EAM WORK ORDER COMPLETION REQUIREMENTS

In support of
IAM Process Team & AUC Guide Team

2024 | NORTH AREA

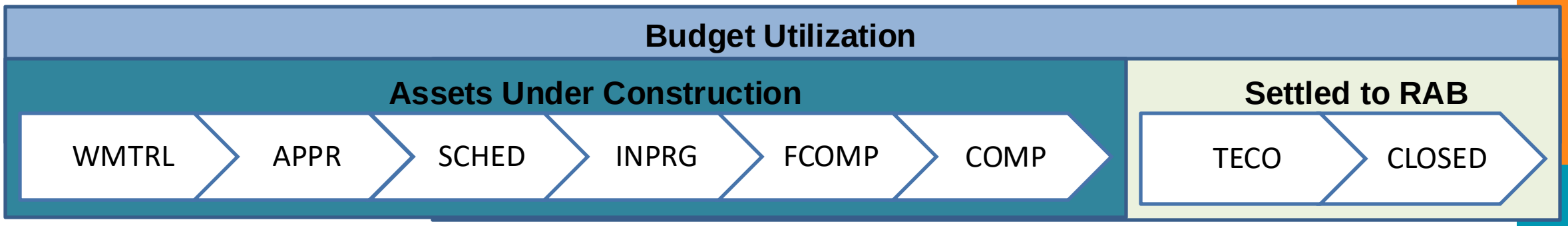
What are AUC and RAB?

Assets Under Construction (AUC)

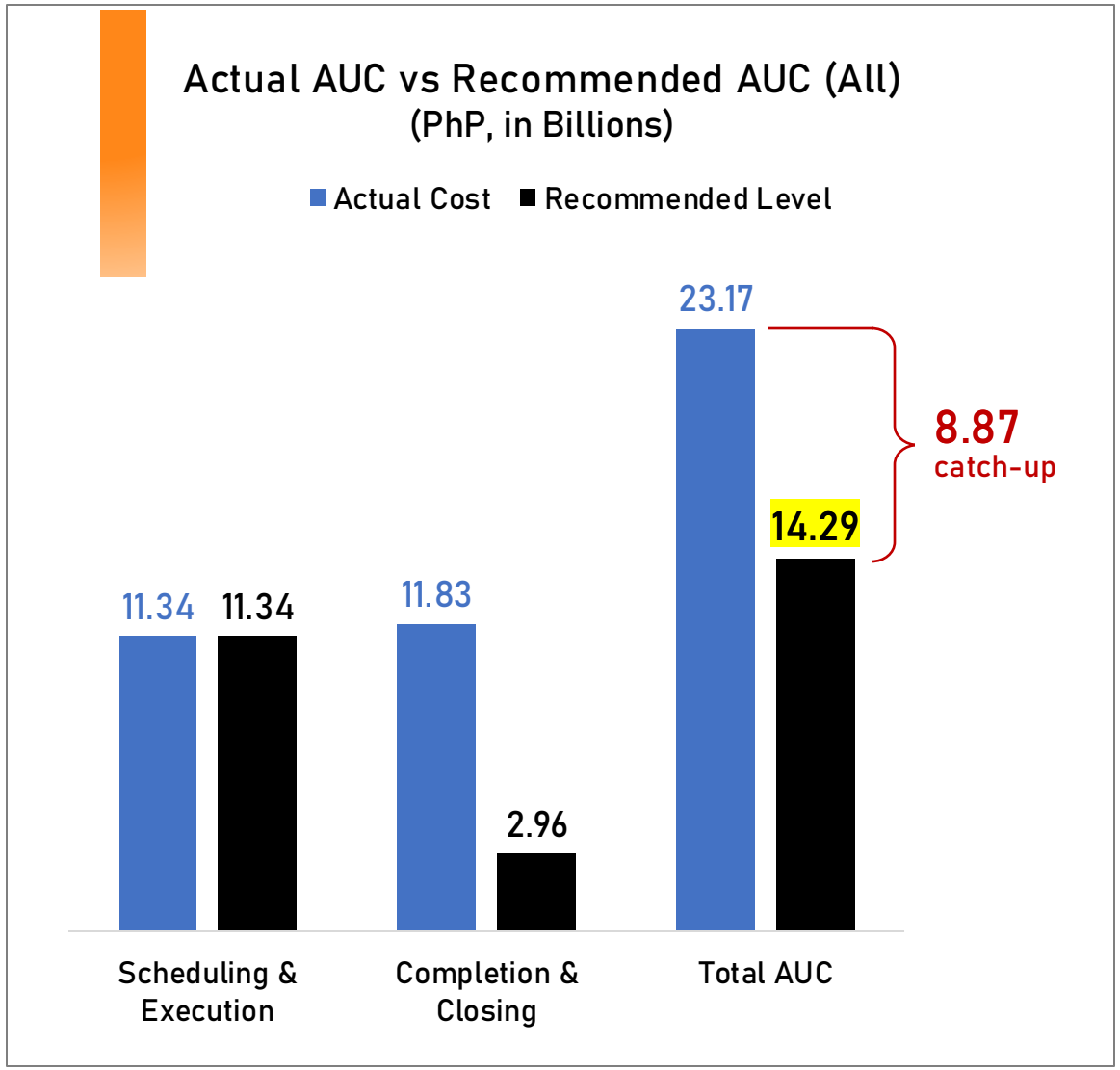
- It is also known as Construction Work In-Progress (CWIP).
- It includes all costs incurred to bring an asset to its intended use, including direct labor, direct material, overhead, and other costs incurred during construction.
- Networks AUC, as monitored in EAM, is based on Release to Construction (WMTRL) date to Work Order (WO) Completion (COMP) date, in contrast with Finance AUC which is based on WO/IO Creation (WAPPR) date.

Regulatory Asset Base (RAB)

- It is a record of the net value of a company's fixed assets, from which the depreciation and return on capital components of allowed revenues are calculated.
- RAB is one of the basis of our regulators to ensure that tariffs only compensate the company for assets it has paid for, and that compensation is spread over the useful life of assets in a manner that is "fair" to consumers.
- Once the work orders are Technically Completed (TECO), all costs incurred to bring an asset to its intended use will be settled to RAB.



2024 Recommended AUC Level

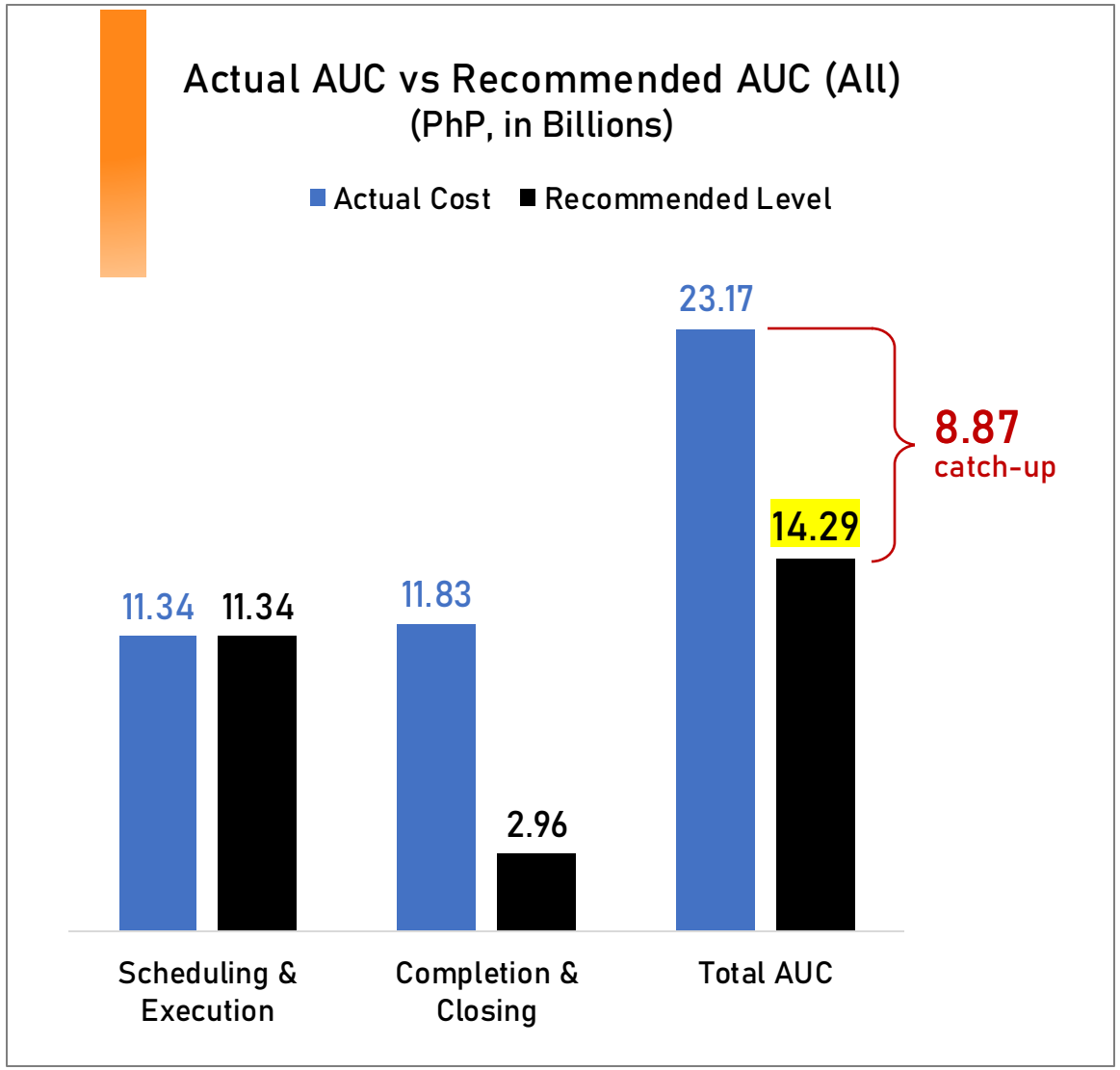


2024 AUC Cost (PhP, in Billions)

AUC (previous year, (WMTRL to COMP)) + **Budget Utilization** (All WO statuses) - **RAB** (WOs Settled, (TECO)) = **AUC** (current year, (WMTRL to COMP))

Where:
AUC - cost charges of projects under construction (WMTRL, APPR, SCHED, INPRG, FCOMP, COMP)
RAB - cost charges of projects settled to the Regulatory Asset Base (TECO, CLOSE)
Budget Utilization - cost charges of all Work Orders (In-Progress and Settled) (all WO statuses)

2024 Recommended AUC Level



2024 AUC Cost (PhP, in Billions)

AUC	+	Budget Utilization	-	RAB	=	AUC
previous year (WMTRL to COMP)		(All WO statuses)		WOs Settled (TECO)		current year (WMTRL to COMP)
14.29	+	17.0	-	15.1	=	16.19
2023 AUC		Budget Utilization *Based on 2024 CAPEX Budget Utilization Target ~90% of 19.34B		Settlement to RAB (BAU)		Recommended 2024 AUC

Where:
AUC - cost charges of projects under construction (WMTRL, APPR, SCHED, INPRG, FCOMP, COMP)
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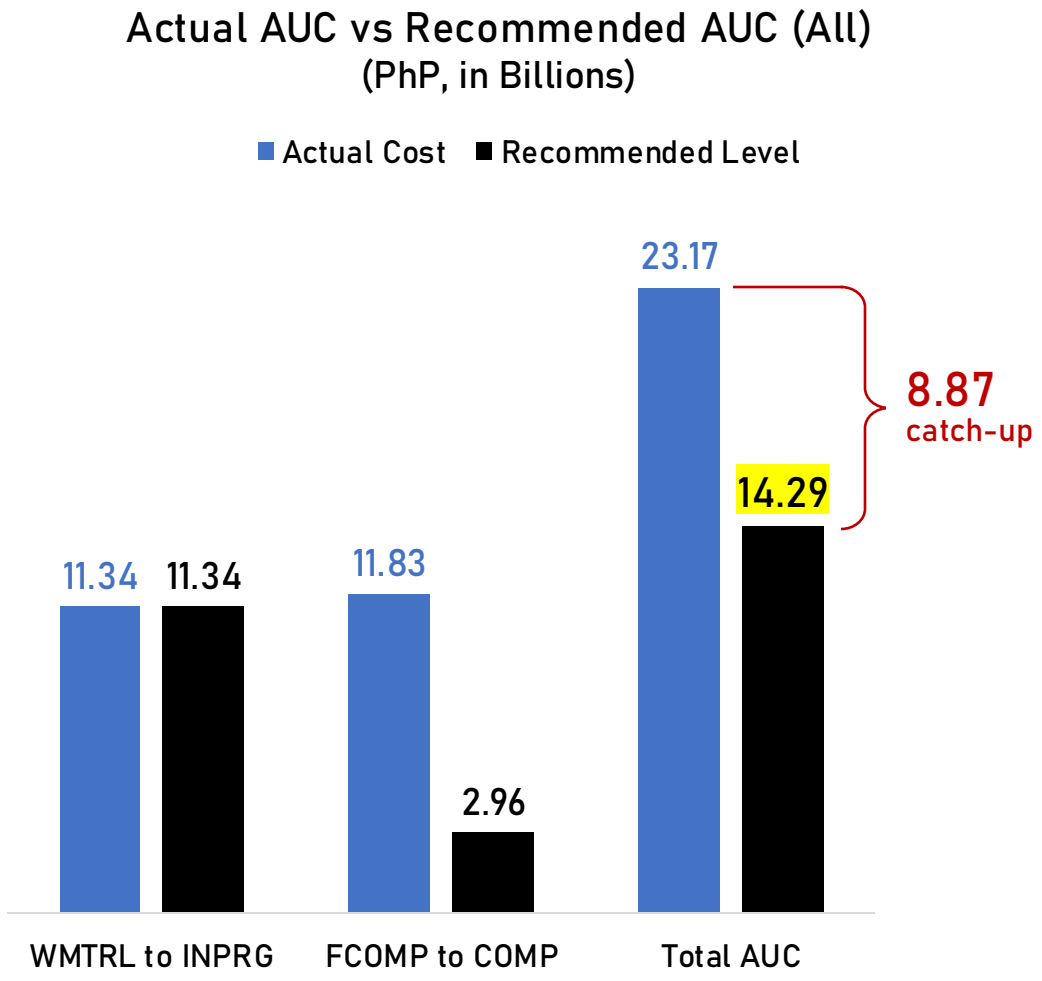
2024 Recommended AUC Level



2024 AUC Cost (PhP, in Billions)

AUC	+	Budget Utilization	-	RAB	=	AUC
previous year (WMTRL to COMP)		(All WO statuses)		WOs Settled (TECO)		current year (WMTRL to COMP)
14.29	+	17.0	-	15.1	=	16.19
2023 AUC		Budget Utilization *Based on 2024 CAPEX Budget Utilization Target ~90% of 19.34B		Settlement to RAB (BAU)		Recommended 2024 AUC

Catch-up Settlement:
8.87

Approved (Option 2)
- 4.44 in 2024
- 4.44 in 2025

Annual Settlement Requirement	Option 1 2024	Option 2 2024- 2025	Option 3 2024- 2026
BAU Settlement*	15.1	15.1	15.1
Catch-up	8.87	4.44	2.96
Est. Annual Total ~	23.97	19.54	18.06

2024 Target Settlement to RAB

2024 Target Settlement to RAB

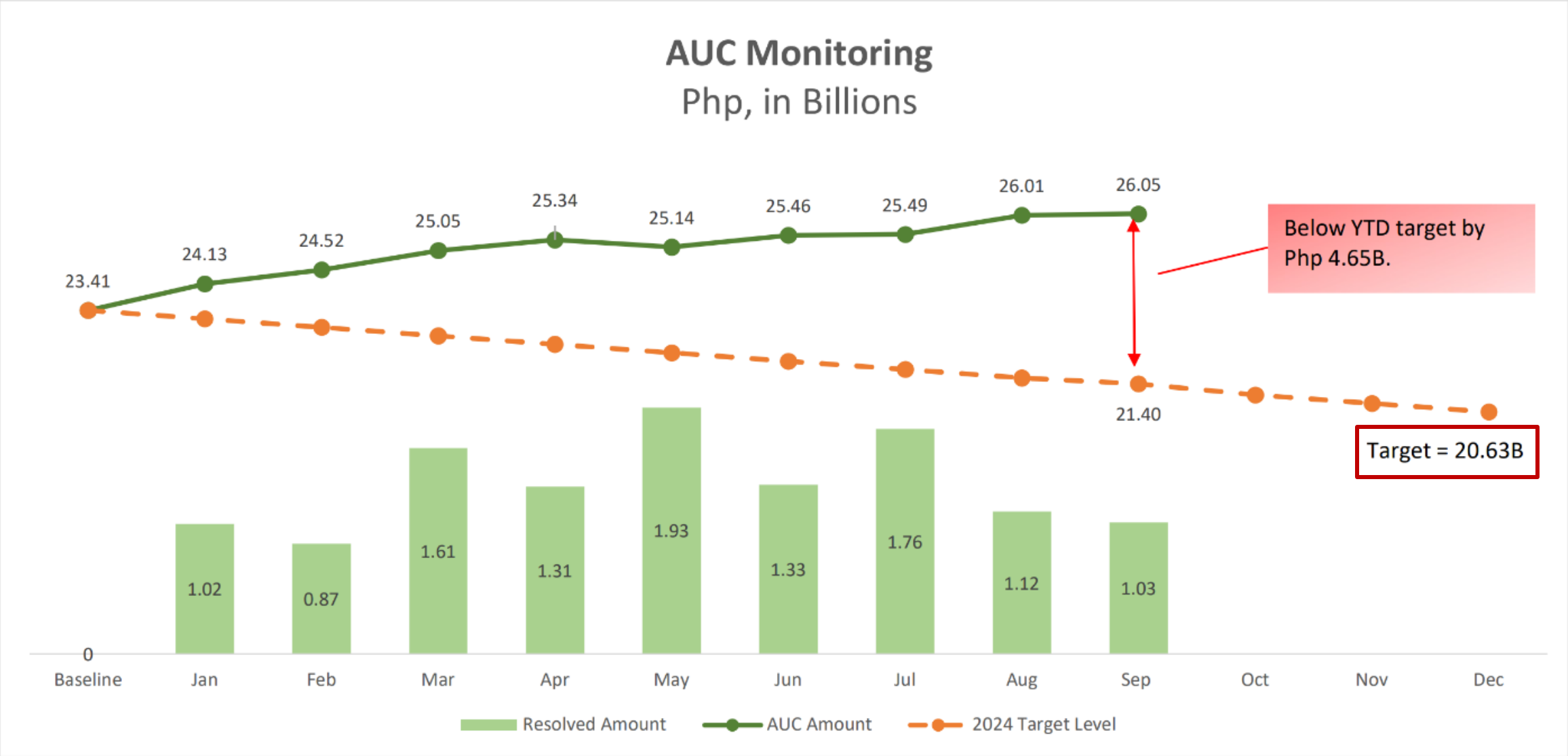
Scope	Settlement to RAB
BAU Settlement	15 B
Catch-up Settlement	5 B
Total Settlement	20 B

2024 Recommended AUC Level: PhP 16.19 B

2025 Catch-up: PhP 4.44 B

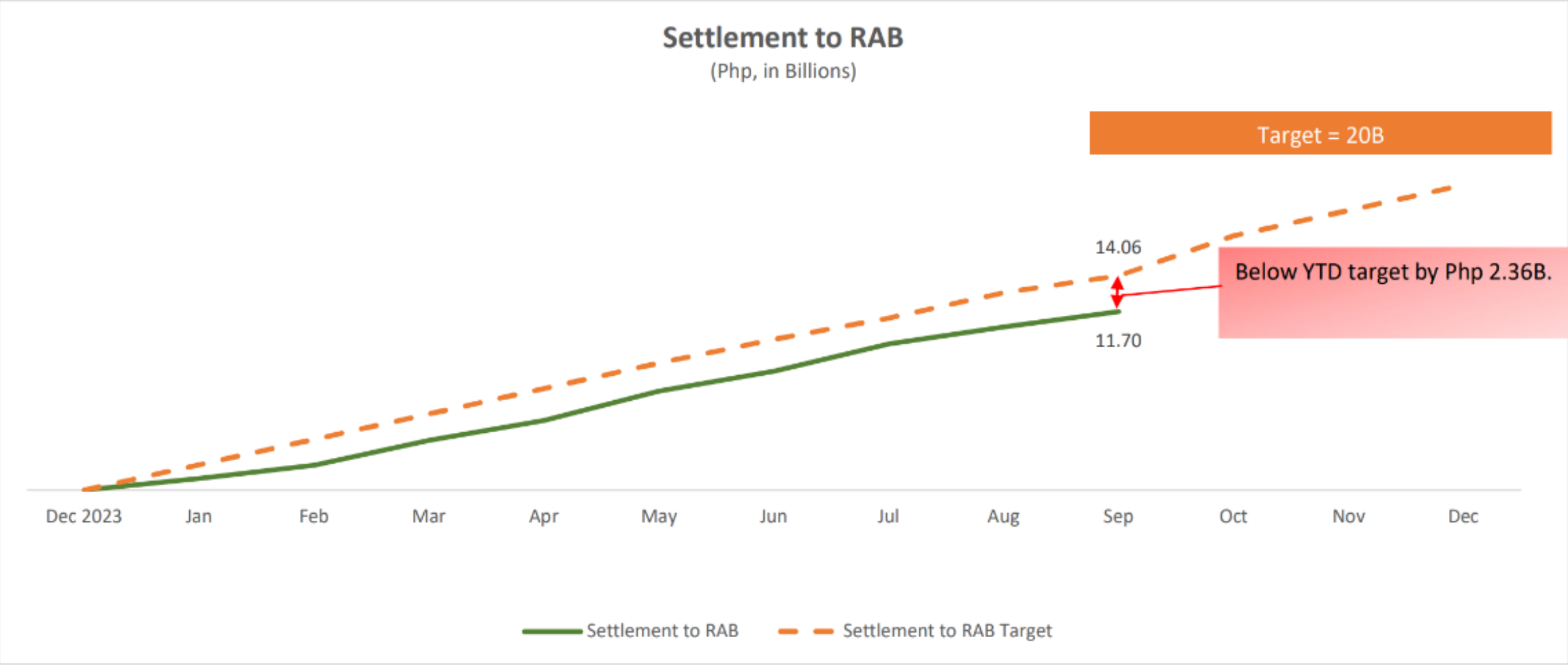
2024 Target AUC Level: PhP 20.63 B

WO Closing AUC Performance Update (as of September 30, 2024)



Note: Recommended AUC Level= 16.19B + 4.44B catch-up = 20.63B

2024 Work Order Cost Settlement to RAB Accomplishment Update



Data as of September 30, 2024

MATERIALS BALANCING

DSAM Process Team

Topic Outline

- Materials Balancing
- Roles and Responsibility
- EAM Tabs Included in the Materials Balancing Computation
- Materials Balancing BIRT Report
- Sample Cases
- Variance Clearing
- Standard Processing Time on Materials Return
- Valid Material Variance Clearing
- Minor Salvage Items Excluded under Variance Calculation
- References

Materials Balancing

- A process that entails tracking materials **issued and returned within a work order**.
- This involves documenting the actual **installations and retirements** in Enterprise Asset Management (EAM), then comparing them to the **actual issuances and retirements** in Enterprise Resource Planning (ERP).
- Accurate materials balancing is crucial as it influences the reflection of transacted materials on MERALCO's **Revenue Asset Base (RAB).**

Roles & Responsibility

WORK ORDER SUPERVISOR

- Ensures the materials variances are **resolved**
- Asses final variances from **Mat. Bal. BIRT Report**.
- Computation of **Penalty** for unreturned or delayed returned materials for Vendor Assigned WOs.

QUALITY INSPECTOR

- Validates the **accuracy** of materials declared by crew in the Work Order Material Details, STR, and/or STF versus what has been installed/returned from the field

CREW LEAD

- Declares material issuances and returns in **the Work Order Material Details, STR, and/or STF**

VENDOR

- Responsible in **ensuring compliance** to materials balancing requirements **for Vendor-assigned Work Order**

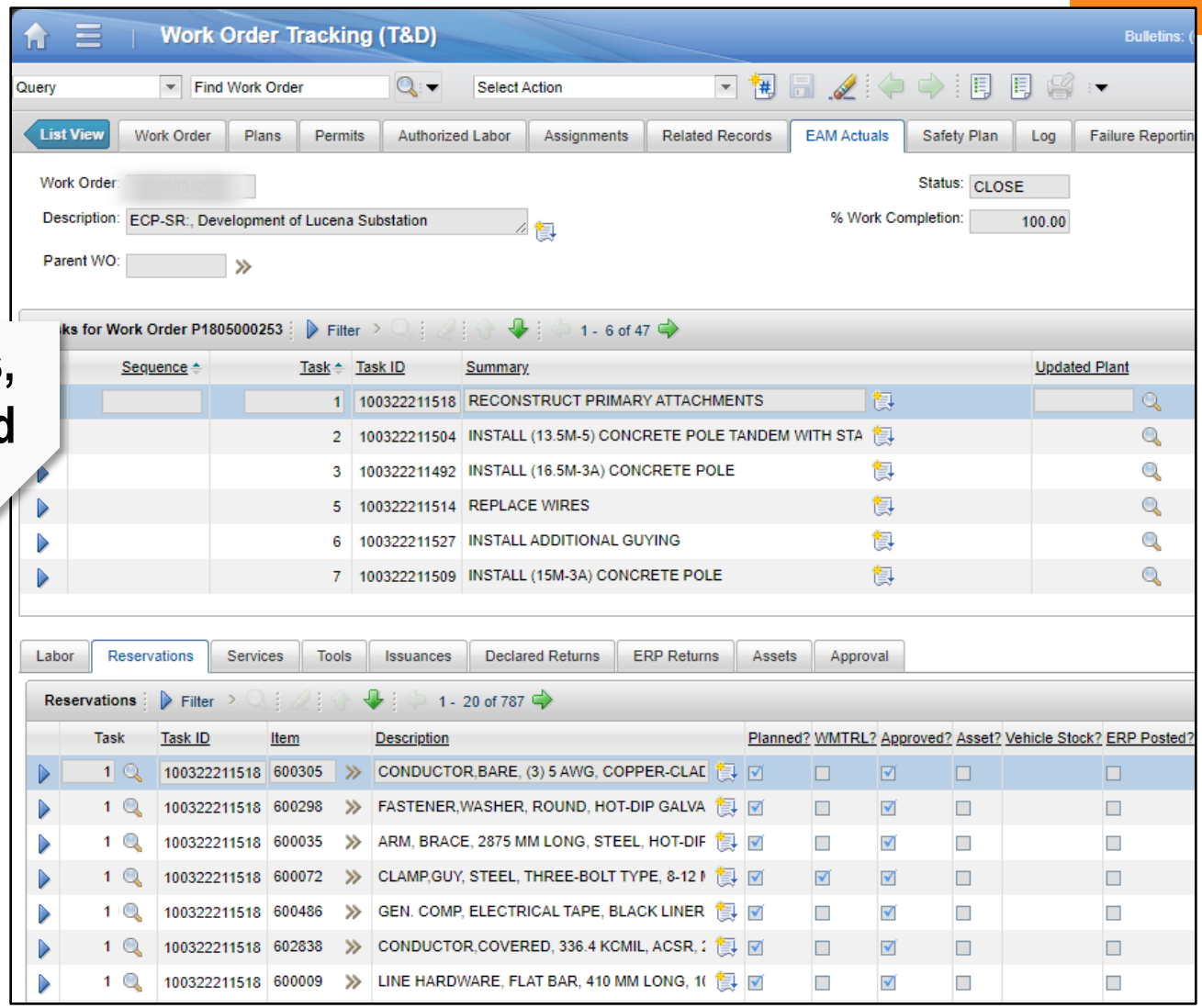
CLERK

- Assists in declaring the **actual installed and/or retired** materials in EAM

EAM TABS INCLUDED IN THE MATERIALS BALANCING COMPUTATION

RESERVATIONS

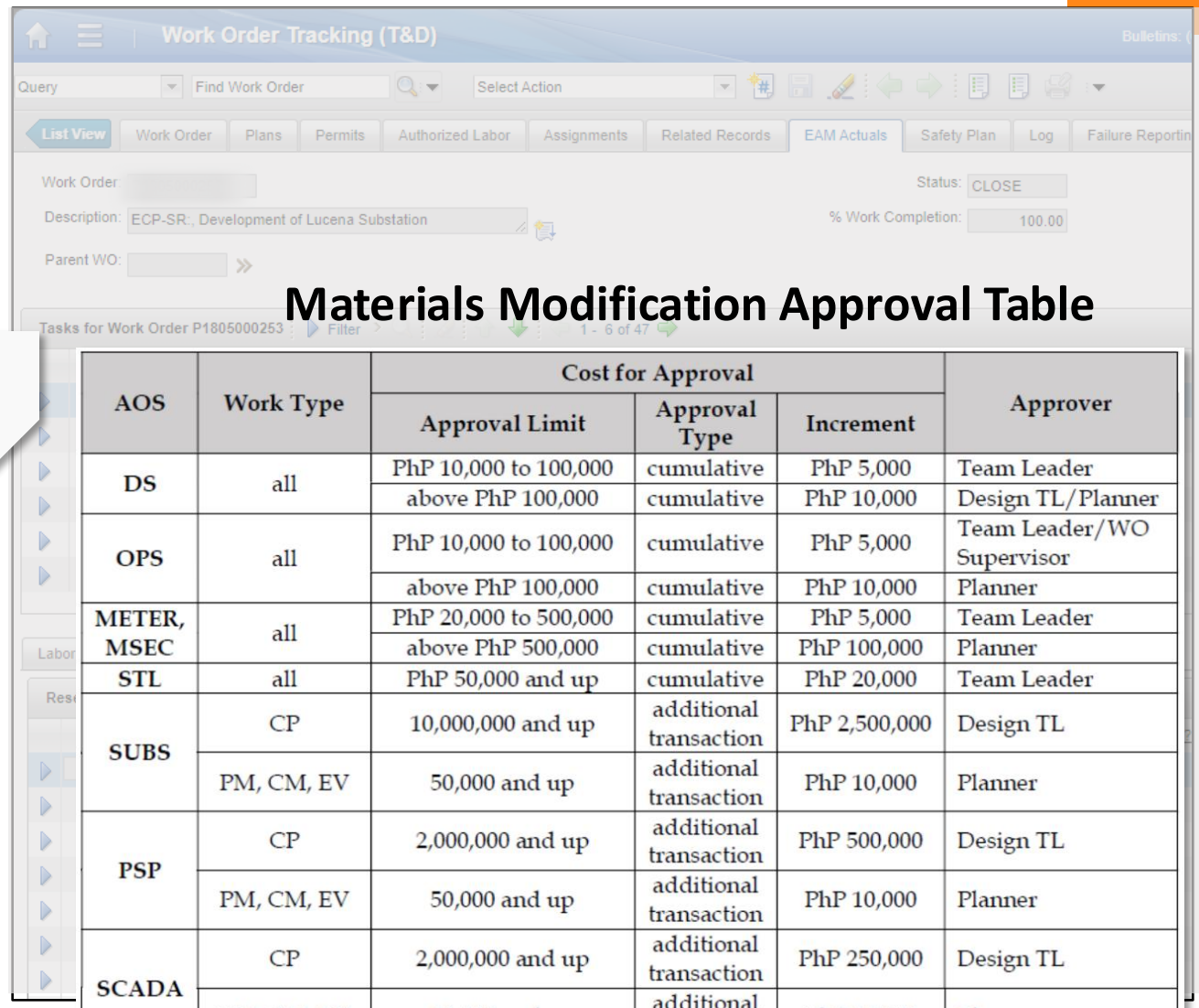
Declaration of material reservations, actual ERP issuances, and deleted reservations



REMEMBER:

- Materials that were added at APPR/WMTRL Status and above, will be considered unplanned materials and may require approval

EAM TABS INCLUDED IN THE MATERIALS BALANCING COMPUTATION



APPROVAL

List of materials modification that requires approval based on the cost

Materials Modification Approval Table

AOS	Work Type	Cost for Approval			Approver
		Approval Limit	Approval Type	Increment	
DS	all	PhP 10,000 to 100,000	cumulative	PhP 5,000	Team Leader
		above PhP 100,000	cumulative	PhP 10,000	Design TL/Planner
OPS	all	PhP 10,000 to 100,000	cumulative	PhP 5,000	Team Leader/WO Supervisor
		above PhP 100,000	cumulative	PhP 10,000	Planner
METER, MSEC	all	PhP 20,000 to 500,000	cumulative	PhP 5,000	Team Leader
		above PhP 500,000	cumulative	PhP 100,000	Planner
STL	all	PhP 50,000 and up	cumulative	PhP 20,000	Team Leader
SUBS	CP	10,000,000 and up	additional transaction	PhP 2,500,000	Design TL
	PM, CM, EV	50,000 and up	additional transaction	PhP 10,000	Planner
PSP	CP	2,000,000 and up	additional transaction	PhP 500,000	Design TL
	PM, CM, EV	50,000 and up	additional transaction	PhP 10,000	Planner
SCADA	CP	2,000,000 and up	additional transaction	PhP 250,000	Design TL
	PM, CM, EV	50,000 and up	additional transaction	PhP 10,000	Planner

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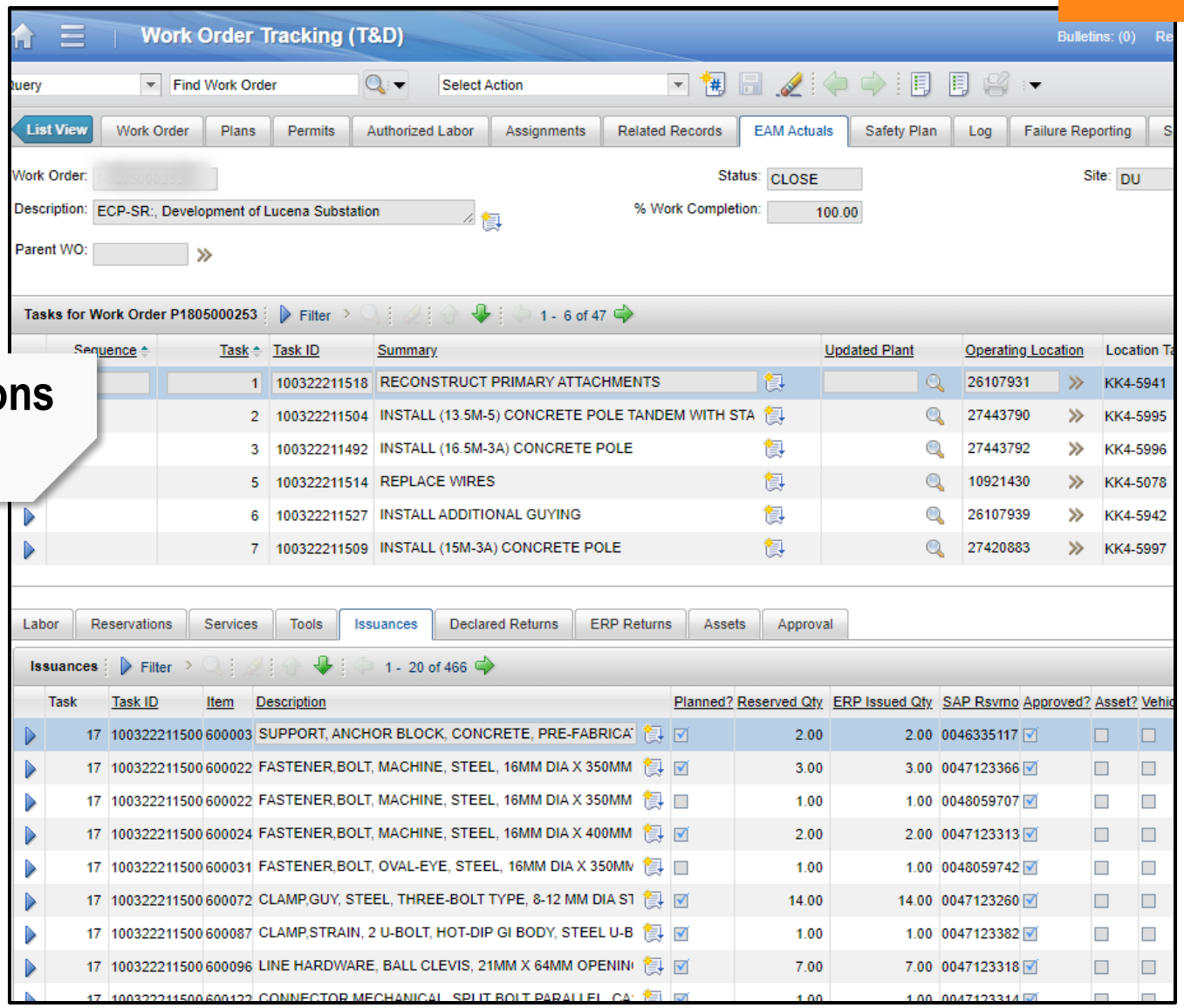
EAM TABS INCLUDED IN THE MATERIALS BALANCING COMPUTATION

ISSUANCES

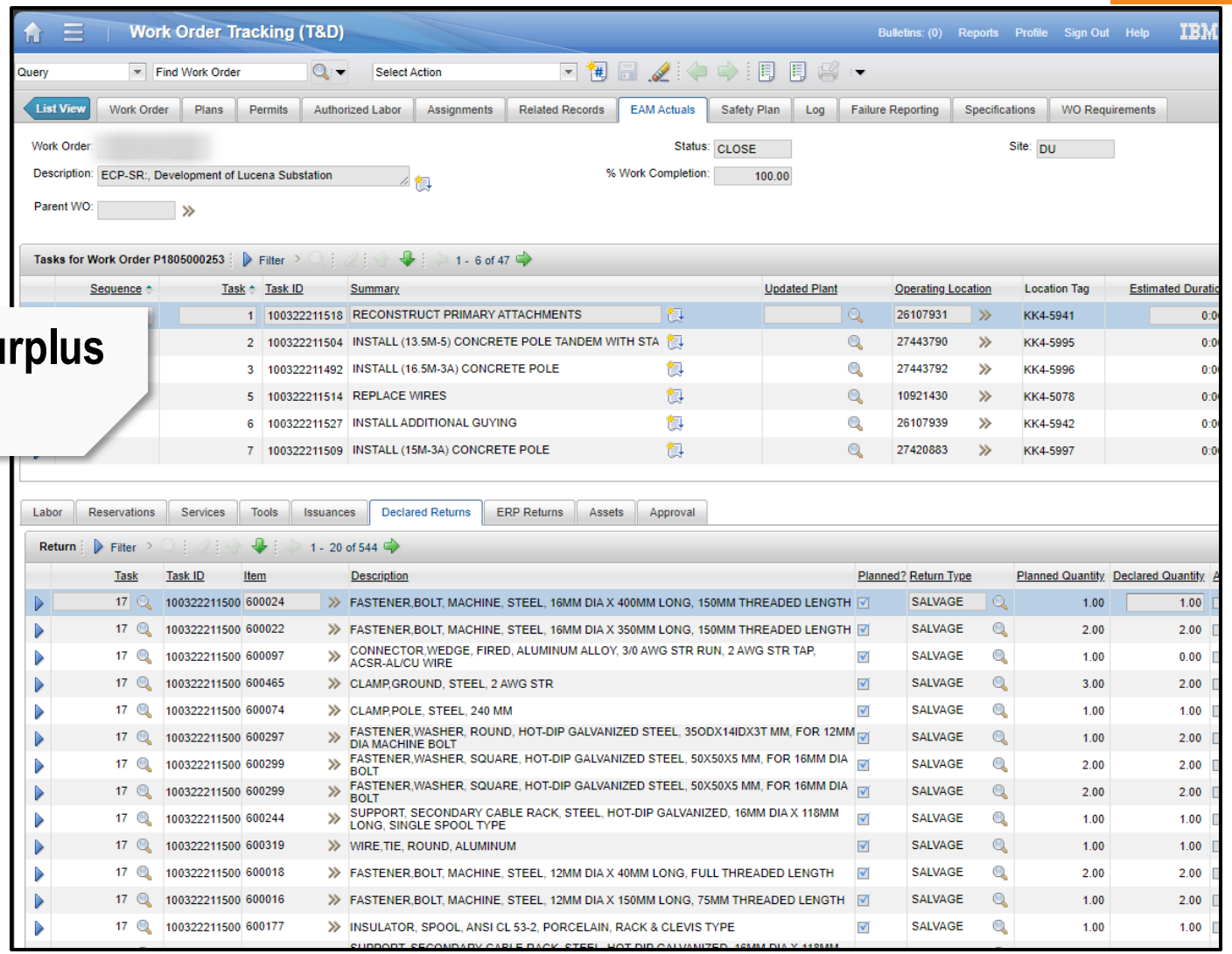
Declaration of material reservations and actual ERP issuances



EAM TABS INCLUDED IN THE MATERIALS BALANCING COMPUTATION

DECLARED RETURNS

Declaration of actual material surplus and salvage returns



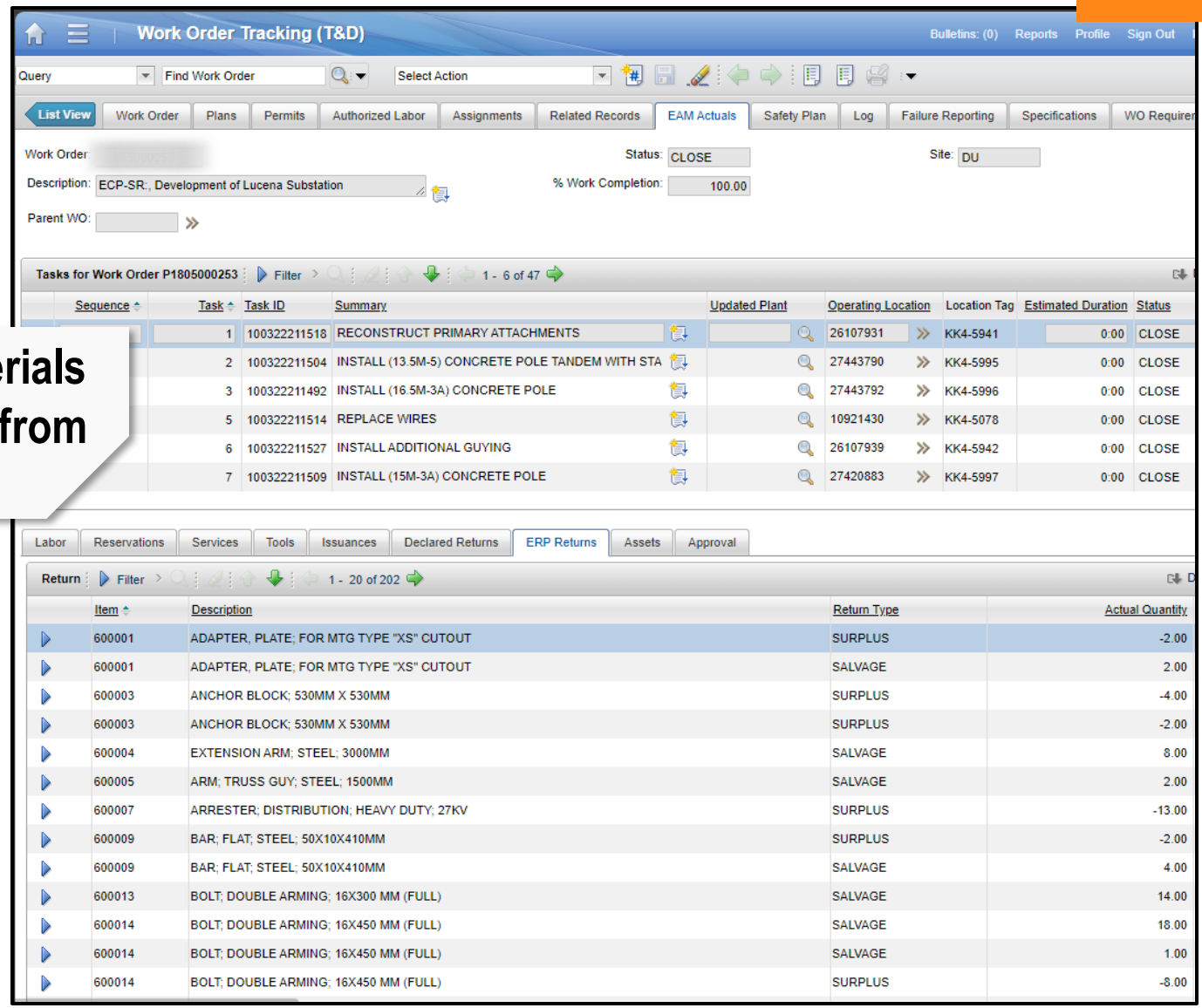
NOTE:

