

END USER GUIDE: WEB PORTAL NAVIGATION FOR NEA USERS

NATIONAL ELECTRIFICATION ADMINISTRATION
NEA Web Portal

INDRA Philippines, Inc.

July 2017



indra



REVISION HISTORY

Version	Date	Description of Changes	Prepared By	Reviewed By
0.1	07-2017	Initial Draft	Elaine G. Talosig	

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1 INTRODUCTION

1.1 NEA Web Portal

The NEA Web Portal supports and manages the collection and validation of data between the Electronic Cooperatives (ECs) and National Electrification Administration (NEA) through the upload of EC data using standardized templates. It is on the web for accessibility of the ECs regardless of location. The portal also facilitates the download of standardized templates, the validation/approval of submitted data, the management of master data, monitoring of submission statistics and interfacing with other web links. Reports can also be downloaded from the portal.

This end user guide will assist the user to become familiar with the NEA Web Portal functionalities. Specifically, it provides NEA Users the steps on how to navigate the portal to properly execute the roles assigned to them namely DET Validator, Master Data Manager and Data Provider.

This document shall first discuss the System Requirements, NEA Web Portal User Interface and User Account Management. These are common in all roles and shall be covered in Section 2 System Guide.

The navigation guide per role will be discussed in the succeeding sections in the following order:

- Section 3 Web Portal Navigation for DET Validators
- Section 4 Web Portal Navigation for Master Data Managers
- Section 5 Web Portal Navigation for Data Providers

1.2 Abbreviations

Abbreviation	Description
DET	Data Entry Template
EC	Electronic Cooperative
NEA	National Electrification Administration
SSRS	SQL Server Reporting Services

SYSTEM GUIDE

NEA Web Portal

INDRA Philippines, Inc.

July 2017

2 SYSTEM GUIDE

This section provides the information you need to begin with NEA Web Portal.

2.1 System Requirements

2.1.1 Access to NEA Web Portal

NEA Web Portal is a web-based facility with a need to use a standard internet browser.

The NEA Web Portal URL is <http://neawebappga01.southeastasia.cloudapp.azure.com/login#ne>

Username and passwords will be **provided via email by the System Administrator**. User login and password management is discussed under the User Account Management section.



Note: Ensure that you are connected to the internet.



Note: You need a *Username and Password* to access the system.

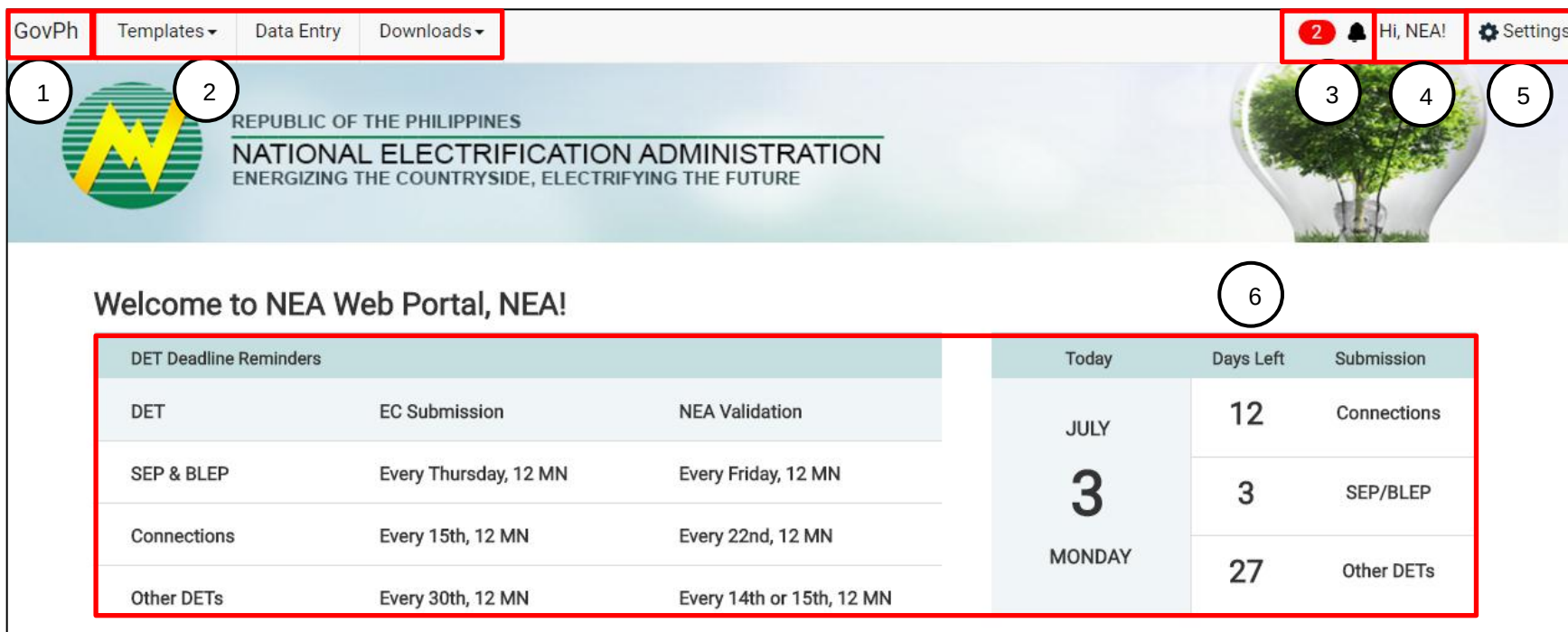
2.1.2 Software

Below are the necessary software needed in your computer to be able to use the system:

- **Browser (Recommended: Chrome)**
- **Microsoft Excel 2003 - 2010**
- **Adobe Reader X**

2.2 NEA Web Portal User Interface

Below is how the NEA Web Portal Home page looks like. This section introduces the different objects seen in the Home Page and other objects commonly used in the different screens that will aid the user in the navigation.



The screenshot shows the NEA Web Portal Home page. The top navigation bar includes links for GovPh, Templates, Data Entry, and Downloads. On the right, there is a notification bell icon, a greeting 'Hi, NEA!', and a Settings gear icon. The main header features the NEA logo (callout 1) and the text 'REPUBLIC OF THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE' (callout 2). To the right of the header is a lightbulb graphic containing a tree (callout 3). Below the header, the main content area displays a welcome message 'Welcome to NEA Web Portal, NEA!' (callout 6). Below the welcome message is a table with two main sections: 'DET Deadline Reminders' and a summary table. The 'DET Deadline Reminders' table lists various deadlines for DET, SEP & BLEP, Connections, and Other DETs. The summary table shows the current date (JULY 3 MONDAY) and the number of days left for various submissions (Connections: 12 days, SEP/BLEP: 3 days, Other DETs: 27 days).

DET Deadline Reminders			Today	Days Left	Submission
DET	EC Submission	NEA Validation	JULY 3 MONDAY	12	Connections
SEP & BLEP	Every Thursday, 12 MN	Every Friday, 12 MN		3	SEP/BLEP
Connections	Every 15th, 12 MN	Every 22nd, 12 MN		27	Other DETs
Other DETs	Every 30th, 12 MN	Every 14th or 15th, 12 MN			

GovPh
Templates ▾
Data Entry
Downloads ▾

2 Hi, NEA! Settings

EC Submission Status

June 2017

0

FULL Submission

0

PARTIAL Submission

0

NO Submission

Incomplete Validations



You're a model DET Validator!

Notifications

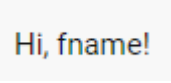
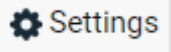
See All

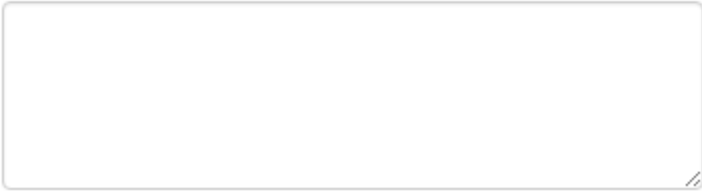
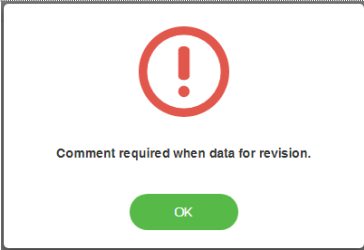
Releases June 2017 for validation.

Releases June 2017 for validation.



Note: Access to NEA Web Portal functionalities will depend on the user's role assignment. Some of the features in may not be visible to you because of this.

Object Name		Description
GovPh tab		It redirects the user to the NEA Website
Menu tab		It shows all submenus/functionalities available to the user.
Notification Icon		It shows all alerts and notifications sent by the NEA Web Portal to the user. It also shows a list of tasks to be executed by the user.
Username link		It is a link to the Home Page.
Settings tab		It is used for user profile update and log-out
Reminders and Notifications		A section used to display reminders and notifications for the user.
Button		It is an object normally seen as icon or text which does a desired function in the system when clicked.
Hyperlink		A text that is usually changes format when the pointer is being hovered over, and re-directs to another page or displays section when clicked.
Dropdown List		A tool that displays items or options which can be selected by scrolling the pointer over the list and clicking the desired item.

Field	<p>Remarks on Validation</p> 	It is the space where information is filled in. Each field is differentiated by field names.
System Prompt		A message or symbol used to represent system's readiness to perform the next command.

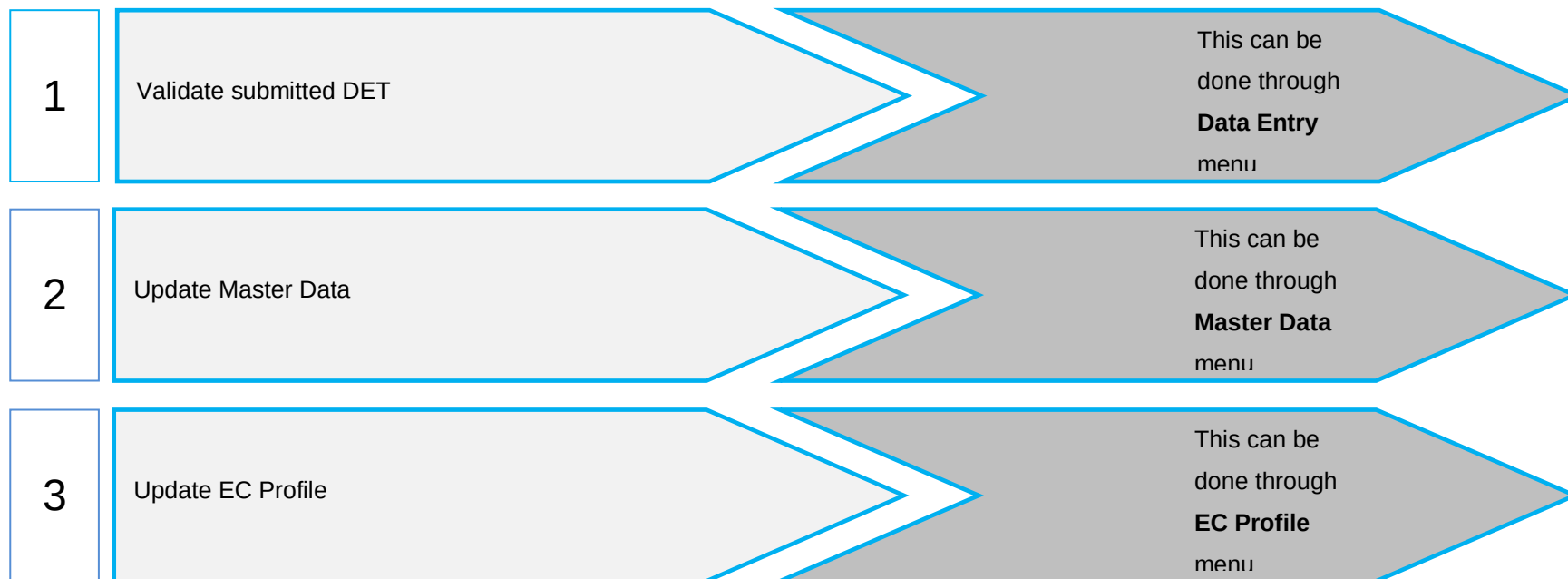
2.3 Navigation Guide

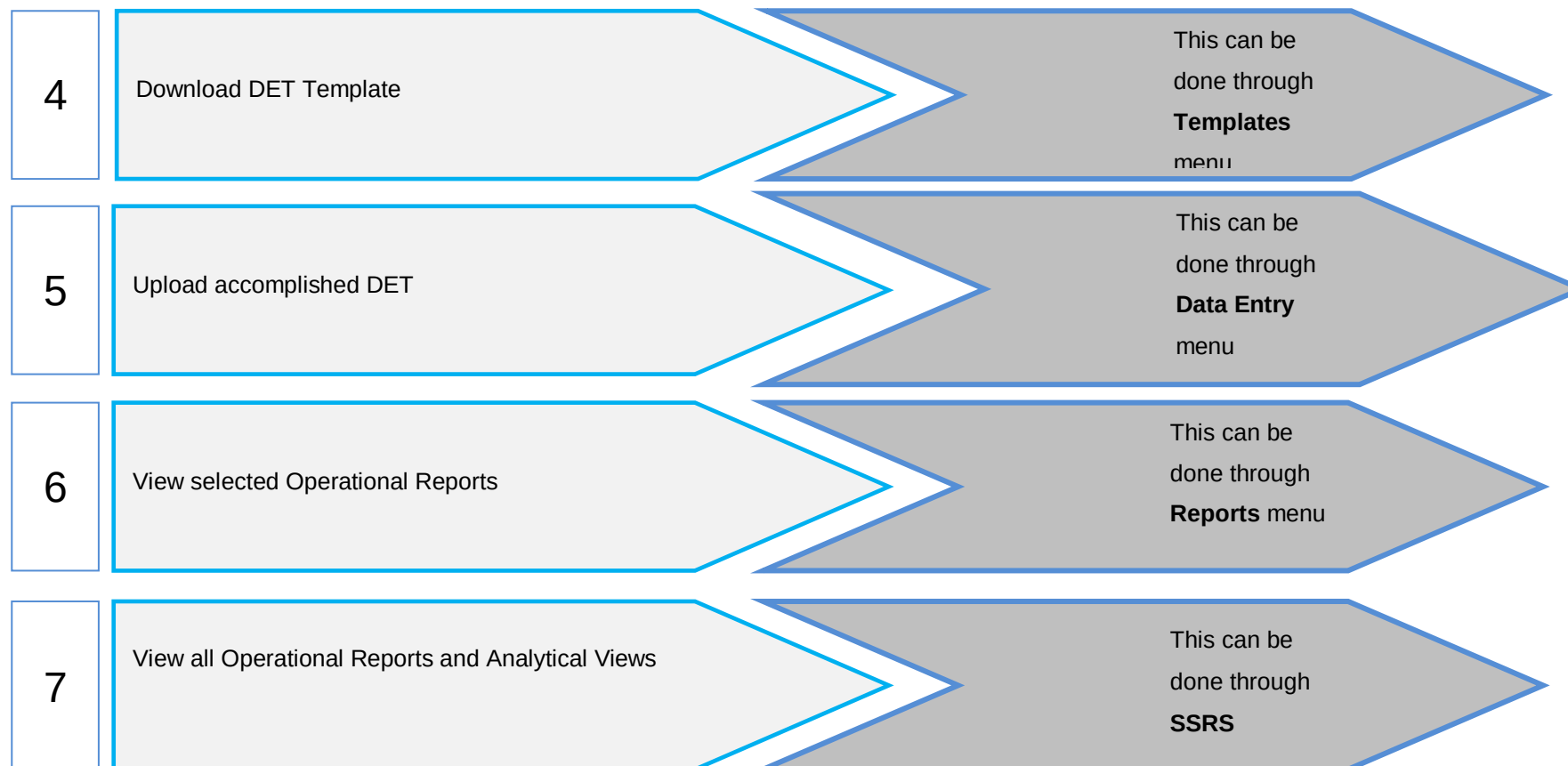


What do I want to do?



What module do I use?





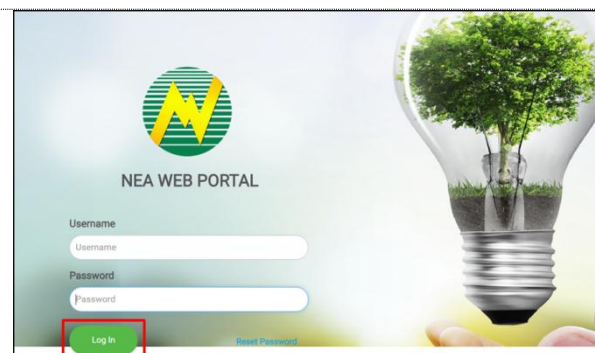
2.4 User Account Management

2.4.1 Logging In

Each user will be given a unique *Username* and a *Password* that will be used to log into the system. Each *Username* will have different access to the functionalities of the *NEA Web Portal*.

Follow the steps given below to login to *NEA Web Portal*:

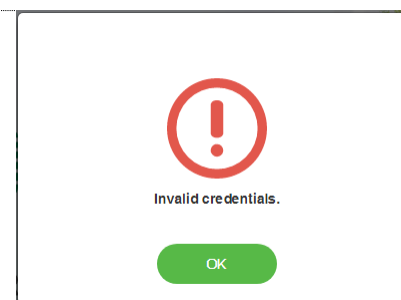
1. Type-in a valid *Username* and *Password*.
2. Then, click on the *Login* button or press the *ENTER* key on the keyboard.



If the *Username* or *Password* is incorrect, an error message will appear on the screen.



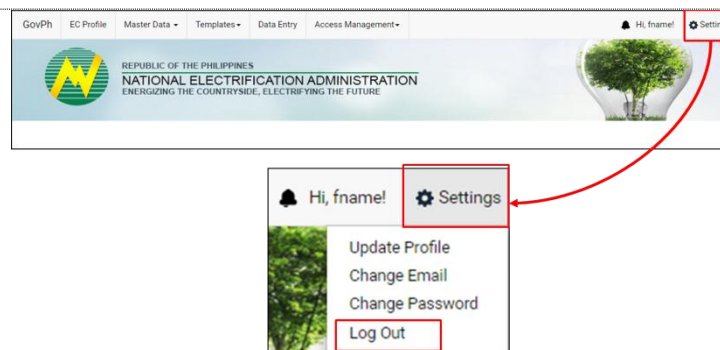
Note: *Username* and *Password* are case sensitive.



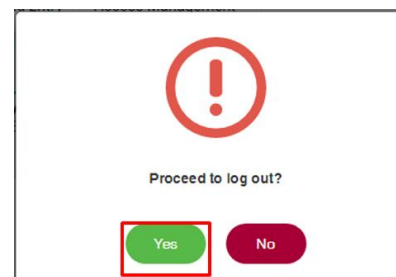
2.4.2 Logging Out

This sub-section illustrates how to log out of the system:

1. Click the *Settings > Logout* on the upper right-side of the screen.



2. A message will appear confirming the action of logging out which will then divert to the Login screen.
3. To continue logging out, click on the YES button. Otherwise, click on NO button to go back to the Home page.



2.4.3 Updating your Password

This section will demonstrate how to update a password:

1. On the upper right-side of the screen, click on *Settings > Update Password*. This will show the screen wherein changes to the user account passwords can be made.

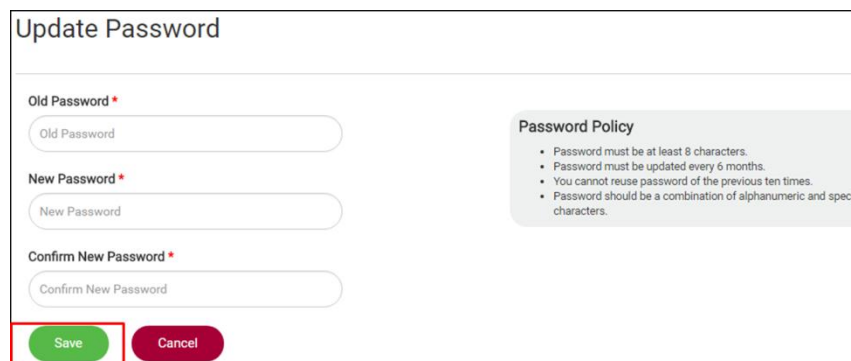


2. *Update Password* screen will be displayed upon clicking *Update Password*.
3. Type in the current password in the *Old Password* box.
4. Type in the new password on the *New Password* box.



