Manager	General Manager		Transferred to Page 44	
Top Ten Prompt Payors	FSD Manager	General Manager		Transferred to Page 44	
VAT Payments (BIR Form 2550M/Q)		Accountant		Transferred to Page 47	
Withholding Taxes: 1601 E Forms		Accountant		Transferred to Page 47	

CONTROL POINTS	CONTROL POINTS
NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531. Implementing Policy, Rules and Guidelines. Accounting and Cost Allocation Manual (ACAM)	
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.	
NEA Regulatory Advisory No. 2023-003 - Submission of the Multi-Year Capital Expenditure (CAPEX) Application with the Energy Regulatory Commission (ERC).	
R.A. No. 10963 [Tax Reform for Acceleration and Inclusion (TRAIN)]	
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	
NEA Memo. No. 2024-22 - Revised Policy on Cash Advances of EC Officials and Employees (1sr Revision)	
NEA Memo to ECs 2017-025 NEA BIT System Implementation	
ERC Resolution No. 49 Series of 2006 "A resolution amending the Business Separation Guidelines (BSG)	
ERC Resolution No. 7 Series of 2012 "A resolution adopting the Accounting and Cost Allocation Manual (ACAM) for electric cooperatives."	

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REGULATORY REQUIREMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Closing-out of Completed Work Orders to Plant Account - Special Projects (Subsidy Funded) - General Fund	Finance Division Chief	FSD Manager
CONTROL POINTS		
DOE E.R. No. 1-94		
NEA Memorandum No. 2023-34 - Policy Guidelines on the Release, Project Implementation and Liquidation of Calamity Grants to Electric Cooperatives Funded by ECERF/NDRRMF/QRF and other Calamity-Related		
NEA Memorandum No. 2024-40 - Policy Guidelines on the Implementation of Subsidy- Funded National Rural Electrification Program (NREP) through an Implementing Electric Cooperatives in Strategically Located Areas		
NEA Memorandum No. 2012-012 Liquidation of Subsidy Funded Projects		
NEA Memorandum No. 2015-027 Guidelines on the Accounting Treatment of Subsidy Funded Projects		
NEA Memorandum No. 2015-036 Guidelines in the Preparation of Accounting of Funds (AOF) and Identification of Allowable Charges Against Contingency Funds for Subsidy Funded Projects		
NEA Memorandum No. 2021-046 Guidelines on Supplemental and or budget realignment of COB line items		

Recommended



## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For deletion, same as CWIP		
CONTROL POINTS		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accounts Payable Voucher (APV)	Finance Division Chief	FSD Manager
Bank Reconciliation	Finance Division Chief	FSD Manager
Billing Adjustment	Accounts Management Division Chief	FSD Manager
Check Voucher (CV)	Noted by: Finance Div. Chief FSD Manager	General Manager
Checks prepared as attachment in CVs (Php 20,000 and below)	FSD Manager	General Manager
Checks prepared as attachment in CVs (Php 20,001 and above)	---	General Manager and BOD Treasurer or President
Daily Cash Position Report (DCPR)	Finance Div. Chief	FSD Manager
Incident Report of Meter Readers - Industrial	Accounts Management Division Chief	FSD Manager
Incident Report of Meter Readers - Residential	Accounts Management Division Chief	FSD Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Page 55		
Transferred to Page 55		
Transferred to Page 52		
Transferred to Page 55		
Transferred to Page 56		
Transferred to Page 56		
Transferred to Page 53		
For deletion, already in common		
For deletion, already in common		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Journal Voucher (JV)	Noted by: Finance Div. Chief	FSD Manager		Transferred to Page 55	
Meter Reader's Schedule	Accounts Management Division Chief	FSD Manager		Transferred to Page 54	
Opening of Accounts	---	General Manager, BOD Treasurer and President		Transferred to Page 56	
Petty Cash Voucher (Main Office)	Finance Division Chief	FSD Manager		Transferred to Page 55	
Replenishment of Petty Cash (Summary) - Main	Finance Division Chief	FSD Manager		Transferred to Page 55	
Request for Petty Cash - Main Office	Finance Division Chief	FSD Manager		Transferred to Page 55	
Schedule of Accounts Payable (AP)	Finance Division Chief	FSD Manager		Transferred to Page 49	
Schedule of Construction Work In Progress (CWIP)	Finance Division Chief	FSD Manager		Transferred to Page 50	
Schedule of Outstanding Accounts Receivables - Others	Finance Division Chief	FSD Manager		Transferred to Page 49	
Schedule of Prepayments	Finance Division Chief	FSD Manager		Transferred to Page 49	
Statement of Account – Pole Rental	Accounts Management Division Chief	FSD Manager		For deletion, non-existing	
Summary of Adjusted Bill	Accounts Management Division Chief	FSD Manager		For deletion, system generated, not for approval/submission	
Summary of Adjustment of Power Bills	Accounts Management Division Chief	FSD Manager		For deletion, same as Summary of Billing Adjustment	
Summary of Advance Payment/ Summary of Double Payment/ Application of Applied Double/ Over Payment of Power Bill	Accounts Management Division Chief	FSD Manager		For deletion, non-existing	

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY		
Summary of Late Billings/Unbilled	Accounts Management Division Chief	FSD Manager		Transferred to Page 52			
Tellers Daily Collection Report (TDCR)	Finance Division Chief	FSD Manager		Transferred to Page 53			
Withdrawals/Transfer of Funds	---	General Manager and BOD Treasurer or President		Transferred to Page 56			
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>				
Office Memorandum No. 86-22 dated May 30, 2022: Increase of Petty Cash Fund from Php1000 to Php2000.							
NEA Memo to All Electric Cooperatives No. 2018-055 dated August 15, 2018, Standard Joint Pole Agreement and Pole Rental Rate.							
NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531. Implementing Policy, Rules and Guidelines. Accounting and Cost Allocation Manual (ACAM)							
NEA Memorandum No. 2023-29 dated June 19, 2023: "A One Time Simplified Write-Off of Worthless Consumer Accounts Receivable Disconnected for More Than Ten (10) Years							

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Progress Report on Reinvestment Fund	FSD Manager	General Manager
Monthly Report re: Discount, Recoveries and Revenue Generated to be submitted to ERC	FSD Manager	General Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accounting of Withdrawal from Reinvestment Fund for Sustainable CAPEX	Finance Services Department Manager	General Manager
Progress Report on RFSC Utilization	Finance Services Department Manager	General Manager
Notarized Table of Monthly Discounts & Recoveries	Finance Services Department Manager	Certified True and Correct: General Manager
ERC Form DU-M01 - Monitoring Rates Compliance - Agra Requirements (in PhP)	Finance Services Department Manager	Certified True and Correct: General Manager
ERC Form DU-M02 - Energy Data (Input & Output) - System Loss Data	Finance Services Department Manager	Certified True and Correct: General Manager
Notarized Monthly Calculation of Over or Under Recovery in the Implementation of Lifeline Rate	Initiated by: Accounts Management Division Chief, and Finance Services Department Manager	General Manager

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ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Notarized Table of Monthly Revenue Generated (in PhP) Per Customer Class	Finance Services Department Manager	Certified True and Correct: General Manager
			NSP Reportorial Form 1: Network Service Provider's Monthly Customer Information and Metering Compliance Report	Initialed by: Finance Services Department Manager and Technical Services Department Manager	Authorized by: General Manager
			Net Metering Implementation Report	Finance Services Department Manager	General Manager
			Notarized Revenue Generated by the New Transmission Rate and the Portion of System Loss (TRAM)	Initialed by: Finance Services Department Manager	General Manager
			Senior Citizen Discount Computation	Accounts Management Division Chief	Finance Services Department Manager
			GRAM ICERA	Finance Services Department Manager	General Manager
			Residential Lifeline Customers Report	Finance Services Department Manager	General Manager
			Monthly Unbundled Rate Schedule	Finance Services Department Manager	General Manager
			Contestable and GEOP Consumers Consumption Per Month (RES)	Finance Services Department Manager	General Manager

CONTROL POINTS	CONTROL POINTS
	1. Republic Act No. 9136 - An Act ordaining reforms in the Electric Power Industry, amending for the purpose certain laws and for other purposes.
	2. ERC Resolution No. 20, Series of 2005 - Implementing the Recovery of Value-Added Tax (VAT) and Other Provisions of Republic Act No. 9337 Affecting the Electric Power Industry
	3. ERC Resolution No. 49 Series of 2006 "A resolution amending the Business Separation Guidelines (BSG)
	4. ERC Resolution No. 24, Series of 2009 - A Resolution Suspending the Implementation of the Uniform Reportorial Requirement (URR) Adopted Under Resolution No. 17, Series of 2009
	5. 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.
	6. ERC Resolution No. 24, Series of 2011 - A Resolution Adopting the Revised Uniform Reportorial Requirement (URR) Excel Model and Directing All Distribution Utilities to Submit the Accomplished URR Excel Model Starting January 2012
	7. ERC Resolution No. 10, Series of 2016 - A Resolution Adopting the Rules for Contestability
	8. ERC Guidelines for the Automatic Adjustment of Generation Rates and Transmission Rates by Distribution Utilities
	9. Republic Act No. 9994 - Expanded Senior Citizens Act of 2010
	10. NEA Memorandum No. 2020-052 - ERC Advisory Dated October 29, 2020
	11. NEA Regulatory Advisory No. 2023-003 - Submission of the Multi-Year Capital Expenditure (CAPEX) Application with the Energy Regulatory Commission (ERC).
	12. NEA Memorandum No. 2024-02 - Submission of 2023 Reportorial Requirements
	13. BATELEC I Office Memorandum No. 08-23: Compliance to ERC Advisory
	14. BATELEC I Office Memorandum No. 18-23: Special Assignment as Focal Persons for Reportorial Requirements
	15. BATELEC I Office Memorandum No. 155-23: Submission of Filled-Out App Forms Re: Lifeline Rate

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Customer Sales Data (MOR Template)	FSD Manager	General Manager
CONTROL POINTS		

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annex B.2 Monthly Operations Report - Customer Sales Data (MOR-CSD)	Finance Services Department Manager	General Manager
Annex C.2 Monthly Operations Report - Wheeling Customer Data (MOR-WCD)	Finance Services Department Manager	General Manager
Annex E.2 Monthly Operations Report - Unbundled Rates (MOR-UR)	Finance Services Department Manager	General Manager
1. DOE Circular No. DC2022-02-0001 - Providing Policies for the Systematic Management Submission of the DOE Reportorial Requirements for the Electric Power Industry Participants		
2. DOE Circular No. DC2023-03-0005 - Guidelines for Filling-Up Templates for the Reportorial Requirements of the Distribution Utilities		
3. BATELEC I Office Memorandum No. 18-23: Special Assignment as Focal Persons for Reportorial Requirements		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY

Recommended



## MANUAL OF APPROVALS

SUBJECT	REPORTORIAL COMPLIANCES	
TOPIC	ACCOUNTING AND COST ALLOCATION MANUAL (ACAM) - MONTHLY FINANCIAL STATEMENT REPORT	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Statement of Operations	Finance Services Department Manager  Checked/Certified Correct by: Internal Audit Department Manager	General Manager
Statement of Financial Position	Finance Services Department Manager  Checked/Certified Correct by: Internal Audit Department Manager	General Manager
Statement of Cash Flows	Finance Services Department Manager  Checked/Certified Correct by: Internal Audit Department Manager	General Manager
Schedule of Consumers' Accounts Receivable	Finance Services Department Manager  Checked/Certified Correct by: Internal Audit Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Accounting of Universal Charges	Finance Services Department Manager Checked/Certified Correct by: Internal Audit Department Manager	General Manager
Accounting of Reinvestment Fund for Sustainable CAPEX	FSD Manager	General Manager	Accounting of Reinvestment Fund for Sustainable CAPEX	Finance Services Department Manager Checked/Certified Correct by: Internal Audit Department Manager	General Manager
			Collection Efficiency	Finance Services Department Manager Checked/Certified Correct by: Internal Audit Department Manager	General Manager
			Schedule of Cash Advances	Finance Services Department Manager Checked/Certified Correct by: Internal Audit Department Manager	General Manager
			NGCP Bill	Accountant	Finance Services Department Manager (thru e-mail)
			Power Accounts Payable	Finance Services Department Manager Checked/Certified Correct by: Internal Audit Department Manager	General Manager
			Rates	Finance Services Department Manager	General Manager

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ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Schedule of Amortization	Finance Services Department Manager Checked/Certified Correct by: Internal Audit Department Manager	General Manager
Top Ten Delinquent Payors	FSD Manager	General Manager	Top Ten Delinquent Payors (Arrears/ Receivables)	Finance Services Department Manager Checked/Certified Correct by: Internal Audit Department Manager	General Manager
Top Ten Prompt Payors	FSD Manager	General Manager	Top Ten Prompt Payors	Finance Services Department Manager Checked/Certified Correct by: Internal Audit Department Manager	General Manager
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>		
			1. ERC Resolution No. 7 Series of 2012 "A resolution adopting the Accounting and Cost Allocation Manual (ACAM) for electric cooperatives."		
			2. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531. Implementing Policy, Rules and Guidelines. Accounting and Cost Allocation Manual (ACAM)		
			3. NEA Memo to ECs 2017-025 NEA BIT System Implementation		
			4. NEA Memo No. 2023-21 - 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		
			5. NEA Memo. No. 2024-22 - Revised Policy on Cash Advances of EC Officials and Employees (1st Revision)		
			6. BATELEC I Office Memorandum No. 18-23: Special Assignment as Focal Persons for Reportorial Requirements		



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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary of Unpaid Power Bills (LGU's monthly, Non-LGU weekly)	Accounts Management Division Chief	FSD Manager
CONTROL POINTS		



Recommended

## MANUAL OF APPROVALS

SUBJECT	<b>COMPLIANCE</b>	
TOPIC	<b>REPORTORIAL REQUIREMENTS</b>	
RESPONSIBLE OFFICE	<b>FINANCE SERVICES DEPARTMENT/ TECHNICAL SERVICES DEPARTMENT/ INSTITUTIONAL SERVICES DEPARTMENT</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Monitoring Report of RFSC/IGF-Funded Electrification Projects	Technical Services Department Manager, Institutional Services Department Manager, and Finance Services Department Manager	Certified True and Correct: General Manager
Updated List of Receivables from LGUs	Finance Services Department Manager	Noted by: General Manager
CONTROL POINTS		
NEA Memorandum No. 2024-44: Monthly Monitoring Report on Electrification Projects Funded through RFSC and EC/IGF		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Universal Charge Collection Form	Certified by: Finance Services Department Manager	General Manager
Monthly Schedule of Universal Charge Collection Form	Certified by: Finance Services Department Manager	General Manager
Universal Charge Billing Form	Certified by: Finance Services Department Manager	General Manager
Monthly Schedule of Universal Charge Billing Form	Certified by: Finance Services Department Manager	General Manager
Audited Report on Monthly UC Billings, Collections & Remittances (Annual)	Finance Services Department Manager	General Manager
CONTROL POINTS		
1. Republic Act No. 9136 - An Act ordaining reforms in the Electric Power Industry, amending for the purpose certain laws and for other purposes.		
2. Energy Regulatory Commission (ERC) Resolution No. 1, Series of 2003 - Rules Governing the Collection of the Universal Charge		
3. PSALM Guidelines and Procedures Governing Remittances and Disbursements of the Universal Charge		
4. BATELEC I Office Memorandum No. 18-23: Special Assignment as Focal Persons for Reportorial Requirements		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Income Tax Return (ITR) - 1702MX	FSD Manager	General Manager
Quarterly Income Tax Return (ITR) - 1702Q	Finance Division Chief	FSD Manager
BIR Form No. 2307/2306 Expanded Withholding Taxes on Disbursements	---	Accountant
VAT Payments (BIR Form 2550M/Q)		Accountant