If Major Materials are not properly associated with the correct WO and location, there will be impact on the PAR-FAR

EAM TABS INCLUDED IN THE MATERIALS BALANCING COMPUTATION

ERP RETURNS

Surplus or Salvaged materials returned in Stores, interfaced from ERP to EAM



Sequence	Task	Task ID	Summary	Updated Plant	Operating Location	Location Tag	Estimated Duration	Status
	1	100322211518	RECONSTRUCT PRIMARY ATTACHMENTS		26107931	KK4-5941	0:00	CLOSE
	2	100322211504	INSTALL (13.5M-5) CONCRETE POLE TANDEM WITH STA		27443790	KK4-5995	0:00	CLOSE
	3	100322211492	INSTALL (16.5M-3A) CONCRETE POLE		27443792	KK4-5996	0:00	CLOSE
	5	100322211514	REPLACE WIRES		10921430	KK4-5078	0:00	CLOSE
	6	100322211527	INSTALL ADDITIONAL GUYING		26107939	KK4-5942	0:00	CLOSE
	7	100322211509	INSTALL (15M-3A) CONCRETE POLE		27420883	KK4-5997	0:00	CLOSE

Item	Description	Return Type	Actual Quantity
600001	ADAPTER, PLATE; FOR MTG TYPE "XS" CUTOUT	SURPLUS	-2.00
600001	ADAPTER, PLATE; FOR MTG TYPE "XS" CUTOUT	SALVAGE	2.00
600003	ANCHOR BLOCK; 530MM X 530MM	SURPLUS	-4.00
600003	ANCHOR BLOCK; 530MM X 530MM	SURPLUS	-2.00
600004	EXTENSION ARM; STEEL; 3000MM	SALVAGE	8.00
600005	ARM; TRUSS GUY; STEEL; 1500MM	SALVAGE	2.00
600007	ARRESTER; DISTRIBUTION; HEAVY DUTY; 27KV	SURPLUS	-13.00
600009	BAR; FLAT; STEEL; 50X10X410MM	SURPLUS	-2.00
600009	BAR; FLAT; STEEL; 50X10X410MM	SALVAGE	4.00
600013	BOLT; DOUBLE ARMING; 16X300 MM (FULL)	SALVAGE	14.00
600014	BOLT; DOUBLE ARMING; 16X450 MM (FULL)	SALVAGE	18.00
600014	BOLT; DOUBLE ARMING; 16X450 MM (FULL)	SALVAGE	1.00
600014	BOLT; DOUBLE ARMING; 16X450 MM (FULL)	SURPLUS	-8.00

EAM TABS INCLUDED IN THE MATERIALS BALANCING COMPUTATION

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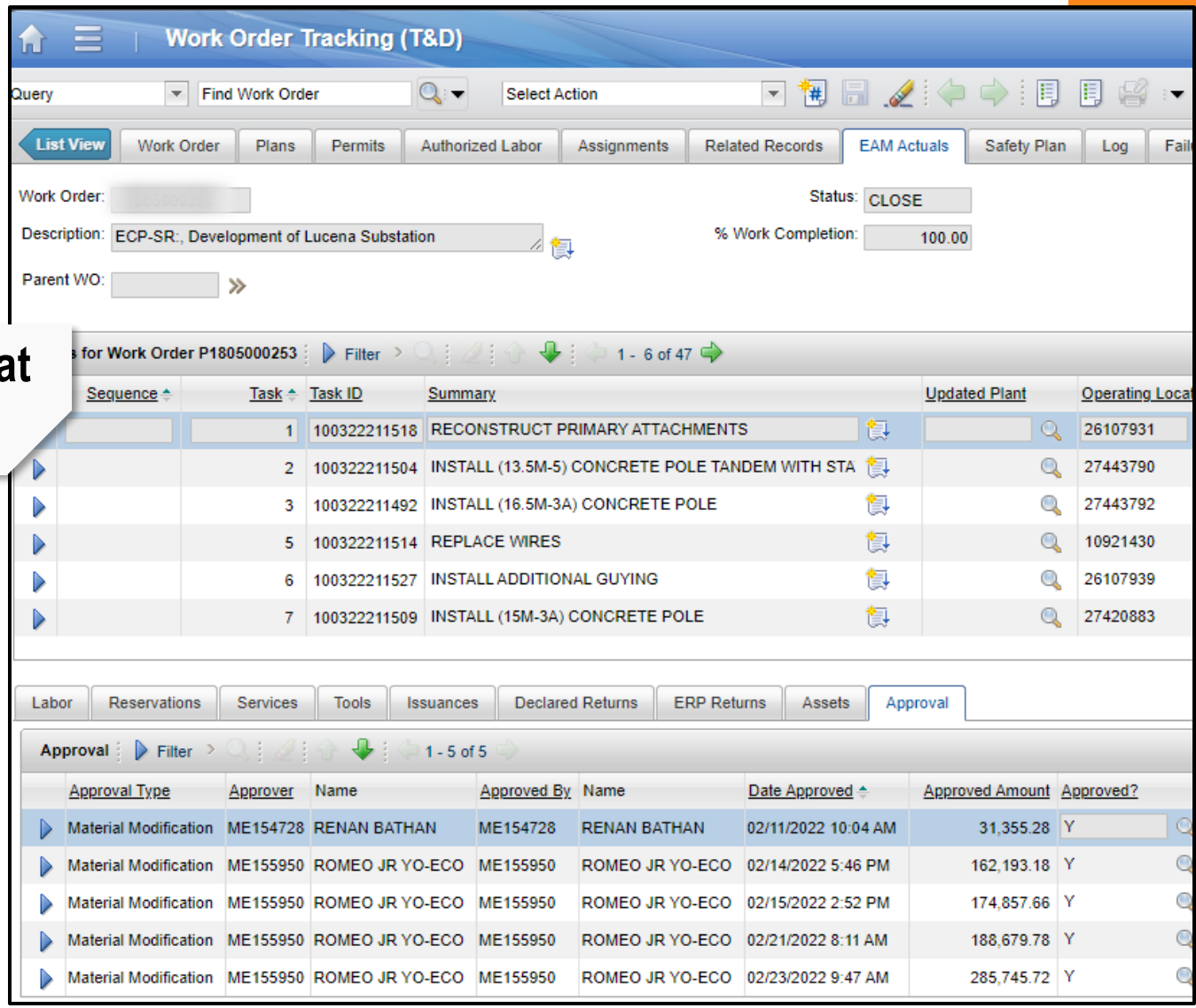

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MATERIALS BALANCING BIRT REPORT DS, STS, & METER

ASSET

Refers to EAM Asset that needs to be maintained and tracked throughout its lifecycle

MAJOR

Tagging of materials if major items or not

WORK FUNCTION (WF)

Describes the type of transaction, either Install (I) or Retire (R)

EAM Enterprise Asset Management

Materials Balancing – DS, STS and Meter

Printed By [redacted]

Run Date: MAY-30-2024 03:09:01 PM

WO No.: [redacted] ECP-SR:, Development of Lucena Substation WO Status: CLOSE-2023-01-14 05:38:30

Supervisor:

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600326	POLE,CONCRETE, 18.00 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	1.00	0.00	1.00	-1.00	0.00
600327	POLE,CONCRETE, 16.50 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	2.00	2.00	2.00	0.00	0.00
610838	POLE,CONCRETE, 27.50 m, CLASS 1A, ROUND	EA	N	Y	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600004	ARM, EXTENSION, 3000 MM LONG, STEEL, HOT-DIP GALVANIZED, OHGW SUPPORT	EA	N	N	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600007	SURGE ARRESTER,DISTRIBUTION CLASS, GAPLESS MOV, 27 KV DUTY CYCLE, 22 KV MCOV, 150 KV BIL, HEAVY DUTY, SILICON-RUBBER HOUSED	EA	N	N	I	Y	13.00	25.00	12.00	25.00	-13.00	0.00
600035	ARM, BRACE, 2875 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000 MM ALLEY ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600038	ARM, BRACE, 850 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000MM CROSS ARM	PAA	N	N	I	Y	2.00	4.00	2.00	4.00	-2.00	0.00
600039	ARM, VERTICAL BRACE, 1320 MM LONG, STEEL, HOT-DIP GALVANIZED, MULTI-LAYER ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600041	BRACKET, STEEL, HOT-DIP GALVANIZED, CROSS ARM	EA	N	N	I	Y	5.00	5.00	0.00	5.00	-5.00	0.00
600043	BRACKET, STEEL, HOT-DIP GALVANIZED, TRANSFORMER	EA	N	N	I	Y	4.00	4.00	4.00	4.00	0.00	0.00
600044	BRACKET, STEEL, HOT-DIP GALVANIZED, FCO & ARRESTER	EA	N	N	I	Y	2.00	14.00	14.00	14.00	0.00	0.00

MATERIALS BALANCING BIRT REPORT DS, STS, & METER

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EAM Enterprise Asset Management

Materials Balancing – DS, STS and Meter

Printed By [redacted]

Run Date: MAY-30-2024 03:09:01 PM

WO No.: [redacted] ECP-SR:, Development of Lucena Substation WO Status: CLOSE-2023-01-14 05:38:30

Supervisor:

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600326	POLE,CONCRETE, 18.00 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	1.00	0.00	1.00	-1.00	0.00
600327	POLE,CONCRETE, 16.50 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	2.00	2.00	2.00	0.00	0.00
610838	POLE,CONCRETE, 27.50 m, CLASS 1A, ROUND	EA	N	Y	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600004	ARM, EXTENSION, 3000 MM LONG, STEEL, HOT-DIP GALVANIZED, OHGW SUPPORT	EA	N	N	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600007	SURGE ARRESTER,DISTRIBUTION CLASS, GAPLESS MOV, 27 KV DUTY CYCLE, 22 KV MCOV, 150 KV BIL, HEAVY DUTY, SILICON-RUBBER HOUSED	EA	N	N	I	Y	13.00	25.00	12.00	25.00	-13.00	0.00
600035	ARM, BRACE, 2875 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000 MM ALLEY ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600038	ARM, BRACE, 850 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000MM CROSS ARM	PAA	N	N	I	Y	2.00	4.00	2.00	4.00	-2.00	0.00
600039	ARM, VERTICAL BRACE, 1320 MM LONG, STEEL, HOT-DIP GALVANIZED, MULTI-LAYER ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600041	BRACKET, STEEL, HOT-DIP GALVANIZED, CROSS ARM	EA	N	N	I	Y	5.00	5.00	0.00	5.00	-5.00	0.00
600043	BRACKET, STEEL, HOT-DIP GALVANIZED, TRANSFORMER	EA	N	N	I	Y	4.00	4.00	4.00	4.00	0.00	0.00
600044	BRACKET, STEEL, HOT-DIP GALVANIZED, FCO & ARRESTER	EA	N	N	I	Y	2.00	14.00	14.00	14.00	0.00	0.00

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600039	ARM, VERTICAL BRACE, 1320 MM LONG, STEEL, HOT-DIP GALVANIZED, MULTI-LAYER ARM	EA	N	N		Y	2.00	2.00	0.00	2.00	-2.00	0.00
600041	BRACKET, STEEL, HOT-DIP GALVANIZED, CROSS ARM	EA	N	N		Y	5.00	5.00	0.00	5.00	-5.00	0.00
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600327	POLE,CONCRETE, 16.50 m, CLASS 3A, ROUND	EA	N	Y	I		1.00	2.00	2.00	2.00	0.00	0.00
610838	POLE,CONCRETE, 27.50 m, CLASS 1A, ROUND	EA	N	Y	I		2.00	2.00	2.00	2.00	0.00	0.00
600004	ARM, EXTENSION, 3000 MM LONG, STEEL, HOT-DIP GALVANIZED, OHGW SUPPORT	EA	N	N	I		2.00	2.00	2.00	2.00	0.00	0.00
600007	SURGE ARRESTER,DISTRIBUTION CLASS, GAPLESS MOV, 27 KV DUTY CYCLE, 22 KV MCOV, 150 KV BIL, HEAVY DUTY, SILICON-RUBBER HOUSED	EA	N	N	I		13.00	25.00	12.00	25.00	-13.00	0.00
600035	ARM, BRACE, 2875 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000 MM ALLEY ARM	EA	N	N	I		2.00	2.00	0.00	2.00	-2.00	0.00
600038	ARM, BRACE, 850 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000MM CROSS ARM	PAA	N	N	I		2.00	4.00	2.00	4.00	-2.00	0.00
600039	ARM, VERTICAL BRACE, 1320 MM LONG, STEEL, HOT-DIP GALVANIZED, MULTI-LAYER ARM	EA	N	N	I		2.00	2.00	0.00	2.00	-2.00	0.00
600041	BRACKET, STEEL, HOT-DIP GALVANIZED, CROSS ARM	EA	N	N	I		5.00	5.00	0.00	5.00	-5.00	0.00
600043	BRACKET, STEEL, HOT-DIP GALVANIZED, TRANSFORMER	EA	N	N	I		4.00	4.00	4.00	4.00	0.00	0.00
600044	BRACKET, STEEL, HOT-DIP GALVANIZED, FCO & ARRESTER	EA	N	N	I		2.00	14.00	14.00	14.00	0.00	0.00

MATERIALS BALANCING BIRT REPORT DS, STS, & METER

EAM Enterprise Asset Management

Materials Balancing – DS, STS and Meter

Printed By: [redacted]

Run Date: MAY-30-2024 03:09:01 PM

WO No: [redacted] ECP-SR:, Development of Lucena Substation WO Status: CLOSE-2023-01-14 05:38:30

Supervisor:

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600326	POLE,CONCRETE, 18.00 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	1.00	0.00	1.00	-1.00	0.00
600327	POLE,CONCRETE, 16.50 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	2.00	2.00	2.00	0.00	0.00
610838	POLE,CONCRETE, 27.50 m, CLASS 1A, ROUND	EA	N	Y	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600004	ARM, EXTENSION, 3000 MM LONG, STEEL, HOT-DIP GALVANIZED, OHGW SUPPORT	EA	N	N	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600007	SURGE ARRESTER,DISTRIBUTION CLASS, GAPLESS MOV, 27 KV DUTY CYCLE, 22 KV MCOV, 150 KV BIL, HEAVY DUTY, SILICON-RUBBER HOUSED	EA	N	N	I	Y	13.00	25.00	12.00	25.00	-13.00	0.00
600035	ARM, BRACE, 2875 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000 MM ALLEY ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600038	ARM, BRACE, 850 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000MM CROSS ARM	PAA	N	N	I	Y	2.00	4.00	2.00	4.00	-2.00	0.00
600039	ARM, VERTICAL BRACE, 1320 MM LONG, STEEL, HOT-DIP GALVANIZED, MULTI-LAYER ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600041	BRACKET, STEEL, HOT-DIP GALVANIZED, CROSS ARM	EA	N	N	I	Y	5.00	5.00	0.00	5.00	-5.00	0.00
600043	BRACKET, STEEL, HOT-DIP GALVANIZED, TRANSFORMER	EA	N	N	I	Y	4.00	4.00	4.00	4.00	0.00	0.00
600044	BRACKET, STEEL, HOT-DIP GALVANIZED, FCO & ARRESTER	EA	N	N	I	Y	2.00	14.00	14.00	14.00	0.00	0.00

PLANNED QUANTITY

Material quantities identified during planning phase

MODIFIED QUANTITY

Material quantities identified during the planning phase and unplanned materials added by Supervisor

EAM ACTUALS

Material quantities that were installed or returned in the field.

MATERIALS BALANCING BIRT REPORT DS, STS, & METER

EAM Enterprise Asset Management

Materials Balancing – DS, STS and Meter

Printed By: [redacted]

Run Date: MAY-30-2024 03:09:01 PM

WO No: [redacted] ECP-SR:, Development of Lucena Substation WO Status: CLOSE-2023-01-14 05:38:30

Supervisor:

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600326	POLE,CONCRETE, 18.00 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	1.00	0.00	1.00	-1.00	0.00
600327	POLE,CONCRETE, 16.50 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	2.00	2.00	2.00	0.00	0.00
610838	POLE,CONCRETE, 27.50 m, CLASS 1A, ROUND	EA	N	Y	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600004	ARM, EXTENSION, 3000 MM LONG, STEEL, HOT-DIP GALVANIZED, OHGW SUPPORT	EA	N	N	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600007	SURGE ARRESTER,DISTRIBUTION CLASS, GAPLESS MOV, 27 KV DUTY CYCLE, 22 KV MCOV, 150 KV BIL, HEAVY DUTY, SILICON-RUBBER HOUSED	EA	N	N	I	Y	13.00	25.00	12.00	25.00	-13.00	0.00
600035	ARM, BRACE, 2875 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000 MM ALLEY ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600038	ARM, BRACE, 850 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000MM CROSS ARM	PAA	N	N	I	Y	2.00	4.00	2.00	4.00	-2.00	0.00
600039	ARM, VERTICAL BRACE, 1320 MM LONG, STEEL, HOT-DIP GALVANIZED, MULTI-LAYER ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600041	BRACKET, STEEL, HOT-DIP GALVANIZED, CROSS ARM	EA	N	N	I	Y	5.00	5.00	0.00	5.00	-5.00	0.00
600043	BRACKET, STEEL, HOT-DIP GALVANIZED, TRANSFORMER	EA	N	N	I	Y	4.00	4.00	4.00	4.00	0.00	0.00
600044	BRACKET, STEEL, HOT-DIP GALVANIZED, FCO & ARRESTER	EA	N	N	I	Y	2.00	14.00	14.00	14.00	0.00	0.00

PLANNED QUANTITY

Material quantities identified during planning phase

MODIFIED QUANTITY

Material quantities identified during the planning phase and unplanned materials added by Supervisor

EAM ACTUALS

Material quantities that were installed or returned in the field.

MATERIALS BALANCING BIRT REPORT DS, STS, & METER

EAM Enterprise Asset Management

Materials Balancing – DS, STS and Meter

Printed By: [redacted]

Run Date: MAY-30-2024 03:09:01 PM

WO No: [redacted] ECP-SR:, Development of Lucena Substation WO Status: CLOSE-2023-01-14 05:38:30

Supervisor:

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600326	POLE,CONCRETE, 18.00 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	1.00	0.00	1.00	-1.00	0.00
600327	POLE,CONCRETE, 16.50 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	2.00	2.00	2.00	0.00	0.00
610838	POLE,CONCRETE, 27.50 m, CLASS 1A, ROUND	EA	N	Y	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600004	ARM, EXTENSION, 3000 MM LONG, STEEL, HOT-DIP GALVANIZED, OHGW SUPPORT	EA	N	N	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600007	SURGE ARRESTER,DISTRIBUTION CLASS, GAPLESS MOV, 27 KV DUTY CYCLE, 22 KV MCOV, 150 KV BIL, HEAVY DUTY, SILICON-RUBBER HOUSED	EA	N	N	I	Y	13.00	25.00	12.00	25.00	-13.00	0.00
600035	ARM, BRACE, 2875 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000 MM ALLEY ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600038	ARM, BRACE, 850 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000MM CROSS ARM	PAA	N	N	I	Y	2.00	4.00	2.00	4.00	-2.00	0.00
600039	ARM, VERTICAL BRACE, 1320 MM LONG, STEEL, HOT-DIP GALVANIZED, MULTI-LAYER ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600041	BRACKET, STEEL, HOT-DIP GALVANIZED, CROSS ARM	EA	N	N	I	Y	5.00	5.00	0.00	5.00	-5.00	0.00
600043	BRACKET, STEEL, HOT-DIP GALVANIZED, TRANSFORMER	EA	N	N	I	Y	4.00	4.00	4.00	4.00	0.00	0.00
600044	BRACKET, STEEL, HOT-DIP GALVANIZED, FCO & ARRESTER	EA	N	N	I	Y	2.00	14.00	14.00	14.00	0.00	0.00

PLANNED QUANTITY

Material quantities identified during planning phase

MODIFIED QUANTITY

Material quantities identified during the planning phase and unplanned materials added by Supervisor

EAM ACTUALS

Material quantities that were installed or returned in the field.

MATERIALS BALANCING BIRT REPORT DS, STS, & METER

EAM Enterprise Asset Management

Materials Balancing – DS, STS and Meter

Printed By: [redacted]

Run Date: MAY-30-2024 03:09:01 PM

WO No [redacted] ECP-SR:, Development of Lucena Substation WO Status: CLOSE-2023-01-14 05:38:30

Supervisor:

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600326	POLE,CONCRETE, 18.00 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	1.00	0.00	1.00	-1.00	0.00
600327	POLE,CONCRETE, 16.50 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	2.00	2.00	2.00	0.00	0.00
610838	POLE,CONCRETE, 27.50 m, CLASS 1A, ROUND	EA	N	Y	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600004	ARM, EXTENSION, 3000 MM LONG, STEEL, HOT-DIP GALVANIZED, OHGW SUPPORT	EA	N	N	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600007	SURGE ARRESTER,DISTRIBUTION CLASS, GAPLESS MOV, 27 KV DUTY CYCLE, 22 KV MCOV, 150 KV BIL, HEAVY DUTY, SILICON-RUBBER HOUSED	EA	N	N	I	Y	13.00	25.00	12.00	25.00	-13.00	0.00
600035	ARM, BRACE, 2875 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000 MM ALLEY ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600038	ARM, BRACE, 850 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000MM CROSS ARM	PAA	N	N	I	Y	2.00	4.00	2.00	4.00	-2.00	0.00
600039	ARM, VERTICAL BRACE, 1320 MM LONG, STEEL, HOT-DIP GALVANIZED, MULTI-LAYER ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600041	BRACKET, STEEL, HOT-DIP GALVANIZED, CROSS ARM	EA	N	N	I	Y	5.00	5.00	0.00	5.00	-5.00	0.00
600043	BRACKET, STEEL, HOT-DIP GALVANIZED, TRANSFORMER	EA	N	N	I	Y	4.00	4.00	4.00	4.00	0.00	0.00
600044	BRACKET, STEEL, HOT-DIP GALVANIZED, FCO & ARRESTER	EA	N	N	I	Y	2.00	14.00	14.00	14.00	0.00	0.00

ERP ISSUED / RETURNED

Actual material Qty issued and returned from/to stores through SAP-ERP by item code and work function

VARIANCE

[FOR WORK FUNCTION I]

I = EAM Actuals (a) – ERP Issued (b) + ERP Returned (c)

Where: EAM Actuals = Issued quantity – Declared Returns as Surplus

[FOR WORK FUNCTION R]

R = ERP Returned (c) – EAM Actuals (a)

Where: EAM Actuals = Declared Returns as Salvage

MATERIALS BALANCING BIRT REPORT DS, STS, & METER

EAM Enterprise Asset Management

Materials Balancing – DS, STS and Meter

Printed By: [redacted]

Run Date: MAY-30-2024 03:09:01 PM

WO No: [redacted] ECP-SR:, Development of Lucena Substation WO Status: CLOSE-2023-01-14 05:38:30

Supervisor:

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600326	POLE,CONCRETE, 18.00 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	1.00	0.00	1.00	-1.00	0.00
600327	POLE,CONCRETE, 16.50 m, CLASS 3A, ROUND	EA	N	Y	I	Y	1.00	2.00	2.00	2.00	0.00	0.00
610838	POLE,CONCRETE, 27.50 m, CLASS 1A, ROUND	EA	N	Y	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600004	ARM, EXTENSION, 3000 MM LONG, STEEL, HOT-DIP GALVANIZED, OHGW SUPPORT	EA	N	N	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600007	SURGE ARRESTER,DISTRIBUTION CLASS, GAPLESS MOV, 27 KV DUTY CYCLE, 22 KV MCOV, 150 KV BIL, HEAVY DUTY, SILICON-RUBBER HOUSED	EA	N	N	I	Y	13.00	25.00	12.00	25.00	-13.00	0.00
600035	ARM, BRACE, 2875 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000 MM ALLEY ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600038	ARM, BRACE, 850 MM LONG, STEEL, HOT-DIP GALVANIZED, 3000MM CROSS ARM	PAA	N	N	I	Y	2.00	4.00	2.00	4.00	-2.00	0.00
600039	ARM, VERTICAL BRACE, 1320 MM LONG, STEEL, HOT-DIP GALVANIZED, MULTI-LAYER ARM	EA	N	N	I	Y	2.00	2.00	0.00	2.00	-2.00	0.00
600041	BRACKET, STEEL, HOT-DIP GALVANIZED, CROSS ARM	EA	N	N	I	Y	5.00	5.00	0.00	5.00	-5.00	0.00
600043	BRACKET, STEEL, HOT-DIP GALVANIZED, TRANSFORMER	EA	N	N	I	Y	4.00	4.00	4.00	4.00	0.00	0.00
600044	BRACKET, STEEL, HOT-DIP GALVANIZED, FCO & ARRESTER	EA	N	N	I	Y	2.00	14.00	14.00	14.00	0.00	0.00

ERP ISSUED / RETURNED

Actual material Qty issued and returned from/to stores through SAP-ERP by item code and work function

VARIANCE

[FOR WORK FUNCTION I]

I = EAM Actuals (a) – ERP Issued (b) + ERP Returned (c)

Where: EAM Actuals = Issued quantity – Declared Returns as Surplus

[FOR WORK FUNCTION R]

R = ERP Returned (c) – EAM Actuals (a)

Where: EAM Actuals = Declared Returns as Salvage

MATERIALS BALANCING
BIRT REPORT – OPS

Work Order Tracking (Meter Ops)

Bulletins: (0) Reports Profile

Query | Find Work Order | Select Action

Browser View: Materials Balancing – OPS

List View | Work | Permits | Authorized Labor | Assignments | Related Records | EAM Actuals | Safety Plan

Work Order: A11272651249

Description: INCIDENT

Area of Specialization: OPS — Operations

Work Type: EV

Sub Type: OUTAGE INVE

IO Type: ZE10 — OPEX

Location: 20711060 — METER, SSN 41508797, 230 V, SINGLE PHASE, TV

Location Tag: 41508797

Circuit:

Asset: 33VZN42962 — METER,ELECTROMECHANICAL, SELF-CONTAINE

Area: SOUTH

Office: STA. ROSA — STA. ROSA

GL Account: MEOC03~MO13002401

Service Address

Province: LAGUNA

Municipality/City: CABUYAO

Barangay: BIGAA

Subdivision: BIGAA

House No.: 0214

VGC:

Street: BIGAA

Landmark/Intersection: 2M LE OF POLE NO. DI6-132

Design Responsibility

Design Team Leader:

Design VC:

Design Engineer:

Permit Team Leader:

Execute Responsibility

Planner: ME175714 — LORD ALFRED FER

Scheduler: ME175714 — LORD ALFRED FER

Supervisor: ME175714 — LORD ALFRED FER

Quality Inspector: ME175714 — LORD ALFRED FER

Vendor: 85004574

Job Details

Scheduling Information

MATERIALS BALANCING BIRT REPORT – OPS

EAM VS ERP ACTUALS BY ITEM CLASSIFICATION

Items are grouped by their item classification and var tagging

MATERIALS RESERVED

Total qty of materials in reservations tab

ACTUAL ISSUANCE

Total Materials issued from stores

EAM Enterprise Asset Management

MERALCO

Materials Balancing – OPS

Printed By: [redacted]

Run Date: SEP-05-2024 06:31:56 AM

WO No: [redacted] INCIDENT

WO Status: CLOSE - JAN-13-2024 02:22 AM

IO Type: OPEX

Supervisor: ME175714-LORD ALFRED FERANIL

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
CABLE	Y	38	38	0	16	0	22
COMPONENT	N	1	1	0	1	0	0
CONNECTOR	N	6	6	0	6	0	0
GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	8	8	0	8	0	0
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	30	30	0	8	0	22
600262	COMPONENT, CABLE, SEPARATOR, 75 MM X 75 MM X 38 MM THICK, WOOD (YAKAL OR GUIJO) OR HDPE, POLYURETHANE OR FIBERGLASS	EA	N	COMPONENT	N	1	1	0	1	0	0
604790	CONNECTOR,WEDGE, ALUMINUM ALLOY, 3/0 AWG STR RUN, 6 AWG STR TAP, AL-AL WIRE	EA	N	CONNECTOR	N	2	2	0	2	0	0
600429	CONNECTOR,WEDGE, TIN-PLATED CU ALLOY, 6 AWG STR RUN, 6 AWG STR TAP, AL/CU-AL/CU WIRE	EA	N	CONNECTOR	N	4	4	0	4	0	0
600289	GEN. COMP, ELECTRICAL TAPE, BLACK VINYL, THICK 0.16 MM; WIDTH 19 MM, 600V APPLICATION	RO	N	GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

09/05/2024 6:31 AM

1 / 2

Note: **BIRT Report – OPS computes variances based on actual ERP transactions. Encoding in the declared returns tab will not change the qty in this report.**

MATERIALS BALANCING BIRT REPORT – OPS

EAM VS ERP ACTUALS BY ITEM CLASSIFICATION

Items are grouped by their item classification and var tagging

MATERIALS RESERVED

Total qty of materials in reservations tab

ACTUAL ISSUANCE

Total Materials issued from stores

EAM Enterprise Asset Management

MERALCO

Materials Balancing – OPS

Printed By: [redacted]

Run Date: SEP-05-2024 06:31:56 AM

WO No: [redacted] INCIDENT

WO Status: CLOSE - JAN-13-2024 02:22 AM

IO Type: OPEX

Supervisor: ME175714-LORD ALFRED FERANIL

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
CABLE	Y	38	38	0	16	0	22
COMPONENT	N	1	1	0	1	0	0
CONNECTOR	N	6	6	0	6	0	0
GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	8	8	0	8	0	0
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	30	30	0	8	0	22
600262	COMPONENT, CABLE, SEPARATOR, 75 MM X 75 MM X 38 MM THICK, WOOD (YAKAL OR GUIJO) OR HDPE, POLYURETHANE OR FIBERGLASS	EA	N	COMPONENT	N	1	1	0	1	0	0
604790	CONNECTOR,WEDGE, ALUMINUM ALLOY, 3/0 AWG STR RUN, 6 AWG STR TAP, AL-AL WIRE	EA	N	CONNECTOR	N	2	2	0	2	0	0
600429	CONNECTOR,WEDGE, TIN-PLATED CU ALLOY, 6 AWG STR RUN, 6 AWG STR TAP, AL/CU-AL/CU WIRE	EA	N	CONNECTOR	N	4	4	0	4	0	0
600289	GEN. COMP, ELECTRICAL TAPE, BLACK VINYL, THICK 0.16 MM; WIDTH 19 MM, 600V APPLICATION	RO	N	GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

09/05/2024 6:31 AM

1 / 2

Note: **BIRT Report – OPS computes variances based on actual ERP transactions. Encoding in the declared returns tab will not change the qty in this report.**

MATERIALS BALANCING BIRT REPORT – OPS

EAM VS ERP ACTUALS BY ITEM CLASSIFICATION

Items are grouped by their item classification and var tagging

MATERIALS RESERVED

Total qty of materials in reservations tab

ACTUAL ISSUANCE

Total Materials issued from stores

EAM Enterprise Asset Management

MERALCO

Materials Balancing – OPS

Printed By: [redacted]

Run Date: SEP-05-2024 06:31:56 AM

WO No: [redacted] INCIDENT

WO Status: CLOSE - JAN-13-2024 02:22 AM

IO Type: OPEX

Supervisor: ME175714-LORD ALFRED FERANIL

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
CABLE	Y	38	38	0	16	0	22
COMPONENT	N	1	1	0	1	0	0
CONNECTOR	N	6	6	0	6	0	0
GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	8	8	0	8	0	0
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	30	30	0	8	0	22
600262	COMPONENT, CABLE, SEPARATOR, 75 MM X 75 MM X 38 MM THICK, WOOD (YAKAL OR GUIJO) OR HDPE, POLYURETHANE OR FIBERGLASS	EA	N	COMPONENT	N	1	1	0	1	0	0
604790	CONNECTOR,WEDGE, ALUMINUM ALLOY, 3/0 AWG STR RUN, 6 AWG STR TAP, AL-AL WIRE	EA	N	CONNECTOR	N	2	2	0	2	0	0
600429	CONNECTOR,WEDGE, TIN-PLATED CU ALLOY, 6 AWG STR RUN, 6 AWG STR TAP, AL/CU-AL/CU WIRE	EA	N	CONNECTOR	N	4	4	0	4	0	0
600289	GEN. COMP, ELECTRICAL TAPE, BLACK VINYL, THICK 0.16 MM; WIDTH 19 MM, 600V APPLICATION	RO	N	GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

09/05/2024 6:31 AM

1 / 2

Note: **BIRT Report – OPS computes variances based on actual ERP transactions. Encoding in the declared returns tab will not change the qty in this report.**

MATERIALS BALANCING BIRT REPORT – OPS

EAM VS ERP ACTUALS BY ITEM CLASSIFICATION

Items are grouped by their item classification and var tagging

MATERIALS RESERVED

Total qty of materials in reservations tab

ACTUAL ISSUANCE

Total Materials issued from stores

EAM Enterprise Asset Management

MERALCO

Materials Balancing – OPS

Printed By: [redacted]

Run Date: SEP-05-2024 06:31:56 AM

WO No: [redacted] INCIDENT

WO Status: CLOSE - JAN-13-2024 02:22 AM

IO Type: OPEX

Supervisor: ME175714-LORD ALFRED FERANIL

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
CABLE	Y	38	38	0	16	0	22
COMPONENT	N	1	1	0	1	0	0
CONNECTOR	N	6	6	0	6	0	0
GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	8	8	0	8	0	0
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	30	30	0	8	0	22
600262	COMPONENT, CABLE, SEPARATOR, 75 MM X 75 MM X 38 MM THICK, WOOD (YAKAL OR GUIJO) OR HDPE, POLYURETHANE OR FIBERGLASS	EA	N	COMPONENT	N	1	1	0	1	0	0
604790	CONNECTOR,WEDGE, ALUMINUM ALLOY, 3/0 AWG STR RUN, 6 AWG STR TAP, AL-AL WIRE	EA	N	CONNECTOR	N	2	2	0	2	0	0
600429	CONNECTOR,WEDGE, TIN-PLATED CU ALLOY, 6 AWG STR RUN, 6 AWG STR TAP, AL/CU-AL/CU WIRE	EA	N	CONNECTOR	N	4	4	0	4	0	0
600289	GEN. COMP, ELECTRICAL TAPE, BLACK VINYL, THICK 0.16 MM; WIDTH 19 MM, 600V APPLICATION	RO	N	GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

09/05/2024 6:31 AM

1 / 2

Note: **BIRT Report – OPS computes variances based on actual ERP transactions. Encoding in the declared returns tab will not change the qty in this report.**

MATERIALS BALANCING
BIRT REPORT – OPS

EAM Enterprise Asset Management

MERALCO

Materials Balancing – OPS

Printed By: [redacted]

Run Date: **SEP-05-2024 06:31:56 AM**

WO No: [redacted] **INCIDENT**

WO Status: CLOSE - JAN-13-2024 02:22 AM

IO Type: OPEX

Supervisor: ME175714-LORD ALFRED FERANIL

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
CABLE	Y	38	38	0	16	0	22
COMPONENT	N	1	1	0	1	0	0
CONNECTOR	N	6	6	0	6	0	0
GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	8	8	0	8	0	0
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	30	30	0	8	0	22
600262	COMPONENT, CABLE, SEPARATOR, 75 MM X 75 MM X 38 MM THICK, WOOD (YAKAL OR GUIJO) OR HDPE, POLYURETHANE OR FIBERGLASS	EA	N	COMPONENT	N	1	1	0	1	0	0
604790	CONNECTOR,WEDGE, ALUMINUM ALLOY, 3/0 AWG STR RUN, 6 AWG STR TAP, AL-AL WIRE	EA	N	CONNECTOR	N	2	2	0	2	0	0
600429	CONNECTOR,WEDGE, TIN-PLATED CU ALLOY, 6 AWG STR RUN, 6 AWG STR TAP, AL/CU-AL/CU WIRE	EA	N	CONNECTOR	N	4	4	0	4	0	0
600289	GEN. COMP, ELECTRICAL TAPE, BLACK VINYL, THICK 0.16 MM; WIDTH 19 MM, 600V APPLICATION	RO	N	GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

09/05/2024 6:31 AM 1 / 2

ACTUAL SURPLUS

Total qty of items not installed and return to Stores

ACTUAL SALVAGE

Total qty of items retired and return to Stores

VARIANCE

Total qty of materials needed to be returned to stores

Note: **BIRT Report – OPS computes variances based on actual ERP transactions. Encoding in the declared returns tab will not change the qty in this report.**

MATERIALS BALANCING BIRT REPORT – OPS

EAM Enterprise Asset Management

MERALCO

Materials Balancing – OPS

Printed By: [redacted]

Run Date: SEP-05-2024 06:31:56 AM

WO No: [redacted] INCIDENT

WO Status: CLOSE - JAN-13-2024 02:22 AM

IO Type: OPEX

Supervisor: ME175714-LORD ALFRED FERANIL

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
CABLE	Y	38	38	0	16	0	22
COMPONENT	N	1	1	0	1	0	0
CONNECTOR	N	6	6	0	6	0	0
GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	8	8	0	8	0	0
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	30	30	0	8	0	22
600262	COMPONENT, CABLE, SEPARATOR, 75 MM X 75 MM X 38 MM THICK, WOOD (YAKAL OR GUIJO) OR HDPE, POLYURETHANE OR FIBERGLASS	EA	N	COMPONENT	N	1	1	0	1	0	0
604790	CONNECTOR,WEDGE, ALUMINUM ALLOY, 3/0 AWG STR RUN, 6 AWG STR TAP, AL-AL WIRE	EA	N	CONNECTOR	N	2	2	0	2	0	0
600429	CONNECTOR,WEDGE, TIN-PLATED CU ALLOY, 6 AWG STR RUN, 6 AWG STR TAP, AL/CU-AL/CU WIRE	EA	N	CONNECTOR	N	4	4	0	4	0	0
600289	GEN. COMP, ELECTRICAL TAPE, BLACK VINYL, THICK 0.16 MM; WIDTH 19 MM, 600V APPLICATION	RO	N	GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

09/05/2024 6:31 AM 1 / 2

ACTUAL SURPLUS

Total qty of items not installed and return to Stores

ACTUAL SALVAGE

Total qty of items retired and return to Stores

VARIANCE

Total qty of materials needed to be returned to stores

Note: **BIRT Report – OPS computes variances based on actual ERP transactions. Encoding in the declared returns tab will not change the qty in this report.**

MATERIALS BALANCING BIRT REPORT – OPS

EAM Enterprise Asset Management

MERALCO

Materials Balancing – OPS

Printed By: [redacted]

Run Date: SEP-05-2024 06:31:56 AM

WO No: [redacted] INCIDENT

WO Status: CLOSE - JAN-13-2024 02:22 AM

IO Type: OPEX

Supervisor: ME175714-LORD ALFRED FERANIL

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
CABLE	Y	38	38	0	16	0	22
COMPONENT	N	1	1	0	1	0	0
CONNECTOR	N	6	6	0	6	0	0
GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	8	8	0	8	0	0
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	30	30	0	8	0	22
600262	COMPONENT, CABLE, SEPARATOR, 75 MM X 75 MM X 38 MM THICK, WOOD (YAKAL OR GUIJO) OR HDPE, POLYURETHANE OR FIBERGLASS	EA	N	COMPONENT	N	1	1	0	1	0	0
604790	CONNECTOR,WEDGE, ALUMINUM ALLOY, 3/0 AWG STR RUN, 6 AWG STR TAP, AL-AL WIRE	EA	N	CONNECTOR	N	2	2	0	2	0	0
600429	CONNECTOR,WEDGE, TIN-PLATED CU ALLOY, 6 AWG STR RUN, 6 AWG STR TAP, AL/CU-AL/CU WIRE	EA	N	CONNECTOR	N	4	4	0	4	0	0
600289	GEN. COMP, ELECTRICAL TAPE, BLACK VINYL, THICK 0.16 MM; WIDTH 19 MM, 600V APPLICATION	RO	N	GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

09/05/2024 6:31 AM 1 / 2

ACTUAL SURPLUS

Total qty of items not installed and return to Stores

ACTUAL SALVAGE

Total qty of items retired and return to Stores

VARIANCE

Total qty of materials needed to be returned to stores

Note: **BIRT Report – OPS computes variances based on actual ERP transactions. Encoding in the declared returns tab will not change the qty in this report.**

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

WO No.: [illegible] MAINTENANCE/423WJ/ INSTALLATION OF POLE SUPPORT , IT5-0022, IT5-0005, SNP1-0201 WO Status: SCHED-2024-08-20 14:54:40

Supervisor: [illegible]

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
601354	BRACKET, STEEL, HOT-DIP GALVANIZED, POLE TOP PIN	EA	N	N	I	Y	3.00	3.00	3.00	3.00	0.00	0.00
642500	ARM, CROSS, 3000 MM LONG, STEEL, POLE SHORE	EA	N	N	I	Y	24.00	24.00	24.00	24.00	0.00	0.00
600020	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 150MM LONG, 75MM THREADED LENGTH	EA	N	N	I	N	18.00	18.00	18.00	18.00	0.00	0.00
600022	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 350MM	EA	N	N	I	N	6.00	6.00	6.00	6.00	-6.00	6.00

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

Return | Filter | 1 - 3 of 3

	Task	Task ID	Item	Description	Planned?	Return Type	Planned Quantity	Declared Quantity	Asset?	Up
	30	100582375921	600022	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 350MM LONG, 150MM THREADED LENGTH		SURPLUS	0.00	2.00		
	31	100582375997	600022	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 350MM LONG, 150MM THREADED LENGTH		SURPLUS	0.00	2.00		
	32	100582376012	600022	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 350MM LONG, 150MM THREADED LENGTH		SURPLUS	0.00	2.00		

POSITIVE VARIANCE (+)

Variance Qty: +6

Cause:

Declaration of returned surplus item but no physical item was issued under the WO. (**Modified Qty = EAM Actuals**)

Solution:

WO Supervisor **to route WO to INPRG Status**

"Materials Balancing BIRT Report only start calculating EAM Actuals when WO is routed to INPRG"

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600162	DXF,POLE-TYPE, 1 PH, 75 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	EA	Y	Y	I	Y	1.00	1.00	1.00	1.00	0.00	0.00
600007	SURGE ARRESTER,DISTRIBUTION CLASS, GAPLESS MOV, 27 KV DUTY CYCLE, 22 KV MCOV, 150 KV BIL, HEAVY DUTY, SILICON-RUBBER HOUSED	EA	N	N	I	Y	1.00	1.00	1.00	1.00	0.00	0.00
600043	BRACKET, STEEL, HOT-DIP GALVANIZED, TRANSFORMER	EA	N	N	I	Y	2.00	2.00	2.00	2.00	0.00	0.00
600044	BRACKET, STEEL, HOT-DIP GALVANIZED, FCO & ARRESTER	EA	N	N	I	Y	1.00	1.00	1.00	1.00	0.00	0.00
600051	CABLE,LV INSULATED, 4/0 AWG, COPPER, CLASS B STR, SINGLE CONDUCTOR, POLYETHYLENE INSULATION, POLYVINYL CHLORIDE JACKET, 600 V	M	N	N	I	Y	7.00	7.00	7.00	7.00	0.00	0.00
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	N	N	I	Y	260.00	335.00	316.00	335.00	-19.00	0.00
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	N	N	I	Y	0.00	410.00	235.00	410.00	-175.00	0.00
600137	FUSE,CUTOUT, OPEN (DROPOUT)	EA	N	N	I	Y	1.00	1.00	1.00	1.00	0.00	0.00

NO VARIANCE

Surplus Returned Materials (**ERP Returned**) = 0

EAM Actuals = Modified Qty

- No Entry under Declared Returns Tab

"This means that all the following items were installed onsite with **no surplus materials**"

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	N	N	I	Y	260.00	335.00	316.00	335.00	-19.00	0.00
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	N	N	I	Y	0.00	410.00	235.00	410.00	-175.00	0.00
600137	FUSE,CUTOUT, OPEN (DROPOUT) TYPE, PORCELAIN, 27 OR 27/38 KV, 100 A, 8 KA, 150 KV BIL	EA	N	N	I	Y	1.00	1.00	1.00	1.00	0.00	0.00
600168	FUSE,CURRENT-LIMITING, BACK-UP, 23 KV, 12 A, 31 KA, UP TO 12A ANSI TYPE K FUSELINK, DT BACK-UP PROTECTION	EA	N	N	I	Y	1.00	1.00	1.00	1.00	0.00	0.00
600306	CONDUCTOR,BARE, 2 AWG, COPPER, HARD- OR MEDIUM HARD-DRAWN, 7 STRANDS, CLASS B STR	M	N	N	I	Y	6.00	6.00	6.00	6.00	0.00	0.00
600409	CABLE,LV INSULATED, 14 AWG, COPPER, SOLID, THERMOPLASTIC INSULATION, 600 V	M	N	N	I	Y	0.00	48.00	48.00	48.00	0.00	0.00
604800	ARM, BRACE, STEEL, HOT-DIP GALVANIZED, 1200MM COMMUNICATION ARM	EA	N	N	I	Y	0.00	2.00	2.00	2.00	0.00	0.00
604802	ARM, ALLEY, 1200 MM LONG, STEEL, HOT-DIP GALVANIZED, FOREIGN ATTACHMENTS	EA	N	N	I	Y	0.00	2.00	2.00	2.00	0.00	0.00

NO VARIANCE

Surplus Returned Materials (**ERP Returned**) = 19

EAM Actuals < Modified Qty

- With 19 meters of item 600064 encoded under Declared Returns Tab

"This means that 316 meters of the issued 335 meters were installed onsite with **19 meters returned as surplus materials**"

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	N	N	I	Y	260.00	335.00	316.00	335.00	-19.00	0.00
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	N	N	I	Y	0.00	410.00	235.00	410.00	-175.00	0.00
600137	FUSE,CUTOUT, OPEN (DROPOUT) TYPE, PORCELAIN, 27 OR 27/38	EA	N	N	I	Y	1.00	1.00	1.00	1.00	0.00	0.00

w/ Modified Materials

Total Planned Qty = 260

Total Reserved Qty (Planned + Unplanned) = 335

"This means that an **additional 75 meters** of item 600064 were reserved after **approval of WO Planner** "

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

Reservations Filter 1 - 4 of 4

Task	Task ID	Item	Description	Planned?	WMTRL?	Approved?	ERP Posted?	Bin	Reserved Qty	ERP Issued Qty
4	100489538069	600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, C	☑	☐	☑	☑		150.00	150.00
4	100489538069	600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, C	☐	☐	☑	☑		25.00	25.00
8	100489538109	600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, C	☑	☐	☑	☑		110.00	110.00
8	100489538109	600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, C	☐	☐	☑	☑		50.00	50.00

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	N	N	I	Y	260.00	335.00	316.00	335.00	-19.00	0.00
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	N	N	I	Y	0.00	410.00	235.00	410.00	-175.00	0.00
600137	FUSE,CUTOUT, OPEN (DROPOUT) TYPE, PORCELAIN, 27 OR 27/38 KV, 100 A, 8 KA, 150 KV BIL	EA	N	N	I	Y	1.00	1.00	1.00	1.00	0.00	0.00
600168	FUSE,CURRENT-LIMITING, BACK-UP, 23 KV, 12 A, 31 KA, UP TO 12A ANSI TYPE K FUSELINK, DT BACK-UP PROTECTION	EA	N	N	I	Y	1.00	1.00	1.00	1.00	0.00	0.00
600306	CONDUCTOR,BARE, 2 AWG, COPPER, HARD- OR MEDIUM HARD-DRAWN, 7 STRANDS, CLASS B STR	M	N	N	I	Y	6.00	6.00	6.00	6.00	0.00	0.00
600409	CABLE,LV INSULATED, 14 AWG, COPPER, SOLID, THERMOPLASTIC INSULATION, 600 V	M	N	N	I	Y	0.00	48.00	48.00	48.00	0.00	0.00
604800	ARM, BRACE, STEEL, HOT-DIP GALVANIZED, 1200MM COMMUNICATION ARM	EA	N	N	I	Y	0.00	2.00	2.00	2.00	0.00	0.00
604802	ARM, ALLEY, 1200 MM LONG, STEEL, HOT-DIP GALVANIZED, FOREIGN ATTACHMENTS	EA	N	N	I	Y	0.00	2.00	2.00	2.00	0.00	0.00

ZERO VARIANCE (0)

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600016	FASTENER,BOLT, MACHINE, STEEL, 12MM DIA X 150MM LONG, 75MM THREADED LENGTH	EA	N	N	I	N	0.00	0.00	-1.00	0.00	0.00	-1.00
600018	FASTENER,BOLT, MACHINE, STEEL, 12MM DIA X 40MM LONG, FULL THREADED LENGTH	EA	N	N	I	N	3.00	5.00	5.00	5.00	0.00	0.00
600020	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 150MM LONG, 75MM THREADED LENGTH	EA	N	N	I	N	8.00	12.00	10.00	12.00	0.00	-2.00
600022	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 350MM LONG, 150MM THREADED LENGTH	EA	N	N	I	N	2.00	3.00	3.00	3.00	0.00	0.00
600024	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 400MM LONG, 150MM THREADED LENGTH	EA	N	N	I	N	0.00	0.00	-23.00	0.00	0.00	-23.00
600026	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 50MM LONG, FULL THREADED LENGTH	EA	N	N	I	N	2.00	7.00	7.00	7.00	0.00	0.00
600031	FASTENER,BOLT, OVAL-EYE	EA	N	N	I	N	7.00	8.00	8.00	8.00	0.00	0.00

NEGATIVE VARIANCE (-)

Variance Qty: -1

Cause:

Declaration of returned surplus item but no physical item was issued under the WO. (**ERP Issued = 0**)

Solution:

a) If return type is incorrect, WO supervisor to update **Return Type to Salvage** but ensures physical item was returned to stores as salvage.

b) If no item was returned and declaration was incorrect, WO supervisor to update declared qty to zero .