Password Policy:

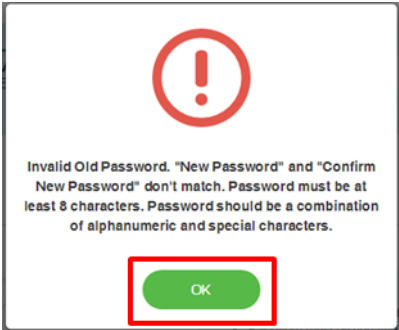
- Password is case sensitive.
- Password must be at least 8 characters.
- Password must be updated every 6 months.
- You cannot reuse password of the previous



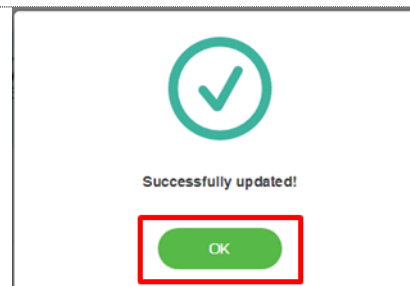
The screenshot shows the 'Update Password' form. It has three input fields: 'Old Password *', 'New Password *', and 'Confirm New Password *'. Each field has a placeholder text: 'Old Password', 'New Password', and 'Confirm New Password' respectively. To the right of the form is a 'Password Policy' box with the following rules:

- Password must be at least 8 characters.
- Password must be updated every 6 months.
- You cannot reuse password of the previous ten times.
- Password should be a combination of alphanumeric and special characters.

 At the bottom of the form are two buttons: 'Save' (green) and 'Cancel' (red). The 'Save' button is highlighted with a red box.

<p>ten times. Password should be a combination of alphanumeric and special characters.</p> <p>5. Re-type the new password in the <i>Confirm New Password</i> box.</p> <p>6. After filling out the mandatory fields, click <i>Save</i> button.</p>	
<p> An error message will appear if the following errors are encountered:</p> <ul style="list-style-type: none"> ○ Old Password is incorrect ○ “New Password” and “Confirm New Password” do not match ○ New password format is incorrect. <p> Click <i>OK</i> button to go back to the <i>Update Password</i> screen.</p>	 <p>The dialog box shows a red exclamation mark icon at the top. Below it, the text reads: "Invalid Old Password. 'New Password' and 'Confirm New Password' don't match. Password must be at least 8 characters. Password should be a combination of alphanumeric and special characters." At the bottom, there is a green button labeled "OK" which is highlighted with a red rectangular box.</p>
<p>7. Click <i>Yes</i> button on the system prompt to confirm new password.</p>	 <p>The dialog box shows a red exclamation mark icon at the top. Below it, the text reads: "Are you sure you want to continue?" At the bottom, there are two buttons: a green button labeled "Yes" and a red button labeled "No". The "Yes" button is highlighted with a red rectangular box.</p>

8. Click *OK* button on the system prompt. User will be re-directed to the Home page.



WEB PORTAL NAVIGATION FOR DET VALIDATORS

NEA Web Portal

INDRA Philippines, Inc.

July 2017

3 WEB PORTAL NAVIGATION FOR DET VALIDATORS

The main role of the DET Validator is to validate the DETs submitted by the Electric Cooperatives (ECs). The approval or rejection is done in the NEA Web Portal.

The menu to be used by the DET Validator to execute the role is *Data Entry*.

This section will discuss the steps on how to navigate through *Data Entry*.

3.1 Data Entry Menu

1. Select **Data Entry** from the Menu tab.
2. *Data Entry list* will be displayed.

GovPh
Templates ▾
Data Entry
Downloads ▾



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Data Entry

ALL ▾

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	For Validation		06/30/2017	ndpro

Prev 1 Next

3.1.1 Search a Data Entry

- From the *Data Entry* list, select Filter.
 - ALL
 - Search by Data Entry Name, Subject Area, Reporting Month, etc.

2. Enter keyword.

3. Click **Search** button.



Click **Previous** or **Next** button to view search results in other pages.

Data Entry

ALL

- ALL
- Data Entry Name
- Subject Area
- Reporting Month
- Submission Status
- EC Short Name

	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	For Validation		06/30/2017	ndpro

Prev 1 Next

3.1.2 Sort Search Results

- From the *Data Entry* list, click Column Header of the column to be sorted.

- Data Entry Name, Subject Area, Reporting Month, etc.



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

Data Entry

ALL

Search

Data Entry Name	Subject Area	Reporting Month ▲	Submission Status	EC Short Name	Created On	Create
Releases	Financial	January 2017	For Validation		06/30/2017	ndpro
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro

3.1.3 View Data Entry

1. From the *Data Entry* list, search the DET to be validated.



Submission Status:

- **For Validation** – a successfully submitted DET to be validated by NEA
- **For Revision** – DET rejected by NEA to be revised by EC
- **Validated** – DET that passed the validation of NEA

Data Entry

ALL

Search

ALL

Data Entry Name

Subject Area

Reporting Month

Submission Status

EC Short Name

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	For Validation		06/30/2017	ndpro

Prev 1 Next

2. Click desired DET from the Data Entry list.



NEA Validator should select a DET with status **For Validation**.

Data Entry

ALL

Search

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	For Validation		06/30/2017	ndpro

3. System will display the *Data Entry* details page.

Data Entry / Releases

[Version History](#)
[Download](#)

EC Short Name

NA

Submission Status

For Validation

[Change Status](#)

Template Name

Releases

Reviewers

Avalidator2, Neri E.

Avalidator, Nelly E.

Rfinancial, Marie G.

Validator, NEA D.

Rinstitutional, Mae G.

Reporting Month

January

Reporting Year

2017

Reason for Late Submission

NA

Comment

NA

3.1.4 View Version History

1. From the *Data Entry* list, search the DET to be viewed.

Data Entry

ALL

ALL

Data Entry Name

Subject Area

Reporting Month

Submission Status

EC Short Name

	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	For Validation		06/30/2017	ndpro

Prev 1 Next

2. Click desired DET from the Data Entry list.

Data Entry

ALL

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	For Validation		06/30/2017	ndpro

3. System will display the *Data Entry* details page.

4. From the *Data Entry* details page, click **Version History** button.

Data Entry / Salary

 Version History

 Download

EC Short Name
BANELCO

Submission Status

For Validation [Change Status](#)

Template Name
Salary

Reviewers

Validator, NEA D.

Avalidator, Nelly E.

Reporting Month
April

Reporting Year
2017

Reason for Late Submission
Force Majeure

Comment
NA

5. System will display the history of submissions for the DET.



System assigns an incremented version for every submission.

Data Entry / Salary / Version History

Data Entry Name	Version No.	Reporting Month	Submission Status	Created On	Created By	Updated On
20170703072137_Salary_banelco_april2017.xls	2.0	April 2017	For Validation	07/03/2017	eeecuser	
20170703053004_Salary_banelco_april2017.xls	1.0	April 2017	For Revision	07/03/2017	eeecuser	

Data Entry / Salary / Version History

Data Entry Name	Version No.	Reporting Month	Submission Status	Created On	Created By	Updated On
20170703072626_Salary_banelco_may2017.xls	2.0	May 2017	For Validation	07/03/2017	eeecuser	
20170703065259_Salary_banelco_may2017.xls	1.0	May 2017	Validated	07/03/2017	eeecuser	

3.1.5 Download Data Entry

1. From the *Data Entry* list, search the DET to be downloaded.

Data Entry

ALL

ALL

Data Entry Name

Subject Area

Reporting Month

Submission Status

EC Short Name

	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	For Validation		06/30/2017	ndpro

Prev 1 Next

2. Click desired DET from the Data Entry list.

Data Entry

ALL

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	For Validation		06/30/2017	ndpro

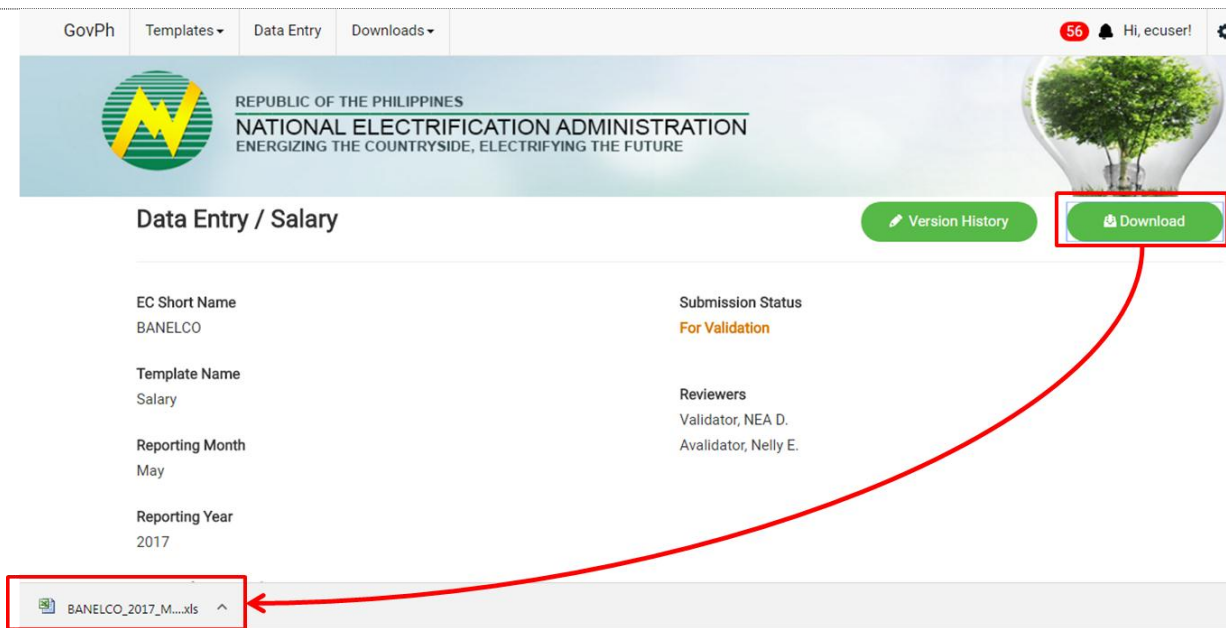
3. System will display the *Data Entry* details page.

4. From the *Data Entry* details page, click **Download** button to download the DET.



DET file is in excel format.

5. Click the DET file to open it.



GovPh Templates Data Entry Downloads 56 Hi, ecuser!

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Data Entry / Salary Version History Download

EC Short Name BANELCO	Submission Status For Validation
Template Name Salary	Reviewers Validator, NEA D. Avalidator, Nelly E.
Reporting Month May	
Reporting Year 2017	

BANELCO_2017_M....xls

3.1.6 Change Status of Data Entry

1. From the *Data Entry* list, search the DET to be validated.

Data Entry

ALL

Search

ALL

Data Entry Name

Subject Area

Reporting Month

Submission Status

EC Short Name

Created On

Create

		Financial	June 2017	For Validation	06/30/2017	ndpro
Releases		Financial	January 2017	For Validation	06/30/2017	ndpro

Prev 1 Next

2. Click desired DET from the Data Entry list.

Data Entry

ALL

Search

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	For Validation		06/30/2017	ndpro

3. System will display the *Data Entry* details page.

4. From the *Data Entry* details page, click **Change Status** link

Data Entry / Releases

[Version History](#)
[Download](#)

EC Short Name

NA

Template Name

Releases

Reporting Month

January

Reporting Year

2017

Reason for Late Submission

NA

Comment

NA

Submission Status

For Validation

[Change Status](#)

Reviewers

Avalidator2, Neri E.

Avalidator, Nelly E.

Rfinancial, Marie G.

Validator, NEA D.

Rinstitutional, Mae G.

5. Select value from the **Submission Status** field.

List of Values (LOV):

-  For Revision
-  Validated

6. Select Value from **Feedback on Late Submission** field.



Required if late submission

List Of Values (LOV):

-  Valid
-  Invalid

7. Enter remarks.



Required if Submission Status is "For Revision".

8. Click **Save** button.

[Version History](#)
[Download](#)

Submission Status *

Feedback on Late Submission *

Remarks on Validation

Reviewers
 Validator, NEA D.
 Avaliator, Nelly E.

Save

Cancel

<p>CHANGING STATUS TO VALIDATED</p> <p>9. If Status is changed to “Validated”, system prompts message.</p> <p>10. Click Yes button.</p>	
<p>CHANGING STATUS TO FOR REVISION</p> <p>9. If Status is changed to “For Revision”, system prompts message.</p> <p>10. Click Yes button.</p>	

11. System will re-direct to *Data Entry* list.



Data Entry list will reflect the new Submission Status.

Data Entry

ALL

january

Search

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	January 2017	Validated		06/30/2017	ndpro

Data Entry

ALL

april

Search

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Created By
Salary	Institutional	April 2017	For Revision	BANELCO	07/03/2017	eeect

3.1.7 Email Notifications and Reminders

The DET Validator will receive emails for the following:

- Notification on submitted DETs pending validation
- Reminders on deadlines for DET validations (e.g., 48 hours before due date)

The email contains links that will redirect to the portal. User is required to log-in.

WEB PORTAL NAVIGATION FOR MASTER DATA MANAGERS

NEA Web Portal

INDRA Philippines, Inc.

July 2017

4 WEB PORTAL NAVIGATION FOR MASTER DATA MANAGERS

The main role of the Master Data Manager is to maintain the Master Data in the system whether it is an update to an existing master data, addition of new master data, or deactivation of existing master data.

The list of Master Data maintained in the NEA Web Portal is shown below:

- List of Values
- Geography
- BOD Profile
- Power Supplier
- Power Plant
- Substation
- Transformer

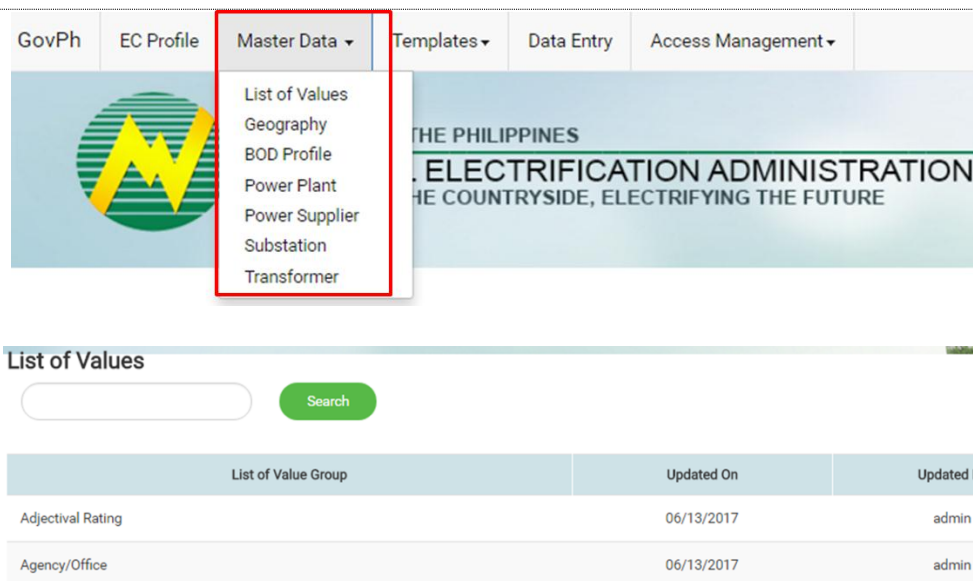
The menu to be used to maintain master data is the *Master Data*.

The Master Data Manager is also responsible for the maintenance of EC Profiles. This is done in the *EC Profile* menu.

This section will discuss the steps on how to navigate through the different submenus of *Master Data* and the *EC Profile* menu.

4.1 List of Values Submenu

1. Select **Master Data > List of Values** from the Menu tab.
2. *List of Values* list will be displayed.



The screenshot shows the NEA Web Portal interface. At the top, there is a navigation bar with tabs: GovPh, EC Profile, Master Data, Templates, Data Entry, and Access Management. The 'Master Data' tab is selected, and a dropdown menu is open, showing the following options: List of Values, Geography, BOD Profile, Power Plant, Power Supplier, Substation, and Transformer. The 'List of Values' option is highlighted. Below the navigation bar, there is a banner for 'THE PHILIPPINES ELECTRIFICATION ADMINISTRATION' with the tagline 'THE COUNTRYSIDE, ELECTRIFYING THE FUTURE'. Below the banner, there is a section titled 'List of Values' with a search bar and a 'Search' button. Below the search bar, there is a table with the following data:

List of Value Group	Updated On	Updated By
Adjectival Rating	06/13/2017	admin
Agency/Office	06/13/2017	admin

4.1.1 Search a List of Values (LOV) Group

1. From the *List of Values* search screen, enter keyword.

2. Click **Search** button.



Click **Previous** or **Next** button to view search results in other pages.

List of Values

List of Value Group	Updated On	Updated By
Employee Classification	06/13/2017	admin
Employee Position	06/13/2017	admin
Training per Employee per Year	06/13/2017	admin

Prev 1 Next

4.1.2 Sort Search Results

1. From the *List of Values* list, click a column header to sort list.

- List of Value Group, Updated On, Updated By



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

List of Values

List of Value Group ▼	Updated On	Updated By
Undergraduate Degree	06/13/2017	admin
Types of Circuit - Underground	06/13/2017	admin
Types of Circuit - Submarine	06/13/2017	admin

4.1.3 View LOV Group

1. From the *List of Values* list, search the LOV group to be viewed.

List of Values

employee

List of Value Group	Updated On	Updated By
Employee Classification	06/13/2017	admin
Employee Position	06/13/2017	admin
Training per Employee per Year	06/13/2017	admin

Prev 1 Next

2. Click desired LOV group.

List of Values

employee

List of Value Group	Updated On	Updated By
Employee Classification	06/13/2017	admin
Employee Position	06/13/2017	admin
Training per Employee per Year	06/13/2017	admin

Prev 1 Next

3. System will display the *LOV Group* details.

List of Values / Employee Position

+ Add Value

Employee Position	Status
Associates	Active
Middle Management	Active
Department Managers/ Equivalent	Active
Save	Cancel

4.1.4 Add a Value to the LOV Group

1. From the *List of Values* list, search the LOV group to be updated.

List of Values

employee

Search

List of Value Group	Updated On	Updated By
Employee Classification	06/13/2017	admin
Employee Position	06/13/2017	admin
Training per Employee per Year	06/13/2017	admin

Prev 1 Next

2. Click desired LOV group.

List of Values

List of Value Group	Updated On	Updated By
Employee Classification	06/13/2017	admin
Employee Position	06/13/2017	admin
Training per Employee per Year	06/13/2017	admin

Prev 1 Next

3. System will display the LOV Group details page.

4. Click **+ Add Value** button.



Click **+ Add Value** button again to add multiple values.

List of Values / Employee Position

Employee Position	Status
Associates	Active
Middle Management	Active
Department Managers/ Equivalent	Active

5. Enter value name/s.



To remove a newly added value, click its corresponding **Remove** button.

6. Click **Save** button.

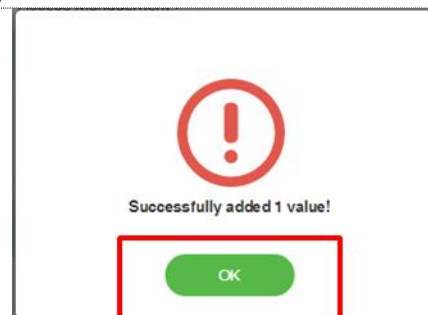
List of Values / Employee Position

+ Add Value

Employee Position	Status
Associates	Active
Middle Management	Active
Department Managers/ Equivalent	Active
Supervisor	Remove
Assistant Supervisor	Remove
Save	Cancel

7. System will display a prompt.

8. Click **OK** button on the prompt.



9. System will revert back to the *List of Values* list.

List of Values

Search

List of Value Group	Updated On	Updated By
Adjectival Rating	06/13/2017	admin
Agency/Office	06/13/2017	admin

4.1.5 Deactivate a Value from the LOV Group

1. From the *List of Values* list, search the LOV group to be updated.

List of Values

employee

Search

List of Value Group	Updated On	Updated By
Employee Classification	06/13/2017	admin
Employee Position	06/13/2017	admin
Training per Employee per Year	06/13/2017	admin

Prev 1 Next

2. Click desired LOV group.

List of Values

List of Value Group	Updated On	Updated By
Employee Classification	06/13/2017	admin
Employee Position	06/13/2017	admin
Training per Employee per Year	06/13/2017	admin

Prev 1 Next

3. System will display the *LOV Group* details page.

4. Click **Active** button of the value to be deactivated.

List of Values / Employee Position

Employee Position	Status
Associates	Active
Middle Management	Active
Department Managers/ Equivalent	Active
Supervisor	Active

<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm deactivation of the value.</p>											
<p>7. System will go back to the <i>LOV Group</i> details page.</p> <p> Status of the record changes to Inactive.</p> <p>8. Click Save button to save the changes to the LOV group.</p>	<p>List of Values / Employee Position</p> <p>+ Add Value</p> <table border="1"> <thead> <tr> <th>Employee Position</th><th>Status</th></tr> </thead> <tbody> <tr> <td>Associates</td><td>Active</td></tr> <tr> <td>Middle Management</td><td>Active</td></tr> <tr> <td>Department Managers/ Equivalent</td><td>Active</td></tr> <tr> <td>Supervisor</td><td>Inactive</td></tr> </tbody> </table> <p>Save Cancel</p>	Employee Position	Status	Associates	Active	Middle Management	Active	Department Managers/ Equivalent	Active	Supervisor	Inactive
Employee Position	Status										
Associates	Active										
Middle Management	Active										
Department Managers/ Equivalent	Active										
Supervisor	Inactive										
<p>9. System will display a prompt.</p> <p>10. Click OK button on the prompt.</p>											

11. System will revert back to the *List of Values* list.

List of Values

Search

List of Value Group	Updated On	Updated By
Adjectival Rating	06/13/2017	admin
Agency/Office	06/13/2017	admin

4.1.6 Activate a Value from the LOV Group

1. From the *List of Values* list, search the LOV group to be updated.

List of Values

employee

Search

List of Value Group	Updated On	Updated By
Employee Classification	06/13/2017	admin
Employee Position	06/13/2017	admin
Training per Employee per Year	06/13/2017	admin

Prev 1 Next

2. Click desired LOV group.

List of Values

Search

List of Value Group	Updated On	Updated By
Employee Classification	06/13/2017	admin
Employee Position	06/13/2017	admin
Training per Employee per Year	06/13/2017	admin

Prev 1 Next

3. System will display the *LOV Group* details page.

4. Click **Inactive** button of the value to be activated.

List of Values / Employee Position

+ Add Value

Employee Position	Status
Associates	Active
Middle Management	Active
Department Managers/ Equivalent	Active
Supervisor	Inactive

Save

Cancel

 Status of the record changes to **Active**.

