

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Leave Form a. Department Manager/ Service Center Supervisor b. Division Chief c. Section Head/Foreman d. Rank and file	a. --- b. --- c. Concerned Division Chief d. Concerned Division Chief Noted by: Concerned Section Head/ Foreman	a. General Manager b. Concerned Department Manager b. Concerned Department Manager d. Concerned Department Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion, separated below		
Leave Form (Service Center Personnel)	Concerned Foreman (as applicable)	Concerned Service Center Supervisor
Leave Form (Section Head and below)	Concerned Division Chief	Concerned Department Manager
Leave Form (Division Chief)	---	Concerned Department Manager
Leave Form (Department Manager/Service Center Supervisor)	---	General Manager
Leave Form (General Manager)	---	Board President

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Gatepass a. Department Manager/ Service Center Supervisor b. Division Chief c. Section Head/Foreman d. Rank and file	Noted by: a. - - - b. - - - c. Concerned Division Chief d. Concerned Division Chief	a. General Manager b. Concerned Department Manager b. Concerned Department Manager d. Concerned Department Manager
Overtime Authorization a. Main Office b. Service Center	a. Concerned Division Chief b. Concerned Service Center Supervisor	a. Concerned Department Manager b. General Manager
CONTROL POINTS 1. Administrative Order No. 126 - Amendment to Administrative Order No. 104. Filing of Sick Leave and Vacation Leave 2. BOD Policy No. 60 s. 2007, Sick and Vacation Leave Benefits 3. DOLE Handbook on Worker's Statutory Benefits 2023 Edition		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion, separated below		
Employees Gatepass (Service Center Personnel)	- - -	Concerned Service Center Supervisor
Employees Gatepass (Section Head and below)	Concerned Division Chief	Concerned Department Manager
Employees Gatepass (Division Chief)	- - -	Concerned Department Manager
Employees Gatepass (Department Manager)	- - -	General Manager
For Deletion, separated below		
Overtime Authorization (Main Office)	Concerned Division Chief	Concerned Department Manager
Overtime Authorization (Service Center)	Concerned Service Center Supervisor	Human Resource Management Division Chief
CONTROL POINTS 1. Administrative Order No. 126 - Amendment to Administrative Order No. 104. Filing of Sick Leave and Vacation Leave 2. BOD Policy No. 60 s. 2007, Sick and Vacation Leave Benefits 3. DOLE Handbook on Worker's Statutory Benefits 2023 Edition 4. Presidential Decree No. 442, as Amended: Labor Code of the Philippines		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Accident Report	Prepared by: Motorpool Section Head	Noted by: Administrative Services Division Chief
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Daily Time Record (DTR) (Main Office)	Concerned Division Chief	Concerned Department Manager
Daily Time Record (DTR) (Service Center)	Concerned Service Center Foreman	Concerned Service Center Supervisor
Certification (For no log-in and/or log-out)	- - -	Concerned Service Center Supervisor/ Department Manager
Workday Exchange and Adjustment Request (Main Office)	Concerned Division Chief	Concerned Department Manager
Workday Exchange and Adjustment Request (Service Center)	Concerned Service Center Supervisor	Human Resource Management Division Chief
Accident/ Incident Report	Concerned Division Chief (if applicable)	Concerned Department Manager/ Service Center Supervisor Noted by: General Manager
CONTROL POINTS		
1. DOLE Handbook on Worker's Statutory Benefits 2023 Edition 2. DOLE DO No. 198 s. 2018: Implementing Rules and Regulations of RA No. 11058 entitled "An Act Strengthening the Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations thereof" 3. DOLE DO No. 252 s. 2025: Revised Implementing Rules and Regulations of RA No. 11058 entitled "An Act Strengthening the Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations thereof"		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL REQUESTS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Purchase Request	Concerned Department Manager Noted by: Concerned Division Chief	General Manager
Purchase Requisition Voucher	ISDD Manager	General Manager
Job Order Requisition Voucher	ISDD Manager	General Manager
Office Supplies, Janitorial, Motorpool (OSJM) Requisition Voucher	Requested by: Concerned Office Personnel	Concerned Department Manager
Request for Computerized Accounting System (CAS) Creation	Concerned Department Manager Noted by: Concerned Division Chief	General Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL REQUESTS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Letter of Request for Purchase/Service (Main Office)	Concerned Department Manager	General Manager
Letter of Request for Purchase/Service (Service Center)	---	General Manager
Purchase Requisition Voucher	Concerned Department Manager	General Manager
Job Order Requisition Voucher	Concerned Department Manager	General Manager
Office Supplies, Janitorial, Motorpool (OSJM) Requisition Voucher	Concerned Department Manager/ Service Center Supervisor	Institutional Services & Development Department Manager
Gatepass (Usable Salvage Items)	Institutional Services & Development Department Manager	General Manager
For Deletion - already included in the IT Request Form		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Data Sanitation	Prepared by: Concerned Employee Checked by: Immediate Supervisor Noted by: Concerned Department Manager/ Service Center Supervisor	Corporate Planning and Development Department (CPDD) Manager
Request for Cash Advance	FSD Manager Checked by: Finance Division Chief Noted by: Immediate Supervisor/Department Manager	General Manager
Cash Advance Liquidation Report	Finance Manager Noted by: Immediate Supervisor/Department Manager Checked by: Finance Division Chief Audited by: Internal Audit Manager	General Manager
CONTROL POINTS 1. NEA Memorandum No. 2017-19: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017) 2. Board Resolution No. 1245: Resolution Approving the Schedule of Implementation of Computerized Accounting System (CAS) 3. PENELCO Office Memorandum No.325 Series of 2023: Reminder On Data Sanitation 4. Policy No. 086 Policy on Cash Advance; Board Resolution No. 1369 Series of 2022 dated October 07, 2022		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Data Sanitation	Concerned Department Manager/ Service Center Supervisor	Corporate Planning and Development Department (CPDD) Manager Noted by: General Manager
Request for Cash Advance	Finance Services Department Manager	General Manager
Cash Advance Liquidation Report	Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager
CONTROL POINTS 1. NEA Memorandum No. 2017-19: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017) 2. PENELCO Office Memorandum No.325 Series of 2023: Reminder On Data Sanitation 3. Policy No. 086 Policy on Cash Advance; Board Resolution No. 1369 Series of 2022 dated October 07, 2022		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	OFFICIAL BUSINESS TRAVEL	
TOPIC	TRAVEL REQUIREMENTS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Trip Ticket	Travel Authorized by: Concerned Department Manager Noted by: ISDD Manager	General Manager
Travel Order	Initialed by: Concerned Department Manager	General Manager
Itinerary of Travel	Prepared by: Official Employee Noted by: Immediate Supervisor/Department Manager Checked by: Finance Division Chief	Finance Manager
CONTROL POINTS 1. 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. Policy No. 086 Policy on Cash Advance; Board Resolution No. 1369 Series of 2022 dated October 07, 2022		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	OFFICIAL BUSINESS TRAVEL	
TOPIC	TRAVEL REQUIREMENTS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Trip Ticket (Within Bataan Area)	Concerned Department Manager	Institutional Services & Development Department Manager
Trip Ticket (Outside Bataan Area)	Concerned Department Manager and Institutional Services & Development Department Manager	General Manager
Travel Order (Division Chief and Below)	Initialed by: Concerned Department Manager/ Concerned Service Center Supervisor	General Manager
Travel Order (Department Manager/Service Center Supervisor)	---	General Manager
Travel Order (General Manager)	---	Board President
Travel Order (Board of Directors)	---	General Manager
Itinerary of Travel (Main Office)	Concerned Department Manager	Finance Services Department Manager
Itinerary of Travel (Service Center)	---	Finance Services Department Manager
CONTROL POINTS 1. 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. Policy No. 086 Policy on Cash Advance; Board Resolution No. 1369 Series of 2022 dated October 07, 2022		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Recommendation for Probationary/Permanent Employment	Concerned Department Manager	General Manager
Recommendation for Probationary/Permanent Employment (General Manager)	Board of Directors	For confirmation of National Electrification Administration
Recommendation for Extension of Employment	Concerned Department Manager	General Manager
Individual Performance Evaluation (Section Head and Below)	- - -	Concerned Division Chief/ Service Center Supervisor Noted by: Concerned Department Manager
Supervisory/Managerial Performance Evaluation (Division Chief)	- - -	Department Manager
Supervisory/Managerial Performance Evaluation (Service Center Supervisor/ Department Manager)	- - -	General Manager
Departmental Scorecard	Concerned Department Manager	General Manager
Departmental Accomplishment Report	Concerned Department Manager	General Manager
CONTROL POINTS		
1. PENELCO Governance Policies		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	OPERATIONS	
TOPIC	FINANCIAL CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Cash Operating Budget [Per Department (Main Office) - For Compilation]	Concerned Division Chief	Concerned Department Manager
Annual Cash Operating Budget [Per Department (Service Center) - For Compilation]	- - -	Service Center Supervisor
Request for Budget Realignment/ Supplemental Budget (Main Office)	Concerned Division Chief	Concerned Department Manager
Request for Budget Realignment/ Supplemental Budget (Service Center)	- - -	Service Center Supervisor
Recommendation for Payment (Main Office)	Concerned Department Manager	General Manager
Recommendation for Payment (Service Center)	- - -	General Manager
Request for Reimbursement	- - -	Concerned Department Manager/ Service Center Supervisor/ Committee Chairperson
Request for Financial Assistance	Concerned Department Manager	General Manager (Subject for Board Approval)
Computation of Liquidated Damages	Concerned Department Manager of Project Owner/End-User	General Manager (Subject for Board Approval)
Supplier's Request for Extension of Delivery	Concerned Department Manager of Project Owner/End-User	General Manager (Subject for Board Approval)
CONTROL POINTS		
1. NEA Memorandum No. 2017-19: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017). 2. PENELCO Resolution no. 1496, series of 2024 dated June 20, 2024: Resolution Approving the Non-Imposition of Liquidated Damages and Payment of 20/25/33 MVA Power Transformers for Contract Awarded Thru Negotiated Procurement 3. Merchant Agreement		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	OPERATIONS	
TOPIC	MANAGEMENT RECOMMENDATIONS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Management Recommendation for Board Resolution	All Department Managers/ Concerned Committee	General Manager
Endorsement of Management's Recommendation to the Board	- - -	General Manager
CONTROL POINTS		
1. PENELCO Governance Policies		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
ICT-Related Tasks Request (Basic Troubleshooting, Initial Checking, Installation, Set-up, Repairs, Assessment of Computer Related Hardwares & Softwares)	Noted by: Concerned ICTD Section Head	ICTD Chief/CPDD Manager
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	OPERATIONS	
TOPIC	IT-RELATED CONCERNS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - same as below		
IT Request Form - Email Account Creation - CCTV Footage - Issuance of Certificate of Damage - Computerized Accounting System (CAS) Account - Total Consumer Management System (TCMS) Account - Total Utility Billing System (TUBS) Account - Account Modification - Back-up and Recovery - Others	Information and Communication Technology Division Chief	Corporate Planning & Development Department Manager
Certificate of Damage/Outdated (IT Equipment)	Initialed by: Information and Communication Technology Division Chief	Certified by: Corporate Planning & Development Department Manager
CONTROL POINTS		
PENELCO Board Resolution No. 1245: Resolution Approving the Schedule of Implementation of Computerized Accounting System (CAS)		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	COMMUNICATIONS	
TOPIC	OUTGOING TRANSMITTALS	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transmittal Letter - Internal	Initialed by: Concerned Division Chief	Concerned Department Manager
Transmittal Letter - Internal (For information of GM)	Initialed by: Concerned Division Chief	Concerned Department Manager Noted by: General Manager
Transmittal Letter (for external & reportorial requirements)	Initialed by: Concerned Department Manager	General Manager
CONTROL POINTS		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	REGULAR BOARD OF DIRECTORS MINUTES OF THE MEETING	
TOPIC	BOARD RESOLUTIONS	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Minutes of the Board Meeting	Executive Secretary to the Board	Attested by: Attending BODs and General Manager
Board Resolution (Requiring NEA approval)	Board Secretary	Attested by: BOD President
Board Resolution (Not requiring NEA approval)	Board Secretary	Attested by: BOD President
CONTROL POINTS		
1. NEA Memorandum No.2005-011-Revised Policy on Electric Cooperative Issuances Requiring Expressed NEA Approval		
2. PENELCO By-laws		

Recommended



MANUAL OF APPROVALS

1st Edition

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

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PROCUREMENT	
TOPIC	PROCUREMENT PROCESS- BIDDING	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Procurement Plan (APP)	Prepared by: BAC Chairman	General Manager (subject for approval of BOD, NEA and DOE)
Bidding Requirements and Approved Budget of the Contract	Prepared by: PBAC Technical Working Group Recommending Approval PBAC Chairperson	General Manager
Terms of Reference (TOR)	Prepared by: PBAC Technical Working Group	PBAC Members
Invitation to Apply for Eligibility and to Bid	- - -	PBAC Chairperson

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PROCUREMENT	
TOPIC	PROCUREMENT PROCESS- BIDDING	
RESPONSIBLE OFFICE	PRE/POST BIDS AND AWARDS COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Procurement Plan (APP)	Pre/Post Bids and Awards Committee Chairman	General Manager (subject for Board approval and National Electrification Administration)
Bidding Requirements and Proposed Budget of the Contract	Technical Working Group and Pre/Post Bids and Awards Committee Chairperson	General Manager (subject for Board Approval)
Certificate of Funding Source (Public Bidding)	- - -	Finance Services Department Manager Noted by: General Manager and Board President
Bidding Documents	- - -	Pre/Post Bids and Awards Committee and Technical Working Group
Terms of Reference (TOR)	- - -	Pre/Post Bids and Awards Committee and Technical Working Group
Invitation to Apply for Eligibility and to Bid	- - -	Pre/Post Bids and Awards Committee Chairperson

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request Letter to all Municipalities to Post Invitation to Bid on their Bulletin	Initialed by: PBAC Chairperson	Signed by: General Manager
Invitation Letter for Observer to Witness Pre-Bid Conference and Bid Opening	Signed by: PBAC Chairperson	Noted by: General Manager
Minutes of Pre-Bid Conference	PBAC Secretariat	Attested by: PBAC Chairperson
Bid Bulletin	PBAC Chairperson	Noted by: General Manager
Minutes of Bid Opening	PBAC Secretariat	Attested by: PBAC Chairperson
Abstract of Canvass (Open - Less than Php 50,000.00)	PBAC Chairperson Witnessed by: IAD Manager	General Manager
Abstract of Canvass (Sealed - Php50,000 to not less than Php2,000,000.00)	PBAC Members	General Manager
Bid Evaluation Report	Prepared by: PBAC Technical Working Group	Evaluated and Approved by: PBAC Members Witnessed by: Internal Audit Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request Letter to all Municipalities to Post Invitation to Bid on their Bulletin	Initialed by: Pre/Post Bids and Awards Committee Chairperson	General Manager
Invitation Letter for Observer to Witness Pre-Bid Conference and Bid Opening	---	Pre/Post Bids and Awards Committee Chairperson Noted by: General Manager
Minutes of Pre-Bid Conference	Pre/Post Bids and Awards Committee Secretariat	Attested by: Pre/Post Bids and Awards Committee Chairperson
Supplemental/Bid Bulletin	---	Pre/Post Bids and Awards Committee Chairperson Noted by: General Manager
Minutes of Bid Opening	Pre/Post Bids and Awards Committee Secretariat	Attested by: Pre/Post Bids and Awards Committee Chairperson
Checklist of Eligibility Requirements and Bid Proposals	---	Pre/Post Bids and Awards Committee, Technical Working Group and Observer/s
Abstract of Canvass (Open - Less than Php 50,000.00)	---	Pre/Post Bids and Awards Committee Chairman and General Manager
Abstract of Canvass (Sealed - Php50,000 to not less than Php2,000,000.00)	---	Pre/Post Bids and Awards Committee and General Manager
Abstract of Bid (Public Bidding)	---	Pre/Post Bids and Awards Committee and Technical Working Group
Bid Evaluation Report	PBAC Technical Working Group	Pre/Post Bids and Awards Committee

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Post-Qualification Evaluation Report	PBAC Technical Working Group	<p>Checked and Approved by: PBAC Members</p> <p>Witnessed by: Internal Audit Department Manager</p>
CONTROL POINTS <p>1. NEA Memorandum No. 2017-19: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).</p> <p>2. Republic Act 9184-Government Procurement Reform Act:An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes.</p>		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Net Financial Contracting Capacity (NFCC)	---	Technical Working Group Chairperson
Post-Qualification Evaluation Report	---	Technical Working Group
CONTROL POINTS <p>1. NEA Memorandum No. 2017-19: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).</p> <p>2. Republic Act 9184-Government Procurement Reform Act:An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes.</p>		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PROCUREMENT	
TOPIC	PROCUREMENT PROCESS- BIDDING	
RESPONSIBLE OFFICE	OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
PBAC Resolution	PBAC Chairperson and Members Witnessed by: Internal Audit Department Manager	General Manager
Notice of Award	Signed by: PBAC Chairperson	Noted by: General Manager
Memorandum of Agreement	Witnessed by: General Manager	Signed by: Board President
Notice to Proceed	Signed by: PBAC Chairperson	Noted by: General Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PROCUREMENT	
TOPIC	PROCUREMENT PROCESS- BIDDING	
RESPONSIBLE OFFICE	PRE/POST BIDS AND AWARDS COMMITTEE/ OFFICE OF THE GENERAL MANAGER	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Pre/Post Bids and Awards Committee Resolution	---	Pre/Post Bids and Awards Committee
Board Resolution Awarding the Contract to the Winning Bidder	Certified by: Board Secretary	Attested by: Board of Directors and General Manager
Notice of Award	---	Head of the Procuring Entity (HoPE)
Notice of Disapproval	---	Head of the Procuring Entity (HoPE)
Resolution on the Request for Reconsideration	---	Head of the Procuring Entity (HoPE)
Memorandum of Agreement	---	Board President and Winning Bidder
Notice to Proceed	Initialed by: Pre/Post Bids and Awards Committee Chairperson	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate Of Provisional Acceptance (COPA)	Prepared and Inspected by: ESD Representative PSSD Representative Accepted by: ESD Manager PSSD Manager Witnessed by: IAD Representative	General Manager
Certificate Of Final Acceptance (COFA)	Prepared and Inspected by: ESD Representative PSSD Representative Accepted by: ESD Manager PSSD Manager Witnessed by: IAD Representative	General Manager
CONTROL POINTS 1. NEA Memorandum No. 2017-19: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017). 2. Republic Act 9184-Government Procurement Reform Act:An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes.		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate Of Provisional Acceptance (COPA)	Concerned Department Manager of End-user	General Manager
Certificate Of Final Acceptance (COFA)	Concerned Department Manager of End-user	General Manager
CONTROL POINTS 1. NEA Memorandum No. 2017-19: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017). 2. Republic Act 9184-Government Procurement Reform Act:An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes.		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-BILLING SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
NSP REPORTORIAL FORM 1: End-Users with Average Monthly Peak Demand, classified based on the threshold levels set by the ERC for the Preceding 12months ¹	Prepared by: Billing Section Head	Authorized by: FSD Manager
Transmittal Letter of NSP Reportorial Form 1 ¹	Initialed by: Consumer Accounts Division (CAD) Chief FSD Manager	Signed by: General Manager
Senior Citizens discounts Computation (Household/Institutions)	Prepared by: Billing Section Head Checked by: CAD Chief	Noted by: FSD Manager
Senior Citizens Computation of Subsidy Rates	Prepared by: Billing Section Head Checked by: Division Chief	Noted by: FSD Manager
Transmittal Letter of Senior Citizen Discounts	Initialed by: CAD Chief FSD Manager	Signed by: General Manager
CONTROL POINTS		
1. ERC Resolution No. 13, series of 2024, Annex A "Omnibus Rules for Customer Choice Programs in the Retail Market", Module N 2. ERC Rules Implementing the Discounts to Qualified Senior Citizen End-Users and Subsidy from the Subsidizing End-users on Electricity Consumption		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-BILLING SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
NSP REPORTORIAL FORM 1: Network Service Provider's Monthly Customer Information and Metering Compliance Report	Initialed by: Finance Services Department Manager	Authorized by: General Manager
For Deletion - already included in the Transmittal Letter for Reportorial Requirements		
Senior Citizens discounts Computation (Household/Institutions)	Consumer Accounts Division Chief	Finance Services Department Manager
Senior Citizens Computation of Subsidy Rates	Consumer Accounts Division Chief	Finance Services Department Manager
For Deletion - already included in the Transmittal Letter for Reportorial Requirements		
CONTROL POINTS		
1. ERC Resolution No. 13, series of 2024, Annex A "Omnibus Rules for Customer Choice Programs in the Retail Market", Module N 2. ERC Rules Implementing the Discounts to Qualified Senior Citizen End-Users and Subsidy from the Subsidizing End-users on Electricity Consumption 3. Republic Act No. 9136: Electric Power Industry Reform Act (EPIRA) of 2001		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-COLLECTION SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Status of Collection (Against Power Bill Releases)	Prepared by: FSD Manager	General Manager
Monthly Report of Collection Efficiency	Prepared by: Collection Section Head Checked by: CAD Chief	Noted by: FSD Manager
Summary of Sales to Distribution Wheeling Consumers	Prepared by: CAD Chief	Noted by: FSD Manager
Summary of EC's Receivables from LGU	Prepared by: Collection Section Head Checked by: CAD Chief	Noted by: FSD Manager
Summary of EC's Receivables from Public Schools and Government Hospitals	Prepared by: Collection Section Head Checked by: CAD Chief	Noted by: FSD Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-COLLECTION SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Status of Collection (Against Power Bill Releases) (For Service Centers)	Consumer Accounts Division Chief	Finance Services Department Manager
Status of Collection (Against Power Bill Releases) (For Submission to Power Supplier/s)	Finance Services Department Manager	General Manager
Monthly Report of Collection Efficiency (For Service Centers)	Reviewed by: Consumer Accounts Division Chief	Noted by: Finance Services Department Manager
Monthly Report of Collection Efficiency (For Submission to Power Supplier/s)	Finance Services Department Manager	General Manager
Summary of Sales to Distribution Wheeling Consumers	Consumer Accounts Division Chief	Noted by: Finance Services Department Manager
Submission of Summary of EC's Receivables from LGU	Initialed by: Finance Services Department Manager	General Manager
Summary of EC's Receivables from Public Schools and Government Hospitals	Finance Services Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
FSD Memorandum on Monitoring of Consumer Accounts Receivable	Prepared by: FSD Manager	Noted by: General Manager
Transmittal Sheet of Summary of Accounts with Valid Advance Payment	Prepared by: FSD Manager	General Manager
Summary of Accounts with Valid Advance Payment (ECPAY and BAYAD)	Prepared by: Collection Associate Checked by: Collection Section Head	Noted by: CAD Chief
Transmittal Sheet of Summary of Accounts for Write-off	Initialed by: FSD Manager IAD Manager	Signed by: General Manager
CONTROL POINTS <ol style="list-style-type: none"> 1. NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment" 2. ERC Resolution No. 09, series of 2018: Resolution Adopting the ERC Rules Supplementing the Switching and Billing Process 3. NEA Memorandum No. 2022-15: Updated List of Receivables from LGU 4. NEA Memorandum dated February 7, 2024: Public Schools and Government Hospitals Power Bill/Accounts 5. Memorandum of Agreement/ Collection Agreement/ Memorandum of Understanding/Merchant Agreement with Third Party Collection Partners 6. NEA Memorandum No. 2020-055: Revised Guidelines for Writing-Off Worthless CAR as Amended; NEA Memorandum No. 2021-014 "Addendum to the NEA Memo #2020-055"; and NEA Memorandum No. 2023-29 "A One Time Simplified Write-off of Worthless CAR Disconnected for more than Ten (10) Years" 		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - already included in the FSD Memorandum		
For Deletion - already included in the Transmittal Letter - Internal		
Summary of Accounts with Valid Advance Payment (ECPAY and BAYAD)	Reviewed by: Consumer Accounts Division Chief	Noted by: Finance Services Department Manager
For Deletion - already included in the Transmittal Letter for Reportorial Requirements		
CONTROL POINTS <ol style="list-style-type: none"> 1. NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment" 2. ERC Resolution No. 09, series of 2018: Resolution Adopting the ERC Rules Supplementing the Switching and Billing Process 3. NEA Memorandum No. 2022-15: Updated List of Receivables from LGU 4. NEA Memorandum dated February 7, 2024: Public Schools and Government Hospitals Power Bill/Accounts 5. Memorandum of Agreement/ Collection Agreement/ Memorandum of Understanding/Merchant Agreement with Third Party Collection Partners 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	DEPARTMENTAL REPORTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-BILLING SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transmittal Sheet of Report on BAPA Kilowatthour Consumption	Prepared by: FSD Manager	Noted by: General Manager
Summary of KWH Consumption of BAPA	Prepared by: Billing Section Head Checked by: CAD Chief	Noted by: FSD Manager
Coop KWHR Consumption	Prepared by: Billing Section Head Checked by: CAD Chief	Noted by: FSD Manager
Net Metering Report	Prepared by: Billing Section Head Checked by: CAD Chief	Noted by: FSD Manager
Monthly KW Consumption of Primary Metered Consumers and Customers under RES	Prepared by: Billing Section Head Checked by: CAD Chief	Noted by: FSD Manager
Summary of Lifeline Users	Prepared by: System Analyst-Billing Section Checked by: CAD Chief	Noted by: FSD Manager
Transmittal Sheet of Reading Report for SPC with Exclusive Use of Transformer	Prepared by: FSD Manager	Noted by: General Manager
Reading Report for SPC with Exclusive Use of Transformer	Prepared by: Meter Reading Coordinator II Checked by: CAD Chief	Noted by: FSD Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	DEPARTMENTAL REPORTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION (CAD) - BILLING SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - already included in the Transmittal Letter - Internal		
Summary of KWH Consumption of BAPA	Reviewed by: Consumer Accounts Division Chief	Noted by: Finance Services Department Manager
Coop KWHR Consumption	Reviewed by: Consumer Accounts Division Chief	Noted by: Finance Services Department Manager
Net Metering Report	Reviewed by: Consumer Accounts Division Chief	Noted by: Finance Services Department Manager
Monthly KW Consumption of Primary Metered Consumers and Customers under RES	Reviewed by: Consumer Accounts Division Chief	Noted by: Finance Services Department Manager
Summary of Lifeline Users	Reviewed by: Consumer Accounts Division Chief	Noted by: Finance Services Department Manager
For Deletion - already included in the Transmittal Letter - Internal		
Reading Report for SPC with Exclusive Use of Transformer	Reviewed by: Consumer Accounts Division Chief	Noted by: Finance Services Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Powerbill Releases	Prepared by: Billing Section Head Checked by: CAD Chief	Noted by: FSD Manager
System Loss Report	Initialed by: CAD Chief	Signed by: FSD Manager
Summary of Energy Sales	Prepared by: Billing Section Head Checked by: CAD Chief	Noted by: FSD Manager
CONTROL POINTS <ol style="list-style-type: none"> ERC Resolution No.20, Series of 2009 Annex A-RSEC-WR; 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 ERC Resolution No. 9, Series of 2013: A Resolution Adopting the Rules Enabling the Net-Metering Program for Renewable Energy; ERC Resolution No. 06, Series of 2019: A Resolution Adopting the Amendments to the Rules Enabling the Net-Metering Program for Renewable Energy ERC Resolution No. 09, series of 2018: Resolution Adopting the ERC Rules Supplementing the Switching and Billing Process and Adopting a Disconnection Policy for Contestable Customers" ERC Resolution No. 13, series of 2024, Annex A "Omnibus Rules for Customer Choice Programs in the Retail Market", Module N RA 11552 or "An Act Extending and Enhancing the implementation of the Lifeline Rate; ERC, DOE, DSWD_ Tripartite Advisory on Lifeline IRR datd 13June2023; Joint Resolution No. 1, series of 2022: A Joint Resolution for Implementing R.A. No. 11552 PENELCO Office Memorandum No. 247 dated October 18, 2021: Meter Reading and Billing Procedures for Different Meter Status NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment NEA Memorandum No. 2018-051 dated August 7, 2018 with subject "System Procedure in the Implementation of the NEA-Business Intelligence Technology (NEA-BIT)"; NEA Memo to ECs No. 2018-037 - Mandatory Adoption of ECs to ERC - Approved ACAM 		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Powerbill Releases	Consumer Accounts Division Chief	Finance Services Department Manager
Consumer Ledger (Power Bill)	Consumer Accounts Division Chief	Finance Services Department Manager
System Loss Report	Consumer Accounts Division Chief	Finance Services Department Manager
Summary of Energy Sales	Consumer Accounts Division Chief	Finance Services Department Manager
CONTROL POINTS <ol style="list-style-type: none"> ERC Resolution No.20, Series of 2009 Annex A-RSEC-WR 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 ERC Resolution No. 9, Series of 2013: A Resolution Adopting the Rules Enabling the Net-Metering Program for Renewable Energy ERC Resolution No. 06, Series of 2019: A Resolution Adopting the Amendments to the Rules Enabling the Net-Metering Program for Renewable Energy ERC Resolution No. 09, series of 2018: Resolution Adopting the ERC Rules Supplementing the Switching and Billing Process and Adopting a Disconnection Policy for Contestable Customers ERC Resolution No. 13, series of 2024, Annex A "Omnibus Rules for Customer Choice Programs in the Retail Market", Module N RA 11552 or "An Act Extending and Enhancing the implementation of the Lifeline Rate ERC, DOE, DSWD_ Tripartite Advisory on Lifeline IRR datd 13 June 2023 Joint Resolution No. 1, series of 2022: A Joint Resolution for Implementing R.A. No. 11552 PENELCO Office Memorandum No. 247 dated October 18, 2021: Meter Reading and Billing Procedures for Different Meter Status NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment NEA Memorandum No. 2018-051 dated August 7, 2018 with subject "System Procedure in the Implementation of the NEA-Business Intelligence Technology (NEA-BIT)" NEA Memo to ECs No. 2018-037 - Mandatory Adoption of ECs to ERC - Approved ACAM 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	DEPARTMENTAL REPORTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-METER READING SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transmittal of Summary of Meter Reader's Remarks each Reading Cycle	Prepared by: Meter Reading Section Head	Noted by: CAD Chief
Monthly Meter Reading Report	Prepared by: Meter Reading Section Head	- - -
FSD Memorandum on Consumer Accounts included in the Monthly Summary of Meter Reader's Remarks	Prepared by: FSD Manager	Noted by: General Manager
FSD Memorandum on Consumer Accounts Billed using 3-mo average six (6) Billing Periods or more	Initialed by: CAD Chief	Signed by: FSD Manager
CONTROL POINTS		
1. PENELCO Office Memorandum No. 247 dated October 18, 2021: Meter Reading and Billing Procedures for Different Meter Status NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	DEPARTMENTAL REPORTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-METER READING SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - already included in the Transmittal Letter - Internal		
Monthly Meter Reading Report	Consumer Accounts Division Chief	Finance Services Department Manager
For Deletion - already included in the FSD Memorandum		
For Deletion - already included in the FSD Memorandum		
CONTROL POINTS		
1. PENELCO Office Memorandum No. 247 dated October 18, 2021: Meter Reading and Billing Procedures for Different Meter Status NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment 2. Assessment		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	DEPARTMENTAL REPORTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/TREASURY DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Daily Cash Position Report	Prepared by: Treasury Division Chief Checked by: Finance Division Chief	Noted by: FSD Manager
Transmittal Sheet of Monthly Time Deposit Report	Prepared by: FSD Manager	Noted by: General Manager
Time Deposit Report	Prepared by: Treasury Division Chief	Noted by: FSD Manager
Cashier's Daily Collection Report (Manual)	Prepared by: Main Office Teller	Noted by: Treasury Division Chief
Cashier's Daily Collection Report	Prepared and Signed by: Treasury Division Chief	- - -
Daily Collection Report (DCR)	Certified Correct by: Teller and Treasury Division Chief	- - -
CONTROL POINTS		
1. NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment"		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	DEPARTMENTAL REPORTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/TREASURY DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Daily Cash Position Report (Main Office)	- - -	Certified by: Treasury Office Chief
Monthly Summary of Daily Cash Position Report (Main Office)	Reviewed by: Treasury Office Chief	Noted by: Finance Services Department Manager
Monthly Summary of Daily Cash Position Report (Service Center)	Reviewed by: Finance Division Chief	Noted by: Finance Services Department Manager
For Deletion - already included in the Transmittal Letter - Internal		
Time Deposit Report	Treasury Office Chief	Finance Services Department Manager
Cashier's Daily Collection Report (Manual - Main Office)	Teller	Treasury Office Chief
Cashier's Daily Collection Report (System Generated - Main Office)	- - -	Certified by: Treasury Office Chief
Daily Collection Report (DCR) (System Generated - Main Office)	- - -	Noted by: Treasury Office Chief
CONTROL POINTS		
1. NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment"		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	LEGAL DOCUMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-COLLECTION SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
ER 1-94 Contracts	Initialed by: FSD Manager Witnessed by: General Manager	BOD President
Joint Pole Agreements	Initialed by: FSD Manager Witnessed by: General Manager	BOD President
Memorandum of Agreement/ Merchant Agreement	Initialed by: FSD Manager Witnessed by: General Manager	BOD President
Non-Disclosure Agreement	Initialed by: FSD Manager Witnessed by: General Manager	BOD President
Secure File Transfer Facility User Agreement	Initialed by: FSD Manager Witnessed by: CPDD Manager General Manager	BOD President