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

Return | Filter | 1 - 1 of 1

Task	Task ID	Item	Description	Planned?	Return Type	Planned Quantity	Declared Quantity
1	100489277560	600016	FASTENER,BOLT, MACHINE, STEEL, 12MM DIA X 150MM LONG, 75MM THREADED LENGTH	☐	SURPLUS	0.00	1.00

Note: **If WO is already at COMP status, WO Supervisor may request assistance to PCT via email by providing the MatReturnID of the entry and provide details of the update to be made.**

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600020	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 150MM LONG, 75MM THREADED LENGTH	EA	N	N	I	N	8.00	12.00	10.00	12.00	0.00	-2.00
600022	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 350MM LONG, 150MM THREADED LENGTH	EA	N	N	I	N	2.00	3.00	3.00	3.00	0.00	0.00
600024	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 400MM LONG, 150MM THREADED LENGTH	EA	N	N	I	N	0.00	0.00	-23.00	0.00	0.00	-23.00
600026	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 50MM LONG, FULL THREADED LENGTH	EA	N	N	I	N	2.00	7.00	7.00	7.00	0.00	0.00
600031	FASTENER,BOLT, OVAL-EYE, STEEL, 16MM DIA X 350MM LONG, 150MM THREADED LENGTH	EA	N	N	I	N	7.00	8.00	8.00	8.00	0.00	0.00
600072	CLAMP,GUY, STEEL, THREE-BOLT TYPE, 8-12 MM DIA STR COND/GUY WIRE, 3-16MM DIA X 50MM LONG M. BOLT, 3000 KG	EA	N	N	I	N	9.00	15.00	15.00	15.00	0.00	0.00

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

Return | Filter | 1 - 1 of 1

Task	Task ID	Item	Description	Planned?	Return Type	Planned Quantity	Declared Quantity
8	100489538109	600020	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 150MM LONG, 75MM THREADED LENGTH	☐	SURPLUS	0.00	2.00

NEGATIVE VARIANCE (-)

Variance Qty: -2

Cause:

Declaration of returned surplus item but no physical item was returned under the WO. (**ERP Returned = 0**)

Solution:

a) If item of that qty was not installed, Implementing crew to **return surplus materials**

b) If return type is incorrect, WO supervisor to update **Return Type to Salvage** but ensures physical item was returned to stores as salvage.

c) If all ERP Issued items were installed, WO supervisor to update declared qty to zero.

Note: **If WO is already at COMP status, WO Supervisor may request assistance to PCT via email by providing the MatReturnID of the entry and provide details of the update to be made.**

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600016	FASTENER,BOLT, MACHINE, STEEL, 12MM DIA X 150MM LONG, 75MM THREADED LENGTH	EA	N	N	R	N	0.00	0.00	0.00	0.00	1.00	1.00
600020	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 150MM LONG, 75MM THREADED LENGTH	EA	N	N	R	N	0.00	0.00	0.00	0.00	2.00	2.00
600024	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 400MM LONG, 150MM THREADED LENGTH	EA	N	N	R	N	0.00	0.00	0.00	0.00	23.00	23.00
600026	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 50MM LONG, FULL THREADED LENGTH	EA	N	N	R	N	0.00	0.00	0.00	0.00	0.00	0.00
600072	CLAMP,GUY, STEEL, THREE-BOLT TYPE, 8-12 MM DIA STR COND/GUY WIRE, 3-16MM DIA X 50MM LONG M. BOLT, 3000 KG PROOF LOAD W/O SLIP	EA	N	N	R	N	0.00	0.00	6.00	0.00	6.00	0.00
600165	FASTENER,BOLT, EYE, STEEL, 115MM OVERALL HEIGHT, 16MM DIA BOLT MOUNTING SLOT	EA	N	N	R	N	0.00	0.00	0.00	0.00	2.00	2.00
												0.00

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

POSITIVE VARIANCE (+)

Variance Qty: +1

Cause:

No declaration of returned salvage item but physical item was returned under the WO. (**EAM Actuals = 0**)

Solution:

a) If item of that qty was retired under the correct WO, WO Supervisor to encode **returned salvage materials** under declared returns tab.

b) If item of that qty was retired under the incorrect WO, WO supervisor to **coordinate with stores for the reversal of transaction** to the correct WO.

Return | Filter | 1 - 1 of 1 | Download

Item	Description	Return Type	Actual Quantity	Asset?
600016	BOLT; MACHINE; 12X150 MM (75 MM)	SALVAGE	1.00	☐

Note: **If WO is already at COMP status, WO Supervisor may request assistance to PCT via email by providing the item code, task number, qty, and return type to be loaded under the WO for solution a.**

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

WMB-110 Dec. 7, 2022

ERP TRANSACTION CORRECTION REQUESTS

SAP-ERP Transactions may not be canceled or reversed if they meet one of the following scenarios.

Scenario 1 : If the transaction is more than three (3) years old.

Scenario 2: If the item has already been sold to scrap buyer and is not in Meralco's possession anymore.

Scenario 3: If there are several succeeding transactions after the transaction to be corrected.

WAREHOUSE MANAGEMENT PROCESS AND STANDARDS

MERALCO

POSITIVE VARIANCE (+)

Variance Qty: +1

Cause:

No declaration of returned salvage item but physical item was returned under the WO. (**EAM Actuals = 0**)

Solution:

a) If item of that qty was retired under the correct WO, WO Supervisor to encode **returned salvage materials** under declared returns tab.

b) If item of that qty was retired under the incorrect WO, WO supervisor to **coordinate with stores for the reversal of transaction** to the correct WO.

Download

Item	Description	Return Type	Actual Quantity	Asset?
600016	BOLT; MACHINE; 12X150 MM (75 MM)	SALVAGE	1.00	

Note: SAP-ERP Transaction **may not be canceled or reversed** if they meet any of the 3 scenarios mentions under SCPS advisory for **solution b**.

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600072	CLAMP,GUY, STEEL, THREE-BOLT TYPE, 8-12 MM DIA STR COND/GUY WIRE, 3-16MM DIA X 50MM LONG M. BOLT, 3000 KG PROOF LOAD W/O SLIP	EA	N	N	R	N	0.00	0.00	6.00	0.00	6.00	0.00
600165	FASTENER,BOLT, EYE, STEEL, 115MM OVERALL HEIGHT, 16MM DIA BOLT MOUNTING SLOT	EA	N	N	R	N	0.00	0.00	0.00	0.00	2.00	2.00
600177	INSULATOR, SPOOL, ANSI CL 53-2, PORCELAIN, RACK & CLEVIS TYPE	EA	N	N	R	N	0.00	0.00	36.00	0.00	36.00	0.00
600020	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 150MM LONG, 75MM THREADED LENGTH	EA	N	N	R	N	0.00	0.00	0.00	0.00	2.00	2.00
600024	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 400MM LONG, 150MM THREADED LENGTH	EA	N	N	R	N	0.00	0.00	0.00	0.00	23.00	23.00
600026	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 50MM LONG, FULL THREADED LENGTH	EA	N	N	R	N	0.00	0.00	0.00	0.00	0.00	0.00
600072	CLAMP,GUY, STEEL, THREE-BOLT TYPE, 8-12 MM DIA STR COND/GUY WIRE, 3-16MM DIA X 50MM LONG M. BOLT, 3000 KG PROOF LOAD W/O SLIP	EA	N	N	R	N	0.00	0.00	6.00	0.00	6.00	0.00
600165	FASTENER,BOLT, EYE, STEEL, 115MM OVERALL HEIGHT, 16MM DIA BOLT MOUNTING SLOT	EA	N	N	R	N	0.00	0.00	0.00	0.00	2.00	2.00
600177	INSULATOR, SPOOL, ANSI CL 53-2, PORCELAIN, RACK & CLEVIS TYPE	EA	N	N	R	N	0.00	0.00	36.00	0.00	36.00	0.00

ZERO VARIANCE (0)

Salvage Returned Materials (**ERP Returned**) = 6

EAM Actuals = ERP Returned

- Entry under Declared Returns Tab must be equal to the physical qty returned in stores

"This means that all the **items were retired from site and transacted to Stores as salvage**"

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
602321	DXF,POLE-TYPE, 1 PH, 333 KVA, 6.24GRDY/3.6 KV, 240/120 V, 75 KV BIL	EA	Y	Y	R	Y	0.00	0.00	2.00	0.00	3.00	1.00

ASSET POSITIVE VARIANCE (+)

Variance Qty: +1

Cause: There is 3 qty of SAP-ERP transaction for item 602321 returned as salvage while only 2 **related asset record found in EAM**.

Solution:

a) WO Supervisor to request assistance through PCT with the following details:
   - **Related WO**
   - **Item Code :**
   - **Asset Number :**
   - **Serial No:**
   - **Brand:**
   - **Location No before it was retired:**

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

Return | Filter | 1 - 5 of 5 | Download

	Item	Description	Return Type	Actual Quantity	Asset?
	602321	DT, 333KVA; 3.6/6.24YKV-240/120V; 1PH; P	SALVAGE	1.00	☐
	602321	DT, 333KVA; 3.6/6.24YKV-240/120V; 1PH; P	SALVAGE	1.00	☐
	602321	DT, 333KVA; 3.6/6.24YKV-240/120V; 1PH; P	SALVAGE	1.00	☐

Note: Returning salvage assets to Stores automatically moves asset related EAM Asset Record to QUARANTINE. Encoding the item code under declared returns tab will note update the EAM Actuals Qty in BIRT Report

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
602321	DXF,POLE-TYPE, 1 PH, 333 KVA, 6.24GRDY/3.6 KV, 240/120 V, 75 KV BIL	EA	Y	Y	R	Y	0.00	0.00	2.00	0.00	3.00	1.00

ASSET POSITIVE VARIANCE (+)

Variance Qty: +1

Cause: There is 3 qty of SAP-ERP transaction for item 602321 returned as salvage while only 2 **related asset record found in EAM**.

Solution:

a) WO Supervisor to request assistance through PCT with the following details:
   - **Related WO**
   - **Item Code :**
   - **Asset Number :**
   - **Serial No:**
   - **Brand:**
   - **Location No before it was retired:**

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

Filter > 1 - 2 of 2 Download

Item	Description	Asset	From Location	To Location	Moved Date
602321	DXF,POLE-TYPE, 1 PH, 333 KVA, 6.24GRDY/3.6 KV, 240/120 V, 75 KV BIL	XA014631	11077302	QUARANTINE	08/13/2024 3:39 PM
602321	DXF,POLE-TYPE, 1 PH, 333 KVA, 6.24GRDY/3.6 KV, 240/120 V, 75 KV BIL	XA012622	11077302	QUARANTINE	08/13/2024 3:47 PM

Note: Returning salvage assets to Stores automatically moves asset related EAM Asset Record to QUARANTINE. Encoding the item code under declared returns tab will note update the EAM Actuals Qty in BIRT Report

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT DS, STS, & METER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
602319	DXF,POLE-TYPE, 1 PH, 333 KVA, 6.24GRDY/3.6 KV, 139/277 V, 75 KV BIL	EA	Y	Y	R	Y	0.00	0.00	1.00	0.00	0.00	-1.00
602321	DXF,POLE-TYPE, 1 PH, 333 KVA, 6.24GRDY/3.6 KV, 240/120 V, 75 KV BIL	EA	Y	Y	R	Y	0.00	0.00	2.00	0.00	3.00	1.00

ASSET POSITIVE & NEGATIVE VARIANCE (+)

Variance Qty: +1 & -1

Cause: Item code Data Mismatch between EAM and SAP-ERP

Solution:

a) WO Supervisor to request assistance through PCT with the following details:

- **Related WO**
- **Item Code :**
- **Asset Number :**
- **Serial No:**
- **Brand:**
- **Location No before it was retired:**

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

Filter 1 - 3 of 3 Download

Item	Description	Asset	From Location	To Location	Moved Date
602319	DXF,POLE-TYPE, 1 PH, 333 KVA, 6.24GRDY/3.6 KV, 139/277 V, 75 KV BIL	XB034604	11077302	QUARANTINE	08/13/2024 4:23 PM
602321	DXF,POLE-TYPE, 1 PH, 333 KVA, 6.24GRDY/3.6 KV, 240/120 V, 75 KV BIL	XA014631	11077302	QUARANTINE	08/13/2024 3:39 PM
602321	DXF,POLE-TYPE, 1 PH, 333 KVA, 6.24GRDY/3.6 KV, 240/120 V, 75 KV BIL	XA012622	11077302	QUARANTINE	08/13/2024 3:47 PM

Note: Returning salvage assets to Stores automatically moves asset related EAM Asset Record to QUARANTINE. Encoding the item code under declared returns tab will note update the EAM Actuals Qty in BIRT Report

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT OPS

Reinforcement of Facilities

Variance Qty: 23

Cause: Usage of Consumable items and replacement of cable of different length

Solution:

Proper Justifications for Variances

- Indicate nature of the activity
- Indicate cause of variance for that material based on the activity
- Indicate other reasons (i.e. stores related issues)

Requirements

- Before/After Pictures
- Logs
- Other Documentary requirements that will verify nature of activity and validate variances incurred.

Note: Before endorsing for variance clearing, perform materials balancing first to ensure that all items are accounted (issued and returned items have been posted in ERP)

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
CABLE	Y	38	38	0	16	0	22
COMPONENT	N	1	1	0	1	0	0
CONNECTOR	N	6	6	0	6	0	0
GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
600064	CABLE,LV INSULATED, 3/0 AWG, ALUMINUM, CLASS B (INS), AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME MURSIA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	8	8	0	8	0	0
600065	CABLE,LV INSULATED, 6 AWG, ALUMINUM, CLASS B (INS) , AA (N) STR, TRIPLEX TWISTED ASSEMBLY, CODE NAME VOLUTA, POLYETHYLENE INSULATION, 600 V	M	Y	CABLE	N	30	30	0	8	0	22
600262	COMPONENT, CABLE, SEPARATOR, 75 MM X 75 MM X 38 MM THICK, WOOD (YAKAL OR GUIJO) OR HDPE, POLYURETHANE OR FIBERGLASS	EA	N	COMPONENT	N	1	1	0	1	0	0
604790	CONNECTOR,WEDGE, ALUMINUM ALLOY, 3/0 AWG STR RUN, 6 AWG STR TAP, AL-AL WIRE	EA	N	CONNECTOR	N	2	2	0	2	0	0
600429	CONNECTOR,WEDGE, TIN-PLATED CU ALLOY, 6 AWG STR RUN, 6 AWG STR TAP, AL/CU-AL/CU WIRE	EA	N	CONNECTOR	N	4	4	0	4	0	0
600289	GEN. COMP, ELECTRICAL TAPE, BLACK VINYL, THICK 0.16 MM; WIDTH 19 MM, 600V APPLICATION	RO	N	GEN. COMP	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

SAMPLE CASES FOR MATERIALS BALANCING BIRT REPORT OPS

Common Variances for Operations

Common Variances for Operations

- Minor Materials
- Installation
- Replacement of Melted/Missing/Stolen (cables and conductors)
- Reinforcement of Facilities
- Fire-related outages
- Reconstruction of facilities
- Difference in Item Code/Class

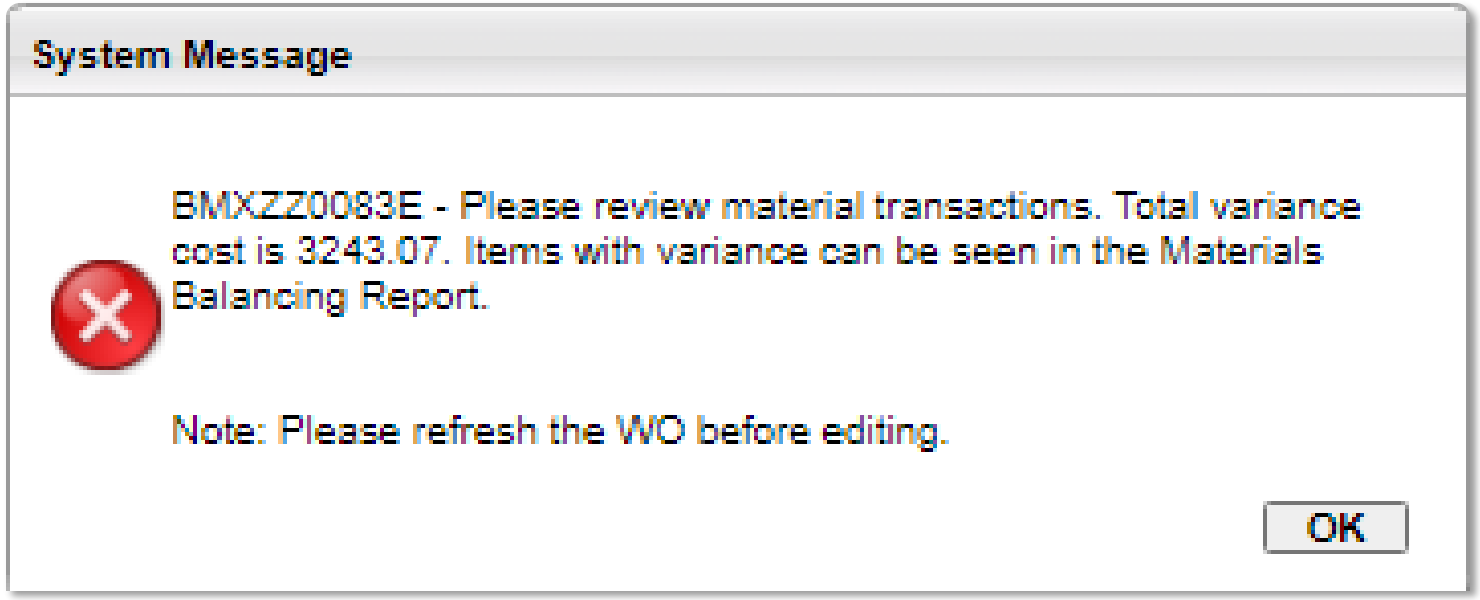
Note: Before endorsing for variance clearing, perform materials balancing first to ensure that all items are accounted (issued and returned items have been posted in ERP)

Standard Materials Balancing Requirement of Work Orders Prior to Routing of A Work Order to COMP (Complete) Status:

Networks Segment	Meralco Assigned		Vendor Assigned	
	Minor Materials	Major Materials	Minor Materials	Major Materials
Distribution Services (DS/OPS)	• **Zero (No) Variance** and/or; • **Variance** < **5%** of WO Material Cost or **Php 20,000** which ever is lower.	**Zero (No) Variance**	**Zero (No) Variance**	**Zero (No) Variance**
Sub-transmission Services (STL)				

SYSTEM VALIDATION OF MATERIALS BALANCING

System Message will prompt upon routing WO to COMP status when there is variance above the threshold



Variance Cost: **PHP 3,243.07**

Cause: **Presence of variance above the threshold**

Solutions: WO Supervisor to,

a) ensure all surplus and salvage materials are returned.[**Crew are given a standard processing time for materials return after FCOMP**]

b) encode all returned materials under declared returns tab ensuring correction task, qty, and return type. **[for WOs with AOS = DS]**

c) request correction of transacted materials through stores.

d) request correction of asset record through PCT providing TCN, WO, and location it was installed or retired.

e) request for variance clearing to PCT through MEMO or email depending on the case of variance

VARIANCE CLEARING:Steps for variance clearing

VARIANCE CLEARING:Steps for variance clearing

Work Order | Location

Specifications | Filter

Attribute	Description				Numeric Value	Unit of Measure	Table Value
ACT_TYPE	Activity Type						
WODESC	Work Order Description						
INTERRUP	Interruption Required						
DES_COMP	Design Completion Tar						
REAS_CAN	Reason For Cancellatic						
PERMITS	All The Required Permi						
ASBUILT	As-Built Sketch Submit						
PICTURES	Pictures Submitted?						
SFTY_STD	Compromised Safety S						
FCOMP	Actual Field Completior						
PLANNED	Planned Maintenance						
INST_LCC	Line Conductor Cover Installation	PROJ INFO	ALN	Y			
FOR_CAPEX	For CAPEX settlement		ALN				
REFRD_BY	Name of the User who referred the SA to the Design Office	PROJ INFO	ALN	LLOYD CAMPO			
MATVAR_CLF	Material Variance Cleared?		ALN	Y - AFFECTED BY SCM REVERSAL POLICY			

Select Value

Filter | 1 - 9 of 9 | Download

Value	Description
Y - AFFECTED BY SCM REVERSAL POLICY	Y - Affected by SCM Reversal Policy
Y - IMPRACTICAL RETRIEVING OF RETIRED MATERIAL	Y - Impractical retrieving of retired material
Y - INCORRECT DECLARATION IN EAM	Y - Incorrect Declaration in EAM
Y - NO VARIANCE UNDER CONVERSION OF HPS TO LED	Y - No Variance under conversion of HPS to LED
Y - NO VARIANCE UNDER METER MATERIALS BALANCING	Y - No variance under Meter Materials Balancing
Y - NO VARIANCE UNDER OLD MATERIALS BALANCING	Y - No variance under Old Materials Balancing
Y - OTHERS	Y - Others
Y - STOLEN/MISSING MATERIAL FOR RETIREMENT IN THE FIELD	Y - Stolen/Missing Material for retirement in the field
Y - WITH DEBIT MEMO FOR UNRETURNED MATERIALS	Y - With Debit Memo for Unreturned Materials

Cancel

Identify the Case of Material Variance

VARIANCE CLEARING:Steps for variance clearing

Surplus/salvage item cannot or was not returned by crew

Select Value

Filter 1 - 9 of 9 Download

Value	Description
Y - AFFECTED BY SCM REVERSAL POLICY	Y - Affected by SCM Reversal Policy
Y - IMPRACTICAL RETRIEVING OF RETIRED MATERIAL	Y - Impractical retrieving of retired material
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Cancel

					Numeric Value	Unit of Measure	Table Value
WODESC	Work Order Description						
INTERRUP	Interruption Required						
DES_COMP	Design Completion Tar						
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PERMITS	All The Required Permi						
ASBUILT	As-Built Sketch Submit						
PICTURES	Pictures Submitted?						
SFTY_STD	Compromised Safety S						
FCOMP	Actual Field Completior						
PLANNED	Planned Maintenance						
INST_LCC	Line Conductor Cover I						
FOR_CAPEX	For CAPEX settlement		ALN				
REFRD_BY	Name of the User who referred the SA to the Design Office	PROJ INFO	ALN	LLOYD CAMPO			
MATVAR_CLF	Material Variance Cleared?		ALN	Y - AFFECTED BY SCM REVERSAL POLICY			

Identify the Case of Material Variance

VARIANCE CLEARING:Steps for variance clearing

Work Order | Location

Specifications | Filter

Attribute	Description				Numeric Value	Unit of Measure	Table Value
ACT_TYPE	Activity Type						
WODESC	Work Order Description						
INTERRUP	Interruption Required						
DES_COMP	Design Completion Tar						
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INST_LCC	Line Conductor Cover I						
FOR_CAPEX	For CAPEX settlement		ALN				
REFRD_BY	Name of the User who referred the SA to the Design Office	PROJ INFO	ALN	LLOYD CAMPO			
MATVAR_CLF	Material Variance Cleared?		ALN	Y - AFFECTED BY SCM REVERSAL POLICY			

Select Value

Filter | 1 - 9 of 9 | Download

Value	Description
Y - AFFECTED BY SCM REVERSAL POLICY	Y - Affected by SCM Reversal Policy
Y - IMPRACTICAL RETRIEVING OF RETIRED MATERIAL	Y - Impractical retrieving of retired material
Y - INCORRECT DECLARATION IN EAM	Y - Incorrect Declaration in EAM
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Y - NO VARIANCE UNDER METER MATERIALS BALANCING	Y - No variance under Meter Materials Balancing
Y - NO VARIANCE UNDER OLD MATERIALS BALANCING	Y - No variance under Old Materials Balancing
Y - OTHERS	Y - Others
Y - STOLEN/MISSING MATERIAL FOR RETIREMENT IN THE FIELD	Y - Stolen/Missing Material for retirement in the field
Y - WITH DEBIT MEMO FOR UNRETURNED MATERIALS	Y - With Debit Memo for Unreturned Materials

Cancel

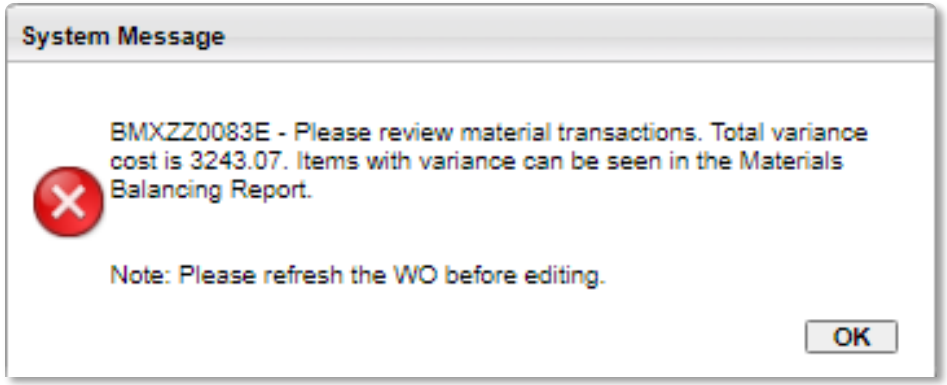
All salvage/surplus item was already returned but still shows variance due to current system behavior

Identify the Case of Material Variance

VARIANCE CLEARING:Steps for variance clearing

Surplus/salvage item **cannot or was not returned** by crew

- **Impractical Retrieving of Retired Materials**
- **Stolen/Missing Material for Retirement in the Field.**
- **With Debit MEMO for Unreturned Materials** ← crew are given **SPT of 30 days (DS & OPS)** to return all surplus/salvage materials after FCOMP



Standard Processing Time (SPT) On Materials Return

Application Of Penalties: Old Work Orders

Surplus and salvaged materials under old WOs (routed to FCOMP before March 1, 2024) are to be **returned on/before March 24, 2024**. Contracting office shall implement penalties to contractors through the following dates below for vendor assigned WOs:

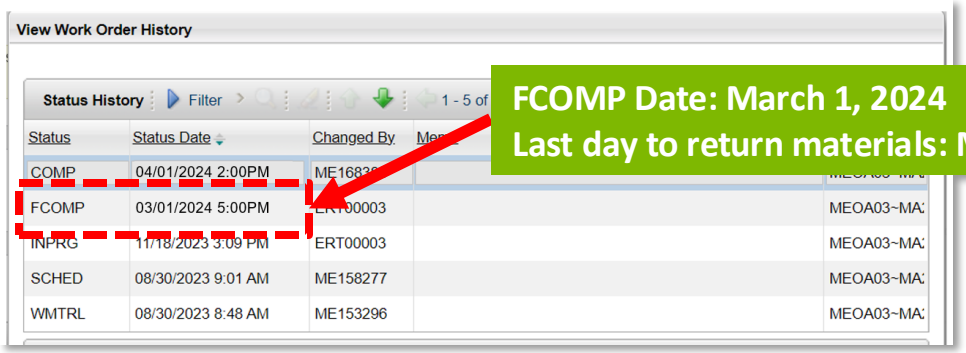
Date	Penalty Implementation Process
March 25, 2024	Send Notice to Contractor (NTC)
April 1, 2024	Send Notice of Violation (NOV) & Request Debit Memo Creation

Application Of Penalties: New Work Orders

Crew lead and/or vendor shall return all unused/retired materials within the 30 Days (15 for Meter) after routing WO to FCOMP

- Contracting office can implement penalties to contractors **5 working days after release of notice to contractor.**
- The following penalties may apply.

Scenario	Penalty
Failure to Return Materials within SPT	Delayed Return Materials
Failure to Return Materials	Unreturned Materials



VARIANCE CLEARING:Steps for variance clearing

Surplus/salvage item **cannot or was not returned** by crew

- **Impractical Retrieving of Retired Materials**
- **Stolen/Missing Material for Retirement in the Field.** ← must provide **INCEDENT REPORT** as proof
- **With Debit MEMO for Unreturned Materials** ← crew are given **SPT of 30 days (DS & OPS)** to return all surplus/salvage materials after FCOMP

Sample Debit MEMO

MEMORANDUM

Ref. Code: MEMO-2024-0004610
Sensitivity Classification: Company Use

To: [redacted]

Cc: [redacted]

From: [redacted]
Implementation Team Leader, [redacted]

Thrus: [redacted]
SAVP and Head, Dasmariñas Sector, Dasmariñas Sector

[redacted]
Head Contract and Outsourcing Mgt, Contract and Outsourcing Management

Date: *August 6, 2024*

Subject: *Requesting for Debit Memo Creation for Penalty on Unreturned Materials*

May we request for the Debit Memo Creation for the penalty on unreturned materials under EAM WO [redacted].
Attached files are the pertinent documents for your reference

- notice to contractor P2106112069.pdf
- notice of violation P2106112069.pdf
- debit memo form P2106112069.pdf
- Penalty Computation - P2106112069.xlsx
- PENALTY MATRIX.PNG

VARIANCE CLEARING:Steps for variance clearing

If conditions of materials balancing are not met based on current guidelines, line organization will have to send a MEMO **to justify the cause of variance.**

Networks Segment	Absolute Variance		Memorandum Approval Hierarchy	
	Min	Max	From	1st thru
DS	>0	100,000 PhP	DS OL3 Head	
	Greater than 100,000 PhP		DS OL3 Head	DS OL2 Head
RAMS	>0	20,000 PhP	RAMS OL3 Head	
	Greater than 20,000 PhP		RAMS OL3 Head	RAMS OL2 Head
STS	> 0		STS OL3 Head	STS OL2 Head

Request for Variance Clearing by email/MEMO

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

All salvage/surplus item was already returned but **still shows variance due to current system behavior**

1. **Work orders created June 2017 and prior**
2. **Irreversible Materials Transactions Under Incorrect Work Orders**
3. **Retire/Energize/Stolen/ Meter Under Operations Work Orders**
4. **Conversion HPS to LED under Operations Work Orders**

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	ACTUAL EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
620490	POLE,STEEL, 9.00 m, CLASS 7A, OCTAGONAL, 2 SEGMENTS, DIRECT-BURIED	EA	N	Y	I	Y	1.00	2.00	2.00	2.00	-1.00	1.00
600019	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 100MM LONG, 75MM THREADED LENGTH	EA	N	N	I	N	1.00	2.00	2.00	2.00	-2.00	2.00
600020	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 150MM LONG, 75MM THREADED LENGTH	EA	N	N	I	N	2.00	4.00	4.00	4.00	-4.00	4.00
600082	CLAMP,POLE, STEEL, TYPE A, 200 - 265 MM	EA	N	N	I	N	2.00	4.00	4.00	4.00	-4.00	4.00
600177	INSULATOR, SPOOL, ANSI CL 53-2, PORCELAIN, RACK & CLEVIS TYPE	EA	N	N	I	N	2.00	4.00	4.00	4.00	-2.00	2.00
600299	FASTENER,WASHER, SQUARE, HOT-DIP GALVANIZED STEEL, 50X50X5 MM, FOR 16MM DIA BOLT	EA	N	N	I	N	2.00	4.00	4.00	4.00	-2.00	2.00
							14.00	28.00	28.00	28.00	-28.00	28.00

Labor | Reservations | Services | Tools | Materials

Materials | Filter | 1 - 12 of 12 | Download

Task	Task ID	Item	Description	Transaction Type	Condition Code	Quantity	Rotating Asset	MatusetransID
40	10026390365	620490	POLE,STEEL, 9.00 m, CLASS 7A, OCTAGONAL, 2 SEGME	ISSUE	NEW	1.00		4,429,289
40	10026390365	600177	INSULATOR, SPOOL, ANSI CL 53-2, PORCELAIN, RACK &	ISSUE	NEW	2.00		4,429,290
40	10026390365	600299	FASTENER,WASHER, SQUARE, HOT-DIP GALVANIZED S	ISSUE	NEW	2.00		4,429,291

Case 1: Work orders created June 2017 and prior

Problem:

Material Variances are present when running the current Materials Balancing BIRT Report

Cause:

BIRT Report utilizes data from subtab such as declared returns tab that are not available for WOs created June 2017 and prior.

Identify the Case of Material Variance

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Filter 1 - 6 of 47

EAM Enterprise Asset Management

Materials Balancing – DS, STS and Meter

Printed By: Run Date: MAY-02-2024 10:21:00 PM

WO No MN_MAJOR WO Status: COMP-2024-04-18 14:41:16

Supervisor: ME177199-MARC JOSEPH FERRER

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Declared(a)	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600020	FASTENER,BOLT, MACHINE, STEEL, 16MM DIA X 150MM LONG, 75MM THREADED LENGTH	EA	N	N	I	N	2.00	4.00	0.00	4.00	-4.00	0.00
600082	CLAMP,POLE, STEEL, TYPE A, 200 - 265 MM	EA	N	N	I	N	2.00	4.00	0.00	4.00	-4.00	0.00
600177	INSULATOR, SPOOL, ANSI CL 53-2, PORCELAIN, RACK & CLEVIS TYPE	EA	N	N	I	N	2.00	4.00	2.00	4.00	-2.00	0.00
600299	FASTENER,WASHER, SQUARE, HOT-DIP GALVANIZED STEEL, 50X50X5 MM, FOR 16MM DIA BOLT	EA	N	N	I	N	2.00	4.00	2.00	4.00	-2.00	0.00
600429	CONNECTOR,WEDGE, TIN-PLATED CU ALLOY, 6 AWG STR RUN, 6 AWG STR TAP, AL/CU-AL/CU WIRE	EA	N	N	I	N	14.00	28.00	0.00	28.00	-28.00	0.00

Case 1: Work orders created June 2017 and prior

Problem:

Material Variances are present when running the current Materials Balancing BIRT Report

Cause:

BIRT Report utilizes data from subtab such as declared returns tab that are not available for WOs created June 2017 and prior.

Solution:

WO supervisor to ensure all surplus and salvage materials are returned then run old materials balancing through the **run reports** under **select action**

Provide Supporting Documents/Evidence

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Case 1: Work orders created June 2017 and prior

Problem:
Material Variances are present when running the current Materials Balancing BIRT Report

Cause:
BIRT Report utilizes data from subtab such as declared returns tab that are not available for WOs created June 2017 and prior.

Solution:
WO supervisor to ensure all surplus and salvage materials are returned then run old materials balancing through the **run reports** under **select action**

Supervisor to request variance clearing through email with the format

From: Work Order Supervisor
To: IAM Process Team
Cc: Executing Team Leader, OL3 Head

Subject: Request for Variance Clearing of Word Order <WONUM>

Sir <>,
Requesting for variance clearing of work order <WONUM>. Materials balancing already performed and shows no variance under old materials balancing.

Subject: Request for Variance Clearing of Multiple Work Orders

Sir <>,
Requesting for variance clearing of the following work order which uses materials subtab for the materials transacted. Materials balancing already performed on all WOs and shows no variance under old materials balancing.

1. WO#1
2. WO#2
3. WO#3
4. WO#4

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Sample Case 2 for DS WOs

WO No.: WO #1 MN_MA, REPLACEMENT OF ROTTEN SECONDARY POLE ON BM5-0360, 43WA WO Status: COMP-2020-09-23 17:25:54

Supervisor:

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600717	CLAMP,POLE, STEEL, 200 - 270 MM	EA	N	N	I	N	2.00	2.00	2.00	2.00	0.00	0.00
600241	POLE,WOOD, 9.00 m, CLASS 4	EA	N	Y	R	Y	0.00	0.00	2.00	0.00	2.00	0.00

WO No.: WO #2 MN_MAJOR, REPLACE DAMAGED POLE CW6-1554 WO Status: FCOMP-2021-04-27 09:08:46

Supervisor:

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600241	POLE,WOOD, 9.00 m, CLASS 4	EA	N	Y	R	Y	0.00	0.00	1.00	0.00	0.00	-1.00

Case 2: Irreversible Materials Transactions Under Incorrect Work Orders

Problem:

Item causing variance under a work order was already returned under a different work order and cannot be reversed in SAP-ERP

Cause:

Item transaction cannot be reversed due to SCM policy

Identify the Case of Material Variance

ERP TRANSACTION CORRECTION REQUESTS

SAP-ERP Transactions may not be canceled or reversed if they meet one of the following scenarios.

Scenario 1 : If the transaction is more than three (3) years old.

Scenario 2: If the item has already been sold to scrap buyer and is not in Meralco's possession anymore.

Scenario 3: If there are several succeeding transactions after the transaction to be corrected.