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
BIR Form No. 1702MX: Annual Income Tax Return (ITR)	Finance Services Department Manager	General Manager
BIR Form No. 1702Q: Quarterly Income Tax Return (ITR) (Through BIR System)	Accountant	Finance Services Department Manager
BIR Form No. 2307: Certificate of Creditable Tax Withheld at Source	Initiated by: Accountant	Finance Services Department Manager
BIR Form No. 2306: Certificate of Final Tax Withheld At Source	Initiated by: Accountant	Finance Services Department Manager
Output VAT Payable	Finance Division Chief	Finance Services Department Manager
BIR Form No. 2550-M: Monthly Value-Added Tax Declaration (Through BIR system)	Accountant	Finance Services Department Manager

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ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			BIR Form No. 2550-Q: Quarterly Value-Added Tax Return (Through BIR system)	Accountant	Finance Services Department Manager
Withholding Taxes: 1601 E Forms		Accountant	BIR Form No. 1601-E: Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded) (Through BIR system)	Accountant	Finance Services Department Manager
			BIR Form No. 0619-E: Monthly Remittance Form (Through BIR system)	Accountant	Finance Services Department Manager
			BIR Form No. 0619-EQ: Quarterly Remittance Return (Through BIR system)	Accountant	Finance Services Department Manager
			BIR Form No. 1604-E: Annual Information Return (Through BIR system)	Accountant	Finance Services Department Manager
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>		
			1. BIR Revenue Memorandum Circular No. 72-2003 - Guidelines on the Tax Exemption of Cooperatives Registered with the Cooperative Development Authority (CDA) and the National Electrification Administration (NEA)		
			2. BIR Revenue Memorandum Order No. 76-2010 - Prescribing the Policies and Guidelines in the Issuance of Certificate of Tax Exemption of Cooperatives and the Monitoring Thereof		
			3. Republic Act No. 10963 - Tax Reform for Acceleration and Inclusion (TRAIN)		
			4. BATELEC I Office Memorandum No. 18-23: Special Assignment as Focal Persons for Reportorial Requirements		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT/ FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annex C - Monthly Preliminary Energy Sales Report (kWh) (MPESR)	Initiated by: Finance Services Department Manager	General Manager
Collection Summary of Feed In Tariff Allowance	Finance Division Chief	Finance Services Department Manager
Monthly Summary of Adjustment (kWh Sales)	Finance Division Chief	Noted by: Finance Services Department Manager and General Manager
Annex D - Monthly FIT-All Receivable, Collection & Remittance Report (MFRCCR)	Finance Services Department Manager	General 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		
4. Republic Act No. 9513 - Renewable Energy Act of 2008		
5. BATELEC I Office Memorandum No. 18-23: Special Assignment as Focal Persons for Reportorial Requirements		

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## **MANUAL OF APPROVALS**

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule of Outstanding Cash Advances (CA)	FSD Manager	General Manager
Schedule of Accounts Payable (AP)	Finance Division Chief	FSD Manager
Schedule of Outstanding Accounts Receivables - Others	Finance Division Chief	FSD Manager
Schedule of Prepayments	Finance Division Chief	FSD Manager
<b>CONTROL POINTS</b>		

**Recommended**



## **MANUAL OF APPROVALS**

SUBJECT	FINANCIAL REPORT	
TOPIC	MONTHLY REPORTS FOR EXTERNAL AUDITOR	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule of Outstanding Cash Advances (CA)	Finance Services Department Manager	General Manager
Schedule of Power Accounts Payable	Finance Division Chief	Finance Services Department Manager
Schedule of Guarantee Deposit	Finance Division Chief	Finance Services Department Manager
Schedule of Accounts Receivables-SSS	Finance Division Chief	Finance Services Department Manager
Schedule of Accounts Payable (AP) - Others	Finance Division Chief	Finance Services Department Manager
Schedule of Accounts Receivables - Others	Finance Division Chief	Finance Services Department Manager
Schedule of Other Prepayments	Finance Division Chief	Finance Services Department Manager
Schedule of Power Bill Deposit	Finance Division Chief	Finance Services Department Manager
<b>CONTROL POINTS</b>		
1. NEA Memorandum No. 2023-29 dated June 19, 2023: "A One Time Simplified Write-Off of Worthless Consumer Accounts Receivable Disconnected for More Than Ten (10) Years		
2. BATELEC I Policy No. 01-82: Guarantee Deposit as amended, approved on October 15, 1997		

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## MANUAL OF APPROVALS

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Financial and Statistical Report (MFSR)	FSD Manager	General Manager
Collection Efficiency To-Date and Current-to-Current	FSD Manager	General Manager

SUBJECT	FINANCIAL REPORT	
TOPIC	MONTHLY REPORTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
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 Cash Flow Statement	Finance Division Chief	Finance Services Department Manager
MFSR Section G: General Statistics	Finance Services Department Manager and Technical Services Department Manager	General Manager
Collection Efficiency & ADR	Finance Services Department Manager	General Manager
Monthly Lifeline Customers Frequency Distribution	Reviewed by: Finance Services Department Manager	Noted by: General Manager

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ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule of Construction Work In Progress (CWIP)	Finance Division Chief	FSD Manager	Monthly Sales/ Receivables Report	Accounts Management Division Chief	Finance Services Department Manager
			Schedule of Construction Work In Progress (CWIP)	Finance Division Chief	Finance Services Department Manager
			Statistic on Power Purchases and Sales	Finance Division Chief	Finance Services Department Manager
			Sales Summary	Finance Division Chief	Finance Services Department Manager
			Computation of Monthly Depreciation	Finance Division Chief	Finance Services Department Manager
			Material Register Distribution	Accountant	Finance Division Chief
			Summary of Monthly Material Register Distribution	Accountant	Finance Division Chief
			Summary of Vehicle Supplies Issued	Accountant	Finance Division Chief
			Summary of Clinical Supplies Issued	Accountant	Finance Division Chief
			Summary of Office Supplies Issued	Accountant	Finance Division Chief
<b>CONTROL POINTS</b>			NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531. Implementing Policy, Rules and Guidelines. Accounting and Cost Allocation Manual (ACAM)		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Cash Operating Budget (COB)	FSD Manager	General Manager Subject for BODs' and NEA approval
<b>CONTROL POINTS</b>		

Recommended



## MANUAL OF APPROVALS

SUBJECT	FINANCIAL REPORT	
TOPIC	ANNUAL REPORTS/ COMPLIANCES	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Cash Operating Budget (COB)	All Department Managers, Branch Managers, and Executive Assistant	General Manager (Subject for <b>Board</b> and NEA's Approval)
Summary of Annual Computation of Gross Receipts	Finance Division Chief	Finance Services Department Manager Noted by: General Manager
Annual Computation of Gross Receipts	Finance Division Chief	Finance Services Department Manager Noted by: General Manager
<b>CONTROL POINTS</b>		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Billing Adjustment	Accounts Management Division Chief	FSD Manager
Summary of Late Billings/Unbilled	Accounts Management Division Chief	FSD Manager
CONTROL POINTS		

Recommended



## MANUAL OF APPROVALS

SUBJECT	<b>BILLING</b>	
TOPIC	<b>ELECTRIC BILLING</b>	
RESPONSIBLE OFFICE	<b>FINANCE SERVICES DEPARTMENT/ ACCOUNTS MANAGEMENT DIVISION/ BILLING CONTROL SECTION</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Billing Adjustment	Accounts Management Division Chief	Finance Services Department Manager
Summary of Unbilled Consumers	Reviewed by: Accounts Management Division Chief	Noted by: Finance Services Department Manager
Differential Billing Computation Report	Accounts Management Division Chief	Finance Services Department Manager
Request for Refund (Double Payment/ Wrong Merchant)	Accounts Management Division Chief	Finance Services Department Manager
Promissory Note (Power Bills and Arrears)	Finance Services Department Manager	General Manager
CONTROL POINTS		
1. Magna Carta for Residential Electricity Consumers, Chapter 3: Consumer Obligations, Article 33: Obligation to Pay Billing Adjustments		
2. BATELEC I Office Memorandum No. 21-21 - Billing Adjustment and Cancellation of Payment		
3. BATELEC I Office Memorandum No. 87-21 - Minimum Bill		
4. BATELEC I Office Memorandum No. 50-22 - Bill Deposit Computation		
5. BATELEC I Policy No. 03-22: Consumers' Bill Deposit Approved by NEA on January 16, 2023		
6. BATELEC I Policy No. 04-80: Interest on Power Bill Delinquency, Application of Service Disconnection and Prompt Payment Discount as amended, approved on February 18, 1998		
7. BATELEC I Policy No. 05-77: Fees for Electric Service Connections as amended, approved on April 30, 2019		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Daily Cash Position Report (DCPR)	Finance Div. Chief	FSD Manager
Tellers Daily Collection Report (TDCR)	Finance Division Chief	FSD Manager
CONTROL POINTS		

Recommended



## MANUAL OF APPROVALS

SUBJECT	COLLECTION	
TOPIC	COLLECTION AND REPORTING	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT/ FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Daily Cash Position Report (DCPR)	Finance Division Chief	Finance Services Department Manager
Teller's Daily Collection Report (TDCR)	Finance Division Chief	Finance Services Department Manager
Teller's Report	Finance Division Chief	Finance Services Department Manager
Cashier's Daily Collection Report (CDCR)	Finance Division Chief	Finance Services Department Manager
CONTROL POINTS		
1. Magna Carta for Residential Electricity Consumers, Chapter 3: Consumer Obligations, Article 33: Obligation to Pay Billing Adjustments		
2. BATELEC I Office Memorandum No. 125-24: Standard Procedures for Teller/Payment Custodian		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Meter Reader's Schedule	Accounts Management Division Chief	FSD Manager



## MANUAL OF APPROVALS

SUBJECT	OPERATION CONCERNS	
TOPIC	METER READING, COLLECTION AND DISCONNECTION	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT/ ACCOUNTS MANAGEMENT DIVISION/ CALACA METER READING AND COLLECTION CONTROL SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Meter Reading Routes Assignment	Accounts Management Division Chief	Finance Services Department Manager
Request for Meter Replacement (Defective/ Stop Metering/ No Display)	Accounts Management Division Chief	Finance Services Department Manager
Summary of Massive Replacement of KWh Meter (Main Office)	Reviewed by: Accounts Management Division Chief	Noted by: Finance Services Department Manager
Disconnection Job Order	Accounts Management Division Chief	Finance Services Department Manager
Summary of Disconnected Consumers	Accounts Management Division Chief	Finance Services Department Manager
Payment of Incentives for Accomplishments in Meter Reading, Collection & Disconnection	Finance Services Department Manager  Audited by: Internal Audit Department Manager	General Manager

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CONTROL POINTS	CONTROL POINTS
	1. ERC Advisory 05 June 2024 - Disconnection Record
	2. BATELEC I Policy No. 02-22: Policy on Job Efficiency Incentives for Meter Reader/Collector/ Disconnectors approved by NEA on September 30, 2022; amendments approved by NEA on May 04, 2024
	3. BATELEC I Policy No. 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays as amended, approved on June 22, 2018
	4. BATELEC I Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez
	5. BATELEC I Policy No. 01-19: Policy on the Request for Power Interruption by Stakeholders or Contractors
	6. BATELEC I Policy No. 04-80: Interest on Power Bill Delinquency, Application of Service Disconnection and Prompt Payment Discount as amended, approved on February 18, 1998
	7. BATELEC I Office Memorandum 101-22: Reading for Net Metering Connection
	8. BATELEC I Office Memorandum 147-22: Guidelines in the Conduct of Disconnection Activity
	9. BATELEC I Office Memorandum 04-23: Metering Facilities
	10. BATELEC I Office Memorandum 139-23: Special Task Force PPDA for Disconnected Consumers
	11. BATELEC I Office Memorandum 149-23: Special Crews for Big Load Consumers
	12. BATELEC I Office Memorandum 160-24: Adjustment on KWhr Reading Activity

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accounts Payable Voucher (APV)	Finance Division Chief	FSD Manager
Check Voucher (CV)	Noted by: Finance Div. Chief FSD Manager	General Manager
Journal Voucher (JV)	Noted by: Finance Div. Chief	FSD Manager
Bank Reconciliation	Finance Division Chief	FSD Manager
Petty Cash Voucher (Main Office)	Finance Division Chief	FSD Manager
Replenishment of Petty Cash (Summary) - Main	Finance Division Chief	FSD Manager
Request for Petty Cash - Main Office	Finance Division Chief	FSD Manager
CONTROL POINTS		



## MANUAL OF APPROVALS

SUBJECT	DISBURSEMENT	
TOPIC	VOUCHERS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT/ ACCOUNTS MANAGEMENT DIVISION/ BILLING CONTROL SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accounts Payable Voucher (APV)	Finance Services Department Manager	General Manager
Check Voucher (CV)	Finance Services Department Manager  Audited by: Internal Audit Department Manager	General Manager
Journal Voucher (JV)	Finance Division Chief	Finance Services Department Manager  Audited by: Internal Audit Department Manager
Bank Reconciliation of All Savings Account & Current Account	Finance Division Chief	Finance Services Department Manager
Petty Cash Voucher (Main Office)	Finance Division Chief	Finance Services Department Manager  Audited by: Internal Audit Department Manager
Summary of Petty Cash Voucher for Replenishment (Main Office)	Finance Division Chief	Finance Services Department Manager  Audited by: Internal Audit Department Manager
Request for Petty Cash (Main Office)	Finance Division Chief	Finance Services Department Manager
Office Memorandum No. 86-22 dated May 30, 2022: Increase of Petty Cash Fund from Php1000 to Php2000.		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Checks prepared as attachment in CVs (Php 20,000 and below)	FSD Manager	General Manager
Checks prepared as attachment in CVs (Php 20,001 and above)	---	General Manager and BOD Treasurer or President
Opening of Accounts	---	General Manager, BOD Treasurer and President
Withdrawals/Transfer of Funds	---	General Manager and BOD Treasurer or President
CONTROL POINTS		

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## MANUAL OF APPROVALS

SUBJECT	<b>BANK TRANSACTIONS</b>	
TOPIC	<b>AUTHORIZED SIGNATORIES</b>	
RESPONSIBLE OFFICE	<b>FINANCE SERVICES DEPARTMENT</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Checks prepared as attachment in CVs (Php 20,000 and below)	---	Finance Services Department Manager and General Manager
Checks prepared as attachment in CVs (Php 20,001 and above)	---	General Manager and Board Treasurer / Board President
Opening of Accounts	---	General Manager and Board Treasurer / Board President
Authorization to Transfer Funds/ Withdraw	---	General Manager and Board Treasurer / Board President
CONTROL POINTS		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