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	LEGAL DOCUMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD) - CONSUMER ACCOUNTS DIVISION-COLLECTION SECTION / CORPORATE PLANNING & DEVELOPMENT DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
ER 1-94 Contracts	---	Board President and Third Party Authorized Representative
Joint Pole Agreements	---	Board President and Lessee Authorized Representative
Memorandum of Agreement/ Merchant Agreement	---	Board President and Third Party Authorized Representative
Non-Disclosure Agreement	---	Board President and Third Party Authorized Representative
Secure File Transfer Facility User Agreement	---	Board President and Authorized Users

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS 1. Department of Energy (DOE) Energy Regulations No. 1-94 (ER 1-94) dated August 1, 1994; 2nd Advisory for the Implementation of DC2018-08-0021 and its Supplemental Policy Issuances 2. NEA Memorandum No. 2018-055 dated August 15, 2018: Standard Joint Pole Agreement and Pole Rental Rate 3. Section 8 of Republic Act No. 10173: Data Privacy Act of 2012		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Contract of Loan with National Electrification Administration	---	Board President and NEA Authorized Representative
Promissory Note to NEA	---	Board President
Loan Contracts	---	Board President and Second Party Authorized Representative
CONTROL POINTS 1. Department of Energy (DOE) Energy Regulations No. 1-94 (ER 1-94) dated August 1, 1994 2. 2nd Advisory for the Implementation of DC2018-08-0021 and its Supplemental Policy Issuances 3. NEA Memorandum No. 2018-055 dated August 15, 2018: Standard Joint Pole Agreement and Pole Rental Rate 4. Section 8 of Republic Act No. 10173: Data Privacy Act of 2012 5. PENELCO Resolution No. 1452, series of 2024: Resolution Authorizing the Board President, Dir. Diana Jeanne D. Cajucom and General Manager, Elaine S. De Guzman to sign on Service Agreement, Memorandum of Agreement and Joint Pole Agreement		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	MISCELLANEOUS DOCUMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-COLLECTION SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Statement of Account for Pole Rental Charges	Prepared by: Collection Section Head Checked by: CAD Chief	FSD Manager
Statement of Account for Directly Connected Customers and Embedded Generators	Prepared by: Collection Section Head Checked by: CAD Chief	FSD Manager
Summary of Reversal Request for Refund to ECPAY/ BAYAD	Prepared by: Collection Section Head Checked by: CAD Chief	Noted by: FSD Manager
Committee Recommendation with Attached List of Disconnected Accounts for Write-off	Chairman-Write Off Committee Vice Chairman-Write Off Committee	General Manager
Statement of Committee's Responsibility and Affirmation related to Writeoff of Delinquent Accounts	Write Off Committee	- - -
Notice of Collection/ Demand Letters	Initialed by: FSD Manager	Signed by: General Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	MISCELLANEOUS DOCUMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-COLLECTION SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Charge Invoice for Pole Rental Charges	Consumer Accounts Division Chief	Finance Services Department Manager
Change Invoice for Directly Connected Customers and Embedded Generators	Consumer Accounts Division Chief	Finance Services Department Manager
Summary of Reversal Request for Refund to ECPAY/ BAYAD	Checked & Reviewed by: Consumer Accounts Division Chief	Noted by: Finance Services Department Manager
Certification (Payment/Arrears)	Intialed by: Consumer Accounts Division Chief	Finance Services Department Manager
Committee Recommendation with Attached List of Disconnected Accounts for Write-off	Write Off Committee Chairperson	General Manager
Statement of Committee's Responsibility and Affirmation related to Write Off of Delinquent Accounts	- - -	Write Off Committee
Notice of Collection/ Demand Letters	Initialed by: Finance Services Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice of Disconnection	Initialed by: FSD Manager	Signed by: General Manager
Promissory Note	Initialed by: FSD Manager	Signed by: General Manager
CONTROL POINTS <ol style="list-style-type: none"> 1. NEA Memorandum No. 2018-055 dated August 15, 2018: Standard Joint Pole Agreement and Pole Rental Rate 2. ERC Resolution No. 09, series of 2018: Resolution Adopting the ERC Rules Supplementing the Switching and Billing Process and Adopting a Disconnection Policy for Contestable Customers" ERC Resolution No. 13, series of 2024: Annex F- Omnibus Rules for Customer Choice Programs in the Retail Market 3. Memorandum of Agreement/ Collection Agreement/Memorandum of Understanding/Merchant Agreement with Third Party Collection Partners 4. NEA Memorandum No. 2020-055: Revised Guidelines for Writing-Off Worthless CAR as Amended; NEA Memorandum No. 2021-014: Addendum to the NEA Memo #2020-055; and NEA Memorandum No. 2023-29: A One Time Simplified Write-off of Worthless CAR Disconnected for more than Ten (10) Years 5. NEA Memorandum No. 2023-21 "2023: Policy/Guidelines on Annual EC Overall Performance Assessment 6. Department of Energy (DOE) Advisory dated May 7, 2020; NEA Memorandum 2020-028 dated May 14, 2020 		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice of Disconnection	Initialed by: Finance Services Department Manager	General Manager
Promissory Note	Initialed by: Finance Services Department Manager	General Manager
CONTROL POINTS <ol style="list-style-type: none"> 1. NEA Memorandum No. 2018-055 dated August 15, 2018: Standard Joint Pole Agreement and Pole Rental Rate 2. ERC Resolution No. 09, series of 2018: Resolution Adopting the ERC Rules Supplementing the Switching and Billing Process and Adopting a Disconnection Policy for Contestable Customers" 3. ERC Resolution No. 13, series of 2024: Annex F- Omnibus Rules for Customer Choice Programs in the Retail Market 4. Memorandum of Agreement/ Collection Agreement/Memorandum of Understanding/Merchant Agreement with Third Party Collection Partners 5. NEA Memorandum No. 2020-055: Revised Guidelines for Writing-Off Worthless Consumer Accounts Receivables as Amended 6. NEA Memorandum No. 2021-014: Addendum to the NEA Memo #2020-055 re Revised Guidelines for Writing-Off Worthless Consumer Accounts Receivables as Amended 7. NEA Memorandum No. 2023-29: A One Time Simplified Write-off of Worthless Consumer Accounts Receivable Disconnected for More Than Ten (10) Years 8. NEA Memorandum No. 2023-21 "2023: Policy/Guidelines on Annual EC Overall Performance Assessment 9. Department of Energy (DOE) Advisory dated May 7, 2020; NEA Memorandum 2020-028 dated May 14, 2020 		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	MISCELLANEOUS DOCUMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-BILLING SECTION AND TREASURY DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary of Adjustment of Power Bills	Prepared by: Billing Section Head Checked by: CAD Chief	FSD Manager
Request for Account Verification and Reading	Initialed by: CAD Chief Signed by: FSD Manager	Noted by: General Manager
Bank Cheques amounting to less than Php 3000	Prepared by: Treasury Division Chief Initialed by: FSD Manager	General Manager
Bank Cheques amounting to Php 3000 and above	Prepared by: Treasury Division Chief Initialed by: FSD Manager	General Manager BOD President
Cash and Check Deposit Slip	Prepared and Signed by: Treasury Division Chief	- - -
Request for Transfer of Funds	Initialed by: FSD Manager	General Manager BOD President
CONTROL POINTS		
1. Magna Carta for Residential Electricity Customers; ERC Resolution No. 28, series of 2010: A Resolution Adopting the Amendments to the Magna Carta for Residential Electricity Consumers ERC Resolution No. 13, series of 2024: Annex A "Omnibus Rules for Customer Choice Programs in the Retail Market, Module M 2. NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment"		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	MISCELLANEOUS DOCUMENTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-BILLING SECTION AND TREASURY DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Credit Invoice/ Debit Invoice/ Additional Form/ Cancelled	Consumer Accounts Division Chief	Finance Services Department Manager
Summary of Adjustment/ Additional/ Cancellation of Power Bills	Reviewed by: Consumer Accounts Division Chief	Noted by: Finance Services Department Manager
For Deletion - same as FSD Memorandum		
Summary of Petty Cash Voucher	Treasury Office Chief	Finance Services Department Manager
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CONTROL POINTS		
1. ERC Resolution No. 28, series of 2010: A Resolution Adopting the Amendments to the Magna Carta for Residential Electricity Consumers 2. ERC Resolution No. 13, series of 2024: Annex A "Omnibus Rules for Customer Choice Programs in the Retail Market, Module M 3. NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment"		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	SYSTEM GENERATED REPORTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-METER READING, BILLING AND COLLECTION; TREASURY DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary of Unread Accounts	Generated by: Meter Reading Section Head	---
Summary of Accounts with 100-1MW Demand	Generated by: Billing Section Head	---
Summary of Sales	Generated by: System Analyst, Billing Section	---
Aging Analysis Report	Certified Correct by: Treasury Division Chief	---
Cashier's Daily Collection Report	Prepared and Signed by: Treasury Division Chief	---
Daily Collection Report (DCR)	Certified Correct by: Teller and Treasury Division Chief	---
CONTROL POINTS		
1. NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment 2. ERC Resolution No. 13, series of 2024: Annex A- Omnibus Rules for Customer Choice Programs in the Retail Market, Module N 3. PENELCO Office Memorandum No. 247 dated October 18, 2021: Meter Reading and Billing Procedures for Different Meter Status		



MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	SYSTEM GENERATED REPORTS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/CONSUMER ACCOUNTS DIVISION-METER READING, BILLING AND COLLECTION; TREASURY DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
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CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	VOUCHERS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Petty Cash Voucher (PCV)	Prepared by: Bookkeeper Checked by: Finance Division Chief	FSD Manager
Accounts Payable Voucher (APV)	Prepared by: Compliance Specialist Checked by: Finance Division Chief	Noted by: FSD Manager
Check Voucher (CV)	Prepared by: Finance Division Chief Checked by: FSD Manager	Approved by: General Manager
Journal Voucher (JV)	Prepared by: General Accounting Section Head Checked by: Finance Division Chief	Approved by: FSD Manager
CONTROL POINTS		
1. NEA Advisory dated February 19, 2020: Rules and Guidelines Governing the Adoption of "Business Separation Guidelines (BSG)" and "Accounting and Cost Allocation Manual (ACAM) for Electric Cooperatives"		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	VOUCHERS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Petty Cash Voucher (PCV)	Finance Division Chief	Finance Services Department Manager
Accounts Payable Voucher (APV)	Finance Division Chief	Finance Services Department Manager
Check Voucher (CV)	Finance Services Department Manager	General Manager
Journal Voucher (JV)	Finance Division Chief	Finance Services Department Manager
CONTROL POINTS		
1. NEA Advisory dated February 19, 2020: Rules and Guidelines Governing the Adoption of "Business Separation Guidelines (BSG)" and "Accounting and Cost Allocation Manual (ACAM) for Electric Cooperatives"		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES (ONLINE)	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Financial and Statistical Report (MFSR)	Prepared by: Finance Division Chief Checked by: FSD Manager	General Manager
a. Allocation Factors		
b. Trial Balance		
c. Statement of Operations (SOO) - Output Report		
d. Statement of Financial Position (SFP) - Output Report		
e. Consolidated Cash Flows		
f. Statement of Cash Flows (SCF)		
g. Accounting of Universal Charges		
h. Schedule of Consumers' Accounts Receivable (SCAR)		
i. Accounting of Reinvestment Fund for Sustainable Capex (RFSC)		
j. Payroll Allocations		
Schedule of Cash Advances (CA)	Prepared by: Finance Division Chief Checked by: FSD Manager	General Manager
Schedule of Amortization	Prepared by: Finance Division Chief Checked by: FSD Manager	General Manager
Power Accounts Payable	Prepared by: Finance Division Chief Checked by: FSD Manager	General Manager
CONTROL POINTS <ol style="list-style-type: none"> 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. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531: Implementing Policy, Rules and Guidelines) 3. NEA Memorandum No.2018-051 dated August 7, 2018: System Procedure in the Implementation of the National Electrification Administration - Business Intelligence Technology (NEA-BIT) 4. Loan Agreements 5. Power Supply Agreements (PSA) 		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES (ONLINE)	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<p>For Deletion - submitted thru NEA-BIT Web Portal, approval thru Sworn Statement duly signed by the General Manager (already included under OGM)</p>		
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Universal Charge (UC) Billing and Collection Report to be Submitted to PSALM	Prepared by: Bookkeeper Checked by: Finance Division Chief Certified by: Consumer Accounts Division Chief	General Manager
Statement of Operations (Year to Date)	Prepared by: Finance Division Chief Checked by: FSD Manager	General Manager
Consumer Sales and Revenue Data (Year to Date)	Prepared by: Finance Division Chief Checked by: FSD Manager	General Manager
Statement of Financial Position	Prepared by: Finance Division Chief Checked by: FSD Manager	General Manager
Schedule of Consumers' Accounts Receivable (SCAR)	Prepared by: Finance Division Chief Checked by: FSD Manager	General Manager
Energy and Demand Data	Prepared by: Finance Division Chief Checked by: FSD Manager	General Manager
Statement of Cash Flows	Prepared by: Finance Division Chief Checked by: FSD Manager	General Manager
CONTROL POINTS		
1. Section 34 of Republic Act No. 9136: Mandating the Power Sector Assets and Liabilities Management Corporation (PSALM) to be the Administrator of the Universal Charge Funds 2. Guidelines and Procedures Governing Remittances and Disbursements of the Universal Charge: Revised as per ERC Order dated January 5, 2006		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Universal Charge (UC) Billing and Collection Report to be Submitted to PSALM - Universal Charge Billing - Universal Charge Collection	Certified by: Finance Services Department Manager	General Manager
Reconciliation of Universal Charges Accounts	Finance Services Department Manager	General Manager
Statement of Operations (Year to Date)	Finance Services Department Manager	General Manager
Consumer Sales and Revenue Data (Year to Date)	Finance Services Department Manager	General Manager
Statement of Financial Position	Finance Services Department Manager	General Manager
Schedule of Consumers' Accounts Receivable (SCAR)	Finance Services Department Manager	General Manager
Energy and Demand Data	Finance Services Department Manager	General Manager
Statement of Cash Flows	Finance Services Department Manager	General Manager
CONTROL POINTS		
1. Section 34 of Republic Act No. 9136: Mandating the Power Sector Assets and Liabilities Management Corporation (PSALM) to be the Administrator of the Universal Charge Funds 2. Guidelines and Procedures Governing Remittances and Disbursements of the Universal Charge: Revised as per ERC Order dated January 5, 2006		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES (ONLINE)	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Quarterly Income Tax Return (ITR): BIR Form No. 1702Q	Prepared by: Finance Compliance Section Head	Checked by: Finance Division Chief
Annual Income Tax Return (ITR): BIR Form No. 1702-EX	General Manager	BOD President
Quarterly Value-Added Tax (VAT) Return: BIR Form No. 2550-Q	Prepared by: Finance Compliance Section Head	Checked by: Finance Division Chief
Monthly Remittance Form of Creditable Income Taxes Withheld (Expanded): BIR Form No. 0619-E	Prepared by: Finance Compliance Section Head	Checked by: Finance Division Chief
Quarterly Remittance Return of Creditable Income Taxes Withheld (Expanded): BIR Form No. 1601-EQ	Prepared by: Finance Compliance Section Head	Checked by: Finance Division Chief
Annual Information Return of Creditable Income Taxes Withheld (Expanded): BIR Form No. 1604-E	Prepared by: Finance Compliance Section Head	Checked by: Finance Division Chief
Monthly Remittance Form of Final Income Taxes Withheld: BIR Form No. 0619-F	Prepared by: Finance Compliance Section Head	Checked by: Finance Division Chief
Quarterly Remittance Return of Final Income Taxes Withheld: BIR Form No. 1601-FQ	Prepared by: Finance Compliance Section Head	Checked by: Finance Division Chief
Annual Information Return of Income Payments Subjected to Final Withholding Taxes: BIR Form No. 1604-F	Prepared by: Finance Compliance Section Head	Checked by: Finance Division Chief
CONTROL POINTS		
1. R.A. No. 10963: Tax Reform for Acceleration and Inclusion (TRAIN)		
2. National Internal Revenue Code of 1997		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES (ONLINE)	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
BIR Form No. 1702Q: Quarterly Income Tax Return (ITR)	- - -	Duly Authorized Representative
Annual Income Tax Return (ITR): BIR Form No. 1702-EX	General Manager	Board President
BIR Form No. 2550-Q: Quarterly Value-Added Tax (VAT) Return	- - -	Duly Authorized Representative
BIR Form No. 0619-E: Monthly Remittance Form of Creditable Income Taxes Withheld (Expanded)	- - -	Duly Authorized Representative
BIR Form No. 1601-EQ: Quarterly Remittance Return of Creditable Income Taxes Withheld (Expanded)	- - -	Duly Authorized Representative
BIR Form No. 1604-E: Annual Information Return of Creditable Income Taxes Withheld (Expanded)	- - -	Duly Authorized Representative
BIR Form No. 0619-F: Monthly Remittance Form of Final Income Taxes Withheld	- - -	Duly Authorized Representative
BIR Form No. 1601-FQ: Quarterly Remittance Return of Final Income Taxes Withheld	- - -	Duly Authorized Representative
BIR Form No. 1604-F: Annual Information Return of Income Payments Subjected to Final Withholding Taxes	- - -	Duly Authorized Representative
CONTROL POINTS		
1. R.A. No. 10963: Tax Reform for Acceleration and Inclusion (TRAIN)		
2. National Internal Revenue Code of 1997		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES (ONLINE)	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Remittance Return of Income Taxes Withheld on Compensation: BIR Form No. 1601-C	Prepared by: Finance Compliance Section Head	Checked by: Finance Division Chief
Annual Information Return of Income Taxes Withheld on Compensation: BIR Form No. 1604-C	Prepared by: Finance Compliance Section Head	Checked by: Finance Division Chief
CONTROL POINTS		
1. R.A. No. 10963: Tax Reform for Acceleration and Inclusion (TRAIN)		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES (ONLINE)	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
BIR Form No. 1601-C: Monthly Remittance Return of Income Taxes Withheld on Compensation	---	Duly Authorized Representative
BIR Form No. 1604-C: Annual Information Return of Income Taxes Withheld on Compensation	---	Duly Authorized Representative
BIR Form No. 2307 - Certificate of Creditable Tax Withheld at Source	---	Duly Authorized Representative
BIR Form 0605 - Payment Form	---	Duly Authorized Representative
BIR Form No. 2316 - Certificate of Compensation Payment/ Tax Withheld	---	Duly Authorized Representative
BIR Form No. 2316 (Annex F) - Certification og Substituted Filing of Income Tax Return (ITR)	---	Duly Authorized Representative
BIR Form No. 1905 - Application for Registration Information Updated/ Correction/ Cancellation	---	Duly Authorized Representative
Report of the range of Serial Numbers of Receipts and Invoices Consumed/ Cancelled	---	Duly Authorized Representative
CONTROL POINTS		
1. R.A. No. 10963: Tax Reform for Acceleration and Inclusion (TRAIN)		
2. National Internal Revenue Code of 1997		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inventory List (Electrical Materials, Special Equipment and Supplies) for BIR	Initialed by: Finance Division Chief FSD Manager	General Manager
Load Adjustment (kWh Recovered from Apprehended Consumer) for ERC	Prepared by: General Accounting Section Head Reviewed by: Finance Manager	Certified by: General Manager
Annual Report of Reinvestment Fund for Sustainable CAPEX (RFSC) for ERC	Finance Manager	General Manager
Monthly Preliminary Energy Sales Report for TRANSCO	Prepared by: Bookkeeper Initialed by: Finance Division Chief	FSD Manager
Quarterly Survey of Philippine Business and Industry for PSA	Initialed by: Finance Division Chief FSD Manager	General Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inventory List (Electrical Materials, Special Equipment and Supplies) for BIR	Initialed by: Finance Services Department Manager	General Manager
Load Adjustment (kWh Recovered from Apprehended Consumer) for ERC	Finance Services Department Manager	General Manager
Annual Report of Reinvestment Fund for Sustainable CAPEX (RFSC) for ERC	Finance Services Department Manager	General Manager
Monthly Preliminary Energy Sales Report (MPESR) for TRANSCO	---	Duly Authorized Personnel
Monthly FIT-All Receivable, Collection & Remittance Report (MFCRR)	---	Duly Authorized Personnel [Approved through Feed-in-Tariff Fund Management and Information System (FIT-FMIS)]
Collection Summary of Feed In Tariff Allowance (FIT-All)	Reviewed by: Finance Division Chief	Noted by: Finance Services Department Manager
Quarterly Survey of Philippine Business and Industry for PSA	Initialed by: Finance Services Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Cash Operating Budget (COB) for NEA	Prepared by: Budget Associate Reviewed by: Finance Division Chief Noted by: FSD Manager	General Manager (Subject for BOD's Approval)
CONTROL POINTS <ol style="list-style-type: none"> 1. Revenue Memorandum Circular No.(RMC) 57-2015 dated July 21, 2015: Submission of Inventory List and Other Reporting Requirements 2. Republic Act No. 9136: An Act Ordaining Reforms in the Electric Power Industry, Amending for the Purpose Certain Laws and for other Purposes. 3. ERC Resolution No. 14, Series of 2022 re: A Resolution Adopting the Revised Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding Confirmation Process for Distribution Utilities 4. ERC Resolution No. 24, Series of 2013: Guidelines on the Collection and Disbursement of Feed-In Tariff 5. Republic Act No. 10625: Philippine Statistical Act of 2013 6. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531: Implementing Policy, Rules and Guidelines 		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Annual Survey of Philippine Business and Industry for PSA	Initialed by: Finance Services Department Manager	General Manager
Annual Cash Operating Budget (COB) [Consolidated]	Finance Services Department Manager	General Manager (Subject for Board and National Electrification Administration's Approval)
Table of Monthly Discount and Recoveries	Reviewed by: Finance Division Chief	Noted by: Finance Services Department Manager
Statement of Management's Responsibility for Financial Statements	Initialed by: Finance Division Chief	Finance Services Department Manager, General Manager and Board President
Statement of Management's Responsibility for Annual Income Tax Return	Initialed by: Finance Division Chief	Finance Services Department Manager, General Manager and Board President
CONTROL POINTS <ol style="list-style-type: none"> 1. Revenue Memorandum Circular No.(RMC) 57-2015 dated July 21, 2015: Submission of Inventory List and Other Reporting Requirements 2. Republic Act No. 9136: An Act Ordaining Reforms in the Electric Power Industry, Amending for the Purpose Certain Laws and for other Purposes. 3. ERC Resolution No. 14, Series of 2022 re: A Resolution Adopting the Revised Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding Confirmation Process for Distribution Utilities 4. ERC Resolution No. 24, Series of 2013: Guidelines on the Collection and Disbursement of Feed-In Tariff 5. Republic Act No. 10625: Philippine Statistical Act of 2013 6. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531: Implementing Policy, Rules and Guidelines 7. PENELCO Business Separation Guidelines 8. PENELCO Resolution No. 1565, series of 2025 dated May 9, 2025: Resolution Authorizing the General Manager Ellaine S. De Guzman to sign the Management Responsibility Statement, General Information Sheet and Compliance Report in Accordance with the Provisions of Sections 2.6, 2.10 and 2.11 of the Business Separation Guidelines (BSG) 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCE	
TOPIC	REPORTS/SCHEDULES	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule of Construction Work Order	Prepared by: Work Order Associate Checked by: Cost Accounting Head Noted by: Finance Division Chief	FSD Manager
Summary of Work Order Closed Out	Prepared by: Work Order Associate	Checked by: Cost Accounting Head
Summary of Transformers and Kilowatthour Meters for Capitalization	Prepared by: Cost Accounting Head Checked by: Finance Division Chief	Noted by: FSD Manager
Retirement Work Order	Prepared by: Work Order Associate	Checked by: Cost Accounting Head
Schedule of Returned Checks	Prepared by: Finance Division Personnel	Noted by: Finance Division Chief
Cash Balance Report	Prepared by: Finance Division Personnel Checked by: Finance Division Chief	FSD Manager
Bank Reconciliation	Prepared by: Finance Division Personnel Checked by: Finance Division Chief	Noted by: FSD Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	REPORTS/SCHEDULES	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)/FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule of Construction Work Order	Finance Division Chief	Finance Services Department Manager
Summary of Work Order Closed Out	---	Cost Accounting Section Head
Summary of Transformers and Kilowatthour Meters for Capitalization	Finance Division Chief	Finance Services Department Manager
Form No. 335: Retirement Work Order	Cost Accounting Section Head	Finance Division Chief
Schedule of Returned Checks	---	Noted by: Finance Division Chief
Cash Balance Report	Finance Division Chief	Finance Services Department Manager
Transferred to another page		
Monthly Employee's Shortages/Overages on Collection	Finance Division Chief	Finance Services Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS 1. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Per Diem & Allowances of Board of Directors (Per Meeting)	Finance Division Chief	Finance Services Department Manager
Committee Meeting - Board of Directors	Finance Division Chief	Finance Services Department Manager
Token of Appreciation for Board of Directors (BODs)	Finance Services Department Manager and Institutional Services & Development Department Manager Audited by: Internal Audit Department Manager	General Manager
Key Performance Standards - Financial Parameters	Reviewed by: Finance Division Chief	Noted by: Finance Services Department Manager
CONTROL POINTS 1. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531 Implementing Policy, Rules and Guidelines 2. PENELCO Board Resolution No. 1399 dated May 5, 2023: Resolution Approving the Cash Incentive of PENELCO Board of Directors equivalent to One Month Honorarium 3. PENELCO Board Resolution No. 1408 dated June 16, 2023: Resolution Granting the Mid-Year Incentives of the Board of Directors, General Manager, Regular and Project Employees and 4. PENELCO Board Resolution No. 1426 dated August 10, 2023: Resolution Granting Performance Bonus for PENELCO Board of Directors, Officers and Employees		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Bank Cheques amounting to less than Php 3000	Prepared by: Treasury Division Chief Initialed by: FSD Manager	General Manager
Bank Cheques amounting to Php 3000 and above	Prepared by: Treasury Division Chief Initialed by: FSD Manager	General Manager BOD President
Cash and Check Deposit Slip	Prepared and Signed by: Treasury Division Chief	- - -
Request for Transfer of Funds	Initialed by: FSD Manager	General Manager BOD President
Bank Reconciliation	Prepared by: Finance Division Personnel Checked by: Finance Division Chief	Noted by: FSD Manager
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	CHECK SIGNATORIES AND BANK-RELATED TRANSACTIONS	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD) - CONSUMER ACCOUNTS DIVISION / FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Bank Cheques (Less than Php 3,000.00)	Initialed by: Finance Services Department Manager	General Manager
Bank Cheques (Php 3,000.00 and Above)	Initialed by: Finance Services Department Manager	General Manager and Board President/ Vice President/ Treasurer/ Secretary
Cash and Check Deposit Slip	- - -	Duly Authorized Representative
Request for Transfer of Funds/ Authority to Debit	Initialed by: Finance Services Department Manager	General Manager and Board President/ Vice President/ Treasurer/ Secretary
Opening of Accounts	- - -	General Manager and Board President/ Vice President/ Treasurer/ Secretary
Bank Reconciliation	Finance Division Chief	Finance Services Department Manager
Bank Confirmation	Initialed by: Finance Services Department Manager	General Manager
CONTROL POINTS		
PENELCO Board Resolution No. 1495, series of 2024 dated June 20, 2023: Authorized Signatories on Checks and Withdrawals of PENELCO		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	INTERNAL COMMUNICATIONS	
TOPIC	MEMORANDUM	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
FSD Memorandum	Initialed by: Finance Division Chief/ Consumer Accounts Division Chief/ Treasury Office Chief	Finance Services Department Manager Noted by: General Manager
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	CONSUMER CONCERN	
TOPIC	REFUND OF BILL DEPOSIT, SPECIAL POWER CONNECTION & METER DEPOSIT	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD) - FINANCE DIVISION/ INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD) / SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Application for Bill Deposit Refund	Member Services Division Chief and Service Center Supervisor	Institutional Services & Development Department Manager
Request for Refund of Special Power Connection	Member Services Division Chief and Service Center Supervisor	Institutional Services & Development Department Manager
Application for Refund of Meter Deposit	Consumer Accounts Division Chief	Finance Services Department Manager
CONTROL POINTS		
1. Chapter II Article 7 of Magna Carta for Residential Electricity Consumer: Right to Refund of Bill Deposits 2. ERC RES No. 8 Series of 2008: Adopting Rules to Govern the Refund of Meter Deposit to Residential and Non-Residential Consumers		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY

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MANUAL OF APPROVALS

1st Edition

SUBJECT	SUBSIDY-FUNDED PROJECTS	
TOPIC	LIQUIDATION OF GOVERNMENT SUBSIDY	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD) - FINANCE DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Liquidation Report (COA Prescribed Format)	Checked by: Finance Services Department Manager	General Manager
Accounting of Funds (AOF) Summary	Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager
Accounting of Funds (AOF) Per Project	Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager
Summary Schedule of Project Cost Component	Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager
Schedule A - Schedule of Total Material Costs	Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Schedule B - Schedule of Total Labor Costs	Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager
Schedule C - Schedule of Total Overhead Costs	Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager
Schedule D - Schedule of Accounts Payable	Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager
Schedule E - Schedule of Total Interest Earned	Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager
Schedule F - Schedule of Total Liquidated Damages	Finance Services Department Manager Audited by: Internal Audit Department Manager	General Manager
Checklist of Documentary Requirements	Finance Services Department Manager, Engineering Services Department Manager, and Institutional Services & Development Department Manager	General Manager
CONTROL POINTS		
NEA Memorandum no. 2025-38 dated August 11, 2025: Revised Guidelines in the Preparation and Presentation of Accounting of Funds (AOF) and Identification of Allowable Charges for Overhead Cost Against Subsidy Funds		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
		Page
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCE	
TOPIC	COMPUTATION OF TAXES	
RESPONSIBLE OFFICE	FINANCE SERVICES DEPARTMENT (FSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Quarterly Income Tax Return (ITR)	Financial Compliance Section Head	Finance Division Chief
Computation of Value-Added Tax (VAT)	Financial Compliance Section Head	Finance Division Chief
Computation of Creditable Income Taxes Withheld (Expanded)	Financial Compliance Section Head	Finance Division Chief
Computation of Deferred VAT	Financial Compliance Section Head	Finance Division Chief
CONTROL POINTS		
1. R.A. No. 10963: Tax Reform for Acceleration and Inclusion (TRAIN)		
2. National Internal Revenue Code of 1997		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	MEMBER SERVICES	
TOPIC	CONSUMER APPLICATION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)- MEMBER SERVICES DIVISION/FINANCE SERVICES DEPARTMENT (FSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Application for Change Name	Endorsed by: Concerned SC Supervisor Verified by: Member Services Division (MSD) Chief	Noted by: ISDD Manager
Senior Citizen Discount Application Form	Endorsed by: Concerned SC Supervisor Validated by: MSD Staff Endorsed to: FSD Billing Section Head	
Certificate of Registration		Certified by: ISDD Manager
CONTROL POINTS		
<ol style="list-style-type: none"> 1. BOD Policy No. 20: Changing the Name in the Electric Bill/BOD Policy no. 48 Series of 2007: Changing Name in the Electric Bill) 2. BOD Policy No. 70 series of 2010: Policy for Implementing Guidelines on Five Percent (5%) Discount on Electric Bill Based on R.A. 9994 also known as the "The Expanded Senior Citizens" 3. ERC RES No. 8 Series of 2008: Adopting Rules to Govern the Refund of Meter Deposit to Residential and Non-Residential Consumers 4. Chapter II Article 7 of Magna Carta for Residential Electricity Consumer (Right to Refund of Bill Deposits) 		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	MEMBER SERVICES	
TOPIC	CONSUMER APPLICATION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)- MEMBER SERVICES DIVISION/FINANCE SERVICES DEPARTMENT (FSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Application for Change Name	Concerned Service Center Supervisor and Member Services Division Chief	Institutional Services & Development Department Manager
Senior Citizen Discount Application Form	---	Validated by: Member Services Division Staff
Senior Citizen Discount Certificate of Registration	Initialed by: Member Services Division Chief	Certified by: Institutional Services & Development Department Manager
CONTROL POINTS		
<ol style="list-style-type: none"> 1. PENELCO BOD Policy No. 20: Changing the Name in the Electric Bill/BOD Policy no. 48 Series of 2007: Changing Name in the Electric Bill) 2. PENELCO BOD Policy No. 70 series of 2010: Policy for Implementing Guidelines on Five Percent (5%) Discount on Electric Bill Based on R.A. 9994 also known as the "The Expanded Senior Citizens" 3. ERC RES No. 8 Series of 2008: Adopting Rules to Govern the Refund of Meter Deposit to Residential and Non-Residential Consumers 4. Chapter II Article 7 of Magna Carta for Residential Electricity Consumer (Right to Refund of Bill Deposits) 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	MEMBER SERVICES	
TOPIC	CONSUMER APPLICATION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
4P's Lifeline Application Form/Non 4P's Lifeline Application Form	Endorsed by: Concerned SC Supervisor	Processed by: MSD Staff
Certification of Lifeline Coverage	Initialed by: MSD Chief	Certified by: ISDD Manager
Assessment/ Computation of Apprehension Penalty	Computed by: Information Associate	Checked by: Member Education Services (MES) Head
Request for Conversion of Membership	Checked by: MSD Chief	Noted by: ISDD Manager
Request for Joint Membership (Mr/Mrs) in the Master List of Voters	Checked by: MSD Chief	Noted by: ISDD Manager
Request for Inclusion/Exclusion in the Master List of Voters	Checked by: MSD Chief	Noted by: ISDD Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	MEMBER SERVICES	
TOPIC	CONSUMER APPLICATION	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
4P's Lifeline Application Form/Non-4P's Lifeline Application Form	- - -	Member Services Division Chief
Certification of Lifeline Coverage	Initialed by: Member Services Division Chief	Certified by: Institutional Services & Development Department Manager
Assessment/ Computation of Apprehension Penalty	Member Services Division Chief	Institutional Services & Development Department Manager
Request for Conversion of Membership	Institutional Services & Development Department Manager	General Manager (Subject for Board Approval)
Request for Joint Membership (Mr/Mrs) in the Master List of Voters	Institutional Services & Development Department Manager	General Manager (Subject for Board Approval)
Request for Inclusion/Exclusion in the Master List of Voters	Institutional Services & Development Department Manager	General Manager (Subject for Board Approval)

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Turn-on Order (New Connection (including Transformer Rental)/Special Power Connection/Transfer of KWH Meter/Reconnection (Changed Meter)/Apprehension)	Prepared by: MSD Staff	MSD Chief
Turn-off Order (SPC/Transformer Rental)	Prepared by: MSD Staff Consumer Services Section Head	ISDD Manager
Meter Change Order (with laboratory findings)	Prepared by: MSD Staff	Noted by: MSD Chief
CONTROL POINTS <ol style="list-style-type: none"> 1. R.A No. 11552: Tripartite Advisory on Lifeline IRR by the ERC, DOE and DSWD dated June 13, 2023 2. Policy No. 3 dated May 15, 1990: Apprehension on Illegal Use of Electricity and Incentive on Apprehension 3. Amended By-Laws Article 1 Section 4: Membership: Conversion of Membership 4. Amended By-Laws Article 1 Section 3: Membership: Joint Membership 5. Amended By-Laws Article 1: Membership 6. Office Memorandum dated January 10, 2013: Procedures/Guidelines for Reconnection and Changed Meter 		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Turn-on Order (New Connection (including Transformer Rental)/Special Power Connection/Transfer of KWH Meter/Reconnection (Changed Meter)/Apprehension)	Initialed by: Consumers Services Section Head	Member Services Division Chief
Turn-off Order (Special Power Connection / Transformer Rental)	Member Services Division Chief	Institutional Services & Development Department Manager
Meter Change Order (with laboratory findings)	Consumer Services Section Head / Member Education Section Head	Member Services Division Chief
CONTROL POINTS <ol style="list-style-type: none"> 1. R.A No. 11552: Tripartite Advisory on Lifeline IRR by the ERC, DOE and DSWD dated June 13, 2023 2. PENELCO BOD Policy No. 3 dated May 15, 1990: Apprehension on Illegal Use of Electricity and Incentive on Apprehension 3. Amended By-Laws Article 1 Section 4: Membership: Conversion of Membership 4. Amended By-Laws Article 1 Section 3: Membership: Joint Membership 5. Amended By-Laws Article 1: Membership 6. Office Memorandum dated January 10, 2013: Procedures/Guidelines for Reconnection and Changed Meter 7. NEA Institutional Advisory No. 54 and 57, Series of 2023, "Tripartite Advisory on Lifeline Rate Program IRR by ERC, DOE and DSWD" 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	MEMBER SERVICES	
TOPIC	MEMBERSHIP MONTHLY REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Status of Monthly Sanitation and Membership		
1. Summary of Membership Subject to Termination and Reactivation	Prepared by: MES Head Checked by: MSD Chief	Noted by: ISDD Manager
2. Summary of Membership	Prepared by: MES Head Checked by: MSD Chief	Noted by: ISDD Manager
3. List of Membership (per Town)	Prepared by: MES Head	Checked by: MSD Chief
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	MEMBER SERVICES	
TOPIC	MEMBERSHIP MONTHLY REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Status of Monthly Sanitation and Membership		
1. Summary of Membership Subject to Termination and Reactivation	Member Services Division Chief	Institutional Services & Development Department Manager
2. Summary of Membership	Member Services Division Chief	Institutional Services & Development Department Manager
3. List of Membership (per Town)	Member Education Section Head	Member Services Division Chief
Issuance of Membership ID	Initialed by: General Manager	Board President
CONTROL POINTS		
NEA Memorandum No. 2013-028 dated December 23, 2013: RA10531 Implementing Policy, Rules and Guidelines		

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1st Edition - March 2025

SUBJECT	DISTRICT ELECTIONS AND RELATED ACTIVITIES	
TOPIC	INSTITUTIONAL ACTIVITIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Budget for District Elections	Signed by: ISDD Manager	General Manager
Notice (Screening Committee Certification for Qualified/Disqualified Candidate)		Prepared by: Screening Committee (ISDD/FSD/ESD Managers)
Appointment of District Election Committee (DECOM)	Signed by: General Manager	NEA Institutional Development Department (IDD) Manager
Appointment of Precinct Election Committee (PECOM)		Signed by: Appointed DECOM



MANUAL OF APPROVALS

1st Edition

SUBJECT	DISTRICT ELECTIONS AND RELATED ACTIVITIES	
TOPIC	INSTITUTIONAL ACTIVITIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Budget for District Elections	Institutional Services & Development Department Manager	General Manager (Subject for Board Approval)
Notice (Screening Committee Certification for Qualified/Disqualified Candidate)	- - -	Screening Committee (Institutional Services & Development Department Manager, Finance Services Department Manager, and Engineering Services Department Managers)
Appointment of District Election Committee (DECOM)	Initialed by: Institutional Services & Development Department Manager	General Manager (Subject for National Electrification Administration's Confirmation)
Appointment of Precinct Election Committee (PECOM)	- - -	District Election Committee (DECOM) Chairman
Certifications: - Membership - AGMA Attendance - Not Been Apprehended	Verified by: Membership Education Section Head	Certified by: Member Services Division Chief