5. Click **Save** button to save the changes to the LOV group.

List of Values / Employee Position

[+ Add Value](#)

Employee Position	Status
Associates	Active
Middle Management	Active
Department Managers/ Equivalent	Active
Supervisor	Active

[Save](#)

[Cancel](#)

6. System will display a prompt.

7. Click **OK** button on the prompt.



Successfully updated 1 value!

[OK](#)

8. System will revert back to the *List of Values* list.

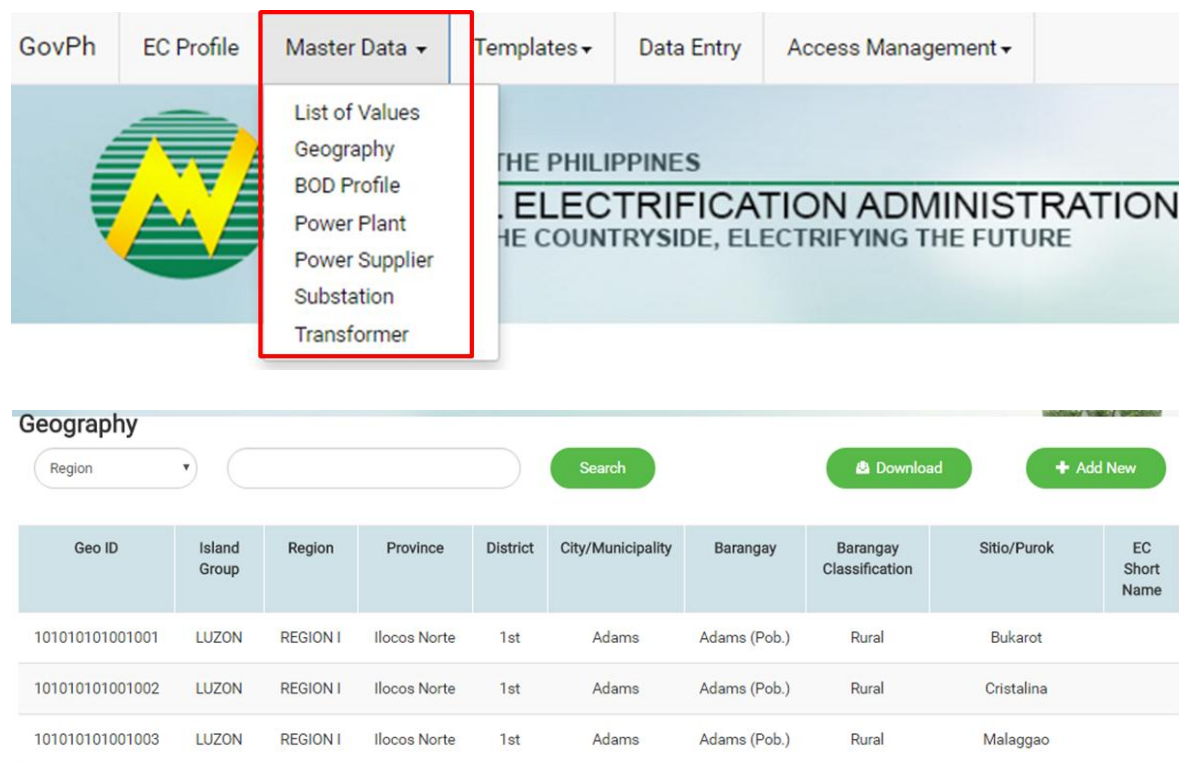
List of Values

Search

List of Value Group	Updated On	Updated By
Adjectival Rating	06/13/2017	admin
Agency/Office	06/13/2017	admin

4.2 Geography Submenu

1. Select **Master Data > Geography** from the Menu tab.
2. *Geography* list screen will be displayed.



The screenshot shows the NEA Web Portal interface. At the top, there is a navigation bar with tabs: GovPh, EC Profile, Master Data (selected), Templates, Data Entry, and Access Management. Below the navigation bar, there is a banner for "THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION" with the tagline "ELECTRIFYING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE". A dropdown menu is open under the "Master Data" tab, showing a list of options: List of Values, Geography (highlighted), BOD Profile, Power Plant, Power Supplier, Substation, and Transformer. Below the banner, there is a section titled "Geography" with a search bar, a "Search" button, a "Download" button, and an "Add New" button. Below this, there is a table with 10 columns: Geo ID, Island Group, Region, Province, District, City/Municipality, Barangay, Barangay Classification, Sitio/Purok, and EC Short Name. The table contains three rows of data.

Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name
101010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot	
101010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina	
101010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao	

4.2.1 Add new Geography

1. Click **+ Add New** button in the Geography list screen.

Geography

Region

Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name
101010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot	
101010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina	
101010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao	

2. Fill-out the fields in the *Geography/Add New* screen.



Fields with asterisk are required.

3. Select value from the dropdown.



List of values for the succeeding fields will depend on the selected value in the prior field.

Geography / Add New

Island Group *

Region *

Province *

District *

City/Municipality *

<p> Barangay Classification field is disabled and value will depend on the Barangay field.</p> <p>4. Click Save button to save the new geography record.</p>	<p>Barangay *</p> <input type="text"/> <p>Barangay Classification *</p> <input type="text"/> <p>Sitio/Purok *</p> <input type="text"/> <p>EC Short Name *</p> <input type="text"/> <p> <input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </p>
<p>5. System will display a prompt.</p> <p>6. Click OK button on the prompt.</p>	<div>  <p>Successfully created!</p> <input type="button" value="OK"/> </div>

10. System will revert back to the Geography list screen.

Geography

Region

Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name
101010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot	
101010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina	
101010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao	

4.2.2 Search a Geography

1. From the *Geography* search screen, select Filter.

- ALL
- By Island Group, Region, Province, District, etc.

2. Enter keyword.

3. Click **Search** button.



Click **Previous** or **Next** button to view search results in other pages.

Geography

ALL

Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name

Prev Next

4.2.3 Sort Search Results

- From the *Geography* list screen, click a column header to sort list.
 - Geo ID, Island Group, Region, etc.



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

Geography

ALL

Search

Download

+ Add New

Geo ID	Island Group	Region ▲	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Show Narr
3170101001001	MINDANAO	REGION XII	North Cotabato	1st	Alamada	Bao	Rural	Bacolod	
3170101001002	MINDANAO	REGION XII	North Cotabato	1st	Alamada	Bao	Rural	Banatalan	
3170101001003	MINDANAO	REGION XII	North Cotabato	1st	Alamada	Bao	Rural	Bangi	

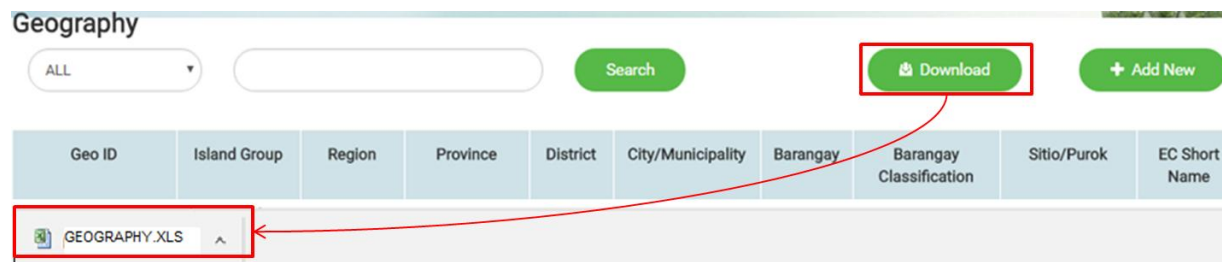
4.2.4 Download Geography List

1. From the *Geography* list screen, click the **Download** button.



Download file on a per Region level to prevent large volume of data being downloaded.

2. Geography list will be downloaded in an excel format.
3. Click the file to open and save in computer.



Geography

ALL [Search] [Download] [+ Add New]

Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name
GEOGRAPHY.XLS									

4.2.5 View Geography

1. From the *Geography* list screen, search the Geography to be viewed.

Geography

ALL

ALL
Island Group
Region
Province
District
City/Municipality
Barangay
Barangay Classification
Sitio/Purok
EC Short Name
Status

Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name

2. Click desired Geography.

Geography

Region

Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name
101010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot	
101010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina	
101010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao	

3. System will display the
Geography details page.

Geography / View / Bukarot

 Update

Deactivate

Island Group
LUZON

Region
Region I

Province
Ilocos Norte

District
1st

City/Municipality
Adams

Barangay
Adams (Pob.)

Barangay Classification
Rural

Sitio/Purok
Bukarot

EC

4.2.6 Update Geography

1. From the *Geography* list screen, search the Geography to be updated.

Geography

ALL

ALL
Island Group
Region
Province
District
City/Municipality
Barangay
Barangay Classification
Sitio/Purok
EC Short Name
Status

Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name

2. Click desired Geography.

Geography

Region

Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name
101010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot	
101010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina	
101010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao	

3. System will display the
Geography details page.

4. Click **Update** button.

Geography / View / Bukarot

 Update

Deactivate

Island Group

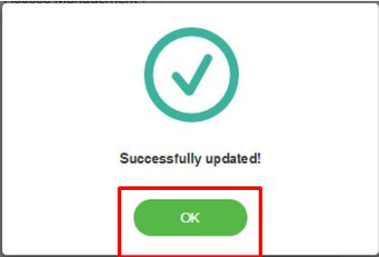
LUZON

Region

Region I

Province

Ilocos Norte

<p>5. System will display the <i>Geography/Update</i> details page.</p> <p>6. Update Geography details.</p> <p>7. Click Update button.</p>	
<p>8. System will display a prompt.</p> <p>9. Click OK button.</p>	

10. System will revert back to the *Geography* list screen.

Geography

Region

Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name
1010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot	
1010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina	
1010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao	

4.2.7 Deactivate Geography

1. From the *Geography* list screen, search the Geography to be deactivated.

Geography

ALL

Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name

Prev Next

<div>2. Click desired Geography.</div>	<div><div><div>Geography</div><div><div>Region</div><div></div><div>Search</div><div>Download</div><div>Add New</div></div><table><thead><tr><th>Geo ID</th><th>Island Group</th><th>Region</th><th>Province</th><th>District</th><th>City/Municipality</th><th>Barangay</th><th>Barangay Classification</th><th>Sitio/Purok</th><th>EC Short Name</th></tr></thead><tbody><tr><td>101010101001001</td><td>LUZON</td><td>REGION I</td><td>Ilocos Norte</td><td>1st</td><td>Adams</td><td>Adams (Pob.)</td><td>Rural</td><td>Bukarot</td><td></td></tr><tr><td>101010101001002</td><td>LUZON</td><td>REGION I</td><td>Ilocos Norte</td><td>1st</td><td>Adams</td><td>Adams (Pob.)</td><td>Rural</td><td>Cristalina</td><td></td></tr><tr><td>101010101001003</td><td>LUZON</td><td>REGION I</td><td>Ilocos Norte</td><td>1st</td><td>Adams</td><td>Adams (Pob.)</td><td>Rural</td><td>Malaggao</td><td></td></tr></tbody></table></div></div>	Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name	101010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot		101010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina		101010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao	
Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name																																
101010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot																																	
101010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina																																	
101010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao																																	
<div><div>3. System will display the <i>Geography</i> details page.</div><div>4. Click Deactivate button.</div></div>	<div><div><div>Geography / View / Bukarot</div><div>Update</div><div>Deactivate</div></div><div><div>Island Group</div><div>LUZON</div><div>Region</div><div>Region I</div><div>Province</div><div>Ilocos Norte</div></div></div>																																								
<div><div>5. System will display a confirmation prompt.</div><div>6. Click Yes button to confirm deactivation.</div></div>	<div><div><div><div></div><div>Are you sure you want to deactivate this record?</div><div>YesNo</div></div></div></div>																																								

7. System will display a prompt.

8. Click **OK** button.



9. System will revert back to the *Geography* list screen.

Geography

Region

Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name
1010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot	
1010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina	
1010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao	

4.2.8 Activate Geography

1. From the *Geography* list screen, search the Geography to be activated.

Geography

ALL

ALL

Island Group

Region

Province

District

City/Municipality

Barangay

Barangay Classification

Sitio/Purok

EC Short Name

Status

Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name

2. Click desired Geography.

Geography

Region

Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name
101010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot	
101010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina	
101010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao	

<p>3. System will display the <i>Geography</i> details page.</p> <p>4. Click Activate button.</p>	<div> <div>Geography / View / Bukarot</div> <div> <div>Update</div> <div>Activate</div> </div> <div> <div>Island Group</div> <div>LUZON</div> </div> <div> <div>Region</div> <div>Region I</div> </div> <div> <div>Province</div> <div>Ilocos Norte</div> </div> <div> <div>District</div> <div>1st</div> </div> <div> <div>City/Municipality</div> <div>Adams</div> </div> </div>
<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm activation.</p>	<div> <div> <div>!</div> <div>Are you sure you want to activate this record?</div> <div> <div>Yes</div> <div>No</div> </div> </div> </div>
<p>7. System will display a prompt.</p> <p>8. Click OK button.</p>	<div> <div> <div>✓</div> <div>Successfully activated!</div> <div> <div>OK</div> </div> </div> </div>

9. System will revert back to the *Geography* list screen.

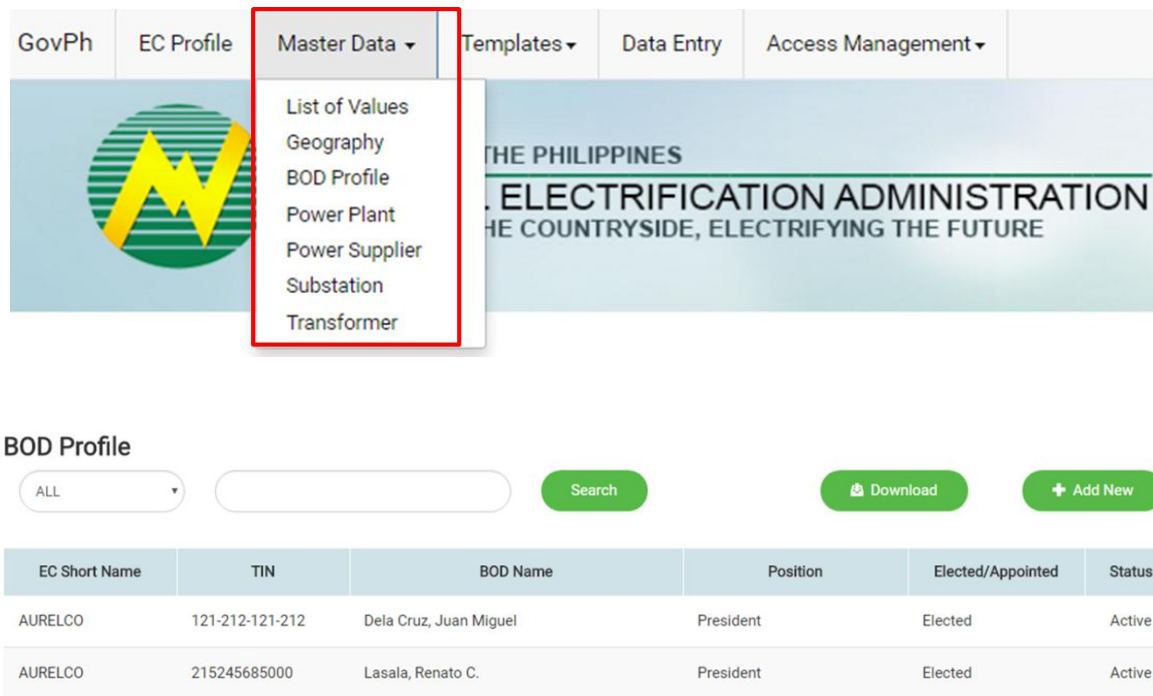
Geography

Region

Geo ID	Island Group	Region	Province	District	City/Municipality	Barangay	Barangay Classification	Sitio/Purok	EC Short Name
1010101001001	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Bukarot	
1010101001002	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Cristalina	
1010101001003	LUZON	REGION I	Ilocos Norte	1st	Adams	Adams (Pob.)	Rural	Malaggao	

4.3 BOD Profile Submenu

1. Select **Master Data > BOD Profile** from the Menu tab.
2. *BOD Profile* list will be displayed.



The screenshot shows the NEA Web Portal interface. At the top, there is a navigation bar with tabs: GovPh, EC Profile, Master Data, Templates, Data Entry, and Access Management. The 'Master Data' tab is selected, and a dropdown menu is open, showing options: List of Values, Geography, BOD Profile, Power Plant, Power Supplier, Substation, and Transformer. The 'BOD Profile' option is highlighted. Below the navigation bar, there is a banner for 'THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION' with the tagline 'ELECTRIFYING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE'. Below the banner, the 'BOD Profile' section is displayed. It includes a dropdown menu set to 'ALL', a search bar, and buttons for 'Search', 'Download', and 'Add New'. Below these elements is a table with the following data:

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active

4.3.1 Add new BOD Profile

1. Click **+ Add New** button in the BOD Profile list screen.

BOD Profile

ALL

Search

Download

+ Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active

2. Fill-out the fields in the *Geography/Add New* screen.

 Fields with asterisk are required.

BOD Profile / Add New

EC Short Name *

Tax Identification Number (TIN) *

000-000-000-000

BOD Last Name *

BOD First Name *

BOD Middle Name *

BOD Name *

Gender *

Date of Birth *

mm/dd/yyyy

Age *

Telephone Number *

Email Address

Home Address *

Degree *

Elected/Appointed *

Date of Election/Appointment *

mm/dd/yyyy

Position *

District GEO ID *

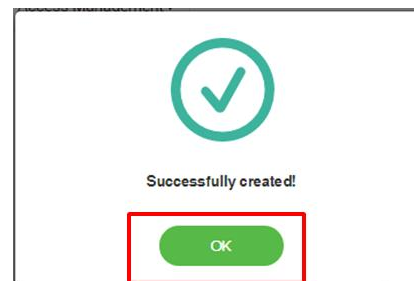
3. Click **Save** button to save the new geography record.



Clicking **Clear** button will reset previously selected/entered values.



4. System will display a prompt.
5. Click **OK** button on the prompt.



6. System will revert back to the BOD Profile list screen.

BOD Profile

ALL

Search

Download

+ Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active

4.3.2 Search a BOD Profile

- From the *BOD Profile* search screen, select Filter.
 - ALL
 - By EC Short Name, TIN, BOD Name, etc.

2. Enter keyword.

3. Click **Search** button.



Click **Previous** or **Next** button to view search results in other pages.

BOD Profile

ALL

ALL

EC Short Name

TIN

BOD Name

Position

Elected/Appointed

Status

Search

Download

Add New

	TIN	BOD Name	Position	Elected/Appointed	Status
	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	2 5245685000	Lasala, Renato C.	President	Elected	Active

4.3.3 Sort Search Results

- From the *BOD Profile* list screen, click a column header to sort list.
 - EC Short Name, TIN, BOD Name, etc.



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

BOD Profile

ALL

Search

Download

+ Add New

EC Short Name	TIN	BOD Name ▲	Position	Elected/Appointed	Status
PANELCO I	346183421000	Acebes, Cristeta C.	President	Elected	Active
CAGELCO II	235685456000	Andos, Lisa A.	President	Elected	Active
NEECO II (AREA 1)	267584684000	Aquino, Sherwin Prinsipe	President	Elected	Active

4.3.4 Download BOD Profile List

- From the *BOD Profile* list screen, click the **Download** button.

BOD Profile

ALL

Search

Download

+ Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active

- BOD Profile list will be downloaded in an excel format.
- Click the file to open and save in computer.