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Sample Case 2 for OPS WOs

Case 2: Irreversible Materials Transactions Under Incorrect Work Orders

Problem:

Item causing variance under a work order was already returned under a different work order and cannot be reversed in SAP-ERP

Cause:

Item transaction cannot be reversed due to SCM policy

Solution:

WO Supervisor to include in WO Logs list and Company number (if Asset) of items in excess/variances. [Note: Variance should be equal to the excess items of the other WO]

Materials Balancing – OPS

Printed By: [redacted]

Run Date: **MAY-28-2024 09:00:18 AM**

WO No [redacted] **INCIDENT**

WO Status: **SCHED - JUL-11-2023 04:26 PM**

IO Type: **OPEX**

Supervisor:

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
DXF	Y	0	0	0	1	0	-1
FUSE	Y	0	0	0	1	0	-1
SURGE ARRESTER	Y	0	0	0	1	0	-1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Materials Balancing – OPS

Printed By: [redacted]

Run Date: **MAY-28-2024 09:01:47 AM**

WO No [redacted] **INCIDENTGARCIA, MARK BILLY E[06/22/2022 08:53 PM]:no powerfound open fco self soli 1 75kva 20kv tran**

WO Status: **FCOMP - JUL-13-2023 11:31 AM**

IO Type: **CAPEX**

Supervisor:

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
DXF	Y	1	1	0	0	0	1
FUSE	Y	1	1	0	0	0	1
SURGE ARRESTER	Y	1	1	0	0	0	1
COMPONENT	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Case 2: Irreversible Materials Transactions Under Incorrect Work Orders

Problem:

Item causing variance under a work order was already returned under a different work order and cannot be reversed in SAP-ERP

Cause:

Item transaction cannot be reversed due to SCM policy

Solution:

WO Supervisor to include in WO Logs list and Company number (if Asset) of items in excess/variances. [Note: Variance should be equal to the excess items of the other WO]

Supervisor to request variance clearing through email with the format

Note: If materials transaction reversal was not allowed due to case 2 &3, WO supervisor must send proof of disapproval of

From: Work Order Supervisor
To: IAM Process Team
Cc: Executing Team Leader, OL3 Head

Subject: Request for Variance Clearing of Word Order <WONUM>

Sir <>,
Requesting for variance clearing for work order <2nd WONUM> which had irreversible material return transactions under WO (1st WONUM). Please see the following supporting evidences below:

Item Code	Item Description	Asset Company Number	Work Function (I/R)	Excess Qty from WO <1st WONUM>:	Variance Qty under WO <2nd WONUM>:
600241	Pole, Wood, 9.00m…	N/A	Retirement	1	-1

Subject: Request for Variance Clearing of Multiple Work Orders

Sir <>,
Requesting for variance clearing for the following pair of work orders which had irreversible material return transactions Please see the following supporting evidences below:

Item Code	Item Description	Asset Company Number	WF (I/R)	Work Order with Excess	Excess Qty	Work Order with Variance	Variance Qty
600241	Pole, Wood, 9.00m…	N/A	Retirement	WO with Excess #1	1	WO with Variance #1	-1

Email Template for OPS WOs

From: Work Order Supervisor
To: IAM Process Team
Cc: Executing Team Leader, OL3 Head

Subject: Request for Variance Clearing of Word Order <WONUM>

Sir <>,
Requesting for variance clearing of work order <2nd WONUM> which had irreversible material return transactions under WO (1st WONUM).
Please see the following supporting evidences below:

Item Classification	Asset Company Number	Excess Qty from WO <1st WONUM>:	Variance Qty under WO <2nd WONUM>:
Pole	N/A	1	-1

Subject: Request for Variance Clearing of Multiple Work Orders

Sir <>,
Requesting for variance clearing of the following pair of work orders which had irreversible material return transactions Please see the following supporting evidences below:

Item Classification	Asset Company Number	Work Order with Excess	Excess Qty	Work Order with Variance	Variance Qty
Pole	N/A	WO with Excess #1	1	WO with Variance #1	-1

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Case 3: Retire/Energize/Stolen/ Meter Under Operations Work Orders

Problem:

Material Variances involving meter related items that undergone retirement/energization/stolen activity.

Cause:

BIRT Report for OPS WOs computes variances in a manner where there must always be a returned salvage item in place of the installed issued item of the same classification and vice versa.

Retirement of Meter

EAM Enterprise Asset Management

MERALCO

Materials Balancing – OPS

Printed By: [redacted]

Run Date: **MAY-03-2024 05:41:37 AM**

WO No: [redacted] **RETIRE (NON-CT), MECOFO0079, Remove Burnout/Damaged Metering Facilities, SSN 32051603-01** **WO Status: CLOSE - MAR-16-2024 09:36 AM**

IO Type: RETIREMENT - OPEX **Supervisor: ME158281-ARC MARVIR DELA CRUZ**

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
METER	Y	0	0	0	1	0	'-1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
600407	METER,ELECTRONIC, SELF-CONTAINED, LINE-TO-LINE, FM2S, CONVENTIONAL, KWH	EA	Y	METER	Y	0	0	0	1	0	'-1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Replacement of Stolen Meter

EAM Enterprise Asset Management

MERALCO

Materials Balancing – OPS

Printed By: [redacted]

Run Date: **MAY-03-2024 05:48:56 AM**

WO No: [redacted] **REPLACE(NON-CT), MECOFO0244, Replace Stolen Meter, SSN 32496616-01** **WO Status: CLOSE - MAR-16-2024 09:04 AM**

IO Type: CAPEX **Supervisor: ME158281-ARC MARVIR DELA CRUZ**

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
METER	Y	1	1	0	0	0	1
METERING DEVICE	N	2	2	0	0	0	2

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
600407	METER,ELECTRONIC, SELF-CONTAINED, LINE-TO-LINE, FM2S, CONVENTIONAL, KWH	EA	Y	METER	Y	1	1	0	0	0	1
624716	METERING DEVICE,SEAL, PADLOCK TYPE, WHITE	PC	N	METERING DEVICE	N	1	1	0	0	0	1
600404	METERING DEVICE,SEALING RING, SLIP-LOCK TYPE, STAINLESS STEEL SHEET	EA	N	METERING DEVICE	N	1	1	0	0	0	1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Bulletins: (0) Reports Profile Sign Out Help IBM.

EAM Enterprise Asset Management

Materials Balancing – DS, STS and Meter

Printed By: [redacted] Run Date: SEP-04-2024 03:05:43 PM

WO No.: [redacted] REPLACE(NON-CT), MECOFO0244, Replace Stolen Meter, SSN 32496616-01 WO Status: CLOSE-2024-03-16 09:04:40

Supervisor: ME158281-ARC MARVIR DELA CRUZ

									ACTUAL			
Item Code	Item Description	UM	Asset?	Major	WF	Var	Planned Qty	Modified Qty	EAM Actuals(a	ERP Issued (b)	ERP Returned (c)	Variance EAM vs ERP Actuals I:a - b + |c| R: c - a
600407	METER,ELECTRONIC, SELF-CONTAINED, LINE-TO-LINE, FM2S, CONVENTIONAL, KWH	EA	Y	Y	I	Y	0.00	1.00	1.00	1.00	0.00	0.00
600404	METERING DEVICE,SEALING RING, SLIP-LOCK TYPE, STAINLESS STEEL SHEET	EA	N	N	I	N	0.00	1.00	1.00	1.00	0.00	0.00
624716	METERING DEVICE,SEAL, PADLOCK TYPE, WHITE	PC	N	N	I	N	0.00	1.00	1.00	1.00	0.00	0.00

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1- day old transactions based from ERP's report sent to COGNOS database at the end of the day.

09/04/2024 3:05 PM

Landmark/Intersection:

Case 3: Retire/Energize/Stolen/ Meter Under Operations Work Orders

Problem:

Material Variances involving meter related items that undergone retirement/energization/stolen activity.

Cause:

BIRT Report for OPS WOs computes variances in a manner where there must always be a returned salvage item in place of the installed issued item of the same classification and vice versa.

Solution:

WO supervisor to ensure all surplus/salvage materials are returned and encoded under the declared returns tab.

Afterwards, run the Materials Balancing – DS, STS and Meter

Provide Supporting Documents/Evidence

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Case 3: Retire/Energize/Stolen/ Meter Under Operations Work Orders

Problem:

Material Variances involving meter related items that undergone retirement/energization/stolen activity.

Cause:

BIRT Report for OPS WOs computes variances in a manner where there must always be a returned salvage item in place of the installed issued item of the same classification and vice versa.

Solution:

WO supervisor to ensure all surplus/salvage materials are returned and encoded under the declared returns tab.

Afterwards, run the Materials Balancing – DS, STS and Meter

Supervisor to request variance clearing through email with the format

Request for Variance Clearing by email/MEMO

From: Work Order Supervisor
To: IAM Process Team
Cc: Executing Team Leader, OL3 Head

Subject: Request for Variance Clearing of Word Order <WONUM>

Sir <>,
Requesting for variance clearing of work order <WONUM> where there are zero variances when running the materials balancing report for meter work orders.

Subject: Request for Variance Clearing of Multiple Work Orders

Sir <>,
Requesting for variance clearing of the following work orders where there are zero variances when running the materials balancing report for meter work orders.

1. WO#1
2. WO#2
3. WO#3
4. WO#4

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Case 4: Conversion HPS to LED under Operations Work Orders

Problem:

Material Variances involving conversion HPS to LED.

Cause:

BIRT Report for OPS WOs computes HPS assembly being replaced as 3 separate unique items (Luminaire/Lamp/Photocontrol) while the LED as 1 item which causes the variance.

Enterprise Asset Management

MERALCO

Materials Balancing – OPS

Printed By: [redacted]

Run Date: **MAY-03-2024 12:19:13 AM**

WO No: [redacted] **INCIDENT 11262071253 TIANA**

WO Status: CLOSE - MAR-16-2024 09:21 AM

IO Type: CAPEX

Supervisor: ME161238-ARVIN BRYAN POLO

EAM vs ERP Actuals: By Item Classification

Item Classification	Var	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
STREETLIGHT	Y	1	1	0	1	0	0
STREETLIGHT	N	0	0	0	2	0	'-2

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

Details: (EAM vs ERP Actuals)

Item Number	Item Description	Unit	Var	Item Classfication	Major Item	Materials Reserved (a)	Actual Issuance (b)	Actual Surplus (c)	Actual Salvage (d)	Actual Un-issued (U=a-b)	Variance (V=b-c-d)
602746	STREETLIGHT,LUMINAIRE, STREETLIGHT, HPS, 70 W, REACTOR, IES TYPE III, MEDIUM DISTRIBUTION, SEMI CUTOFF CLASSIFICATION, H-T DIE-CAST AL, ELECTRO-COATED GRAY	EA	Y	STREETLIGHT	Y	0	0	0	1	0	'-1
644402	STREETLIGHT,LUMINAIRE, STREETLIGHT, LED, 30 W, ELECTRONIC, IP66, 5000K, IES TYPE III, MEDIUM DISTRIBUTION, CUTOFF CLASSIFICATION, DIE CAST AL, SS HINGES AND SCREWS	SE	Y	STREETLIGHT	Y	1	1	0	0	0	1
600740	STREETLIGHT,LAMP, HPS, 70.0000000000 W, 90.0000000000 V, 1.0000000000 A, MIN 5400 LM, 24000, UNIVERSAL BURNING POSITION	EA	N	STREETLIGHT	N	0	0	0	1	0	'-1
602782	STREETLIGHT,PHOTOCONTROL, ELECTRONIC, 1000 W / 1800 VA, 5, 3-P TWIST-LOCK	EA	N	STREETLIGHT	N	0	0	0	1	0	'-1

Note: Maximo values are real-time values, as seen in Maximo Application. ERP values are 1-day old transactions based from ERP's report sent to COGNOS database at the end of the day

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Case 4: Conversion HPS to LED under Operations Work Orders

Problem:

Material Variances involving conversion HPS to LED.

Cause:

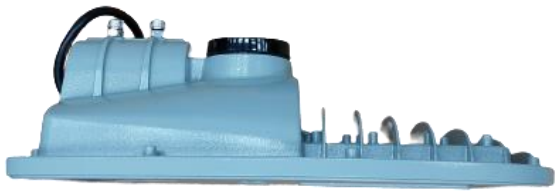
BIRT Report for OPS WOs computes HPS assembly being replaced as 3 separate unique items (Luminaire/Lamp/Photocontrol) while the LED as 1 item which causes the variance.

Solution:

WO supervisor to ensure that the remaining variances are from the HPS Assembly

Wattage	HPS Items (Salvage Return)			LED (1 unit = 3 items) (Issuance)
	Luminaire	Lamp	Photocontrol	Luminaire + Lamp + Photocontrol
70W	602746	600740	602782	644402
150W	602744	600835	602782	644401
250W	602743	600682	602782	644404

LED Item Codes: **644402/ 644401/ 644404**



Luminaire + Lamp

+

Photocontrol

644402 (30W)/ 644401 (60W)/ 644404 (120W) are LED Luminaire item codes bundled with a photocontrol.

LED Luminaire may differ depending on the brand.

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Case 4: Conversion HPS to LED under Operations Work Orders

Problem:

Material Variances involving conversion HPS to LED.

Cause:

BIRT Report for OPS WOs computes HPS assembly being replaced as 3 separate unique items (Luminaire/Lamp/Photocontrol) while the LED as 1 item which causes the variance.

Solution:

WO supervisor to ensure that the remaining variances are from the HPS Assembly

Supervisor to request variance clearing through email with the format

From: Work Order Supervisor
To: IAM Process Team
Cc: Executing Team Leader, OL3 Head

Subject: Request for Variance Clearing of Word Order <WONUM>

Sir <>,
Requesting for variance clearing of work order <WONUM> which had excess salvage HPS items from replacement of HPS into LED unit.
Please see the following supporting evidences below:

Wattage	Damaged HPS (up to 3 units) Salvaged			LED (1 unit = 3 items) installed
	Luminaire	Lamp	Photocontrol	Luminaire + Lamp + Photocontrol
70W to 30W	602746	600740	602782	644402

Subject: Request for Variance Clearing of Multiple Work Orders

Sir <>,
Requesting for variance clearing of the following work order which had excess salvage HPS items from replacement of HPS into LED unit.
Please see the following supporting evidences below:

WONUM	Wattage	Damaged HPS (up to 3 units) Salvaged			LED (1 unit = 3 items) installed
		Luminaire	Lamp	Photocontrol	Luminaire + Lamp + Photocontrol
WO#1	70W to 30W	602746	600740	602782	644402

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Assessment of Validity

- **PCT to validate** if presented variances are valid cases and for approval on variance clearing request
- Ensure the **proper work order logs have been performed** by work order supervisor including additional task and evidence required dependent on the valid material variance case.

List View | Work Order | Plans | Permits | Authorized Labor | Assignments | Related Records | EAM Actuals | Safety Plan | Log | Failure Reporting | Specifications | WO Requirements

Work Order:

* Description: MN_MA, MN_MA, Replacement of insulators on Pole

* Classification: PLANNED_MN (MA)

Class Description: Planned Maintenance (MA)

Site: DU

Location Specs Complete?: Y

Stat

CMS Completion Trigge

Work Order | Location

Specifications | Filter | 1 - 15 of 15

Attribute	Description	Section	Data Type	Alphanumeric Value	Numeric Value	Unit of Measure	Table Value
ACT_TYPE	Activity Type	PROJ INFO	ALN	PJT_DL			
WODESC	Work Order Description	PROJ INFO	ALN	MN_MA, Replacement of insulators on Pole C9-0			

Assess Validity of Material Variance Request

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Assessment of Validity

- **PCT to validate** if presented variances are valid cases and for approval on variance clearing request
- Ensure the **proper work order logs have been performed** by work order supervisor including additional task and evidence required dependent on the valid material variance case.

PERMITS	All The Required Permits And Row (Right Of Way) Are Secured?	EXEC_REQ	ALN	Y				
ASBUILT	As-Built Sketch Submitted?	ASBUILT	ALN	Y				
PICTURES	Pictures Submitted?	ASBUILT	ALN	Y				
SFTY_STD	Compromised Safety Standards?	ASBUILT	ALN	N				
FCOMP	Actual Field Completion Date (mm/dd/yyyy hh:mm AM)	PROJ INFO	ALN	10/30/2023 4:22 PM				
PLANNED	Planned Maintenance	PROJ INFO	ALN	Y				
INST_LCC	Line Conductor Cover Installation	PROJ INFO	ALN	Y				
REFRD_BY	Name of the User who referred the SA to the Design Office	PROJ INFO	ALN	JAMES BENEDICT RAMIREZ				
FOR_CAPEX	For CAPEX settlement		ALN					
MATVAR_CLF	Material Variance Cleared?		ALN	Y - OTHERS				

Assess Validity of Material Variance Request

VARIANCE CLEARING:Steps for variance clearing

Valid Material Variance

Approval of Request

- Once the assessment is already performed, responsible PCT shall notify the requestor (work order supervisor) with a reply that the request for variance approval has been approved or disapproved as seen below:

From: IAM Process PCT
To: Work Order Supervisor
Cc: Executing Team Leader

Subject: Request for Variance Clearing of Word Order <WONUM>

Sir <>,
Related to your variance approval request, this is to inform you that;
we have approved your request for variance clearing. You may proceed with the routing of the WO to COMP status if all other FALLAWMA requirements have been performed.
we have disapproved your request for variance clearing due to the following reasons: <>. May we request for additional details i.e., Evidence 1, evidence 2, etc. You may request again for approval in EAM once the evidences were provided accordingly.

Approve Variance Clearing Request

Revised Materials Balancing Policy (as of October 1, 2024)

Networks Segment	Meralco Assigned		Vendor Assigned	
	Minor Materials	Major Materials	Minor Materials	Major Materials
Distribution Services (DS/OPS)	• **Zero (No) Variance** • **Variance** < **5%** of WO Material Cost or **Php 20,000** which ever is lower. • Salvage items included under **"minor salvage items excluded under variance calculation"**.	**Zero (No) Variance**	• **Zero (No) Variance** • **Variance** < **5%** of WO Material Cost or **Php 20,000** which ever is lower. • Salvage items included under **"minor salvage items excluded under variance calculation"**	**Zero (No) Variance**
Sub-transmission Services (STL)	• **Zero (No) Variance** • **Variance** < **5%** of WO Material Cost or **Php 20,000** which ever is lower.		• **Zero (No) Variance** • **Variance** < **5%** of WO Material Cost or **Php 20,000** which ever is lower.	

Note:

- **New Policy Applies to OPEN (COMP and below) WOs as of October 1, 2024.**
- **Work Orders with variances caused by the 292 minor salvage items can now be requested for variance clearing through email by implementing Team Leader.**

292 Minor Salvage Items Excluded Under Variance Calculation (Sample items)

GEN. COMP, ELECTRICAL TAPE, BLACK VINYL	GEN. COMP, PHASE TAG, TAPE; COLORED FILM	GEN. COMP, CONDUIT LOCKNUT, LOCKNUT FOR RSC	FASTENER,BOLT, MACHINE, STEEL	FASTENER,WASHER, SQUARE, HOT-DIP GALVANIZED STEEL
FASTENER,NUT, SQUARE, HOT-DIP GALVANIZED STEEL	SUPPORT, SECONDARY CABLE RACK	SUPPORT, ANCHOR BLOCK, CONCRETE	BRACKET, STEEL, HOT-DIP GALVANIZED	CLAMP,GUY, STEEL
CLAMP,POLE, STEEL	CLAMP,STRAIN	CONNECTOR,WEDGE	CONNECTOR,MECHANICAL	

Note: **Work Orders with variances caused by the 292 minor salvage items can now be requested for variance clearing through email by implementing Team Leader.**

Penalty imposition for any unreturned 292 minor salvage items shall apply as follows:

WASSGN Year	DS Work Orders	OPS Work Orders
2016 – 2021	w/out DEBIT MEMO Salvage Materials Found at Vendor Warehouse Must Still Be Returned	w/out DEBIT MEMO Salvage Materials Found at Vendor Warehouse Must Still Be Returned
2022 – 2023	For Team Leader's Assessment • If reason for the unreturned materials is valid, then proceed with material variance clearing request. • If reason for the unreturned materials is invalid, then proceed with debit memo application prior to WO closing	
2024 Onwards	For Team Leader's Assessment • Provide at least 30 days for crews to return the materials • If reason for the unreturned materials is valid, then proceed with material variance clearing request. • If reason for the unreturned materials is invalid, then proceed with debit memo application prior to WO closing.	For Team Leader's Assessment • Provide at least 15 days for crew to return the materials. • If reason for the unreturned materials is valid, then proceed with material variance clearing request. • If reason for the unreturned materials is invalid, then proceed with debit memo application prior to WO closing.

Note: **Work Orders with variances caused by the 292 minor salvage items can now be requested for variance clearing through email by implementing Team Leader.**

Request materials variance clearing through email

- Ensure that the 2022 to present work orders have valid reason for the unreturned minor salvage items prior to variance clearing request without penalty imposition.
- The email request should follow the following format:

For Single WO Request

From: Team Leader
To: Designated IAM Process Team
Cc: Work Order Supervisor, OL3 Head

Subject: Request for Variance Clearing of Word Order <WONUM>

Sir <>,
Requesting for variance clearing of work order <WONUM>. Materials balancing already performed and shows only variances from minor salvage items excluded under variance calculation.

For Multiple WO Request

From: Team Leader
To: Designated IAM Process Team
Cc: Work Order Supervisor, OL3 Head

Subject: Request for Variance Clearing of Multiple Work Orders with minor salvage items excluded under variance calculation

Sir <>,
Requesting for variance clearing of the following Work Orders. Materials balancing already performed and shows only variances from minor salvage items excluded under variance calculation .

1. WO#1
2. WO#2
3. WO#3

By Team Leader

Note: **Work Orders with variances caused by the 292 minor salvage items can now be requested for variance clearing through email by implementing Team Leader.**

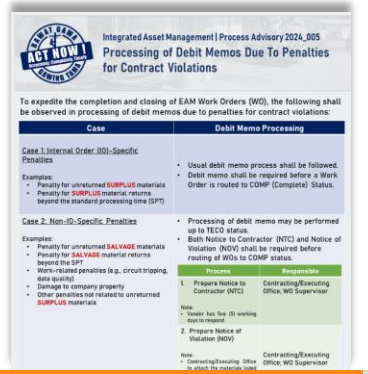
References

- GP-GGG-007.000 Guidelines and Procedures on Materials Balancing for EAM Work Orders
- GP-DGG-011.000 Work Order Management Guidelines and Procedures
- GP-DDG-021.000 Handling of Odd Lengths of Wires, Cables, and Conductors
- IAM Advisory 2024_003: Standard Processing Time on Materials Return
- IAM Advisory 2024_005: Processing of Debit Memos Due to Penalties for Contract Violations
- IAM Advisory 2024_007: Special Handling for Valid Material Variances
- IAM Advisory 2024_013: Implementation of New Materials Variance Policy Involving Minor Salvage Materials

Integrated Asset Management
PROCESS ADVISORY 2024_003
SPT ON MATERIALS RETURN
Effectivity Date: March 1, 2024
HIGHLIGHTS:
Crew lead and/or vendor shall be required to return all unused/retired materials within the standard processing time on materials return.
RATIONALE:
• Reduce challenges in work order closing due to materials variances
• Set an acceptable standard processing time based on historical data
• Provide adequate time for crew lead and/or vendor to properly account the materials for return to resolve the variance
• Ensure the impossition of applicable penalties for non-conformances related to materials accounting and other related violations
WHAT'S NEW?
1. NEW STANDARD PROCESSING TIME (SPT) ON MATERIALS RETURN
• Work orders with unused/retired materials must now be completely returned within the Standard Processing Time (SPT) and achieve the target percent compliance of total work order count starting March 1, 2024.

Area of Specialization	Standard Processing Time	Percent Compliance of Total WO Count	
		Meralco Assigned	Vendor Assigned
DS/OPS/STL	30 Days After Routing WO to FCOMP	Target: 70% Stretch: 100%	100%
PSP/SUBS/SCADA	30 Days After Routing WO to FCOMP	Target: 85% Stretch: 100%	100%
METER/MSEC*	15 Days After WOSPEC FCOMP	Target: 70% Stretch: 100%	100%

*(Note: SPT shall not be applicable for Meters that are subject for laboratory test)
2. APPLICATION OF PENALITIES TO OLD & NEW WORK ORDERS (WOs)
• Unused/retired materials and incomplete requirements under old WOs (routed to FCOMP before March 1, 2024) are to be returned/submitted before March 24, 2024. Contracting office shall implement penalties to contractors through the following dates below for vendor assigned WOs:
Date | Penalty Implementation Process


Integrated Asset Management | Process Advisory 2024_005
Processing of Debit Memos Due To Penalties for Contract Violations
To expedite the completion and closing of EAM Work Orders (WO), the following shall be observed in processing of debit memos due to penalties for contract violations:

Case	Debit Memo Processing
Case 1: Internal Order (IO)-Specific Penalties Examples: • Penalty for unreturned SURPLUS materials • Penalty for SURPLUS material returns beyond the standard processing time (SPT)	• Usual debit memo process shall be followed. • Debit memo shall be required before a Work Order is routed to COMP (Complete) Status.
Case 2: Non-IO-Specific Penalties Examples: • Penalty for unreturned SALVAGE materials • Penalty for SALVAGE material returns beyond the SPT • Work-related penalties (e.g., circuit tripping, data quality) • Damage to company property • Other penalties not related to unreturned SURPLUS materials	• Processing of debit memo may be performed up to TECO status. • Both Notice to Contractor (NTC) and Notice of Violation (NOV) shall be required before routing of WOs to COMP status.

Process	Responsible
1. Prepare Notice to Contractor (NTC)	Contracting/Executing Office; WO Supervisor
Note: • Vendor has five (5) working days to respond	
2. Prepare Notice of Violation (NOV)	Contracting/Executing Office; WO Supervisor
Note: • Contracting/Executing Office to attach the materials listed	

PROCESS ADVISORY 2024_007
SPECIAL HANDLING FOR VALID MATERIAL VARIANCES
Effectivity Date: May 31, 2024
HIGHLIGHTS:
To allow for the closing of open work orders that did not meet the standard materials balancing requirement as stated in 6.2.4.1 of the Guidelines and Procedures on Materials Balancing for EAM Work Orders, Supervisors must perform special handling for the following cases of Materials Variances:

Work orders created June 2017 and prior	Irreversible Materials Transactions Under Incorrect Work Orders	Retire/Energize/Stolen Meter Under Operations Work Orders	Conversion HPS to LED under Operations Work Orders

RATIONALE:
• Set additional approval matrix for the material variance clearing as exceptions to the zero-variance policy imposed in current EAM system.
• Leniency on the material variance clearing process for the additional cases of material variances to progress work order closing.
CLEARING OF MATERIAL VARIANCES THROUGH PROCESS CARETAKERS
1. IDENTIFY THE CASE OF VALID MATERIAL VARIANCE
• Supervisor to identify if material variance is a valid case of the following:
• Work orders created June 2017 and prior
• Irreversible Materials Transactions Under Incorrect Work Orders
• Retire/Energize/Stolen Meter Under Operations Work Orders
• Conversion HPS to LED under Operations Work Orders
Applicable only to AOS + OPS
2. PROVIDE SUPPORTING DOCUMENTS/EVIDENCE
• Supervisor to perform necessary action items depending on the case of variance for clearing and provide required evidence
3. REQUEST FOR VARIANCE CLEARING BY EMAIL
• Request variance clearing through email to the responsible IAM Process Team copy furnishing the executing team leader and O.J. Head
Refer to the quick reference guide for more details on steps 1, 2, & 3.

Integrated Asset Management | Process Advisory 2024_013
Implementation of New Materials Variance Policy Involving Minor Salvage Materials
HIGHLIGHTS
Work orders with variances caused by the 292 minor salvage items can now be requested for variance clearing through email.
RATIONALE
• Reduce challenges in work order closing due to materials variances caused by specific minor salvage materials.
• Allow the closing of ageing WOs with minor salvage items remaining requirement.
WHAT'S NEW?
A. New standard materials balancing requirement of work orders prior to routing of a work order to COMP (Complete) status:

Networks Segment	Meralco Assigned		Vendor Assigned	
	Minor Materials	Major Materials	Minor Materials	Major Materials
Distribution Services (Including	• ZERO (No) Variance and/or; • Absolute Variance amount less than or equal to 5% of the total materials cost or Php 20,000 which ever is lower and/or;	ZERO (No) variance	• ZERO (No) Variance and/or; • Salvage items included under "minor salvage items excluded under variance	ZERO (No) variance

ASSET MOVEMENT

OSM Process Team

Asset Movement

Performed for works involving installation, replacement, removal or relocation of EAM assets.

Basis for updating eGIS and for tracking of movement of EAM assets.

Asset Movement Responsibility

Asset Movement shall be performed by:

VENDOR COORDINATOR or VENDOR CLERKS

for assets installed/retired/replaced/relocated by **Vendor crews**

WO SUPERVISOR or ENCODERS

for assets installed/retired/replaced/relocated by **MERALCO crews**

EAM Asset

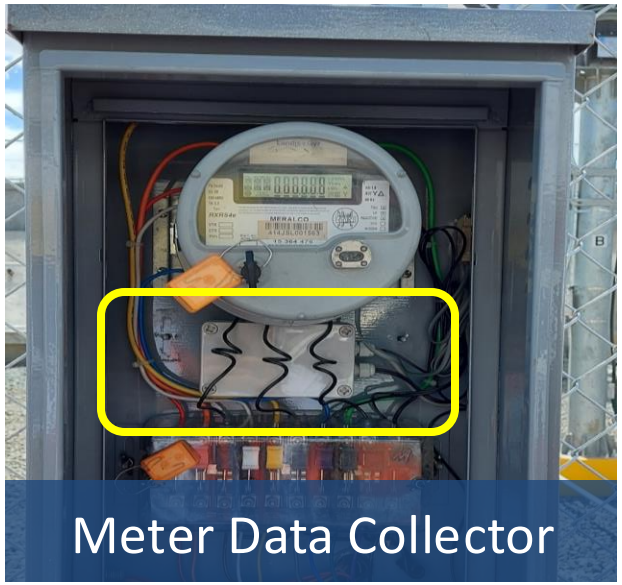
Physical facility/equipment uniquely identified, tracked and maintained

Distribution Transformer

Instrument Transformer

Power Transformer

kW-hr Meters



Meter Data Collector

EAM Location

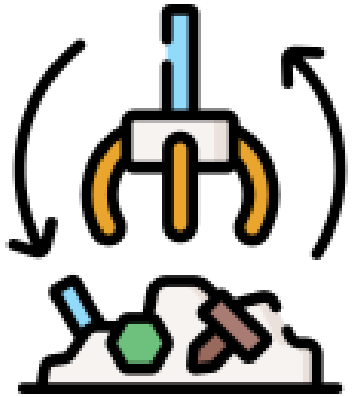
Asset Location

STORES

INVENTORY

Operating Location

QUARANTINE



SALVAGE

Asset Lifecycle

Non-metering Assets (DXF)

LOCATION		ASSET MOVEMENT	USER ACTION	REMARKS
FROM	TO			
STORES	INVENTORY	Asset is issued to WO		Automatic movement upon ERP Transaction
INVENTORY	OPERATING	Declaration that Asset is **installed** in field	WO Supervisor/Vendor Coordinator (asset movement in EAM)	
	STORES	Asset is returned as **surplus**	WO Supervisor/Vendor Coordinator (asset movement in EAM)	Automatic movement upon ERP Transaction
OPERATING	OPERATING	Asset existing in field is **relocated** to another location	WO Supervisor/Vendor Coordinator (asset movement in EAM)	
	QUARANTINE	Asset is returned as salvage		Automatic movement upon ERP Transaction
QUARANTINE	SALVAGE	Asset tested not OK/defective/ cannot be reused		Automatic movement upon ERP Transaction
	STORES	Asset tested OK/can be reused		

Asset Lifecycle

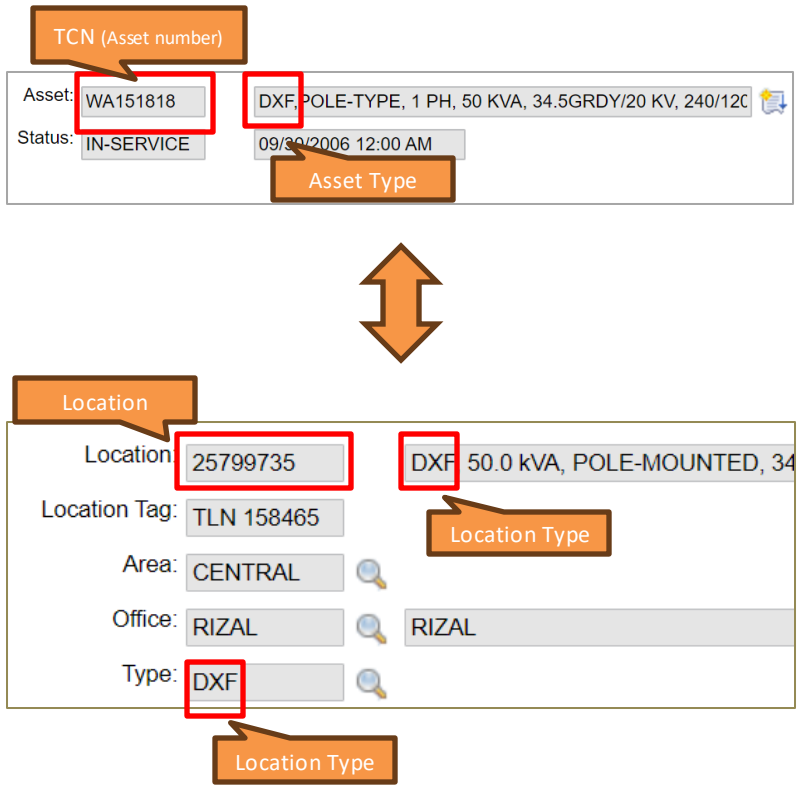
Metering Assets (Meter)

LOCATION		ASSET MOVEMENT	RESPONSIBLE	REMARKS
FROM	TO			
STORES	INVENTORY	Asset is issued to a WO or to an EAM BIN (truck stock)		Automatic movement upon ERP Transaction
INVENTORY	OPERATING	Declaration that Asset is installed in field	WO Supervisor/Vendor Coordinator (asset movement in EAM)	
	STORES	Asset is returned as surplus/unused	WO Supervisor/Vendor Coordinator (asset movement in EAM)	Automatic movement upon ERP Transaction
OPERATING	MSSVERI	Asset is returned as salvage to *Secondary Meter Stores*		Automatic movement upon ERP Transaction
	MSSQUAR			
	MISSING	Asset removed in system, but no physical asset removed onsite	WO Supervisor/Vendor Coordinator (for validation of MISSING/STOLEN tagging before COMP/TECO, in EAM)	
	STOLEN			

Valid Location Types

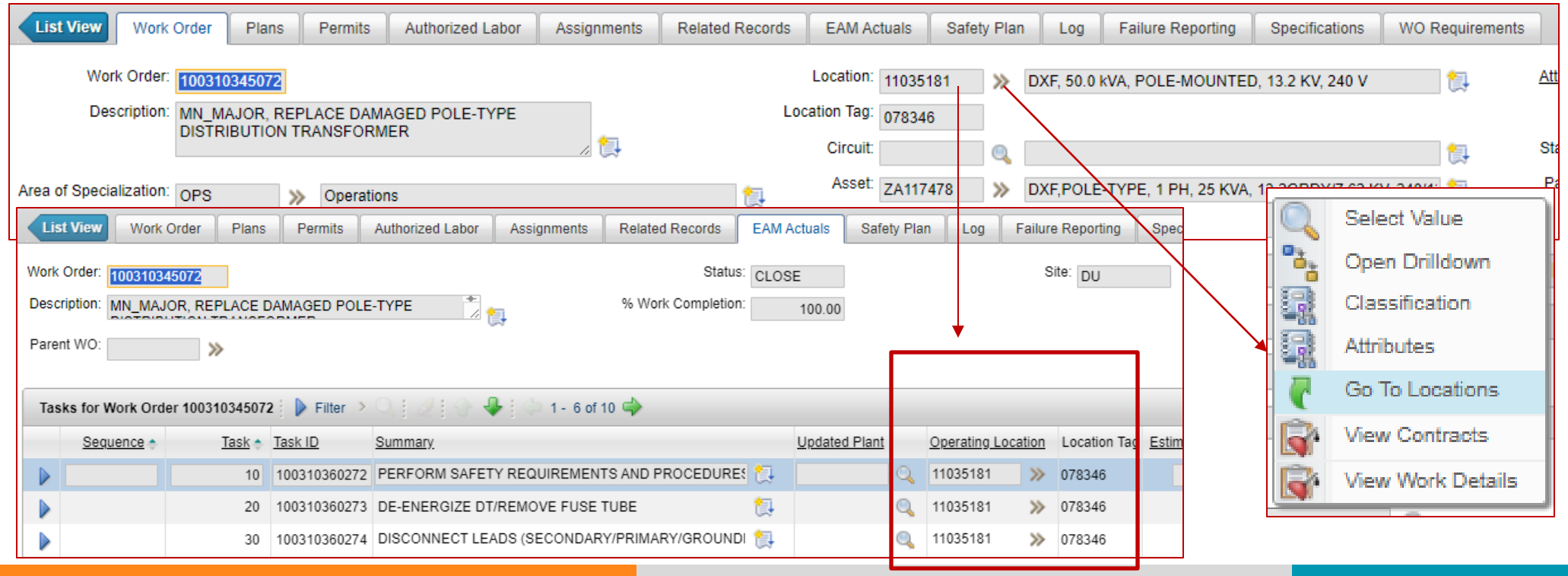
Location type should be aligned with the Asset type

Asset Type	Location Type
DXF (Distribution Transformer)	DXF
	SST
IXF (Instrument Transformer	IXF
	METER
MDC (Meter Data Collector)	MDC
METER (kW-hr Meter)	METER
PXF (Power Transformer)	PXF



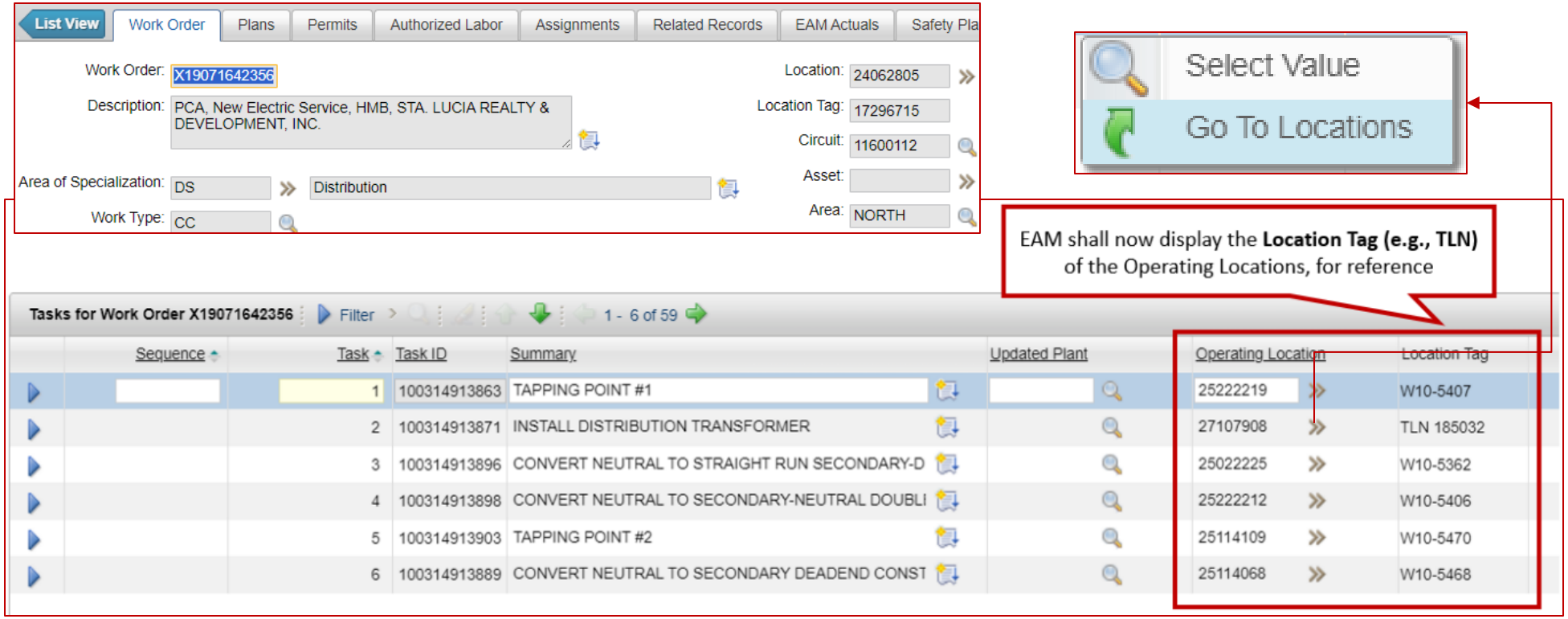
Work Order Location Declaration

Use Location where asset are to be installed as Work Order Location. This ensures that operating location of the task is set to the appropriate location. **Only locations declared in the Operating location of Tasks with the correct Location Type** can be used for asset movement.



Task Operating Location Declaration

For cases were work order location has a larger scope, **Locations where asset are to be installed should be declared in the task where asset is associated**. **Only locations declared in the Operating location of Tasks with the correct Location Type** can be used for asset movement.



Assets transacted for the Work Order

Assets Subtab displays the list of Assets associated to the Work Order.

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Appr

Displays a list of the Assets associated to the Work Order

Filter > 1 - 5 of 5 Do

Item	Description	Asset	From Location	To Location	Moved Date
600158	DXF,POLE-TYPE, 1 PH, 50 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	WA345848	STORES	INVENTORY	07/06/2021 8:14 AM
600158	DXF,POLE-TYPE, 1 PH, 50 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	WA348172	STORES	INVENTORY	07/06/2021 8:15 AM
600141	DXF,POLE-TYPE, 1 PH, 100 KVA, 34.5GRDY/20 KV, 139/277 V, 150 KV BIL	WB319580	STORES	INVENTORY	07/06/2021 8:16 AM
600141	DXF,POLE-TYPE, 1 PH, 100 KVA, 34.5GRDY/20 KV, 139/277 V, 150 KV BIL	WB313247	STORES	INVENTORY	07/06/2021 8:16 AM
600158	DXF,POLE-TYPE, 1 PH, 50 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	WA348171	25328885	QUARANTINE	07/06/2021 8:12 AM

Asset Movement procedures in EAM

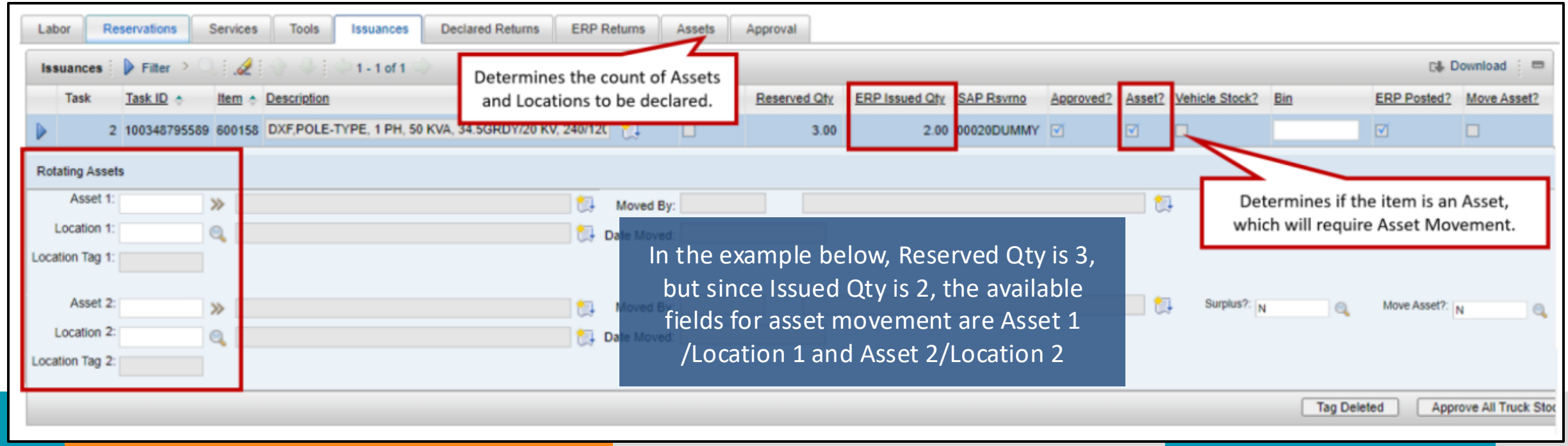
For DXF Assets **ISSUED/INSTALLED**:

Movement shall be done in Issuances subtab:

Encode the following details:

a) Asset - *Only assets issued to the Work Order can be declared*

b) Location - *Only locations declared in the Task of the work order can be used*

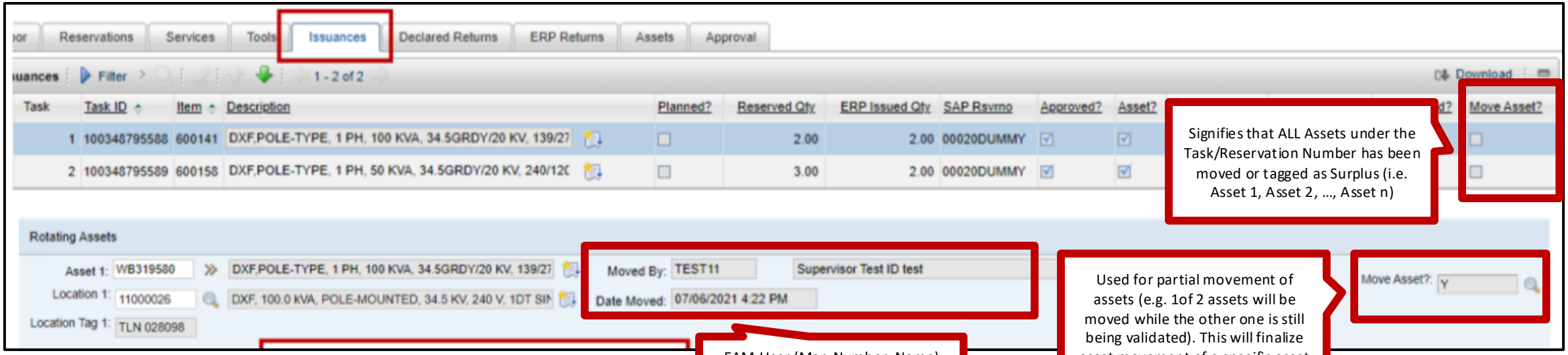


Asset Movement procedures in EAM

For DXF Assets **ISSUED/INSTALLED**:

After populating Asset and Location set **Move Asset?** field to Y.