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS 1. Amended By-Laws Article IV Section 2: Board of Directors: Election and Tenure 2. NEA Memorandum No. 2014-019: Guidelines on the Conduct of District Elections for Electric Cooperative		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
- No Unsettled / Outstanding Special Power Connection (SPC) Accounts / Obligations	Verified by: Consumer Services Section Head	Certified by: Member Services Division Chief
- Without Financial Obligations with the EC	---	Certified by: Finance Division Chief and Consumer Accounts Division Chief
Initial Masterlist of Voters	Verified by: Institutional Services Department Manager Audited by: Internal Audit Department Manager	Certified by: Board Secretary
Final Masterlist of Voters	Verified by: Institutional Services Department Manager Audited by: Internal Audit Department Manager	Certified by: Board Secretary
Election Tally Sheet	---	Precinct Election Committee (PECOM)
District Election Official Canvass	---	District Election Committee (DECOM)
Screening Table (for District Election)	---	Screening Committee (Institutional Services & Development Department Manager, Finance Services Department Manager, and Engineering Services Department Managers)
CONTROL POINTS 1. Amended By-Laws Article IV Section 2: Board of Directors: Election and Tenure 2. NEA Memorandum No. 2014-019: Guidelines on the Conduct of District Elections for Electric Cooperative 3. NEA Memorandum No. 2016-017: Amendments to Section 7 (5.1) and (7.5.2) on the Meaning of Member in Good Standing of Guidelines on the Conduct of District Elections for Electric Cooperatives		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	NET METERING/DISTRIBUTION WHEELING SERVICE AGREEMENT	
TOPIC	AGREEMENT/REQUIREMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/FINANCE SERVICES DEPARTMENT (FSD)/ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Statement of Account (for Net-Metering Computation)	Prepared by: ISDD Secretary Checked by: Consumer Services Section(CSS)Head	Noted by: Finance Division Chief ISDD Manager
Amended Net-Metering Agreement	Initialed by: ISDD Manager Witnessed by: General Manager	Signed by: BOD President
Distribution Wheeling Service Agreement	Witnessed by: ISDD Manager	Signed by: General Manager BOD President
Connection and Metering Service Agreement	Witnessed by: ESD Manager	Signed by: General Manager BOD President
Attestations		
1. Contestable Customer-Registering with CRB	Initialed by: ISDD Manager	Signed by: General Manager
2. DU/NSP - Existence of Wheeling and Contestability Threshold	Initialed by: ISDD Manager	Signed by: General Manager
3. Incumbent Supplier or DU or NSP - No Outstanding Balance	Initialed by: FSD Manager	Signed by: General Manager
4. MSP - Existence of MSA	Initialed by:ESD Manager	Signed by: General Manager
CONTROL POINTS		
1. ERC Resolution No. 09 Series of 2013: The Rules Enabling the Net-Metering Program for Renewable Energy 2. Resolution No. 13 Series of 2024: A Resolution Adopting the Omnibus Rules for Customer Choice Programs in the Retail Market		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	NET METERING/DISTRIBUTION WHEELING SERVICE AGREEMENT	
TOPIC	AGREEMENT/REQUIREMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/FINANCE SERVICES DEPARTMENT (FSD)/ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Charge Invoice (for Net-Metering Computation)	Consumer Services Section Head	Membership Services Division Chief and Finance Division Chief
Amended Net-Metering Agreement	- - -	Board President
Distribution Wheeling Service Agreement	Signed in the Presence of: Institutional Services & Development Department Manager	General Manager and Board President
Transferred to ESD		
Attestations:		
For Deletion - removed from new IEMOP Issuance		
2. Distribution Utility/Network Service Provider (RCOA & GEOP)	Initialed by: Institutional Services & Development Department Manager and Finance Services Department Manager	General Manager
For Deletion - removed from new IEMOP Issuance		
4. Retail Metering Services Provider - (RCOA & GEOP)	Initialed by: Engineering Services Department Manager	General Manager
CONTROL POINTS		
1. ERC Resolution No. 09 Series of 2013: The Rules Enabling the Net-Metering Program for Renewable Energy 2. Resolution No. 13 Series of 2024: A Resolution Adopting the Omnibus Rules for Customer Choice Programs in the Retail Market		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	DOCUMENTS	
TOPIC	EXCLUSIVE USE OF TRANSFORMER	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Statement of Account (for Exclusive Use of Transformer with Computation)	Prepared by: CSS Head Checked by: Finance Division Chief	Noted by: ISDD Manager
Contract for Electric Service	Witnessed by: ISDD Manager	Signed by: General Manager
CONTROL POINTS		
1. Policy No. 11: Policy Establishing Guidelines for the Exclusive Use of Transformers		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	DOCUMENTS	
TOPIC	EXCLUSIVE USE OF TRANSFORMER	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Charge Invoice (for Exclusive Use of Transformer with Computation)	Consumers Services Section Head	Member Services Division Chief and Finance Division Chief
Contract for Electric Service	Signed in the Presence of: Institutional Services & Development Department Manager	General Manager
CONTROL POINTS		
PENELCO BOD Policy No. 11: Policy Establishing Guidelines for the Exclusive Use of Transformers		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	ANNUAL GENERAL MEMBESHIP ASSEMBLY (AGMA)	
TOPIC	INSTITUTIONAL ACTIVITIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/CORPORATE PLANNING AND DEVELOPMENT DEPARTMENT (CPDD)/INTERNAL AUDIT DEPARTMENT (IAD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Budget Allocation	Initialed by: ISDD Manager Signed by: General Manager	Board of Directors
Mechanics for the Conduct of PENELCO Hybrid AGMA	Initialed by: ISDD Manager	Signed by: General Manager
List of Attendees	Prepared by: CPDD Manager Reviewed by: ISDD Manager Checked by: IAD Manager	Noted by: General Manager
CONTROL POINTS		
1. Amended By-Laws Article III Section 1: Meeting of Members: Annual Meeting 2. NEA Institutional Advisory No. 2: Policy/Guidelines in the Conduct of Electric Cooperative's AGMA		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	ANNUAL GENERAL MEMBESHIP ASSEMBLY (AGMA)	
TOPIC	INSTITUTIONAL ACTIVITIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/CORPORATE PLANNING AND DEVELOPMENT DEPARTMENT (CPDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Budget Allocation for Annual General Membership Assembly (AGMA)	Initialed by: Institutional Services & Development Department Manager	General Manager (Subject for Board Approval)
Notice of the Conduct of Annual General Membership Assembly	---	Board Secretary and Board President
Mechanics for the Conduct of PENELCO Hybrid Annual General Membership Assembly	Initialed by: Institutional Services & Development Department Manager	General Manager (Subject for Board Approval)
List of Attendees for Annual General Membership Assembly	Corporate Planning and Development Department Manager and Institutional Services & Development Department Manager	Noted by: General Manager
Katitikan ng Pagpupulong (AGMA Minutes of the Meeting)	Tagapagtala: Board Secretary	Kinilala ni: Board President
CONTROL POINTS		
1. Amended By-Laws Article III Section 1: Meeting of Members: Annual Meeting 2. NEA Institutional Advisory No. 2: Policy/Guidelines in the Conduct of Electric Cooperative's AGMA		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	INSTITUTIONAL	
TOPIC	BARANGAY POWER ASSOCIATION (BAPA) OPERATIONS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/BAPA SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
TALA NG KASUNDUAN (for Newly Elected Officers)	Signed by: BAPA Section Head Initialed by: ISDD Manager	Signed by: General Manager
Turn-on Order (for BAPA New Connection)	Prepared by: BAPA Staff	BAPA Section Head
Endorsement Letter (for Turn-over of BAPA to PENELCO)	Signed by: ISDD Manager	General Manager
Status Report of BAPA Operation	Prepared by: BAPA Section Head	Checked by: MSD Chief
BAPA Section Accomplishment Report for the Month	Prepared by: BAPA Information Associate Checked by: BAPA Section Head	Verified by: MSD Chief

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	INSTITUTIONAL	
TOPIC	BARANGAY POWER ASSOCIATION (BAPA) OPERATIONS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/BAPA SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Tala ng Kasunduan (for Newly Elected Officers of Barangay Power Association)	---	General Manager
Aplikasyon sa Pagiging Kasapi ng Barangay Power Association (BAPA)	---	Barangay Power Association Officers
Turn-on Order (for Barangay Power Association New Connection)	BAPA Section Head	Member Services Division Chief
Endorsement Letter (for Turn-over of BAPA to PENELCO)	Institutional Services & Development Department Manager	General Manager
Status Report of Barangay Power Association Operation	Reviewed by: Member Services Division Chief	Noted by: Institutional Services & Development Department Manager
BAPA Section Accomplishment Report for the Month	Reviewed by: Member Services Division Chief	Noted by: Institutional Services & Development Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. BAPA Status of Electrification per Municipality	Prepared by: BAPA Section Head	Noted by: MSD Chief
2. Organized/Energized/ Turned-over BAPA for the Month	Prepared by: BAPA Information Associate Checked by: BAPA Section Head	Noted by: MSD Chief
3. Summary of Issued Kilowatt Hour Meters for BAPA Consumers	Prepared by: BAPA Information Associate Checked by: BAPA Section Head	Noted by: MSD Chief
4. Audited BAPA	Prepared by: BAPA Information Associate Checked by: BAPA Section Head	Noted by: MSD Chief
5. Election/ Spot Audit/ Dialogue Meeting/ Mechanics/Dialogue with Officers/Sanitation	Prepared by: BAPA Information Associate Checked by: BAPA Section Head	Noted by: MSD Chief
6. Pre-Membership Seminar and Briefing of Officers	Prepared by: BAPA Information Associate Checked by: BAPA Section Head	Noted by: MSD Chief
7. List of Registered BAPA Member-Consumers	Prepared by: Bapa Coordinator Checked by: BAPA Section Head	Noted by: MSD Chief
CONTROL POINTS		
1. BOD Policy No. 37: Guidelines and Procedures in the Organization and Development of BAPA on August 09, 1994		
2. BOD Policy No. 74: Transfer and Turn-over of BAPA to PENELCO		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. BAPA Status of Electrification per Municipality for the Month	BAPA Section Head	Noted by: Member Services Division Chief
2. Organized/Energized/ Turned-over BAPA for the Month	Reviewed by: BAPA Section Head	Noted by: Member Services Division Chief
3. Summary of Issued Kilowatt Hour Meters for BAPA Consumers for the Month	Reviewed by: BAPA Section Head	Noted by: Member Services Division Chief
4. Audited BAPA Report for the Month	Reviewed by: BAPA Section Head	Noted by: Member Services Division Chief
5. Election/Spot Audit/ Dialogue Meeting/ Mechanics/Dialogue with Officers/Sanitation for the month	Reviewed by: BAPA Section Head	Noted by: Member Services Division Chief
6. Pre-Membership Seminar and Briefing of Officers for the month	Reviewed by: BAPA Section Head	Noted by: Member Services Division Chief
7. List of Registered BAPA Member-Consumers for the month	Reviewed by: BAPA Section Head	Noted by: Member Services Division Chief
CONTROL POINTS		
1. PENELCO BOD Policy No. 37: Guidelines and Procedures in the Organization and Development of BAPA on August 09, 1994		
2. PENELCO BOD Policy No. 74: Transfer and Turn-over of BAPA to PENELCO		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	INSTITUTIONAL	
TOPIC	MISCELLANEOUS DOCUMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/FINANCE SERVICES DIVISION (FSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Attendance (for Pre-Membership Seminar of New Consumers including BAPA)	Assessed by: MSD Staff/BAPA Staff	Noted by: MSD Chief
Promissory Note (for new connection, apprehension, SPC and exclusive use of transformer)	Noted by: ISDD Manager	General Manager
Statement of Account (for Special Power Connection Computation)	Prepared by: MSD Staff Checked by: CSS Head	Noted by: Finance Division Chief ISDD Manager
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	INSTITUTIONAL	
TOPIC	MISCELLANEOUS DOCUMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/FINANCE SERVICES DIVISION (FSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Attendance (for Pre-Membership Seminar of BAPA)	Initialed by: BAPA Section Head	Certified by: Member Services Division Chief
Certificate of Attendance (for Pre-Membership Seminar of New Consumers excluding BAPA)	Initialed by: Member Education Section Head	Certified by: Member Services Division Chief
Charge Invoice (for BAPA new connection)	BAPA Staff	BAPA Section Head and Finance Division Chief
Charge Invoice (for regular new connection)	Member Education Section Head / Consumers Services Section Head	Member Services Division Chief and Finance Division Chief
Appointment (Webinar / Face to Face) - Pre-Membership Orientation Seminar	Initialed by: Member Education Section Head	Member Services Division Chief
Promissory Note (for new connection, apprehension, SPC and exclusive use of transformer)	Initialed by: Institutional Services Development Department Manager	General Manager
Charge Invoice (for Special Power Connection Computation)	Consumer Services Section Head	Member Services Division Chief and Finance Division Chief
CONTROL POINTS		
PENELCO BOD Policy No. 006, Series of 1990: Membership Education		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	REPORTORIAL COMPLIANCE (NEA PORTAL)	
TOPIC	MONTHLY INSTITUTIONAL REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/FINANCE SERVICES DEPARTMENT (FSD)/ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Status of Electrification per Municipality (Type of Consumer)	Prepared by: Training Associate Initialed by: MSD Chief	Noted by: ISDD Manager
Status of Electrification and Membership	Prepared by: Training Associate Initialed by: MSD Chief Checked by: ISDD Manager	Noted by: General Manager
Monthly Monitoring Report of RFSC/GF - Funded Electrification Projects	Prepared by: Design and Staking Section Head CWDA Compliance Specialist Reviewed and Confirmed by: ESD Manager ISDD Manager FSD Manager	Certified True and Correct by: General Manager
CONTROL POINTS		
1. Policy on the Submission of Reportorial Requirements for the Integrated Assessment Report (Section 12 of Republic Act 10531 and its Implementing Rules and Regulations) 2. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531: Implementing Policy, Rules and Guidelines		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	REPORTORIAL COMPLIANCE (NEA PORTAL)	
TOPIC	MONTHLY INSTITUTIONAL REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/FINANCE SERVICES DEPARTMENT (FSD)/ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Status of Electrification per Municipality (Type of Consumer)	Reviewed by: Member Services Division Chief	Noted by: Institutional Services & Development Department Manager
Status of Electrification and Membership	Institutional Services & Development Department Manager	General Manager
Transferred to ESD		
CONTROL POINTS		
1. Policy on the Submission of Reportorial Requirements for the Integrated Assessment Report (Section 12 of Republic Act 10531 and its Implementing Rules and Regulations) 2. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531: Implementing Policy, Rules and Guidelines		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	REPORTORIAL COMPLIANCE (NEA PORTAL)	
TOPIC	MONTHLY INSTITUTIONAL REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)/OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Data Entry Template: (NEA Compliance)		
1. Connections	Prepared by: Training Associate Checked by: MSD Chief	General Manager
2. Barangay Electrification Matrix	Prepared by: CWDA Checked by: MSD Chief	General Manager
Monthly Institutional Report		
1. Board of Directors	Prepared by: Executive Secretary to the BOD Checked by: MSD Chief	General Manager
2. Complaints	Prepared by: CWDA Checked by: MSD Chief	General Manager
3. Compliance Assessment	Prepared by: MSD Chief	General Manager
4. District Elections	Prepared by: MSD Chief	General Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	REPORTORIAL COMPLIANCE (NEA PORTAL)	
TOPIC	MONTHLY INSTITUTIONAL REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)/OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - submitted thru NEA-BIT Web Portal, approval thru Sworn Statement duly signed by the General Manager (already included under OGM)		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
5. Institutional - Others	Checked by: HRMD/MSD/ASD Chiefs	General Manager
6. Member Consumer Owners Organization (MCCO)	Prepared by: BAPA Section Head Checked by: MSD Chief	General Manager
7. Labor Management Issues	Prepared by: HRTDS Head Checked by: HRMD Chief	General Manager
8. List of Employees	Prepared by: HRTDS Head Checked by: HRMD Chief	General Manager
9. Meetings and Resolutions	Prepared by: Executive Secretary to the BOD Checked by: MSD Chief	General Manager
10. Salary	Prepared by: HRTDS Head Checked by: HRMD Chief	General Manager
CONTROL POINTS		
1. Policy on the Submission of Reportorial Requirements for the Integrated Assessment Report (Section 12 of Republic Act 10531 and its Implementing Rules and Regulations) 2. NEA Memorandum No. 2013-028 dated December 23, 2013 RA 10531: Implementing Policy, Rules and Guidelines		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - submitted thru NEA-BIT Web Portal, approval thru Sworn Statement duly signed by the General Manager (already included under OGM)		
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	CORPORATE SOCIAL RESPONSIBILITY	
TOPIC	INSTITUTIONAL ACTIVITIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Corporate Social Responsibility Projects	Institutional Services & Development Department Manager	General Manager
CONTROL POINTS		
NEA Institutional Advisory No. 1 s 2025 - Submission of Reportorial Requirements for the 2024 Annual Institutional Assessment		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' SALARIES, BENEFITS, AND INCENTIVES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Unused Leave to Monetary Value (retired/separated employees)	ISDD Manager Prepared by: Payroll Officer Checked by: Human Resource Management Division (HRMD) Chief	General Manager
Project-Based Unused Service Incentive Leave (SIL)	Prepared by: Employee Payroll and Welfare Services (EWPS) Section Head	Checked by: HRMD Chief
Payroll a. Salaries b. Bonuses c. Incentives c. Monetization	ISDD Manager Prepared by: Payroll Officer Checked by: HRMD Chief	General Manager
Remittance of Monthly Contribution a. SSS b. Philhealth c. Pag-Ibig	ISDD Manager Prepared by: Payroll Officer Checked by: HRMD Chief	General Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' SALARIES, BENEFITS, AND INCENTIVES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Unused Leave to Monetary Value (Retired/Separated employees)	Human Resource Management Division Chief	Institutional Services & Development Department Manager
Project-Based Unused Service Incentive Leave (SIL)	Employee Payroll and Welfare Services Section Head	Human Resource Management Division Chief
Payroll a. Salaries b. Bonuses c. Incentives c. Monetization	Human Resource Management Division Chief	Institutional Services & Development Department Manager
Remittance of Monthly Contribution a. SSS b. Philhealth c. Pag-Ibig	Institutional Services & Development Department Manager	General Manager
Online Bank Enrollment	Authorized/Designated Verifier	Finance Services Department Manager

CONTROL POINTS

1. BOD Policy No. 60 s. 2007, Sick and Vacation Leave Benefits
2. DOLE Handbook on Worker's Statutory Benefits 2023 Edition

CONTROL POINTS

1. BOD Policy No. 60 s. 2007, Sick and Vacation Leave Benefits
2. DOLE Handbook on Worker's Statutory Benefits 2023 Edition
3. PENELCO Board Resolution No. 1410 dated June 25, 2023: Resolution Adopting the NEA Memorandum 2023-30: Policy Amending NEA Memorandum 2018-011 on Revised Guidelines on Benefits, Allowances and Incentives of Electric Cooperative Officials and Employees
4. PENELCO Board Resolution No. 1410 dated June 25, 2023: Resolution Adopting the NEA Memorandum 2023-30: Policy Amending NEA Memorandum 2018-011 on Revised Guidelines on Benefits, Allowances and Incentives of Electric Cooperative Officials and Employees
5. NEA Letter dated October 4, 2023: Approving the PENELCO Board Resolution No. 1411-B, series of 2023 entitled "Resolution Respectfully Requesting the Approval of the National Electrification Administration on the Inclusion of Increase for the Representation Allowance of Employees with
6. PENELCO Resolution No. 1448, series of 2023: A Resolution Authorizing the Change in the Designated Authorizer in PENELCO's Enrollment in RCBC Online Banking Facility
7. PENELCO Resolution no. 1516, series of 2024: Resolution Approving the Grant of Thirty-Year Loyalty Incentive and Thirty-Five Service Milestone Incentive to PENELCO Employees with 30 and 35
8. PENELCO Resolution no. 1526, series of 2024: Resolution Approving the Increase in Medical Allowance for the Year 2025-2026
9. NEA Memorandum no. 2025-25 dated May 8, 2025: Supplement to NEA Memorandum No. 2023-30 and Rationalization of Allowances for ECs

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Sickness Reimbursement	Prepared by: EPWS Section Head	-
Payment for the Approved SSS Sickness and Maternity Application	ISDD Manager Prepared by: EPWS Section Head Checked by: HRMD Chief	General Manager
Certification Attached for Application on Provident Benefit Claims to Pag IBIG Fund (Multi-purpose)	-	Certified by: HRMD Chief
Certificate of Clearance	All Concerned Personnel	General Manager
Computation of Retirement/ Separation Pay	ISDD Manager Prepared by: Payroll Officer Checked by: HRMD Chief	General Manager
CONTROL POINTS		
1. Republic Act No.11199: An Act Rationalizing and Expanding the Powers and Duties of the Social Security Commission to Ensure the Long-Term Viability of the Social Security System Repealing for the Purpose Republic Act No. 1161 as Amended by Republic Act No. 8282 otherwise known as the Social Security Act of 1997 2. Benefit Plan for PENELCO Employee Separation and Retirement 3. PAG-IBIG Circular No.448: Modified Guidelines on the PAG-IBIG Multi-purpose Loan (MPL) Program		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEES' BENEFITS AND CLAIMS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Computation of Sickness/Maternity Reimbursement for the Approved SSS Application	Human Resource Management Division Chief	Institutional Services & Development Department Manager
For Deletion, same as above		
Certification Attached for Application on Provident Benefit Claims to Pag IBIG Fund (Multi-purpose)	Initialed by: Human Resource Training and Development Section Head	Certified by: Human Resource Management Division Chief
Certificate of Clearance	All Concerned Personnel	General Manager
Computation of Retirement/ Separation Pay	Institutional Services & Development Department Manager	General Manager
Pag-IBIG/SSS Loan	- - -	Authorized Signatory
CONTROL POINTS		
1. Republic Act No.11199: An Act Rationalizing and Expanding the Powers and Duties of the Social Security Commission to Ensure the Long-Term Viability of the Social Security System Repealing for the Purpose Republic Act No. 1161 as Amended by Republic Act No. 8282 otherwise known as the Social Security Act of 1997 PENELCO Resolution No. 1542, series of 2025 dated February 14, 2025: Resolution Adopting NEA 2. Approval on PENELCO's Benefit Plan for PENELCO Employee Separation and Retirement and NEA Modifications on Separation and Death Benefits 3. PAG-IBIG Circular No.448: Modified Guidelines on the PAG-IBIG Multi-purpose Loan (MPL) Program 4. NEA Memorandum no. 2024-25 dated May 31, 2024: Guidelines in the Establishment of a Retirement Fund for All Electric Cooperatives and the Grant of Retirement Benefits to its Regular Employees 5. PENELCO Resolution no. 1533, series of 2025 dated January 17, 2025: Authorizing the Primary Authorized Signatory, First Alternate Signatory ISDD Manager, and Second Alternate Signatory FSD Manager to sign all documents specifically PAG-IBIG Loans and Other Transactions with Government Agencies in behalf of PENELCO		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEE RECORDS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Employment (Local)	- - -	Certified by: HRMD Chief
Certificate of Employment (Abroad)	Initialed by: HRMD Chief ISDD Manager	Signed by: General Manager
Certificate of Service Record	Prepared by: Human Resource Training and Development (HRTD) Section Head	Noted by: HRMD Chief
CONTROL POINTS		
1. Code of Employees Discipline series of 1990		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEE RECORDS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Plantilla of Personnel (Semi-Annual)	Human Resource Management Division Chief	Institutional Services & Development Department Manager Noted by: General Manager
Certificate of Employment (Local)	Initialed by: Human Resource Training and Development Section Head	Certified by: Human Resource Management Division Chief
Certificate of Employment (Abroad)	Initialed by: Institutional Services & Development Department Manager	General Manager
Certificate of Service Record	Human Resource Training and Development Section Head	Certified by: Human Resource Management Division Chief Noted by: Institutional Services & Development Department Manager
Philhealth Report of Employee - Members (Er2)	Initialed by: Institutional Services & Development Department Manager	General Manager
Philippine Health Insurance Corporation Preliminary Employees Premium Remittance List (PEPRL)	Institutional Services & Development Department Manager	General Manager
CONTROL POINTS		
1. PENELCO Code of Employees Discipline series of 1990 2. Republic Act no. 11223: Universal Health Care Act 3. Republic Act no. 10606: National Health Insurance Act of 2013		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL PLACEMENT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Contract of Employment	Witnessed by: HRMD Chief ISDD Manager	Signed by: General Manager
Confirmation of Appointment	Initialed by: ISDD Manager	Signed by: General Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	PERSONNEL PLACEMENT AND CONTRACTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Contract of Employment (Probationary)	- - -	General Manager and Probationary Employee
Contract of Employment (Regularization)	- - -	General Manager and Concerned Employee
Confirmation of Appointment	Initialed by: Institutional Services & Development Department Manager	General Manager
Fixed-Term Employment Contract	- - -	General Manager and Second Party