BOD Profile

ALL

Search

Download

+ Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active
AURELCO	235648545000	Landicho, Teresita P.	President	Elected	Active
AURELCO		Landicho, Jocelyn T.	President	Elected	Active
AURELCO		Marasigan, Ahmad	President	Elected	Active
AURELCO		Maranan, Juliet	President	Elected	Active

BOD Profile.xlsx

Open

Always open files of this type

Show in folder

Cancel

4.3.5 View BOD Profile

<p>1. From the <i>BOD Profile</i> list screen, search the BOD Profile to be viewed.</p>	<p>BOD Profile</p> <div> <div>ALL</div> <div> <div>ALL</div> <div>EC Short Name</div> <div>TIN</div> <div>BOD Name</div> <div>Position</div> <div>Elected/Appointed</div> <div>Status</div> </div> </div> <div> <div>121-212-121-212</div> <div>Dela Cruz, Juan Miguel</div> <div>President</div> <div>Elected</div> <div>Active</div> </div> <div> <div>AURELCO</div> <div>215245685000</div> <div>Lasala, Renato C.</div> <div>President</div> <div>Elected</div> <div>Active</div> </div>
<p>2. Click desired BOD Profile to be viewed.</p>	<p>BOD Profile</p> <div> <div>ALL</div> <div> <div>ALL</div> <div>EC Short Name</div> <div>TIN</div> <div>BOD Name</div> <div>Position</div> <div>Elected/Appointed</div> <div>Status</div> </div> </div> <div> <div>121-212-121-212</div> <div>Dela Cruz, Juan Miguel</div> <div>President</div> <div>Elected</div> <div>Active</div> </div> <div> <div>AURELCO</div> <div>215245685000</div> <div>Lasala, Renato C.</div> <div>President</div> <div>Elected</div> <div>Active</div> </div>

3. System will display the *BOD Profile* details page.

BOD Profile / View / Lasala, Renato C.

 Update

Deactivate

EC Short Name

AURELCO

Cellphone Number

0929-5864529

BOD Tax Identification Number

215245685000

Email Address

Renato@gmail.com

BOD Last Name

Lasala

Home Address

Rizal St. Poblacion West, Oton

BOD First Name

Renato C.

Degree

High School Graduate

BOD Middle Name

Elected/Appointed

Elected

BOD Name

Lasala, Renato C.

Date of Election/Appointment

01/18/2016

Gender

2060

Position

President

Date of Birth

11/22/1979

District GEO ID

559

Age

37

4.3.6 Update BOD Profile

1. From the *BOD Profile* list screen, search the BOD Profile to be updated.

BOD Profile

ALL

ALL

EC Short Name

TIN

BOD Name

Position

Elected/Appointed

Status

121-212-121-212

Dela Cruz, Juan Miguel

President

Elected

Active

AURELCO

215245685000

Lasala, Renato C.

President

Elected

Active

Search

Download

Add New

2. Click desired BOD Profile to be updated.

BOD Profile

ALL

Search

Download

Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active

3. System will display the *BOD Profile* details page.

4. Click **Update** button.

BOD Profile / View / Lasala, Renato C.

 Update

Deactivate

EC Short Name
AURELCO

Cellphone Number
0929-5864529

BOD Tax Identification Number
215245685000

Email Address
Renato@gmail.com

BOD Last Name
Lasala

Home Address
Rizal St. Poblacion West, Oton

BOD First Name
Renato C.

Degree
High School Graduate

5. System will display the *BOD Profile/Update* details page.

6. Update BOD Profile details.

BOD Profile / Update / Lasala, Renato C.

EC Short Name *
AURELCO

Telephone Number *
0929-5864529

Tax Identification Number (TIN) *
215-245-685-000

Email Address
Renato@gmail.com

BOD Last Name *
Lasala

Home Address *
Rizal St. Poblacion West, Oton

BOD First Name *
Renato C.

Degree *
High School Graduate

BOD Middle Name *

Elected/Appointed *
Elected

BOD Name *
Lasala, Renato C.

Date of Election/Appointment *
01/18/2016

Gender *

Position *
President

Date of Birth *
11/22/1979

Age *
37

District GEO ID *
559

7. Click Update button to save update.	<div><div>Update</div><div>Cancel</div></div>																		
8. System will display a prompt. 9. Click OK button.	<div><div><div><div>✓</div></div><div>Successfully updated!</div><div>OK</div></div></div>																		
10. System will revert back to the BOD Profile list screen.	<div><div><div>BOD Profile</div><div><div>ALL</div><div></div><div>Search</div><div>Download</div><div>+ Add New</div></div></div><table><tr><th>EC Short Name</th><th>TIN</th><th>BOD Name</th><th>Position</th><th>Elected/Appointed</th><th>Status</th></tr><tr><td>AURELCO</td><td>121-212-121-212</td><td>Dela Cruz, Juan Miguel</td><td>President</td><td>Elected</td><td>Active</td></tr><tr><td>AURELCO</td><td>215245685000</td><td>Lasala, Renato C.</td><td>President</td><td>Elected</td><td>Active</td></tr></table></div>	EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status	AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active	AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active
EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status														
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active														
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active														

4.3.7 Deactivate BOD Profile

1. From the *BOD Profile* list screen, search the BOD Profile to be deactivated.

BOD Profile

ALL

EC Short Name

TIN

BOD Name

Position

Elected/Appointed

Status

AURELCO

2

5245685000

Lasala, Renato C.

President

Elected

Active

ALL

Search

Download

Add New

TIN	BOD Name	Position	Elected/Appointed	Status
121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
2 5245685000	Lasala, Renato C.	President	Elected	Active

2. Click desired BOD Profile to be deactivated.

BOD Profile

ALL

Search

Download

Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active

<p>3. System will display the <i>BOD Profile</i> details page.</p> <p>4. Click Deactivate button.</p>	<div data-bbox="757 363 1205 392">BOD Profile / View / Lasala, Renato C.</div> <div data-bbox="1666 363 1771 392">Update</div> <div data-bbox="1794 339 1951 416" style="border: 2px solid red;"> <div data-bbox="1827 371 1906 387">Deactivate</div> </div> <div data-bbox="770 461 887 507"> EC Short Name AURELCO </div> <div data-bbox="1361 461 1498 507"> Cellphone Number 0929-5864529 </div> <div data-bbox="770 541 994 587"> BOD Tax Identification Number 215245685000 </div> <div data-bbox="1361 541 1503 587"> Email Address Renato@gmail.com </div> <div data-bbox="770 620 887 667"> BOD Last Name Lasala </div> <div data-bbox="1361 620 1576 667"> Home Address Rizal St. Poblacion West, Oton </div> <div data-bbox="770 700 887 746"> BOD First Name Renato C. </div> <div data-bbox="1361 700 1518 746"> Degree High School Graduate </div>
<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm deactivation.</p>	<div data-bbox="1155 756 1547 1042" style="border: 1px solid black; text-align: center;">  <p>Are you sure you want to deactivate this record?</p> <div data-bbox="1245 962 1440 1034" style="display: flex; justify-content: space-around;"> <div data-bbox="1245 962 1350 1034" style="border: 2px solid red; padding: 5px;">Yes</div> <div data-bbox="1350 962 1440 1034" style="padding: 5px;">No</div> </div> </div>
<p>7. System will display a prompt.</p> <p>8. Click OK button.</p>	<div data-bbox="1155 1050 1547 1311" style="border: 1px solid black; text-align: center;">  <p>Successfully deactivated!</p> <div data-bbox="1283 1233 1417 1311" style="border: 2px solid red; padding: 5px; margin-top: 10px;">OK</div> </div>

9. System will revert back to the BOD Profile list screen.



When BOD Profile is checked, status becomes Inactive.

BOD Profile

ALL

Search

Download

+ Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active

BOD Profile

ALL

lasal

Search

Download

+ Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Inactive

4.3.8 Activate BOD Profile

1. From the *BOD Profile* list screen, search the BOD Profile to be activated.

BOD Profile

ALL

EC Short Name

TIN

BOD Name

Position

Elected/Appointed

Status

AURELCO

Search

Download

Add New

TIN	BOD Name	Position	Elected/Appointed	Status
121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
2 5245685000	Lasala, Renato C.	President	Elected	Active

2. Click desired BOD Profile to be activated.

BOD Profile

ALL

Search

Download

Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active

<p>3. System will display the <i>BOD Profile</i> details page.</p> <p>4. Click Activate button.</p>	<div data-bbox="757 347 1205 379">BOD Profile / View / Lasala, Renato C.</div> <div data-bbox="1675 347 1957 411"> <div>Update</div> <div>Activate</div> </div> <div data-bbox="768 448 1583 890"> <table> <tr> <td>EC Short Name AURELCO</td><td>Cellphone Number 0929-5864529</td></tr> <tr> <td>BOD Tax Identification Number 215245685000</td><td>Email Address Renato@gmail.com</td></tr> <tr> <td>BOD Last Name Lasala</td><td>Home Address Rizal St. Poblacion West, Oton</td></tr> <tr> <td>BOD First Name Renato C.</td><td>Degree High School Graduate</td></tr> <tr> <td>BOD Middle Name</td><td>Elected/Appointed Elected</td></tr> <tr> <td>BOD Name Lasala, Renato C.</td><td>Date of Election/Appointment 01/18/2016</td></tr> </table> </div>	EC Short Name AURELCO	Cellphone Number 0929-5864529	BOD Tax Identification Number 215245685000	Email Address Renato@gmail.com	BOD Last Name Lasala	Home Address Rizal St. Poblacion West, Oton	BOD First Name Renato C.	Degree High School Graduate	BOD Middle Name	Elected/Appointed Elected	BOD Name Lasala, Renato C.	Date of Election/Appointment 01/18/2016
EC Short Name AURELCO	Cellphone Number 0929-5864529												
BOD Tax Identification Number 215245685000	Email Address Renato@gmail.com												
BOD Last Name Lasala	Home Address Rizal St. Poblacion West, Oton												
BOD First Name Renato C.	Degree High School Graduate												
BOD Middle Name	Elected/Appointed Elected												
BOD Name Lasala, Renato C.	Date of Election/Appointment 01/18/2016												

7. System will display a prompt.

8. Click **OK** button.



9. System will revert back to the BOD Profile list screen.



When BOD Profile is checked, status becomes Active.

BOD Profile

ALL

Search

Download

+ Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	121-212-121-212	Dela Cruz, Juan Miguel	President	Elected	Active
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active

BOD Profile

ALL

lasala

Search

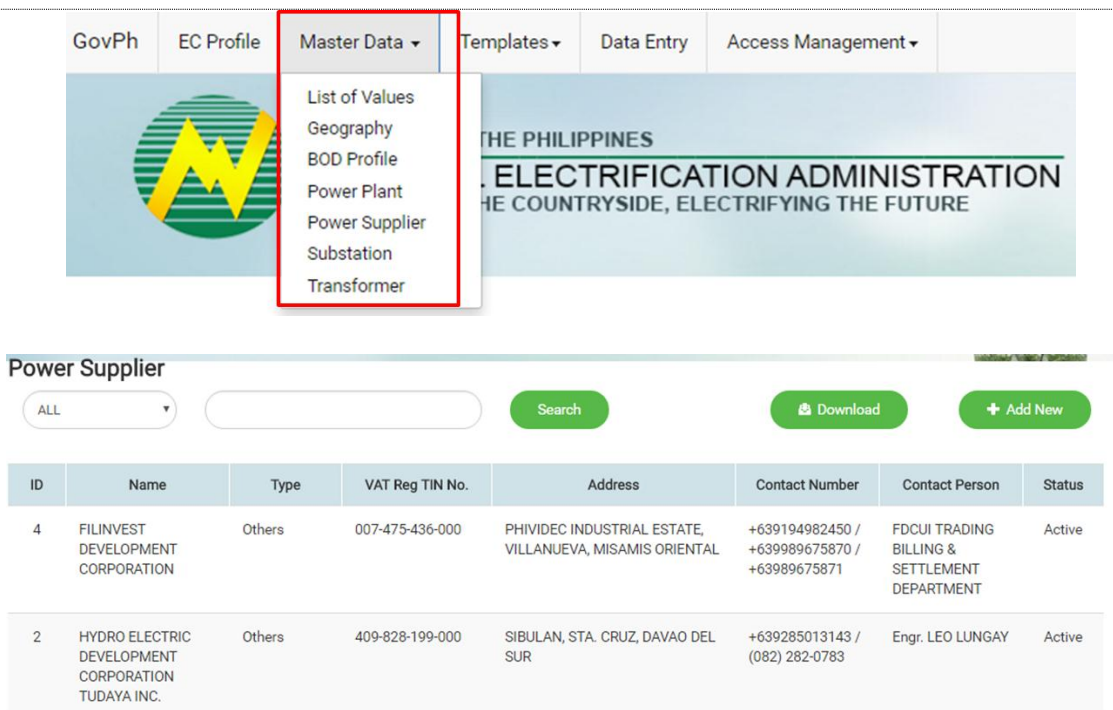
Download

+ Add New

EC Short Name	TIN	BOD Name	Position	Elected/Appointed	Status
AURELCO	215245685000	Lasala, Renato C.	President	Elected	Active

4.4 Power Supplier Submenu

1. Select **Master Data > Power Supplier** from the Menu tab.
2. *Power Supplier* list will be displayed.



The screenshot shows the NEA Web Portal interface. At the top, there is a navigation bar with tabs: GovPh, EC Profile, Master Data, Templates, Data Entry, and Access Management. The 'Master Data' tab is selected, and a dropdown menu is open, showing options: List of Values, Geography, BOD Profile, Power Plant, Power Supplier, Substation, and Transformer. The 'Power Supplier' option is highlighted. Below the navigation bar, there is a banner for 'THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION' with the tagline 'ELECTRIFYING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE'. Below the banner, there is a section titled 'Power Supplier'. This section includes a dropdown menu set to 'ALL', a search bar, a 'Search' button, a 'Download' button, and an 'Add New' button. Below these buttons is a table listing power suppliers.

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active

4.4.1 Add new Power Supplier

1. Click **+ Add New** button in the Power Supplier screen.

Power Supplier

ALL

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active

<p>2. Fill-out the fields in the <i>Power Supplier/Add New</i> screen.</p> <p> Fields with asterisk are required.</p> <p>3. Select value from dropdown list (if applicable).</p> <p>4. Click Save button to save the new Power Supplier record.</p> <p> Clicking Clear button will reset previously selected/entered values.</p>	<div data-bbox="1189 339 1554 376">Power Supplier / Add New</div> <div data-bbox="1189 456 1541 523"> Power Supplier Name * <input type="text"/> </div> <div data-bbox="1189 549 1541 616"> Power Supplier Type * <input type="text"/> </div> <div data-bbox="1189 641 1541 708"> Power Supplier VAT Reg. TIN No. * <input type="text"/> </div> <div data-bbox="1189 734 1541 871"> Power Supplier Address * <input type="text"/> </div> <div data-bbox="1189 896 1541 963"> Power Supplier Contact Number * <input type="text"/> </div> <div data-bbox="1189 989 1541 1056"> Power Supplier Contact Person * <input type="text"/> </div> <div data-bbox="1189 1082 1541 1139"> <div>Save</div> <div>Clear</div> <div>Cancel</div> </div>
<p>5. System will display a prompt.</p> <p>6. Click OK button on the prompt.</p>	

																									
<p>7. System will revert back to the Power Supplier list screen.</p>	<p>Power Supplier</p> <p>ALL <input type="text"/> Search Download + Add New</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Type</th> <th>VAT Reg TIN No.</th> <th>Address</th> <th>Contact Number</th> <th>Contact Person</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>FILINVEST DEVELOPMENT CORPORATION</td> <td>Others</td> <td>007-475-436-000</td> <td>PHIVIDE INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL</td> <td>+639194982450 / +639989675870 / +63989675871</td> <td>FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT</td> <td>Active</td> </tr> <tr> <td>2</td> <td>HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.</td> <td>Others</td> <td>409-828-199-000</td> <td>SIBULAN, STA. CRUZ, DAVAO DEL SUR</td> <td>+639285013143 / (082) 282-0783</td> <td>Engr. LEO LUNGAY</td> <td>Active</td> </tr> </tbody> </table>	ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status	4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDE INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active
ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status																		
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDE INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active																		
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active																		

4.4.2 Search a Power Supplier

<p>1. From the <i>Power Supplier</i> search screen, select Filter.</p> <ul style="list-style-type: none"> ALL By Power Supplier Name, Power Supplier Type, etc. 	<p>Power Supplier</p> <p>ALL <input type="text"/> Search Download + Add New</p> <table border="1"> <thead> <tr> <th>Type</th> <th>VAT Reg TIN No.</th> <th>Address</th> <th>Contact Number</th> <th>Contact Person</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Others</td> <td>007-475-436-000</td> <td>PHIVIDE INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL</td> <td>+639194982450 / +639989675870 / +63989675871</td> <td>FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT</td> <td>Active</td> </tr> </tbody> </table>	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status	Others	007-475-436-000	PHIVIDE INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status								
Others	007-475-436-000	PHIVIDE INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active								

2. Enter keyword.

3. Click **Search** button.



Click **Previous** or **Next** button to view search results in other pages.

4.4.3 Sort Search Results

1. From the *Power Supplier* list screen, click a column header to sort list.

- ID, Name, Type, etc.



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

Power Supplier

ALL

Search

Download

+ Add New

ID	Name ▼	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
5	THERMA SOUTH INC.	Others	267-447-083-000	BINUGAO, TORIL, DAVAO CITY, DAVAO DEL SUR	+639176321915 / +639176323568 / +639175368441	TSI ENERGY TRADING DEPARTMENT / JOFRANN MELOCOTON	Active
6	THERMA MARINE INC.	Others	267-090-070-000	MACO, COMPOSTELA VALLEY / NASIPIT, AGUSAN DEL NORTE	+639176321915 / +639176323568 / +639175368441	TMI ENERGY TRADING DEPARTMENT / JOFRANN MELOCOTON	Active

4.4.4 Download Power Supplier List

1. From the *Power Supplier* list screen, click the **Download** button.

Power Supplier

ALL

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active

2. Power Supplier list will be downloaded in an excel format.
3. Click the file to open and save in computer.

Power Supplier

ALL

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active
7			008-644-102-000	DASURECO COMPOUND, BRGY. COGON, DIGOS CITY, DAVAO DEL	+639177169733 / +639171051363	Engr. LOREN MANANSALA /	Active

Power Supplier List.xlsx

4.4.5 View Power Supplier

1. From the *Power Supplier* list screen, search the Power Supplier to be viewed.

Power Supplier

ALL

Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
Others	007-475-436-000	PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active

2. Click desired Power Supplier to be viewed.

Power Supplier

ALL

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active

3. System will display the *Power Supplier* details page.

Power Supplier / View / FILINVEST DEVELOPMENT CORPORATION

Update

Deactivate

Power Supplier Name

FILINVEST DEVELOPMENT CORPORATION

Power Supplier Type

Others

Power Supplier VAT Reg TIN No.

007-475-436-000

Power Supplier Address

PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL

Power Supplier Contact Number

+639194982450 / +639989675870 / +63989675871

Power Supplier Contact Person

FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT

4.4.6 Update Power Supplier

1. From the *Power Supplier* list screen, search the Power Supplier to be updated.

Power Supplier

ALL
Power Supplier Name
Power Supplier Type
Power Supplier VAT Reg TIN No.
Power Supplier Address
Power Supplier Contact Person
Status
FILINVEST DEVELOPMENT CORPORATION

Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
Others	007-475-436-000	PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active

- Click desired Power Supplier to be updated.

Power Supplier

ALL

Search

Download

Add New

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active

- System will display the *Power Supplier* details page.

- Click **Update** button.

Power Supplier / View / TEST POWER SUPPLIER

Update

Deactivate

Power Supplier Name
TEST POWER SUPPLIER

Power Supplier Type
Distribution Utility

Power Supplier VAT Reg TIN No.
123-456-789-000

Power Supplier Address
ADDRESS

Power Supplier Contact Number
123-4567

Power Supplier Contact Person
MR. CRUZ

<p>5. System will display the <i>Power Supplier/Update</i> details page.</p> <p>6. Update Power Supplier details.</p> <p>7. Click Update button.</p>	<div data-bbox="1055 344 1653 373">Power Supplier / Update / TEST POWER SUPPLIER</div> <div data-bbox="1055 448 1375 1074"> <p>Power Supplier Name *</p> <input type="text" value="TEST POWER SUPPLIER"/> <p>Power Supplier Type *</p> <input type="text" value="Distribution Utility"/> <p>Power Supplier VAT Reg. TIN No. *</p> <input type="text" value="123-456-789-000"/> <p>Power Supplier Address *</p> <input type="text" value="ADDRESS"/> <p>Power Supplier Contact Number *</p> <input type="text" value="123-4567"/> <p>Power Supplier Contact Person *</p> <input type="text" value="MR. CRUZ"/> <p>Update Cancel</p> </div>
<p>8. System will display a prompt.</p> <p>9. Click OK button.</p>	<div data-bbox="1162 1098 1541 1358">  <p>Successfully updated!</p> <p>OK</p> </div>

10. System will revert back to the *Power Supplier* list screen.

Power Supplier

ALL

Search

Download

+ Add New

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active

4.4.7 Deactivate Power Supplier

1. From the *Power Supplier* list screen, search the Power Supplier to be deactivated.

Power Supplier

ALL

Search

Download

+ Add New

Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
Others	007-475-436-000	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active

- Click desired Power Supplier to be deactivated.