## MANUAL OF APPROVALS

SUBJECT	OTHER REVENUE GENERATING ACTIVITIES	
TOPIC	POLE ATTACHMENTS AND SPECIAL PROJECTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT/ FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Statement of Account (Special Project)	Accounts Management Division Chief	Finance Services Department Manager
Invoice (Joint-Use-Of-Pole)	Accounts Management Division Chief	Finance Services Department Manager
Invoice (Special Accounts)	Accounts Management Division Chief	Finance Services Department Manager
CONTROL POINTS		
1. NEA Memo to All Electric Cooperatives No. 2018-055 dated August 15, 2018, Standard Joint Pole Agreement and Pole Rental Rate.		
2. BATELEC I Office Memorandum 12-24: Payment for the Rental of Joint Use of Pole (JUOP)		
3. BATELEC I Office Memorandum 188-24: Invoicing Requirements		
4. BATELEC I Policy No. 12: Policy on Joint Use of Poles as amended, approved on September 7, 1985		

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## MANUAL OF APPROVALS

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY

SUBJECT	REPORTORIAL COMPLIANCE - GOVERNMENT SUBSIDIZED PROJECT	
TOPIC	SUBSIDY LIQUIDATION	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Checklist of Documentary Requirements	Finance Services Department Manager, Technical Services Department Manager, and Institutional Services Department Manager	General Manager
Accounting of Funds (AOF) Summary (AOF Template 1)	Verified by: Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager
Accounting of Funds (AOF) Per Sitio/Brgy (AOF Template 2/3/4/5)	Verified by: Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Schedule of Supporting Documents for the Accounting of Funds	Checked by: Finance Services Department Manager	Noted by: General Manager
			Schedule A - Labor/Materials	Checked by: Finance Services Department Manager	Noted by: General Manager
			Schedule B - Labor Cost	Checked by: Finance Services Department Manager	Noted by: General Manager
			Schedule C - Overhead Expenses	Checked by: Finance Services Department Manager	Noted by: General Manager
			Liquidation Report (COA Prescribed Format)	Checked by: Finance Services Department Manager	General Manager
CONTROL POINTS			CONTROL POINTS		
			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 Unexpended 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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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Audit Reports	Operations Audit Division Chief	IAD Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Audit Reports on Special Engagement	Internal Audit Department Manager	General Manager
Monitoring of Audit Reports	Internal Audit Department Manager	General Manager
Observation on the Implementation of RA10531	Internal Audit Department Manager	General Manager
Summary of Audited Documents: 1. Abstract 2. Purchase Order 3. Receiving Report 4. Job Order 5. Liquidation 6. Travel Per Diems 7. BAC Honoraria	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Daily Monitoring Report - Consolidated Request and Accomplishment	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Bank Reconciliation of Collections Against Deposit	Operations Audit Division Chief	IAD Manager	Analysis of Over and Under Deposit	Operations Audit Division Chief	Internal Audit Department Manager
Reconciliation of Physical Inventory 1. Materials & Supplies - Electric 2. Special Equipment 3. Clinical Supplies 4. Office Supplies 5. GSIS	Operations Audit Division Chief	IAD Manager	Reconcilliation of Physical Inventory - Main Office and Branch Offices 1. Materials & Supplies - Electric 2. Special Equipment 3. Clinical Supplies 4. Office Supplies 5. General Services Section (GSS)	Operations Audit Division Chief	Internal Audit Department Manager Noted by: General Manager
			Proposed Adjusting Entries 1. Materials & Supplies - Electric 2. Special Equipment 3. Clinical Supplies 4. Office Supplies 5. General Services Section (GSS)	Operations Audit Division Chief	Internal Audit Department Manager
Physical Inventory Report 1. Materials & Supplies - Electric 2. Special Equipment 3. Clinical Supplies 4. Office Supplies 5. GSS	Technical Audit & Assets Control Division Chief	IAD Manager	Physical Inventory Report - Main Office and Branch Offices 1. Materials & Supplies - Electric 2. Special Equipment 3. Clinical Supplies 4. Office Supplies 5. General Services Section (GSS)	Internal Audit Department Manager	General Manager
			Physical Count - Warehouse Section Inventory	Reviewed by: Operations Audit Division Chief and Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager  Conformed by: Institutional Services Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Physical Count - Branch Inventory	Reviewed by: Operations Audit Division Chief and Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager Conformed by: Branch Manager
			Physical Count - Satellite Office Inventory	Reviewed by: Operations Audit Division Chief and Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager  Conformed by: Satellite Office Chief
			Physical Count - Special Equipments (Main Office)	Reviewed by: Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager  Conformed by: Institutional Services Department Manager
			Physical Count - Special Equipments (Branch Office)	Reviewed by: Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager  Conformed by: Branch Manager
			Physical Count - Special Equipments (Satellite Office)	Reviewed by: Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager  Conformed by: Satellite Office Chief
			Physical Inventory - Clinical Supplies	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager  Conformed by: Institutional Services Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Physical Inventory - Materials and Supplies GSS	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager  Conformed by: Institutional Services Department Manager
			Inventory of Non-Performing Assets - For Disposal	Technical Audit & Assets Control Division Chief	Internal Audit Department Manager  Noted by: General Manager
			Inventory of Non-Performing Assets - Vehicles for Disposal	Technical Audit & Assets Control Division Chief	Internal Audit Department Manager  Noted by: General Manager
			Inventory of Joint Use of Pole	Reviewed by: Technical and Assets Control Division Chief	Noted by: Internal Audit Department Manager
			Inventory of Street Lights	Reviewed by: Technical and Assets Control Division Chief	Noted by: Internal Audit Department Manager

CONTROL POINTS	CONTROL POINTS
NEA Memorandum No. 2023-29 dated June 19, 2023: "A One Time Simplified Write-Off of Worthless Consumer Accounts Receivable Disconnected for More Than Ten (10) Years	
NEA Memorandum No. 2023-30 dated June 20, 2023. Policy Amending NEA Memorandum No. 2018-011 on Incentives of EC Officials and Employees.	
NEA Memorandum No. 2024-13 - Conduct of Audit by the EC Internal Auditor on the Allowable Disbursements and Documentary Requirements for Liquidation of Subsidy Funds Released to ECs Prior to Submission	
Coop Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez	
Coop Policy No. 02-22: Policy on Job Efficiency Incentives for Meter Reader/Collector/ Disconnectors approved by NEA on September 30, 2022; amendments approved by NEA on May 04, 2024	
	<p style="color: red;">For Deletion</p>
	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. 2024-13 - Conduct of Audit by the EC Internal Auditor on the Allowable Disbursements and Documentary Requirements for Liquidation of Subsidy Funds Released to ECs Prior to Submission
	3. <b>BATELEC I</b> Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez
	4. <b>BATELEC I</b> Policy No. 02-22: Policy on Job Efficiency Incentives for Meter Reader/Collector/ Disconnectors approved by NEA on September 30, 2022; amendments approved by NEA on May 04, 2024
	5. <b>BATELEC I</b> Policy No. 02-80: Policy on Owner-Furnished Streetlighting Units, amended on June 13, 2016
	6. <b>BATELEC I</b> Policy No. 12: Policy on Joint Use of Poles, ammended on September 07, 1985
	7. NEA Memo to All Electric Cooperatives No. 2018-055 dated August 15, 2018, Standard Joint Pole Agreement and Pole Rental Rate
	8. NEA Memorandum No. 2017-019 - Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017)
	9. NEA Memorandum No. 2017-019A -An Amendments to the Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017)
	10. NEA Memorandum No. 2023-14 - NEA Price Index
	11. NEA Memorandum No. 2023-27 - Equipment and Meterials Price Index 2023
	12. NEA Memorandum No. 2023-50 - Creation of NEA-DPWH Unified Database on Pole Relocation
	13. NEA Memorandum No. 2024-22 - Revised Policy on Cash Advances of EC Officials and Employees (1st Revision)
	14. NEA Technical Advisory No. 13 s 2023 - Electric Cooperatives Pole Relocation Projects

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATIONS AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT DEPARTMENT/ OPERATIONS AUDIT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Employees' Accountabilities	Operations Audit Division Chief	Internal Audit Department Manager
Findings and Observations of Employees' Leave Subject for Adjustment	Operations Audit Division Chief	Internal Audit Department Manager  Noted by: General Manager
Audit Reports on Corporate Social Responsibility (CSR) Projects	Operations Audit Division Chief	Internal Audit Department Manager  Noted by: General Manager
Audit Results on Billing Field Findings	Operations Audit Division Chief	Internal Audit Department Manager  Noted by: General Manager

CONTROL POINTS	CONTROL POINTS
NEA Memorandum No. 2023-30 dated June 20,2023. Policy Amending NEA Memorandum No. 2018-011 on Incentives of EC Officials and Employees.	1. NEA Memorandum No. 2023-30 dated June 20,2023. Policy Amending NEA Memorandum No. 2018-011 on Incentives of EC Officials and Employees.
NEA Memorandum No. 2024-13 - Conduct of Audit by the EC Internal Auditor on the Allowable Disbursements and Documentary Requirements for Liquidation of Subsidy Funds Released to ECs Prior to Submission	2. NEA Memorandum No. 2024-13 - Conduct of Audit by the EC Internal Auditor on the Allowable Disbursements and Documentary Requirements for Liquidation of Subsidy Funds Released to ECs Prior to Submission
Coop Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez	3. <b>BATELEC I</b> Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez
Coop Policy No. 02-22: Policy on Job Efficiency Incentives for Meter Reader/Collector/ Disconnectors approved by NEA on September 30, 2022; amendments approved by NEA on May 04, 2024	4. <b>BATELEC I</b> Policy No. 02-22: Policy on Job Efficiency Incentives for Meter Reader/Collector/ Disconnectors approved by NEA on September 30, 2022; amendments approved by NEA on May 04, 2024
	5. <b>BATELEC I</b> Policy No. 01-20: Special Emergency Leave for Employees Affected by Natural Calamities or Disaster (Calamity Leave) approved by NEA on March 2, 2020
	6. <b>BATELEC I</b> Policy No. 01-24: Medical Assistance to an Employee Who Met an Accident While in the Performance of Duty
	7. <b>BATELEC I</b> Policy No. 02-16: Use of Accumulated Leave Credits per Board Resolution No. 115-16 per Approved by NEA on August 31, 2016
	8. <b>BATELEC I</b> Policy No. 02-80: Policy on Owner-Furnished Streetlighting Units, amended on June 13, 2016
	9. <b>BATELEC I</b> Policy No. 02-99: Continuous Absence of Coop Employees Due to Prolonged Sickness / Injuries
	10. <b>BATELEC I</b> Policy No. 03-16: Policy on Overtime approved by NEA on January 20, 2017
	11. <b>BATELEC I</b> Policy No. 06-22: Bereavement of Compassionate Leave approved by NEA on February 27, 2023
	12. <b>BATELEC I</b> Policy No. 12: Policy on Joint Use of Poles, ammended on September 07, 1985
	13. <b>BATELEC I</b> Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018
	14. <b>BATELEC I</b> Policy No.04-17: Eskwelight Program
	15. <b>BATELEC I</b> Policy No.04-22: Kabuhayan Cart for Qualified Member Consumer Owners (MCOs)

Drafted



## MANUAL OF APPROVALS

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

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	<b>OPERATIONS AUDIT REPORTS</b>	
RESPONSIBLE OFFICE	<b>INTERNAL AUDIT DEPARTMENT/ OPERATIONS AUDIT DIVISION</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Audit Results on Health Maintenance Organization (HMO)	Operations Audit Division Chief	Internal Audit Department Manager Noted by: General Manager
Audit Results on Remittances on Pag-Ibig Contributions	Operations Audit Division Chief	Internal Audit Department Manager Noted by: General Manager
Pag-Ibig Remittances Report	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Audit Results on Remittances on Philhealth Contributions	Operations Audit Division Chief	Internal Audit Department Manager Noted by: General Manager
Philhealth Remittances Report	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Audit Results on Remittances on SSS Contributions	Operations Audit Division Chief	Internal Audit Department Manager Noted by: General Manager
SSS Remittances Report	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
<b>CONTROL POINTS</b>		
1. BATELEC I Policy No. 01-94: Health Insurance for Coop Board of Directors, Officials and Employees		
2. BATELEC I Policy No. 02-17: Computation in the Granting of Benefits and/or X Incentives to Coop Officials and Employees		
3. PAG-IBIG Circular No. 440: Modified Guidelines Implementing the Optional Withdrawal of Pag-Ibig Savings		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATIONS AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT DEPARTMENT/ OPERATIONS AUDIT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary of Audited Deliveries and Payments (For Purchases amounting to 2 Million Pesos and Above)	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Summary of Audited Approved Turn-On Orders per Municipality	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Summary of Audited Consumer Accounts with Arrearages of 90 Days and Over	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Summary of Audited Gasoline Utilization	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Summary of Audited Incentives for Disconnection and Collection Activities	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Summary of Audited Incentives for Meter Reading Activities	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager

CONTROL POINTS	CONTROL POINTS
	1. BATELEC I Policy No. 01-03: Provision of Service Pole Pedestal for Installation of KWH Meters by Service Applicants, and Apprehended/ Disconnected Consumers
	2. BATELEC I Policy No. 01-10: Pailaw Para sa Mahirap Program
	3. BATELEC I Policy No. 01-17: Requirement for Electric Service Application
	4. BATELEC I Policy No. 01-83: Services Required to Use Exclusive Transformers
	5. BATELEC I Policy No. 01-85: Service Disconnection
	6. BATELEC I Policy No. 01-96: Policy on Construction of Private Lines
	7. BATELEC I Policy No. 02-80: Owner-Furnished Streetlighting Units
	8. BATELEC I Policy No. 03-22: Consumer's Bill Deposit
	9. BATELEC I Policy No. 04-80: Interest on Power Bill Delinquency, Application of Service Disconnection, Prompt Payment Discount
	10. BATELEC I Policy No. 05-77: Fees for Electric Service Connections
	11. BATELEC I Policy No. 1-82: Guarantee Deposit
	12. BATELEC I Policy No. 2-22: Job Efficiency Incentives to Meter Reader Collectors and Disconnectors
	13. BATELEC I Policy No. 36: Membership Education
	14. BATELEC I Policy No. 4: Use of Coop Vehicles approved by NEA on May 17, 2016; as amended and approved by NEA on July 5, 2018
	15. BATELEC I Policy No. 5: Housewiring
	16. NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction / Cost Austerity Measures on Fuel
	17. NEA Memorandum No. 2022-046 dated September 1, 2022: Fuel Consumption Monitoring Scheme

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## **MANUAL OF APPROVALS**

## Recommended



# **MANUAL OF APPROVALS**

SUBJECT	DOCUMENTS	
TOPIC	OPERATIONS AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT DEPARTMENT/ OPERATIONS AUDIT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary of Audited Issued Transformer for the Month	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Summary of Audited Motorcycle Allowance and Change Oil	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Summary of Audited Reimbursement of Authorized Driver	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Summary of Audited of Requisition Issue Voucher (RIV)/Requisition Slip for Tapping Connections per Municipality	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Cash Count Report	Operations Audit Division Chief	Internal Audit Department Manager
Summary of Cash Count (Quarterly)	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Cash Count (Petty Cash/Revolving Fund)	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Summary of Purchase Order Checked (2 Million and Below)	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager
Summary of Audited Issued KWH Meter and Duplex Wire for the Month	Reviewed by: Operations Audit Division Chief	Noted by: Internal Audit Department Manager