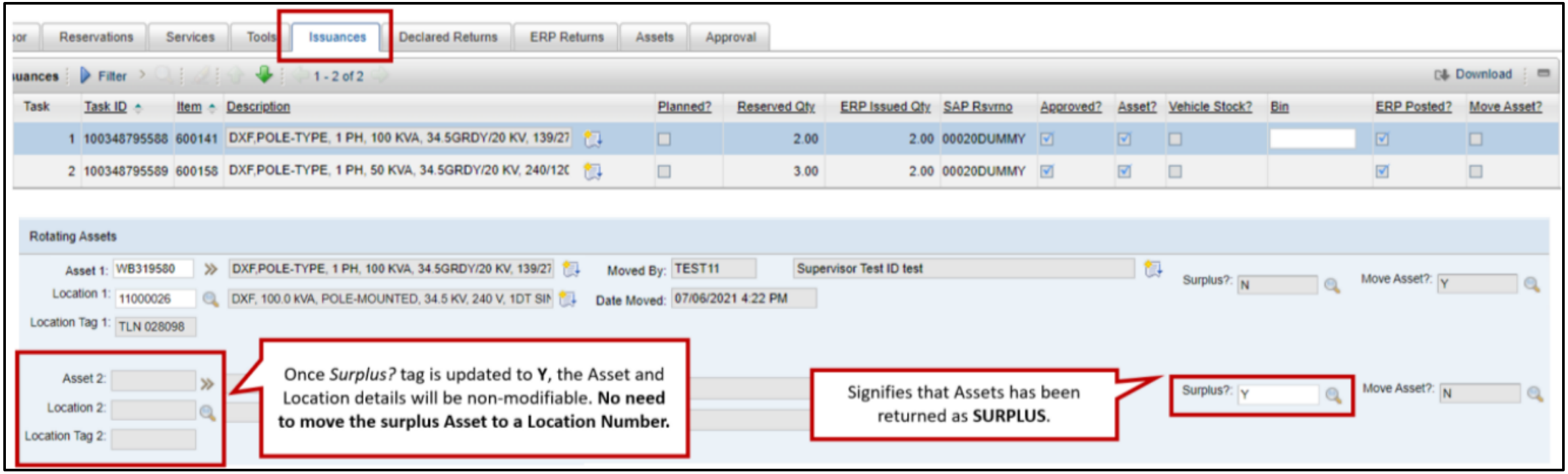
This will trigger movement of asset to the Operating Location in EAM



Asset Movement procedures in EAM

For Assets **RETURNED AS SURPLUS:**

Check the Surplus? tag beside the asset details under Issuances subtab.

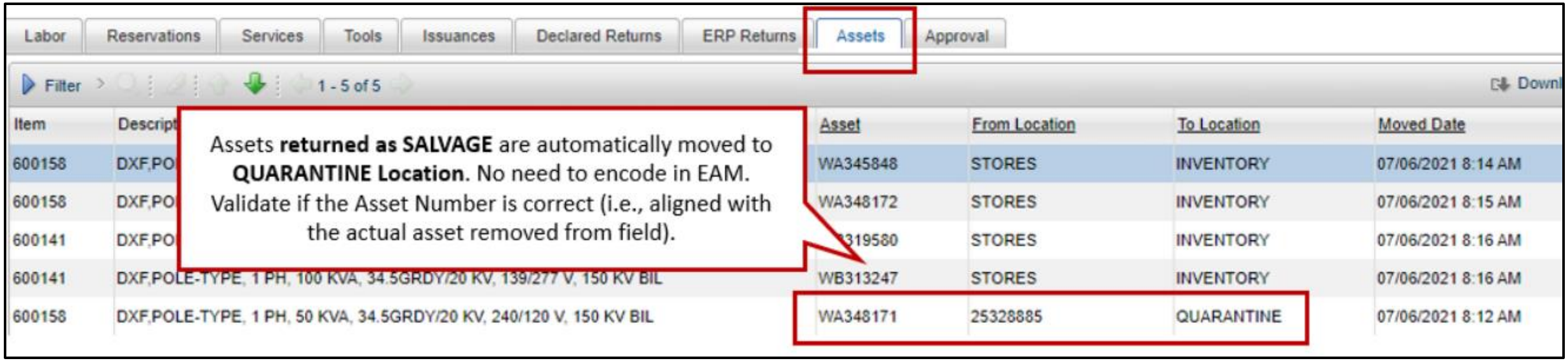


Asset Movement procedures in EAM

For Assets **RETURNED AS SALVAGE:**

- Salvaged Assets are automatically moved to QUARANTINE / MSSQUAR / METERLAB / MSSVERI Location.

  a. To check, go to Assets subtab, and find the asset number.



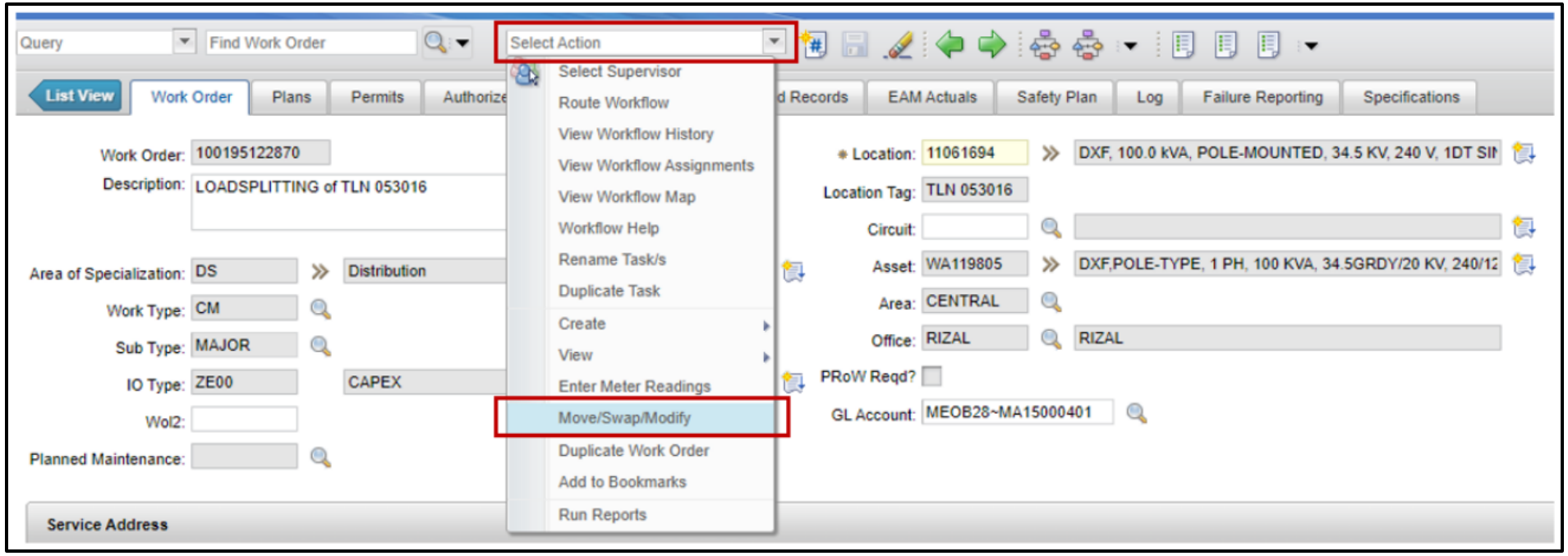
Item	Descript	Asset	From Location	To Location	Moved Date
600158	DXF,PO	WA345848	STORES	INVENTORY	07/06/2021 8:14 AM
600158	DXF,PO	WA348172	STORES	INVENTORY	07/06/2021 8:15 AM
600141	DXF,PO	319580	STORES	INVENTORY	07/06/2021 8:16 AM
600141	DXF,POLE-TYPE, 1 PH, 100 KVA, 34.5GRDY/20 KV, 139/277 V, 150 KV BIL	WB313247	STORES	INVENTORY	07/06/2021 8:16 AM
600158	DXF,POLE-TYPE, 1 PH, 50 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	WA348171	25328885	QUARANTINE	07/06/2021 8:12 AM

Asset Movement procedures in EAM

For Assets **RELOCATED to ANOTHER LOCATION:**

- Asset Movement shall be done through Move/Swap/Modify.

For these cases, asset for movement will not be reflected in the Issuance and Asset Tab



Asset Movement procedures in EAM

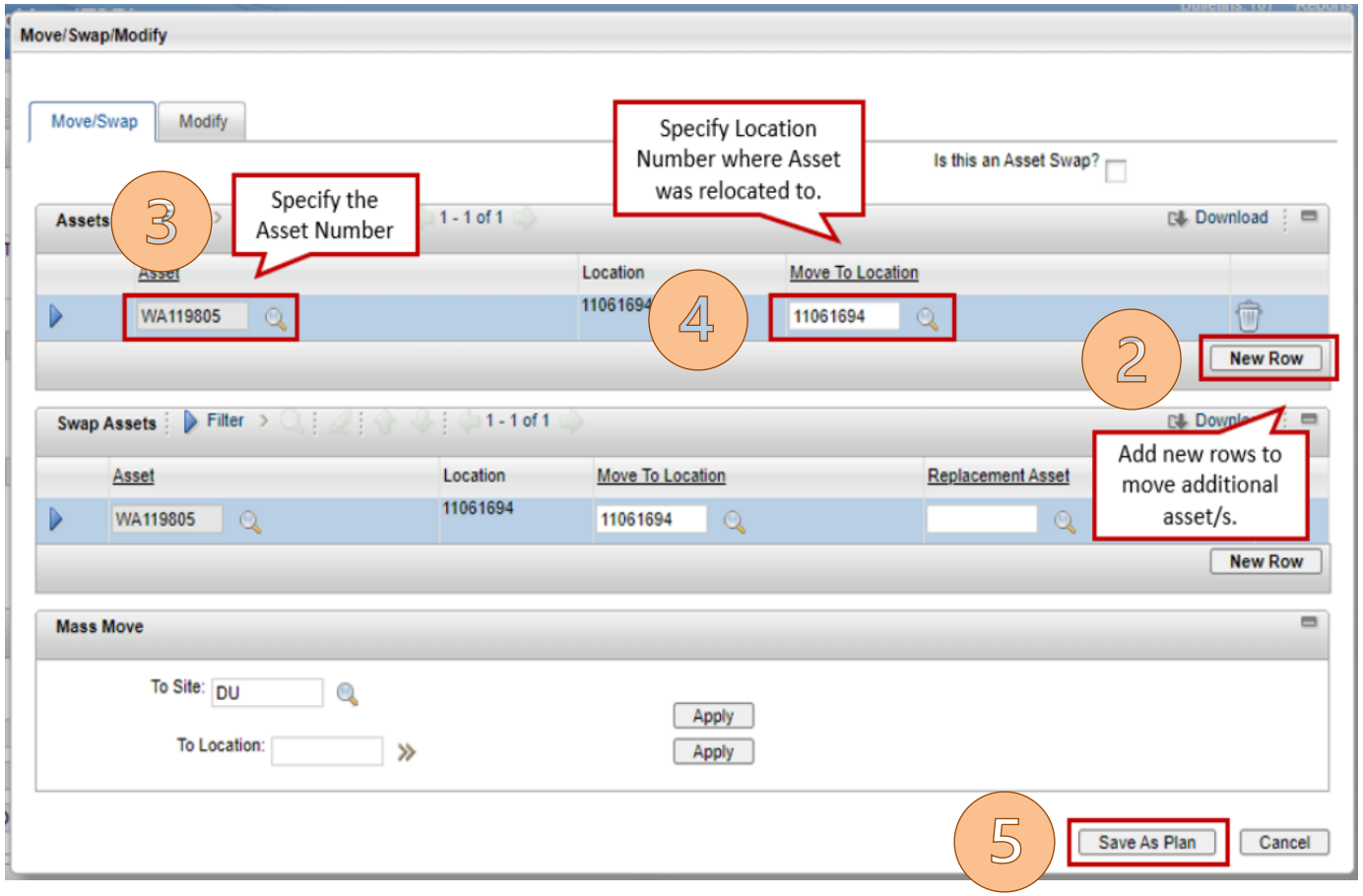
For Assets **RELOCATED to ANOTHER LOCATION:**

2. Click New Row to add Asset Records.

3. Specify Asset Number in the Asset field

4. Specify Location in the Move To Location field.

5. Click Save as Planned.

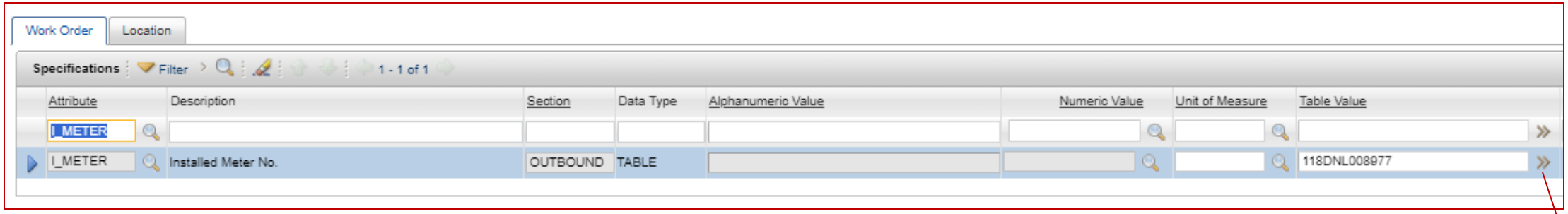


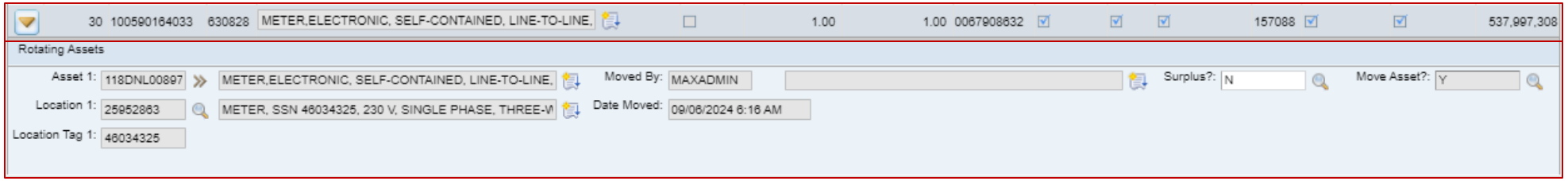
Asset Movement procedures in EAM

For Meter Assets **ISSUED/INSTALLED**:

Go to WO Specification and declare the Meter Number installed in the I_METER Attribute before encoding meter reservation.

This will automatically perform Asset movement for the Meter involved.



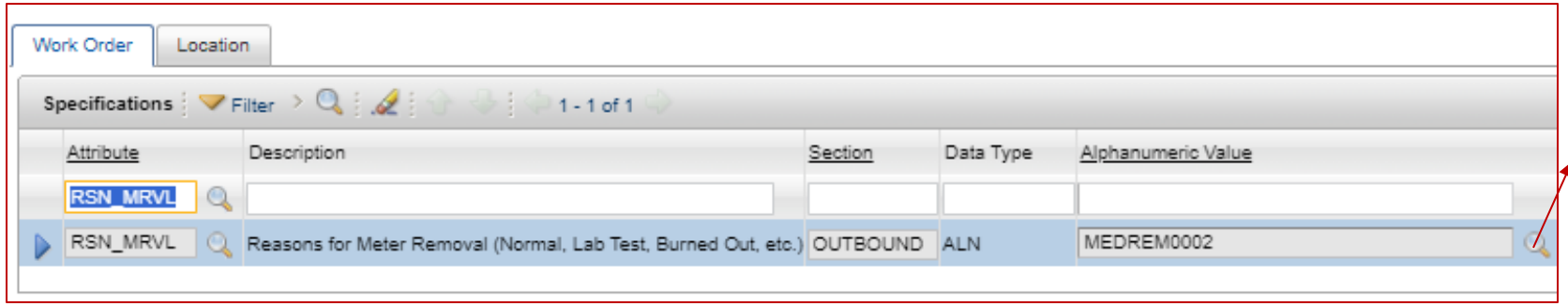


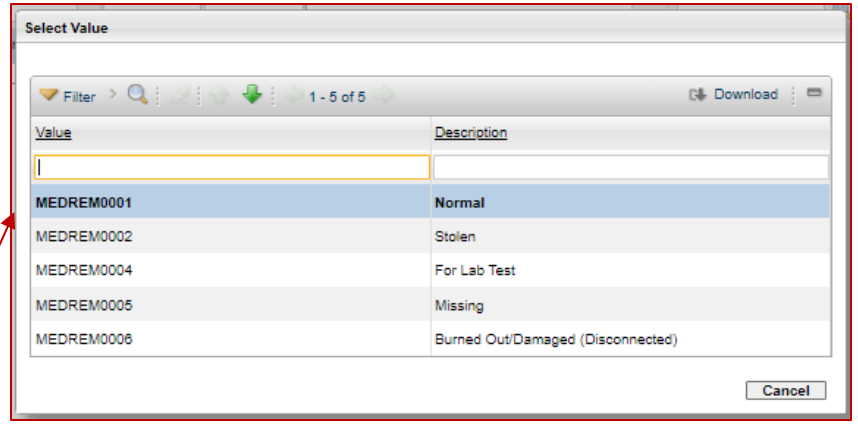
Asset Movement procedures in EAM

For Meter Assets **removed/declared as MISSING/STOLEN**:

Go to WO Specification and declare value for RSN_MRVL attribute as MEDREM0002 for STOLEN or MEDREM0005 for MISSING.

EAM will automatically move assets to STOLEN or MISSING Location when WO is routed to TECO

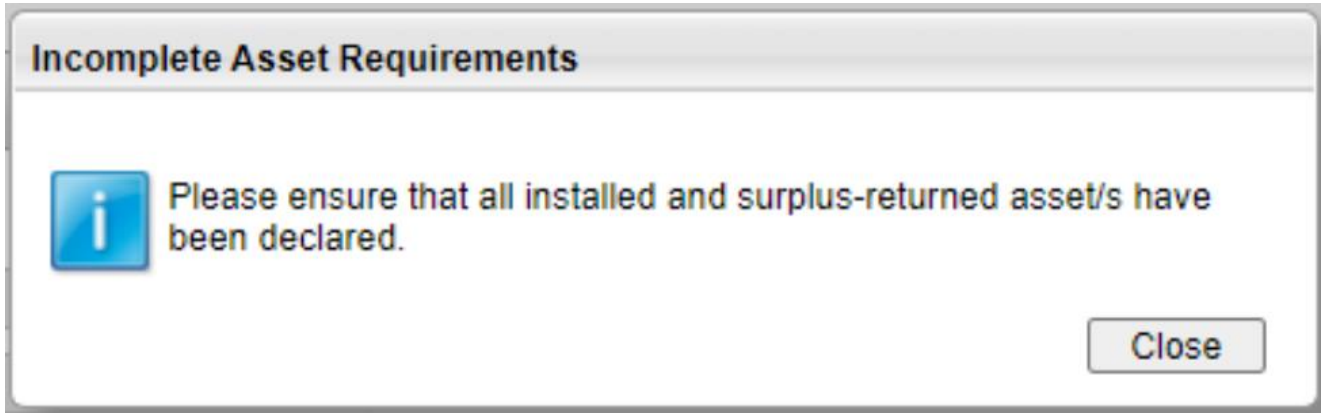




System Validation on Asset Movement

The system shall validate if all Asset Movement requirements have been performed/complied with. Asset Movement shall be required before a WO is routed to the following statuses:

- **Field Complete (FCOMP)** – DS, STL, SUBS, PSP, SCADA, OPS WOs
- **Completed (COMP)** – CMS-initiated METER/MSEC/OPS Work Orders



If there are issued Assets that are not yet moved, the system will prevent the update in status, and the error message below shall be prompted. Review asset details and ensure that the required details are complete.

Issues Encountered in Asset Movement

Issue

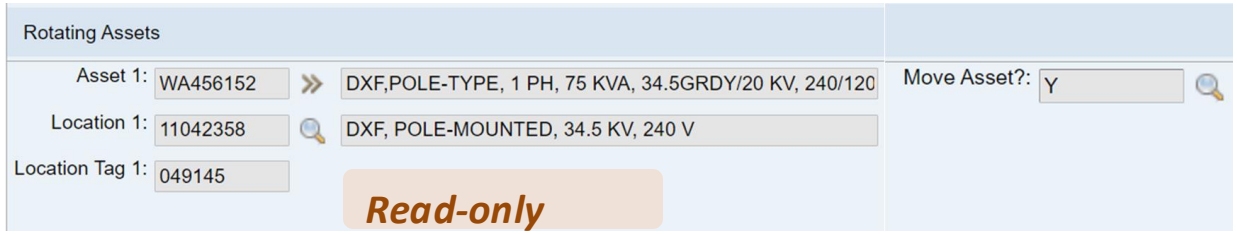
Incorrect Operating location declared but 'Asset Move?' box already ticked.

Resolution

Coordinate with PCT for correction. Provide:

- ✓ Work Order Number
- ✓ Location number to be replaced, and correct value of Location number.
- ✓ Task number*
- ✓ Rotating Asset Number*

** As applicable. To easily identify problematic line item or rotating asset record.*



Read-only mode

Requesting for the correction of movement of the asset in EAM

Asset Num	From Location	To Location
WA454335	11091755	29478099

Issues Encountered in Asset Movement

Issue

Location failed to auto-populate when performing Asset Movement

Resolution

Ensure Task Operating Location DXF location/ TLN, and update as needed.

If DXF location/ TLN is not available, coordinate with Data Mapping for the creation of DXF Location.

→Once available, update Task Operating Location then retry Asset Movement.

Tasks for Work Order 100540207521 | Filter | 1 - 6 of 10

Task	Task ID	Summary	Operating Location	Location Tag
10	100542130823	PERFORM SAFETY REQUIREMENTS AND PROCEDURES	13350962	
20	100542130824	DE-ENERGIZE DT/REMOVE FUSE TUBE	13350962	
30	100542130825	DISCONNECT LEADS (SECONDARY/PRIMARY/GROUND	13350962	
40	100542130826	REMOVE DT UNIT(S)	11080228	TLN 131581
50	100542130827	INSTALL NEW DT UNIT(S)	11080228	TLN 131581
60	100542130828	INSTALL CLF (AS NEEDED)	13350962	

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

Issuances | Filter | 1 - 3 of 3

Task	Task ID	Item	Description	Planned?	Reserv
50	100542130827	600142	DXF,POLE-TYPE, 1 PH, 100 KVA, 34.5GRDY/20 KV, 240/12	☑	

Issues Encountered in Asset Movement

Issue

Unable to encode installed asset in work order

Resolution

Use Assets subtab to verify if asset has been issued to the WO.

→ If asset is not found, coordinate with stores to post issuance of asset to the WO

→ If asset is posted but unable to perform asset move, coordinate with PCT. Provide:

- ✓ Work Order Number
- ✓ Asset Number/s involved
- ✓ Asset Location/s

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets

Filter 1 - 3 of 3

Item	Description	Asset	From Location	To Location
600162	DXF,POLE-TYPE, 1 PH, 75 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	WA392092	STORES	INVENTORY
600162	DXF,POLE-TYPE, 1 PH, 75 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	WA392092	INVENTORY	11090728
600148	DXF,POLE-TYPE, 1 PH, 25 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	WA171834	11090728	QUARANTINE

Issues Encountered in Asset Movement

Issue

Unable to find retired asset in work order

Resolution

Coordinate with stores to post salvage return of asset to the WO.

If asset is confirmed posted in ERP but unable to find in EAM, coordinate with PCT. Provide:

TCN	ITEM CODE	SERIAL NO	BRAND	ACQUISITION DATE*

** As applicable. To easily identify problematic line item or rotating asset record.*

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets

Filter 1 - 3 of 3

Item	Description	Asset	From Location	To Location
600162	DXF,POLE-TYPE, 1 PH, 75 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	WA392092	STORES	INVENTORY
600162	DXF,POLE-TYPE, 1 PH, 75 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	WA392092	INVENTORY	11090728
600148	DXF,POLE-TYPE, 1 PH, 25 KVA, 34.5GRDY/20 KV, 240/120 V, 150 KV BIL	WA171834	11090728	QUARANTINE

Issues Encountered in Asset Movement

Issue

Interchanged DT

Installation/Retirement location is different from ERP transaction posting

Resolution

Coordinate with Stores for correction of posting, if allowable.

If not, coordinate with PCT. Provide:

- ✓ Work Order Numbers
- ✓ Asset Numbers involved
- ✓ Indicate transaction type (issuance, salvage, surplus)

EAM

Work Order: P2008000494

Asset 1: WA383725 — DXF,POLE-TYPE, 1 PH, 50 KVA, 34.5GRDY/20 KV, 240/120

Location 1: 11068245 — DXF, 50.0 kVA, POLE-MOUNTED, 34.5 KV, 240 V

Location Tag 1: 059806

ERP

Line	Mat. Short Text	Material	Qty in ...	SLoc	Cost C...	Order	Mo...
1	DT; POLE-MTD; 1PH; 50KVA; 34....	600158	1	Stores	MEOC22	P2008000484	261

Interchanged Issuance Posting/ Installation

WO	ISSUED TCN IN ERP	ACTUAL TCN INSTALLED
P2008000494	WA383780	WA383725
P2008000484	WA383725	WA383780

Interchanged Salvage Posting / Retirement

WO	ASSET POSTED IN ERP	ASSET RETIRED FROM FIELD
100404052092	TA130360	TA059661
100403902660	TA059661	TA130360

Asset Movement Reminders

- If DXF Asset was issued/relocated in the work order, Asset Movement shall be performed in EAM
  - Ensure that Operating Location of Task where asset is associated is where the asset is installed.
  - Ensure that Operating Location of Task associated to the asset is the correct Location Type.
  - Asset Movement will be performed in the Issuance Tab if Asset was issued to the work order.
  - Asset Movement will be performed in the Move/Swap/Modify if Asset is for Relocation
- If Meter Asset was installed under the FO work order, Asset movement values will be auto-populated based on the inputs in the WO Specifications.
- Perform Asset Movement before FCOMP for DS and OPS* WOs
- Perform Asset Movement before COMP for CMS-initiated WOs

*OPS WOs involving DXF

PENALTY IMPLEMENTATION & CONTRACTOR BILLING CONCERNS

Contract and Outsourcing Management (COM)

G&P for Penalty Implementation of Contract Violations

Document Objectives

- Provide a uniform policy and a standard procedure for imposition of penalties involving contract violations
- Provide Contracting Offices with clear guidelines on how to create the documents to be issued to the contractors
- Ensure fairness, transparency and objectivity to all affected parties during penalty imposition.

Violation

An action or event caused by the Contractor that led to a breach of the signed contract with the Principal.

Violation Classification

(1) Violations with direct penalties

(2) Violations with indirect penalties

Violation Classification

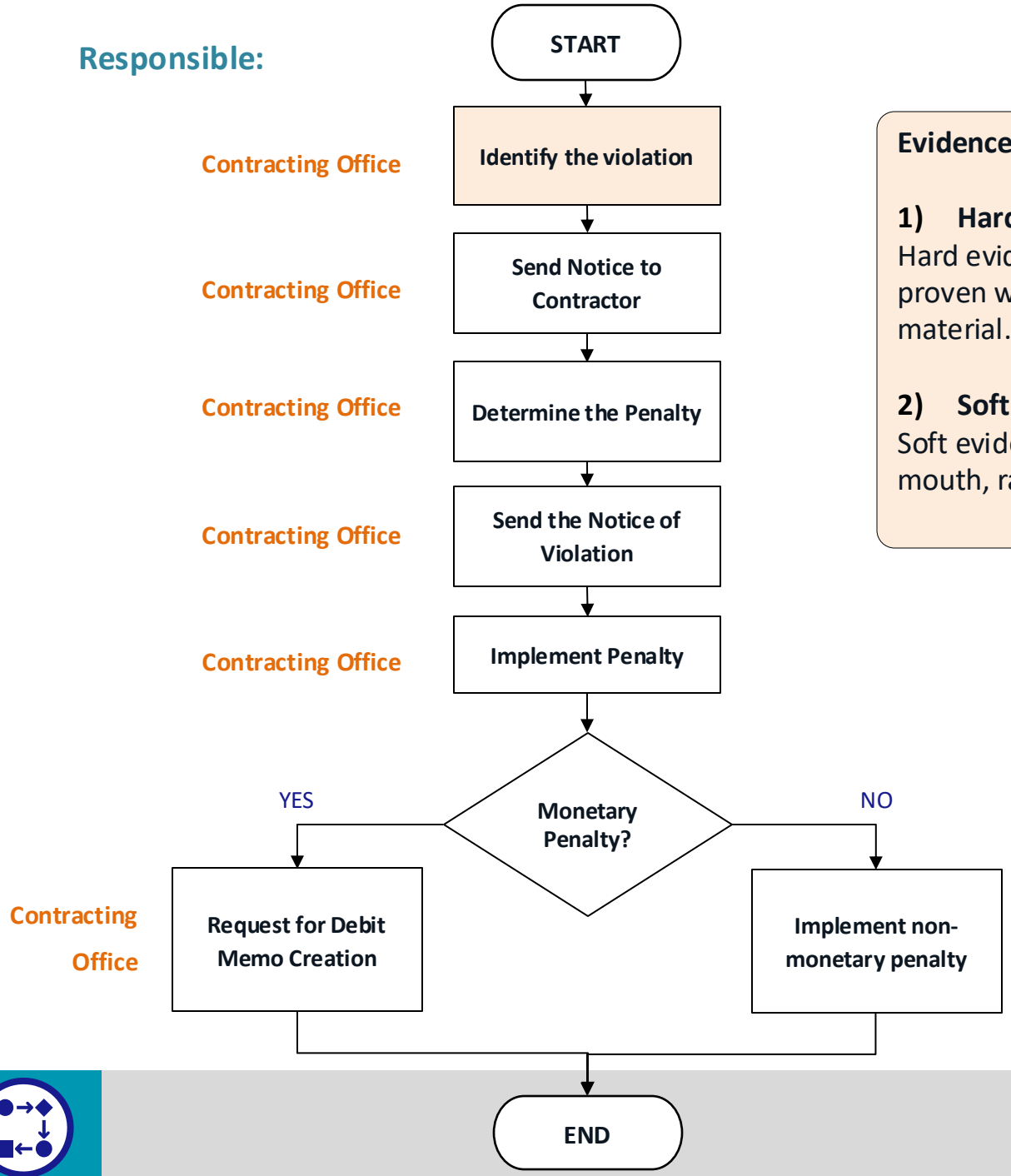
(1) Violations with direct penalties

These are violations with equivalent penalties stipulated in the Penalty Matrix of a contract.

(2) Violations with indirect penalties

These are violations without equivalent penalties stipulated in the Penalty Matrix

Responsible:



Evidence Type

1) Hard Evidence (Data Supported)

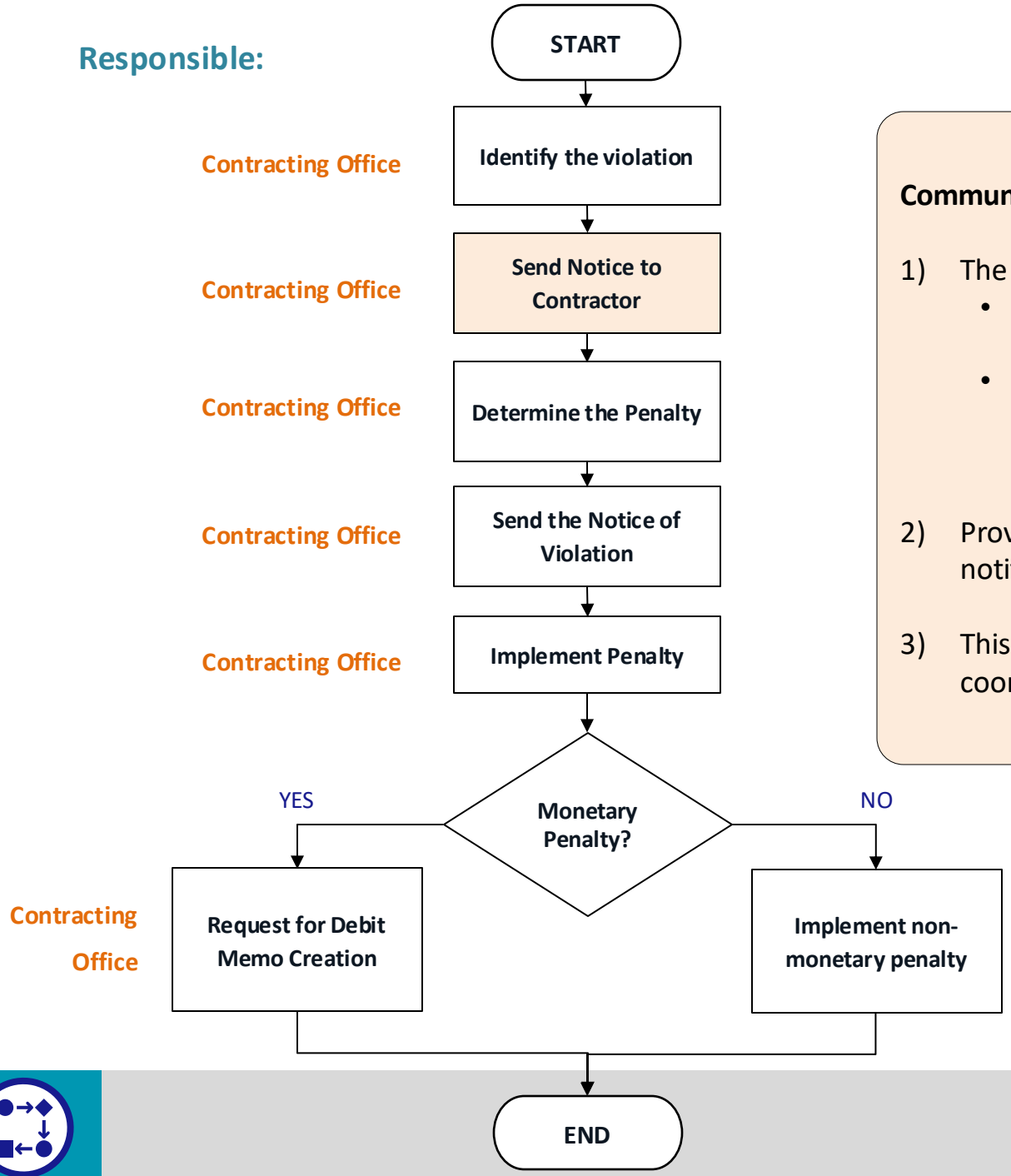
Hard evidence refers to a fact or information which can be proven with data, picture, written report or other similar material.

2) Soft Evidence (Allegations)

Soft evidence refers to anything from argumentation, word of mouth, random guessing to an authoritative opinion.

Guidelines and Procedures

Responsible:



Communicate with the Contractor

1) The Contracting office shall issue a Notice to Contractor
   - to inform the contractor of a possible violation based on the evidence
   - to request for additional information regarding an incident that may lead to a possible contract violation

2) Provide ample time for the contractor to respond to the notification.

3) This shall be given to the contractor through the vendor coordinator or any other authorized representative.

MERALCO

NOTICE TO CONTRACTOR

[Click to enter a date]

[Contractor Company Name]
[Contractor Company Address]

Attention: Name of Company Owner
Designation

- ☐ For Your Information
- ☐ For Your Appropriate Action
- ☐ Requesting a Written Response Letter within Choose number of days. working days

Subject: [e.g. (1) Announcement on ... (2) (date of incident) on (general description of incident)]

Dear Name of Company Owner

It has come to our attention that on Click to enter a date., [narrate the facts. You may also attach supporting documents in support of the narration of facts]

Please be reminded that the [Title of Contract] dated Select Date of Contract Effectivity. between MERALCO and your Company (the "Contract") provides that: [applicable provisions and penalties].

In view thereof, your Company is hereby given the aforementioned number of days from receipt hereof to explain in writing why your Company should not be penalized and/or be made liable for damages, expenses, claims and losses incurred by MERALCO under the Contract and applicable laws.

You may provide evidence and/or supporting documents in support of your explanation. If you fail to submit such written explanation and evidence within the period given, we shall be constrained to decide on the issue of your Company's liability based on the facts presented and evidence available to us.

Truly Yours,

Name of Contracting Office G4/G3
Position
Contracting Office Name

Received By:

Signature over Complete Name and Date

Produce two copies. One for the contractor and one for the contracting office's documentation.
Also provide a copy to the following:
cc: Contract and Outsourcing Management; Concerned IAM-Maintenance Planning & Performance Management team;

GP-DVG-000.001

Notice to Contractor (NTC)

- **NOTE:** This is a Word File with fillable fields

MERALCO

NOTICE TO CONTRACTOR

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[Contractor Company Address]

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Designation

☐ For Your Information
☐ For Your Appropriate Action
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GP-DVG-000.001

MERALCO

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Name of Contracting Office G4/G3
Position
Contracting Office Name

Received By:

Signature over Complete Name and Date

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cc: Contract and Outsourcing Management; Concerned IAM-Maintenance Planning & Performance Management team;

GP-DVG-000.001

☐ For Your Information
☐ For Your Appropriate Action
☐ Requesting a Written Response Letter within Choose number of days. working days

Subject: [e.g. (1) Announcement on ... (2) {date of incident} on {general description of incident}]

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[Contractor Company Name]
[Contractor Company Address]

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Designation

- ☐ For Your Information
- ☐ For Your Appropriate Action
- ☐ Requesting a Written Response Letter within Choose number of days. working days

Subject: [e.g. (1) Announcement on ... (2) (date of incident) on (general description of incident)]

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Truly Yours,

Name of Contracting Office G4/G3
Position
Contracting Office Name

Received By:

Signature over Complete Name and Date

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GP-DVG-000.001

Truly Yours,

[Name of Contracting Office OL4/OL3]
[Position]
[Contracting Office Name]

Received By:

Signature over Complete Name and Date

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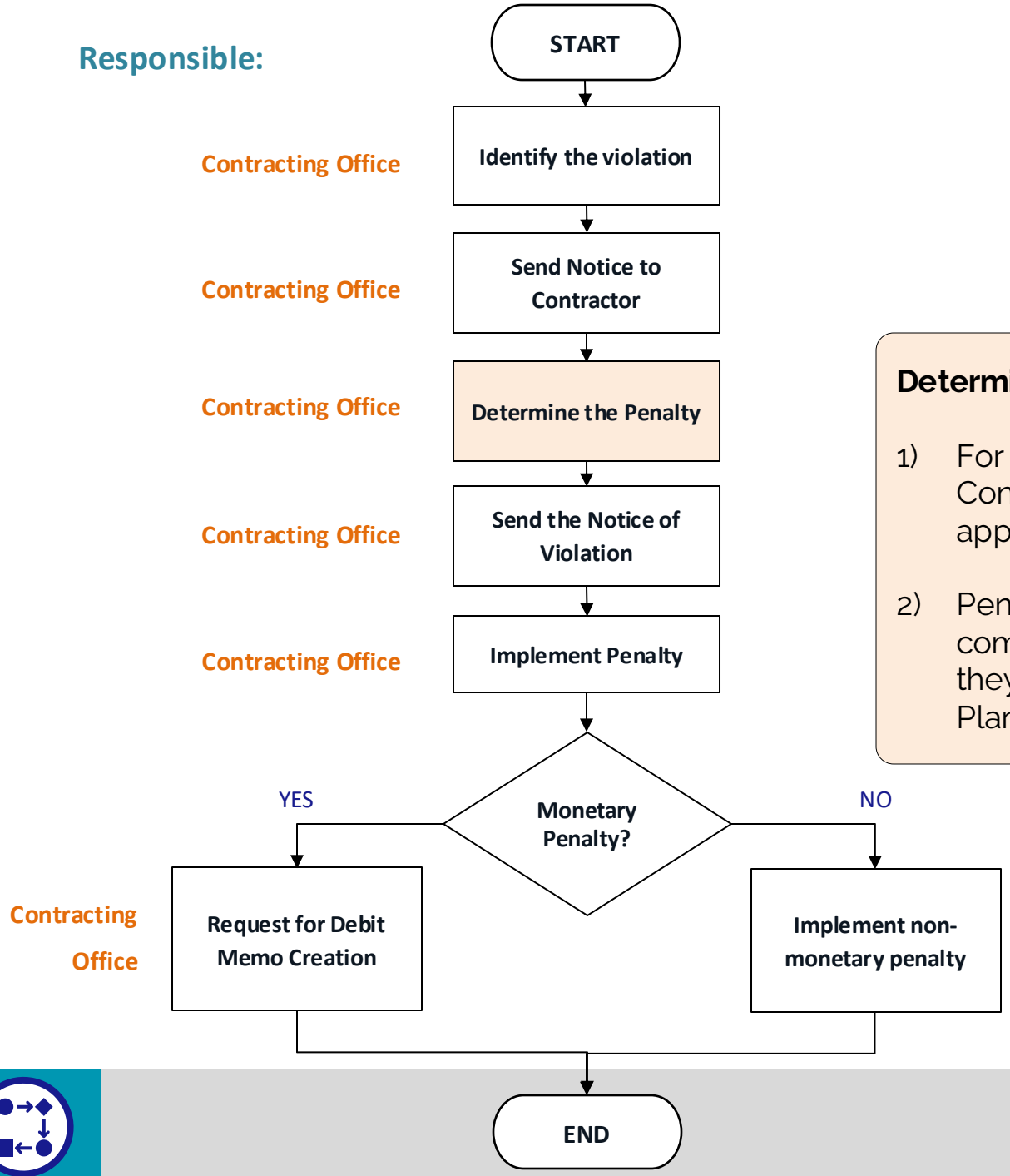
[cc: Contract and Outsourcing Management; Concerned IAM-Maintenance Planning & Performance Management team]

GP-DVG-000.001

Responsible:

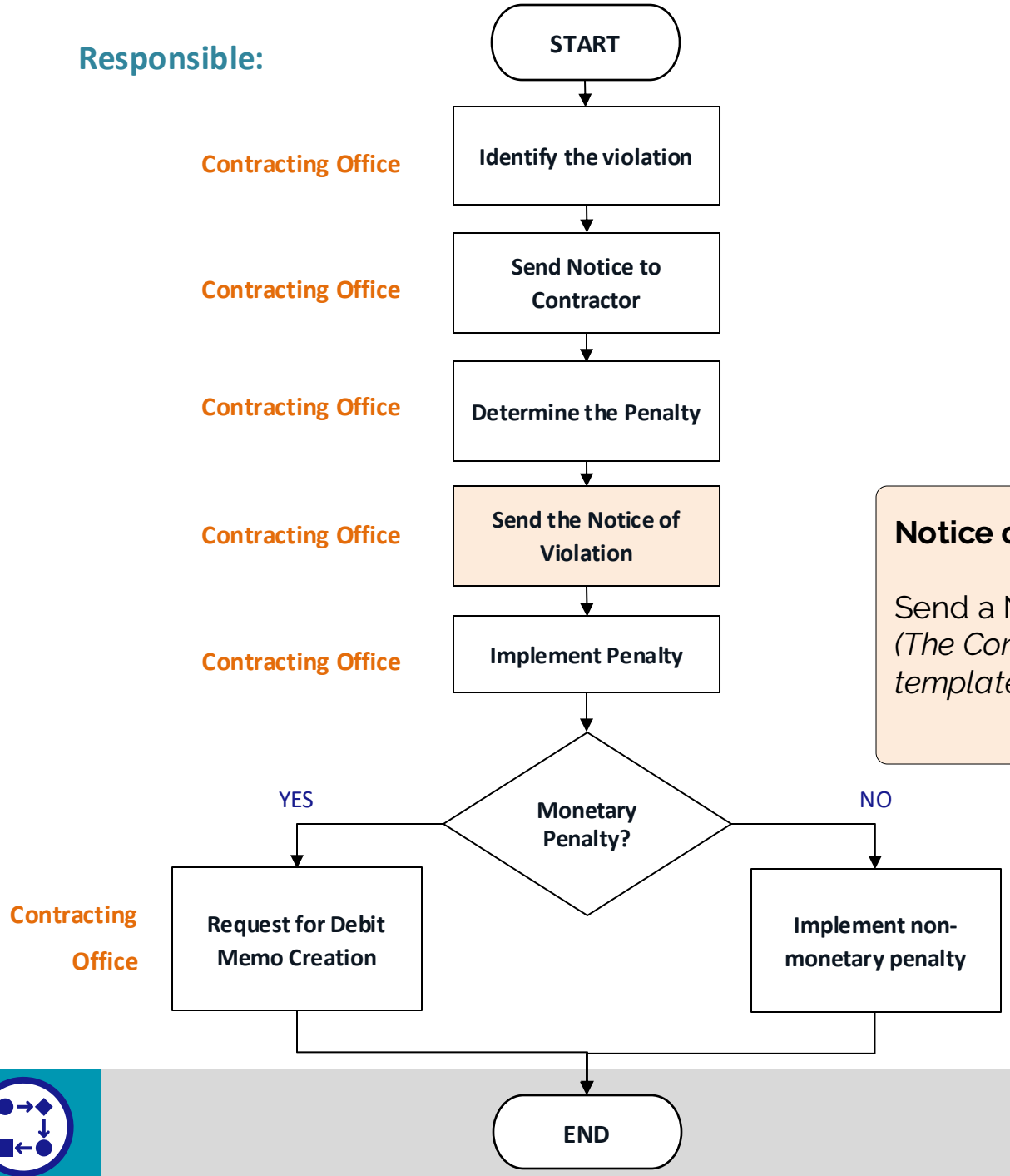


Determine the Penalty

1) For violations involving indirect penalty, the Contracting Office may consult COM on the appropriate penalty.