Power Supplier

ALL

Search

Download

Add New

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active

- System will display the *Power Supplier* details page.

- Click **Deactivate** button.

Power Supplier / View / TEST POWER SUPPLIER

[Update](#)
[Deactivate](#)

Power Supplier Name
TEST POWER SUPPLIER

Power Supplier Type
Distribution Utility

Power Supplier VAT Reg TIN No.
123-456-789-000

Power Supplier Address
ADDRESS

Power Supplier Contact Number
123-4567

Power Supplier Contact Person
MR. CRUZ

<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm deactivation.</p>	 <p>The dialog box features a red circle with a white exclamation mark at the top. Below it, the text 'Are you sure you want to deactivate this record?' is centered. At the bottom, there are two buttons: a green 'Yes' button and a red 'No' button. The 'Yes' button is highlighted with a red rectangular border.</p>
<p>7. System will display a prompt.</p> <p>8. Click OK button.</p>	 <p>The dialog box features a green circle with a white checkmark at the top. Below it, the text 'Successfully deactivated!' is centered. At the bottom, there is a single green 'OK' button, which is highlighted with a red rectangular border.</p>

9. System will revert back to the Power Supplier list screen.



When Power Supplier is checked, status becomes Inactive.

Power Supplier

ALL

Search

Download

+ Add New

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active

Power Supplier

ALL

test

Search

Download

+ Add New

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
9	TEST POWER SUPPLIER	Distribution Utility	123-456-789-000	ADDRESS	123-4567	MR. CRUZ	Inactive

4.4.8 Activate Power Supplier

1. From the *Power Supplier* list screen, search the Power Supplier to be activated.

Power Supplier

ALL

Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
Others	007-475-436-000	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active

2. Click desired Power Supplier to be activated.

Power Supplier

ALL

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active

<p>3. System will display the <i>Power Supplier</i> details page.</p> <p>4. Click Activate button.</p>	<div> <div>Power Supplier / View / TEST POWER SUPPLIER</div> <div> <div>Update</div> <div>Activate</div> </div> <div> <div>Power Supplier Name</div> <div>TEST POWER SUPPLIER</div> </div> <div> <div>Power Supplier Type</div> <div>Distribution Utility</div> </div> <div> <div>Power Supplier VAT Reg TIN No.</div> <div>123-456-789-000</div> </div> <div> <div>Power Supplier Address</div> <div>ADDRESS</div> </div> <div> <div>Power Supplier Contact Number</div> <div>123-4567</div> </div> <div> <div>Power Supplier Contact Person</div> <div>MR. CRUZ</div> </div> </div>
<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm activation.</p>	<div> <div>  <p>Are you sure you want to activate this record?</p> <div> <div>Yes</div> <div>No</div> </div> </div> </div>
<p>7. System will display a prompt.</p> <p>8. Click OK button.</p>	<div> <div>  <p>Successfully activated!</p> <div> <div>OK</div> </div> </div> </div>

9. System will revert back to the Power Supplier list screen.



When Power Supplier is checked, status becomes Active.

Power Supplier

ALL

Search

Download

+ Add New

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
4	FILINVEST DEVELOPMENT CORPORATION	Others	007-475-436-000	PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS ORIENTAL	+639194982450 / +639989675870 / +63989675871	FDCUI TRADING BILLING & SETTLEMENT DEPARTMENT	Active
2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.	Others	409-828-199-000	SIBULAN, STA. CRUZ, DAVAO DEL SUR	+639285013143 / (082) 282-0783	Engr. LEO LUNGAY	Active

Power Supplier

ALL

test

Search

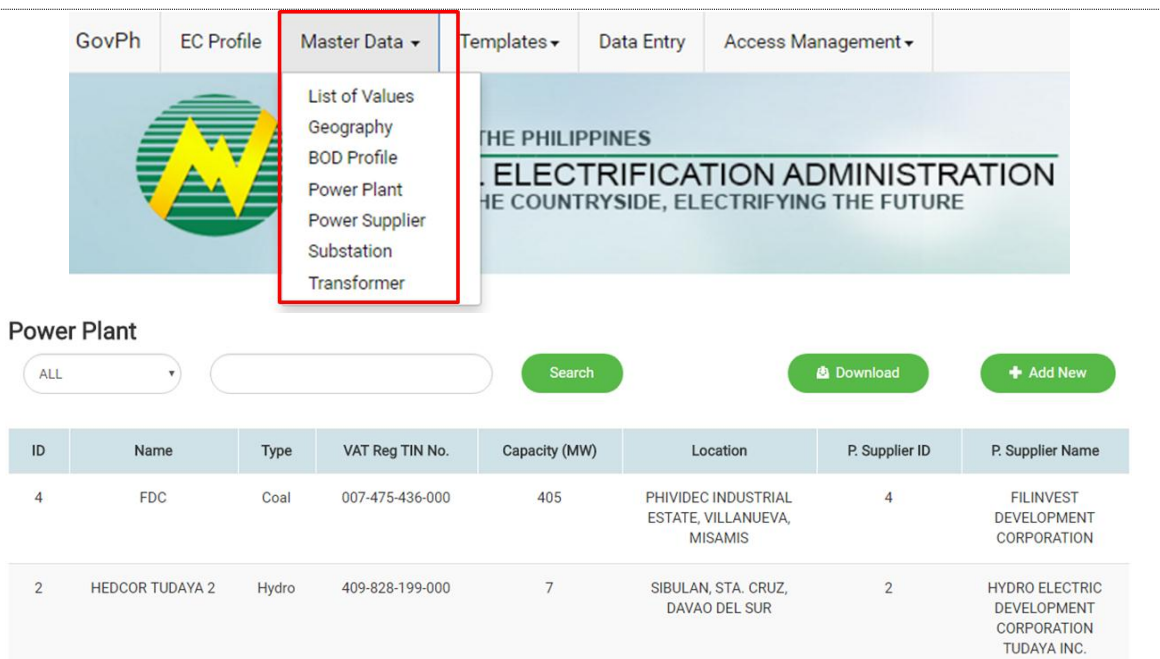
Download

+ Add New

ID	Name	Type	VAT Reg TIN No.	Address	Contact Number	Contact Person	Status
9	TEST POWER SUPPLIER	Distribution Utility	123-456-789-000	ADDRESS	123-4567	MR. CRUZ	Active

4.5 Power Plant Submenu

1. Select **Master Data > Power Plant** from the Menu tab.
2. *Power Plant* list will be displayed.



Power Plant

ALL

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.

4.5.1 Add new Power Plant

1. Click **+ Add New** button in the Power Plant screen.

Power Plant

ALL

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.

- Fill-out the fields in the *Power Plant/Add New* screen.



Fields with asterisk are required.

- Select value from dropdown list (if applicable).



Power Supplier ID is auto-populated based on Power Supplier Name.



Note: Adding a new Power Plant requires an existing Power Supplier.

- Click **Save** button to save the new Power Supplier record.



Clicking **Clear** button will reset previously selected/entered values.

Power Plant / Add New

Power Plant Name *

Power Plant Type *

Power Plant VAT Reg. TIN No. *

Grid Type *

Power Plant Capacity (MW) *

Power Plant Location *

Power Supplier ID *

Power Supplier Name *

Save

Clear

Cancel

4.5.2 Search a Power Plant

- From the *Power Plant* search screen, select Filter.
 - ALL
 - By Power Plant Name, Power Plant Type, etc.

2. Enter keyword.

3. Click **Search** button.



Click **Previous** or **Next** button to view search results in other pages.

Power Plant

ALL

Search

Download

+ Add New

	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
1	Coal	007-475-436-000	405	PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ,	2	HYDRO ELECTRIC

4.5.3 Sort Search Results

- From the *Power Plant* list screen, click a column header to sort list.

- ID, Name, Type, etc.



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

Power Plant

ALL

Search

Download

+ Add New

ID	Name ▼	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
5	TSI	Coal	267-447-083-000	300	BINUGAO, TORIL, DAVAO CITY, DAVAO DEL SUR	5	THERMA SOUTH INC.
6	TMI	Diesel	267-090-070-000	200	MACO, COMPOSTELA VALLEY / NASIPIT, AGUSAN DEL NORTE	6	THERMA MARINE INC.
9	TEST POWER PLANT	Coal	123-456-789-000	10,000	CAGAYAN	9	TEST POWER SUPPLIER

4.5.4 Download Power Plant List

- From the *Power Plant* list screen, click the **Download** button.

Power Plant

ALL

Search

Download

+ Add New

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDEA INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.

- Power Plant list will be downloaded in an excel format.
- Click the file to open and save in computer.

Power Plant

ALL

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.
8			007-814-093-000	103	SO. MAPALAD, DALIBUGA, ILIGAN CITY	8	MAPALAD POWER CORPORATION

PowerPlantList.xlsx

4.5.5 View Power Plant

- From the *Power Plant* list screen, search the Power Plant to be viewed.

Power Plant

ALL

Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
Coal	007-475-436-000	405	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ,	2	HYDRO ELECTRIC

ALL
Power Plant Name
Power Plant Type
Power Plant VAT Reg TIN No.
Grid
Power Plant Capacity (MW)
Power Plant Location
Power Supplier ID
Power Supplier Name
Status

- Click desired Power Plant to be viewed.

Power Plant

ALL ▾

Search

Download

+ Add New

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDEA INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.

3. System will display the *Power Plant* details page.

Power Plant / View / FDC

 Update

Deactivate

Power Plant Name

FDC

Power Plant Type

Coal

Power Plant VAT Reg TIN No.

007-475-436-000

Grid

On-Grid

Power Plant Capacity(MW)

405

Power Plant Location

PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS

Power Supplier ID

4

Power Supplier Name

FILINVEST DEVELOPMENT CORPORATION

4.5.6 Update Power Plant

1. From the *Power Plant* list screen, search the Power Plant to be updated.

Power Plant

ALL

	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
Coal	007-475-436-000	405	PHIVIDE C INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION	
2 HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ,	2	HYDRO ELECTRIC

2. Click desired Power Plant to be updated.

Power Plant

ALL

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDE C INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.

3. System will display the *Power Plant* details page.

4. Click **Update** button.

Power Plant / View / FDC

 Update

Deactivate

Power Plant Name

FDC

Power Plant Type

Coal

Power Plant VAT Reg TIN No.

007-475-436-000

Grid

On-Grid

Power Plant Capacity(MW)

405

Power Plant Location

PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS

5. System will display the *Power Plant/Update* details page.
6. Update Power Plant details.
7. Click **Update** button.

Power Plant / Update / FDC

Power Plant Name *
FDC

Power Plant Type *
Coal ▼

Power Plant VAT Reg. TIN No. *
007-475-436-000

Grid Type *
On-Grid ▼

Power Plant Capacity (MW) *
405

Power Plant Location *
PHIVIDEC INDUSTRIAL ESTATE, VILLANUEV

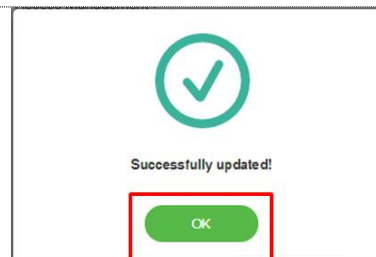
Power Supplier ID *
4

Power Supplier Name *
FILINVEST DEVELOPMENT CORPORATI ▼

Update **Cancel**

8. System will display a prompt.

9. Click **OK** button.



10. System will revert back to the *Power Plant* list screen.

Power Plant

ALL ▾

Search
Download
+ Add New

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.

4.5.7 Deactivate Power Plant

- From the *Power Plant* list screen, search the Power Plant to be deactivated.

Power Plant

ALL

Search

Download

+ Add New

	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
Coal	007-475-436-000	405	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION	
2 HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ,	2	HYDRO ELECTRIC

- Click desired Power Plant to be deactivated.

Power Plant

ALL

Search

Download

+ Add New

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.

<p>3. System will display the <i>Power Plant</i> details page.</p> <p>4. Click Deactivate button.</p>	<div> <div>Power Plant / View / TEST POWER PLANT</div> <div> <div>Update</div> <div>Deactivate</div> </div> <div> <div>Power Plant Name</div> <div>TEST POWER PLANT</div> </div> <div> <div>Power Plant Type</div> <div>Coal</div> </div> <div> <div>Power Plant VAT Reg TIN No.</div> <div>123-456-789-000</div> </div> <div> <div>Grid</div> <div>On-Grid</div> </div> <div> <div>Power Plant Capacity (MW)</div> <div>10,000</div> </div> <div> <div>Power Plant Location</div> <div>CAGAYAN</div> </div> </div>
<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm deactivation.</p>	<div> <div>  <p>Are you sure you want to deactivate this record?</p> <div> <div>Yes</div> <div>No</div> </div> </div> </div>

7. System will display a prompt.

8. Click **OK** button.



9. System will revert back to the Power Plant list screen.

Power Plant

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.

4.5.8 Activate Power Plant

- From the *Power Plant* list screen, search the Power Plant to be activated.

Power Plant

ALL

	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
Coal	007-475-436-000	405	PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION	
2 HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ,	2	HYDRO ELECTRIC

- Click desired Power Plant to be activated.

Power Plant

ALL

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDEC INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.

<p>3. System will display the <i>Power Plant</i> details page.</p> <p>4. Click Activate button.</p>	<div> <div>Power Plant / View / TEST POWER PLANT</div> <div> <div>Update</div> <div>Activate</div> </div> <div> <div>Power Plant Name</div> <div>TEST POWER PLANT</div> </div> <div> <div>Power Plant Type</div> <div>Coal</div> </div> <div> <div>Power Plant VAT Reg TIN No.</div> <div>123-456-789-000</div> </div> <div> <div>Grid</div> <div>On-Grid</div> </div> <div> <div>Power Plant Capacity (MW)</div> <div>10,000</div> </div> <div> <div>Power Plant Location</div> <div>CAGAYAN</div> </div> <div> <div>Power Supplier ID</div> <div>9</div> </div> </div>
<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm activation.</p>	<div> <div>  <p>Are you sure you want to activate this record?</p> <div> <div>Yes</div> <div>No</div> </div> </div> </div>

7. System will display a prompt.

8. Click **OK** button.



9. System will revert back to the Power Plant list screen.

Power Plant

ALL

Search

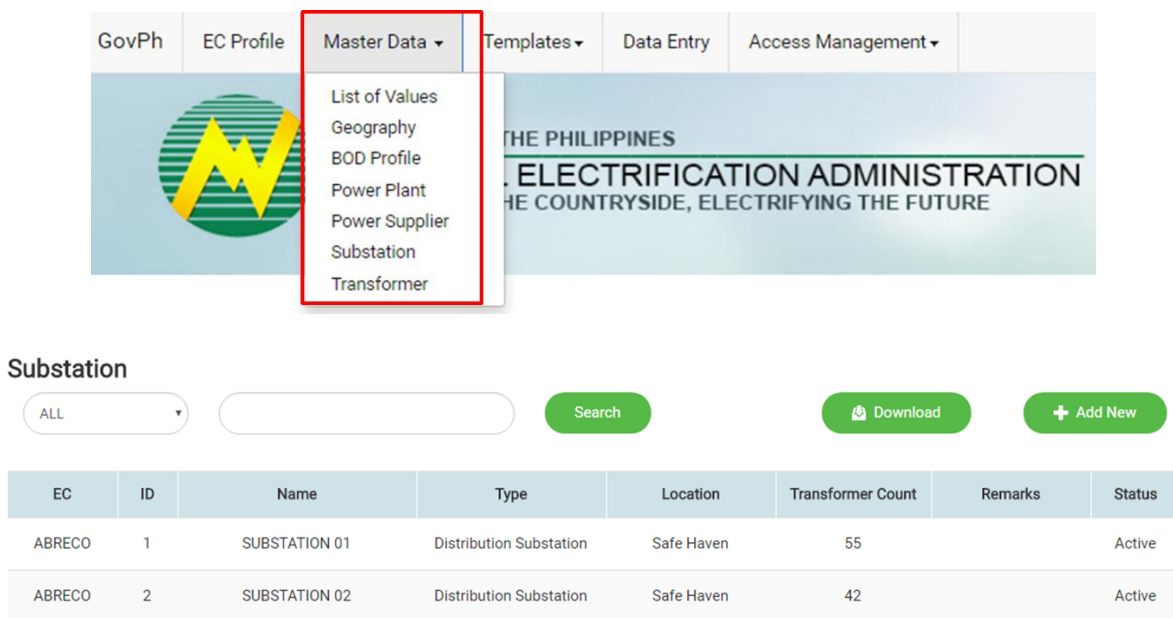
Download

+ Add New

ID	Name	Type	VAT Reg TIN No.	Capacity (MW)	Location	P. Supplier ID	P. Supplier Name
4	FDC	Coal	007-475-436-000	405	PHIVIDEK INDUSTRIAL ESTATE, VILLANUEVA, MISAMIS	4	FILINVEST DEVELOPMENT CORPORATION
2	HEDCOR TUDAYA 2	Hydro	409-828-199-000	7	SIBULAN, STA. CRUZ, DAVAO DEL SUR	2	HYDRO ELECTRIC DEVELOPMENT CORPORATION TUDAYA INC.

4.6 Substation Submenu

1. Select **Master Data > Substation** from the Menu tab.
2. *Substation* list will be displayed.



The screenshot shows the NEA Web Portal interface. At the top, there is a navigation bar with tabs: GovPh, EC Profile, Master Data, Templates, Data Entry, and Access Management. The 'Master Data' tab is selected, and its dropdown menu is open, showing options: List of Values, Geography, BOD Profile, Power Plant, Power Supplier, Substation, and Transformer. The 'Substation' option is highlighted. Below the menu, the 'Substation' section is displayed. It includes a filter dropdown set to 'ALL', a search input field, and buttons for 'Search', 'Download', and 'Add New'. Below these elements is a table with the following data:

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active

4.6.1 Add new Substation

1. Click **+ Add New** button in the Substation list screen.

Substation

ALL

Search

Download

+ Add New

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active

<p>2. Fill-out the fields in the <i>Substation/Add New</i> screen.</p> <p> Fields with asterisk are required.</p> <p>3. Select value from dropdown list (if applicable).</p> <p>4. Click Save button to save the new Power Supplier record.</p> <p> Clicking Clear button will reset previously selected/entered values.</p>	<div data-bbox="1160 339 1585 379">Substation / Add New</div> <div data-bbox="1160 459 1585 1042"> <p>EC Short Name *</p> <input type="text"/> <p>Substation Name *</p> <input type="text"/> <p>Substation Type *</p> <input type="text"/> <p>Location of Substation (Barangay, Municipality/City) *</p> <input type="text"/> <p>Remarks</p> <input type="text"/> <p> <input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </p> </div>
--	--

																									
7. System will revert back to the Substation list screen.	<p>Substation</p> <p>ALL <input type="text"/> Search Download + Add New</p> <table border="1"> <thead> <tr> <th>EC</th> <th>ID</th> <th>Name</th> <th>Type</th> <th>Location</th> <th>Transformer Count</th> <th>Remarks</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ABRECO</td> <td>1</td> <td>SUBSTATION 01</td> <td>Distribution Substation</td> <td>Safe Haven</td> <td>55</td> <td></td> <td>Active</td> </tr> <tr> <td>ABRECO</td> <td>2</td> <td>SUBSTATION 02</td> <td>Distribution Substation</td> <td>Safe Haven</td> <td>42</td> <td></td> <td>Active</td> </tr> </tbody> </table>	EC	ID	Name	Type	Location	Transformer Count	Remarks	Status	ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active	ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active
EC	ID	Name	Type	Location	Transformer Count	Remarks	Status																		
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active																		
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active																		

4.6.2 Search a Substation

<ol style="list-style-type: none"> From the <i>Substation</i> search screen, select Filter. <ul style="list-style-type: none"> ALL By EC, Substation Name, Substation Type, etc. Enter keyword. Click Search button. 	<p>Substation</p> <p>ALL <input type="text"/> Search Download + Add New</p> <div> <div> ALL EC Substation Name Substation Type Location Status </div> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Location</th> <th>Transformer Count</th> <th>Remarks</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>SUBSTATION 01</td> <td>Distribution Substation</td> <td>Safe Haven</td> <td>55</td> <td></td> <td>Active</td> </tr> </tbody> </table> </div>	Name	Type	Location	Transformer Count	Remarks	Status	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
Name	Type	Location	Transformer Count	Remarks	Status								
SUBSTATION 01	Distribution Substation	Safe Haven	55		Active								

4.6.3 Sort Search Results

- From the *Substation* list screen, click a column header to sort list.
 - EC, ID, Name, etc.



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

Substation

ALL

EC	ID	Name	Type	Location	Transformer Count ▼	Remarks	Status
ABRECO	4	SUBSTATION 04	Distribution Substation	Safe Haven	87		Active
ABRECO	3	SUBSTATION 03	Distribution Substation	Safe Haven	85		Active

4.6.4 Download Substation List

- From the *Substation* list screen, click the **Download** button.