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice of End of Project-Based Contract	Initialed by: ISDD Manager	Signed by: General Manager
CONTROL POINTS 1. DOLE Department Order No. 10 Series of 1997:Amending the Rules Implementing Books III and VI of the Labor Code as Amended 2. BOD Policy No. 62, Series of 2007: Recruitment, Selection and Hiring of Employees		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Project-Based Employment Contract	- - -	General Manager and Second Party
Retainership Contracts	- - -	Board President and Second Party Authorized Representative
Service Agreement (Security Services/Manpower)	- - -	Board President and Service Provider Authorized Representative
Amendment to Memorandum of Agreement (Agency)	- - -	Board President and Service Provider Authorized Representative
Notice of End of Project-Based Employment Contract	Initialed by: Institutional Services & Development Department Manager	General Manager
Termination of Contract	Initialed by: Institutional Services & Development Department Manager	General Manager
CONTROL POINTS 1. DOLE Department Order No. 10 Series of 1997:Amending the Rules Implementing Books III and VI of the Labor Code as Amended 2. BOD Policy No. 62, Series of 2007: Recruitment, Selection and Hiring of Employees 3. Presidential Decree No. 442, as Amended: Labor Code of the Philippines 4. NEA Letter dated November 6, 2015: Approving the PENELCO Board Resolution No. 960, Series of 2015 "Resolution Approving the Organizational Structure of PENELCO for Personnel Realignment" 5. PENELCO Board Resolution No. 1387 dated January 20, 2023: A Resolution Mandating a Two (2) Year Period for Labor and Security Contracts		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	OFFICE MEMORANDUM AND OFFICE ORDER	
TOPIC	REQUIREMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Memorandum	Initialed by: ISDD Manager	Signed by: General Manager
Office Order	Initialed by: ISDD Manager	Signed by: General Manager
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	OFFICE MEMORANDUM AND OFFICE ORDER	
TOPIC	REQUIREMENTS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Office Memorandum	Initialed by: Institutional Services & Development Department Manager	General Manager
Office Order	Initialed by: Institutional Services & Development Department Manager	General Manager
CONTROL POINTS		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	Occupational Safety and Health	
TOPIC	Occupational Safety and Health Concerns	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Recommendation Relative to the Incident/Accident Report	Prepared by: HRMD Chief	Noted by: ISDD Manager
Annual Work Accident/Illness Exposure Data Report	Initialed by: HRMD Chief ISDD Manager	Signed by: General Manager
CONTROL POINTS		
1. DOLE DO No. 198 s. 2018: Implementing Rules and Regulations of RA No. 11058 entitled "An Act Strengthening the Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations thereof"		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	Occupational Safety and Health	
TOPIC	Occupational Safety and Health Concerns	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Recommendation Relative to the Incident/Accident Report	Institutional Services Development & Department Manager	General Manager
Annual Work Accident/Illness Exposure Data Report (AEDR)	Initialed by: Institutional Services & Development Department Manager	General Manager
Employer's Work Accident/Illness Report (WAIR)	Initialed by: Institutional Services & Development Department Manager	General Manager
Annual Medical Report (AMR)	Initialed by: Institutional Services & Development Department Manager	General Manager
Report on Safety and Health Organization	Initialed by: Institutional Services & Development Department Manager	Submitted by: General Manager
Work Stopage Order (WSO)	Institutional Services & Development Department Manager	General Manager
Occupational Safety & Health (OSH) Program	Institutional Services & Development Department Manager	General Manager
CONTROL POINTS		
1. DOLE DO No. 198 s. 2018: Implementing Rules and Regulations of RA No. 11058 entitled "An Act Strengthening the Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations thereof"		
2. DOLE DO No. 252 s. 2025: Revised Implementing Rules and Regulations of RA No. 11058 entitled "An Act Strengthening the Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations thereof"		
3. Department of Energy Department Circular No. 2012-11-0009: Renewable Energy Safety, Health and Environment Rules and Regulations		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	RETIREMENT FUND	
TOPIC	RETIREMENT FUND MANAGEMENT	
RESPONSIBLE OFFICE	RETIREMENT COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Retirement Policy	Retirement Committee	General Manager (Subject for Board and National Electrification Administration's Approval)
Retirement Fund Operation Manual	Retirement Committee	General Manager (Subject for Board Approval)
Letter of Instruction	Retirement Committee Chief Executive Officer	General Manager, Board President, and Retirement Committee Chairperson
CONTROL POINTS		
<ol style="list-style-type: none">1. Republic Act No. 7641 : Retirement Pay Law2. PENELCO Office Order No. 4121: Appointment of Interim Retirement Committee and Specification of Duties and Responsibilities3. NEA Memorandum no. 2024-25 dated May 31, 2024: Guidelines in the Establishment of a Retirement Fund for All Electric Cooperatives and the Grant of Retirement Benefits to its Regular Employees4. PENELCO Resolution No. 1542, series of 2025 dated February 14, 2025: Resolution Adopting NEA Approval on PENELCO's Benefit Plan for PENELCO Employee Separation and Retirement and NEA Modifications on Separation and Death Benefits		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL DEVELOPMENT	
TOPIC	TRAININGS AND SEMINARS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Training Plan	Institutional Services & Development Department Manager	General Manager
Training Contract	- - -	General Manager and Second Party
Summary of Seminars and Trainings	Human Resource Management Division Chief	Institutional Services & Development Department Manager Noted by: General Manager
Certificate of Appreciation/ Certificate of Participation (Minor)	Human Resource Management Division Chief	Institutional Services & Development Department Manager
Certificate of Appreciation/ Certificate of Participation (Major)	Institutional Services & Development Department Manager	General Manager
CONTROL POINTS		
1. Presidential Decree No. 442, as Amended: Labor Code of the Philippines 2. DOLE DO No. 198 s. 2018: Implementing Rules and Regulations of RA No. 11058 entitled "An Act Strengthening the Compliance with Occupational Safety and Health Standards and Providing Penalties 3. DOLE DO No. 252 s. 2025: Revised Implementing Rules and Regulations of RA No. 11058 entitled "An Act Strengthening the Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations thereof"		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PERSONNEL MANAGEMENT	
TOPIC	EMPLOYEE'S DISCIPLINE	
RESPONSIBLE OFFICE	COMMITTEE ON INVESTIGATION AND APPEAL (CIA)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice to Explain	Initialed by: Institutional Services & Development Department Manager	General Manager
Notice of Charge	Initialed by: Institutional Services & Development Department Manager	General Manager
Issuance of Preventive Suspension	Initialed by: Institutional Services & Development Department Manager	General Manager
Resolution on Complaint	Committee on Investigation and Appeal	General Manager
Order notifying Committee on Investigation and Appeal Resolution on Complaint	Initialed by: Institutional Services & Development Department Manager	General Manager
Resolution on Appeal/ Motion for Reconsideration	Committee on Investigation and Appeal	General Manager
Notice on the Resolution on Appeal/ Motion for Reconsideration	Initialed by: Institutional Services & Development Department Manager	General Manager
CONTROL POINTS		
1. Presidential Decree No. 442, as Amended: Labor Code of the Philippines 2. PENELCO Code of Employees Discipline series of 1990 3. Republic Act No. 11313: Safe Space Act 4. Republic Act No. 7877: Anti-Sexual Harassment Act		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	REPORTORIAL COMPLIANCES	
TOPIC	MONITORING REPORTS	
RESPONSIBLE OFFICE	POLLUTION CONTROL COMMITTEE	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Quarterly Self-Monitoring Report (SMR) [for submission to DENR]	Designated Pollution Control Officer	Designated Managing Head
Compliance Monitoring Report (CMR)	Designated Pollution Control Officer	Designated Managing Head
General Information Sheet (GIS)	Designated Pollution Control Officer	Designated Managing Head
CONTROL POINTS		
<ol style="list-style-type: none">1. Presidential Decree No. 1586: Establishing Environmental Impact Statement System, including Other Environmental Management Related Measures and for Other Purposes2. DENR Administrative Order No. 27, series of 2003: Amending DAO 26, DAO 29 and DAO 2000-81 among Others on the Preparation and Submission of Self-Monitoring Report (SMR)3. DENR Administrative Order No. 02, series of 2014: Revised Guidelines for the Accreditation of Pollution Control Officers (PCOs)4. PENELCO Resolution No. 1565, series of 2025 dated May 9, 2025: Resolution Authorizing the General Manager to sign the Management Responsibility Statement, General Information Sheet and Compliance Report in Accordance with the Provisions of Sections 2.6, 2.10 and 2.11 of the Business Separation Guidelines (BSG)		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	STOCK MANAGEMENT	
TOPIC	ACCEPTANCE AND ISSUANCE OF MATERIALS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/WAREHOUSE SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Receiving Report	Received by: Warehouse Section Head Checked by: ISDD Manager	General Manager
Material Charge Ticket	Issued by: Warehouse Section Head	ESD Manager
Material Credit Ticket	Received by: Warehouse Section Head Prepared by: Warehouse Coordinator	Noted by: ISDD Manager
Material Salvage Ticket	Received by: Warehouse Section Head Prepared by: Warehouse Coordinator	Noted by: ISDD Manager
Office Supplies, Janitorial, Motorpool (OSJM) Requisition Voucher	Requested by: Concerned Office Personnel	Concerned Department Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	STOCK MANAGEMENT	
TOPIC	ACCEPTANCE AND ISSUANCE OF MATERIALS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/ ADMINISTRATIVE SERVICES DIVISION (ASD) / WAREHOUSE SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Receiving Report	Administrative Services Division Chief	Institutional Services Development Department Manager
Materials Charge Ticket	Administrative Services Division Chief	Institutional Services Development Department Manager
Material Credit Ticket	Warehouse Section Head	Noted by: Administrative Services Division Chief
Material Salvage Ticket	Warehouse Section Head	Noted by: Administrative Services Division Chief
Transferred to Common Documents		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inspection Report- Electrical Materials, House Wiring Materials, Tools, and Special Equipment	---	Inspected by: ESD Representative PSSD Representative Witnessed by: Technical Audit Specialist
Inspection Report-Warehouse Stock (Office and General Services Supplies)	---	Inspected by: Warehouse Section Head ASD Chief Witnessed by: Technical Audit Specialist
Inspection Report- Motorpool Supplies	---	Inspected by: Motorpool Representative ASD Chief Witnessed by: Technical Audit Specialist
CONTROL POINTS		
1. Office Order No. 1936 Series of 2011: Guidelines on the Flow of Procedure on Service Center Revolving Stocks 2. Office Memorandum dated January 12, 2013: Return of Electrical Materials and Special Equipment		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inspection Report - Electrical Materials, Tools, and Special Equipment	---	Inspected by: Engineering Services Department Division Chief and Power Substation & Subtransmission Department Division Chief
Inspection Report - Warehouse Stock (Office and General Services Supplies)	---	Inspected by: Warehouse Section Head and Administrative Services Division Chief
Inspection Report - Motorpool Supplies	---	Inspected by: Motorpool Section Head and Administrative Services Division Chief
CONTROL POINTS		
1. Office Order No. 1936 Series of 2011: Guidelines on the Flow of Procedure on Service Center Revolving Stocks 2. Office Memorandum dated January 12, 2013: Return of Electrical Materials and Special Equipment		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	STOCK MANAGEMENT	
TOPIC	ACCEPTANCE AND ISSUANCE OF MATERIALS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/WAREHOUSE SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inspection Report-Computer Equipment and Accessories		Inspected by: Information Technical Supervisor ASD Chief Witnessed by: Technical Audit Specialis
Inspection Report-General Services	---	Inspected by: General Services Section Head ASD Chief Witnessed by: Technical Audit Specialist
Inspection Report-Construction Supplies		Inspected by: Construction Engineer ASD Chief Witnessed by: Technical Audit Specialist
CONTROL POINTS		
1. Office Order No. 1936 Series of 2011: Guidelines on the Flow of Procedure on Service Center Revolving Stocks 2. Office Memorandum dated January 12, 2013: Return of Electrical Materials and Special Equipment		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	STOCK MANAGEMENT	
TOPIC	ACCEPTANCE AND ISSUANCE OF MATERIALS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/ADMINISTRATIVE SERVICES DIVISION (ASD) / WAREHOUSE SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inspection Report - Computer Equipment and Accessories	---	Inspected by: Information & Communication Technology Division Chief and Administrative Services Division Chief
Inspection Report - General Services	---	Inspected by: General Services Section Head and Administrative Services Division Chief
Inspection Report - Construction Supplies	---	Inspected by: Construction Engineer and Administrative Services Division Chief
CONTROL POINTS		
1. Office Order No. 1936 Series of 2011: Guidelines on the Flow of Procedure on Service Center Revolving Stocks 2. Office Memorandum dated January 12, 2013: Return of Electrical Materials and Special Equipment		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	METER AND TRANSFORMER	
TOPIC	MONTHLY REPORT OF ISSUANCES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/WAREHOUSE SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Issuances of Kilowatt Hour Meter Report	Prepared by: Warehouse Section Head Checked by: ASD Chief Noted by: ISDD Manager	General Manager
Monthly Issuances of Transformer Report	Prepared by: Warehouse Section Head Checked by: ASD Chief Noted by: ISDD Manager	General Manager
CONTROL POINTS		
1. ERC Resolution No. 20, S 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		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	METER AND TRANSFORMER	
TOPIC	MONTHLY REPORT OF ISSUANCES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/ ADMINISTRATIVE SERVICES DIVISION (ASD) / WAREHOUSE SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Issuances of Kilowatt Hour Meter Report	Reviewed by: Administrative Services Division Chief	Noted by: Institutional Services & Development Department Manager
Monthly Issuances of Transformer Report	Reviewed by: Administrative Services Division Chief	Noted by: Institutional Services & Development Department Manager
CONTROL POINTS		
ERC Resolution No. 20, S 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		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PROPERTY MANAGEMENT	
TOPIC	EMPLOYEES ACCOUNTABILITIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/WAREHOUSE SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Memorandum Receipt for Issued Property	Issued by: Warehouse Section Head Received by: Concerned Employee	---
Memorandum of Returned Property	Received by: Warehouse Section Head Returned by: Concerned Employee	---
CONTROL POINTS		
1. Office Memorandum dated March 7, 2013: Guidelines on the Request and Issuances of Tools, Equipment, Furniture & Fixtures, Service Vehicles and Other Items		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PROPERTY MANAGEMENT	
TOPIC	EMPLOYEES ACCOUNTABILITIES	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/ ADMINISTRATIVE SERVICES DIVISION (ASD) / WAREHOUSE SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Memorandum Receipt for Issued Property	Initialed by: Supply Associate	Warehouse Section Head
Memorandum of Returned Property	Initialed by: Supply Associate	Warehouse Section Head
Turnover of Unusable Materials to General Services Section	Supply Associate	Warehouse Section Head
Turnover of Accountabilities	Reviewed by: Warehouse Section Head	Administrative Services Division Chief
Joint Annual Inventory Report	Administrative Services Division Chief and Finance Division Chief	Institutional Services & Development Department Manager and Finance Services Department Manager Noted by: General Manager
CONTROL POINTS		
1. Office Memorandum dated March 7, 2013: Guidelines on the Request and Issuances of Tools, Equipment, Furniture & Fixtures, Service Vehicles and Other Items		
2. PENELCO Board Resolution No. 1390, series of 2023: Resolution Approving the Inventory of PENELCO's Non-Performing Assets for Disposal		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	VEHICLES	
TOPIC	REPAIR AND MAINTENANCE	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/MOTORPOOL SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Requisition Slip for Gas & Oil(for Main Office)	- - -	ISDD Manager
Vehicle Parts / Supplies Requisition Slip	Assessed by: Motorpool Section Head	Noted by: Administrative Services Division Chief
Accident Report	Prepared by: Motorpool Section Head	Noted by: Administrative Services Division Chief
Coop Vehicle Borrower's Form	Noted by: ISDD Manager	General Manager
Spare Parts and Other Office Supplies Issue Slip	Motorpool Section Head	ISDD Manager
Report of Waste Replaced Materials	Motorpool Section Head	Noted by: ISDD Manager
Request for Carwash	- - -	ISDD Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	VEHICLES	
TOPIC	REPAIR AND MAINTENANCE	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT (ISDD)/ ADMINISTRATIVE SERVICES DIVISION / MOTORPOOL SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Requisition Slip for Gas & Oil (within the coverage area - for Main Office)	Initialed by: Motorpool Section Head	Administrative Services Division Chief
Requisition Slip for Gas & Oil (outside of coverage area - for Main Office)	Initialed by: Administrative Services Division Chief	Institutional Services & Development Department Manager
Vehicle Parts / Supplies Requisition Slip	Motorpool Services Section Head	Administrative Services Division Chief
Transferred to Common Documents		
Coop Vehicle Borrower's Form	Institutional Services & Development Department Manager	General Manager
For Deletion - same with Vehicle Parts / Supplies Requisition Slip		
For Deletion - not implemented		
Request for Carwash	Motorpool Section Head	Administrative Services Division Chief

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Quarterly Preventive Maintenance Schedule - Vehicles	Motorpool Section Head	Administrative Services Division Chief Noted by: Institutional Services & Development Department Manager
Annual Status Report of Vehicles	Motorpool Section Head	Administrative Services Division Chief Noted by: Institutional Services & Development Department Manager
Summary of Expenses for Replenishment of Revolving Fund (Motorpool)	Administrative Services Division Chief	Institutional Services & Development Department Manager
Monthly Accomplishment Report on Repairs of Coop Vehicles	Reviewed by: Administrative Services Division Chief	Noted by: Institutional Services & Development Department Manager
CONTROL POINTS		
1. PENELCO BOD Policy No. 49, Series of 2007: Use of Service Vehicles 2. PENELCO Board Resolution No. 1568, Series of 2025: Resolution Approving the Increase in the Revolving Fund Allocation for PENELCO Motorpool Section from Php100,000 to Php150,000		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PROCUREMENT OF MATERIALS,SUPPLIES, AND LABOR	
TOPIC	PROCUREMENT PROCESS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT/GENERAL SERVICES SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Quotation	- - -	Signed by: General Manager
Abstract of Canvass (Open - Less than Php 50,000.00)	PBAC Chairperson Witnessed by: IAD Manager	General Manager
Abstract of Canvass (Sealed - Php50,000 to not less than Php2,000,000.00)	PBAC Members	General Manager
Purchase Requisition Voucher	ISDD Manager	General Manager
Purchase Order	- - -	General Manager
Job Order Requisition Voucher	ISDD Manager	General Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PROCUREMENT OF MATERIALS,SUPPLIES, AND LABOR	
TOPIC	PROCUREMENT PROCESS	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES & DEVELOPMENT DEPARTMENT/ ADMINISTRATIVE SERVICES DIVISION / GENERAL SERVICES SECTION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Quotation	Initialed by: Administrative Services Division Chief	Institutional Services & Development Department Manager
Transferred to OGM-BAC		
Transferred to OGM-BAC		
Transferred to Common		
Purchase Order (Php 1,000.00 and Below)	Initialed by: Administrative Services Division Chief	Institutional Services & Development Department Manager
Purchase Order (Above Php 1,000.00)	Initialed by: Institutional Services & Development Department Manager	General Manager
Transferred to Common		
Job Order Form (Php 1,000.00 and Below)	Initialed by: Administrative Services Division Chief	Institutional Services & Development Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Job Order Form	- - -	General Manager
Inspection Report	General Services Section Head	General Manager
CONTROL POINTS 1. NEA Memorandum No. 2017-19: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Job Order Form (Above Php 1,000.00)	Initialed by: Institutional Services & Development Department Manager	General Manager
Job Completion Report	Administrative Services Division Chief	Institutional Services & Development Department Manager
Inventory of Non-Performing Assets	Institutional Services & Development Department Manager	General Manager (Subject for Board and National Electrification Administration's Approval)
Annual Property Inventory Report	Administrative Services Division Chief	Institutional Services & Development Department Manager
Facility/Building Maintenance Schedule	Administrative Services Division Chief	Institutional Services & Development Department Manager
Quarterly Preventive Maintenance Schedule (Air Conditioning Unit/ Generator Set)	Administrative Services Division Chief	Institutional Services & Development Department Manager
CONTROL POINTS 1. NEA Memorandum No. 2017-19: Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017) 2. Revenue Memorandum Circular No.(RMC) 57-2015 dated July 21, 2015: Submission of Inventory List and Other Reporting Requirements		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	OPERATION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/ SYSTEM DESIGN DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
As-built Report	ESD Manager Prepared by: Design and Staking Section Head Checked by: System Design Division Chief	General Manager
Staking Sheets (Relocation of Pole/Installation of Service Pole/Upgrading of Distribution Lines/Line Extension) i. As-Plan ii. As-Built	Checked by: System Design Division Chief	ESD Manager
Inspection Report (Extension of Distribution Line/Relocation of Pole/Rehabilitation of Distribution Line)	ESD Manager Prepared by: System Design Division Chief	General Manager
Bill of Materials	Prepared by: Technical Aide Inspected by: Stakingman II	Checked by: System Design Division Chief
CONTROL POINTS		
1. ERC Resolution 2 Series of 2010: Distribution Services and Open Access Rules (DSOAR) 2. Philippine Distribution Code (PDC) 3. DET 005 Distribution Lines, Substation and Power Quality Manual 4. Specification and Drawings for 7.6/13.2KV Line Construction		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	OPERATION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/ SYSTEM DESIGN DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
As-built Report	System Design Division Chief	Engineering Services Department Manager
Staking Sheets (Relocation of Pole/Installation of Service Pole/Upgrading of Distribution Lines/Line Extension) i. As-Plan ii. As-Built	System Design Division Chief	Engineering Services Department Manager
Inspection Report (Extension of Distribution Line/Relocation of Pole/Rehabilitation of Distribution Line)	System Design Division Chief	Engineering Services Department Manager
Bill of Materials	System Design Division Chief	Engineering Services Department Manager
System Design Division Accomplishment Report	System Design Division Chief	Engineering Services Department Manager
CONTROL POINTS		
1. ERC Resolution 2 Series of 2010: Distribution Services and Open Access Rules (DSOAR) 2. Philippine Distribution Code (PDC) 3. DET 005 Distribution Lines, Substation and Power Quality Manual 4. Specification and Drawings for 7.6/13.2KV Line Construction		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	OPERATION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/ SYSTEM DESIGN DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice of Power Interruption	Prepared by: System Design Division Chief Noted by: ESD Manager	General Manager
Cancellation of Power Interruption	Prepared by: System Design Division Chief Noted by: ESD Manager	General Manager
Notice to Proceed (for attachment of cables of telecommunication companies)	- - -	Signed by: ESD Manager
Joint Pole Inventory	Accomplished by: PENELCO Representative Company Representative	Noted by: ESD Manager
Monthly Accomplishment Report (Extension, Relocation, and Rehabilitation of lines)	Construction Section Head	Checked by: System Design Division Chief