2) Penalty computations for violations shall be computed by the Contracting Office. However, they may ask the assistance of COM through Planning and Performance Management team.

Responsible:



Notice of Violation

Send a Notice of Violation to the Contractor.
(The Contracting Office shall use the Notice of Violation template (refer to document number GP-DVG-201.002)

MERALCO

NOTICE OF VIOLATION

Click or tap to enter a date.

Contractor Company Name
Contractor Company Address

Attention: Name of Company Owner
Designation

Subject: Date of Incident on General Description of Incident

Dear Name of Company Owner

On Date of Receipt of Notice to Contractor, your Company was served with a Notice from MERALCO, to explain your side on the subject incident and why you should not be penalized and/or be made liable for damages, expenses, claims and losses pursuant to, the Title of the Contract dated Effectivity date of the contract between MERALCO and your Company (the "Contract") and/or applicable laws.

On Date of the receipt of the reply or Expiration Date of period given to reply, Choose an item. After a thorough investigation and careful study of the evidence that you presented/submitted and applicable provisions under the Contract and relevant laws, we find that your Company has committed the following violations and decided to impose the corresponding penalties:

Violations Committed	Applicable Contractual and/or Legal Provisions	Penalty to be Imposed
Violation 1 Violation 2	Applicable contractual and/or legal provisions for the violation(s)	Penalties to be imposed on violation(s).

Penalt/ies to be Imposed *(please check the box/es):* ☐ Monetary ☐ Suspension ☐ Termination

MERALCO shall deduct the said amount from any and all amounts due your Company for the services it rendered under the Contract and/or apply the bond provided under the Contract.

In addition to this, Name of Contractor. is hereby suspended for Number of Days. days effective Date of Effectivity pursuant to the Contract.

In addition to this, Name of the Contractor, is hereby terminated effective Date of Effectivity pursuant to the Contract.

The foregoing shall not prejudice any other rights that MERALCO may have under the Contract and applicable laws and regulations.

Truly Yours,

Name of Contracting Office G3
Name of Contracting Office.
Designation/Position

Received by:

_____
Signature over Complete Name and Date

Produce two copies. One for the contractor and one for the contracting office's documentation.
Also provide a copy to the following:
cc: Networks Contract and Outsourcing Management, Concerned NAM-Maintenance Planning & Performance Management team, Strategic Sourcing and Vendor Management

GP-OVG-202.002

Notice of Violation (NOV)

- **NOTE:** This is a Word File with fillable fields

MERALCO

NOTICE OF VIOLATION

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Contractor Company Address

Attention: Name of Company Owner
Designation

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GP-OVG-202.002

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MERALCO

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MERALCO

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GP-OVG-202.002

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thorough investigation and careful study of the evidence that you presented/s
provisions under the Contract and relevant laws, we find that your Company has
violations and decided to impose the corresponding penalties:

- we received your written explanation.
- your Company failed to make a reply within the given period

MERALCO

NOTICE OF VIOLATION

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Contractor Company Address

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Designation

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GP-OVG-202.002

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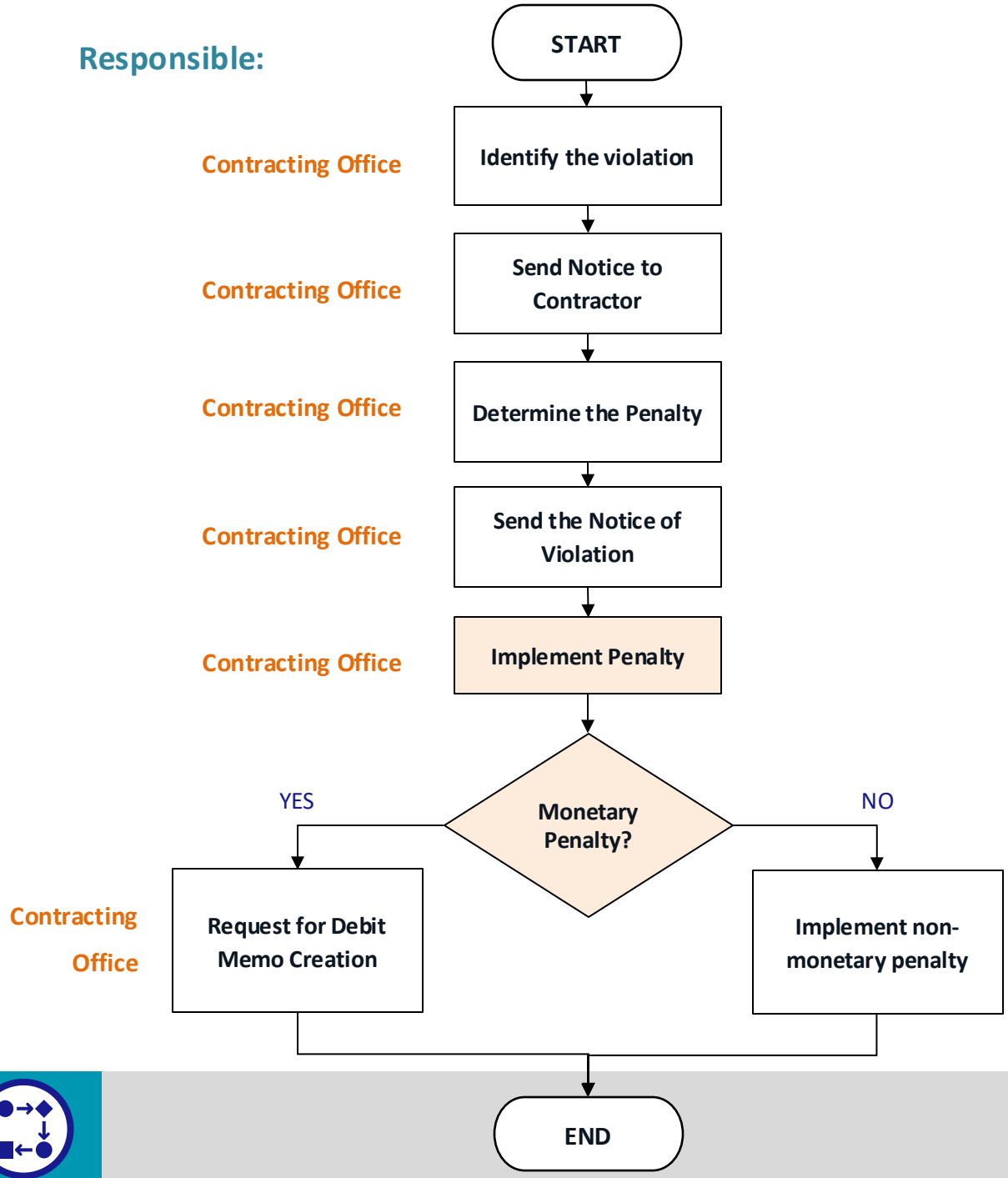
Name of Contracting Office.
Designation/Position

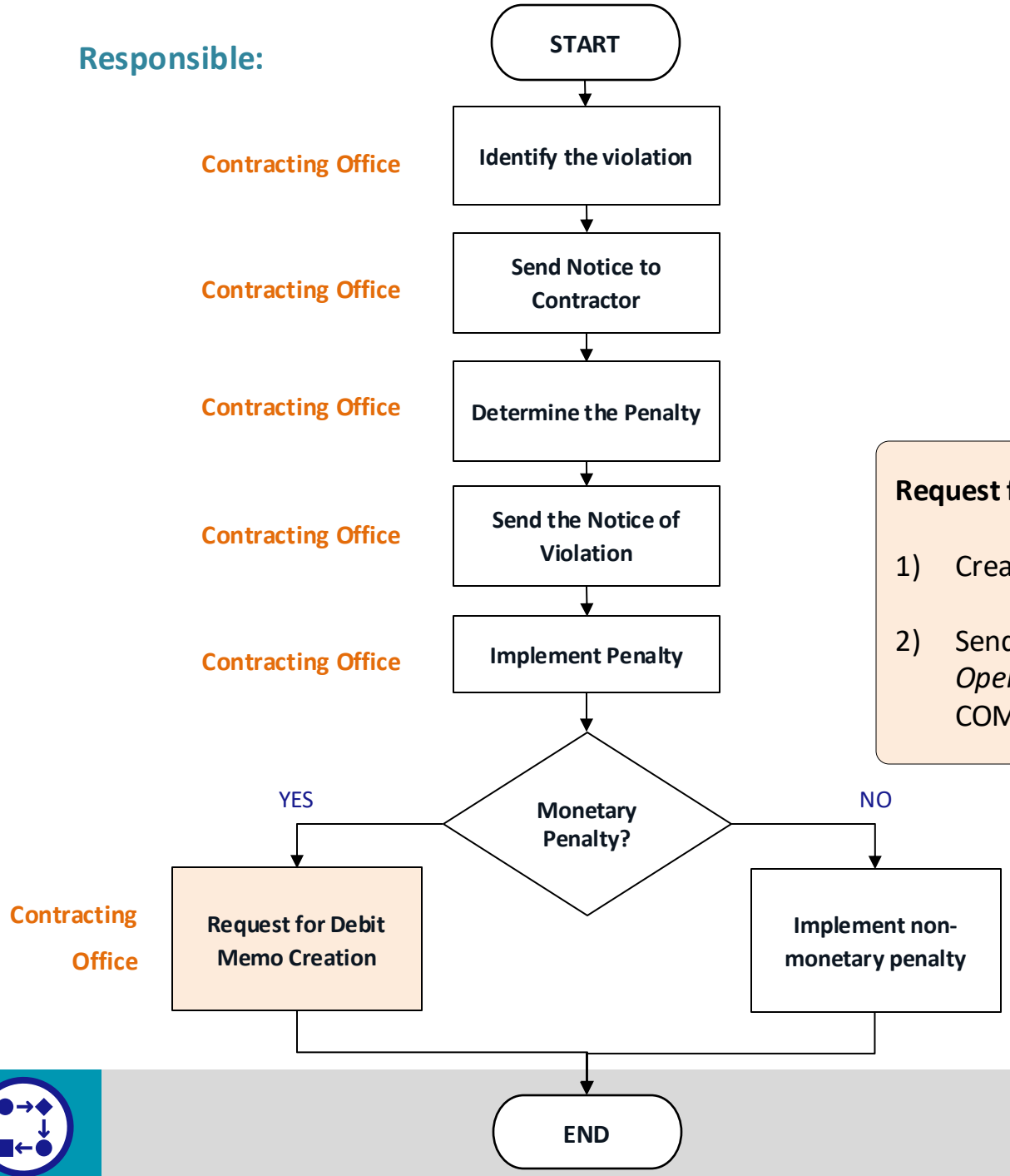
Received by:

Signature over Complete Name and Date

Responsible:



Responsible:



Request for Debit Memo Creation

1) Create a request for Debit Memo Creation

2) Send the request for Debit Memo Creation to *Accounting Operations and Control – Sector Accounting* and copy furnish COM group

MERALCO

DEBIT MEMO CREATION REQUEST

To : *Manager – Sector Accounting*

From : *Cost Center Code and Cost Center Name*

Date : *Date*

Record Number	Third Party (Contractor)	Type of Job/Service	Contract No.	Purchase order	Internal Order or WBS No.	Amount (VAT Inclusive)

Nature of the penalty/deduction: *Please select from the list below.*

A. Violation of SLA Provisions:

- ☐ Meter reading (Regular Rdg., Disc/Rec. Reading, Installation Reading, Load Profile)
- ☐ Delivery of SOA/DN/Process-related, Docs,other docs.(Erroneous,delayed, undelivered)
- ☐ Materials Handling (Unreturned, misused, lost)
- ☐ Tellering (Visible defects)
- ☐ FO-related (Erroneous Discon-GP, Reg/EMC, Pull-out, Check Rdg.)
- ☐ Encoding (Erroneous, Late Encoding)
- ☐ Work order execution (non-completion, non-compliance to standards)

B. Overpayment:

- ☐ Overpayment to 3rd parties
- ☐ Billing Adjustment
- ☐ Overcharging by 3rd parties
- ☐ Discounts

C. Others:

Additional information/details:

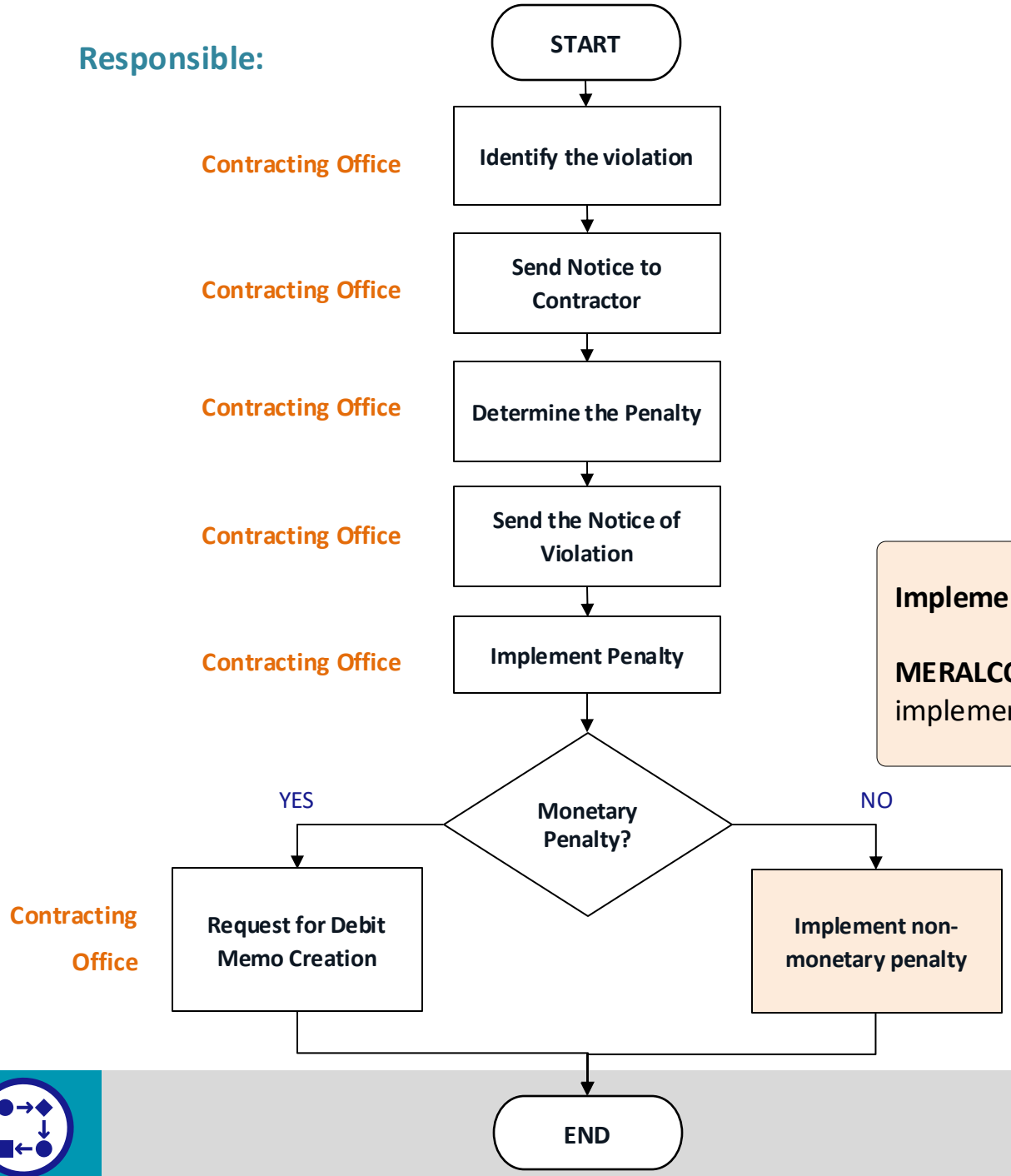
Prepared by: Approved by:

Signature over Printed Name & Local No. Signature over Printed Name

Debit Memo Creation Request Form

- **SOURCE:** Accounting Operations Control – Sector Accounting

Responsible:



Implement non-monetary penalty

MERALCO shall have the right to terminate or suspend indefinitely the implementation of this Contract, in whole or in part.

Frequently Asked Questions

1. Can we penalize the Contractor if the signed and notarized written contract is not yet available?
   A. **Yes. If there is a previous valid written contract and the Contractor continuously provides service despite expiration, it is deemed that the provisions of the previous contract is accepted by both parties.**

2. What should we do as Contracting Office if the Contractor responded to the Notice to Contractor with a request for extension?
   A. **Review the response of the Contractor, observe objectivity when reviewing and evaluating, and refer accordingly to the provisions of the contract for the appropriate penalty. General rule: Maximum extension is dependent on the initially identified duration to comply.**

3. How many extensions can we give the Contractor to address the violation and avoid penalty imposition?
   A. **As long as there is an agreement between the Contractor and Contracting Office.**

4. What if there is no more active contract in Meralco?
   A. **Specifics of this case shall be referred to COM for consultation with Legal.**

5. What if there is no WO assigned *(ex. Truck stock, non-EAM works)*?
   A. **The imposition of penalty is not necessarily dependent on work orders but on the specifics of the violation and the equivalent penalty written in the contract.**

Frequently Asked Questions

6. What if there is no monetary penalty applicable based on the penalty matrix?
   A. **Contracting Office under the guidance of COM shall have the discretion for identification and manner of imposition of penalty for violations with indirect penalties in accordance with the provisions of the contract. The amount or consequence of indirect penalty shall be equivalent or commensurate to the gravity and length of the provision violated.**

7. What if Contractor refuses to acknowledge NOV?
   A. **If the contractor refuses to accept NOV, or a counter letter to the NOV has been sent by the contractor, CO must coordinate with COM for resolution.**

8. Are COs required to respond to contractor explanation to NTC even though explanation is already acceptable?
   A. **If contractor response to NTC is acceptable to CO and there is no need to proceed with an NOV, CO may inform contractor through an NTC stating that penalty will not be imposed. *(As long as decision to be informed to contractor is final on the side of MERALCO).***

9. What are the minimum requirements for COs to request for the creation of a debit memo?
   A. **(1) NTC *(received by contractor)*, (2) NOV *(received by contractor)*, (3) DMCRF, (4) Penalty Computation.**

Other Reminders

1. Recommended NTC, NOV, and Debit Memo Subject Format:
   [Contracting Office]-[Contract Name]-[Contractor Name]-[General Incident Description]-[Date of NTC]
   Details must be in shorthand form. (e.g., PAS-OHC&M-ELCOR-UNRETURNED MATERIALS-090524)

2. Use the standard NTC, NOV, and DMCRF templates.

3. Always indicate the system number of the contract the WO or PO is associated to.

4. Always indicate WO No. or PO No. in the DMCRF. Ensure that P.O. No. indicated has the same billing period with the violation.

5. VAT-Inc penalty amount must be indicated in the DMCR Form.

6. For incidents with multiple WOs/POs involved, but are similar in nature of violation, compile into a single NTC, NOV, and DMCR.

NOTE: *Adherence to above reminders will aid in validation of debit memo requests. Non-adherence may result to request being reverted by COM to CO for updating.*

UPDATED PENALTY MATRIX

Contract and Outsourcing Management (COM)

Penalty Matrix (effective January 1, 2025)

A. Circuit Tripping

VIOLATION	PENALTY/TRIPPING INCIDENT
Circuit tripping during work execution due to negligence of contractor	
a. Less than one (1) minute	P10,000.00 or [**Opportunity Loss** + **Guaranteed Service Level (GSL) Payout** + Restoration Cost], whichever is higher, per tripping incident
b. One (1) minute to less than five (5) minutes	P30,000.00 or (**Opportunity Loss** + **GSL Payout** + Restoration Cost), whichever is higher, per tripping incident
c. Five (5) minutes or longer	P50,000.00 or (**Opportunity Loss** + **GSL Payout** + Restoration Cost), whichever is higher, per tripping incident
Failure to respond or be contacted during tripping events	P5,000.00 per tripping incident

- **Circuit Tripping** - also referred to as trouble; an event caused by the operation of an interrupting device on an electrical distribution circuit, where such operation is caused by an external event, not the deliberate operation of the device by an operator.
- **Opportunity Loss** - Refers to the cost of potential profits that were not realized due to the tripping incident which includes the costs of unserved energy and amount of forgone sales
- **Guaranteed Service Level (GSL) Payout -** the direct payment to customers, based on the payout levels directed by the Energy Regulatory Commission, if the performance standards for a particular service delivery is not achieved

Penalty Matrix (effective January 1, 2025)

B. Workmanship

VIOLATION	PENALTY
1. Failure to restore/clean work area	P5,000.00 per work area
2. Non-Conformity to Applicable Standards and Specifications and/or Poor Workmanship	P1,000.00 + Cost of re-inspection + **Prevailing market price of material** + **Administrative cost** to correct defects (if any) + Incidental Costs to MERALCO per Work Order

C. Caution Clearance

VIOLATION	PENALTY/INCIDENT
1. Failure to secure **Caution Clearance**	P10,000.00 per incident
2. Failure to lift Caution Clearance	P10,000.00 per incident

- **Prevailing Market Price** - The price as of time of discovery in case of theft or non-conformity with the applicable standards and specifications or upon commission of violation of the contract.
- **Administrative Cost** is equivalent to **5%** of the prevailing market price
- **Caution Clearance** – refers to the clearance intended to prevent live circuit which has tripped from being re-energized while work is being done near it.

Penalty Matrix (effective January 1, 2025)

D. Delayed Work Completion

VIOLATION	PENALTY
Delayed Completion of Work	***For DS & STS:*** 1% of the total labor cost of the Work Order for every day of inexcusable delay + Incidental Costs to MERALCO per Work Order ***For Metering Services:*** 50% of total labor cost of the Work Order for every day of inexcusable delay + Incidental Cost to MERALCO per Work Order
(For Metering Services Only) Delayed Completion of Work (Incident-Related, in relation to GSL-1)	Opportunity Loss + GSL Payout
Failure to Report on Duty (ex. non-arrival at work site)	P5,000.00 + Incidental Cost to MERALCO
Habitual delays (more than 5 occurrences of delays within a month)	Contract suspension/termination
Incomplete work order requirements	P5,000 per CAPEX Work Order + Incidental Cost to MERALCO P1,000 per OPEX Work Order + Incidental Cost to MERALCO

Penalty Matrix (effective January 1, 2025)

E. Reporting

VIOLATION	PENALTY
1. False Reporting	P5,000.00 per Work Order
2. Erroneous Reporting	P1,000.00 per Work Order

Penalty Matrix (effective January 1, 2025)

F. Damage, Theft or Loss of MERALCO Equipment, Materials and/or Properties

VIOLATION	PENALTY
Damage to **MERALCO**-owned equipment, materials and/or **properties**	
a. Item is repairable, based on **MERALCO**'s sole determination	P5,000.00 + Cost of repair
b. Item is beyond repair, based on **MERALCO**'s sole determination	(P5,000.00 + prevailing market price of material + Administrative cost) per unit quantity of material
Theft or Loss of **MERALCO**-owned equipment, materials and/or properties	
a. Stolen or Lost materials is classified as **MTWIP**	200% of prevailing market price of the MTWIP material/s + Administrative Cost + Incidental Cost to MERALCO + Opportunity Loss + GSL Payout + Restoration Cost + Reputational Damages + Suspension and/or Termination of contract
b. Stolen or Lost materials is classified as **non-MTWIP**	150% of prevailing market price of the non-MTWIP material/s + Administrative Cost + Incidental Cost to MERALCO + Opportunity Loss + GSL Payout + Restoration Cost + Reputational Damages + Suspension and/or Termination of contract

MTWIP – Meter, Transformer, Wire, Insulator, Pole and all other major materials

*major materials – materials or equipment- issued to specific project account intended to benefit future period and, when completed, form part of the property, plant and equipment of company.

Note: For meters, applicable for retired meters, seals, instrument transformers and other meter-related materials except for meters for laboratory tests.

Penalty Matrix (effective January 1, 2025)

G. Theft and Damage to Third Party

Violation	Penalty
Theft and/or Damage to Third Party Property	Cost of stolen and/or damaged third-party property and other cost that may be charged to third party

Penalty Matrix (effective August 1, 2024)

H. Return of Materials

VIOLATION		PENALTY
Delayed return of surplus and/or retired material/s (items returned beyond the standard processing time (SPT)) from CONTRACTOR's Completion of the Works		1% of the prevailing market price of the material/s + administrative cost for every day of inexcusable delay
Failure to return surplus and/or retired materials/s (items with work order or stores transaction form) *For meter: applicable for retired meter, seals, instrument transformers and other meter-related materials except for meters for laboratory test*	a. Unreturned materials is classified as MTWIP	200% of prevailing market price of the MTWIP material/s + Administrative cost + Incidental cost to MERALCO + Opportunity Loss + GSL Payout + Restoration Cost + Reputational Damages + Suspension and/or Termination of contract
	b. Unreturned materials is classified as non-MTWIP	150% of prevailing market price of the non-MTWIP material/s + Administrative cost + Incidental cost to MERALCO + Opportunity Loss + GSL Payout + Restoration Cost + Reputational Damages + Suspension and/or Termination of contract

Penalty Matrix (effective January 1, 2025)

I. Safety

Violation	Due Date	Penalty
Unreported Accident to Public and/or Damage to Third Party	Within 48 hours after date of incident	Php 20,000.00 + Incurred Costs by MERALCO per incident
Failure to comply with DOLE Rule 1050 (reporting of accidents)	Refer to DOLE Rule1050	Php 20,000.00 + Incurred Costs by MERALCO per incident
Failure to perform appropriate action for failed testing results and/or use of resources with failed testing results	Refer to Testing Schedule	Php 5,000.00 per vehicle Php 1,000.00 per TWE
Failure to comply with testing schedule	Refer to Testing Schedule	Php 5,000.00 per vehicle Php 1,000.00 per TWE
Failure to provide appropriate PPE or charging of costs of PPE to Workers	As reported	Php 1,000.00 per pax per reported incident

Penalty Matrix (effective January 1, 2025)

I. Safety

Violation	Due Date	Penalty
Failure to properly wear appropriate PPE	As reported	Php 1,000.00 per pax per reported incident
No Safety Program	Not later than January 31 of the current year	Php 20,000.00 per year
Failure to provide the required reports/ documents	Refer to deadline set for each report	Php 5,000.00 per unsubmitted report beyond deadline
Failure to designate and deploy qualified Safety Officer	As reported	Php 10,000.00 per non-compliance with DO 198

J. Inadequate Resources

Violation	Penalty
Non-compliant with MRR upon audit of the contracting office	P10,000 per audit

Penalty Matrix (effective January 1, 2025)

K. Meter and Seal Related Penalties

Note: Applicable for newly issued and surplus returns of meters, seals, instrument transformers and other meter-related materials, including meters and instrument transformer for laboratory test

METERS

VIOLATION	PENALTY		
	1st Offense	2nd Offense	3rd Offense
a. Lost kWh Meters			
1 – 3 kWh meters	1000% of total cost of kWh meters and/or Termination of Contract (TOC)[6]	2,000% of total cost of kWh meters and/or TOC.	
>3 kWh meters	2,000% of total cost of kWh meters and/or TOC.		
b. Damaged materials including kWh Meters	200% of Total Cost of Materials	500% of Total Cost of Materials	200% of Total Cost of Materials

Penalty Matrix (effective January 1, 2025)

METER SEALS (Shackle and Aerolock)

a. FOR IMPROPER USE OF SEALS			
COUNT	PENALTY PER SEAL (IN PESOS)		
	1st Offense	2nd Offense	3rd Offense
1-5	2,000	3,000	3,000 and/or TOC
6-10	3,000	5,000	5,000 and/or TOC
11-20	10,000	10,000 and/or TOC	
21-30	15,000	15,000 and/or TOC	
31 and ABOVE	15,000 and/or TOC		
b. FALSE REPORT (Reported Used/ Lost/ Missing but found in the possession of any person)			
COUNT	PENALTY PER SEAL (IN PESOS)		
	1st Offense	2nd Offense	3rd Offense
1-5	10,000	15,000	15,000 and/or TOC
6 and ABOVE	15,000	20,000	20,000 and/or TOC

- The following, among others, shall be considered improper use of seals: (i) seals recovered intact but are not properly locked (partially locked); (ii) wrongful use of designated color codes for seals; (iii) use of inappropriate type of meter seals; and/or (iv) unauthorized use of meter seals.

Penalty Matrix (effective January 1, 2025)

PULL-TIGHT METER BAG SEAL AND TAMPER EVIDENT METER BAG

a. FOR IMPROPER USE OF SEALS			
COUNT	PENALTY PER SEAL (IN PESOS)		
	1st Offense	2nd Offense	3rd Offense
1-5	500	750	750 and/or TOC
6-10	750	1,250	1,250 and/or TOC
11-20	2,500	2,500 and/or TOC	
21-30	3,750	3,750 and/or TOC	
31 and ABOVE	3,750 and/or TOC		
b. FALSE REPORT (Reported Used/ Lost/ Missing but found in the possession of any person)			
COUNT	PENALTY PER SEAL (IN PESOS)		
	1st Offense	2nd Offense	3rd Offense
1-5	2,500	3,750	3,750 and/or TOC
6 and ABOVE	3,750	5,000	5,000 and/or TOC

- The following, among others, shall be considered improper use of seals: (i) seals recovered intact but are not properly locked (partially locked); (ii) wrongful use of designated color codes for seals; (iii) use of inappropriate type of meter seals; and/or (iv) unauthorized use of meter seals.

Penalty Matrix (effective January 1, 2025)

OTHER PENALTIES

VIOLATION	PENALTY
a. Erroneous Installation/Removal of Meter and/or Service Wire	P 1,000.00 per Work Order
b. Over 12 accumulated combined count of the above-mentioned violations within a 12-month period.	TOC

- Installation/Removal of wrong meter/service wire

- The penalties enumerated in the tables above are not exclusive and are not a bar to the other remedies available to MERALCO under this Contract and existing laws. Other acts or omissions in violation of the terms of the Contract not mentioned or covered by the schedule of penalties stated in the preceding tables, which MERALCO finds to be violative of the rights and interest of MERALCO or third parties, or of the laws, rules and regulations, committed in the performance or execution by the CONTRACTOR of the Services, shall also be a ground for the imposition of penalties by MERALCO, under its discretion, which shall include any of the penalties stated in the schedule or tables above, as the case may be, depending on the gravity of the act or violation committed.

- Penalties may be subjected to applicable VAT.

Penalty Matrix

Penalty Imposition and Effectivity Date

All works assigned to contractors starting the effectivity date shall use the **updated penalties**.

- If contract/addendum is not yet signed, use the penalties in the latest available signed contract.
- If there is no work order, time of discovery shall be used as reckoning date

All works assigned to contractors prior the effectivity date shall use the **applicable penalties as stipulated in the signed written contract**.

CONTRACTOR BILLING CONCERNS

Contract and Outsourcing Management (COM)

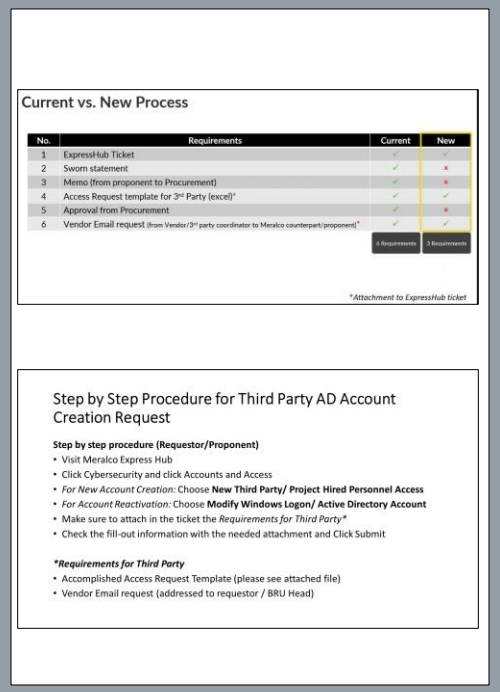
Contractor Billing Concerns

Insufficient contract amount	• Delete POs of assigned works which are pending or not yet started *Note*: If there are no POs for deletion, request for contract amount realignment through the EAs. This usually takes time to complete due to PURCOM/FINCOM preparation and schedule.
Applicable contract is inactive/expired	• Create PO in SRM using piso SI 904066 charged to the active contract • Use applicable SI cost in the computation of billing (ex. If 2019 contract, use 2019 SI cost.) • Request PCT to tag SIs in EAM as completed and inspected
Wrong contract charging	*If PO <u>not</u> yet invoiced,* • Reverse GR posting in ERP • Delete PO in EAM • Create new PO charged to the correct contract
	If PO is already invoiced, • Create debit memo due to overpayment • Create new PO charged to the correct contract
No active contract	• Coordinate with COM for appropriate action
No available service item	• Coordinate with COM and IAM-Standards Team for the appropriate SI to use

EAM USER ACCESS CREATION PROCESS

Contract and Outsourcing Management (COM)

CONTRACTOR EAM USER ACCESS CREATION PROCESS



Current vs. New Process

No.	Requirements	Current	New
1	ExpressHub Ticket	✓	✓
2	Sworn statement	✓	×
3	Memo (from proponent to Procurement)	✓	×
4	Access Request template for 3rd Party (excel)*	✓	✓
5	Approval from Procurement	✓	×
6	Vendor Email request (from Vendor/3rd party coordinator to Meralco counterpart/proponent)*	✓	✓
		6 Requirements	3 Requirements

*Attachment to ExpressHub ticket

Step by Step Procedure for Third Party AD Account Creation Request

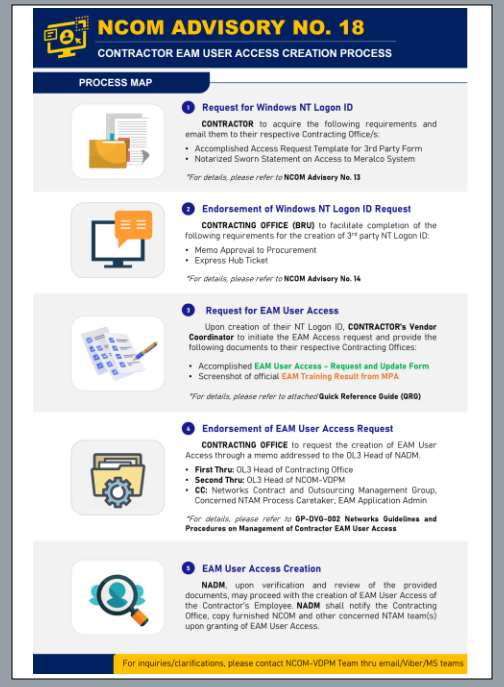
Step by step procedure (Requestor/Proponent)

- Visit Meralco Express Hub
- Click Cybersecurity and click Accounts and Access
- *For New Account Creation:* Choose **New Third Party/ Project Hired Personnel Access**
- *For Account Reactivation:* Choose **Modify Windows Logon/ Active Directory Account**
- Make sure to attach in the ticket the *Requirements for Third Party**
- Check the fill-out information with the needed attachment and Click Submit

Requirements for Third Party

- Accomplished Access Request Template (please see attached file)
- Vendor Email request (addressed to requestor / BRU Head)

1 NT LOGON ID CREATION



NCOM ADVISORY NO. 18

CONTRACTOR EAM USER ACCESS CREATION PROCESS

PROCESS MAP

1 Request for Windows NT Logon ID

CONTRACTOR to acquire the following requirements and email them to their respective Contracting Office/s:

- Accomplished Access Request Template for 3rd Party Form
- Notarized Sworn Statement on Access to Meralco System

For details, please refer to **NCOM Advisory No. 13**

2 Endorsement of Windows NT Logon ID Request

CONTRACTING OFFICE (BRU) to facilitate completion of the following requirements for the creation of 3rd party NT Logon ID:

- Memo Approval to Procurement
- Express Hub Ticket

For details, please refer to **NCOM Advisory No. 14**

3 Request for EAM User Access

Upon creation of their NT Logon ID, **CONTRACTOR's Vendor Coordinator** to initiate the EAM Access request and provide the following documents to their respective Contracting Offices:

- Accomplished **EAM User Access - Request and Update Form**
- Screenshot of official **EAM Training Result from MPA**

For details, please refer to attached **Quick Reference Guide (QRG)**

4 Endorsement of EAM User Access Request

CONTRACTING OFFICE to request the creation of EAM User Access through a memo addressed to the OL3 Head of NADM.

- **First Thru:** OL3 Head of Contracting Office
- **Second Thru:** OL3 Head of NCOM-VDPM
- **CC:** Networks Contract and Outsourcing Management Group, Concerned NTAM Process Caretaker, EAM Application Admin

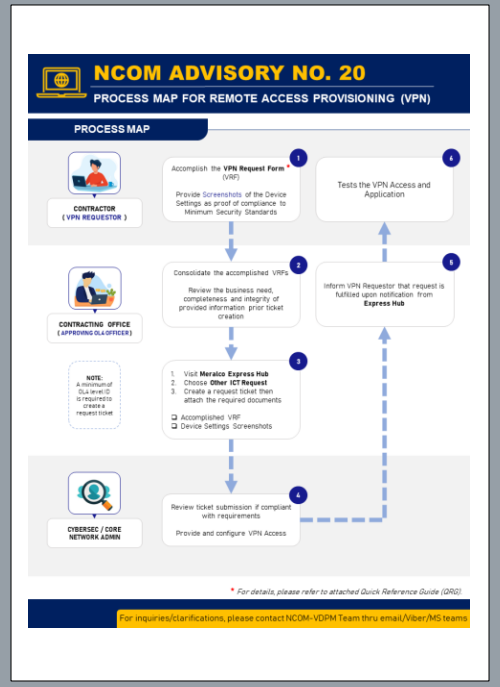
For details, please refer to **GP-DVG-002 Networks Guidelines and Procedures on Management of Contractor EAM User Access**

5 EAM User Access Creation

NADM, upon verification and review of the provided documents, may proceed with the creation of EAM User Access of the Contractor's Employee. **NADM** shall notify the Contracting Office, copy furnished NCOM and other concerned NTAM team(s) upon granting of EAM User Access.