CONTROL POINTS	CONTROL POINTS
	1. BATELEC I Policy No. 01-03: Provision of Service Pole Pedestal for Installation of KWH Meters by Service Applicants, and Apprehended / Disconnected Consumers
	2. BATELEC I Policy No. 01-10: Pailaw Para sa Mahirap Program
	3. BATELEC I Policy No. 01-17: Requirement for Electric Service Application
	4. BATELEC I Policy No. 03-24: Coop Authorized / Accredited Drivers, Employees' Shuttle and Boom Truck Operator's Allowance
	5. BATELEC I Policy No. 05-77: Fees for Electric Service Connections
	6. BATELEC I Policy No. 36: Membership Education
	7. BATELEC I Policy No. 5: Housewiring
	8. BATELEC I Office Memorandum No. 86-22 dated May 30, 2022: Increase of Petty Cash Fund from Php 1000 to Php 2000.
	9. BATELEC IOffice Memorandum No. 90-22 dated June 02, 2022: Reconnection Process; Office Memorandum No. 109-22 dated July 07, 2022: Reconnection Process

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	TECHNICAL AUDIT REPORTS	
RESPONSIBLE OFFICE	INTERNAL AUDIT DEPARTMENT/ TECHNICAL AUDIT AND ASSETS DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Audit Observation Sheet - Subsidy	Reviewed by: Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager
Cost Difference per As Plan against As Built	Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager
Audit of Common Transformer	Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager
Maintenance Work Confirmation Report	Reviewed by: Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager
Technical Audit Report - Disconnected Meters	Reviewed by: Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager
Assessment and Verification of Installed Poles	Technical and Assets Control Division Chief	Internal Audit Department Manager
Assessment Report on Sub Station Condition	Technical and Assets Control Division Chief	Internal Audit Department Manager
Validation of Installed Common Transformer Rating	Technical and Assets Control Division Chief	Internal Audit Department Manager
Verification of Big-Loads	Technical and Assets Control Division Chief	Internal Audit Department Manager
Verification of Line Clearing	Reviewed by: Technical Audit & Assets Control Division Chief	Noted by: Internal Audit Department Manager

CONTROL POINTS	CONTROL POINTS
	1. BATELEC I Policy No. 01-83: Services Required to Use Exclusive Transformers
	2. BATELEC I Policy No. 01-85: Service Disconnection
	3. BATELEC I Policy No. 01-96: Policy on Construction of Private Lines
	4. ERC Advisory 05 June 2024 - Disconnection Record
	5. NEA Memorandum No. 2023-34 - Policy Guidelines on the Release, Project Implementation and Liquidation of Calamity Grants to Electric Cooperatives Funded by ECERF/NDRRMF/QRF and other Calamity Related
	6. NEA Memorandum No. 2024-13 - Conduct of Audit by the EC Internal Auditor on the Allowable Disbursements and Documentary Requirements for Liquidation of Subsidy Funds Released to ECs Prior to Submission
	7. NEA Memorandum No. 2024-40 - Policy Guidelines on the Implementation of Subsidy-Funded of National Rural Electrification Program (NREP) through an implementing Electric Cooperatives in Strategically Located Areas
	8. NEA Technical Advisory No. 10 dated July 31, 2024: Power Transformer Master Data: Substation Master Data and Monthly Substation Report

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	COMPUTATION OF PENALTIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monitoring of Deliveries, Warranties and Computation of liquidated damages.	ISD Manager	General Manager
CONTROL POINTS		
NEA Memorandum No. 2017-019 - Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	COMPUTATION OF PENALTIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / <b>HUMAN RESOURCES AND ADMINISTRATIVE DIVISION</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Purchase Order Monitoring of Deliveries	Reviewed by: Human Resources and Administrative Chief	Noted by: Institutional Services Department Manager
Penalty Computation of Liquidated Damages	Institutional Services Department Manager	General Manager <i>(Subject for Board Information)</i>
CONTROL POINTS		
NEA Memorandum No. 2017-019 - Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		

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SUBJECT	COMPLIANCE	
TOPIC	DISTRICT ELECTION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Appointment of DECOM	ISD Manager	BOD / For Confirmation by NEA
Appointment of PECOM	ISD Manager	DECOM
Breakdown of Expenses (BOD Elections/AGMA)	ISD Manager	General Manager
Certifications 1. Membership 2. AGMA Attendance 3. Good Moral Character 4. Consumership 5. Good Standing	ISD Manager	General Manager
Final Masterlist of Voters (Per Barangay/Per Municipality) <Overall>	Validated by: IAD Manager Verified by: ISD Manager Recommending Approval: GM	Certified by: BOD Secretary
Initial Masterlist of Voters (Per Barangay)/Per Municipality)	Validated by: IAD Manager Verified by: ISD Manager Recommending Approval: GM	Certified by: BOD Secretary
Schedule of District Elections and Other Related Activities	ISD Manager / General Manager	BOD Confirmation / For Information by: NEA
Screening Committee Certification for Qualified/ Disqualified Candidate	---	Screening Committee (ISD /FSD/ TSD Managers) Noted by: General Manager
Status of Energization Report1. Barangay Electrification Matrix2. Data Entry Template: Connections (NEA Compliance)3. Monthly Status of Energization(DOE Compliance)	Certified Correct by: ISD Manager	General Manager

Recommended**MANUAL OF APPROVALS**

SUBJECT	COMPLIANCE	
TOPIC	DISTRICT ELECTION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / MEMBER SERVICES DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
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Transferred to Page 68		
For Deletion		
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Transferred to Page 70		

CONTROL POINTS	CONTROL POINTS
NEA Memorandum to ECs No. 2023-07 - Conduct of Regular District Elections	
NEA Institutional Advisories No. 51 - Mandatory Posting of Notice of District Election	
Institutional DET Manuals: DET036 District Elections Manual	
Institutional Advisory No. 02 s. 2024 - Policy/Guidelines in the Conduct of Electric Cooperatives' (ECs) Annual General Membership Assembly (AGMA)	
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	
NEA Memorandum No. 2024-36 - Revision of Local Total Electrification Roadmap (LTER)	

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	DISTRICT ELECTION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certifications 1. Membership 2. AGMA Attendance 3. Good Moral Character 4. Consumership 5. Good Standing	ISD Manager	General Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	DISTRICT ELECTIONS	
TOPIC	DOCUMENTARY REQUIREMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / MEMBER SERVICES DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certifications:		
1. Membership / Consumership	Checked by: Membership Education and Development Section Head	Certified by: Member Services Division Chief
2. AGMA Certification	Checked by: Membership Education and Development Section Head	Certified by: Member Services Division Chief
For Deletion		
For Deletion - already included in item #1		
5. Records Verification:		
a. Powerbill	Checked by: Accounts Management Division Chief	Certified by: Finance Services Department Manager
b. Disconnection	Checked by: Accounts Management Division Chief	Certified by: Finance Services Department Manager
c. Apprehension	Checked by: Special Equipment & Apprehension Division Chief	Certified by: Technical Services Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	
Screening Committee Certification for Qualified/ Disqualified Candidate	---	Screening Committee (ISD /FSD/ TSD Managers) Noted by: General Manager	Screening Committee Evaluation Result (Per Applicant)
			Screening Committee Certification for Qualified/ Disqualified Candidate Noted by: General Manager
Final Masterlist of Voters (Per Barangay/Per Municipality) <Overall>	Validated by: IAD Manager Verified by: ISD Manager Recommending Approval: GM	Certified by: BOD Secretary	Certification (for Posting to Conspicuous Place)
Initial Masterlist of Voters (Per Barangay)/Per Municipality)	Validated by: IAD Manager Verified by: ISD Manager Recommending Approval: GM	Certified by: BOD Secretary	Final Masterlist of Voters (Per Barangay/Per Municipality) <Overall> Verified by: <b>Institutional Services Department Manager</b> Validated by: <b>Internal Audit Department Manager</b> Recommending Approval: <b>General Manager</b> Certified by: <b>Board Secretary</b>
For Deletion - for posting to conspicuous place			
CONTROL POINTS			
CONTROL POINTS			
<ol style="list-style-type: none"> <li>1. Section 12 of Republic Act 10531 and its Implementing Rules and Regulations</li> <li>2. NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines</li> <li>3. NEA Memo to ECs No. 2014-006: Guidelines in the Sanitation of Master List of Member-Consumers of Electric Cooperatives (ECs)</li> <li>4. NEA Memorandum No. 2014-019: Guidelines on the Conduct of District Elections for Electric Cooperatives</li> </ol>			

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	DISTRICT ELECTION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule of District Elections and Other Related Activities	ISD Manager / General Manager	BOD Confirmation / For Information by: NEA
Appointment of DECOM	ISD Manager	BOD / For Confirmation by NEA
Appointment of PECOM	ISD Manager	DECOM



## MANUAL OF APPROVALS

SUBJECT	DISTRICT ELECTIONS	
TOPIC	DOCUMENTARY REQUIREMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / MEMBER SERVICES DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Proposed Timetable for the Holding of District Elections and AGMA Pursuant to Coop's By-Laws & the ECs Election Code as Amended	Institutional Services Department Manager	General Manager <i>(Subject for Board Approval and for National Electrification Administration's Confirmation)</i>
Appointment of District Election Committee (DECIM)	Initiated by: Institutional Services Department Manager	General Manager <i>(Subject for National Electrification Administration's Confirmation)</i>
Appointment of Precinct Election Committee (PECOM)	---	District Election Committee
Notice of District Election	---	Board Secretary
Election Returns	---	Precinct Election Committee
Minutes of Voting and Counting	---	Precinct Election Committee
Election Tally Sheet	---	Precinct Election Committee
Official Canvass	---	District Election Committee
District Election Results	Reviewed by: Institutional Services Department Manager	Noted by: General Manager



CONTROL POINTS	CONTROL POINTS
NEA Memorandum to ECs No. 2023-07 - Conduct of Regular District Elections	1. NEA Memorandum to ECs No. 2023-07 - Conduct of Regular District Elections
NEA Institutional Advisories No. 51 - Mandatory Posting of Notice of District Election	2. NEA Institutional Advisories No. 51 - Mandatory Posting of Notice of District Election
Institutional DET Manuals: DET036 District Elections Manual	3. Institutional DET Manuals: DET036 District Elections Manual
Institutional Advisory No. 02 s. 2024 - Policy/Guidelines in the Conduct of Electric Cooperatives' (ECs) Annual General Membership Assembly (AGMA)	4. Institutional Advisory No. 02 s. 2024 - Policy/Guidelines in the Conduct of Electric Cooperatives' (ECs) Annual General Membership Assembly (AGMA)
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	5. 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
NEA Memorandum No. 2024-36 - Revision of Local Total Electrification Roadmap (LTER)	6. NEA Memorandum No. 2024-36 - Revision of Local Total Electrification Roadmap (LTER)
	7. NEA Memorandum No. 2014-019: Guidelines on the Conduct of District Elections for Electric Cooperatives

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REGULATORY REQUIREMENTS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
AGMA Minutes, Kapasiyahan at Katitikan	Certified by: Board Secretary Attested by: Board President	NEA
Amendments of Coop By-Laws	Certified by: Board Secretary Attested by: Board President	NEA

Recommended



## MANUAL OF APPROVALS

SUBJECT	ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)	
TOPIC	DOCUMENTARY COMPLIANCES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / MEMBER SERVICES DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice for the Conduct of AGMA	---	Board Secretary
Summary of Registered Members	Reviewed by: Institutional Services Department Manager	Noted by: General Manager
BATELEC I Annual General Membership Assembly (Registration Template)	Reviewed by: Institutional Services Department Manager  Checked by: Internal Audit Department Manager	Noted by: General Manager
Certificate of Quorum	Initiated by: Member Services Division Chief	Institutional Services Department Manager  Certified by: Board Secretary
AGMA Minutes and AGMA Resolution (Katitikan at Kapasiyahan)	Certified by: Board Secretary	Attested by: Board President <i>(Subject for National Electrification Administration's Information)</i>
Amendments of BATELEC I By-Laws	Certified by: Board Secretary	Attested by: Board President <i>(Subject for National Electrification Administration's Approval)</i>
Amendments of BATELEC I Articles of Incorporation	---	Signed by: Board of Directors <i>(Subject for National Electrification Administration's Approval)</i>

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CONTROL POINTS	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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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Status of Energization Report 1. Barangay Electrification Matrix 2. Data Entry Template: Connections (NEA Compliance) 3. Monthly Status of Energization(DOE Compliance)	Certified Correct by: ISD Manager	General Manager
<b>CONTROL POINTS</b>		
NEA Memorandum No. 2024-36 - Revision of Local Total Electrification Roadmap (LTER)		

Recommended



## MANUAL OF APPROVALS

SUBJECT	REPORTORIAL COMPLIANCE	
TOPIC	INSTITUTIONAL REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / MEMBER SERVICES DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Status of Energization Report:		
1. Barangay Electrification Matrix	Institutional Services Department Manager	General Manager
2. Data Entry Template: Connections	Institutional Services Department Manager	General Manager
3. Monthly Report on the Status of Energization	Institutional Services Department Manager	General Manager
4. Monthly Status of Electrification	Institutional Services Department Manager	General Manager
5. Monthly Status of Energization	Institutional Services Department Manager	General Manager
<b>CONTROL POINTS</b>		
NEA Memorandum No. 2024-36 - Revision of Local Total Electrification Roadmap (LTER)		

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	EMPLOYEES' BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of sickness/benefit liquidation of advance payment	ISD Manager	General Manager
Employees Compensation (EC) LOGBOOK	Certified True and Correct by: HRAD Chief	Noted by: ISD Manager
Quit claims	ISD Manager	General Manager
CONTROL POINTS		
Coop Policy No. 02-99: Continuous Absence of Coop Employees Due to Prolonged Sickness/Injuries		
Coop Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018		

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	EMPLOYEES' BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion; c/o SSS		
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Transferred to Page 79		
CONTROL POINTS		
1. BATELEC   Policy No. 02-99: Continuous Absence of Coop Employees Due to Prolonged Sickness/Injuries		
2. BATELEC   Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018		

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	EMPLOYEES' BENEFITS AND LOANS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Employees Compensation (EC) LOGBOOK	Certified True and Correct by: HRAD Chief	Noted by: ISD Manager
Loan Applications for PAG-IBIG Fund	HRAD Chief	ISD Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	EMPLOYEES' BENEFITS AND LOANS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Employees Compensation (EC) Logbook (SSS)	---	Certified True Copy: Human Resources Development Section Head
Loan Applications for PAG-IBIG Fund	---	Human Resources Development Section Head/ Human Resources Administrative Division Chief / Institutional Services Department Manager <i>(thru manual/online)</i>
Loan Applications for Social Security System	---	Certified by: Human Resources Development Section Head <i>(thru online)</i>

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ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly remittances of SSS (loans), HDMF-PAGIBIG (contributions & loans), & Philhealth contributions report	ISD Manager	General Manager	Monthly Remittance of SSS Contributions	Reviewed by: Human Resources Development Section Head	Noted by: Human Resources Administrative Division Chief
			Monthly Remittance of SSS Salary Loan / Calamity Loan	Reviewed by: Human Resources Development Section Head	Noted by: Human Resources Administrative Division Chief
			Summary of SSS Loan Deduction for the Month	Reviewed by: Human Resources Development Section Head	Noted by: Human Resources Administrative Division Chief
			Monthly Remittance of PAG-IBIG Contributions	Initiated by: Human Resources Development Section Head	Human Resources and Administrative Chief
			Monthly Remittance of PAG-IBIG Loans	Initiated by: Human Resources Development Section Head	Human Resources and Administrative Chief
			PAG-IBIG Short-Term Loan Remittance Form (STLRF) / Calamity Loan	Initiated by: Human Resources Development Section Head	Human Resources and Administrative Chief
			Philhealth Report of Employee - Members (Er2)	Initiated by: Human Resources Development Section Head	Certified Correct: Human Resources and Administrative Chief
			Philippine Health Insurance Corporation Employees Premium Remittance List	Initiated by: Human Resources Development Section Head	Certified True and Correct by: Human Resources and Administrative Chief