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	OPERATION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/ SYSTEM DESIGN DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice of Power Interruption	Engineering Services Department Manager	General Manager
Cancellation of Power Interruption	Engineering Services Department Manager	General Manager
Notice to Proceed (Pole Attachment)	Initialed by: System Design Division Chief	Engineering Services Department Manager
Inventory of Jointly Used Poles	PENELCO Representative and Company Representative	Engineering Services Department Manager
Material and Construction Division Monthly Accomplishment Report (Extension, Relocation, and Rehabilitation of lines)	Material and Construction Division Chief	Engineering Services Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Cost of Power Interruption (Statement of Account)	Prepared by: Design and Staking Section Head Checked by: System Design Division Chief Noted by: ESD Manager	General Manager
CONTROL POINTS 1. NEA Memorandum 2023-21:2023 Policy/Guidelines on Annual EC Overall Performance Assessment 2. DET003-4 Energy and Interruption Manual 3. NEA Memorandum No. 2018-055 : Standard Joint Pole Agreement and Pole Rental Rate 4. Distribution Services and Open Access Rules (DSOAR) 5. Philippine Distribution Code (PDC) 6. DET 005 Distribution Lines, Substation and Power Quality Manual 7. ERC Resolution No. 26, Series of 2009 : Resolution Amending the Rules for Approval of Regulated Entities' Capital Expenditure Projects		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Cost of Power Interruption (Statement of Account)	System Design Division Chief	Engineering Services Department Manager
CONTROL POINTS 1. NEA Memorandum 2023-21:2023 Policy/Guidelines on Annual EC Overall Performance Assessment 2. DET003-4 Energy and Interruption Manual 3. NEA Memorandum No. 2018-055 : Standard Joint Pole Agreement and Pole Rental Rate 4. Distribution Services and Open Access Rules (DSOAR) 5. Philippine Distribution Code (PDC) 6. DET 005 Distribution Lines, Substation and Power Quality Manual 7. ERC Resolution No. 26, Series of 2009 : Resolution Amending the Rules for Approval of Regulated Entities' Capital Expenditure Projects		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	SITIO ELECTRIFICATION PROGRAM (SEP)	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION/MATERIAL AND CONSTRUCTION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certification of Right of Way Easement	Initialed by: ESD Manager	Signed by: General Manager
As-Plan Staking Sheets	Checked by: System Design Division Chief	ESD Manager
Bill of Materials	ESD Manager Prepared by: System Design Division Chief	General Manager
Letter of Commitment to Complete the Project	- - -	Signed by: General Manager Board President
Execution Plan	ESD Manager Prepared by: System Design Division Chief	General Manager
SEP Weekly Accomplishment Report	Prepared by: Material and Construction Division Chief Checked by: ESD Manager ISDD Manager Reviewed by: FSD Manager	General Manager
CONTROL POINTS		
1. IRR of RA 10531 or the National Electrification Administration Reform Act of 2013 2. NEA Memorandum No. 2024-07 : Enhanced Policy Guidelines on the Implementation of Strategized Rural Electrification and Operational Reliability for Electric Cooperatives		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	SITIO ELECTRIFICATION PROGRAM (SEP)	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION/MATERIAL AND CONSTRUCTION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Right of Way Easement	Initialed by: Engineering Services Department Manager	General Manager
As-Plan / As Built Staking Sheets	Engineering Services Department Manager	General Manager
Bill of Materials (Sitio Electrification Projects)	Engineering Services Department Manager	General Manager
Letter of Commitment to Complete the Project	Initialed by: Engineering Services Department Manager	General Manager and Board President
Execution Plan	Engineering Services Department Manager	General Manager
Sitio Electrification Project Weekly Accomplishment Report	Engineering Services Department Manager, Institutional Services Development Department Manager and Finance Services Department Manager	General Manager
CONTROL POINTS		
1. IRR of RA 10531 or the National Electrification Administration Reform Act of 2013 2. NEA Memorandum No. 2024-07 : Enhanced Policy Guidelines on the Implementation of Strategized Rural Electrification and Operational Reliability for Electric Cooperatives		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	SITIO ELECTRIFICATION PROGRAM (SEP)	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Project As-Built Report	ESD Manager Prepared by: Stakingman II Checked by: System Design Division Chief	General Manager
Certificate of Energization	- - -	Signed by: Barangay Captain General Manager
Certificate of Final Inspection and Acceptance	- - -	Signed by: ESD Manager General Manager NEA Representative
Joint Inspection Report of Distribution Line Extension	ESD Manager Inspected by: Stakingman II Contractor Representative Noted by: System Design Division Chief	General Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	SITIO ELECTRIFICATION PROGRAM (SEP)	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Project As-Built Report	Engineering Services Department Manager	General Manager
Certificate of Energization	Initialed by: Engineering Services Department Manager	Barangay Captain and General Manager
Certificate of Final Inspection and Acceptance	Initialed by: System Design Division Chief	Engineering Services Department Manager, General Manager and National Electrification Administration Representative
Joint Inspection Report of Distribution Line Extension	Engineering Services Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Project Implementation Report	Prepared by: System Design Division Chief Checked by: ESD Manager FSD Manager	General Manager
CONTROL POINTS 1. IRR of RA 10531 or the National Electrification Administration Reform Act of 2013 2. NEA Memorandum No. 2024-07 : Enhanced Policy Guidelines on the Implementation of Strategized Rural Electrification and Operational Reliability for Electric Cooperatives		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
SEP Project Implementation Report	Engineering Services Department Manager, Institutional Services Development Department Manager and Finance Services Department Manager	General Manager
CONTROL POINTS 1. IRR of RA 10531 or the National Electrification Administration Reform Act of 2013 2. NEA Memorandum No. 2024-07 : Enhanced Policy Guidelines on the Implementation of Strategized Rural Electrification and Operational Reliability for Electric Cooperatives		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	DEPARTMENT OF ENERGY, ENERGY REGULATION 1-94 (DOE ER1-94)	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
As-Plan Staking Sheets	Checked by: System Design Division Chief	ESD Manager
Bill of Materials	ESD Manager Prepared by: System Design Division Chief	General Manager
Letter of Commitment to complete the project	- - -	Signed by: General Manager Board President
Annual Work Plan (for DOE ER1-94 fund)	Prepared for Endorsement by: ESD Manager CPDD Manager	Certified Correct and Approved by: General Manager
Project As-Built Report	ESD Manager Prepared by: Stakingman II Checked by: System Design Division Chief	General Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	DEPARTMENT OF ENERGY, ENERGY REGULATION 1-94 (DOE ER1-94)	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
As-Plan Staking Sheets	Engineering Services Department Manager	General Manager
Bill of Materials	Engineering Services Department Manager	General Manager
Letter of Commitment to Complete the Project	Initialed by: Engineering Services Department Manager	General Manager and Board President
Transferred to CPDD		
Project As-Built Report	Engineering Services Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inspection Report of Distribution Line Extension	---	Signed by: ESD Manager General Manager NEA Representative
Joint Inspection Report of Distribution Line Extension	ESD Manager Inspected by: Stakingman II Contractor Representative Noted by: System Design Division Chief	General Manager
CONTROL POINTS 1. Philippine Distribution Code (PDC) 2. Distribution Services and Open Access Rules (DSOAR) 3. DOE DC 2021-03-003: Prescribing the Policy and Guidelines for the Formulation of Distribution Utilities Distribution Development Plan Integrating the Relevant Laws, Policy Issuances, Rules and Regulations 4. Specification and Drawings for 7.6/13.2KV Line Constructiones		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inspection Report of Distribution Line Extension	---	Engineering Services Department Manager, General Manager and Department of Energy (DOE) Representative
Joint Inspection Report of Distribution Line Extension	Engineering Services Department Manager	Engineering Services Department Manager, General Manager and Department of Energy (DOE) Representative
CONTROL POINTS 1. Philippine Distribution Code (PDC) 2. Distribution Services and Open Access Rules (DSOAR) 3. DOE DC 2021-03-003: Prescribing the Policy and Guidelines for the Formulation of Distribution Utilities Distribution Development Plan Integrating the Relevant Laws, Policy Issuances, Rules and Regulations 4. Specification and Drawings for 7.6/13.2KV Line Constructiones		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	CONSUMER INQUIRY	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Distribution System Data of Consumer	- - -	Signed by: General Manager
Request for approval of attachment of Banner at 13.2 kV poles	Initialed by: ESD Manager	Signed by: General Manager
CONTROL POINTS		
1. Philippine Distribution Code (PDC)		
2. Distribution Services and Open Access Rules (DSOAR)		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	CONSUMER INQUIRY	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Distribution System Data of Consumer	Initialed by: Engineering Services Department Manager	General Manager
Request for approval of attachment of Banner at 13.2 kV poles	Initialed by: Engineering Services Department Manager	General Manager
CONTROL POINTS		
1. Philippine Distribution Code (PDC)		
2. Distribution Services and Open Access Rules (DSOAR)		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	EMBEDDED GENERATION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Provisional Certificate of Approval to Connect	Initialed by: ESD Manager	Signed by: General Manager
Final Certificate of Approval to Connect	Initialed by: ESD Manager	Signed by: General Manager
Generating Unit Capability Test	Initialed by: ESD Manager	General Manager
CONTROL POINTS		
1. Philippine Distribution Code (PDC)		
2. Distribution Services and Open Access Rules (DSOAR)		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	EMBEDDED GENERATION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Provisional Certificate of Approval to Connect	Initialed by: Engineering Services Department Manager	General Manager
Final Certificate of Approval to Connect	Initialed by: Engineering Services Department Manager	General Manager
Distribution Utility (DU) Acknowledgement on Back-up Generating Unit for Self Generating Facility (SGF) and Distributed Energy Resource (DER)	Initialed by: Engineering Services Department Manager	General Manager
Generating Unit Capability Test	Initialed by: Engineering Services Department Manager	General Manager
1. Plant Capability Certificate		
2. Plant Ramp Rate Certificate		
CONTROL POINTS		
1. Philippine Distribution Code (PDC)		
2. Distribution Services and Open Access Rules (DSOAR)		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	TURN OVER OF SUBDIVISION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inspection Report of Distribution Line	Initialed by: ESD Manager	Signed by: General Manager
CONTROL POINTS		
1. Distribution Services and Open Access Rules (DSOAR)		
2. Philippine Distribution Code (PDC)		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	TURN OVER OF SUBDIVISION AND PRIVATE LINES	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inspection Report of Distribution Line	Initialed by: Engineering Services Department Manager	General Manager
CONTROL POINTS		
1. Distribution Services and Open Access Rules (DSOAR)		
2. Philippine Distribution Code (PDC)		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	LABORATORY REPORT	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Meter Calibration	Tested by: Laboratory Personnel	ESD Manager
Transformer Visual Inspection Report	Inspected by: Laboratory Personnel	Witnessed by: Service Center Personnel
Accomplishment Report	ESD Manager Prepared by: Metering and Special Equipment Section Head Noted by: Metering and Special Equipment Division Chief	For Information of General Manager
Transformer Test Report	Tested by: Calibrator Checked by: Metering and Special Equipment Section Head Noted by: Metering and Special Equipment Division Chief	ESD Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	LABORATORY REPORT	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Request for Meter Calibration	Metering and Special Equipment Section Head	Metering and Special Equipment Division Chief
Transformer Visual Inspection Report	---	Metering and Special Equipment Section Head
Metering and Special Equipment Division Accomplishment Report	Metering and Special Equipment Section Head	Metering and Special Equipment Division Chief Noted by: Engineering Services Department Manager
Transformer Test Report	Metering and Special Equipment Division Chief	Engineering Services Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Load Computation for Apprehended Consumer	Prepared by: Metering and Special Equipment Section Head	Noted by: Metering and Special Equipment Division Chief
CONTROL POINTS <ol style="list-style-type: none"> 1. Distribution Services and Open Access Rules (DSOAR) 2. Philippine Distribution Code (PDC) 3. Magna Carta for Residential Electricity Consumers 4. ERC Resolution No. 13 Series of 2024: A Resolution Adopting the Omnibus Rules for Customer Choice Programs in the Retail Market 5. ERC Resolution No. 6 Series of 2011: A Resolution Adopting the Amendments to thr Rules and Regulations Implementing Republic Act No. 7832 		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Load Computation for Apprehended Consumer	- - -	Metering and Special Equipment Section Head
CONTROL POINTS <ol style="list-style-type: none"> 1. Distribution Services and Open Access Rules (DSOAR) 2. Philippine Distribution Code (PDC) 3. Magna Carta for Residential Electricity Consumers 4. ERC Resolution No. 13 Series of 2024: A Resolution Adopting the Omnibus Rules for Customer Choice Programs in the Retail Market 5. ERC Resolution No. 6 Series of 2011: A Resolution Adopting the Amendments to thr Rules and Regulations Implementing Republic Act No. 7832 6. PENELCO Board Policy No. 59, Series of 2007: Inspection, Calibration/Testing and Replacement of Defective, Obsolete, Lost or Damaged and Burned Kilowatt-Hour (KwH) Meters 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	CONTESTABLE CONSUMERS AND EMBEDDED GENERATOR MONTHLY REPORT	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION/METERING AND SPECIAL EQUIPMENT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Contestable Consumers Monthly Reading Report	ESD Manager Prepared by: Design and Staking Section Head Metering & Apprehension Engineer Design Engineer Noted by: Metering and Special Equipment Division Chief	General Manager
Embedded Generator Monthly Reading Report	Prepared by: Metering and Special Equipment Division Chief	Noted by: ESD Manager
CONTROL POINTS 1. Distribution Services and Open Access Rules (DSOAR) 2. ERC Resolution No. 13 Series of 2024: A Resolution Adopting the Omnibus Rules for Customer Choice Programs in the Retail Market		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	CONTESTABLE CONSUMERS AND EMBEDDED GENERATOR MONTHLY REPORT	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION/METERING AND SPECIAL EQUIPMENT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Consumption of Contestable Consumers	Metering and Special Equipment Division Chief	Engineering Services Department Manager
Embedded Generator Monthly Reading Report	Metering and Special Equipment Division Chief	Engineering Services Department Manager
CONTROL POINTS 1. Distribution Services and Open Access Rules (DSOAR) 2. ERC Resolution No. 13 Series of 2024: A Resolution Adopting the Omnibus Rules for Customer Choice Programs in the Retail Market		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	METERING AND SPECIAL EQUIPMENT REPORT	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION/METERING AND SPECIAL EQUIPMENT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary of Accomplished Turn-on Order/ Meter Change order	Prepared by: Design and Staking Section Head Checked by: Metering and Special Equipment Division Chief	Noted by: ESD Manager
Material Requirement and Costing for Exclusive Use of Transformer	Prepared by: Metering and Special Equipment Section Head Stock Records Associate Checked by: ESD Manager Finance Division Chief	General Manager
Separate Billing for Check Meter	ISDD Manager FSD Manager Prepared by: Metering and Special Equipment Division Chief Noted by: ESD Manager	General Manager
Connection and Metering Service Agreement	Witnessed by: ESD Manager	Signed by: General Manager BOD President

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	METERING AND SPECIAL EQUIPMENT REPORT	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION/METERING AND SPECIAL EQUIPMENT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary List of Accomplished Turn-on Order/ Meter Change Order	Reviewed by: Metering and Special Equipment Division Chief	Noted by: Engineering Services Department Manager
Material Requirements for Exclusive Use of Transformer	System Design Division Chief and Metering & Special Equipment Division Chief	Engineering Services Department Manager
Separate Billing for Check Meter	Metering and Special Equipment Division Chief	Engineering Services Department Manager
Connection, Operation and Maintenance Service Agreement	---	General Manager and Board President

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS 1. Distribution Services and Open Access Rules (DSOAR) 2. Philippine Distribution Code (PDC) 3. ERC Resolution No. 13 Series of 2024: A Resolution Adopting the Omnibus Rules for Customer Choice Programs in the Retail Market 4. ERC Resolution No. 09 Series of 2013: A Resolution Adopting the Rules Enabling the Net-Metering Program for Renewable Energy		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Metering Service Agreement	- - -	General Manager and Board President
CONTROL POINTS 1. Distribution Services and Open Access Rules (DSOAR) 2. Philippine Distribution Code (PDC) 3. ERC Resolution No. 13 Series of 2024: A Resolution Adopting the Omnibus Rules for Customer Choice Programs in the Retail Market 4. ERC Resolution No. 09 Series of 2013: A Resolution Adopting the Rules Enabling the Net-Metering Program for Renewable Energy		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	METERING AND SPECIAL EQUIPMENT REPORT	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION/METERING AND SPECIAL EQUIPMENT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Individual Billing for Turn-over of Subdivision	ISDD Manager FSD Manager Prepared by: Metering and Special Equipment Division Chief Noted by: ESD Manager	General Manager
Net Metering Interconnection Assessment	- - -	Inspected and Assessed by: ESD Engineers
Metering Installation Compliance Report	Prepared by: Metering and Apprehension Engineer Noted by: Metering and Special Equipment Division Chief	Certified True and Correct by: ESD Manager
CONTROL POINTS		
<ol style="list-style-type: none"> 1. Distribution Services and Open Access Rules (DSOAR) 2. Philippine Distribution Code (PDC) 3. ERC Resolution No. 13 Series of 2024: A Resolution Adopting the Omnibus Rules for Customer Choice Programs in the Retail Market 4. ERC Resolution No. 09 Series of 2013: A Resolution Adopting the Rules Enabling the Net-Metering Program for Renewable Energy 		



MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	METERING AND SPECIAL EQUIPMENT REPORT	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/SYSTEM DESIGN DIVISION/METERING AND SPECIAL EQUIPMENT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Joint Inspection Report for Individual Billing for Turn-over of Subdivision/Building	Inspection Team	Service Center Supervisor, Finance Services Department Manager, and Engineering Services Department Manager
Net Metering Interconnection Assessment	Initialed by: Metering and Apprehension Section Head	Metering and Special Equipment Division Chief
Metering Installation Compliance Report (Installation of Metering Facilities for Contestable Customers)	Engineering Services Department Manager	Certified True and Correct by: General Manager
CONTROL POINTS		
<ol style="list-style-type: none"> 1. Distribution Services and Open Access Rules (DSOAR) 2. Philippine Distribution Code (PDC) 3. ERC Resolution No. 13 Series of 2024: A Resolution Adopting the Omnibus Rules for Customer Choice Programs in the Retail Market 4. ERC Resolution No. 09 Series of 2013: A Resolution Adopting the Rules Enabling the Net-Metering Program for Renewable Energy 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	MONTHLY REPORTORIAL REPORT FOR ERC	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/METERING AND SPECIAL EQUIPMENT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Reportorial Requirement for Meter Shops	Submitted by: Metering and Special Equipment Division Chief	Noted by: ESD Manager
Reportorial Requirement For Distribution Utility	Submitted by: Metering and Special Equipment Division Chief Warehouse Section Head Consumers Services Section Head	Noted by: ESD Manager ISDD Manager
Distribution Utility Non-Exporting Distributed Energy Resources (DER) Management Report	Prepared by: Metering and Special Equipment Division Chief Reviewed by: ESD Manager	General Manager
Distribution Utility Embedded Generator Report	Prepared by: Metering and Special Equipment Division Chief Reviewed by: ESD Manager	General Manager
Distribution Utility Self-Generation Facility (SGF) Management Report	Prepared by: Metering and Special Equipment Division Chief Reviewed by: ESD Manager	General Manager
CONTROL POINTS		
1. NEA Memorandum No. 2023-21: 2023 Policy Guidelines on Annual EC Overall Performance Assessment		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	MONTHLY REPORTORIAL REPORT FOR ERC	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/METERING AND SPECIAL EQUIPMENT DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Reportorial Requirement for Meter Shops	Engineering Services Department Manager	General Manager
Reportorial Requirement For Distribution Utility	Engineering Services Department Manager and Institutional Services Development Department Manager	General Manager
Distribution Utility Distributed Energy Resources (DER) Management Report	Reviewed by: Engineering Services Department Manager	General Manager
Distribution Utility Embedded Generator Report	Reviewed by: Engineering Services Department Manager	General Manager
Distribution Utility Self-Generation Facility (SGF) Management Report	Reviewed by: Engineering Services Department Manager	General Manager
CONTROL POINTS		
1. NEA Memorandum No. 2023-21: 2023 Policy Guidelines on Annual EC Overall Performance Assessment 2. ERC Resolution No. 17, Series of 2023 - A Resolution Adopting the 2023 Revised Rules for the Issuance of Certificate of Compliance for Generation Facilities		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	MATERIALS AND SUPPLIES	
TOPIC	MATERIALS AND SUPPLIES REQUISITION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Requisition Voucher	ESD Manager	General Manager
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	MATERIALS AND SUPPLIES	
TOPIC	MATERIALS AND SUPPLIES REQUISITION	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)/ POWER SUBSTATION AND SUBTRANSMISSION DEPARTMENT (PSSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Requisitioner Voucher (Electrical Materials)	Concerned Engineering Services / Power Substation and Subtransmission Division Chief	Engineering Services Department Manager/ Power Substation and Subtransmission Department Manager
CONTROL POINTS		
PENELCO Board Policy No. 56, series of 2007: Procurement of Supplies, Materials and Equipment		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	REPORTORIAL COMPLIANCE (NEA PORTAL)	
TOPIC	MONTHLY INSTITUTIONAL REPORT	
RESPONSIBLE OFFICE	INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)/MEMBER SERVICES DIVISION (MSD)/FINANCE SERVICES DEPARTMENT (FSD)/ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Monitoring Report of RFSC/GF - Funded Electrification Projects	Prepared by: Design and Staking Section Head CWDA Compliance Specialist Reviewed and Confirmed by: ESD Manager ISDD Manager FSD Manager	Certified True and Correct by: General Manager
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Voltage Variation Report	Engineering Services Department Manager	General Manager
Monthly Monitoring Report of Reinvestment Fund for Sustainable CAPEX/Internally Generated Fund - Funded Electrification Projects	Reviewed and Confirmed by: Engineering Services Department Manager, Institutional Services Development Department Manager and Finance Services Department Manager	Certified True and Correct by: General Manager
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	OPERATION	
TOPIC	COMPLIANCE	
RESPONSIBLE OFFICE	POWER SUB-STATION AND SUB-TRANSMISSION DEPARTMENT (PSSD)/POWER SUB-STATION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Grid User Compliance Report (GUCR)	PSSD Manager Prepared by: Power Sub-Station Division Chief	General Manager
Grid User Summary of Compliance Plan to the Philippine Grid Code	PSSD Manager Prepared by: Power Sub-Station Division Chief	General Manager
CONTROL POINTS 1. Supervisory Control and Data Acquisition (SCADA), Operation and Coordination for Safety Precaution, Latest Revision 2. Philippine Distribution Code, 2017 Edition 3. Philippine Grid Code, 2016 Edition		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	OPERATION	
TOPIC	COMPLIANCE	
RESPONSIBLE OFFICE	POWER SUBSTATION AND SUBTRANSMISSION DEPARTMENT (PSSD)/POWER SUBSTATION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Grid Users Compliance Report (GUCR) to the Philippine Grid Code	Power Substation and Subtransmission Department Manager	General Manager
Grid User Summary of Compliance Plan to the Philippine Grid Code	Power Substation and Subtransmission Department Manager	General Manager
CONTROL POINTS 1. Supervisory Control and Data Acquisition (SCADA), Operation and Coordination for Safety Precaution, Latest Revision 2. Philippine Distribution Code, 2017 Edition 3. Philippine Grid Code, 2016 Edition		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	OPERATION	
TOPIC	CERTIFICATES, APPROVAL AND CLERANCES	
RESPONSIBLE OFFICE	POWER SUB-STATION AND SUB-TRANSMISSION DEPARTMENT (PSSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Provisional Clearance (for Building and Structure)	PSSD Manager Prepared by: Right of Way (ROW) Officer Noted by: Concerned Division Chief	General Manager
Notice of Electrical Hazard	Initialed by: PSSD Manager	Signed by: General Manager
Letter of Approval (Distribution Impact Study for 69kV Connected Customer)	Initialed by: PSSD Manager	Signed by: General Manager
Provisional Certificate of Approval to Connect (PCATC) (for 69kV User (GenCo and DCC)	Initialed by: PSSD Manager	Signed by: General Manager
Final Certificate of Approval to Connect (FCATC) (for 69kV User (GenCo and DCC)	Initialed by: PSSD Manager	Signed by: General Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	OPERATION	
TOPIC	CERTIFICATES, APPROVAL AND CLERANCES	
RESPONSIBLE OFFICE	POWER SUBSTATION AND SUBTRANSMISSION DEPARTMENT (PSSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Provisional Clearance (for Building and Structure)	Power Substation and Subtransmission Department Manager	General Manager
Notice of Electrical Hazard	Initialed by: Power Substation and Subtransmission Department Manager	General Manager
Letter of Approval (Distribution Impact Study for 69kV Connected Customer)	Initialed by: Power Substation and Subtransmission Department Manager	General Manager
Letter of Approval (Distribution Asset Study for 69kV Connected Customer)	Initialed by: Power Substation and Subtransmission Department Manager	General Manager
Provisional Certificate of Approval to Connect (PCATC) (for 69kV User (GenCo and DCC)	Initialed by: Power Substation and Subtransmission Department Manager	General Manager
Final Certificate of Approval to Connect (FCATC) (for 69kV User (GenCo and DCC)	Initialed by: Power Substation and Subtransmission Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Metering Installation Registration Form (for 69kV Customer)	Initialed by: PSSD Manager	Signed by: General Manager
CONTROL POINTS <ol style="list-style-type: none"> 1. Department of Energy Department Circular No. DC2021-06-0013: Adopting General Framework Governing the Test and Commissioning of Generation Facilities for Ensuring Readiness to Deliver Energy to the Grid or Distribution Network. 2. DOE DC No. 2020-0002: The Implementing Rules and Regulations of Republic Act No. 11361, otherwise known as the "Anti-Obstruction of Power Line Act" 3. Philippine Distribution Code, 2017 Edition 4. Philippine Grid Code, 2016 Edition 		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Metering Installation Registration Form (for 69kV Customer)	Initialed by: Power Substation and Subtransmission Department Manager	General Manager
CONTROL POINTS <ol style="list-style-type: none"> 1. Department of Energy Department Circular No. DC2021-06-0013: Adopting General Framework Governing the Test and Commissioning of Generation Facilities for Ensuring Readiness to Deliver Energy to the Grid or Distribution Network. 2. DOE DC No. 2020-0002: The Implementing Rules and Regulations of Republic Act No. 11361, otherwise known as the "Anti-Obstruction of Power Line Act" 3. Philippine Distribution Code, 2017 Edition 4. Philippine Grid Code, 2016 Edition 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	MAINTENANCE	
TOPIC	PLANNED ACTIVITIES	
RESPONSIBLE OFFICE	POWER SUB-STATION AND SUB-TRANSMISSION DEPARTMENT (PSSD)/POWER SUB-STATION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice of Service Power Interruption	PSSD Manager	For information of General Manager
Record of Coordination and Safety Precautions	Power Sub-Station Division Chief	PSSD Manager
CONTROL POINTS 1. Supervisory Control and Data Acquisition (SCADA), Operation and Coordination for Safety Precaution, Latest Revision 2. Philippine Distribution Code, 2017 Edition 3. Philippine Grid Code, 2016 Edition		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	MAINTENANCE	
TOPIC	PLANNED ACTIVITIES	
RESPONSIBLE OFFICE	POWER SUBSTATION AND SUBTRANSMISSION DEPARTMENT (PSSD)/POWER SUBSTATION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice of Service Power Interruption	Power Substation and Subtransmission Department Manager	General Manager
Record of Coordination and Safety Precautions	Power Substation Division Chief	Power Substation and Subtransmission Department Manager
CONTROL POINTS 1. Supervisory Control and Data Acquisition (SCADA), Operation and Coordination for Safety Precaution, Latest Revision 2. Philippine Distribution Code, 2017 Edition 3. Philippine Grid Code, 2016 Edition		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PROJECTS	
TOPIC	DESIGN AND CONSTRUCTION	
RESPONSIBLE OFFICE	POWER SUB-STATION AND SUB-TRANSMISSION DEPARTMENT (PSSD)/POWER SUB-STATION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Staking Sheets (Relocation of Pole/ Upgrading of Subtransmission Line/Line Extension)	PSSD Manager Prepared by: Construction, Operation, Maintenance Section Head Checked by: Power Sub-Station Division Chief	General Manager
Bill of Materials	PSSD Manager Prepared by: Construction, Operation, Maintenance Section Head Checked by: Power Sub-Station Division Chief	General Manager
Plans and Drawings	PSSD Manager Prepared by: Concerned Section Head Checked by: Concerned Power Sub-Station Division Chief	General Manager
Installation, Testing, Commissioning & Energization Checklist	PSSD Manager Checked by: Power Sub-Station Division Chief	General Manager
CONTROL POINTS 1. Philippine Distribution Code, 2017 Edition 2. Philippine Grid Code, 2016 Edition 3. Philippine Electrical Code, Latest Edition 4. NEA Engineering Bulletin		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	PROJECTS	
TOPIC	DESIGN AND CONSTRUCTION	
RESPONSIBLE OFFICE	POWER SUBSTATION AND SUBTRANSMISSION DEPARTMENT (PSSD)/POWER SUBSTATION DIVISION / POWER SUBTRANSMISSION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Staking Sheets (Relocation of Pole/ Upgrading of Subtransmission Line/Line Extension)	Power Substation and Subtransmission Department Manager	General Manager
Bill of Materials	Power Substation and Subtransmission Department Manager	General Manager
Plans and Drawings	Power Substation and Subtransmission Department Manager	General Manager
Installation, Testing, Commissioning & Energization Checklist	Power Substation and Subtransmission Department Manager	General Manager
CONTROL POINTS 1. Philippine Distribution Code, 2017 Edition 2. Philippine Grid Code, 2016 Edition 3. Philippine Electrical Code, Latest Edition 4. NEA Engineering Bulletin		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PROJECTS	
TOPIC	DESIGN AND CONSTRUCTION	
RESPONSIBLE OFFICE	POWER SUB-STATION AND SUB-TRANSMISSION DEPARTMENT (PSSD)/POWER SUB-STATION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Staking Sheets (Relocation of Pole/ Upgrading of Subtransmission Line/Line Extension)	PSSD Manager Prepared by: Construction, Operation, Maintenance Section Head Checked by: Power Sub-Station Division Chief	General Manager
Bill of Materials	PSSD Manager Prepared by: Construction, Operation, Maintenance Section Head Checked by: Power Sub-Station Division Chief	General Manager
Plans and Drawings	PSSD Manager Prepared by: Concerned Section Head Checked by: Concerned Power Sub-Station Division Chief	General Manager
Installation, Testing, Commissioning & Energization Checklist	PSSD Manager Checked by: Power Sub-Station Division Chief	General Manager
CONTROL POINTS 1. Philippine Distribution Code, 2017 Edition 2. Philippine Grid Code, 2016 Edition 3. Philippine Electrical Code, Latest Edition 4. NEA Engineering Bulletin		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	PROJECTS	
TOPIC	DESIGN AND CONSTRUCTION	
RESPONSIBLE OFFICE	POWER SUBSTATION AND SUBTRANSMISSION DEPARTMENT (PSSD)/POWER SUBSTATION DIVISION / POWER SUBTRANSMISSION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Staking Sheets (Relocation of Pole/ Upgrading of Subtransmission Line/Line Extension)	Concerned Power Substation and Subtransmission Division Chief	Power Substation and Subtransmission Department Manager
Bill of Materials	Concerned Power Substation and Subtransmission Division Chief	Power Substation and Subtransmission Department Manager
Plans and Drawings	Concerned Power Substation and Subtransmission Division Chief	Power Substation and Subtransmission Department Manager
Installation, Testing, Commissioning & Energization Checklist	Concerned Power Substation and Subtransmission Division Chief	Power Substation and Subtransmission Department Manager
CONTROL POINTS 1. Philippine Distribution Code, 2017 Edition 2. Philippine Grid Code, 2016 Edition 3. Philippine Electrical Code, Latest Edition 4. NEA Engineering Bulletin		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	OPERATION	
TOPIC	REPORTS	
RESPONSIBLE OFFICE	POWER SUB-STATION AND SUB-TRANSMISSION DEPARTMENT (PSSD)/POWER SUB-STATION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Checklist for Sub-Station Inspection (Monthly)	Inspected by: Construction, Operation and Maintenance Section Head Checked by: Power Sub-Station Division Chief	Noted by: PSSD Manager
Operation and Automation System Monthly Inspection Report and Checklist	Performed by: Operation & Automation Section Head Checked by: Power Sub-Station Division Chief	Noted by: PSSD Manager
Sub-Station Power Quality Report for the Month	Prepared by: Operation and Analyst Checked by: Power Sub-Station Division Chief	Noted and Approved by: PSSD Manager
SCADA Alarms, Statuses and Reports	Prepared by: SCADA Operator and Analyst Confirmed by: Operation & Automation Section Head Checked by: Power Sub-Station Division Chief	Noted by: PSSD Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	OPERATION	
TOPIC	REPORTS	
RESPONSIBLE OFFICE	POWER SUBSTATION AND SUBTRANSMISSION DEPARTMENT (PSSD)/POWER SUBSTATION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Checklist for Substation Inspection (Monthly)	Reviewed by: Power Substation Division Chief	Noted by: Power Substation and Subtransmission Department Manager
Operation and Automation System Monthly Inspection Report and Checklist	Reviewed by: Power Substation Division Chief	Noted by: Power Substation and Subtransmission Department Manager
Substation Power Quality Report for the Month	Power Substation Division Chief	Power Substation and Subtransmission Department Manager
Supervisory Control and Data Acquisition (SCADA) Alarms, Statuses and Reports	Reviewed by: Power Substation Division Chief	Noted by: Power Substation and Subtransmission Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Unplanned Power Interruption (Significant Incident Report)	Prepared by: Operation and Automation Head Checked by: Power Sub-Station Division Chief Noted by: PSSD Manager	For information of General Manager
CONTROL POINTS 1. Philippine Distribution Code, 2017 Edition 2. Philippine Grid Code, 2016 Edition 3. Philippine Electrical Code, Latest Edition 4. NEA Engineering Bulletin 5. Supervisory Control and Data Acquisition (SCADA), Operation and Coordination for Safety Precaution, Latest Revision		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Unplanned Power Interruption (Significant Incident Report)	Power Substation and Subtransmission Department Manager	General Manager
CONTROL POINTS 1. Philippine Distribution Code, 2017 Edition 2. Philippine Grid Code, 2016 Edition 3. Philippine Electrical Code, Latest Edition 4. NEA Engineering Bulletin 5. Supervisory Control and Data Acquisition (SCADA), Operation and Coordination for Safety Precaution, Latest Revision		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	OPERATION	
TOPIC	REPORTS	
RESPONSIBLE OFFICE	POWERSUB-STATIONANDSUB-TRANSMISSIONDEPARTMENT (PSSD)/POWER SUB-STATION DIVISION/RELAYING AND TESTING DIVISION/POWER SUB-TRANSMISSION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Sub-Station and Switching Station Maintenance Program	PSSD Manager Prepared by: Power Sub-Station Division Chief	General Manager
Monthly Sub-Station Energy Profile	Prepared by: Research and Testing Section Head Checked by: Relaying and Testing Division Chief	Noted by: PSSD Manager
Electrical Equipment Test Results (Current Transformer, Insulation and Contact Resistance)	Prepared and Tested by: Research and Testing Section Head Relaying and Testing Division Chief	Noted by: PSSD Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	OPERATION	
TOPIC	REPORTS	
RESPONSIBLE OFFICE	POWER SUBSTATION AND SUBTRANSMISSION DEPARTMENT (PSSD)/POWER SUBSTATION DIVISION/RELAYING AND TESTING DIVISION/POWER SUBTRANSMISSION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Substation and Switching Station Maintenance Program	Power Substation Division Chief	Power Substation and Subtransmission Department Manager
Monthly Substation Energy Profile	Relaying and Testing Division Chief	Power Substation and Subtransmission Department Manager
Electrical Equipment Test Results (Current Transformer, Insulation and Contact Resistance)	Relaying and Testing Division Chief	Power Substation and Subtransmission Department Manager
1. Current Transformer Test Report		
2. Insulation Resistance Test		
3. Current Transformation Ratio Test		
4. Contact Resistance Test		
5. Relay Test		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Power Transformer Test Report	Prepared and Tested by: Research and Testing Section Head Relaying and Testing Division Chief	Noted by: PSSD Manager
Operation and Maintenance (Line Segment)	Prepared by: Lineman	Reviewed by: Foreman
Maintenance Work Program for the Year	Prepared by: Construction, Operation, Maintenance and Design Section Head Checked by: Power Subtransmission Division Chief	Noted by: PSSD Manager
CONTROL POINTS 1. Philippine Distribution Code, 2017 Edition 2. Philippine Grid Code, 2016 Edition 3. Philippine Electrical Code, Latest Edition 4. NEA Engineering Bulletin 5. Supervisory Control and Data Acquisition (SCADA), Operation and Coordination for Safety Precaution, Latest Revision		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Power Transformer Test Report	Relaying and Testing Division Chief	Power Substation and Subtransmission Department Manager
Operation and Maintenance (Line Segment)	Power Subtransmission Division Chief	Power Substation and Subtransmission Department Manager
Subtransmission Maintenance Work Program for the Year	Power Subtransmission Division Chief	Power Substation and Subtransmission Department Manager
CONTROL POINTS 1. Philippine Distribution Code, 2017 Edition 2. Philippine Grid Code, 2016 Edition 3. Philippine Electrical Code, Latest Edition 4. NEA Engineering Bulletin 5. Supervisory Control and Data Acquisition (SCADA), Operation and Coordination for Safety Precaution, Latest Revision		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	OPERATION	
TOPIC	REPORTS	
RESPONSIBLE OFFICE	POWER SUBSTATION AND SUBTRANSMISSION DEPARTMENT (PSSD)/POWER SUBSTATION DIVISION/RELAYING AND TESTING DIVISION/POWER SUBTRANSMISSION DIVISION	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Division Accomplishment Report	Concerned Power Substation and Substation Department Division Chief	Noted by: Power Substation and Subtransmission Department Manager
Completion Report (For Close-out)	Power Substation and Subtransmission Department Manager	General Manager
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	DOCUMENTS	
TOPIC	NEW CONNECTION	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)/ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transformer Clearance for New Connection/Temporary Connection (Front Page)	Prepared by: Concerned SC Foreman Checked by: Concerned SC Supervisor	ESD Manager
Inspection Report for New Connection/Temporary Connection (Back Page)	Inspection Performed by: Concerned SC Foreman Concerned SC Supervisor ESD Manager	
Application for Electric Service with Exclusive Use of Transformer/s (Front Page)	Prepared by: Concerned SC Foreman	Checked by: Concerned SC Supervisor
Sketch/Staking (Back Page)	Prepared by: Concerned SC Foreman	Noted by: Concerned SC Supervisor
Net-Metering Application	Inspected by: Concerned SC Foreman	Checked by: Concerned SC Supervisor
Appointment-Face to Face/Webinar (for Pre-membership Orientation Seminar)		Concerned SC Supervisor
CONTROL POINTS		
<ol style="list-style-type: none"> Chapter II Article 6 of Magna Carta for Residential Electricity Consumers: A Consumer has the Right to be Connected to a Distribution Utility for Electric Service after all the Consumer's Full Compliance with the Distribution Utility's and Local Government Unit's (LGU) Requirements) Amended By-Laws Article I Section 7: Membership: Purchase of Electric Energy Policy No. 11: Policy Establishing Guidelines for the Exclusive Use of Transformers Energy Regulatory Commission (ERC) Resolution No. 09 Series of 2013: The Rules Enabling the Net-Metering Program for Renewable Energy 		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	DOCUMENTS	
TOPIC	NEW CONNECTION	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)/ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transformer Clearance for New Connection/Temporary Connection (Front Page)	Concerned Service Center Supervisor	Engineering Services Department Manager
Inspection Report for New/Temporary Connection (Back Page)	Concerned Service Center Supervisor	Engineering Services Department Manager
Application for Electric Service with Exclusive Use of Transformer/s (Front Page)	Concerned Service Center Supervisor	Engineering Services Department Manager
Sketch/Staking (Back Page)	Concerned Service Center Foreman	Noted by: Concerned Service Center Supervisor
Net-Metering Application	Concerned Service Center Foreman	Concerned Service Center Supervisor
Regular/BAPA Appointment-Face to Face/Webinar (for Pre-membership Orientation Seminar)	---	Concerned Service Center Supervisor
CONTROL POINTS		
<ol style="list-style-type: none"> Chapter II Article 6 of Magna Carta for Residential Electricity Consumers: A Consumer has the Right to be Connected to a Distribution Utility for Electric Service after all the Consumer's Full Compliance with the Distribution Utility's and Local Government Unit's (LGU) Requirements) PENELCO Amended By-Laws Article I Section 7: Membership: Purchase of Electric Energy PENELCO Policy No. 11: Policy Establishing Guidelines for the Exclusive Use of Transformers Energy Regulatory Commission (ERC) Resolution No. 09 Series of 2013: The Rules Enabling the Net-Metering Program for Renewable Energy NEA Memorandum No. 2024-39 - Prioritization of Processing of Net-Metering Application for Enhanced Renewable Energy Integration 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	DOCUMENTS	
TOPIC	CONSUMERS COMPLAINTS/REQUESTS	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Member/Consumer Complaint Report (Service Memo) A. Complaint: 1. No Power 2. Loose Connection 3. Burned Meter 4. Stock Meter 5. Wrong Reading B. Request for: 1. Disconnection 2. Reconnection 3. Calibration 4. Change Meter 5. Transfer of Meter C. Others (power line services concerns)	Prepared by: Concerned SC Foreman	Noted by: Concerned SC Supervisor
Application for Change Name		Checked by: Concerned SC Supervisor Endorsed to: ISDD/MSD
Turn-on Order (Reconnection of Disconnected Consumers)	Prepared by: Bill Controller/CWDA	Concerned SC Supervisor
Turn-off Order (Disconnection of Delinquent Consumers and House Demolished)		Concerned SC Supervisor