For inquiries/clarifications, please contact NCOM-VDPM Team thru email/Viber/MS teams

2 EAM ACCESS ID CREATION



NCOM ADVISORY NO. 20

PROCESS MAP FOR REMOTE ACCESS PROVISIONING (VPN)

PROCESS MAP

CONTRACTOR (VPN REQUESTOR)

1. Accomplish the **VPN Request Form*** (VRF)
   Provide Screenshots of the Device Settings as proof of compliance to Minimum Security Standards

CONTRACTING OFFICE (APPROVING OL4 OFFICER)

2. Consolidate the accomplished VRFs
   Review the business need, completeness and integrity of provided information prior ticket creation

NOTE: A minimum of OL4 level ID is required to create a request ticket

3. 1. Visit **Meralco Express Hub**
   2. Choose **Other ICT Request**
   3. Create a request ticket then attach the required documents
   - Accomplished VRF
   - Device Settings Screenshots

CYBERSEC / CORE NETWORK ADMIN

4. Review ticket submission if compliant with requirements
   Provide and configure VPN Access

5. Inform VPN Requestor that request is fulfilled upon notification from **Express Hub**

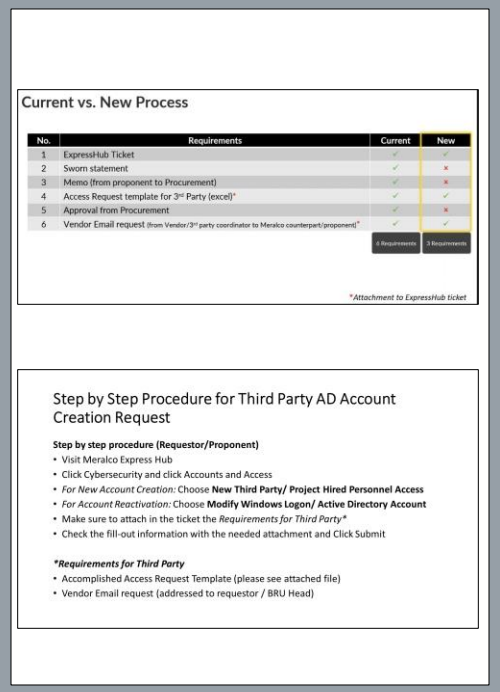
6. Tests the VPN Access and Application

* For details, please refer to attached Quick Reference Guide (QRG)

For inquiries/clarifications, please contact NCOM-VDPM Team thru email/Viber/MS teams

3 VPN ACCESS CREATION

I. NT LOGON ID CREATION PROCESS



Current vs. New Process

No.	Requirements	Current	New
1	ExpressHub Ticket	✓	✓
2	Sworn statement	✓	×
3	Memo (from proponent to Procurement)	✓	×
4	Access Request template for 3rd Party (excel)*	✓	✓
5	Approval from Procurement	✓	×
6	Vendor Email request (from Vendor/3rd party coordinator to Meralco counterpart/proponent)*	✓	✓
		6 Requirements	3 Requirements

*Attachment to ExpressHub ticket

Step by Step Procedure for Third Party AD Account Creation Request

Step by step procedure (Requestor/Proponent)

- Visit Meralco Express Hub
- Click Cybersecurity and click Accounts and Access
- *For New Account Creation:* Choose **New Third Party/ Project Hired Personnel Access**
- *For Account Reactivation:* Choose **Modify Windows Logon/ Active Directory Account**
- Make sure to attach in the ticket the *Requirements for Third Party**
- Check the fill-out information with the needed attachment and Click Submit

Requirements for Third Party

- Accomplished Access Request Template (please see attached file)
- Vendor Email request (addressed to requestor / BRU Head)

1 **NT LOGON ID CREATION**

Current vs. New Process

No.	Requirements	Current	New
1	ExpressHub Ticket	✓	✓
2	Sworn statement	✓	×
3	Memo (from proponent to Procurement)	✓	×
4	Access Request template for 3rd Party (excel)*	✓	✓
5	Approval from Procurement	✓	×
6	Vendor Email request (from Vendor/3rd party coordinator to Meralco counterpart/proponent)*	✓	✓
		6 Requirements	3 Requirements

*Attachment to ExpressHub ticket

- **CONTRACTOR** to accomplish **Access Request template for 3rd Party** (Excel)
- **CONTRACTOR** to send an email request to their MERALCO counterpart or proponent (**CONTRACTING OFFICE**) along with the accomplished Excel form
- **CONTRACTING OFFICE** to facilitate the creation of ExpressHub Ticket

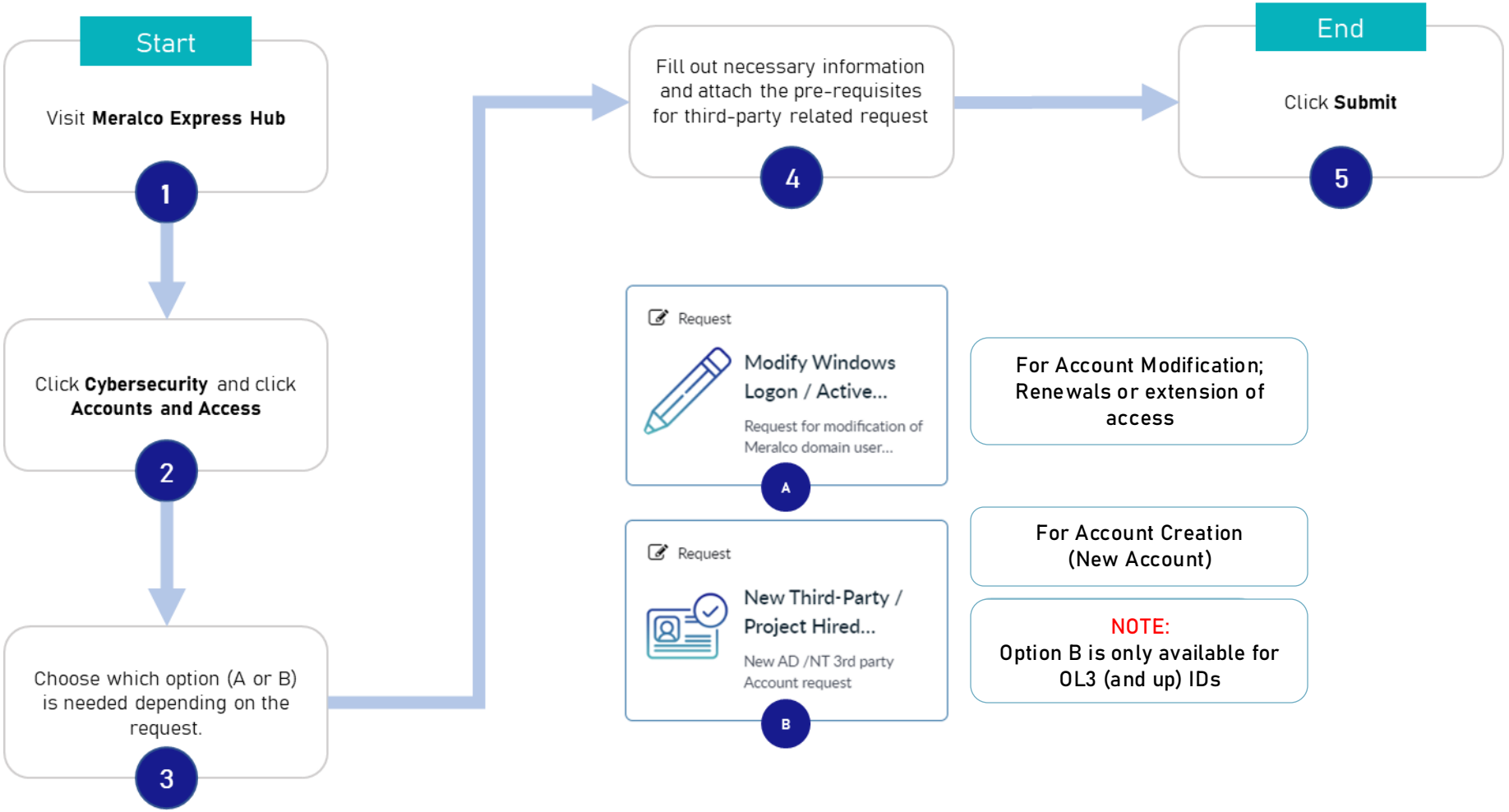
I. NT LOGON ID CREATION PROCESS

- **CONTRACTOR** to accomplish **Access Request template for 3rd Party** (Excel)
- **CONTRACTOR** to send an email request to their MERALCO counterpart or proponent (**CONTRACTING OFFICE**) along with the accomplished Excel form

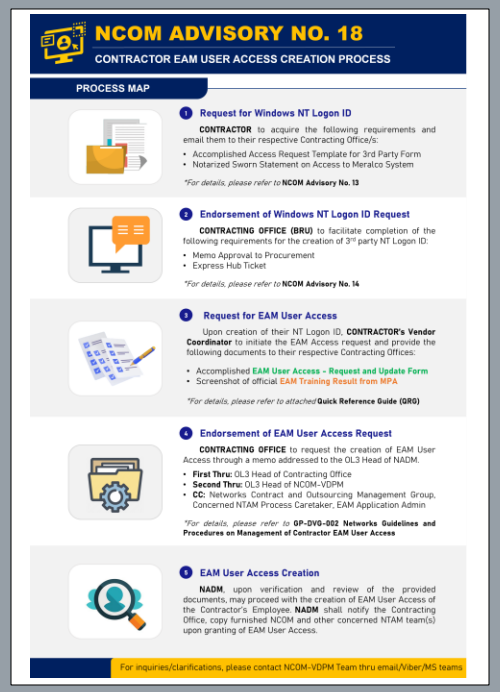
Man Number Company ID / Employee No. of Vendor Personnel	**First Name**	**Middle Initial**	**Last Name**	**Office Location** Contracting Office (CO)	**Telephone Number** Contact Info (Mobile No.) Reference in providing their Initial Password	**BRU Code**	**Job Title**	**Department** CO Team (OL4)	**Company Name**	**Contract Start Date**	**Contract End Date**
Required Field	Required Field	Required	Required Field	Required Field	Required Field	Required Field	Required Field	Required Field	Required Field	Date of Request	Access Exp. Date (1 yr)

I. NT LOGON ID CREATION PROCESS

- **CONTRACTING OFFICE** to facilitate the creation of ExpressHub Ticket



II. EAM ACCESS ID CREATION PROCESS



NCOM ADVISORY NO. 18

CONTRACTOR EAM USER ACCESS CREATION PROCESS

PROCESS MAP

1 Request for Windows NT Logon ID

CONTRACTOR to acquire the following requirements and email them to their respective Contracting Office/s:

- Accomplished Access Request Template for 3rd Party Form
- Notarized Sworn Statement on Access to Meralco System

For details, please refer to **NCOM Advisory No. 13**

2 Endorsement of Windows NT Logon ID Request

CONTRACTING OFFICE (BRU) to facilitate completion of the following requirements for the creation of 3rd party NT Logon ID:

- Memo Approval to Procurement
- Express Hub Ticket

For details, please refer to **NCOM Advisory No. 14**

3 Request for EAM User Access

Upon creation of their NT Logon ID, **CONTRACTOR's Vendor Coordinator** to initiate the EAM Access request and provide the following documents to their respective Contracting Offices:

- Accomplished **EAM User Access - Request and Update Form**
- Screenshot of official **EAM Training Result from MPA**

For details, please refer to attached **Quick Reference Guide (QRG)**

4 Endorsement of EAM User Access Request

CONTRACTING OFFICE to request the creation of EAM User Access through a memo addressed to the OL3 Head of NADM.

- **First Thru:** OL3 Head of Contracting Office
- **Second Thru:** OL3 Head of NCOM-VDPM
- **CC:** Networks Contract and Outsourcing Management Group, Concerned NTAM Process Caretaker, EAM Application Admin

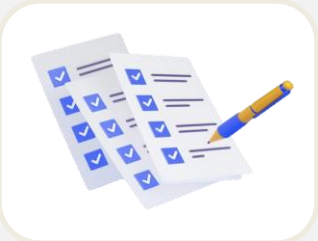
For details, please refer to **GP-DV0-002 Networks Guidelines and Procedures on Management of Contractor EAM User Access**

5 EAM User Access Creation

NADM, upon verification and review of the provided documents, may proceed with the creation of EAM User Access of the Contractor's Employee. **NADM** shall notify the Contracting Office, copy furnished NCOM and other concerned NTAM team(s) upon granting of EAM User Access.

For inquiries/clarifications, please contact NCOM-VDPM Team thru email/Viber/MS teams

2 EAM ACCESS ID CREATION



A Request for EAM User Access

Upon creation of their NT Logon ID, CONTRACTOR's Vendor Coordinator to initiate the EAM Access request and provide the following documents to their respective Contracting Offices:

- Accomplished EAM User Access - Request and Update Form
- Screenshot of official EAM Training Result from MPA

B Endorsement of EAM User Access Request

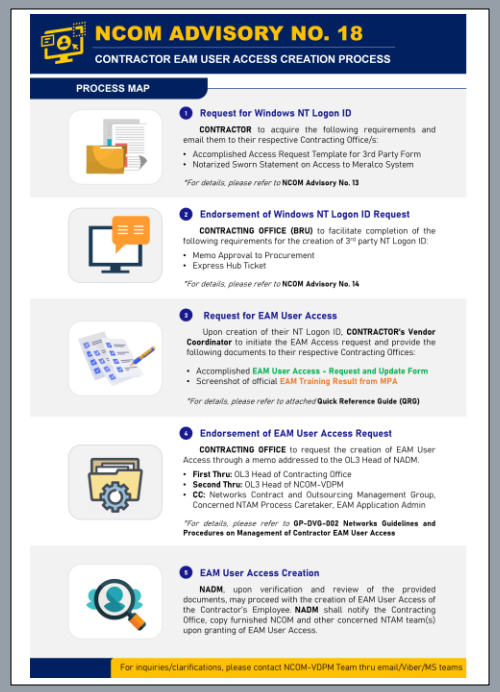
CONTRACTING OFFICE to request the creation of EAM User Access through a memo addressed to the Head of SAM.

- First Thru: Head of Contracting Office
- Second Thru: Head of COM
- CC: COM Group, Process Caretaker (IAM, DMA), EAM Application Administrator

C EAM User Access Creation

SAM, upon verification and review of the provided documents, may proceed with the creation of EAM User Access of the Contractor's Employee. SAM shall notify the Contracting Office, copy furnished COM and other concerned PCTs upon granting of EAM User Access.

II. EAM ACCESS ID CREATION PROCESS



NCOM ADVISORY NO. 18

CONTRACTOR EAM USER ACCESS CREATION PROCESS

PROCESS MAP

1 **Request for Windows NT Logon ID**

CONTRACTOR to acquire the following requirements and email them to their respective Contracting Office/s:

- Accomplished Access Request Template for 3rd Party Form
- Notarized Sworn Statement on Access to Meralco System

For details, please refer to **NCOM Advisory No. 13**

2 **Endorsement of Windows NT Logon ID Request**

CONTRACTING OFFICE (BRU) to facilitate completion of the following requirements for the creation of 3rd party NT Logon ID:

- Memo Approval to Procurement
- Express Hub Ticket

For details, please refer to **NCOM Advisory No. 14**

3 **Request for EAM User Access**

Upon creation of their NT Logon ID, **CONTRACTOR's Vendor Coordinator** to initiate the EAM Access request and provide the following documents to their respective Contracting Offices:

- Accomplished **EAM User Access - Request and Update Form**
- Screenshot of official **EAM Training Result from MPA**

For details, please refer to attached **Quick Reference Guide (QRG)**

4 **Endorsement of EAM User Access Request**

CONTRACTING OFFICE to request the creation of EAM User Access through a memo addressed to the OL3 Head of NADM.

- **First Thru:** OL3 Head of Contracting Office
- **Second Thru:** OL3 Head of NCOM-VDPM
- **CC:** Networks Contract and Outsourcing Management Group, Concerned NTAM Process Caretaker, EAM Application Admin

For details, please refer to **GP-DVO-002 Networks Guidelines and Procedures on Management of Contractor EAM User Access**

5 **EAM User Access Creation**

NADM, upon verification and review of the provided documents, may proceed with the creation of EAM User Access of the Contractor's Employee. **NADM** shall notify the Contracting Office, copy furnished NCOM and other concerned NTAM team(s) upon granting of EAM User Access.

For inquiries/clarifications, please contact NCOM-VDPM Team thru email/Viber/MS teams

2 **EAM ACCESS ID CREATION**

Endorsement of EAM User Access Request

B

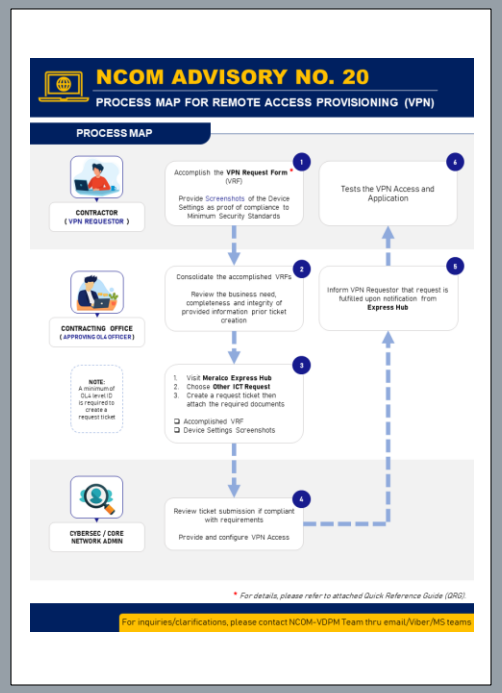
CONTRACTING OFFICE to request the creation of EAM User Access through a memo addressed to the Head of SAM.

- FIRST THRU: Head of Contracting Office
- SECOND THRU: Head of COM
- TO: Head of SAM
- CC: COM Group, Process Caretaker (IAM, DMA), EAM Application Administrator

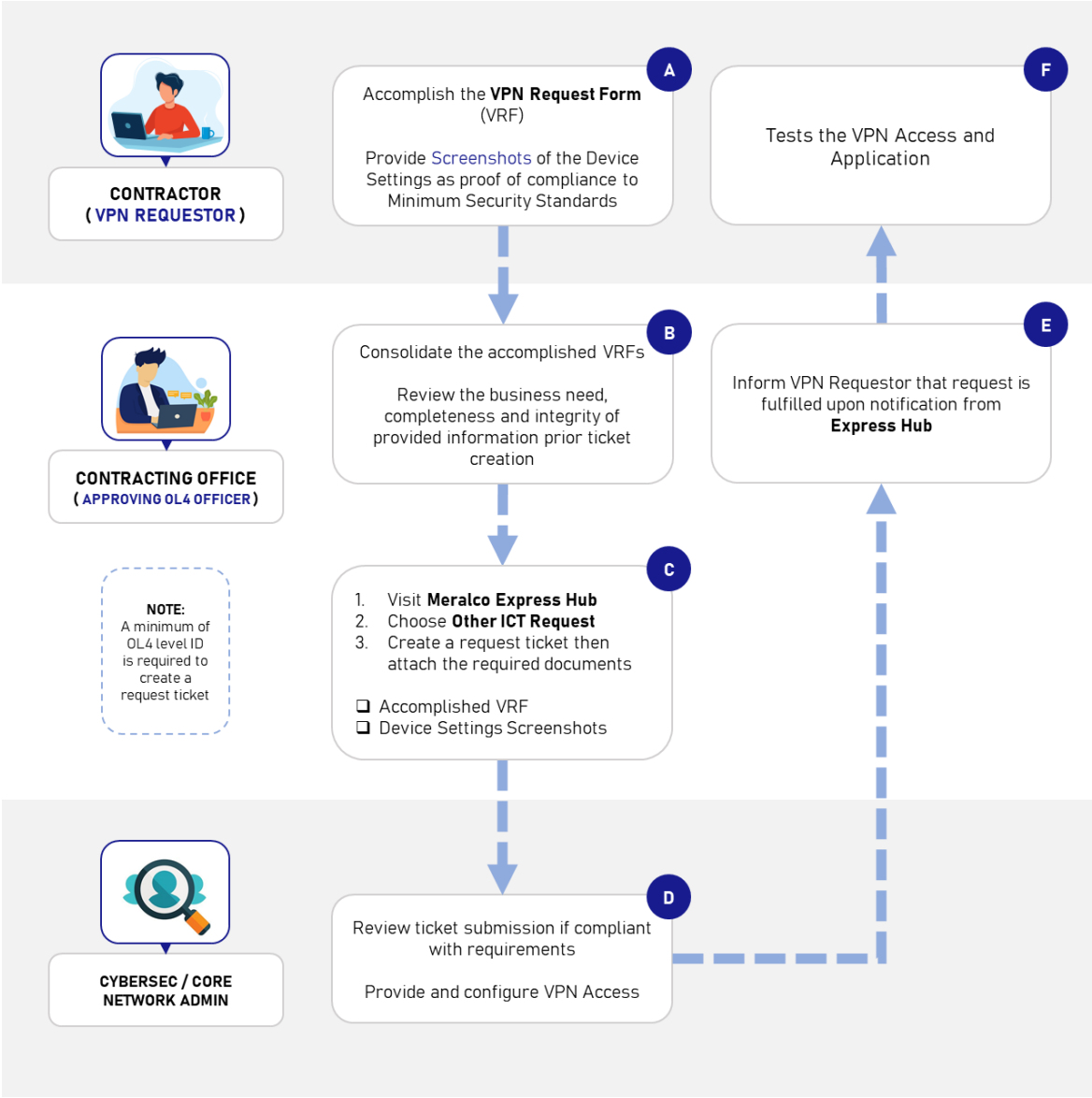
Attachments:

- Accomplished EAM User Access - Request and Update Form
- Screenshot of official EAM Training Result from MPA

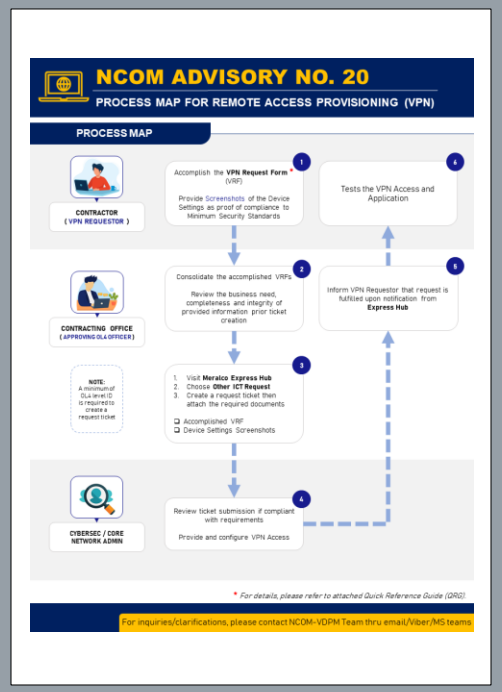
III. VPN ACCESS CREATION PROCESS



3 VPN ACCESS CREATION



III. VPN ACCESS CREATION PROCESS



3 VPN ACCESS CREATION

CONTRACTING OFFICE
(APPROVING OL4 OFFICER)

NOTE:
A minimum of OL4 level ID is required to create a request ticket

B

Consolidate the accomplished VRFs

Review the business need, completeness and integrity of provided information prior ticket creation

C

1. Visit **Meralco Express Hub**
2. Choose **Other ICT Request**
3. Create a request ticket then attach the required documents

- ❑ Accomplished VRF
- ❑ Device Settings Screenshots

For technical issues related to Logon ID Access or VPN, please contact ICT Service Desk thru landline (1622-8944) or thru mobile number (0918-946-6304).

LOCATION & WO Specs

DCSAM Process Team

Location Specifications Update

a. Performed for works which results to changes in the technical specifications of equipment / facility.
b. Update location record in Location Sub-tab

Work Order | Location

Locations | Filter | 1 - 1 of 1 | Download

Location ID	Location Tag	Description	Parent Location
11201088	63XV4	PCB, 115 KV, BANK, 63XV4, BALIBAGO	11200007

New Row

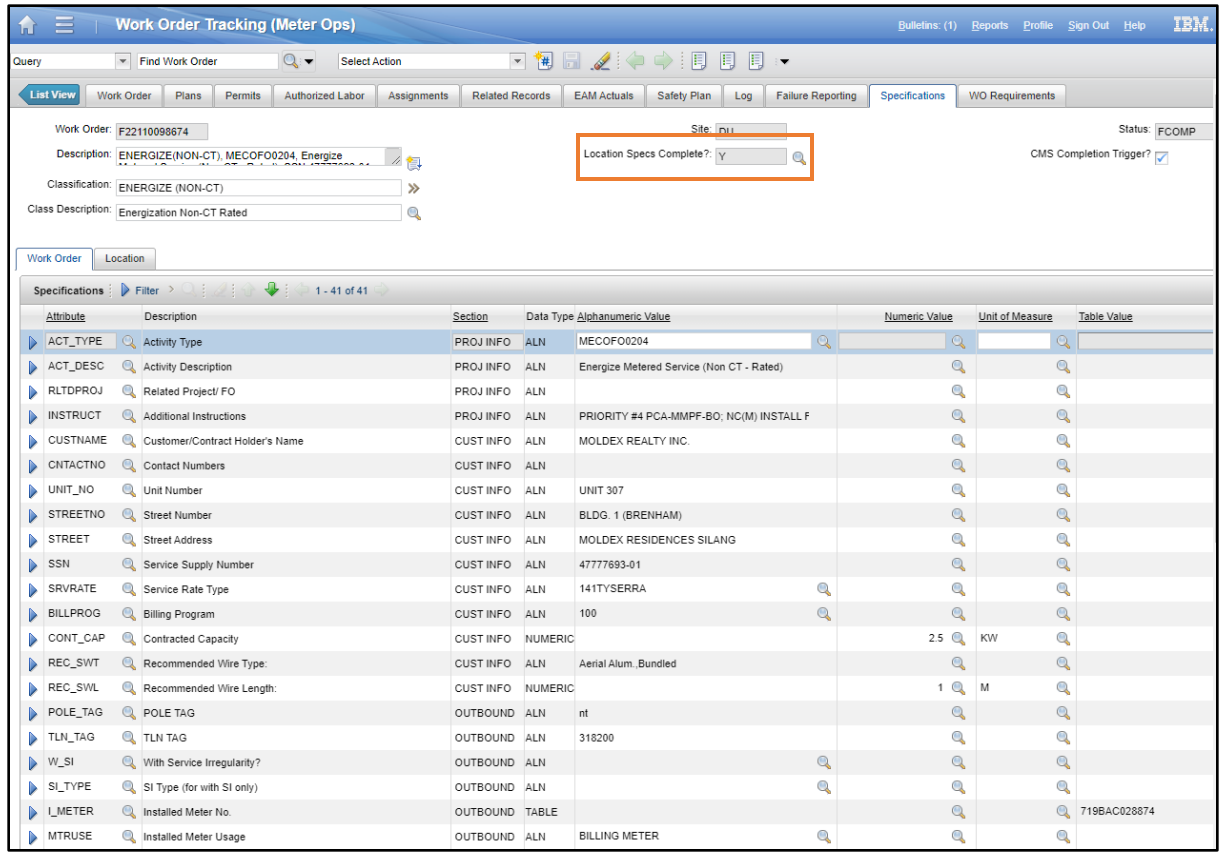
Location Specifications | Filter | 1 - 24 of 24 | Download

Attribute	Description	Section	Data Type	Old Value	Alphanumeric Value	Numeric Value	Unit of Measure	Table Value	Required?
ASN	Asset Super Number		ALN						☐
BIL	Basic Lightning Impulse Insulation Level		ALN	550 KV BIL	550 KV BIL				☐
CAPDATE	Capitalization Date (MM/DD/YYYY)		ALN	08/22/2019	08/22/2019				☐
CNT_ORGN	Country of Origin		ALN	USA	USA				☐
COMMDATE	Commissioning Date (MM/DD/YYYY)		ALN						☐
CONST_TYPE	Construction Type		ALN						☐
CONT_AMP	Continuous Current Rating		NUMERIC	2,000		2000.0	A		☑
EQUIPTYP	Equipment Type		ALN	PCB	PCB				☐
MAX_KV	Maximum kV Rating		ALN	145 KV	145 KV				☐
OWNER	Owner		ALN	MERALCO	MERALCO				☐
PCBBRAND	PCB Brand		ALN	SIEMENS	SIEMENS				☐
PCBINSUL	PCB Insulating Medium		ALN	GAS	GAS				☑
PCBMODEL	PCB Model		ALN	SPS2-145-40-1	SPS2-145-40-1				☐
PCBSTRUC	PCB Structural Form		ALN	DEAD-TANK TYPE	DEAD-TANK TYPE				☑
PCB_DUTY	PCB Duty Cycle		ALN	0-0.3S-CO-15S-CO	0-0.3S-CO-15S-CO				☐
PCB_KA	PCB Short Circuit Breaking Current		ALN	40 KA	40 KA				☑
PCB_MECH	PCB Operating Mechanism		ALN	SPRING TYPE	SPRING TYPE				☐

Location Specifications Update

Location Specs Complete? (Y/N) field - checks if all required Location Specifications are updated in EAM

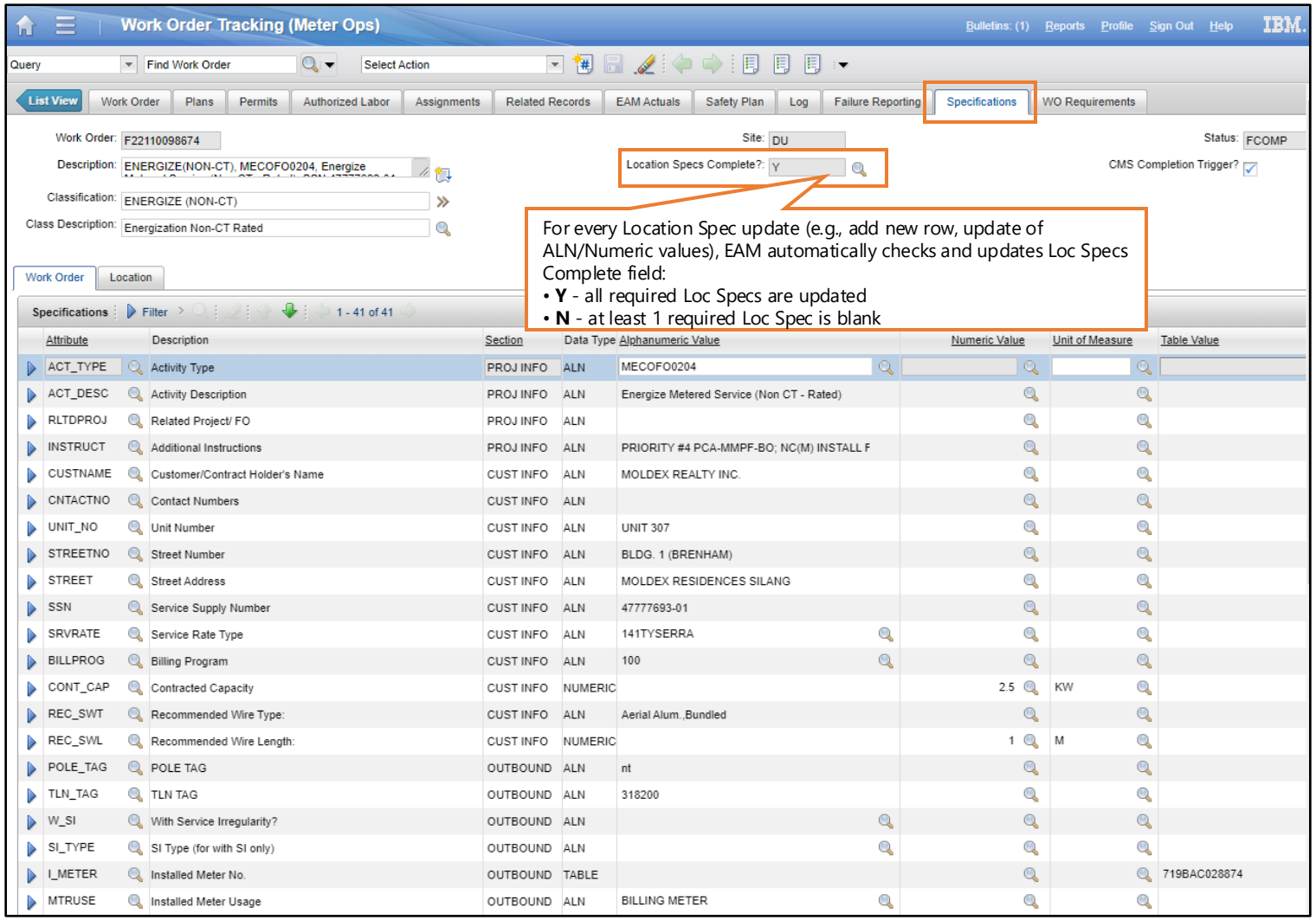
Y - all Loc Specs tagged as required are updated
N - at least 1 Loc Specs tagged as required is blank



Notes: EAM shall validate that Location Specs Complete? = Y before a WO is routed to COMP.
Traceability - User (Man Number, Name), Date and Time of update are recorded.

Location Specifications Update

The **Location Specs Complete? Field** may be used as reference by Vendor Coordinators, Clerks, WO Supervisors to check if all required Location Specs are already updated in EAM.



Location Specifications Update

Work Order | Location

Locations | Filter | 1 - 1 of 1 | Download

Location ID	Location Tag	Description	Parent Location
28985495	47777693	METER, SSN 47777693, 230 V, SINGLE PHASE, WYE DERIVED (NETWORK), MULTI-METERING PER FLOOR	28578527

New Row

Location Specifications | Filter | 1 - 8 of 8 | Download

Attribute	Description	Section	Data Type	Old Value	Alphanumeric Value	Numeric Value	Unit of Measure	Table Value	Required?
CLUSTER	Meter Cluster Number		NUMERIC						☐
CT_TAG	CT Rated?		ALN	N	N				☐
MODRETRV	Mode Of Retrieval		ALN	ONSITE	ONSITE				☐
MP_CTYPE	Metering Point Connection Type		ALN	SINGLE PHASE, WYE DERIVED (NETWORK)	SINGLE PHASE, WYE DERIVED (NETWORK)				☐
MP_VOLT	Metering Point Voltage		ALN	230 V	230 V				☐
MTRSCHEM	Metering Scheme		ALN	MULTI-METERING PER FLOOR	MULTI-METERING PER FLOOR				☐
SSN	Service Supply Number		ALN	47777693	47777693				☐
UNITNUM	Customer Unit Number		ALN	UNIT 307	UNIT 307				☐

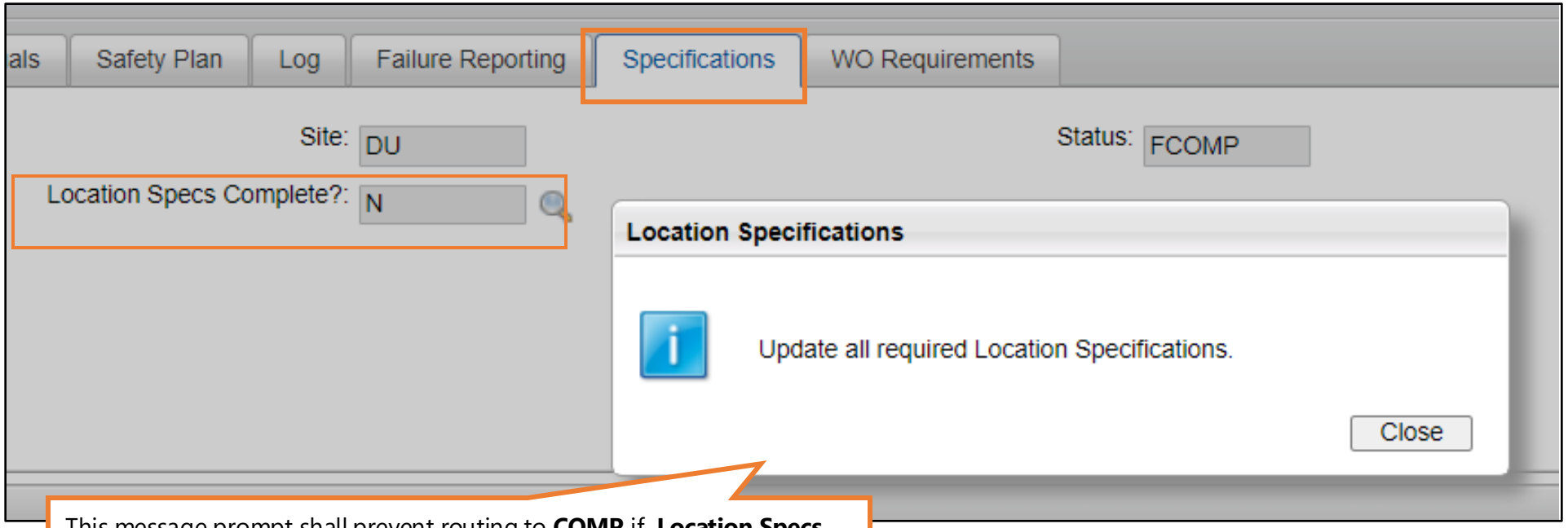
If **Required?** tag is checked, the Location Spec **must be populated**

Location Specifications Update

Routing a Work Order to COMP Status

System Validation: EAM shall validate that the **Location Specs Complete? = Y** before a WO is routed to COMP.

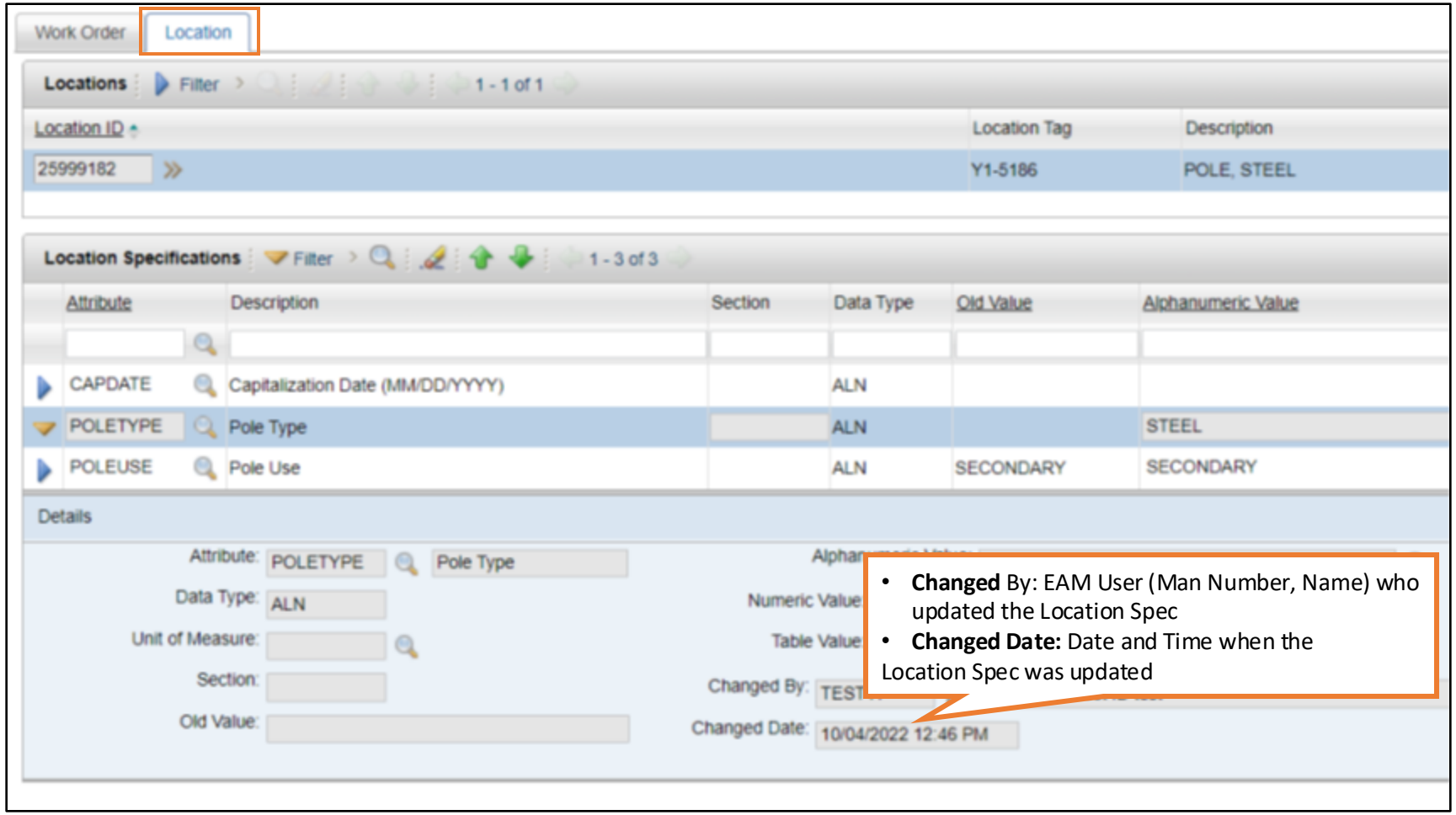
- All Location Specifications with **Reqd? = Y** must be populated
- **CAPDATE** is excluded from this validation since this will be updated based on the TECO Date
- This validation also applies to GROUP ROUTING of Work Orders (Scope: METER, MSEC WOs)



This message prompt shall prevent routing to **COMP** if **Location Specs Complete? = N** (i.e., this signifies that one of the Location Specs (tagged as Reqd= Y) is BLANK). To resolve, **update all required Location Specs before routing to COMP.**

Location Specifications Update

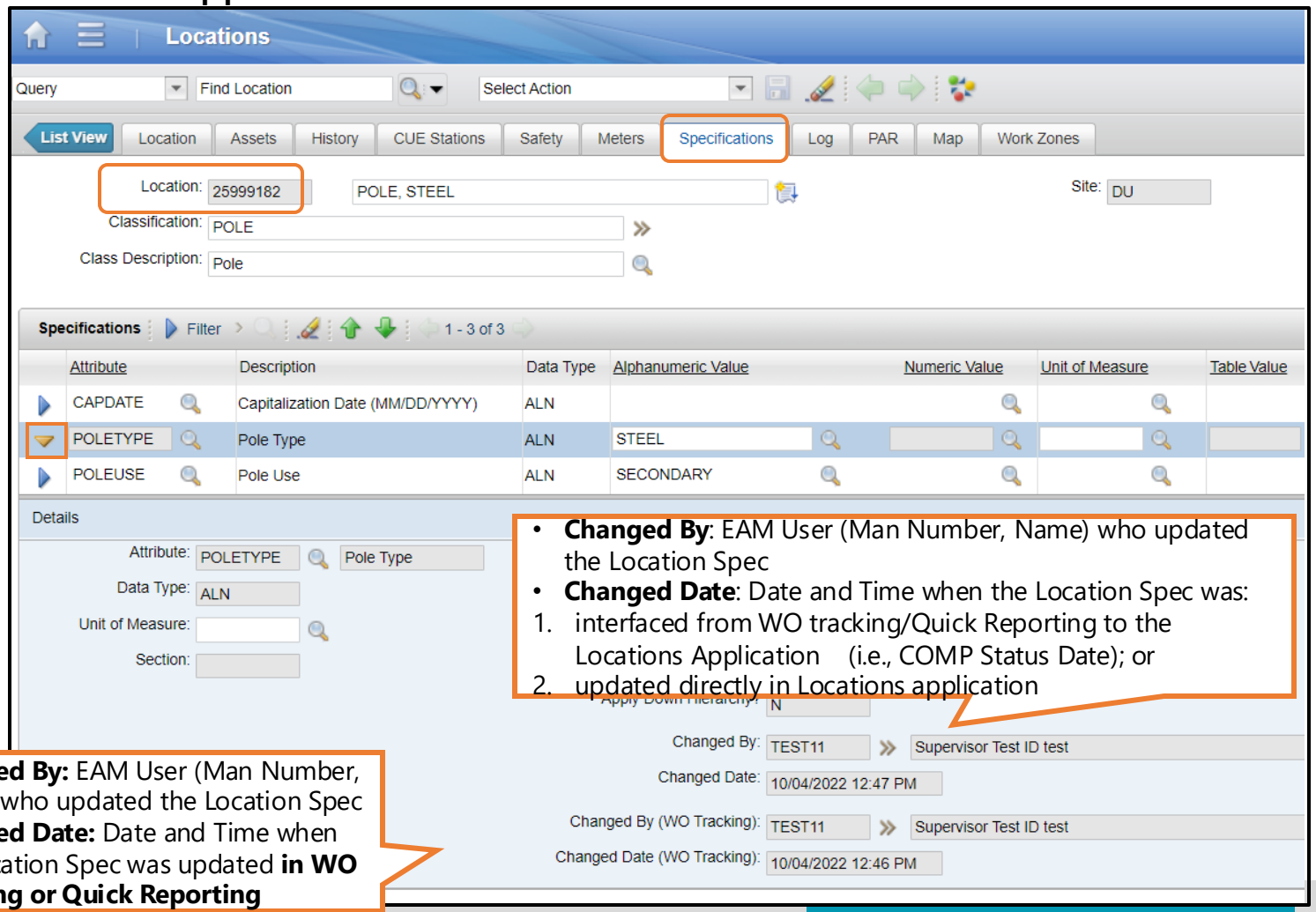
Location Specs Update Traceability - WO Tracking (T&D; Meter Ops) and Quick Reporting applications:



Location Specifications Update

Location Specs Update Traceability - Locations application

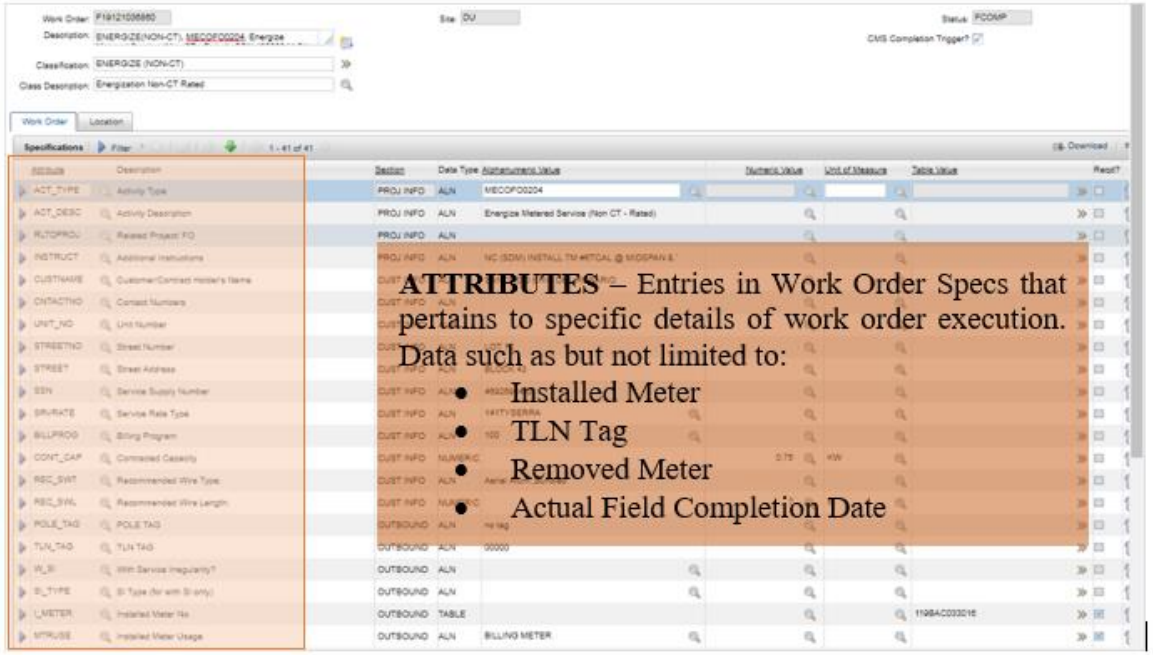
Updates in Location Specs from WO Tracking and Quick Reporting are interfaced to the Location Specifications in Locations application **upon routing of the WO to COMP status.**