CONTROL POINTS	CONTROL POINTS
RA 9679, HDMF Circular No. 274 and Pag-ibig Contribution Table	1. RA 9679, HDMF Circular No. 274 and Pag-ibig Contribution Table
PAG-IBIG Circular No. 448: Modified Guidelines on the PAG-IBIG Multi-purpose Loan (MPL) Program	2. PAG-IBIG Circular No. 448: Modified Guidelines on the PAG-IBIG Multi-purpose Loan (MPL) Program
New SSS Contribution Table 2023 dated April 08, 2023	3. New SSS Contribution Table 2023 dated April 08, 2023
	4. RA 8282 or the SSS Law
	5. RA 10606 or the Philhealth Law



Drafted

## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	EMPLOYEES' BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Alphalist of Employees	ISD Manager	General Manager
Monthly Gross and Withholding Tax Report (1601 C)	ISD Manager	General Manager
<b>CONTROL POINTS</b>		
R.A. No. 10963 [Tax Reform for Acceleration and Inclusion (TRAIN)]		
BIR Revenue Memorandum Circular No. 57-2015		



Recommended

## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	EMPLOYEES' BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / HUMAN RESOURCES AND ADMINISTRATIVE DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Alphalist of Employees	Institutional Services Manager	General Manager
Monthly Gross and Withholding Tax Report (for 1601 C)	Human Resources and Administrative Chief	Institutional Services Department Manager
BIR Form No. 2316: Certificate of Compensation Payment / Tax Withheld (Through BIR system)	---	Human Resources and Administrative Chief
<b>CONTROL POINTS</b>		
1. R.A. No. 10963 [Tax Reform for Acceleration and Inclusion (TRAIN)]		
2. BIR Revenue Memorandum Circular No. 57-2015		

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Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	EMPLOYEES SALARIES, BENEFITS AND INCENTIVES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Cash advance of Applied/ Approved SSS sickness and maternity application	ISD Manager	General Manager
CONTROL POINTS		
Coop Policy No. 02-99: Continuous Absence of Coop Employees Due to Prolonged Sickness/Injuries		
Coop Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018		
RA 11210 - 105-Day Expanded Maternity Leave Law		



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	EMPLOYEES SALARIES, BENEFITS AND INCENTIVES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / HUMAN RESOURCES AND ADMINISTRATION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion; Itemized below		
For Deletion; SSS system computation		
Social Security System Sickness Benefit Reimbursement Application	---	Human Resources Development Officer ( <i>thru online</i> )
Computation of Maternity Benefit Advanced to Employee	Institutional Services Department Manager	General Manager
Social Security System Maternity Benefit Reimbursement Application	---	Human Resources Development Officer ( <i>thru online</i> )
CONTROL POINTS		
1. <b>BATELEC I</b> Policy No. 02-99: Continuous Absence of Coop Employees Due to Prolonged Sickness/Injuries		
2. <b>BATELEC I</b> Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018		
3. RA 11210 - 105-Day Expanded Maternity Leave Law		

Drafted

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	OCCUPATIONAL SAFETY AND HEALTH CONCERNS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Incident and Accident Report	Safety Officer & Investigation Team	General Manager
Near-missed Report	---	General Manager
Personnel Protective Equipment Request and Issuance Slip	Safety Officer	General Manager
Powerline Work Permit (Type A, B, C)	ISD Manager	General Manager
Professional Fee - Attending Physician	ISD Manager	General Manager
CONTROL POINTS		
R.A. No. 11058 (Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof)		
Coop Policy No. 01-24 - Medical Assistance to an Employee Who Met an Accident While in the Performance of Duty		



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE			
TOPIC	OCCUPATIONAL SAFETY AND HEALTH CONCERNS			
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / HUMAN RESOURCES AND ADMINISTRATION			
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY		
Incident / Accident Investigation Report	---	Health and Safety Committee		
Incident / Accident Evaluation Report	Institutional Services Department Manager	General Manager		
Annual Work Accident / Illness Exposure Data Report	---	General Manager		
Annual Medical Report	Initiated by: Human Resources Development Section Head	Noted by: Human Resources and Administrative Chief		
	For Deletion			
CONTROL POINTS				
1. R.A. No. 11058 (Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof)				
2. BATELEC I Policy No. 01-24: Medical Assistance to an Employee Who Met an Accident While in the Performance of Duty				
3. Department Order No. 198, Series of 2018: Implementing Rules and Regulations of Republic Act No. 11058 entitled, "An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof"				

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	PERSONNEL MANAGEMENT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Contract for Employment	ISD Manager	General Manager
Employees Appointment	ISD Manager	General Manager
List of Monthly Personnel Report and Employee Statistics	ISD Manager	General Manager
CONTROL POINTS		
Article 295 of the Labor Code - Seasonal Employees		
Article 87 of the Labor Code		

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	PERSONNEL MANAGEMENT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / HUMAN RESOURCES AND ADMINISTRATION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Employment Contract for Probationary Employee	Institutional Services Department Manager	General Manager
Employees Appointment	Initialed by: Institutional Services Department Manager	General Manager
Office Order on the Employee's - Transfer of Assignment - Promotion - Additional Assignment	Initialed by: Institutional Services Department Manager	General Manager
Request for Change Duty	Human Resources and Administrative Chief	Institutional Services Department Manager
Monthly Plantilla Position with Monthly Employee's Report	Reviewed by: Human Resources and Administrative Division Chief	Noted by: Institutional Services Department Manager
CONTROL POINTS		
1. Article 295 of the Labor Code - Seasonal Employees		
2. Article 87 of the Labor Code		

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Alphalist of Employees	ISD Manager	General Manager
Employees Suspension / Termination of Service	ISD Manager	General Manager
Monthly Gross and Withholding Tax Report (1601 C)	ISD Manager	General Manager
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	ISD Manager	General Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / MEMBER SERVICES DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
		Transferred to Page 73
		Transferred to Page 77
		Transferred to Page 73
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	Institutional Services Department Manager	General Manager



CONTROL POINTS	CONTROL POINTS
R.A. No. 10963 [Tax Reform for Acceleration and Inclusion (TRAIN)]	For Deletion
BIR Revenue Memorandum Circular No. 57-2015	For Deletion
Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 13: Right to a Prompt Investigation of Complaints; Customer Dealings	1. Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 13: Right to a Prompt Investigation of Complaints; Customer Dealings
Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 27: Right to File Complaints Before ERC	2. Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 27: Right to File Complaints Before ERC
	3. NEA Memorandum No. 2020-006 - Submission of EC Board of Directors and General Manager Evaluation Forms
	4. NEA Institutional Advisory No. 42 s. 2022 - Reiterating NEA Bulletin No. 35, Functions and Responsibilities of the Board of Directors

Drafted



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	PERSONNEL MANAGEMENT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Employees Suspension / Termination of Service	ISD Manager	General Manager
<b>CONTROL POINTS</b>		

Recommended



## MANUAL OF APPROVALS

SUBJECT	INVESTIGATION AND APPEALS	
TOPIC	EMPLOYEE DISCIPLINE	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT/ INVESTIGATION AND APPEALS COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Memorandum to Explain in Writing	Human Resources and Administrative Division Chief	Concerned Department Manager Institutional Services Department Manager
Office Memorandum on the Notice of Charges & to Explain	Human Resources and Administrative Division Chief	Concerned Department Manager Institutional Services Department Manager
Committee Report, Findings and Recommendation on the Administrative Case of Employee	---	Signed by: Investigation and Appeal Committee
Employees Suspension / Dismissal of Service	Initialed by: Institutional Services Department Manager	General Manager
<b>CONTROL POINTS</b>		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEES' BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Cash Assistance	ISD Manager	General Manager
Notice of Retirement	ISD Manager	General Manager
Certificate of Clearance	Concerned Department	General Manager
Payroll, Retirement and Gratuity Pay Computation for retired and resigned employees	ISD Manager	General Manager
Certification Attached for Application for Provident Benefit Claims to PAG-IBIG Fund	HRAD Chief	ISD Manager
CONTROL POINTS		
PAG-IBIG Circular No. 448: Modified Guidelines on the PAG-IBIG Multi-purpose Loan (MPL) Program		
PAG-IBIG Circular No. 440: Modified Guidelines Implementing the Optional Withdrawal of Pag-IBIG Savings		

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEES' BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / HUMAN RESOURCES AND ADMINISTRATIVE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Office of the General Manager		
Notice of Retirement	Initiated by: Institutional Services Department Manager	General Manager
Employee Clearance (with Attached Waiver, Release and Quit Claim)	Clearing Officers and Concerned Department Manager	General Manager
Retirement/Gratuity Pay Computation for Retired and Resigned Employees	Institutional Services Department Manager	General Manager
For Deletion		
CONTROL POINTS		
For Deletion		
For Deletion		
BATELEC I Policy No. 04-83, As Amended Titled: Retirement Policy		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S CONCERN	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Order / Office Memo	-----	General Manager
CONTROL POINTS		
Minutes of MANCOM and Staff Meeting		

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S CONCERN	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Order - Transferred to Page 76 Office Memo - Transferred to OGM		
CONTROL POINTS		
For Deletion		



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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEES SALARIES, BENEFITS AND INCENTIVES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
13th Month Pay, Salary Increase, Allowances, bonus, and other incentives for regular, non- regular employees	ISD Manager	General Manager
Attendance for Payroll Register / Overtime Pay for regular and non-regular Employees	ISD Manager	General Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEES SALARIES, BENEFITS AND INCENTIVES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / <b>HUMAN RESOURCES AND ADMINISTRATIVE DIVISION</b>	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of 13th Month Pay	Institutional Services Department Manager	General Manager
Summary of 13th Month Pay	Institutional Services Department Manager	General Manager
Computation of Year-End and Other Benefits	Institutional Services Department Manager	General Manager
Summary of Year-End and Other Benefits	Institutional Services Department Manager	General Manager
Payroll Register	Human Resources and Administrative Division Chief	Institutional Services Department Manager
Salary Adjustment Approval	Institutional Services Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Conversion of unused leave to money value 1. Vacation Leave 2. Sick Leave	ISD Manager	General Manager		For Deletion	
			Computation of Balance of Vacation and Sick Leave Credits and Leave Conversion	Institutional Services Department Manager	General Manager
			Summary of Annual Leave Conversion	Institutional Services Department Manager	General Manager
Payroll, Retirement and Gratuity Pay Computation for retired and resigned employees	ISD Manager	General Manager		Transferred to Page 79	
Representation, Rice and Other Allowances	ISD Manager	General Manager		For deletion - included in the Payroll	
			Office Memorandum for Posting of Cash Bond	Initialed by: Institutional Services Department Manager	General Manager

CONTROL POINTS	CONTROL POINTS
Presidential Decree No. 851 (Rules Implementing the 13th Month Pay Law.	1. Presidential Decree No. 851 (Rules Implementing the 13th Month Pay Law.
Coop Policy No. 13-16: Policy on Overtime approved by NEA on January 20, 2017	2. <b>BATELEC I</b> Policy No. 13-16: Policy on Overtime approved by NEA on January 20, 2017
Coop Policy No. 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays approved on April 20, 2005, amended on June 22, 2018	3. <b>BATELEC I</b> Policy No. 16: Regular Working Days and Hours, Rest Day, Special and Regular Holidays approved on April 20, 2005, amended on June 22, 2018
Coop Policy No. 02-24 - Employee Gratuity Benefits	4. <b>BATELEC I</b> Policy No. 02-24: Employee Gratuity Benefits
Coop Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018	5. <b>BATELEC I</b> Policy No. 22: Sick Leave, Maternity Leave, Study Leave, Vacation Leave, Paternity Leave, Parental (Solo Parent) Leave, Special or Surgical Leave, Battered Woman Leave and Birthday Leave as amended, approved by NEA on June 22, 2018
Coop Policy No. 04-83, As Amended Titled: Retirement Policy	6. <b>BATELEC I</b> Policy No. 04-83, As Amended Titled: Retirement Policy
NEA Memorandum No. 2023-30 - Policy Amending NEA Memorandum No. 2018-011 on Revised Guidelines on Benefits, Allowances and Incentives of Electric Cooperative Officials and Employees	7. NEA Memorandum No. 2023-30 - Policy Amending NEA Memorandum No. 2018-011 on Revised Guidelines on Benefits, Allowances and Incentives of Electric Cooperative Officials and Employees
	8. <b>BATELEC I</b> Policy No. 02-86: Bonds of the Officers and Employees dated July 07, 2017

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	PERSONNEL MANAGEMENT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Job Placement	ISD Manager	General Manager
Certificate of Employment	HRAD Chief	ISD Manager
Request for 201 Record/s by Concerned Employee for Personal Use	HRD Section Head	HRAD Chief
Request for 201 Record/s by Third Party for Official and Legal Use	ISD Manager	General Manager
Notice of Retirement	ISD Manager	General Manager
CONTROL POINTS		
Coop Policy No. 04-83, As Amended Titled: Retirement Policy		

Recommended



## MANUAL OF APPROVALS

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL PLACEMENT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / HUMAN RESOURCES AND ADMINISTRATIVE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion		
Recommendation for the Review of Plantilla Positions	Human Resources and Adminstrative Division Chief	Institutional Services Department Manager
Notice of Hiring	---	Institutional Services Department Manager
Request for Certificate of Employment	Human Resources and Adminstrative Division Chief	Institutional Services Department Manager
Employment Certification	---	Institutional Services Department Manager
201 Request Form	Human Resources and Adminstrative Chief	Institutional Services Department Manager
For Deletion		
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CONTROL POINTS		
1. BATELEC I Policy No. 3: Hiring of Employees		
2. Republic Act No. 10173 - Data Privacy Act of 2012		

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Drafted



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S WELFARE	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Payment for the Hospitalization of Employee	ISD Manager	General Manager
CONTROL POINTS		
Coop Policy No. 01-24 - Medical Assistance to an Employee Who Met an Accident While in the Performance of Duty		

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S WELFARE	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion		
CONTROL POINTS		
For Deletion		

Drafted



## MANUAL OF APPROVALS

SUBJECT	CORPORATE SOCIAL RESPONSIBILITY (CSR)	
TOPIC	CONSUMER WELFARE	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Consumer Request and Complaints	MSD Chief	ISD Manager
Consumer Survey Form	MSD Chief	ISD Manager
CSR Projects and Promotional Activities	ISD Manager	General Manager / BOD