Substation

ALL

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active

2. Substation list will be downloaded in an excel format.
3. Click the file to open and save in computer.

Substation

ALL

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active
ABRECO	3	SUBSTATION 03	Distribution Substation	Safe Haven	85		Active
ABRECO	4	SUBSTATION 04	Distribution Substation	Safe Haven	87		Active
ABRECO	5	SUBSTATION 05	Distribution Substation	Safe Haven	40		Active
ABRECO	6	SUBSTATION 06	Power Plant Substation	Safe Haven	40		Active

Substation List.xlsx

4.6.5 View Substation

1. From the *Substation* list screen, search the Substation to be viewed.

Substation

ALL

Name	Type	Location	Transformer Count	Remarks	Status
SUBSTATION 01	Distribution Substation	Safe Haven	55		Active

2. Click desired Substation to be viewed.

Substation

ALL

Search

Download

+ Add New

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active

3. System will display the *Substation* details page.

Substation / View / SUBSTATION 01

Update

Deactivate

EC Short Name

ABRECO

Substation Name

SUBSTATION 01

Substation Type

Distribution Substation

Location of Substation (Barangay, Municipality/City)

Safe Haven

Active Transformer Count

55

Remarks

4.6.6 Update Substation

1. From the *Substation* list screen, search the Substation to be updated.

Substation

ALL

ALL

EC

Substation Name

Substation Type

Location

Status

Search

Download

+ Add New

Name	Type	Location	Transformer Count	Remarks	Status
SUBSTATION 01	Distribution Substation	Safe Haven	55		Active

2. Click desired Substation to be updated.

Substation

ALL

Search

Download

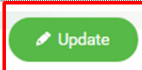
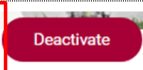
+ Add New

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active

3. System will display the
Substation details page.

4. Click **Update** button.

Substation / View / TEST SUBSTATION

EC Short Name

ABRECO

Substation Name

TEST SUBSTATION

Substation Type

Distribution Substation

Location of Substation (Barangay, Municipality/City)

ADDRESS

Active Transformer Count

0

Remarks

<p>5. System will display the <i>Substation/Update</i> details page.</p> <p>6. Update Substation details.</p> <p>7. Click Update button.</p>	<div data-bbox="1115 339 1597 371">Substation / Update / TEST SUBSTATION</div> <div data-bbox="1115 443 1429 885"> <p>EC Short Name *</p> <p>ABRECO</p> <p>Substation Name *</p> <p>TEST SUBSTATION</p> <p>Substation Type *</p> <p>Distribution Substation</p> <p>Location of Substation (Barangay, Municipality/City) *</p> <p>ADDRESS</p> <p>Remarks</p> </div> <div data-bbox="1115 898 1348 954"> <p>Update</p> <p>Cancel</p> </div>
<p>8. System will display a prompt.</p> <p>9. Click OK button.</p>	<div data-bbox="1164 983 1541 1241">  <p>Successfully updated!</p> <p>OK</p> </div>

10. System will revert back to the *Substation* list screen.

Substation							
ALL				Search	Download	+ Add New	
EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active

4.6.7 Deactivate Substation

1. From the *Substation* list screen, search the Substation to be deactivated.

Substation

ALL

ALL

EC

Substation Name

Substation Type

Location

Status

Search

Download

+ Add New

Name	Type	Location	Transformer Count	Remarks	Status
SUBSTATION 01	Distribution Substation	Safe Haven	55		Active

2. Click desired Substation to be deactivated.

Substation							
ALL				Search	Download	+ Add New	
EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active

<p>3. System will display the <i>Substation</i> details page.</p> <p>4. Click Deactivate button.</p>	<div data-bbox="757 347 1223 379">Substation / View / TEST SUBSTATION</div> <div data-bbox="1680 339 1960 411"> <div>Update</div> <div>Deactivate</div> </div> <div data-bbox="757 443 1128 866"> <p>EC Short Name ABRECO</p> <p>Substation Name TEST SUBSTATION</p> <p>Substation Type Distribution Substation</p> <p>Location of Substation (Barangay, Municipality/City) ADDRESS</p> <p>Active Transformer Count 0</p> <p>Remarks</p> </div>
<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm deactivation.</p>	<div data-bbox="1155 882 1550 1168">  </div>

7. System will display a prompt.

8. Click **OK** button.



9. System will revert back to the Substation list screen.



When Substation is checked, status becomes Inactive.

Substation

ALL ▾

Search

Download

+ Add New

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active

Substation

ALL ▾

test

Search

Download

+ Add New

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	11	TEST SUBSTATION	Distribution Substation	ADDRESS 1	0		Inactive

4.6.8 Activate Substation

1. From the *Substation* list screen, search the Substation to be activated.

Substation

ALL

ALL

EC

Substation Name

Substation Type

Location

Status

Search

Download

+ Add New

Name	Type	Location	Transformer Count	Remarks	Status
SUBSTATION 01	Distribution Substation	Safe Haven	55		Active

2. Click desired Substation to be activated.

Substation

ALL

Search

Download

+ Add New

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active

<p>3. System will display the <i>Substation</i> details page.</p> <p>4. Click Activate button.</p>	<div> <div>Substation / View / TEST SUBSTATION</div> <div> <div>Update</div> <div>Activate</div> </div> <div> <div>EC Short Name</div> <div>ABRECO</div> </div> <div> <div>Substation Name</div> <div>TEST SUBSTATION</div> </div> <div> <div>Substation Type</div> <div>Distribution Substation</div> </div> <div> <div>Location of Substation (Barangay, Municipality/City)</div> <div>ADDRESS 1</div> </div> <div> <div>Active Transformer Count</div> <div>0</div> </div> <div>Remarks</div> </div>
<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm activation.</p>	<div> <div>  <p>Are you sure you want to activate this record?</p> <div> <div>Yes</div> <div>No</div> </div> </div> </div>
<p>7. System will display a prompt.</p> <p>8. Click OK button.</p>	<div> <div>  <p>Successfully activated!</p> <div> <div>OK</div> </div> </div> </div>

9. System will revert back to the Substation list screen.



When Substation is checked, status becomes Active.

Substation

ALL

Search

Download

+ Add New

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	1	SUBSTATION 01	Distribution Substation	Safe Haven	55		Active
ABRECO	2	SUBSTATION 02	Distribution Substation	Safe Haven	42		Active

Substation

ALL

test

Search

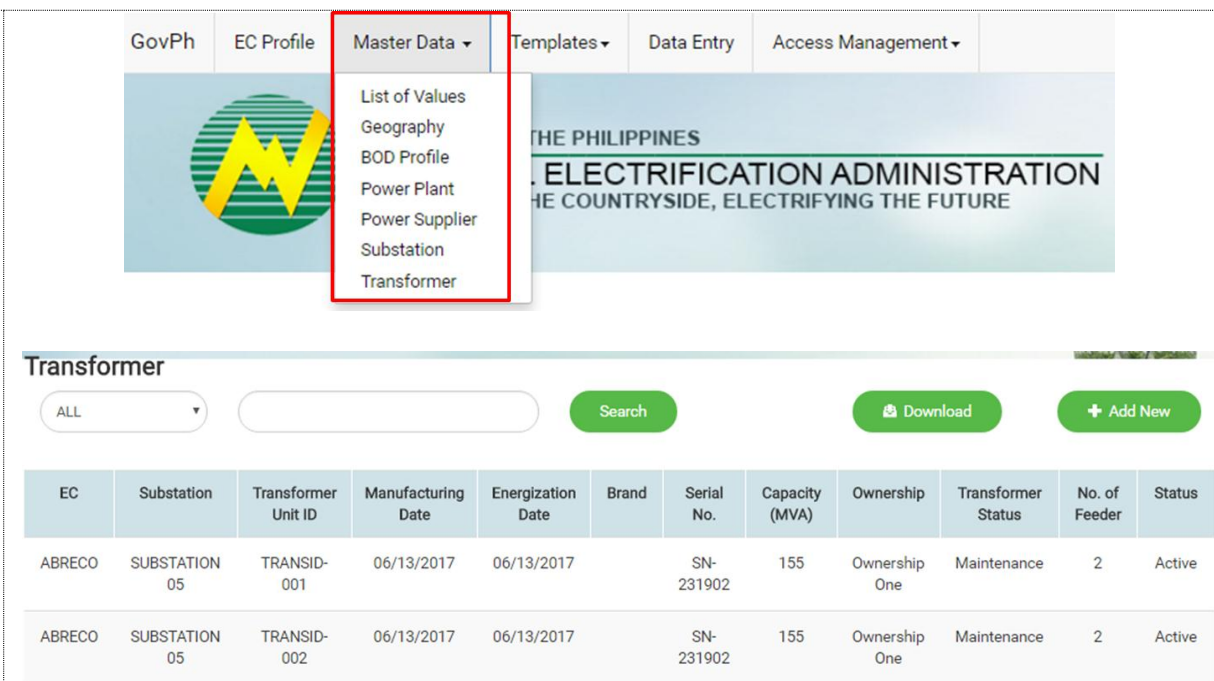
Download

+ Add New

EC	ID	Name	Type	Location	Transformer Count	Remarks	Status
ABRECO	11	TEST SUBSTATION	Distribution Substation	ADDRESS 1	0		Active

4.7 Transformer Submenu

1. Select **Master Data > Transformer** from the Menu tab.
2. *Transformer* list will be displayed.



The screenshot shows the NEA Web Portal interface. At the top, there are navigation tabs: GovPh, EC Profile, Master Data, Templates, Data Entry, and Access Management. The Master Data tab is selected, and its dropdown menu is open, showing options: List of Values, Geography, BOD Profile, Power Plant, Power Supplier, Substation, and Transformer. The Transformer option is highlighted with a red box. Below the menu, the Transformer list is displayed. It includes a search bar with a dropdown set to 'ALL', a search button, a download button, and an add new button. The list table has the following columns: EC, Substation, Transformer Unit ID, Manufacturing Date, Energization Date, Brand, Serial No., Capacity (MVA), Ownership, Transformer Status, No. of Feeder, and Status. Two rows of data are shown:

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 05	TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
ABRECO	SUBSTATION 05	TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active

4.7.1 Add new Transformer

1. Click **+ Add New** button in the Transformer list screen.

Transformer

ALL

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 05	TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
ABRECO	SUBSTATION 05	TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active

2. Fill-out the fields in the *Transformer/Add New* screen.



Fields with asterisk are required.

3. Select value from dropdown list (if applicable).

Transformer / Add New

EC Short Name *

Substation Name *

Transformer Unit ID *

Transformer Manufacturing Date *

Energization Date *

Brand *

4. Click **Save** button to save the new Transformer record.



Clicking **Clear** button will reset previously selected/entered values.

Serial No. *

Rated Capacity (MVA) *

Ownership *

Transformer Status *

No. Of Feeder per Power Transformer *

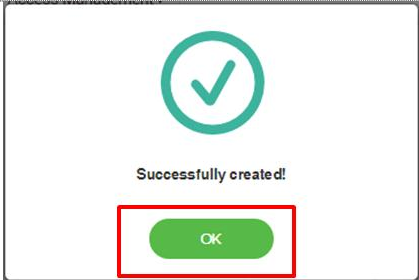
Remarks

Save

Clear

Cancel

5. System will display a prompt.
6. Click **OK** button on the prompt.

																									
7. System will revert back to the Transformer list screen.	<p>Transformer</p> <p>ALL <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Download"/> <input type="button" value="+ Add New"/></p> <table border="1"> <thead> <tr> <th>EC</th> <th>Substation</th> <th>Transformer Unit ID</th> <th>Manufacturing Date</th> <th>Energization Date</th> <th>Brand</th> <th>Serial No.</th> <th>Capacity (MVA)</th> <th>Ownership</th> <th>Transformer Status</th> <th>No. of Feeder</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ABRECO</td> <td>SUBSTATION 01</td> <td>1234</td> <td>06/21/2017</td> <td>06/22/2017</td> <td>abc</td> <td>1234</td> <td>100</td> <td>abc</td> <td>Operational</td> <td>1</td> <td>Active</td> </tr> </tbody> </table>	EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status	ABRECO	SUBSTATION 01	1234	06/21/2017	06/22/2017	abc	1234	100	abc	Operational	1	Active
EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status														
ABRECO	SUBSTATION 01	1234	06/21/2017	06/22/2017	abc	1234	100	abc	Operational	1	Active														

4.7.2 Search a Transformer

<ol style="list-style-type: none"> From the <i>Transformer</i> search screen, select Filter. <ul style="list-style-type: none"> ALL By EC, Substation, Transformer Unit ID, etc. Enter keyword. Click Search button. 	<p>Transformer</p> <p>ALL <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Download"/> <input type="button" value="+ Add New"/></p> <table border="1"> <thead> <tr> <th>EC</th> <th>Substation</th> <th>Transformer Unit ID</th> <th>Manufacturing Date</th> <th>Energization Date</th> <th>Brand</th> <th>Serial No.</th> <th>Capacity (MVA)</th> <th>Ownership</th> <th>Transformer Status</th> <th>No. of Feeder</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>N</td> <td></td> <td>TRANSID-001</td> <td>06/13/2017</td> <td>06/13/2017</td> <td></td> <td>SN-231902</td> <td>155</td> <td>Ownership One</td> <td>Maintenance</td> <td>2</td> <td>Active</td> </tr> <tr> <td>N</td> <td></td> <td>TRANSID-002</td> <td>06/13/2017</td> <td>06/13/2017</td> <td></td> <td>SN-231902</td> <td>155</td> <td>Ownership One</td> <td>Maintenance</td> <td>2</td> <td>Active</td> </tr> </tbody> </table>	EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status	N		TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active	N		TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status																										
N		TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active																										
N		TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active																										

4.7.3 Sort Search Results

- From the *Transformer* list screen, click a column header to sort list.
 - EC, Substation, Manufacturing Date, etc.



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

Transformer

ALL

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder▲	Status
ABRECO	SUBSTATION 01	1234	06/21/2017	06/22/2017	abc	1234	100	abc	Operational	1	Active
ABRECO	SUBSTATION 05	TRANSID-001	06/21/2017	06/21/2017		SN-231902	155	Ownership One	Maintenance	2	Active

4.7.4 Download Transformer List

- From the *Transformer* list screen, click the **Download** button.

Transformer

ALL

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 05	TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
ABRECO	SUBSTATION 05	TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active

2. Transformer list will be downloaded in an excel format.
3. Click the file to open and save in computer.

Transformer

ALL

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 05	TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
ABRECO	SUBSTATION 05	TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
ABRECO	SUBSTATION 05	TRANSID-003	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
ABRECO	SUBSTATION 05	TRANSID-004	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
ABR			06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active

Transformer List.xlsx

4.7.5 View Transformer

1. From the *Transformer* list screen, search the Transformer to be viewed.

Transformer

ALL Search Download + Add New

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
N		TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
N		TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active

2. Click desired Transformer to be viewed.

Transformer

ALL Search Download + Add New

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 05	TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
ABRECO	SUBSTATION 05	TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active

3. System will display the *Transformer* details page.

Transformer / View / TRANSID-001

 Update

Deactivate

EC Short Name
ABRECO

Substation Name
SUBSTATION 05

Transformer Unit ID
TRANSID-001

Transformer Manufacturing Date
06/13/2017

Energization Date
06/13/2017

Brand

4.7.6 Update Transformer

1. From the *Transformer* list screen, search the Transformer to be updated.

Transformer

- ALL
- ALL
- EC
- Substation
- Transformer Unit ID
- Manufacturing Date
- Energization Date
- Brand
- Serial No.
- Capacity (MVA)
- Ownership
- Transformer Status
- No. of Feeder
- Status

Search

 Download

+ Add New

Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active

- Click desired Transformer to be updated.

Transformer

ALL

Search

Download

+ Add New

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 05	TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
ABRECO	SUBSTATION 05	TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active

- System will display the Transformer details page.
- Click **Update** button.

Transformer / View / TRANSID-001

Update

Deactivate

EC Short Name
ABRECO

Substation Name
SUBSTATION 05

Transformer Unit ID
TRANSID-001

Transformer Manufacturing Date
06/13/2017

Energization Date
06/13/2017

Brand

5. System will display the *Transformer/Update* details page.

6. Update Transformer details.

Transformer / Update / TRANSID-001

EC Short Name *

ABRECO

Substation Name *

SUBSTATION 05

Transformer Unit ID *

TRANSID-001

Transformer Manufacturing Date *

06/13/2017

Energization Date *

06/13/2017

Brand *

<p>7. Click Update button.</p>	<div> <div>Serial No. *</div> <input type="text" value="SN-231902"/> </div> <div> <div>Rated Capacity (MVA) *</div> <input type="text" value="155"/> </div> <div> <div>Ownership *</div> <input type="text" value="Ownership One"/> </div> <div> <div>Transformer Status *</div> <input type="text" value="Maintenance"/> </div> <div> <div>No. Of Feeder per Power Transformer *</div> <input type="text" value="2"/> </div> <div> <div>Remarks</div> <input type="text" value="Remarks Blah"/> </div> <div> <div>Update</div> <div>Cancel</div> </div>
---------------------------------------	--

10. System will revert back to the *Transformer* list screen.

Transformer

ALL Search Download + Add New

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 01	1234	06/21/2017	06/22/2017	abc	1234	100	abc	Operational	1	Active

4.7.7 Deactivate Transformer

1. From the *Transformer* list screen, search the Transformer to be deactivated.

Transformer

ALL Search Download + Add New

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
N		TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
N		TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active

- Click desired Transformer to be deactivated.

Transformer

ALL

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 05	TRANSID-001	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active
ABRECO	SUBSTATION 05	TRANSID-002	06/13/2017	06/13/2017		SN-231902	155	Ownership One	Maintenance	2	Active

- System will display the *Transformer* details page.
- Click **Deactivate** button.

Transformer / View / TRANSID-001

EC Short Name
ABRECO

Substation Name
SUBSTATION 05

Transformer Unit ID
TRANSID-001

Transformer Manufacturing Date
06/13/2017

Energization Date
06/13/2017

Brand

<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm deactivation.</p>	 <p>The dialog box features a red exclamation mark icon at the top. Below it, the text reads 'Are you sure you want to deactivate this record?'. At the bottom, there are two buttons: a green 'Yes' button and a red 'No' button. The 'Yes' button is highlighted with a red rectangular border.</p>
<p>7. System will display a prompt.</p> <p>8. Click OK button.</p>	 <p>The dialog box features a green checkmark icon at the top. Below it, the text reads 'Successfully deactivated!'. At the bottom, there is a single green 'OK' button, which is highlighted with a red rectangular border.</p>

9. System will revert back to the Transformer list screen.



When Transformer is checked, status becomes Inactive.

Transformer

ALL

Search

Download

+ Add New

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 01	1234	06/21/2017	06/22/2017	abc	1234	100	abc	Operational	1	Active

Transformer

ALL

Search

Download

Add New

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 01	1234	06/21/2017	06/22/2017	abc	1234	100	abc	Operational	1	Active
ABRECO	SUBSTATION 05	TRANSID-001	06/21/2017	06/21/2017	abc	SN-231902	155	Ownership One	Maintenance	2	Inactive

<p>3. System will display the <i>Transformer</i> details page.</p> <p>4. Click Activate button.</p>	<div>Transformer / View / TRANSID-001</div> <div> <div>Update</div> <div>Activate</div> </div> <div> <div>EC Short Name</div> <div>ABRECO</div> </div> <div> <div>Substation Name</div> <div>SUBSTATION 05</div> </div> <div> <div>Transformer Unit ID</div> <div>TRANSID-001</div> </div> <div> <div>Transformer Manufacturing Date</div> <div>06/21/2017</div> </div> <div> <div>Energization Date</div> <div>06/21/2017</div> </div> <div> <div>Brand</div> <div>abc</div> </div>
<p>5. System will display a confirmation prompt.</p> <p>6. Click Yes button to confirm activation.</p>	<div> <div>  <p>Are you sure you want to activate this record?</p> <div> <div>Yes</div> <div>No</div> </div> </div> </div>

7. System will display a prompt.

8. Click **OK** button.



9. System will revert back to the Transformer list screen.



When Transformer is checked, status becomes Active.

Transformer

ALL

Search

 Download

 Add New

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 01	1234	06/21/2017	06/22/2017	abc	1234	100	abc	Operational	1	Active

Transformer

ALL

Search

Download

+ Add New

EC	Substation	Transformer Unit ID	Manufacturing Date	Energization Date	Brand	Serial No.	Capacity (MVA)	Ownership	Transformer Status	No. of Feeder	Status
ABRECO	SUBSTATION 01	1234	06/21/2017	06/22/2017	abc	1234	100	abc	Operational	1	Active
ABRECO	SUBSTATION 05	TRANSID-001	06/21/2017	06/21/2017	abc	SN-231902	155	Ownership One	Maintenance	2	Active

4.8 EC Profile Menu

1. Select **EC Profile** from the Menu tab.
2. *EC Profile* list will be displayed.

GovPh
EC Profile
Master Data ▼
Templates ▼
Data Entry
Access Management ▼



REPUBLIC OF THE PHILIPPINES
NATIONAL ELECTRIFICATION ADMINISTRATION
ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE

EC Profile

ALL ▼

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

4.8.1 Add new EC Profile

1. Click **+ Add New** button in the EC Profile list screen.

EC Profile

ALL

Search

Download

+ Add New

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

2. Fill-out the fields in the *EC Profile/Add New* screen.

 Fields with asterisk are required.