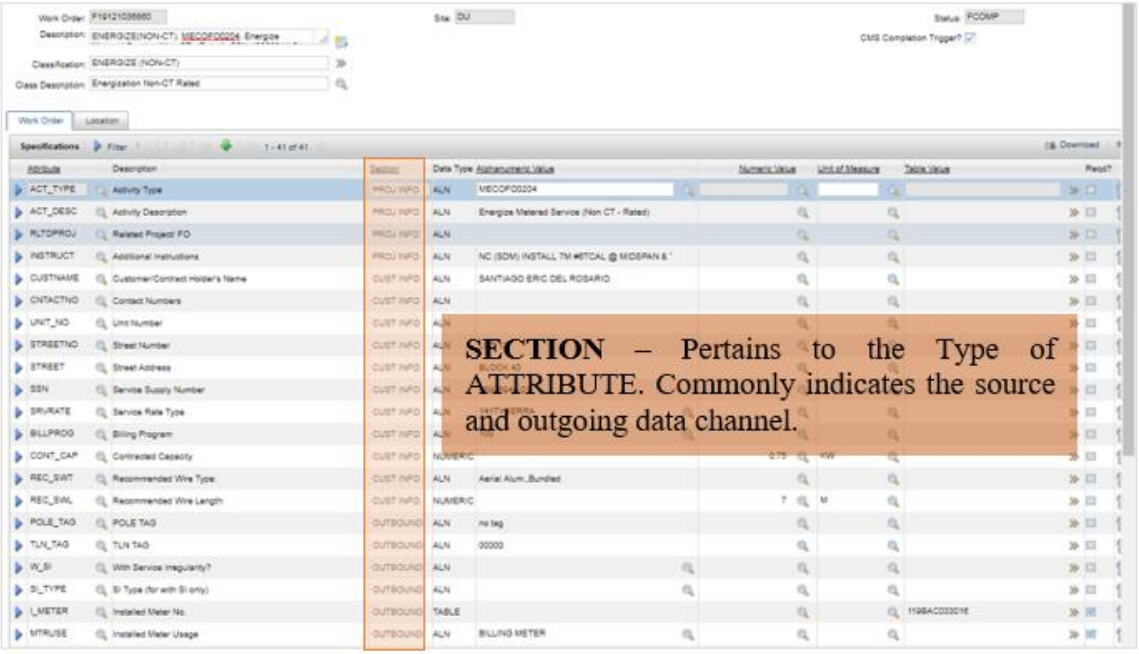


- **Changed By**: EAM User (Man Number, Name) who updated the Location Spec
- **Changed Date**: Date and Time when the Location Spec was:
1. interfaced from WO tracking/Quick Reporting to the Locations Application (i.e., COMP Status Date); or
2. updated directly in Locations application

- **Changed By:** EAM User (Man Number, Name) who updated the Location Spec
- **Changed Date:** Date and Time when the Location Spec was updated **in WO Tracking or Quick Reporting**

WO Specifications Update





VALIDATION OF WORK ORDER DETAILS BEFORE ROUTING TO FCOMP STATUS

The Work Order Supervisor shall:

- Review encoded Work Order Specs
- Ensure correctness of data

WO Specifications Update

OPS Streetlight WOs

Work Order Class	WO Type	Required Fields	EAM Attribute
STREETLIGHT (OPS)	Replace Streetlight	• Maintenance Activity Description • Retired Luminaire Vintage Year • Retired Mast Arm Vintage Year* *(if with mast arm returns)*	• MN_DESC • RSTLVYRLUM • RSTLVYRARM*

VALIDATION OF WORK ORDER DETAILS BEFORE ROUTING TO FCOMP STATUS

The Work Order Supervisor shall:

- Review encoded Work Order Specs

***Notes**: Details from the WO Specifications of Streetlight WO will be used in the generation of automatic settlement for the work order.*

SAMPLES

WO Specifications Update

Specific attributes shall be updated, as applicable.
Every Classification has a unique set of work order specifications

Work Order Tracking (T&D)

Bulletins: (0) Reports Profile Sign Out

Find Work Order | Select Action

List View | Work Order | Plans | Permits | Authorized Labor | Assignments | Related Records | EAM Actuals | Safety Plan | Log | Failure Reporting | Specifications | WO Requirements

Work Order: 100357818915
Site: DU
Status: WAPPR
Description: MN_MAJOR
Classification: MN_MAJOR (CAPEX)
Class Description: Major Maintenance without Design

WO Classification & Class Description

Work Order | Location

Specifications | Filter | 1 - 6 of 6

Attribute	Description	Section	Data Type	Alphanumeric Value	Numeric Value	Unit of Mea
MN_DESC	Maintenance Activity Description	PROJ INFO	ALN			
INTERRUP	Interruption Required	PROJ INFO	ALN			
PLANNED	Planned Maintenance	PROJ INFO	ALN	N		
WODESC	Work Order Description	PROJ INFO	ALN			
INST_LCC	Line Conductor Cover Installation	PROJ INFO	ALN			
FOR_CAPEX	For CAPEX settlement		ALN			

WO Specs Attributes

WO Specifications Update

WO Class & Class Description may either be interfaced from initiating system (eg., PCA) or manually populated (e.g., Maintenance WOs)

Work Order: X23093534479

Site: DU

Description: PCA, New Electric Service, HMB, LARA PORSCHE

Classification: PCA

Class Description: Project Covered Application

WO Classification & Class Description

Work Order | Location

Specifications | Filter | 1 - 60 of 61

Attribute	Description	Section	Data Type	Alphanumeric Value	Numeric Value	Unit of Measure	Table Value
ACT_TYPE	Activity Type	REPLAN	ALN	NSCONT0102			
ACT_DESC	Activity Description	REPLAN	ALN	PCA: Overhead			
SASTCODE	Service Application Sub-type Code	PROJ INFO	ALN	SUBTYP0001			
SASUBTYP	Service Application Sub-type Description	PROJ INFO	ALN	New Electric Service			
REFRD_BY	Name of the User who referred the SA to the Design Office	PROJ INFO	ALN	Herman Jr. Llanto			
REFRDDT	Date the SA was referred to the Design Office	PROJ INFO	ALN	2023-09-19T00:00:00.000Z			
CREATEDT	Source Record Creation Date	PROJ INFO	ALN	2023-09-19T00:00:00.000Z			
RESP_BC	Responsible Business Office	PROJ INFO	ALN	HMB - NOVALICHES BC (CC)			
PROJSGMT	Project Segmentation	PROJ INFO	ALN				
DES_COMP	Design Completion Target Date (MM/DD/YYYY)	PROJ INFO	ALN				
BUS_SEGM	Business Segment	CUST INFO	ALN	HMB			
APPLNAME	Applicant's Name	CUST INFO	ALN	LARA PORSCHE ABO SORIANO			
CUSTNAME	Customer/Contract Holder's Name	CUST INFO	ALN	LARA PORSCHE ABO SORIANO			
UNIT_NO	Unit Number	CUST INFO	ALN				
STREETNO	Street Number	CUST INFO	ALN	LT 34 BLK 188			

WO Specs Attributes

Location Specifications Update

Streetlight WOs

Issued and installed item **644402** is for **30W Streetlight**

<u>LAMP WATTAGE = 30W</u>

Work Order: 100450257221
Status: CLOSE
Description: REPAIR STREETLIGHT - REPL. DEF. 70W TO
% Work Completion: 100.00
Parent WO:

Tasks for Work Order 100450257221 | Filter | 1 - 4 of 4

Sequence	Task	Task ID	Summary	Updated Plant
	10	10045025725	SET-UP AND PREPARE TOOLS AND EQUIPMENT	
	20	10045025725	PERFORM SAFETY REQUIREMENTS AND PROCEDI	
	30	10045025725	REPAIR/REPLACE STREETLIGHT SET	
	40	10045025726	INSTALL CONNECTORS	

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

Issuances | Filter | 1 - 3 of 3

Task	Task ID	Item	Description	Planned?	Reserved Qty	ERP Issued Qty	SAF
30	100450257259	600409	CABLE,LV INSULATED, 14 AWG, COPPER, SOLID, TI	☑	7.50	7.50	005
30	100450257259	644402	STREETLIGHT,LUMINAIRE, STREETLIGHT, LED, 30 \	☑	1.00	1.00	005
40	100450257261	600446	CONNECTOR,WEDGE, TIN-PLATED CU ALLOY, 3/0 A	☑	3.00	3.00	005

Details

Task: 30
Line Type: Item
Item: 644402 TLIGHT,LUMINAIRE, STREETLIGHT, LED, 30 W, ELE
Plant: 1020 Plaridel
Storage Location: 0010 Stores
Required Date: 07/05/2023
Requested By: [redacted]
Vehicle Stock? ☐
Bin:

Reserved Qty: 1.00
Issued Qty: 1.00
Order Unit:
Unit Cost: 4,178.53
Line Cost: 4,178.53
Delivery Point / Instructions:
Planned before Approval? ☑
Approved? ☑
Vehicle Stock Approved By:

Location Specifications Update

Streetlight WOs

Incorrect update of **Lamp Wattage** in Location Specifications

Work Order: 100450257221
Description: REPAIR STREETLIGHT - REPL. DEF. 70W TO
Classification: STREETLIGHT (OPS)
Class Description: Replacement of Streetlight by Operations
Site: DU
Location Specs Complete?: Y
CMS Completion Tri

Work Order | Location

Locations | Filter | 1 - 1 of 1

Location ID	Location Tag	Description	Parent Location
11292098	VC1-0143	STREETLIGHT	10374206

Location Specifications | Filter | 1 - 10 of 10

Attribute	Description	Section	Data Type	Old Value	Alphanumeric Value	Numeric Value	Unit of Measure	Table Value
CAPDATE	Capitalization Date (MM/DD/YYYY)		ALN	01/04/2023	01/04/2023			
CNT_FIXT	Count of Fixtures		NUMERIC	1		1.0		
LAMPTYPE	Lamp Type		ALN	LED	LED			
LAMPWATT	Lamp Wattage		NUMERIC	70		70.0	W	
LAMP_BRN	Lamp Brand Name		ALN					
LUMR_BRN	Luminaire Brand Name		ALN	STELLARLUX	STELLARLUX			
LUM_TYPE	Luminaire Type		ALN	STREETLIGHT	STREETLIGHT			
MASTARM	Mast Arm Length		NUMERIC	1.5		1.5	M	
PHOT_BRN	Photocontrol Brand Name		ALN					
STL_TYPE	Streetlight Type		ALN	POLE-MOUNTED	POLE-MOUNTED			

Details

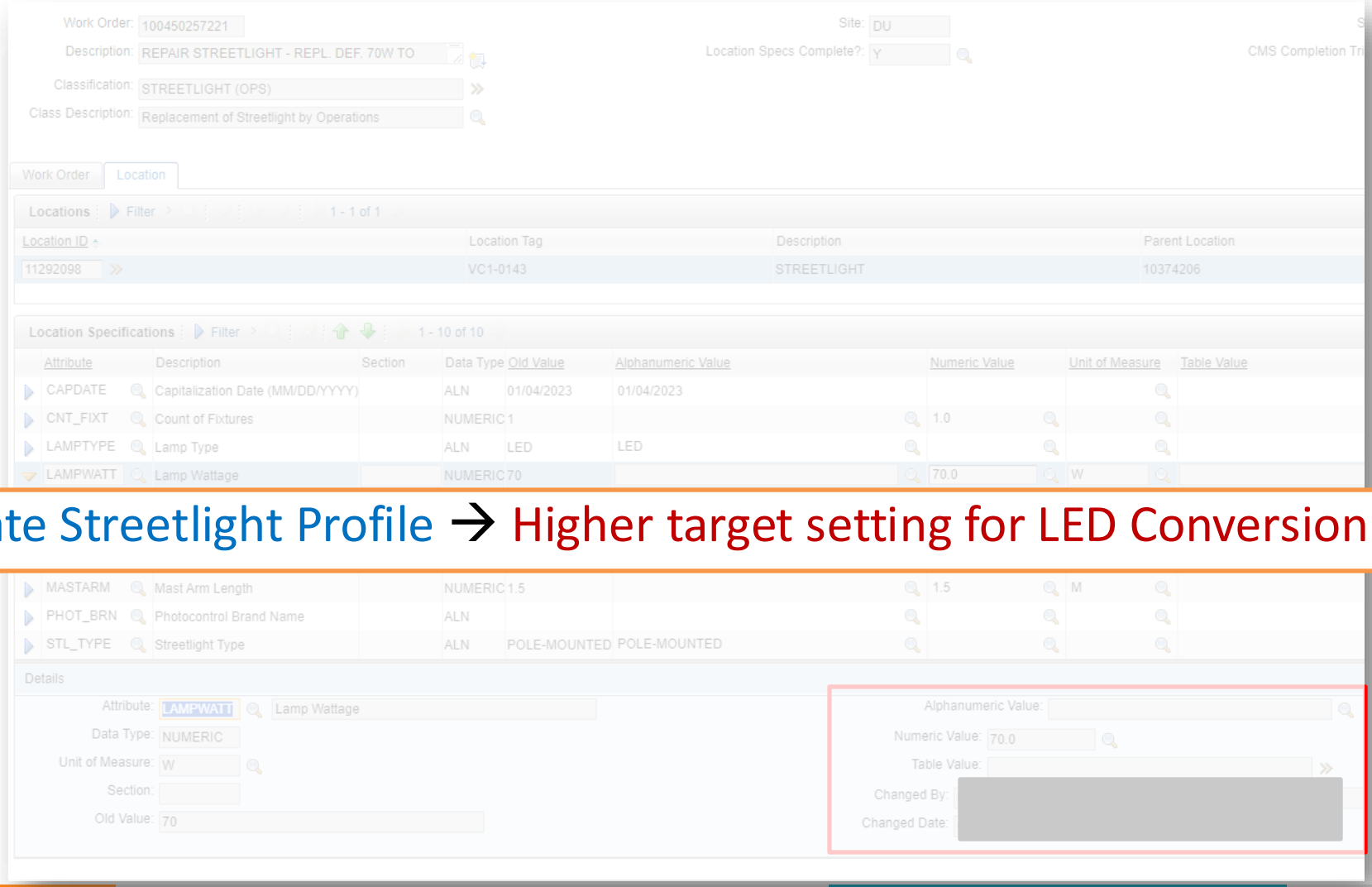
Attribute: LAMPWATT | Lamp Wattage
Data Type: NUMERIC
Unit of Measure: W
Section:
Old Value: 70

Alphanumeric Value:
Numeric Value: 70.0
Table Value:
Changed By: [redacted]
Changed Date: [redacted]

Location Specifications Update

Streetlight WOs

Incorrect update of **Lamp Wattage** in Location Specifications



Impact: Inaccurate Streetlight Profile → Higher target setting for LED Conversion

Other Issues – Location Update

Issue	Resolution
Streetlight WOs: Incorrect update of Lamp Wattage in Location Specifications	1. Supervisor shall inform PCT on the issue and provide the correct details. 2. PCT to endorse to EAM App Admin for alignment of data

Other Issues – Location or WO Specs Update

Issue

Unable to update Location Specs / WO Specs due to unavailability of selections/limited selections in the drop-down menu.

Resolution

1. Inform PCT on the issue and provide the new/additional specs to be included in the drop-down menu.
2. PCT to endorse to EAM App Admin to add details in applicable drop-down menu
3. PCT to advise line org to retry updating specs once details are added.

WO COMPLETION REQUIREMENTS (FALLAWMA)

DCSAM Process Team

Work Order IPSEC Process

FALLAWMA Requirements must be completed before routing WO to COMP Status

Initiate → Plan/ Design → Schedule → Execute → Complete/ Close

Supervisor / VC shall ensure **ACCURATE, COMPLETE, and TIMELY** update of WO Completion Requirements

Work Order Completion Requirements
(FALLAWMA)

VENDOR-assigned WOs

- Accomplished by **Vendor Coordinator** before routing to **FCOMP** status
  - *based on **WO forms** to be accomplished and submitted by crew*
- Validated by **WO Supervisor** before WO routing to **COMP** status
  - *based on result/findings of **Quality Inspection** (field vs. system)*

MERALCO-assigned WOs

- Accomplished & validated by **WO Supervisor** before routing to **COMP** status
  - *based on **WO forms** to be accomplished and submitted by crew*
  - *based on result/findings of **Quality Inspection** (field vs. system)*
  - *may be assisted by Clerk in encoding in EAM*

F Failure Reporting

A Asset Movement

L Location Specifications

L Logs

A Authorized Labor

W WO Specifications

M Materials Balancing

A Attachment

F Failure Reporting

A Asset Movement

L Location Specifications

L Logs

A Authorized Labor

W WO Specifications

M Materials Balancing

A Attachment

Major WO Completion Requirements

*discussed in detail in previous sections

- Asset Settlement / Settlement to RAB
- Digitization in EGIS/MapGuide
- Asset Maintenance Plans
- Audit purposes

F Failure Reporting

FAILURE REPORTING

Report on failure encountered for **failed equipment or device.**

- Basis for assessing performance of equipment or device
- Indicate **PROBLEM, CAUSE, and REMEDY**

Materials | Services | Failure Reporting | Meter Readings | Log

Failure Class: POLE » Pole

Failed Date: 05/02/2016 1:50 PM

Remarks:

Remark Date:

Failure Codes | Filter | 1 - 3 of 3 | Download

Type	Failure Code	Description
PROBLEM	POLDOWN	Pole down
CAUSE	HITVEH	Hit by vehicle
REMEDY	RPLPOL	Replace pole

Select Failure Codes

Failure Item | Item Specification

Failure Item 1 - 1 of 1 Download

Location ID	Asset ID	Asset Classification / Location Type	Location Tag	Item Code	Item Description	Problem	Cause	Remedy
26109030		ACR_UNIT	413VZr1	632129	ACR, 38 KV, 3 PH, 150 KV BIL, 630 A, SDI	Control Module	Under-voltage or over-voltage	Replace control device

Details

Failure Class: ACR — Automatic Circuit Recloser Location

Asset ID:

Location ID: 26109030 — ACR UNIT, 3 PH, SIEMENS, 00005489, REMOTE-CONTRC

Asset Classification / Location Type: ACR_UNIT

Location Tag: 413VZr1

Capitalization Date: 10/27/2017

Item Code: 632129 — ACR, 38 KV, 3 PH, 150 KV BIL, 630 A, SDI

Entered By: ME172128 — KEBERT ABONAL

Entered Date: 02/10/2021 1:47 AM

Failure Item | Item Specification

Location Spec Filter 1 - 4 of 4 Download

Attribute Code	Attribute Description	Data Type	Alphanumeric Value	Numeric Value	Table Value
PHASE	Phase	ALN	3 PH		
INSULMED	Insulating Medium	ALN			
CTRL_OP	Control Operation	ALN	REMOTE-CONTROLLED		
ACRBRAND	Automatic Circuit Recloser Brand	ALN	SIEMENS		

Details

Attribute Code: PHASE — Phase

Alphanumeric Value: 3 PH

Data Type: ALN

Numeric Value:

Entered By: ME172128 — KEBERT ABONAL

Table Value:

Entered Date: 02/10/2021 1:47 AM

F Failure Reporting

A Asset Movement

L Location Specifications

L Logs

A Authorized Labor

W WO Specifications

M Materials Balancing

A Attachment

FAILURE REPORTING

Report on failure encountered for **failed equipment or device.**

- Basis for assessing performance of equipment or device
- Indicate **PROBLEM, CAUSE, and REMEDY**

CONCERNS	RESOLUTION
Unable to accomplish Failure Reporting due to **MISSING OR INCOMPLETE DETAILS in EAM**	**Coordinate with PCT and provide the necessary details.** **Case 1:** No ASSET Record Coordinate with **IAM-Process** and provide the following details: • ASSETNUM • ITEM CODE • SERIAL NO • ASSET BRAND • LOCATION **Case 2:** Missing ITEM BRAND Coordinate with **IAM-Standards** to confirm status of brand (Active/Inactive) **Case 3:** Proposed PROBLEM/CAUSE/REMEDY Coordinate with **IAM-Standards and IAM-MPPM Team** to request for additional items

F Failure Reporting

A Asset Movement

L Location Specifications

L Logs

A Authorized Labor

W WO Specifications

M Materials Balancing

A Attachment

LOGS

Used for proper documentation of remarks/work order details. May be used to specify the following details, among others:

- Reason/s for cancellation
- Reason/s for delay
- Vendor-related comments
- Other remarks (e.g., WO milestones, comments from stakeholders, etc)

REQUIRED LOGS

1. Communication Logs upon attachment of As-Built Form
   - sent to DCD/DSD or Planner
   - use communication Template **ABSUBSCUE/ABSUBSMAJOR**
2. Communication Logs upon attachment of As-Built Sketch
   - sent to SDMPRoW-Data Mapping
   - use communication Template **ABSKETCH**
3. Special cases/handling
   - exclusion requests
   - vendor penalties
   - advance WO Execution

F Failure Reporting

A Asset Movement

L Location Specifications

L Logs

A **Authorized Labor**

W WO Specifications

M Materials Balancing

A Attachment

AUTHORIZED LABOR

- Declaration of MERALCO personnel who performed work for a CAPEX WO.
- Basis for CAPEX Labor Charging

CONCERNS	RESOLUTION
Employee detail is not yet available in EAM.	Coordinate with PCT for the interfacing of employee details from HRIS to EAM.

F Failure Reporting

A Asset Movement

L Location Specifications

L Logs

A Authorized Labor

W WO Specifications

M Materials Balancing

A Attachment

ATTACHMENTS

Documentary requirements *(e.g., As-Built Form, As-Built Sketch, before and after pictures, QI checklists, inspection/test results, etc.)* shall be attached to the WO in EAM for documentation and audit purposes.

CONCERNS	RESOLUTION
Case 1: Limitation size of EAM WO attachment	For As-Built attachments (sketch/drawings) released thru memo, attach pdf file of the memo to the WO in EAM.
Case 2: No changes in the Design Plan	Attach the Design Plan/Drawing with remarks **"Built As Planned"** for the As-Built Sketch
Case 3: Misaligned Data (As-Built Form / As-Built Sketch vs Materials Balancing)	Ensure that materials accounting has been performed **before** generating of As-Built Form BIRT Report.

F Failure Reporting

A Asset Movement

L Location Specifications

L Logs

A Authorized Labor

W WO Specifications

M Materials Balancing

A Attachment

ATTACHMENTS

CONCERNS	RESOLUTION
Case 4: Difficulty in providing **BEFORE PICTURES** due to completion of work in field	**Use Google Maps (Street View)** as reference as it can display images of a location from previous years. For cases where before pictures cannot be obtained: 1. Coordinate with PCT 2. Create work logs and provide reasons/justifications

Notes:

1. **As-Built Form, As-Built Sketch, and Before & After pictures are required.** This workaround is only applicable for ageing WOs.
2. Note that this requirement is still included in the scope of the EAM Data Quality Audit (completeness and accuracy of attachments) and may be tagged as Non-Conformance (NC).
3. For clarifications/inquiries, please consult your PCTs.

Updating of EAM Actuals: Tasks

- A Task identifies details of activities for a WO
- As a rule of thumb, **create 1 Task per unique Operating Location**

CONCERNS	RESOLUTION
Multiple Items/Assets under the same Task **Location Types for Update:** • **POLE** including **pole top hardware** • **DXF** for distribution transformers and accessories (e.g., arrester) • **SW_DS, DISCSW** for line switches • **ACR** and **ACR_UNIT** for recloser • **CAPB_DS, CAP_SW_UNIT, CAPU_DS** for capacitor and capacitor switch • **SWGR_DS** for switchgears/RMU • **FUSE_UNIT** for **line cut-out** • **STLIGHT, ORSTL** for streetlight In general, WOs involving **installation** and **replacement** requires **location specification update**	**For WOs at SCHED/INPRG Status:** 1. Supervisor shall create new task with unique operating location. 2. Coordinate with DCD/DSD/SDMPRoW-Data Mapping for the creation of Location Number/s, as needed 3. Coordinate with PCT; then PCT shall create ticket for transfer of issued materials to the new task. **For WOs at FCOMP Status:** 1. Coordinate with DCD/DSD/SDMPRoW-Data Mapping for the creation of Location Number/s, as needed. 2. Coordinate with PCT and provide the following details: • task description • unique operating location number/s • pole tag/s

Work Order: R19569175

Status: SCHED

Site: DU

* Description: PCA RELOC, Overhead Facilities, Y, Y, Y, DEPARMENT

% Work Completion: 100.00

Parent WO:

Tasks for Work Order R19569175 | Filter | 25 - 30 of 46

Sequence	Task	Task ID	Summary	Updated Plant	Operating Location	Location Tag
			pole			
	25	100341696448	REPLACE POLE WI		10838437	BJ4-5006
	26	100341696456	RETIRE POLE AND.		10525666	BJ4-0001
	27	100341696435	REPLACE POLE WI		10838439	BJ3-5045
	28	100341696441	REPLACE POLE WI		10838440	BJ3-5046
	29	100341696471	RETIRE POLE AND.		10537926	BJ4-0003
	30	100341696466	RETIRE POLE AND.		10537284	BJ4-0004

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Retu

Services | Filter | 1 - 20 of 849

System Message

BMXZZ0083E - The total quantity of these items per task should only be equal to 1:
Task 15 - 600327 - WpItemID=471,117,742
Task 15 - 600327 - WpItemID=451,226,320
Task 17 - 600165 - WpItemID=451,226,052
Task 17 - 600178 - WpItemID=451,226,043
Task 17 - 600178 - WpItemID=497,883,415
Task 17 - 600086 - WpItemID=451,225,262
Task 17 - 600327 - WpItemID=471,117,777
Task 17 - 600165 - WpItemID=497,883,432
Task 17 - 600096 - WpItemID=497,883,449
Task 17 - 600327 - WpItemID=451,225,681
Task 17 - 600086 - WpItemID=497,883,462
Task 19 - 600327 - WpItemID=471,117,789
Task 19 - 600306 - WpItemID=451,224,920
Task 19 - 600327 - WpItemID=451,226,201
Task 23 - 600327 - WpItemID=451,224,847
Task 23 - 600327 - WpItemID=471,117,800

Updating of EAM Actuals: Material Reservations

- Creation of additional Material Reservations during Execute phase, as needed.
- **Purchase Order (PO) Numbers** will be automatically generated for all Service Items **created after SCHED status**
- **WO Supervisor** shall be responsible in validating and encoding additional Reservations.
  - Vendor Coordinators shall coordinate with Supervisor for additional materials
  - VC profiles are not allowed to add Reservations in EAM
  - Supervisors may be assisted by Clerks in encoding

CONCERNS	RESOLUTION
Case 1: SAP Reservation Numbers are not generated	1. Ensure that all details are properly encoded (i.e., Item Code, Qty, Plant, Required Date). 2. Coordinate with PCT if the issue persists.
Case 2: Issues related to Material Inventory • Items are BLOCKED / Not Maintained in Stores • No available stock	Coordinate with Stores

Updating of EAM Actuals: Service Items

Purchase Order (PO) Numbers will be generated provided that all required details are complete and valid.

Labor | Reservations | Services | Tools | Issuances | Declared Returns | ERP Returns | Assets | Approval

Services | Filter | 1 - 1 of 1

Task	Task ID	Service	Description	Planned?	Update SI?	Unit Mnhrs	Quantity	Line Cost	PO	Rewo
1	100569156873	901010	INST CABLE, OH LV, QUAD CU, 2			0.09	5.00	362.70	4817909550	

Details

Task: 1

Line Type: Standard service

Service: 901010 INST CABLE, OH LV, QUAD CU, 2

Required Date: 07/04/2024

Req'd Date must be within CONTRACT validity

PO Approver: ME188166 JOHN MAYNARD TORRES

Planned before Approval?

Quantity: 5.00

UOM: JB

Unit Cost: 72.54

Line Cost: 362.70

Unit Manhours: 0.09

Vendor: 85001102

Contract: 4700003564

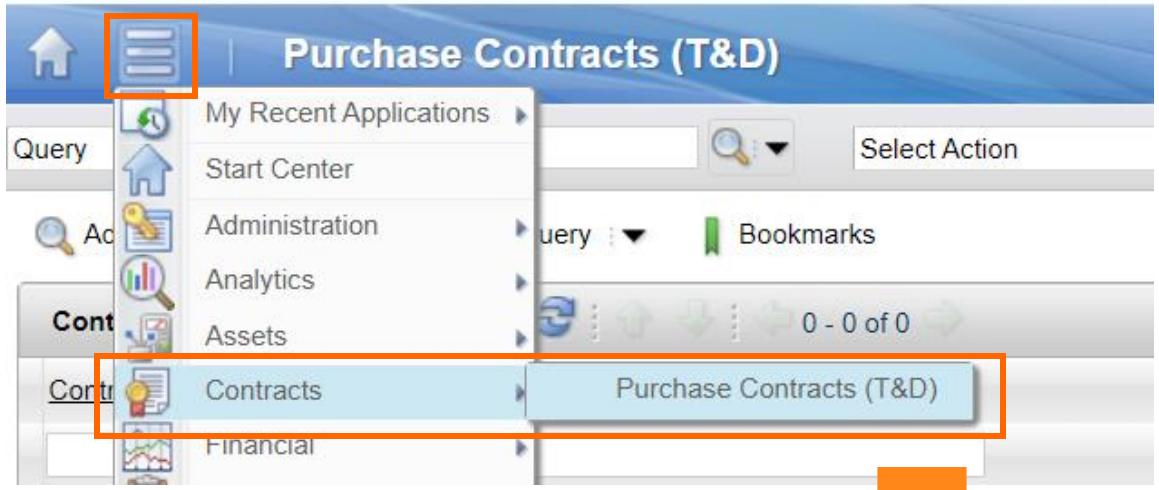
- **VENDOR and CONTRACT must be valid**
- **CONTRACT must have sufficient balance**

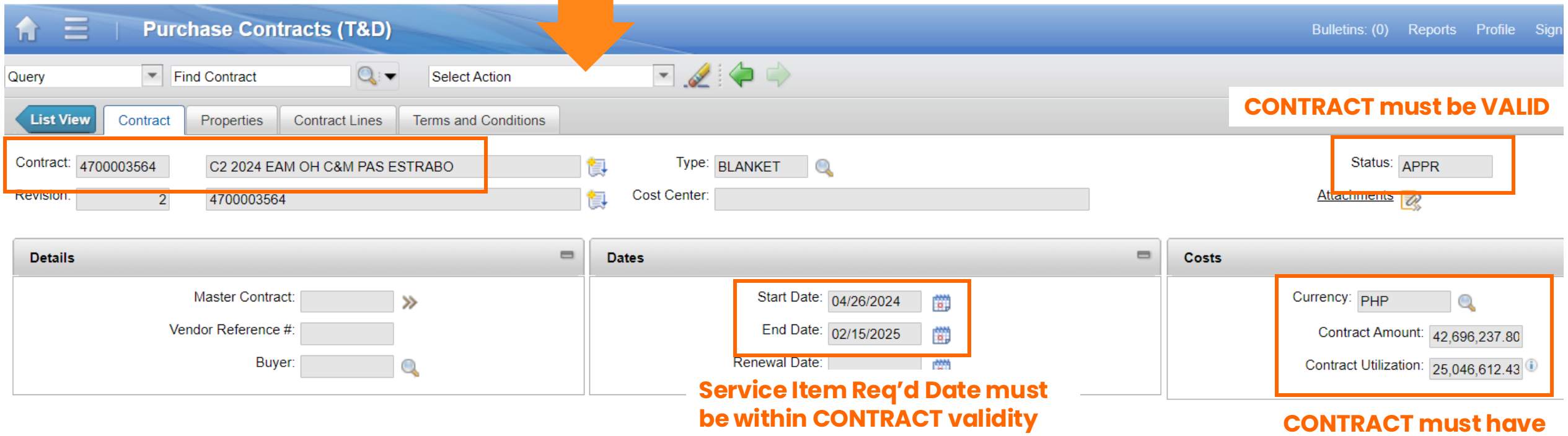
Contract Utilization: 25,046,612.43

Rework?

Tagged for Rework By:

Date Tagged for Rework:





CONTRACT must be VALID

Service Item Req'd Date must be within CONTRACT validity

CONTRACT must have sufficient balance

Updating of EAM Actuals: Service Items

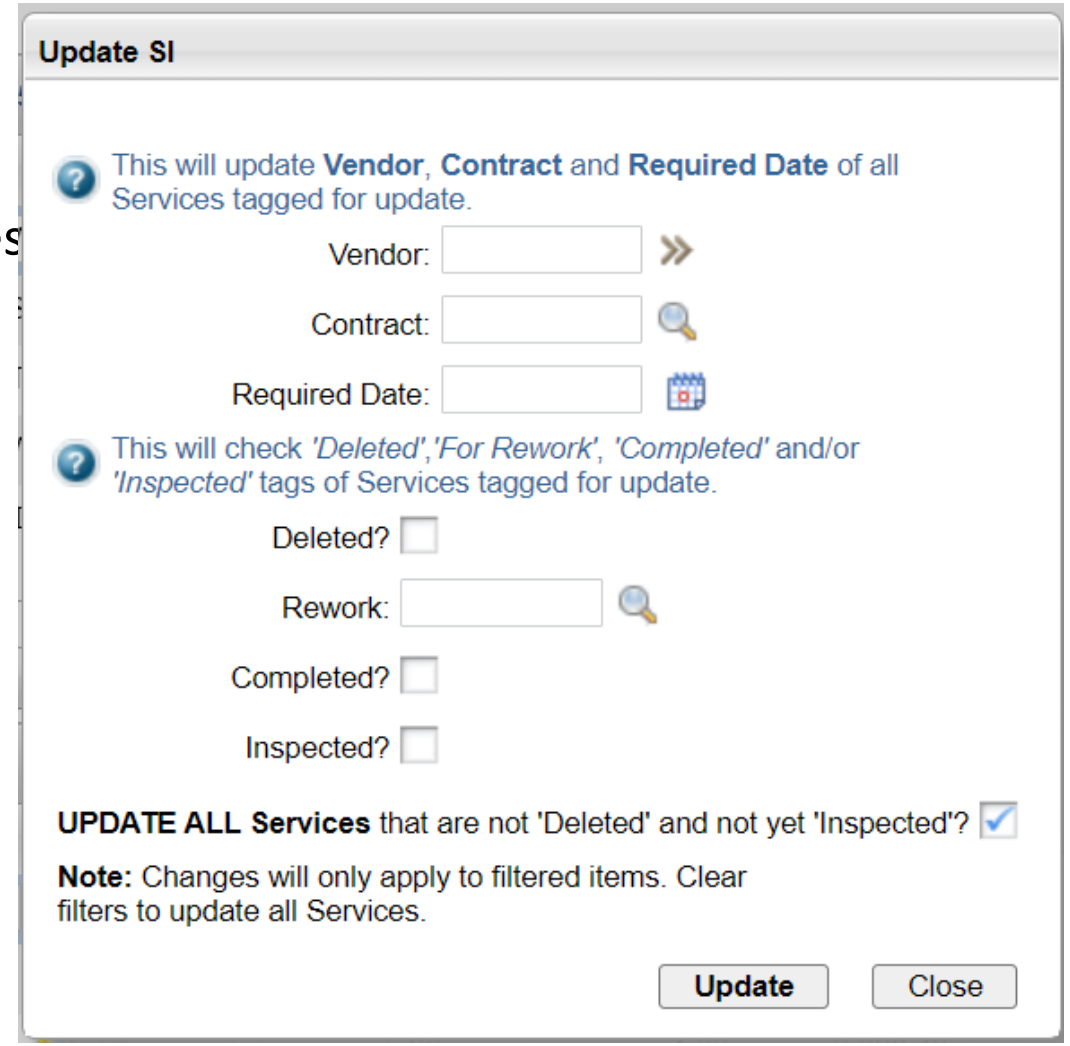
Issue: PO Numbers are not generated

CONCERNS	RESOLUTION
Case 1: Inactive Contract	Refer to procedures on contractor billing through PISO Service Items. Coordinate with COM for questions/clarifications.
Case 2: Insufficient Contract Balance	Coordinate with COM for contract realignment.
Case 3: Misalignment on Required Date, Vendor, Contract	Update service item details in EAM. *(Refer to notes from previous slides)*
Case 4: EAM-ERP Interface Concerns	If POs are not generated after resolving the above concerns, coordinate with PCT to retrigger PO interface.

Updating of WO Requirements

Multiple Update of Service Items

- ❑ Mark SIs for update OR tick Update ALL Services are not ‘Deleted’ and not yet ‘Inspected’?
- ❑ Click Update Service button
- ❑ Indicate details for update
- ❑ Click Update
- ❑ Click the Save icon



WO Requirements Checklist

- Provides a **SUMMARY of WO Requirements** to help users monitor the requirements.
- The tab is updated WEEKLY (every Sunday) but may be refreshed per WO – **'Check for Updates'** button.

Work Order Tracking (T&D)

Bulletins: (0) Reports Profile Sign Out Help IBM

Query | Find Work Order | Select Action

List View | Work Order | Plans | Permits | Authorized Labor | Assignments | Related Records | EAM Actuals | Safety Plan | Log | Failure Reporting | Specifications | WO Requirements

Work Order: X21083764319 Site: DU Status: TECO

Description: PCA, New Electric Service, HMB, STA. LUCIA REALTY & DEVELOPMENT INC

Check for Updates

Checklist | Filter | 1 - 14 of 14 | Download

Requirement	Completed?	For-as of Date	Entries
Before/After Picture Attachment	Y	08/28/2024 5:19 PM	
As-built sketch Attachment	Y	08/28/2024 5:19 PM	
As-built form Attachment	Y	08/28/2024 5:19 PM	
STF Attachment	Y	08/28/2024 5:19 PM	
QI Checklist Attachment	Y	08/28/2024 5:19 PM	
Asset Movement Declaration	Y	08/28/2024 5:19 PM	
Material Balancing/Variance Monitoring	Y	08/28/2024 5:19 PM	
Complete Item Issuance	Y	08/28/2024 5:19 PM	
Service Item Completion	Y	08/28/2024 5:19 PM	
Service Item Inspection	Y	08/28/2024 5:19 PM	
Vendor Payment	N	08/31/2024 12:30 AM	
Logs	Y	08/28/2024 5:19 PM	9
Location Specifications	Y	08/28/2024 5:19 PM	
Create As-built CUE	Y	08/31/2024 9:38 AM	

Validates COMPLETENESS of the WO requirements

OTHER AUC-RELATED ISSUES & RESOLUTIONS

IAM Process

AUC Guide

Access to the AUC Guide: AUC Guide Link

To

Networks Group

Cc

Froilan J. Savet, Joseph Allan C. Baltazar, All Networks G2 Heads, IAM Group, Anderson V. Rusia, Sarah Mae V. Tiu, Claudette L. Benito, Carol H. Trinidad, Cecille Mae R. Dy, Christian James L. Lucio, John Romel M. Viaña, Juan Miguel P. Bunagan, Kenneth William G. Robles, Kristine Rose C. Escarnuela, Lea Xandra B. Ching, Rick Daniel C. Reyes, NCOM Contract BRUs with Cadets

Date

8/30/2024

Subject

AUC Guide for Networks' Personnel

As part of the Networks Asset Under Construction (AUC) Task Force initiative and in support of the Networks' efforts to resolve AUC Work Orders, the IAM Process Group has developed the AUC Guide to expedite the completion and closure of AUC Work Orders.

The AUC Guide includes identified issues with AUC Work Orders and corresponding resolution steps. You can view the guide by clicking this link: **AUC Guide**

A roadshow will be conducted alongside the AUC Training for Networks personnel to introduce this guide.

For any clarifications or questions, please coordinate with your respective PCTs:

- **PCA (DS & STL)** : DCSAM Process Team (DCSAMProcessTeam@meralco.com.ph)
- **MN & SR (DS & STL) :** DSAM Process Team (group.dsam.process@meralco.com.ph)
- **Outage-related (OPS)**: OSM Process Team (osmprocessteam@meralco.com.ph)
- **Meter-related**: MSAM Meter Process Team (group.msam.meter.process.team@meralco.com.ph)
- **SUB/PSP/SCADA**: SSAM Process Team (group.ssam.process.team@meralco.com.ph)
- **Vendor-related:** Contract and Outsourcing Mgmt (group.ncom.contractbru@meralco.com.ph)

Thank you.

AUC Guide

Access to the AUC Guide

RE: Released Memo from Rommel D. Felizardo (AUC Guide for Networks' Personnel)

Reply | Reply All | Forward | •••

JM

Jobelle L. Vinluan

Fri 8/30/2024 4:13 PM

To **Networks Group**

Cc Froilan J. Savet; Joseph Allan C. Baltazar; **All Networks OL2 Heads**; **IAM Group**; Anderson V. Rusia; Sarah Mae V. Tiu; Claudette L. Benito; Carol H. Trinidad; Cecille Mae R. Dy; Christian James L. Lucio; John Romel M. Viaña; Juan Miguel P. Bunagan; Kenneth William G. Robles; Kristine Rose C. Escarnuela; Lea Xandra B. Ching; Rick Daniel C. Reyes; **COM Group**; Rommel D. Felizardo

Good day to all,

For those who cannot access the link in the memo, please access this link: AUC GUIDE

Thank you.

AUC Guide

Issues and Resolution Categories

1. Materials Availability
2. Permit/ RoW Issue
3. Pending COC Submission
4. Pending Quality Inspection
5. Rework
6. As-built
7. Asset Movement
8. Materials Balancing
9. Other FALLAWMA Requirement

Other System/Data Errors

10. Partially Completed WOs
11. Debit Memo and Penalty Imposition
12. Foreign Attachment
13. Third Party Concerns
14. Other Issues

AUC Guide

Work Order Cancellation Procedure

1. For WOs at **WMTRL status onwards**, cancellation **shall be done by Schedulers or Supervisors** in EAM.
   - Return surplus material/s, if applicable
   - Tag service items accordingly (completed/inspected or deleted)
   - Create work log for reason of cancellation

2. Active Status (WMTRL/APPR/SCHED/INPRG) → Pending Cancellation (PCAN2/PCAN3/PCAN4) → Cancelled (CAN/COMP-CAN)

Phase	Status	Responsible	Pending Cancel Status	Cancel Status
Schedule	WMTRL	Scheduler	PCAN2	**COMP-CAN** (with charges) **CAN** (without charges)
	APPR			
Execute	SCHED	Supervisor	PCAN3	
	INPRG		PCAN4	

AUC Guide

Cancellation of Work Orders

Issue

User can't route work order to CAN/COMP-CAN (workflow assignment issue)

Resolution

1. Coordinate with PCT for the cancellation request, provided that the Supervisor already performed the ff:
   - Returned surplus material/s, if applicable
   - Tagged service items accordingly (completed/inspected or deleted
   - Created work log for reason of cancellation

2. PCT shall create a ticket to route the work order to CAN (if without charges)/ COMP-CAN (if with charges)

THANK YOU