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MANUAL OF APPROVALS

1st Edition

SUBJECT	DOCUMENTS	
TOPIC	CONSUMERS COMPLAINTS/REQUESTS	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Member/Consumer Complaint Report (Service Memo) A. Complaint: 1. No Power 2. Loose Connection 3. Burned Meter 4. Stock Meter 5. Wrong Reading B. Request for: 1. Disconnection 2. Reconnection 3. Calibration 4. Change Meter 5. Transfer of Meter C. Others (power line services concerns)	Concerned Service Center Foreman/ Bill Controller/Consumers Welfare Desk Associate	Noted by: Concerned Service Center Supervisor
Application for Change Name	Concerned Service Center Supervisor and Member Services Division Chief	Institutional Services and Development Department Manager
Turn-on Order (Reconnection of Disconnected Consumers)	Bill Controller/ Consumers Welfare Desk Associate	Concerned Service Center Supervisor
Turn-off Order (Disconnection of Delinquent Consumers and House Demolished)	---	Concerned Service Center Supervisor

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Meter Change Order (Obsolete, Defective and Burned Kwh Meter)	Prepared by: Bill Controller/CWDA	Noted by: Concerned SC Supervisor
CONTROL POINTS <ol style="list-style-type: none"> Article 13 of Magna Carta for Residential Electricity Consumers: Right to a Prompt Investigation of Complaints (Customer Dealings: Distribution Utilities shall Record and Promptly Investigate all Complaints referred to them Concerning their Services) BOD Policy No. 20: Changing the Name in the Electric Bill/BOD Policy no. 48 Series of 2007: Changing Name in the Electric Bill Article 23 of Magna Carta for Residential Electricity Consumers: Right to Reconnection of Electric Service Office Memorandum No. dated January 10, 2013: Procedures/Guidelines for Reconnection and Changed Meter 		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Meter Change Order (Obsolete, Defective and Burned Kwh Meter)	Concerned Service Center Foreman	Concerned Service Center Supervisor
CONTROL POINTS <ol style="list-style-type: none"> Article 13 of Magna Carta for Residential Electricity Consumers: Right to a Prompt Investigation of Complaints (Customer Dealings: Distribution Utilities shall Record and Promptly Investigate all Complaints referred to them Concerning their Services) PENELCO BOD Policy No. 20: Changing the Name in the Electric Bill/ PENELCO BOD Policy no. 48 Series of 2007: Changing Name in the Electric Bill Article 23 of Magna Carta for Residential Electricity Consumers: Right to Reconnection of Electric Service PENELCO Office Memorandum No. dated January 10, 2013: Procedures/Guidelines for Reconnection and Changed Meter 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	DOCUMENTS	
TOPIC	ILLEGAL CONNECTION/APPREHENSION	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inspection Report for Apprehension		Certified by: Apprehending Team Leader
CONTROL POINTS		
1. Republic Act 7832: Anti-Pilferage Act		
2. Policy No. 3 dated May 15, 1990: Apprehension on Illegal Use of Electricity and Incentive on Apprehension		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	DOCUMENTS	
TOPIC	ILLEGAL CONNECTION/APPREHENSION	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Apprehension Report	- - -	Certified by: Apprehension Team Leader
CONTROL POINTS		
1. Republic Act 7832: Anti-Pilferage Act		
2. PENELCO BOD Policy No. 3 dated May 15, 1990: Apprehension on Illegal Use of Electricity and Incentive on Apprehension		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCIAL DOCUMENTS	
TOPIC	REFUND	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Application for Bill Deposit Refund (Consumer's Copy)		Checked by: Concerned SC Supervisor Endorsed to: ISDD/MSD
Application for Refund of Meter Deposit	Received by: Concerned SC Supervisor Endorsed to: ISDD/MSD	
CONTROL POINTS		
1. Chapter II Article 7 of Magna Carta for Residential Electricity Consumer: Right to Refund of Bill Deposits 2. ERC RES No. 8 Series of 2008: Adopting Rules to Govern the Refund of Meter Deposit to Residential and Non-Residential Consumers		

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MANUAL OF APPROVALS

1st Edition

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
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CONTROL POINTS		
1. Chapter II Article 7 of Magna Carta for Residential Electricity Consumer: Right to Refund of Bill Deposits 2. ERC RES No. 8 Series of 2008: Adopting Rules to Govern the Refund of Meter Deposit to Residential and Non-Residential Consumers		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCIAL ASSISTANCE/DISCOUNT	
TOPIC	CONSUMER'S WELFARE	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Senior Citizen Discount Application Form	Receiving and Checking of Supporting Documents: Concerned SC Supervisor Endorsed to: ISDD/MSD	
4P's Lifeline Application Form/ Non-4P's Lifeline Application Form	Receiving and Checking of Supporting Documents: Concerned SC Supervisor Endorsed to: ISDD/MSD	
CONTROL POINTS		
1. BOD Policy No. 70 series of 2010: Policy for Implementing Guidelines on Five Percent (5%) Discount on Electric Bill Based on R.A. 9994 also known as the "The Expanded Senior Citizens" 2. R.A. No. 11552: Tripartite Advisory on Lifeline IRR by the ERC, DOE and DSWD dated June 13, 2023		

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SUBJECT	FINANCIAL ASSISTANCE/DISCOUNT	
TOPIC	CONSUMER'S WELFARE	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Senior Citizen Discount Application Form	Concerned Service Center Bill Controller	Validated by: Member Services Division Staff
For Deletion - Not for approval of SC		
CONTROL POINTS		
1. PENELCO BOD Policy No. 70 series of 2010: Policy for Implementing Guidelines on Five Percent (5%) Discount on Electric Bill Based on R.A. 9994 also known as the "The Expanded Senior Citizens" 2. R.A. No. 11552: Tripartite Advisory on Lifeline IRR by the ERC, DOE and DSWD dated June 13, 2023 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		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	FINANCIAL REPORT	
TOPIC	REPORTORIAL	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)/FINANCE SERVICES DEPARTMENT (FSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Daily Cash Position Report (DCPR)	Prepared by: Concerned SC Supervisor Checked by: Finance Division Chief	Noted by: FSD Manager
Daily Time Report (DTR)	Prepared by: Concerned SC Foreman	Checked by: Concerned SC Supervisor
Issued Turn-off Orders (List of Disconnected Consumers)	Prepared by: Bill Controller/CWDA	Noted by: Concerned SC Supervisor
CONTROL POINTS		
1. FD Memo No. 10-23 dated October 15, 1990: Guidelines in Preparation and Submission of DCR, CDCR and DCPR		
2. Office Memorandum No. dated September 29, 2009: List of Delinquent Consumers		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	FINANCIAL REPORT	
TOPIC	REPORTORIAL	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)/FINANCE SERVICES DEPARTMENT (FSD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Daily Cash Position Report (DCPR)	---	Certified by: Concerned Service Center Supervisor
Transferred to Common		
Issued Turn-off Orders (List of Disconnected Consumers)	Reviewed by: Concerned Service Center Foreman	Noted by: Concerned Service Center Supervisor
CONTROL POINTS		
1. PENELCO FD Memo No. 10-23 dated October 15, 1990: Guidelines in Preparation and Submission of DCR, CDCR and DCPR		
2. PENELCO Office Memorandum No. dated September 29, 2009: List of Delinquent Consumers		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	ACCOMPLISHMENT REPORT	
TOPIC	REPORTORIAL	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Report on Consumer Complaints (Received & Acted Upon)	Prepared by: Concerned SC Foreman	Noted by: Concerned SC Supervisor
Weekly Report of Executed Issued Turn-on Order and Meter Change Order	Prepared by: Concerned SC Foreman	Noted by: Concerned SC Supervisor
Summary of Complaints Received and Acted Upon	Prepared by: Concerned SC Foreman	Noted by: Concerned SC Supervisor
CONTROL POINTS		
1. Department Circular No. 2013-07-0015: The Implementing Rules and Regulations of RA 10531		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	ACCOMPLISHMENT REPORT	
TOPIC	REPORTORIAL	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Monthly Report on Consumer Complaints (Received & Acted Upon)	Concerned Service Center Foreman	Noted by: Concerned Service Center Supervisor
Weekly Report of Executed Issued Turn-on Order and Meter Change Order	Concerned Service Center Foreman	Noted by: Concerned Service Center Supervisor
Summary of Complaints Received and Acted Upon	Concerned Service Center Foreman	Noted by: Concerned Service Center Supervisor
CONTROL POINTS		
1. DOE Department Circular No. 2013-07-0015: The Implementing Rules and Regulations of RA 10531		
2. Magna Carta for Residential Electricity Consumers, Chapter 2: Consumer Rights, Article 13: Right to a Prompt Investigation of Complaints; Customer Dealings		

Drafted



MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TECHNICAL REPORT	
TOPIC	REPORTORIAL	
RESPONSIBLE OFFICE	SERVICE CENTER (SC) ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inspection Report for Rehabilitation of Service Line Drop and Obsolete Kwh Meter	Inspected by: Team Leader/Crew	
Accomplishment Report/Revolving Stocks (Kwh Meter and Duplex Wire)	Prepared by: Concerned SC Foreman	Noted by: Concerned SC Supervisor
Monthly Interruption Report	Submitted by: Concerned SC Foreman	
CONTROL POINTS		
1. Office Order No. 1937 dated March 11, 2011: Guidelines on the Flow of Procedure on Service Center's Revolving Stocks 2. BOD Policy No. 59 Series of 2007: Inspection, Calibration/Testing and Replacement of Defective, Obsolete, Lost or Damaged and Burned Kilowatthour (KWH) Meters 3. Office Memorandum No. 591 dated May 28, 2024: Submission of Daily Outage Report		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	TECHNICAL REPORT	
TOPIC	REPORTORIAL	
RESPONSIBLE OFFICE	SERVICE CENTER (SC) ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Change Meter of Obsolete Kwh Meter and/or Rehabilitation of Service Line Drop Report	Concerned Service Center Foreman	Concerned Service Center Supervisor
Accomplishment Report/Revolving Stocks (Kwh Meter and Duplex Wire)	Concerned Service Center Foreman	Noted by: Concerned Service Center Supervisor
Monthly Interruption Report	Concerned Service Center Foreman	Noted by: Concerned Service Center Supervisor
CONTROL POINTS		
1. PENELCO Office Order No. 1937 dated March 11, 2011: Guidelines on the Flow of Procedure on Service Center's Revolving Stocks 2. PENELCO BOD Policy No. 59 Series of 2007: Inspection, Calibration/Testing and Replacement of Defective, Obsolete, Lost or Damaged and Burned Kilowatthour (KWH) Meters 3. PENELCO Office Memorandum No. 591 dated May 28, 2024: Submission of Daily Outage Report		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TOTAL CONSUMER MANAGEMENT SYSTEM TRANSACTION	
TOPIC	NEW CONNECTION (ONLINE)	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)/INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
New Connection Application Form (Regular Consumer/BAPA /Special Connection / Exclusive Use of Transformer)	Processed by: Bill Controller/CWDA Checked by: Concerned SC Supervisor	Assessed by: MSD Staff
CONTROL POINTS		
1. Chapter II Article 6 of Magna Carta for Residential Electricity Consumers: A Consumer has the Right to be Connected to a Distribution Utility for Electric Service after all the Consumer's Full Compliance with the Distribution Utility's and Local Government Unit's (LGU) Requirements)		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	TOTAL CONSUMER MANAGEMENT SYSTEM TRANSACTION	
TOPIC	NEW CONNECTION (ONLINE)	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)/INSTITUTIONAL SERVICES DEVELOPMENT DEPARTMENT (ISDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
New Connection Application Form (Regular Consumer/BAPA /Special Connection / Exclusive Use of Transformer)	- - -	Concerned Service Center Supervisor and Member Services Division Chief
CONTROL POINTS		
1. Chapter II Article 6 of Magna Carta for Residential Electricity Consumers: A Consumer has the Right to be Connected to a Distribution Utility for Electric Service after all the Consumer's Full Compliance with the Distribution Utility's and Local Government Unit's (LGU) Requirements)		
2. PENELCO Policy No. 011 Policy Establishing Guidelines for the Exclusive Use of Transformers		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TOTAL CONSUMER MANAGEMENT SYSTEM TRANSACTION	
TOPIC	SERVICE INSPECTION (ONLINE)	
RESPONSIBLE OFFICE	SERVICE CENTER (SC) ENGINEERING SERVICES DEPARTMENT (ESD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Service Inspection 1. Transformer Clearance 2. Inspection Report 3. Material Requirement and Costing	Noted by: Concerned SC Foreman Checked by: Concerned SC Supervisor	ESD Manager
CONTROL POINTS 1. Chapter II Article 6 of Magna Carta for Residential Electricity Consumers: A Consumer has the Right to be Connected to a Distribution Utility for Electric Service after all the Consumer's Full Compliance with the Distribution Utility's and Local Government Unit's (LGU) Requirements)		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
For Deletion - Same as Transformer Clearance		
CONTROL POINTS		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TOTAL CONSUMER MANAGEMENT SYSTEM TRANSACTION	
TOPIC	SERVICE REQUESTS/JOB ORDERS (ONLINE)	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Job Order based on Reported/Received Complaint and Request of Consumers	Received by: Bill Controller/CWDA	Noted by: Concerned SC Supervisor
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	TOTAL CONSUMER MANAGEMENT SYSTEM TRANSACTION	
TOPIC	SERVICE REQUESTS/JOB ORDERS (ONLINE)	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Job Order based on Reported/Received Complaint and Request of Consumers	---	Concerned Service Center Supervisor
CONTROL POINTS		
Magna Carta for Residential Electricity Consumers		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TOTAL UTILITY BILLING SYSTEM	
TOPIC	FINANCIAL REPORT (ONLINE)	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Daily Collection Report (DCR)	Certified by: Cashier/Teller	Checked by: Concerned SC Supervisor
Cashier's Daily Collection Report (CDCR)		Checked by: Concerned SC Supervisor
CONTROL POINTS		
1. NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	TOTAL UTILITY BILLING SYSTEM	
TOPIC	FINANCIAL REPORT (ONLINE)	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Daily Collection Report (DCR)	Certified by: Teller	Noted by: Concerned Service Center Supervisor
Cashier's Daily Collection Report (CDCR)	- - -	Certified by: Concerned Service Center Supervisor
CONTROL POINTS		
1. NEA Memorandum No. 2023-21: 2023 Policy/Guidelines on Annual EC Overall Performance Assessment		
2. PENELCO FD Memo No. 10-23 dated October 15, 1990: Guidelines in Preparation and Submission of DCR, CDCR and DCPR		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	REQUISITION	
TOPIC	GAS AND OIL REQUISITION	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Requisition Slip for Gas & Oil (for Service Centers)	- - -	Concerned SC Supervisor
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	REQUISITION	
TOPIC	GAS AND OIL REQUISITION	
RESPONSIBLE OFFICE	SERVICE CENTER (SC)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Requisition Slip for Gas & Oil (for Service Centers)	- - -	Concerned Service Center Supervisor
CONTROL POINTS		
<ol style="list-style-type: none">1. PENELCO BOD Policy No. 49 Series of 2007: Use of Service Vehicles2. NEA Advisory for All Electric Cooperatives dated June 23, 2022: Observance of Cost Reduction/Cost Austerity Measures on Fuel3. Memorandum of Agreement with Gasoline Stations		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	INFORMATION AND COMMUNICATION TECHNOLOGY	
TOPIC	OPERATION AND MAINTENANCE OF IT INFRASTRUCTURE AND SERVICES	
RESPONSIBLE OFFICE	CORPORATE PLANNING & DEVELOPMENT DEPARTMENT (CPDD)/INFORMATION AND COMMUNICATION TECHNOLOGY DIVISION (ICTD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
ICT-Related Tasks Request (Basic Troubleshooting, Initial Checking, Installation, Set-up, Repairs, Assessment of Computer Related Hardwares & Softwares)	Noted by: Concerned ICTD Section Head	ICTD Chief/CPDD Manager
System Server Maintenance/ Database Migration	CPDD Manager	General Manager
Development/Updating of Application System	Technical Working Group (TWG) for System's Development	General Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	INFORMATION AND COMMUNICATION TECHNOLOGY	
TOPIC	OPERATION AND MAINTENANCE OF IT INFRASTRUCTURE AND SERVICES	
RESPONSIBLE OFFICE	CORPORATE PLANNING & DEVELOPMENT DEPARTMENT (CPDD)/INFORMATION AND COMMUNICATION TECHNOLOGY DIVISION (ICTD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Transferred to Common Documents		
System Server Maintenance/ Database Migration	Corporate Planning & Development Department Manager	General Manager
Development/Updating of Application System	Concerned Department Manager	General Manager
Preventive Maintenance Plan	Information & Communication Technology Division Chief	Corporate Planning & Development Department Manager
Internet Speed Monitoring Form	Information & Communication Technology Division Chief	Corporate Planning & Development Department Manager
IT Services Monitoring Log	Information & Communication Technology Division Chief	Corporate Planning & Development Department Manager
Recommended Specifications (for Laptop, printer, etc)	Initialed by: Information & Communication Technology Division Chief	Corporate Planning & Development Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Renewal of Corporate Mobile Plan	Signed by: CPDD Manager	Noted by: General Manager
CONTROL POINTS 1. End-User Request Letter 2. PENELCO Memoranda/Office Orders/Policies/Procedures 4. Service Contracts		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Access/Disabling of User's Accounts	Institutional Services & Development Department Manager	General Manager
Corporate Mobile Plan Application/Renewal	Corporate Planning & Development Department Manager	General Manager
CONTROL POINTS 1. PENELCO Memorandum No. 883 Series of 2025 Standardized Communication Allowance 2. Service Contracts 3. NEA Memorandum No. 2025-25 Supplement to NEA Memorandum No. 2023-30 and Rationalization of Allowances for ECs		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	COMPLIANCES	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING & DEVELOPMENT DEPARTMENT (CPDD)/UTILITY SYSTEM ECONOMICS DIVISION (USED)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Posting (for Posting of ERC Cases Related to PENELCO)	Initialed by: CPDD Manager	Signed by: General Manager
CAPEX Reportorial Requirement	Prepared by: CPDD Manager FSD Manager ESD Manager PSSD Manager	General Manager
Rates Data Entry Template	Reviewed by: CPDD Manager	Noted by: General Manager