Recommended



## MANUAL OF APPROVALS

SUBJECT	MCO EMPOWERMENT PROGRAMS	
TOPIC	IMPLEMENTATION OF CSRS & OTHER MCO RELATED ACTIVITIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / MEMBER SERVICES DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Complaints Report (8888, DOE, ERC, etc)	Initialed by: Institutional Services Department Manager	General Manager
Complaint Tracking Form	Reviewed by: Institutional Services Department Manager	Noted by: General Manager
Summary Report of Requests/Complaints Received and Acted Upon	Reviewed by: Consumer Relations and Coop Promotions Section Head	Noted by: Member Services Division Chief
Consolidated Report of Requests/Complaints Received and Acted	Institutional Services Department Manager	General Manager
Request for Refund of Deposits	Institutional Services Department Manager	General Manager
For deletion - thru Google form		
Corporate Social Responsibility Projects and Promotional Activities	Institutional Services Department Manager	General Manager <i>(Subject for Board Approval)</i>

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Application Form for Specific Corporate Social Responsibility Project	Initiated by: Institutional Services Department Manager	General Manager
			Application for Availment of Senior Citizen Discount	Institutional Services Department Manager	General Manager
Report on List of Senior Citizens whose Applications for 5% Discount on Power Bill were Approved	Noted by: Concerned Department / Branch Manager	General Manager	Monthly Report on Approved Applicants for Senior Citizen Discount	Institutional Services Department Manager	General Manager
			4Ps Lifeliner Application Form	---	Member Services Division Chief
			Non-4Ps Lifeliner Application Form	---	Member Services Division Chief
Report on List of Lifeliner Application	Concerned Division Chief	Concerned Department / Branch Manager  General Manager	Weekly Report on the Number of Registered Marginalized Users	Institutional Services Department Manager	General Manager
			Weekly Report on Lifeline Rate Program Beneficiaries	Institutional Services Department Manager	General Manager
CONTROL POINTS			CONTROL POINTS		
NEA Memorandum No. 2019-044 - EC Member-Consumer-Owners Program for Empowerment (MCOPE)			1. NEA Memorandum No. 2019-044 - EC Member-Consumer-Owners Program for Empowerment (MCOPE)		
NEA Memo 2023-21 dated May 4, 2023 2023: Policy/Guidelines on Annual EC Overall Performance Assessment			2. NEA Memo 2023-21 dated May 4, 2023 2023: Policy/Guidelines on Annual EC Overall Performance Assessment		
			3. 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		
			4. NEA Institutional Advisory No. 57 - Extension of the Deadline of the Processing of Application of Qualified Beneficiaries of the Lifeline Rate Program		
			5. Tripartite Advisory on Lifeline IRR by the ERC, DOE, and DSWD dated June 13, 2023 (RA 11552)		

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## MANUAL OF APPROVALS

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	INSTITUTIONAL OPERATION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Breakdown of Membership Application	General Manager	BOD
Application For Transfer Of Ownership/Change Name (Sanitation)	Endorsed by: CWDO Branch Office Witnessed by: CWDO / MSD Personnel	ISD Manager

SUBJECT	DOCUMENTS	
TOPIC	INSTITUTIONAL OPERATION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / MEMBER SERVICES DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Breakdown of Membership Application	Institutional Services Department Manager	General Manager <i>(Subject for Board Approval)</i>
Breakdown of Membership Deletion	Institutional Services Department Manager	General Manager <i>(Subject for Board Approval)</i>
Application For Transfer of Ownership/Change Name (Sanitation)	Member Services Division Chief	Institutional Services Department Manager
Application for Transfer of Billing Name and Collection Form	Member Services Division Chief	Institutional Services Department Manager
Schedule of MSD Activities, Meetings & Information Dissemination	Member Services Division Chief	Institutional Services Department Manager  <i>Noted by: General Manager</i>

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Activities Participated by Member-Consumer-Owners (MCOs)	Member Services Division Chief	Institutional Services Department Manager
Certificate of Employment	HRAD Chief	ISD Manager			Transferred to Page 82
Job Order (Inspection report of vehicles with appropriate recommendation)	HRAD Chief	ISD Manager			Transferred to Page 87
Receiving Report	HRAD Chief	ISD Manager			Transferred to Page 89
Request for 201 Record/s by Concerned Employee for Personal Use	HRD Section Head	HRAD Chief			Transferred to Page 82
Request for 201 Record/s by Third Party for Official and Legal Use	ISD Manager	General Manager			Transferred to Page 82
Trip Ticket and Gate Pass	HRAD Chief	ISD Manager			Transferred to Page 87
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>		
NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction/Cost Austerity Measures on Fuel			1. NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction/Cost Austerity Measures on Fuel		
NEA Memorandum No. 2024-10 - Disposal of Electric Cooperatives' PCB Oil			2. NEA Memorandum No. 2024-10 - Disposal of Electric Cooperatives' PCB Oil		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY



## MANUAL OF APPROVALS

SUBJECT	OPERATION	
TOPIC	ELECTRIC SERVICE CONNECTION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / MEMBER SERVICES DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Service Memorandum (for Electric Service Connection)	Member Services Division Chief	Institutional Services Department Manager
Checklist of Requirements to be Complied/Submitted by Applicants for Common Connection	---	Certified by: Member Services Division Chief, and Special Equipment and Apprehension Division Chief
Checklist of Requirements to be Complied/Submitted by Applicants for Electric Service Connection with Exclusive Transformer and/or Construction/Extension of Private Lines	---	Certified by: Member Services Division Chief, Engineering Services Division Chief, and Special Equipment and Apprehension Division Chief
Checklist of Requirements to be Complied/Submitted by Applicants for Net Metering	---	Certified by: Member Services Division Chief, Engineering Services Division Chief, and Special Equipment and Apprehension Division Chief

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Application for Electric Service Connection 1. Owner-Furnished Security Lighting-Service 2. Security Camera - CCTV 3. Temporary Electric Service Connection 4. Permanent Electric Service Connection	SEAD Chief / MSD Chief	ISD Manager TSD Manager	Application for Electric Service Connection 1. Owner-Furnished Security Lighting-Service 2. Security Camera - CCTV 3. Temporary Electric Service Connection 4. Permanent Electric Service Connection	Institutional Services Department Manager	General Manager
			Contract 1. Owner-Furnished Security Lighting-Service 2. Security Camera - CCTV 3. Temporary Electric Service Connection 4. Permanent Electric Service Connection	Institutional Services Department Manager	General Manager
			Application for Electric Services Connection (for Big Loads) Endorsement Slip	---	Membership Records Staff
			Electric Service Contract (for Big Loads)	Signed in the Presence of: Institutional Services Department Manager	General Manager
			Connect Order - Big Load Services	Member Services Division Chief	Institutional Services Department Manager
			Connect Order - Net Metering	Member Services Division Chief	Institutional Services Department Manager
CONTROL POINTS			CONTROL POINTS		
NEA Memorandum No. 2024-39 - Prioritization of Processing of Net-Metering Application for Enhanced Renewable Energy Integration					

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## **MANUAL OF APPROVALS**

### Recommended



## **MANUAL OF APPROVALS**

SUBJECT	GENERAL SERVICES	
TOPIC	OPERATION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / HUMAN RESOURCES AND ADMINISTRATIVE DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Fuel Expenses Summary	Reviewed by: Human Resources and Administrative Division Chief	Noted by: Institutional Services Department Manager
Trip Ticket	Roadworthiness Certified and Checked by: GS Section Head Reviewed by: Human Resources and Administrative Division Chief	Authorized by: Institutional Services Department Manager
Gate Pass (Warehouse/ General Services)	Human Resources and Administrative Division Chief	Institutional Services Department Manager
Coop Vehicle Maintenance Report / Request Form	Human Resources and Administrative Division Chief	Institutional Services Department Manager
Acceptance Report (Vehicle Spare Parts)	General Services Section Head	Noted by: Institutional Services Department Manager  Audited by: Internal Audit Department Manager
General Services Section Maintenance Cost / Accomplishment Report	Reviewed by: Human Resources and Administrative Division Chief	Noted by: Institutional Services Department Manager
General Services Section Quarterly Accomplishment Report	Reviewed by: Human Resources and Administrative Division Chief	Noted by: Institutional Services Department Manager

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Material ChargeTicket (MCT)	Concerned Section Head / Division Chief	Concerned Department / Branch Manager
Material Credit Ticket (MCRT)	Concerned Section Head / Division Chief	Concerned Department / Branch Manager
Material Salvage Ticket (MST)	Concerned Section Head / Division Chief	Concerned Department / Branch Manager
CONTROL POINTS		

Recommended



## MANUAL OF APPROVALS

SUBJECT	OPERATION			
TOPIC	PROPERTY CONTROL AND WAREHOUSING			
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / HUMAN RESOURCES AND ADMINISTRATIVE DEPARTMENT			
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY		
Requisition Slip	Human Resources and Administrative Division Chief	Institutional Services Department Manager		
	For Deletion			
	For Deletion			
	For Deletion			
CONTROL POINTS				

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Purchase Order	ISD Manager	General Manager
Receiving Report	HRAD Chief	ISD Manager
Acceptance Report and Issuance of materials	Concerned Division Chief	Concerned Department / Branch Manager
CONTROL POINTS		

Recommended



## MANUAL OF APPROVALS

SUBJECT	OPERATION	
TOPIC	PROCUREMENT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / HUMAN RESOURCES AND ADMINISTRATIVE DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Abstract of Quotation	Human Resources and Administrative Division Chief	Institutional Services Department Manager Audited by: Internal Audit Department Manager
Purchase Order	Institutional Services Department Manager Audited by: Internal Audit Department Manager	General Manager
Receiving Report (Warehouse)	Received by: Property Control and Warehousing Section Head	Noted by: Institutional Services Department Manager
Receiving Report (Clinical Supplies)	Received by: Nurse	Noted by: Institutional Services Department Manager
Receiving Report (General Services)	Received by: General Services Section Head	Noted by: Institutional Services Department Manager
Acceptance Report	Accepted by: Requisitioner	Noted by: Concerned Department / Branch Manager and Institutional Services Department Manager Verified /Examined by: Internal Audit Department Manager
Requisition and Issue Voucher	Issued by: Property Control and Warehousing Section Head	Concerned Department / Branch Manager
Employee's Issued Tools and Equipments	Institutional Services Department Manager	General Manager
CONTROL POINTS		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		



## MANUAL OF APPROVALS

SUBJECT	OPERATIONS	
TOPIC	INFORMATION DISSEMINATION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / MEMBER SERVICES DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Information Dissemination (Notice of Power Interruption)	Institutional Services Department Manager	General Manager
Request for Publication	Institutional Services Department Manager	General Manager
Request for FB Posting	Institutional Services Department Manager	General Manager
CONTROL POINTS		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		



## MANUAL OF APPROVALS

SUBJECT	REVOLVING FUNDS	
TOPIC	PROCUREMENT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEPARTMENT / HUMAN RESOURCES AND ADMINISTRATIVE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary of Revolving Funds	Human Resources and Administrative Division Chief	Institutional Services Department Manager  Audited by: Internal Audit Department Manager
Revolving Fund Voucher	Human Resources and Administrative Division Chief	Institutional Services Department Manager  Audited by: Internal Audit Department Manager
CONTROL POINTS		

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REGULATORY REQUIREMENTS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
AGMA Minutes, Kapasiyahan at Katitikan	Certified by: Board Secretary Attested by: Board President	NEA
Application for Renewal of Franchise	Certified by: Board Secretary Attested by: Board President	NEA
Amendments of Coop By- Laws	Certified by: Board Secretary Attested by: Board President	NEA
BOD Performance Evaluation	General Manager	Certified by: BOD Secretary

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REGULATORY REQUIREMENTS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
AGMA Minutes, Kapasiyahan at Katitikan	---	Board Secretary
Application for Renewal of Franchise	Certified by: Board Secretary Attested by: Board President	National Electrification Administration
Transferred to Institutional Services Department		
Certificate of Ratification	---	Board Secretary
Board of Directors' Performance Evaluation	---	Evaluated by: Board of Directors  General Manager
General Manager's Performance Evaluation	---	Evaluated by: Board of Directors

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Contracts, Agreements, MOU, MOA, Attestations, Secretary's Certificate	Concerned Department	General Manager BOD President	Memorandum of Agreement	Witnessed by: Concerned Department Manager  Contracting Party Representative	General Manager  Contracting Party
			Attestations	---	General Manager
			Secretary's Certificate	---	Board Secretary
Power Supply Agreement GEOP, ER1-94, RCOA	Witnessed by: CORPLAN Manager	General Manager BOD President	Power Purchase and Sale Agreement	Witnessed by: Corporate Planning Department Manager  Representative/ Seller	Board President  General Manager (Buyer)  Seller
			Distribution Wheeling Service Agreement (For GEOP end-users)	Witnessed by: Corporate Planning Department Manager  GEOP End user Representative	General Manager  GEOP End user Representative
			Standard Joint Pole Agreement	Witnessed by: General Manager  Contracting Party Representative	Board President  Contracting Party Representative
			Amended Net-Metering Agreement	Witnessed by: Institutional Services Department Manager  Representative/ Qualified End-User	General Manager  Qualified End-User

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Electric Service Contract	Witnessed by: Institutional Services Department Manager  Representative/ Customer	General Manager  Customer
			Connection Agreement	Witnessed by: Corporate Planning Department Manager  GEOP End user Representative	General Manager  GEOP End user Representative
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>		
DOE E.R. No. 1-94			1. DOE E.R. No. 1-94		
Power Supply Agreement			2. Power Supply Agreement		
Institutional Advisory No. 02 s. 2024 - Policy/Guidelines in the Conduct of Electric Cooperatives' (Ecs) Annual General Membership Assembly (AGMA)			3. Institutional Advisory No. 02 s. 2024 - Policy/Guidelines in the Conduct of Electric Cooperatives' (ECs) Annual General Membership Assembly (AGMA)		
NEA Memo 2023-21 dated May 4, 2023 2023: Policy/Guidelines on Annual EC Overall Performance Assessment			4. NEA Memo 2023-21 dated May 4, 2023 2023: Policy/Guidelines on Annual EC Overall Performance Assessment		
NEA Memorandum No. 2013-028 dated December 23, 2013: RA 10531 Implementing Policy, Rules and Guidelines			5. NEA Memorandum No. 2013-028 dated December 23, 2013: RA 10531 Implementing Policy, Rules and Guidelines		
NEA Memo 2024-21 dated May 07, 2024: Enhanced Policy on the Classification of Electric Cooperative (ECs) and Guidelines for the Declaration and Graduation of Ailing EC			6. NEA Memo 2024-21 dated May 07, 2024: Enhanced Policy on the Classification of Electric Cooperative (ECs) and Guidelines for the Declaration and Graduation of Ailing EC		
			7. BATELEC I Policy No. 01-17 - Requirement for Electric Service Application		
			8. BATELEC I Policy No. 01-96 - Policy on Construction of Private Lines		
			9. BATELEC I Policy No. 01- 16 dated July 1, 2016 - Comprehensive Performance Evaluation System (CPES) Integrating Balance Scorecard		

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	INSTITUTIONAL REPORT	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Reportorial - No. of Meetings - BOD Attendance - BOD Resolutions - Seminars or Conventions Attended by BODs	ISD Manager	General Manager
CONTROL POINTS		
NEA Memorandum No. 2020-006 - Submission of EC Board of Directors and General Manager Evaluation Forms		
NEA Institutional Advisory No. 42 s. 2022 - Reiterating NEA Bulletin No. 35, Functions and Responsibilities of the Board of Directors		



## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	INSTITUTIONAL REPORT	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Institutional Services Department (prepared by Executive Assistant)		
CONTROL POINTS		
1. NEA Memorandum No. 2020-006 - Submission of EC Board of Directors and General Manager Evaluation Forms		
2. NEA Institutional Advisory No. 42 s. 2022 - Reiterating NEA Bulletin No. 35, Functions and Responsibilities of the Board of Directors		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S CONCERN	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Order	---	General Manager
Office Memorandum	---	General Manager
CONTROL POINTS		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Billing Statement of Joint-Use of Pole	Accounts Management Division Chief	FSD Manager
Stamps on Documents 1. Refund of Deposits 2. Reimbursement 3. Travel Per Diems 4. RR 5. Incentives 6. Trip Tickets	Executive Assistant	General Manager
CONTROL POINTS		
NEA Memorandum No. 2023-50 - Creation of NEA-DPWH Unified Database on Pole Relocation		
NEA Memo to All Electric Cooperatives No. 2018-055 dated August 15, 2018, Standard Joint Pole Agreement and Pole Rental Rate.		
NEA Technical Advisory No. 13 s 2023 - Electric Cooperatives Pole Relocation Projects		



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	FINANCIAL OPERATION	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Finance Services Department		
Relocation Agreement	Witnessed by: Technical Services Department Manager and General Manager	Board President
Transferred to Finance Services Department		
Notice to Proceed (Joint Pole Agreement)	Initiated by: Executive Assistant	General Manager
For deletion; no portion of approval		
CONTROL POINTS		
1. NEA Memorandum No. 2023-50 - Creation of NEA-DPWH Unified Database on Pole Relocation		
2. NEA Memo to All Electric Cooperatives No. 2018-055 dated August 15, 2018, Standard Joint Pole Agreement and Pole Rental Rate.		
3. NEA Technical Advisory No. 13 s 2023 - Electric Cooperatives Pole Relocation Projects		
4. BATELEC I Policy No. 12 - Policy on Joint Use of Poles		
5. BATELEC I Policy No. 015 - Per Diems and Allowance of Officers and Directors		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Policies	BOD	NEA
Preparation of Minutes of MANCOM / Staff Meeting	Executive Assistant	General Manager
Request for Payment/ Reimbursement of BODs: (1) Per Diem - Meeting (2) Financial Assistance (3) Retainer's fee - Legal Counsel	Executive Assistant	General Manager

Recommended



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Electric Cooperative's Policies	Board Secretary  Attested by: Board President	National Electrification Administration
Minutes of MANCOM / Staff Meeting	General Manager's Secretary	General Manager
For Deletion		
Meeting per Diems and Other Allowances of Board of Directors, General Manager and Project Supervisor	Executive Assistant	General Manager
Agenda or Meeting Plan for the Board Meeting	Executive Assistant	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Endorsement for the approval of the: - Electric Cooperative's Policies - Retainer's Fee of Legal Counsel - Financial Assistance to Member-Consumer-Owners (MCOs) - Other outside Services/Fees	Executive Assistant	General Manager <i>(For Board Approval)</i>
			Transmittal Sheet	Initialed by: Concerned Department Manager / Branch Manager	General Manager
CONTROL POINTS			CONTROL POINTS		
Coop Policy No. 01-13 - BOD Management Committee (BOD-MANCOM)			1. BATELEC I Policy No. 01-13 - BOD Management Committee (BOD-MANCOM)		
NEA Memorandum No. 2023-30 - Policy Amending NEA Memorandum No. 2018-011 on Revised Guidelines on Benefits, Allowances and Incentives of Electric Cooperative Officials and Employees			2. NEA Memorandum No. 2023-30 - Policy Amending NEA Memorandum No. 2018-011 on Revised Guidelines on Benefits, Allowances and Incentives of Electric Cooperative Officials and Employees		
NEA Memo 2023-21 dated May 4, 2023 2023: Policy/Guidelines on Annual EC Overall Performance Assessment			3. NEA Memo 2023-21 dated May 4, 2023 2023: Policy/Guidelines on Annual EC Overall Performance Assessment		
			4. BATELEC I Policy No. 015 - Per Diems and Allowance of Officers and Directors		
			5. BATELEC I Policy No. 01-18 - Granting of Financial Assistance on Electrocution		
			6. Republic Act No. 386 - Civil Code of the Philippines; Article Nos. 1318-1355 on Retainership Agreement		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	REGULATORY REQUIREMENTS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Board Resolutions (not requiring NEA's approval)	General Manager	Certified by: Board Secretary Attested by: Board President
Board Resolutions (requires NEA approval)	Board Secretary Attested by: Board President	NEA
Issuance of Certificate of Appearance	---	General Manager
CONTROL POINTS		
NEA Memo 2023-21 dated May 4, 2023 2023: Policy/Guidelines on Annual EC Overall Performance Assessment		



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	REGULATORY REQUIREMENTS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Board Resolutions (not requiring NEA's approval)	<span style="color: red;">Certified by: Board Secretary</span>	Attested by: General Manager and Board President
Board Resolutions (requires NEA approval)	Board Secretary Attested by: Board President	<span style="color: red;">National Electrification Administration</span>
Issuance of Certificate of Appearance	---	General Manager
CONTROL POINTS		
NEA Memo 2023-21 dated May 4, 2023 2023: Policy/Guidelines on Annual EC Overall Performance Assessment		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Demand Letter	---	Signed by: In-house Lawyer
Documents Released requested by the Third Party	Data Privacy Officer	General Manager
CONTROL POINTS		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	CORRESPONDENCES	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Demand Letter	---	Signed by: Lawyer in Retainer General Manager
Documents Released to/ requested by the Third Party	Data Privacy Officer	General Manager
CONTROL POINTS		
1. Republic Act No. 10173 - Data Privacy Act		
2. BATELEC I Policy No. 01-85 - Service Disconnection		
3. Magna Carta for Residential Electricity Consumers, Chapter 3: Consumer Obligations, Article 32: Obligation to Pay Monthly Electric Bills		

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## MANUAL OF APPROVALS

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		



## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	MINUTES / CONTRACTS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Minutes of the Board Meeting	---	Board of Directors and NEA Project Supervisor (if applicable)
Contract of Lease	Witnessed by: BATELEC 1 Main Office/ Branch Representative	Board President Lessee
Retainership Contracts	Witnessed by: BATELEC 1 Main Office Representative	Board President General Manager Lawyer in Retainer
CONTROL POINTS		
1. Republic Act No. 386 - Civil Code of the Philippines; Article Nos. 1318-1355 on Retainership Agreement		
2. BATELEC I Policy No. 01-17 - Requirement for Electric Service Application		
3. BATELEC I Policy No. 01-96 - Policy on Construction of Private Lines		

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REGULATORY REQUIREMENTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Authority to Operate and Maintain a Meter Shop	TSD Manager	General Manager
Certificate of Completion of Completed Projects	TSD Manager	General Manager
Certificate of Energization	TSD Manager	General Manager
Certificate of Final Inspection and Acceptance	TSD Manager	General Manager
Certificate of Un-energized Sitio	TSD Manager	General Manager

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REGULATORY REQUIREMENTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Authority to Operate and Maintain a Meter Shop	For Deletion	
Certificate of Completion of Construction Projects	Technical Services Department Manager	General Manager
Certificate of Energization	Initiated by: Technical Services Department Manager	Barangay Captain / LGU Representative General Manager
Certificate of Final Inspection and Acceptance	Technical Services Department Manager	General Manager and NEA Representative
	For Deletion	
Special Projects Accomplishment Report	Technical Services Department Manager	General Manager
Certificate of Acceptance	Technical Services Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Certificate of Final Inspection	Technical Services Department Manager	General Manager
			Clearance for Construction	Technical Services Department Manager	General Manager
Inspection, Bill of Materials and As-Built a. Sitio Electrification Program (SEP) b. Contribution in Aid of Construction (CIAC) c. Typhoon and Other Calamities	TSD Manager	General Manager	Inspection/Tabulation of Construction Assembly Units (CAUs), Bill of Materials, Sketch, Staking Sketch (As-Built) a. Sitio Electrification Program (SEP) b. Typhoon and Other Calamities	Technical Services Department Manager	General Manager
			Construction Work Order	Technical Services Department Manager	General Manager
CONTROL POINTS			CONTROL POINTS		
ERC Resolution No. 07, series of 2023 - Renewal of Certificate of Authority to Operate and Maintain a Meter Shop			For Deletion		
NEA Memorandum No. 2022-44 - Completion-Energization of Sitio Electrification Program (SEP) Projects			1. NEA Memorandum No. 2022-44 - Completion-Energization of Sitio Electrification Program (SEP) Projects		
NEA Technical Advisory No. 05 s 2024 - Subsidy Funded Project Submission of Electric Cooperative (EC) Accomplishment Report			2. NEA Technical Advisory No. 05 s 2024 - Subsidy Funded Project Submission of Electric Cooperative (EC) Accomplishment Report		

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Details of Power Interruption	OMD Chief	TSD Manager
Distributor's Compliance Report To The Philippine Distribution Code	TSD Manager	General Manager
Energy & Demand	OMD Chief	TSD Manager
ERC Advisory for Distribution Utilities (Since: 02/21/2024)	TSD Manager	General Manager
ERC Template for Segregated System Loss with Transmission Loss Computation	TSD Manager	General Manager
Household Connection / DX Line (NEA)	OMD Chief	TSD Manager

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Details of Power Interruption	Operation and Maintenance Division Chief	Technical Services Department Manager
Compliance Report To The Philippine Distribution Code	Technical Services Department Manager	General Manager
Compliance Report To The Philippine Grid Code	Technical Services Department Manager	General Manager
Energy & Demand Data	Technical Services Department Manager	General Manager
List of Kwh Meter Standards with Technical Specifications (ERC Advisory for Distribution Utilities)	Technical Services Department Manager	General Manager
ERC Template for Segregated System Loss with Transmission Loss Computation	Technical Services Department Manager	General Manager
Newly Connected and Active Consumers Report	Technical Services Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Distribution Line Construction Accomplishment Report (Monthly)	Technical Services Department Manager	General Manager
Interruption Report	OMD Chief	TSD Manager	Interruption Report (Monthly)	Technical Services Department Manager	General Manager
KWH Recovered, Differential Billing and Penalty Collected	---	TSD Manager	KWH Recovered, Differential Billing (Monthly)	Technical Services Department Manager	General Manager
Load and Voltage Unbalance	OMD Chief	TSD Manager	Substation Load Monitoring (Weekly)	Operation and Maintenance Division Chief	Technical Services Department Manager
			Substation Voltage Monitoring (Weekly)	Operation and Maintenance Division Chief	Technical Services Department Manager
Local Total Electrification Roadmap (LTER)	TSD Manager	General Manager	Local Total Electrification Roadmap (LTER) Overview of Current Electrification Status	Technical Services Department Manager	General Manager
Metering Installation Compliance Report (DU Form 3)	---	Certified True and Correct: SEAD Chief TSD Manager	Metering Installation Compliance Report (DU Form 3)	Checked by: Special Equipment and Metering Section Head and Special Equipment and Apprehension Division Chief	Certified True and Correct: Technical Services Department Manager and General Manager
			Metering Installation Registration Form (MIRF)	Initiated by: Technical Services Department Manager	General Manager and Contestable Consumer
Monthly Operations Report (Technical Data)	TSD Manager	General Manager	Monthly Operations Report (Technical Data) / Performance Standard Monitoring Report (Monthly)	Technical Services Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Report of Calibrated KWHMs (By Means of Accuracy Test)	SEAD Chief	TSD Manager	Monthly Report of Calibrated KWHMs (By Means of Accuracy Test)  <i>(Monthly)</i>	Technical Services Department Manager	General Manager
NEA PSMR	OMD Chief	TSD Manager	  <i>For Deletion</i>		
Other Technical Data (Distribution System Data)	ESD Chief	TSD Manager	Other Technical Data (Distribution System Data)	Technical Services Department Manager	General Manager
Power Information (NEA)	OMD Chief	TSD Manager	Power Information (NEA)	Technical Services Department Manager	General Manager
Progress Report Re: In-Service Testing of KWHM (In Compliance with ERC Resolution No. 12)	TSD Manager	General Manager	Progress Report Re: In-Service Testing of KWHM (In Compliance with ERC Resolution No. 12)  <i>- Schedule of Sample Testing - Sample Testing</i>	Technical Services Department Manager	General Manager
Quarterly Report of Calibrated KWHMs (By Means of Accuracy Test)	SEAD Chief	TSD Manager	Quarterly Report of Calibrated KWHMs (By Means of Accuracy Test)	Technical Services Department Manager	General Manager
Reliability Report	OMD Chief	TSD Manager	<i>Summary of Reliability Report (Quarterly)</i>	Technical Services Department Manager	General Manager
Segregated System Loss	TSD Manager	General Manager	Segregated System Loss	Technical Services Department Manager	General Manager
Summary of Calibrated KWHM (By Means of Accuracy Test) (Both In-House and In-Service) <i>*M-Q-A*</i>	SEAD Chief	TSD Manager	Summary of Calibrated KWHM (By Means of Accuracy Test) (Both In-House and In-Service)  <i>*Monthly-Quarterly-Annual*</i>	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
Summary of In-Service Sampling Plan	TSD Manager	General Manager	Summary of In-Service Sampling Plan	Special Equipment and Apprehension Division Chief	Technical Services Department Manager  <i>Noted by: General Manager</i>
System Loss Report	TSD Manager	General Manager	System Loss Report	Technical Services Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Table 10.2 (ERC Reportorial Requirements For A Meter Shop) *M-Q-A*	SEAD Chief	TSD Manager	Table 10.2 (ERC Reportorial Requirements For A Meter Shop) <b>*Monthly-Quarterly-Annual*</b>	Technical Services Department Manager	General Manager
Table 10.3 (ERC Reportorial Requirements For A Distribution Utility) *A*	TSD Manager	General Manager	Table 10.3 (ERC Reportorial Requirements For A Distribution Utility) <b>*Annual*</b>	Technical Services Department Manager	General Manager
Technical Data Entry Template (Technical Data) with transmittal letter	TSD Manager	General Manager	Technical Data Entry Template (Technical Data)	Technical Services Department Manager	General Manager
Technical Data for MFSR	OMD Chief	TSD Manager	Technical Data for <b>Monthly Financial Statistical Report (MFSR)</b>	Technical Services Department Manager	General Manager
Transmittal Letter for ERC Distribution System Loss Data Reportorial Requirement (ERC Reso 10 series 2018) a. Subtransmission and Substation Data DSL (Annex C-1) b. Feeder Data DSL (Annex C -2) c. BATELEC I Reportorial Requirement: (Annex C-3) Annually	TSD Manager	General Manager	For Deletion		
Voltage Variation Report Annually	TSD Manager	General Manager	Voltage Variation Report ( <b>Monthly</b> )	Technical Services Department Manager	General Manager
			Monthly Customer Information and Metering Compliance Report (NSP Reportorial Form 1)	Special Equipment and Metering Section Head and Special Equipment and Apprehension Division Chief	Authorized by: Technical Services Department Manager and General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY			
			Operation Order	Special Equipment and Apprehension Division Chief/ Engineering Services Division Chief	Technical Services Department Manager			
			Kilowatt-Hour Meters Acquisition Per Month Based on Delivery Schedules	Special Equipment and Apprehension Division Chief	Technical Services Department Manager			
			Summary of Recalibrated KWHR Meters	Special Equipment and Apprehension Division Chief	Technical Services Department Manager			
CONTROL POINTS			CONTROL POINTS					
NEA Technical Advisory No. 10 s 2024 - Power Transformer Master Data Substation Master Data and Monthly Substation Report	1. NEA Technical Advisory No. 10 s 2024 - Power Transformer Master Data Substation Master Data and Monthly Substation Report							
Philippine Distribution Code 2017 Edition (Resolution No. 02- Series of 2018).	2. Philippine Distribution Code 2017 Edition (Resolution No. 02- Series of 2018).							
NEA Technical Advisory No. 04 s 2024 - Low Voltage-Voltage Fluctuation	3. NEA Technical Advisory No. 04 s 2024 - Low Voltage-Voltage Fluctuation							
NEA Technical Advisory No. 02 s 2024 - Energy and Interruption Data	4. NEA Technical Advisory No. 02 s 2024 - Energy and Interruption Data							
NEA Technical Advisory No. 14 s 2023 - Development and Implementation of Demand Side Management (DSM) Program for the Ecs	5. NEA Technical Advisory No. 14 s 2023 - Development and Implementation of Demand Side Management (DSM) Program for the Ecs							
NEA Memorandum No. 2024-36 - Revision of Local Total Electrification Roadmap (LTER)	6. NEA Memorandum No. 2024-36 - Revision of Local Total Electrification Roadmap (LTER)							
ERC Advisory for Distribution Utilities (Since: 02/21/2024) - List of Kwh Meter Standards with Technical Specifications	7. ERC Advisory for Distribution Utilities (Since: 02/21/2024) - List of Kwh Meter Standards with Technical Specifications							
NEA Memorandum No. 2009-002 - Distribution System Loss Segregation	8. NEA Memorandum No. 2009-002 - Distribution System Loss Segregation							
NEA Institutional Advisory No. 27 s 2017 - Consumer Household Connections Report Including Sition Electrification Program (SEP) and Barangay Line Enhancement Program (BLEP)	9. NEA Institutional Advisory No. 27 s 2017 - Consumer Household Connections Report Including Sition Electrification Program (SEP) and Barangay Line Enhancement Program (BLEP)							
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.	10. 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.							
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.	11. 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.							