EC Profile / Add New

EC ID *

EC Short Name *

EC Name *

Date of Incorporation and Registration *

Date of First Energization *

No. of Years in Existence *

Board President *

General Manager *

Project Supervisor

Telephone Number *

Fax Number

Website

<p>3. Select a value from the dropdown list (if applicable).</p> <p>4. Click Save button to save the new EC Profile record.</p> <p> Clicking Clear button will reset previously selected/entered values.</p>	<div> <div>Island Group *</div> <div></div> </div> <div> <div>Region *</div> <div></div> </div> <div> <div>Province *</div> <div></div> </div> <div> <div>Address *</div> <div></div> </div> <div> <div>Grid Type *</div> <div></div> </div> <div> <div>CDA/Non-CDA *</div> <div></div> </div> <div> <div>RSEC-WR Grouping *</div> <div></div> </div> <div> <div>Overall Performance Rating *</div> <div></div> </div> <div> <div>PSP/Non-PSP *</div> <div></div> </div> <div> <div>ARMM/Non-ARMM *</div> <div></div> </div> <div> <div>Size Classification *</div> <div></div> </div> <div> <div>For Exclusion *</div> <div></div> </div> <div> <div>Save</div> <div>Clear</div> <div>Cancel</div> </div>
<p>5. System will display a prompt.</p> <p>6. Click OK button on the prompt.</p>	<div>  <p>Successfully created!</p> <div>OK</div> </div>

7. System will revert back to the EC Profile list screen.

EC Profile

ALL

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

4.8.2 Search an EC Profile

1. From the *EC Profile* search screen, select Filter.
 - ALL
 - By EC ID, EC Short Name, EC Name
2. Enter keyword.
3. Click **Search** button.

EC Profile

ALL

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

4.8.3 Sort Search Results

- From the *EC Profile* list screen, click a column header to sort list.
 - EC ID, EC Short Name, Created On, etc.



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

EC Profile

ALL

EC ID ▼	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
119	SURSECO II	SURIGAO SUR II ELECTRIC COOPERATIVE, INC.					Active
118	SURSECO I	SURIGAO SUR I ELECTRIC COOPERATIVE, INC.					Active

4.8.4 Download EC Profile List

- From the *EC Profile* list screen, click the **Download** button.

EC Profile

ALL

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

2. EC Profile list will be downloaded in an excel format.
3. Click the file to open and save in computer.

EC Profile

ALL

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active
003	LUELCO	LA UNION ELECTRIC COOPERATIVE, INC.					Active
004	Open	ANGASINAN ELECTRIC COOPERATIVE, INC.					Active
005	Always open files of this type	ANGASINAN ELECTRIC COOPERATIVE, INC.					Active
006	Show in folder	ANGASINAN ELECTRIC COOPERATIVE, INC.					Active
	Cancel	ANGASINAN ELECTRIC COOPERATIVE, INC.					Active

ECProfiles.xlsx

4.8.5 View EC Profile

1. From the *EC Profile* list screen, search the EC Profile to be viewed.

EC Profile

ALL

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

2. Click desired EC Profile to be viewed.

EC Profile

ALL

Search

Download

+ Add New

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

3. System will display the *EC Profile* details page.

EC Profile / View / INEC

Update Deactivate

EC ID	Board President	
001	Mr. Reynaldo M. Lazo	
EC Short Name	General Manager	
INEC	Engr. Felino Herbert P. Agdigos	
EC Name	Project Supervisor	
Ilocos Norte Electric Cooperative, Inc.		
Date of Incorporation and Registration	Telephone Number	
10/06/1975	(075) 532-2222 loc. 212 (OGM) or 213 5312323 (OGM) 5323146 5325143	
Date of First Energization	Fax Number	
05/06/1976	(075) 5323147	
No. of Years in Existence	Website	
41	cenpelcomain1975@yahoo.com	
Island Group	Grid Type	PSP/ Non-PSP
228327	On-Grid	PSP
Region	CDA/ Non-CDA	ARMM/Non-ARMM
85	CDA	ARMM
Province	RSEC-WR Grouping	Size Classification
301	A	Small
Address	Overall Performance Rating	For Exclusion
Dingras, 2913 Ilocos Norte	AAA	No

4.8.6 Update EC Profile

1. From the *EC Profile* list screen, search the EC Profile to be updated.

EC Profile

ALL

ALL

EC ID

EC Short Name

EC Name

Search

Download

+ Add New

	EC Name	Created On	Created By	Updated On	Updated By	Status
001 INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002 ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

2. Click desired EC Profile to be updated.

EC Profile

ALL

Search

Download

+ Add New

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

3. System will display the *EC Profile* details page.

4. Click **Update** button.

EC Profile / View / INEC

 Update

 Deactivate

EC ID	Board President	
001	Mr. Reynaldo M. Lazo	
EC Short Name	General Manager	
INEC	Engr. Felino Herbert P. Agdigos	
EC Name	Project Supervisor	
Ilocos Norte Electric Cooperative, Inc.		
Date of Incorporation and Registration	Telephone Number	
10/06/1975	(075) 532-2222 loc. 212 (OGM) or 213 5312323 (OGM) 5323146 5325143	
Date of First Energization	Fax Number	
05/06/1976	(075) 5323147	
No. of Years in Existence	Website	
41	cenpelcomain1975@yahoo.com	
Island Group	Grid Type	PSP/ Non-PSP
228327	On-Grid	PSP
Region	CDA/ Non-CDA	ARMM/Non-ARMM
85	CDA	ARMM
Province	RSEC-WR Grouping	Size Classification
301	A	Small
Address	Overall Performance Rating	For Exclusion
Dingras, 2913 Ilocos Norte	AAA	No

5. System will display the *EC Profile/Update* details page.

6. Update EC Profile details.

EC Profile / Update / INEC

EC ID *

001

EC Short Name *

INEC

EC Name *

Ilocos Norte Electric Cooperative, Inc.

Date of Incorporation and Registration *

10/06/1975

Date of First Energization *

05/06/1976

No. of Years in Existence *

41

Board President *

Mr. Reynaldo M. Lazo

General Manager *

Engr. Felino Herbert P. Agdigos

Project Supervisor

Telephone Number *

(075) 532-2222
loc. 212 (OGM) or 213
5312323 (OGM)

Fax Number

(075) 5323147

Website

cenpelcomain1975@yahoo.com

<p>7. Click Update button.</p>	<div> <div>Island Group *</div> <div>LUZON ▼</div> </div> <div> <div>Region *</div> <div>▼</div> </div> <div> <div>Province *</div> <div>▼</div> </div> <div> <div>Address *</div> <div>Dingras, 2913 Ilocos Norte</div> </div> <div> <div>Grid Type *</div> <div>On-Grid ▼</div> </div> <div> <div>CDA/Non-CDA *</div> <div>CDA ▼</div> </div> <div> <div>RSEC-WR Grouping *</div> <div>A ▼</div> </div> <div> <div>Overall Performance Rating *</div> <div>AAA ▼</div> </div> <div> <div>PSP/Non-PSP *</div> <div>PSP ▼</div> </div> <div> <div>ARMM/Non-ARMM *</div> <div>ARMM ▼</div> </div> <div> <div>Size Classification *</div> <div>Small ▼</div> </div> <div> <div>For Exclusion *</div> <div>No ▼</div> </div> <div> <div>Update</div> <div>Cancel</div> </div>
<p>8. System will display a prompt.</p> <p>9. Click OK button.</p>	<div>  <p>Successfully updated!</p> <div>OK</div> </div>

10. System will revert back to the *EC Profile* list screen.

EC Profile

ALL

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

4.8.7 Deactivate EC Profile

1. From the *EC Profile* list screen, search the EC Profile to be deactivated.

EC Profile

ALL

ALL
EC ID
EC Short Name
EC Name

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

2. Click desired EC Profile to be deactivated.

EC Profile

ALL

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

<div>3. System will display the <i>EC Profile</i> details page.</div> <div>4. Click Deactivate button.</div>	<div><div>EC Profile / View / INEC</div><div><div>Update</div><div>Deactivate</div></div><div><div><div><div>EC ID</div><div>001</div></div><div><div>EC Short Name</div><div>INEC</div></div><div><div>EC Name</div><div>Ilocos Norte Electric Cooperative, Inc.</div></div><div><div>Date of Incorporation and Registration</div><div>10/06/1975</div></div><div><div>Date of First Energization</div><div>05/06/1976</div></div><div><div>No. of Years in Existence</div><div>41</div></div><div><div>Island Group</div><div>228327</div></div><div><div>Region</div><div>85</div></div><div><div>Province</div><div>301</div></div><div><div>Address</div><div>Dingras, 2913 Ilocos Norte</div></div></div><div><div><div><div>Board President</div><div>Mr. Reynaldo M. Lazo</div></div><div><div>General Manager</div><div>Engr. Felino Herbert P. Agdigos</div></div><div><div>Project Supervisor</div><div></div></div></div><div><div><div>Telephone Number</div><div>(075) 532-2222 loc. 212 (OGM) or 213 5312323 (OGM) 5323146 5325143</div></div><div><div>Fax Number</div><div>(075) 5323147</div></div><div><div>Website</div><div>cenpelcomain1975@yahoo.com</div></div></div><div><div><div>Grid Type</div><div>On-Grid</div></div><div><div>CDA/ Non-CDA</div><div>CDA</div></div><div><div>RSEC-WR Grouping</div><div>A</div></div><div><div>Overall Performance Rating</div><div>AAA</div></div></div><div><div><div>PSP/ Non-PSP</div><div>PSP</div></div><div><div>ARMM/Non-ARMM</div><div>ARMM</div></div><div><div>Size Classification</div><div>Small</div></div><div><div>For Exclusion</div><div>No</div></div></div></div></div></div>
<div>5. System will display a confirmation prompt.</div> <div>6. Click Yes button to confirm deactivation.</div>	<div><div><div><div>!</div></div><div>Are you sure you want to deactivate this record?</div><div><div>Yes</div><div>No</div></div></div></div>

7. System will display a prompt.

8. Click **OK** button.



9. System will revert back to the EC Profile list screen.



When EC Profile is checked, status becomes Inactive.

EC Profile

ALL

Search

Download

+ Add New

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

EC Profile

ALL

Search

Download

+ Add New

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.			06/22/2017	admin	Inactive

4.8.8 Activate EC Profile

1. From the *EC Profile* list screen, search the EC Profile to be activated.

EC Profile

ALL

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

2. Click desired EC Profile to be activated.

EC Profile

ALL

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

<div>3. System will display the <i>EC Profile</i> details page.</div> <div>4. Click Activate button.</div>	<div><div>EC Profile / View / INEC</div><div><div>Update</div><div>Activate</div></div></div> <div><table><tr><td>EC ID</td><td>001</td><td>Board President</td><td>Mr. Reynaldo M. Lazo</td></tr><tr><td>EC Short Name</td><td>INEC</td><td>General Manager</td><td>Engr. Felino Herbert P. Agdigos</td></tr><tr><td>EC Name</td><td>Ilocos Norte Electric Cooperative, Inc.</td><td>Project Supervisor</td><td></td></tr><tr><td>Date of Incorporation and Registration</td><td>10/06/1975</td><td>Telephone Number</td><td>(075) 532-2222 loc. 212 (OGM) or 213 5312323 (OGM) 5323146 5325143</td></tr><tr><td>Date of First Energization</td><td>05/06/1976</td><td>Fax Number</td><td>(075) 5323147</td></tr><tr><td>No. of Years in Existence</td><td>41</td><td>Website</td><td>cenpelcomain1975@yahoo.com</td></tr><tr><td>Island Group</td><td>228327</td><td>Grid Type</td><td>PSP/ Non-PSP</td></tr><tr><td>Region</td><td>85</td><td>On-Grid</td><td>PSP</td></tr><tr><td>Province</td><td>301</td><td>CDA/ Non-CDA</td><td>ARMM/Non-ARMM</td></tr><tr><td>Address</td><td>Dingras, 2913 Ilocos Norte</td><td>CDA</td><td>ARMM</td></tr><tr><td></td><td></td><td>RSEC-WR Grouping</td><td>Size Classification</td></tr><tr><td></td><td></td><td>A</td><td>Small</td></tr><tr><td></td><td></td><td>Overall Performance Rating</td><td>For Exclusion</td></tr><tr><td></td><td></td><td>AAA</td><td>No</td></tr></table></div>	EC ID	001	Board President	Mr. Reynaldo M. Lazo	EC Short Name	INEC	General Manager	Engr. Felino Herbert P. Agdigos	EC Name	Ilocos Norte Electric Cooperative, Inc.	Project Supervisor		Date of Incorporation and Registration	10/06/1975	Telephone Number	(075) 532-2222 loc. 212 (OGM) or 213 5312323 (OGM) 5323146 5325143	Date of First Energization	05/06/1976	Fax Number	(075) 5323147	No. of Years in Existence	41	Website	cenpelcomain1975@yahoo.com	Island Group	228327	Grid Type	PSP/ Non-PSP	Region	85	On-Grid	PSP	Province	301	CDA/ Non-CDA	ARMM/Non-ARMM	Address	Dingras, 2913 Ilocos Norte	CDA	ARMM			RSEC-WR Grouping	Size Classification			A	Small			Overall Performance Rating	For Exclusion			AAA	No
EC ID	001	Board President	Mr. Reynaldo M. Lazo																																																						
EC Short Name	INEC	General Manager	Engr. Felino Herbert P. Agdigos																																																						
EC Name	Ilocos Norte Electric Cooperative, Inc.	Project Supervisor																																																							
Date of Incorporation and Registration	10/06/1975	Telephone Number	(075) 532-2222 loc. 212 (OGM) or 213 5312323 (OGM) 5323146 5325143																																																						
Date of First Energization	05/06/1976	Fax Number	(075) 5323147																																																						
No. of Years in Existence	41	Website	cenpelcomain1975@yahoo.com																																																						
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Province	301	CDA/ Non-CDA	ARMM/Non-ARMM																																																						
Address	Dingras, 2913 Ilocos Norte	CDA	ARMM																																																						
		RSEC-WR Grouping	Size Classification																																																						
		A	Small																																																						
		Overall Performance Rating	For Exclusion																																																						
		AAA	No																																																						
<div>5. System will display a confirmation prompt.</div> <div>6. Click Yes button to confirm activation.</div>	<div><div><div><div>!</div></div><div>Are you sure you want to activate this record?</div><div><div>Yes</div><div>No</div></div></div></div>																																																								

7. System will display a prompt.

8. Click **OK** button.



9. System will revert back to the EC Profile list screen.



When EC Profile is checked, status becomes Active.

EC Profile

ALL ▾

Search

Download

+ Add New

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.					Active
002	ISECO	ILOCOS SUR ELECTRIC COOPERATIVE, INC.					Active

EC Profile

ALL ▾

Search

Download

+ Add New

EC ID	EC Short Name	EC Name	Created On	Created By	Updated On	Updated By	Status
001	INEC	ILOCOS NORTE ELECTRIC COOPERATIVE, INC.			06/22/2017	admin	Active

WEB PORTAL NAVIGATION FOR DATA PROVIDERS

NEA Web Portal

INDRA Philippines, Inc.

July 2017

5 WEB PORTAL NAVIGATION FOR DATA PROVIDERS

The main role of the Data Providers is to upload the following DETs to the NEA Web Portal:

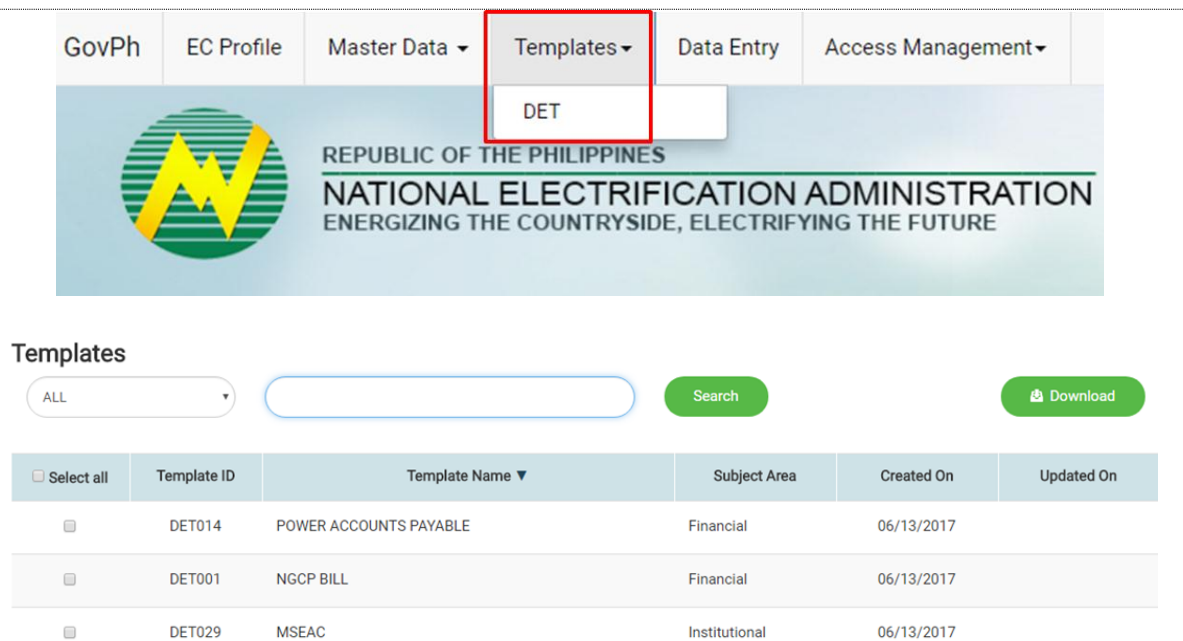
- DET024 Power Accounts Payable
- DET026 Releases
- DET025 Schedule of Outstanding Loan
- DET038 GM Performance Rating

The Data Providers thus will have access to *DET Templates* submenu to download the DET template and *Data Entry* menu to upload the accomplished DETs.

This section will guide the Data Providers in navigating the aforementioned functionalities.

5.1 DET Templates Submenu

1. Select **Templates > DET** from the Menu tab.
2. *Templates* list will be displayed.



GovPh EC Profile Master Data ▾ **Templates ▾** Data Entry Access Management ▾

DET

REPUBLIC OF THE PHILIPPINES
NATIONAL ELECTRIFICATION ADMINISTRATION
ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE

Templates

ALL

☐ Select all	Template ID	Template Name ▾	Subject Area	Created On	Updated On
☐	DET014	POWER ACCOUNTS PAYABLE	Financial	06/13/2017	
☐	DET001	NGCP BILL	Financial	06/13/2017	
☐	DET029	MSEAC	Institutional	06/13/2017	

5.1.1 Search a DET Template

1. From the *Templates* list search screen, enter keyword.

- ALL
- Search by Subject Area: Financial, Institutional, Technical, Projects

2. Enter keyword.

3. Click **Search** button.



Click **Previous** or **Next** button to view search results in other pages.

Templates

ALL

ALL
Financial
Institutional
Technical
Projects

	Template Name	Subject Area	Created On	Updated On
DET039	SEP & BLEP	Projects	06/25/2017	

5.1.2 Sort Search Results

- From the *Templates* list screen, click a column header to sort list.

- Template ID, Template Name, Subject Area, Created On or Updated On



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

Templates

ALL				Search	Download
Select all	Template ID	Template Name ▲	Subject Area	Created On	Updated On
☐	DET037	AUDIT FINDINGS	Institutional	06/13/2017	
☐	DET028	BOD	Institutional	06/13/2017	
☐	DET018	CASH ADVANCE	Financial	06/13/2017	
☐	DET032	COMPLAINTS	Institutional	06/13/2017	

5.1.3 Download DET Template

1. From the *Templates* list screen, select the tick box of the desired template.



Selecting multiple files to download is allowed

2. Click the **Download** button.

Templates

ALL

Search

Download

☐ Select all	Template ID	Template Name	Subject Area	Created On	Updated On
☒	DET001	NGCP BILL	Financial	06/25/2017	
☒	F-02	FINANCIAL	Financial	06/25/2017	
☒	DET014	POWER ACCOUNTS PAYABLE	Financial	06/25/2017	

3. DET Template will be downloaded in an excel format.

4. Click the file to open and save in computer.



For multiple files, files will be downloaded in a compressed folder. Open compressed folder and save in computer.