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	COMPLIANCES	
TOPIC	REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING & DEVELOPMENT DEPARTMENT (CPDD)/PROJECT PLANNING DIVISION (PPD)/UTILITY SYSTEM ECONOMICS DIVISION (USED)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Certificate of Posting (for ERC Cases Related to PENELCO)	Initialed by: Corporate Planning & Development Department Manager	General Manager
CAPEX Reportorial Requirement - Updated Project Cost - Other Financing Considerations - Loan Conditions/Terms - System Performance Assessment - Service efficiency Assessment	Corporate Planning & Development Department Manager, Finance Services Department Manager, Engineering Services Department Manager, Power Substation & Subtransmission Department Manager, and Institutional Services & Development Department Manager	General Manager
WCO Form No. 3 - WESM Compliance Officer's Annual Report	---	WESM Compliance officer
Rates Data Entry Template	Utility System Economic Division Chief	Corporate Planning & Development Department Manager
Data Entry Template Sworn Statement	Concerned Department Managers	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS 1. R.A. No. 10531: National Electrification Decree 2. ERC Resolution No. 26 Series of 2009: Resolution Amending the Rules for Approval of Regulated Entities' Capital Expenditure Projects 3. 2023 Policy Guideline on Annual EC Over-all Performance Assessment 4. R.A. No. 11234: An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Verified Declaration - Reportorial Submission	---	Regulatory Compliance Officer
Tariff Glide Path (TGP)	Corporate Planning & Development Department Manager and Finance Services Department Manager	General Manager (subject for Board approval)
Verification and Declaration of Non Forum-Shopping	Initialed by: Corporate Planning & Development Department Manager	General Manager
Comprehensive List of Compliances	Compliance Officer	Noted by: General Manager
CONTROL POINTS 1. R.A. No. 10531: National Electrification Decree 2. ERC Resolution No. 26 Series of 2009: Resolution Amending the Rules for Approval of Regulated Entities' Capital Expenditure Projects 3. NEA Memorandum 2023-21 2023 Policy/Guidelines on Annual EC Over-all Performance Assessment 4. R.A. No. 11234: An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	PLANNING	
TOPIC	PLANNING AND COMPLIANCE	
RESPONSIBLE OFFICE	CORPORATE PLANNING & DEVELOPMENT DEPARTMENT (CPDD)/UTILITY SYSTEM ECONOMICS DIVISION (USED)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Distribution Development Plan (DDP)	All Department Managers	General Manager (subject for approval of BOD, NEA and DOE)
Power Supply Procurement Plan (PSPP)	All Department Managers	General Manager (subject for approval of BOD, NEA and DOE)
Renewable Portfolio Standard (RPS) Compliance	Reviewed by: CPDD Manager ESD Manager	General Manager (subject for approval of BOD, NEA and DOE)
E-ICPM (5-year Workplan)	Prepared by: All Department Managers	Submitted by: General Manager (subject for approval of BOD, NEA and DOE)

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	PLANNING	
TOPIC	PLANNING AND COMPLIANCE	
RESPONSIBLE OFFICE	ALL DEPARTMENTS	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Distribution Development Plan (DDP)	All Department Managers	General Manager (subject for Board, NEA and DOE's approval)
Power Supply Procurement Plan (PSPP)	All Department Managers	General Manager (subject for Board, NEA and DOE's approval)
Power Supply Contract/ Agreement	---	General Manager, Board President and Seller Authorized Representative
Emergency Power Supply Agreement	---	General Manager, Board President and Power Supplier Authorized Representatives
Renewable Portfolio Standard (RPS) Compliance	Reviewed by: Corporate Planning & Development Department Manager and Engineering Services Department Manager	General Manager (subject for Board, NEA and DOE's approval)
Affidavit for Renewable Portfolio Standard (RPS)	Initialed by: Corporate Planning & Development Department Manager	General Manager
Enhanced Integrated Computerized Planning Model (E-ICPM) (5-year Workplan)	All Department Managers	General Manager (subject for Board, NEA and DOE's approval)

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Capital Expenditure Plan (5-year Workplan)	CPDD Manager ESD Manager PSSD Manager	General Manager (subject for approval of BOD, NEA and DOE)
Annual Procurement Plan (APP)	Prepared by: BAC Chairman	General Manager (subject for approval of BOD, NEA and DOE)
ER 1-94 Annual Wokplan	Prepared for Endorsement by: CPDD Manager ESD Manager PSSD Manager	Certified Correct and Approved by: General Manager (subject for approval of BOD, NEA and DOE)
Vulnerability and Risk Assessment and Emergency Restoration Planning (VRA and ERP)		Initialed by: CPDD Manager Submitted by: General Manager (subject for approval of BOD, NEA and DOE)

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Capital Expenditure Plan (CAPEX) (5-year Workplan)	All Department Managers	General Manager (subject for Board, NEA and DOE's approval)
Transferred to BAC		
ER 1-94 Annual Wokplan	Prepared for Endorsement by: Corporate Planning & Development Department Manager Engineering Services Department Manager Power Substation & Subtransmission Department Manager	Certified Correct and Approved by: General Manager
Request for Supplementary/Realignment of E-ICPM Workplan	Corporate Planning & Development Department Manager	General Manager (Subject for Board Approval)
Vulnerability and Risk Assessment and Emergency Restoration Planning (VRA and ERP)	Initialed by: Corporate Planning & Development Department Manager, Institutional Services & Development Department Manager, and Engineering Services Department Manager	General Manager (subject for Board and NEA approval)
Mitigation Plan	Initialed by: Corporate Planning & Development Department Manager, Institutional Services & Development Department Manager, and Engineering Services Department Manager	General Manager (subject for Board and NEA approval)

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS <ol style="list-style-type: none"> ERC Resolution No. 26 Series of 2009: Resolution Amending the Rules for Approval of Regulated Entities' Capital Expenditure Projects ERC-DU Planning Manual - August 10, 2009 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 Energy Regulatory Commission (ERC) DOE DC No. 2020-04-008 NEA Regulatory Advisory No. 2017-019: Revised procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA 10531 (2017) NEA Implementing Rules and Regulations on VRA and ERP for ECs Department Circular No. DC 2018-08-0021: "Providing Amendments to Rule 29 Part (A) of the Implementing Rules and Regulations of Republic Act No. 9136" Promulgated in August 2018 and Approved/ Ratified by JCPC in 02 May 2019 Republic Act No. 9513: Renewable Energy Act of 2008 DOE DC No. 2023-0015: Amended RPS Rules for On-Grid Areas 		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Resiliency Compliance Plan	Initialed by: Corporate Planning & Development Department Manager, Institutional Services & Development Department Manager, and Engineering Services Department Manager	General Manager (subject for Board and NEA approval)
CONTROL POINTS <ol style="list-style-type: none"> ERC Resolution No. 26 Series of 2009: Resolution Amending the Rules for Approval of Regulated Entities' Capital Expenditure Projects ERC-Distribution Utility Planning Manual - August 10, 2009 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 Energy Regulatory Commission (ERC) DOE DC No. 2020-04-008 Rationalizing the Utilization of ER 1-94 Funds by Host Local Government Units in Response to COVID-19 Public Health Emergency NEA Regulatory Advisory No. 2017-019: Revised procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA 10531 (2017) NEA Implementing Rules and Regulations on VRA and ERP for ECs Department Circular No. DC 2018-08-0021: "Providing Amendments to Rule 29 Part (A) of the Implementing Rules and Regulations of Republic Act No. 9136" Promulgated in August 2018 and Approved/ Ratified by JCPC in 02 May 2019 Republic Act No. 9513: Renewable Energy Act of 2008 DOE DC No. 2023-0015: Amended RPS Rules for On-Grid Areas DOE Advisory 2022 - Submission of 2022 Renewable Portfolio Standards (RPS) Reportorial Requirements DOE Department Circular No. DC2017-12-0015 - Promulgating the Rules and Guidelines Governing the Establishment of the Renewable Portfolio Standards for On-Grid Areas DOE Department Circular No. DC2021-03-003 -Prescribing the Policy and Guidelines for the Formulation of the Distribution Utilities Distribution Development Plan integrating the relevant laws, policy issuances, rules and regulations NEA Memorandum No. 2015-001 - Enhanced Integrated Computerized Planning Model (eICPM) 		

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1st Edition - March 2025

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SUBJECT	UNIFORM REPORTORIAL REQUIREMENTS AND UNBUNDLED RATE COMPUTATION	
TOPIC	REPORTORIAL/REGULATORY COMPLIANCES	
RESPONSIBLE OFFICE	CORPORATE PLANNING & DEVELOPMENT DEPARTMENT (CPDD)/UTILITY SYSTEM ECONOMICS DIVISION (USED)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Uniform Reportorial Requirement (URR) (to be Submitted to ERC and DOE) 1. Supplier & Transmission Data 2. Statistical Data 3. Actual Implemented Rates 4. Implemented Lifeline Discount 5. Generation Rate Calculation 6. Transmission Rate Calculation 7. System Loss Rate Calculation 8. Lifeline Rate Calculation 9. Senior Citizen Subsidy 10. Franchise & Business Tax Collection 11. DU VAT Calculation 12. Monitoring of Approved Over/Under Recoveries 13. Revenues per Charges per Customer Class 14. Other Technical Data 15. Pilferage Report	Reviewed by: Corporate Planning & Development Department Manager	Certified True and Correct by: General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Breakdown of Generation Charge	Prepared by: Trading Officer Checked by: USED Chief Reviewed by: CPDD Manager	General Manager
Other Technical Data	CPDD Manager ESD Manager	General Manager
Unbundled Rates Computation		
Average Generation Rate Adjustment (AGRA) Computation	Prepared by: USED Chief Checked by: CPDD Manager	General Manager
Transmission Rate Adjustment Mechanism (TRAM)	Prepared by: Trading Officer Checked by: USED Chief	Noted by: CPDD Manager
VAT Computation	Prepared by: USED Chief Checked by: CPDD Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
16. Monthly Generation Mix 17. Calculation of Over/Under Recovery (Lifeline) 18. Calculation of Over/Under Recovery (Senior Citizen) 19. BIR Form No. 2550M and Deposit Slip 20. Monthly Discount and Recoveries from Power Supplier 21. Percentage System Loss Report based on Actual Metered Data 22. Sample bills for Lifeline Customers 23. Sample bills for Senior Customers 24. Sample bills for Non-Lifeline Customers	Reviewed by: Corporate Planning & Development Department Manager	Certified True and Correct by: General Manager
Breakdown of Generation Charge	Corporate Planning & Development Department Manager	General Manager
Other Technical Data	Corporate Planning & Development Department Manager Engineering Services Department Manager	General Manager
Unbundled Rates Computation		
Average Generation Rate Adjustment (AGRA) Computation	Corporate Planning & Development Department Manager	General Manager
Transmission Rate Adjustment Mechanism (TRAM)	Corporate Planning & Development Department Manager	General Manager
VAT Computation	Corporate Planning & Development Department Manager	General Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Calculation of Over or Under Recovery in the Implementation of Lifeline Rates by Distribution Utilities	Prepared by: Trading Officer Checked by: USED Chief	Noted by: CPDD Manager
Recovery in the Implementation of Senior Citizen Discounts and Subsidy Rates	Prepared by: Trading Officer Checked by: USED Chief	Noted by: CPDD Manager
Generation Cost and VAT Report	Prepared by: Trading Officer Checked by: USED Chief	Noted by: CPDD Manager
Schedule of Rates (Summary)	Prepared by: Trading Officer Checked by: USED Chief	Noted by: CPDD Manager
CONTROL POINTS <ol style="list-style-type: none"> ERC Resolution No. 24 Series of 2011: A Resolution Adopting the Revised Uniform Reportorial Requirement (URR) by All Distribution Utilities Republic Act No. 9136: The Department of Energy Act of 1992 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 Utilitiests ERC Case No. 2005-09 RM ERC Resolution No. 23 Series of 2010 		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Calculation of Over or Under Recovery in the Implementation of Lifeline Rates by Distribution Utilities	Utility System Economic Division Chief	Corporate Planning & Development Department Manager
Recovery in the Implementation of Senior Citizen Discounts and Subsidy Rates	Utility System Economic Division Chief	Corporate Planning & Development Department Manager
Generation Cost and VAT Report	Reviewed by: Utility System Economic Division Chief	Noted by: Corporate Planning & Development Department Manager
Schedule of Rates (Summary)	Reviewed by: Utility System Economic Division Chief	Noted by: Corporate Planning & Development Department Manager
CONTROL POINTS <ol style="list-style-type: none"> ERC Resolution No. 24 Series of 2011: A Resolution Adopting the Revised Uniform Reportorial Requirement (URR) by All Distribution Utilities Republic Act No. 9136: The Department of Energy Act of 1992 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 Utilitiests ERC Case No. 2005-09 RM Guidelines for the Calculation of the Over or Under Recovery in the Implementation of Lifeline Rates by Distribution Utilities ERC Resolution No. 23 Series of 2010 Sec 1 Article 6 "A Resolution adopting the rules and implementing the discounts to qualified senior citizen end-users and subsidy from the subsidizing end-users on electricity consumption under Sections 4 and 5 of Republic Act No. 9994" 		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TRADING ACTIVITIES	
TOPIC	DAILY, WEEKLY, AND MONTHLY BCQ NOMINATION/ DECLARATION PROTOCOLS (ONLINE SUBMISSION)	
RESPONSIBLE OFFICE	CORPORATE PLANNING & DEVELOPMENT DEPARTMENT (CPDD)/UTILITY SYSTEM ECONOMICS DIVISION (USED)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Day-Ahead BCQ Nomination to Power Suppliers	Reviewed by: USED Chief	Noted by: CPDD Manager
Week-Ahead BCQ Nomination to Power Suppliers	Reviewed by: USED Chief	Noted by: CPDD Manager
Month-Ahead BCQ Nomination to Power Suppliers	Reviewed by: USED Chief	Noted by: CPDD Manager
Monthly Trading Monitoring Report	Reviewed by: CPDD Manager	Noted by: General Manager
CONTROL POINTS		
1. Power Supply Agreements with Power Suppliers: Nomination Protocols		
2. ERC Resolution No. 16 Series of 2023: CSP Policy Guidelines		
3. DOE DC 2023-06-0021: New CSP Policy		
4. NEA 2023 CSP Guidelines: Memo to ECs No. 2023-57		
5. NEA Special Audit Report on Nomination and Power Supply		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	TRADING ACTIVITIES	
TOPIC	DAILY, WEEKLY, AND MONTHLY BCQ NOMINATION/ DECLARATION PROTOCOLS (ONLINE SUBMISSION)	
RESPONSIBLE OFFICE	CORPORATE PLANNING & DEVELOPMENT DEPARTMENT (CPDD)/UTILITY SYSTEM ECONOMICS DIVISION (USED)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Day-Ahead BCQ Nomination to Power Suppliers	Reviewed by: Utility System Economic Division Chief	Noted by: Corporate Planning & Development Department Manager
Week-Ahead BCQ Nomination to Power Suppliers	Reviewed by: Utility System Economic Division Chief	Noted by: Corporate Planning & Development Department Manager
Month-Ahead BCQ Nomination to Power Suppliers	Reviewed by: Utility System Economic Division Chief	Noted by: Corporate Planning & Development Department Manager
Monthly Trading Monitoring Report	Reviewed by: Corporate Planning & Development Department Manager	Noted by: General Manager
CONTROL POINTS		
1. Power Supply Agreements with Power Suppliers: Nomination Protocols		
2. ERC Resolution No. 16 Series of 2023: CSP Policy Guidelines Implementing Guidelines for the Procurement, Execution, and Evaluation of Power Supply Agreements Entered into by Distribution Utilities for the Supply of Electricity to the Captive Market		
3. DOE DC 2023-06-0021: New CSP Policy Prescribing the Policy for the Mandatory Conduct of the Competitive Selection Process by the Distribution Utilities for the Procurement of Power Supply for Their Captive Market		
4. NEA 2023 CSP Guidelines: Memo to ECs No. 2023-57 Adoption of the National Electrification Administration Competitive Selection Process Guidelines Implementing the Department of Energy's Department Circular No. DC2023-06-0021 and the Energy Regulatory Commission Resolution 16, Series of 2023		
5. NEA Special Audit Report on Nomination and Power Supply		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT		
TOPIC		
RESPONSIBLE OFFICE		
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CONTROL POINTS		

Recommended



MANUAL OF APPROVALS

1st Edition

SUBJECT	REPORTS	
TOPIC	DEPARTMENTAL AND REPORTORIAL REQUIREMENTS	
RESPONSIBLE OFFICE	CORPORATE PLANNING & DEVELOPMENT DEPARTMENT (CPDD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Summary of Monthly Retail Metering Service Provider (MSP) Performance Rating	Corporate Planning Development Department Manager	General Manager
Demand and Supply Assessment Report	Corporate Planning Development Department Manager	General Manager
Recovery of the Renewable Energy Certificate (REC) Cost Amount of Rebate/Collect	Corporate Planning Development Department Manager	General Manager
Daily Supply and Load Demand Outlook	Utility System Economic Division Chief	Corporate Planning Development Department Manager
Requested Data/Report (NEA, DOE, ERC and other CPD related concerns)	Concerned Department Manager	General Manager
DU Form 1 - Affidavit of Capacity and Energy Allocations by Distribution Utility (DU)	Initialed by: Corporate Planning Development Department Manager	General Manager
Independent Electric Market Operator of the Philippines (IEMOP) Digital Certificate (DC) Service Request Form	Initialed by: Corporate Planning Development Department Manager	General Manager
CONTROL POINTS		
1. Republic Act No. 9136, also known as the Electric Power Industry Reform Act (EPIRA) 2. ERC Resolution No. 05, Series of 2013 A Resolution on Disclosures of Capacity and Energy Allocations by Distribution Utilities in the Luzon and Visayas Grids and Retail Electricity Supplies		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	AUDIT REPORT	
TOPIC	INTERNAL AUDIT	
RESPONSIBLE OFFICE	INTERNAL AUDIT DEPARTMENT (IAD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Report on Audit of Employee Turnover	Internal Audit Manager	General Manager
Report on Audit on the Year-end Inventory of Warehouse Stocks: i. Electrical Materials ii. Special Equipment iii. Office Supplies iv. General Services Supplies v. Motorpool Supplies	Internal Audit Manager	General Manager
Report on Power Bill Arrearages of Employees	Internal Audit Manager	General Manager
Report on Reconciliation of Consumer Accounts Receivable (CAR)	Internal Audit Manager	General Manager
Report on Audit of Special Power Connection (SPC) Consumers	Internal Audit Manager	General Manager
Report on Audit of Revolving Fund	Internal Audit Manager	General Manager

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MANUAL OF APPROVALS

1st Edition

SUBJECT	AUDIT REPORT	
TOPIC	INTERNAL AUDIT	
RESPONSIBLE OFFICE	INTERNAL AUDIT DEPARTMENT (IAD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Report on Audit of Employee Turnover	Financial Audit Division Chief and Technical Audit Division Chief	Internal Audit Department Manager
Report on Audit on the Year-end Inventory of Warehouse Stocks: i. Electrical Materials ii. Special Equipment iii. Office Supplies iv. General Services Supplies v. Motorpool Supplies	Technical Audit Division Chief	Internal Audit Department Manager
Report on Power Bill Arrearages of Employees	Financial Audit Division Chief	Internal Audit Department Manager
Report on Reconciliation of Consumer Accounts Receivable (CAR)	Financial Audit Division Chief	Internal Audit Department Manager
Report on Audit of Special Power Connection (SPC) Consumers	Financial Audit Division Chief	Internal Audit Department Manager
Report on Audit of Revolving Fund	Financial Audit Division Chief	Internal Audit Department Manager
Summary of Cash Count	Concerned Internal Audit Department Division Chief	Internal Audit Department Manager

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Other Special Audit Reports/Findings	Internal Audit Manager	General Manager
CONTROL POINTS 1. PENELCO's Office Order 2. BIR RMC No. 8-2023: Revised Provision on the submission of Inventory List and Other Reporting Requirements Pursuant to RMC No. 57-2015 3. Office Memorandum dated January 9, 2008-Payment of Employees' Bill 4. NEA's Financial & Management Audit Requirements		

ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Cash Count Sheet	---	Internal Audit Department Personnel and Service Center Supervisor / Teller / Collector / Bill Controller / Consumers Welfare Desk Associate
Other Special Audit Reports/Findings	Concerned Internal Audit Division Chief	Internal Audit Department Manager
Audit Report Monitoring (Annual)	Concerned Internal Audit Division Chief	Internal Audit Department Manager
CONTROL POINTS 1. PENELCO's Office Order 2. BIR RMC No. 8-2023: Revised Provision on the submission of Inventory List and Other Reporting Requirements Pursuant to RMC No. 57-2015 3. PENELCO's Office Memorandum dated January 9, 2008-Payment of Employees' Bill 4. NEA's Financial & Management Audit Requirements		

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MANUAL OF APPROVALS

1st Edition - March 2025

SUBJECT	TRANSPORTATION AND COMMUNICATION EQUIPMENT	
TOPIC	INVENTORY	
RESPONSIBLE OFFICE	INTERNAL AUDIT DEPARTMENT (IAD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inventory of Transportation Equipment	Prepared by: Technical Audit Specialist	Noted by: Internal Audit Manager
Inventory of Communication Equipment	Prepared by: Technical Audit Specialist	Noted by: Internal Audit Manager
CONTROL POINTS		
1. NEA's Financial & Management Audit Requirements		

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MANUAL OF APPROVALS

1st Edition

SUBJECT	TRANSPORTATION AND COMMUNICATION EQUIPMENT	
TOPIC	INVENTORY	
RESPONSIBLE OFFICE	INTERNAL AUDIT DEPARTMENT (IAD)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Inventory of Transportation Equipment	Technical Audit Division Chief	Internal Audit Department Manager
Inventory of Communication Equipment	Technical Audit Division Chief	Internal Audit Department Manager
Summary of Inventory	Concerned Internal Audit Division Chief	Internal Audit Department Manager
CONTROL POINTS		
NEA's Financial & Management Audit Requirements		