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## MANUAL OF APPROVALS

SUBJECT	COMPLIANCE	
TOPIC	TECHNICAL REPORTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual In-Service Testing Program (Accomplishment Report)	TSD Manager	General Manager
KWHR Meter Test Report	SEAD Chief	TSD Manager
CONTROL POINTS		
ERC Resolution No. 21, series of 2013 - A Resolution Adopting the Amendments to Section 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		

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SUBJECT	COMPLIANCE	
TOPIC	TECHNICAL REPORTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual In-Service Testing (Accomplishment Report)	Technical Services Department Manager	General Manager
KWHR Meter Test Report	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
CONTROL POINTS		
ERC Resolution No. 21, series of 2013 - A Resolution Adopting the Amendments to Section 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		

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SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S WELFARE	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Recommendation for the Release of 20% Incentive for PPDA Out of Penalty Collected from Apprehended MCOS	TSD Manager	General Manager
CONTROL POINTS		

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SUBJECT	DOCUMENTS	
TOPIC	EMPLOYEE'S WELFARE	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion		
CONTROL POINTS		

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SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Connect Order 1. Big Load Services 2. Net Metering 3. Owner-Furnished Security Lighting-Service 4. Security Camera - CCTV 5. Temporary Electric Service Connection 6. Permanent Electric Service Connection	SEAD Chief	TSD Manager
		---
Right of Way	TSD Manager	Lot Owner
CONTROL POINTS		
NEA Memorandum No. 2024-39 - Prioritization of Processing of Net-Metering Application for Enhanced Renewable Energy Integration		



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SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Connect Order 1. Big Load Services 2. Owner-Furnished Security Lighting-Service 3. Security Camera - CCTV 4. Temporary Electric Service Connection 5. Permanent Electric Service Connection	Operations and Maintenance Division Chief	Technical Services Department Manager
Connect Order for Net Metering	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
Application for Electric Service Connection	Power Use & Housewiring Section Head	Special Equipment and Apprehension Division Chief
Rural Housewiring Plan and Data	Power Use & Housewiring Section Head	Special Equipment and Apprehension Division Chief
Right of Way (Kasulatan)	---	Lot Owner  Nagpapatunay: LGU Representative and BATELEC I/ TSD Representative
CONTROL POINTS		
NEA Memorandum No. 2024-39 - Prioritization of Processing of Net-Metering Application for Enhanced Renewable Energy Integration		

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SUBJECT	DOCUMENTS	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Tipster's Commission	TSD Manager	General Manager
CONTROL POINTS		

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SUBJECT	DOCUMENTS	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Tipster's Commission	Technical Services Department Manager	General Manager
Summary of Apprehended Consumers	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
CONTROL POINTS		
1. RA 7832, "Anti-Electricity and Electric Transmission Lines/Materials Pilferage Act of 1994."		
2. DOE Department Circular No. 95-05-003		

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SUBJECT	DOCUMENTS	
TOPIC	TECHNICAL REPORTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Billing Computation and Reference Sheet	SEAD Chief	TSD Manager
CMO and SSOM Annual Narrative Accomplishment Report and It's Corresponding Transmittal	OMD Chief	TSD Manager
DU Energy and System Loss Data	OMD Chief	TSD Manager
Service Memorandum	Concerned Division Chief	Concerned Department / Branch Manager

SUBJECT	DOCUMENTS	
TOPIC	TECHNICAL REPORTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Billing Computation and Reference Sheet	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
Calaca Maintenance & Operation and Substation & Subtransmission Operation & Maintenance Annual Narrative Accomplishment Report	Operation and Maintenance Division Chief	Technical Services Department Manager
Transferred to Page 101		
Service Memorandum	Operation and Maintenance Division Chief/ Special Equipment and Apprehension Division Chief	Technical Services Department Manager

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ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Accomplishment Report of Reconnection and Disconnection of Service Connection	OMD Chief	TSD Manager	Accomplished Service Memo - Change Meter	Operation and Maintenance Division Chief	Technical Services Department Manager
			Accomplished Service Memo for MSD - Reconnection	Operation and Maintenance Division Chief	Technical Services Department Manager
			Accomplished Service Memo for MSD - Transfer	Operation and Maintenance Division Chief	Technical Services Department Manager
Potential Transformer Test Result	SEAD Chief	TSD Manager	Potential Transformer Test Result	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
PPDAS's Service Memorandum (Reconnection of Electric Service.)	SEAD Chief	TSD Manager	Power Pilferage Detection & Apprehension Section's Service Memorandum (Reconnection/ Disconnection of Electric Service)	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
Recommendation Sheet for submitted Electrical Plan for New Connection and Upgrading of Load	SEAD Chief	TSD Manager	Recommendation Sheet for submitted Electrical Plan for New Connection and Upgrading of Load / Sole Use of Transformer	Engineering Services Division Chief	Technical Services Department Manager
Request for Distribution Transformer Test and Inspection	SEAD Chief	TSD Manager	Request for Distribution Transformer Test and Inspection	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
Request for Test and Calibration of KWHM and Metering Equipments (CTs and PTs)	SEAD Chief	TSD Manager	Request for Test and Calibration of KWHM and Metering Equipments (CTs and PTs)	Special Equipment and Apprehension Division Chief	Technical Services Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
SEA and PU Division's Annual Narrative Accomplishment Report and It's Corresponding Transmittal	SEAD Chief	TSD Manager	Special Equipment and Apprehension Division's Annual Narrative Accomplishment Report and It's Corresponding Transmittal	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
SEA and PU Division's Annual Quantified Accomplishment Report	SEAD Chief	TSD Manager	Special Equipment and Apprehension Division's Annual Quantified Accomplishment Report	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
SEA and PU Division's Monthly Quantified Accomplishment Report	SEAD Chief	TSD Manager	Special Equipment and Apprehension Division's Monthly Quantified Accomplishment Report	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
Sole Use Transformer (Consumer owned)	ESD Chief	TSD Manager	For Deletion - Duplicate		
Staking Sheets (Relocation of Pole/Installation of Service Pole/Upgrading of Distribution Lines/Line Extension) a. As-Plan b. As-Built	ESD Chief	TSD Manager	Staking Sheets (Relocation of Pole/Installation of Service Pole/Upgrading of Distribution Lines/Line Extension) a. As-Plan b. As-Built	Engineering Services Division Chief	Technical Services Department Manager
Staking Sheets a. As-Plan b. As-Built	ESD Chief	TSD Manager	For Deletion - Duplicate		
Substations' Monthly Meter Reading Report	SEAD Chief	TSD Manager	Substations' Meter Reading Report (Monthly)	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
Summary of Apprehended Consumers	SEAD Chief	TSD Manager	Transferred to Page 105		
Summary of Inspection and Replacement of KWHM	SEAD Chief	TSD Manager	Summary of Inspection and Replacement of KWHM	Special Equipment and Apprehension Division Chief	Technical Services Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary of Reconnection of Electric Service	SEAD Chief	TSD Manager	Summary of Reconnection of Electric Service	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
System Loss Computation	OMD Chief	TSD Manager	System Loss Computation/ Monthly of System Losses Report (NEA)	Technical Services Department Manager	General Manager
Transformer Report	OMD Chief	TSD Manager	Monthly Accomplishment Report - Transformer	Operation and Maintenance Division Chief	Technical Services Department Manager
Weekly Summary of Electricity Trip Off	OMD Chief	TSD Manager	Weekly Summary of Electricity Trip Off	Operation and Maintenance Division Chief	Technical Services Department Manager
<b>CONTROL POINTS</b>			<b>CONTROL POINTS</b>		
ERC Resolution No. 17, s. 2008 - A Resolution Adopting a New System Loss Cap For Distribution Utilities			1. ERC Resolution No. 17, s. 2008 - A Resolution Adopting a New System Loss Cap For Distribution Utilities		
Office Memorandum No. 90-22 dated June 02, 2022: Reconnection Process; Office Memorandum No. 109-22 dated July 07, 2022: Reconnection Process			2. Office Memorandum No. 90-22 dated June 02, 2022: Reconnection Process; Office Memorandum No. 109-22 dated July 07, 2022: Reconnection Process		
Coop Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez			3. Coop Policy No. 01-85: Service Disconnection as amended, approved on June 21, 2013 per Board Resolution 99-13 by PS Paulino T. Lopez		
NEA Technical Advisory No. 10 dated July 31, 2024: Power Transformer Master Data: Substation Master Data and Monthly Substation Report			4. NEA Technical Advisory No. 10 dated July 31, 2024: Power Transformer Master Data: Substation Master Data and Monthly Substation Report		

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SUBJECT	DOCUMENTS	
TOPIC	TECHNICAL REQUIREMENTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Power Bill Deposit and Other Charges	TSD Manager	General Manager
Current Transformer Test Result	SEAD Chief	TSD Manager
Details of Watt-Hour Meter Calibration	SEAD Chief	TSD Manager
Distribution Transformer Test Result	SEAD Chief	TSD Manager
CONTROL POINTS		
Magna Carta for Residential Electricity Consumers: as amended at Article 3, Section 3.4 of DSOAR as amended		
Coop Policy No. 03-22: Policy on Consumers' Bill Deposit		
Amendments to the Rules on Testing and Sealing of Meters in Relation to the Conduct of In-Service Meter Testing Pursuant to Resolution No. 12, Series of 2009 ( ERC Resolution No. 14-17 )		

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## MANUAL OF APPROVALS

SUBJECT	DOCUMENTS	
TOPIC	TECHNICAL REQUIREMENTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Power Bill Deposit and Other Charges	Technical Services Department Manager	General Manager
Current Transformer Test Result	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
Details of Watt-Hour Meter Calibration	Special Equipment and Apprehension Division Chief	Technical Services Department Manager  Noted by: General Manager
Distribution Transformer Test Result	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
CONTROL POINTS		
1. Magna Carta for Residential Electricity Consumers: as amended at Article 3, Section 3.4 of DSOAR as amended		
2. Coop Policy No. 03-22: Policy on Consumers' Bill Deposit		
3. Amendments to the Rules on Testing and Sealing of Meters in Relation to the Conduct of In-Service Meter Testing Pursuant to Resolution No. 12, Series of 2009 ( ERC Resolution No. 14-17 )		

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ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<b>CONTROL POINTS</b>		



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SUBJECT	COMPLIANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Vulnerability and Risk Assessment	Technical Services Department Manager and Corporate Planning Department Manager	General Manager
Mitigation Plan	Initiated by: Technical Services Department Manager	General Manager
Emergency Response Plan	Initiated by: Technical Services Department Manager	General Manager
Resiliency Compliance Plan	Initiated by: Technical Services Department Manager	General Manager
Inventory of Mitigation Projects	Technical Services Department Manager and Corporate Planning Department Manager	General Manager
<b>CONTROL POINTS</b>		
1. NEA Memorandum 2024-03 - Submission of 2024 Vulnerability and Risk Assessment (VRA), Mitigation Plan (MP), Emergency Response Plan (ERP) and Resiliency Compliance Plan (RCP) of electric cooperatives		
2. NEA Memo to ECs No. 2017-016 - Implementing Rules and Regulations (IRR) on EC's Vulnerability and Risk Assessment (VRA) and Emergency Restoration Planning (ERP)		
3. NEA Memo to ECs No. 2016-007 - Policy on ECs' Vulnerability and Risk Assessment (VRA) and Emergency Restoration Planning (ERP)		

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ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY



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SUBJECT	DOCUMENTS	
TOPIC	OPERATION CONCERNS	
RESPONSIBLE OFFICE	TECHNICAL SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Power Interruption	Technical Services Department Manager Conformed by: Institutional Services Department Manager	General Manager
Summary of Salvaged Non-performing Transformers (For Disposal)	Special Equipment and Apprehension Division Chief	Technical Services Department Manager
Load Shifting / Transfer Activities	Technical Services Department Manager	General Manager
Daily Outage Report - Primary Level (DOE)	Technical Services Department Manager	General Manager
Substation Equipment and Devices Inspection	Operation and Maintenance Division Chief	Technical Services Department Manager
Certificate of Joint Pole Inspection	Initialed by: Technical Services Department Manager	General Manager and DPWH Representative
Certificate of Final Joint Survey	Technical Services Department Manager	General Manager and DPWH Representative Verified by: Technical Audit & Assets Control Division Chief

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
			Pole Relocation Status Report	Technical Services Department Manager	General Manager
			DPWH Roadwidening Obstruction and Affected	Technical Services Department Manager	General Manager
			Summary of Poles for Relocation Affecting DPWH Projects	Technical Services Department Manager	General Manager
			Timeline For DPWH Pole Relocation	Technical Services Department Manager	General Manager
			Poles Affected by DPWH Roadwidening Projects	Technical Services Department Manager	General Manager
			Gant Chart for DPWH Obstruction Facilities	Technical Services Department Manager	General Manager
			Inspection Report for Joint - Pole Use	Reviewed by: Engineering Services Division Chief	Verified/Inspected in the presence of: Lessee  Noted by: Technical Services Department Manager
CONTROL POINTS			CONTROL POINTS		
			1. Section 41 of Republic Act No. 9136 "Electric Power Industry Reform Act" - Magna carta for Residential Electricity Consumer		
			2. ERC Resolution No. 12, Series of 2009, "A Resolution Adopting the Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities"		
			3. NEA-DPWH Joint Circular		