Templates

ALL

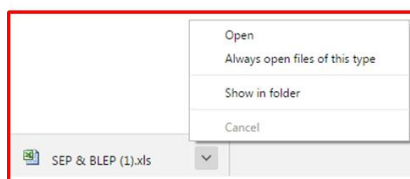
SEP

Search

Download

Select all	Template ID	Template Name	Subject Area	Created On	Updated On
☒	DET039	SEP & BLEP	Projects	06/13/2017	

Prev 1 Next



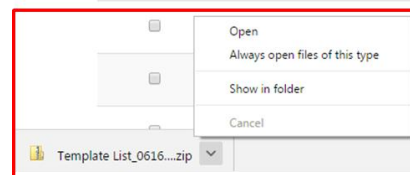
Templates

ALL

Search

Download

Select all	Template ID	Template Name	Subject Area	Created On	Updated On
☒	DET040	CONNECTIONS	Projects	06/13/2017	
☒	DET039	SEP & BLEP	Projects	06/13/2017	
☐		SUPPLIER AGREEMENT	Technical	06/13/2017	
☐		ANCE TO PGC	Technical	06/13/2017	
☐		ANCE TO PGC	Technical	06/13/2017	



5.2 Data Entry menu

1. Select **Data Entry** from the Menu tab.
2. *Data Entry list* will be displayed.

GovPh
Templates ▾
Data Entry
Downloads ▾



REPUBLIC OF THE PHILIPPINES
NATIONAL ELECTRIFICATION ADMINISTRATION
ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE

Data Entry

ALL ▾

[Show Advance Search](#)

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	Validated		06/30/2017	ndpro

5.2.1 Upload Data Entry

1. From the Data Entry search screen, click **Upload Data Entry** button.

GovPh
Templates
Data Entry
Downloads
13
Hi, n!
Settings



REPUBLIC OF THE PHILIPPINES
NATIONAL ELECTRIFICATION ADMINISTRATION
ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE



Data Entry

ALL

[Show Advance Search](#)

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	Validated		06/30/2017	ndpro

2. In the *Data Entry/Upload Data Entry* screen, fill-out required fields:

- EC Short Name
- Template Name
- Reporting Month
- Reporting Year

3. Click **Choose File** button and select accomplished DET from the computer.

4. Click Submit Data Entry button.



Click **Leave Page** button to revert back to the Data Entry list.

Data Entry / Upload Data Entry

EC Short Name *

Template Name *

Reporting Month *

Reporting Year *

Reason for Late Submission

File Upload (.xls or .xlsx format only) *

Choose File

No file chosen

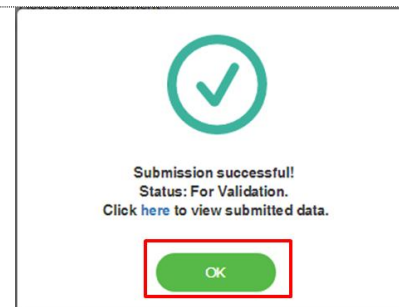
Comments

Submit Data Entry

Leave Page

FOR SUBMISSIONS WITH NO DATA ERROR

5. System will display a prompt.
6. Click **OK** button on the prompt.



7. System will revert back to the Data Entry list screen.

Data Entry

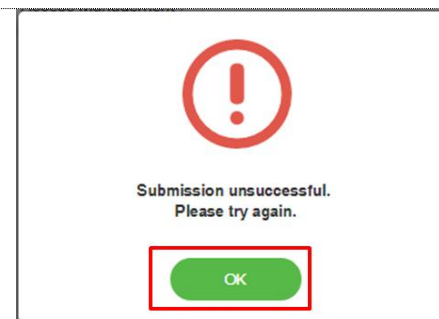
ALL

[Show Advance Search](#)

Data Entry Name	Subject Area	Reporting Month ▲	Submission Status	EC Short Name	Created On	Create
Releases	Financial	January 2017	Validated		06/30/2017	ndpro
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro

FOR SUBMISSIONS WITH DATA ERROR

5. System will display a prompt.
6. Click **OK** button on the prompt.



7. System will display errors on the screen.

8. User may opt to download the error log by clicking **Download Error Log** link.

9. Click the error log to open the file.



Possible Data Errors:

- a. Incorrect format
 - DET should be in .xls or .xlsx format only.
- b. Required fields not filled-out.
 - Fields with asterisk (*) are required.
- c. Values in DET do not match with the details encoded in the Data Entry screen
 - EC Short Name, Template Name, Reporting Month, Reporting Year



Note: Unsuccessful submissions due to data errors will not be saved in the Web Portal.

Data Entry / Upload Data Entry

EC Short Name *

Template Name *

Salary

Reporting Month *

January

Reporting Year *

2016

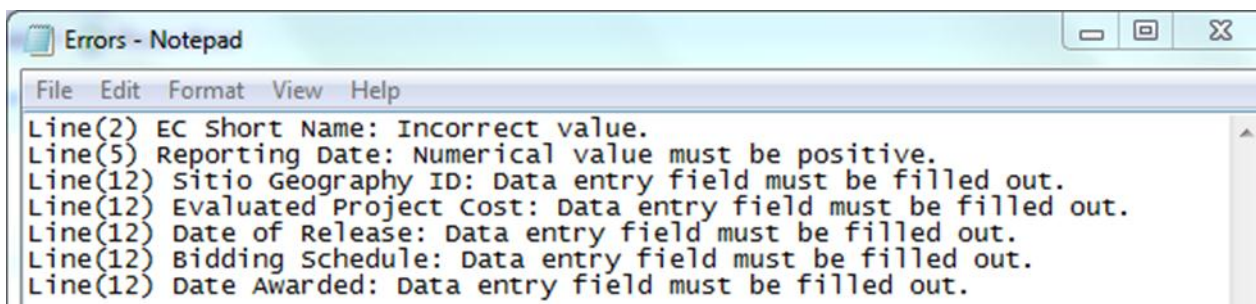
Reason for Late Submission *

Errors (1).txt

Error/s found. Please resubmit a corrected file.

[Download Error Log](#)

*Line(2) EC Short Name: Incorrect value.
*Line(3) Reporting Year: Incorrect value.
*Line(4) Reporting Month: Incorrect value.



```

File Edit Format View Help
Line(2) EC Short Name: Incorrect value.
Line(5) Reporting Date: Numerical value must be positive.
Line(12) Sitio Geography ID: Data entry field must be filled out.
Line(12) Evaluated Project Cost: Data entry field must be filled out.
Line(12) Date of Release: Data entry field must be filled out.
Line(12) Bidding Schedule: Data entry field must be filled out.
Line(12) Date Awarded: Data entry field must be filled out.
    
```

- Click the **Leave Page** button at the bottom of *Data Entry/Upload Data Entry* screen to leave the page.

Submit Data Entry

Leave Page

5.2.2 Search a Data Entry

- From the *Data Entry* list, select Filter.

- ALL
- Search by Data Entry Name, Subject Area, Reporting Month, etc.

- Enter keyword.

- Click **Search** button.



Click **Previous** or **Next** button to view search results in other pages.

Data Entry

ALL		Search	Upload Data Entry
ALL			
Data Entry Name			
Subject Area			
Reporting Month			
Submission Status			
EC Short Name			
Releases	Subject Area	Reporting Month	Submission Status
Releases	Financial	June 2017	For Validation
Releases	Financial	January 2017	Validated

Prev 1 Next

5.2.3 Sort Search Results

- From the *Data Entry* list, click Column Header of the column to be sorted.

- Data Entry Name, Subject Area, Reporting Month, etc.



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

Data Entry

ALL

[Show Advance Search](#)

Data Entry Name	Subject Area	Reporting Month ▲	Submission Status	EC Short Name	Created On	Create
Releases	Financial	January 2017	Validated		06/30/2017	ndpro
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro

Prev 1 Next

5.2.4 View Data Entry

1. From the *Data Entry* list, search the DET.

Data Entry

ALL

ALL
Data Entry Name
Subject Area
Reporting Month
Submission Status
EC Short Name

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	Validated		06/30/2017	ndpro

Prev 1 Next

2. Click desired DET from the Data Entry list.

Data Entry

ALL

Show Advance Search

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	Validated		06/30/2017	ndpro

Prev 1 Next

3. System will display the *Data Entry* details page.

Data Entry / Releases

[Version History](#)
[Download](#)

EC Short Name

NA

Submission Status

Validated

Template Name

Releases

Reviewers

Avalidator2, Neri E.

Avalidator, Nelly E.

Rfinancial, Marie G.

Validator, NEA D.

Rinstitutional, Mae G.

Reporting Month

January

Reporting Year

2017

Reason for Late Submission

NA

Comment

NA

5.2.5 View Version History

1. From the *Data Entry* list, search the DET to be viewed.

Data Entry

ALL

ALL
Data Entry Name
Subject Area
Reporting Month
Submission Status
EC Short Name

	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	Validated		06/30/2017	ndpro

Prev 1 Next

2. Click desired DET from the Data Entry list.

Data Entry

ALL

[Show Advance Search](#)

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	Validated		06/30/2017	ndpro

Prev 1 Next

3. System will display the *Data Entry* details page.

4. From the *Data Entry* details page, click **Version History** button.

Data Entry / Releases

[Version History](#)
[Download](#)

EC Short Name

NA

Submission Status

For Validation

Template Name

Releases

Reviewers

Avalicator2, Neri E.

Avalicator, Nelly E.

Rfinancial, Marie G.

Validator, NEA D.

Rinstitutional, Mae G.

Reporting Month

June

Reporting Year

2017

Reason for Late Submission

NA

Comment

NA

5. System will display the history of submissions for the DET.



System assigns an incremented version for every submission.

Data Entry / Releases / Version History

Data Entry Name	Version No.	Reporting Month	Submission Status	Created On	Created By	Updated On
20170630024004_Releases (19).xls	3.0	June 2017	For Validation	06/30/2017	ndprovider	
20170630022756_Releases (19).xls	2.0	June 2017	Validated	06/30/2017	ndprovider	
20170630021315_Releases (19).xls	1.0	June 2017	For Revision	06/30/2017	ndprovider	

5.2.6 Download Data Entry

1. From the *Data Entry* list, search the DET to be downloaded.

Data Entry

ALL

ALL
Data Entry Name
Subject Area
Reporting Month
Submission Status
EC Short Name

	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	Validated		06/30/2017	ndpro

Prev 1 Next

2. Click desired DET from the Data Entry list.

Data Entry

ALL

[Show Advance Search](#)

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create
Releases	Financial	June 2017	For Validation		06/30/2017	ndpro
Releases	Financial	January 2017	Validated		06/30/2017	ndpro

Prev 1 Next

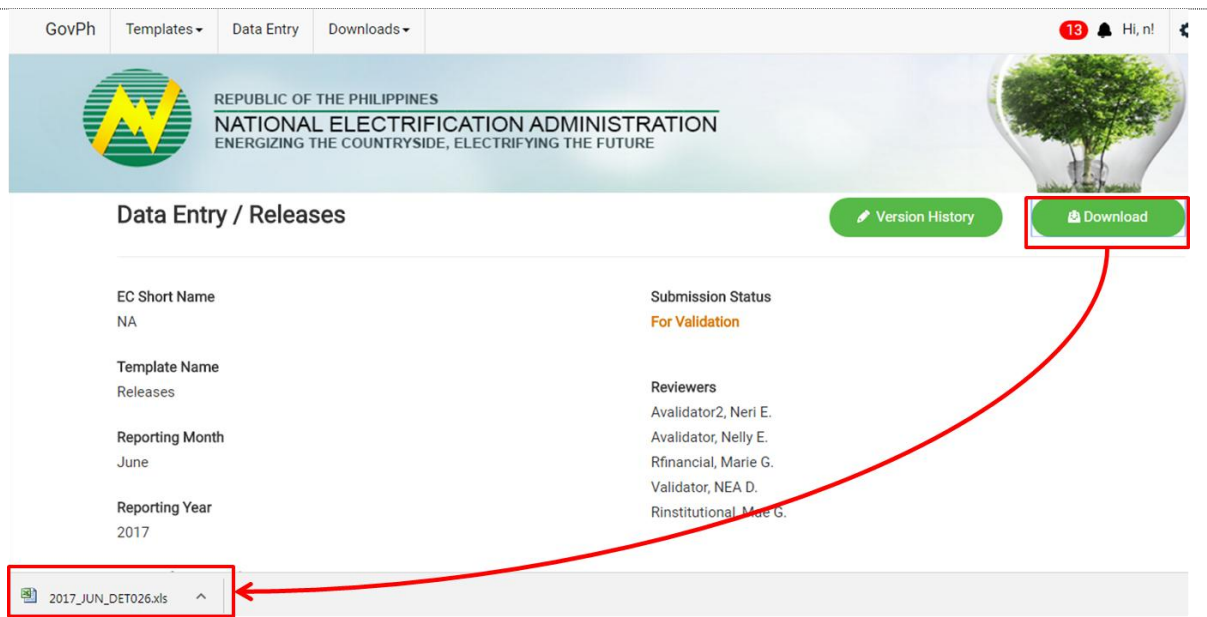
3. System will display the *Data Entry* details page.

4. From the *Data Entry* details page, click **Download** button to download the DET.



DET file is in excel format.

5. Click the DET file to open it.



GovPh Templates Data Entry Downloads

13 Hi, n!

REPUBLIC OF THE PHILIPPINES
NATIONAL ELECTRIFICATION ADMINISTRATION
ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE

Data Entry / Releases

Version History Download

EC Short Name
NA

Submission Status
For Validation

Template Name
Releases

Reviewers
Avalidator2, Neri E.
Avalidator, Nelly E.
Rfinancial, Marie G.
Validator, NEA D.
Rinstitutional, Mae G.

Reporting Month
June

Reporting Year
2017

2017_JUN_DET026.xls

REPORTS VIEWING

NEA Web Portal

INDRA Philippines, Inc.

July 2017

6 REPORTS VIEWING

Reports are can be accessed in the NEA Web Portal and SQL Server Reporting Services (SSRS) Reports Portal. The succeeding sections will discuss how to navigate these systems separately.

6.1 Reports Viewing in the NEA Web Portal

1. Select **Download > Reports** from the Menu tab.
2. *Reports list* will be displayed.



Operational Reports

<input type="text"/>		<input type="button" value="Search"/>
Reports	Last Updated On	
Monthly Financial and Statistic Report(MSFR)		
Monthly Engineering Report(MER)		
Monthly Institutional Report(MIR)		
Status of Energization(SOE)		
PSMR(PSMR)		

6.1.1 Search Report

1. From the *Reports* list, enter keyword.
2. Click **Search** button.

Operational Reports

Reports	Last Updated On
Monthly Financial and Statistic Report(MSFR)	
Monthly Engineering Report(MER)	
Monthly Institutional Report(MIR)	
Status of Energization(SOE)	
PSMR(PSMR)	

6.1.2 Sort Search Results

1. From the *Reports* list screen, click a column header to sort list.
 - Reports, Last Updated On



Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.

Operational Reports

Reports ▼	Last Updated On
Monthly Financial and Statistic Report(MSFR)	
Monthly Engineering Report(MER)	
Monthly Institutional Report(MIR)	
Status of Energization(SOE)	
PSMR(PSMR)	

6.1.3 Download Report

1. From the *Reports* list, search the report.

Operational Reports

Reports	Last Updated On
Monthly Financial and Statistic Report(MSFR)	
Monthly Engineering Report(MER)	
Monthly Institutional Report(MIR)	
Status of Energization(SOE)	
PSMR(PSMR)	

2. From the Reports list, select the desired Report.

Operational Reports

Reports	Last Updated On
Monthly Financial and Statistic Report(MSFR)	
Monthly Engineering Report(MER)	
Monthly Institutional Report(MIR)	
Status of Energization(SOE)	
PSMR(PSMR)	

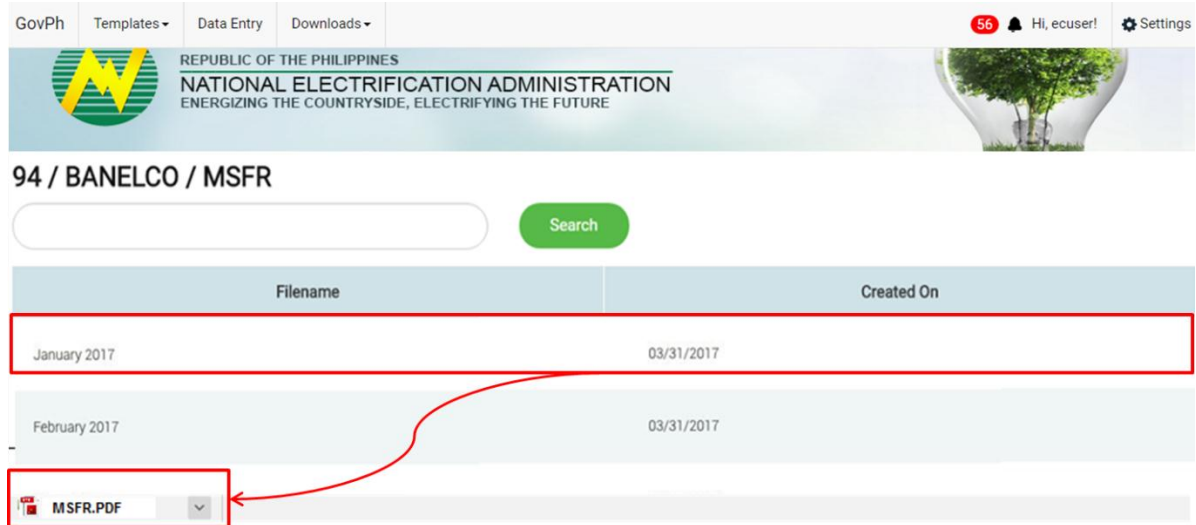
3. System will display the list of generated reports.

4. Click the filename to download the report.



Report will be in PDF format.

5. Click the PDF file to open it.



GovPh Templates Data Entry Downloads 56 Hi, ecuser! Settings

REPUBLIC OF THE PHILIPPINES
NATIONAL ELECTRIFICATION ADMINISTRATION
ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE

94 / BANELCO / MSFR

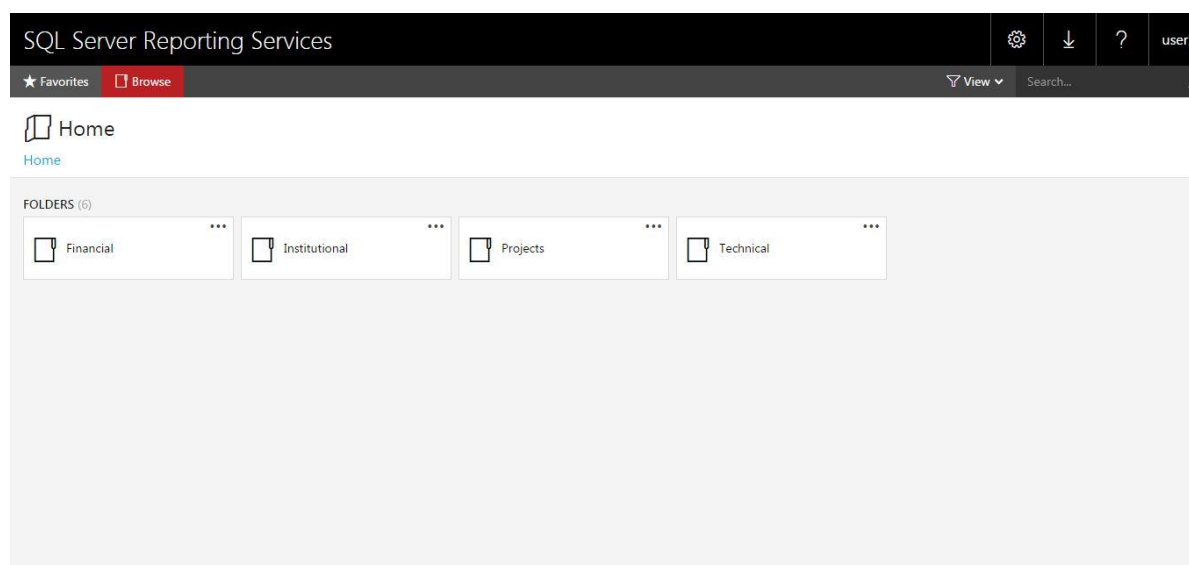
Search

Filename	Created On
January 2017	03/31/2017
February 2017	03/31/2017

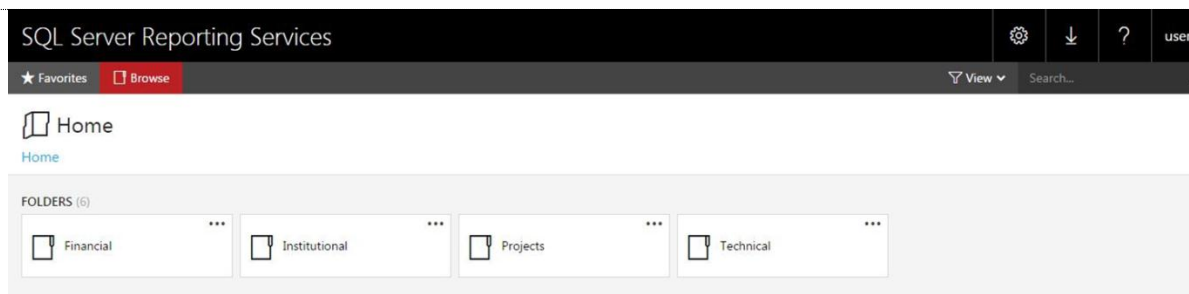
MSFR.PDF

6.2 Reports Viewing in SSRS

1. In the SSRS Home Page, the different **Subject Areas** are displayed in separate folders.

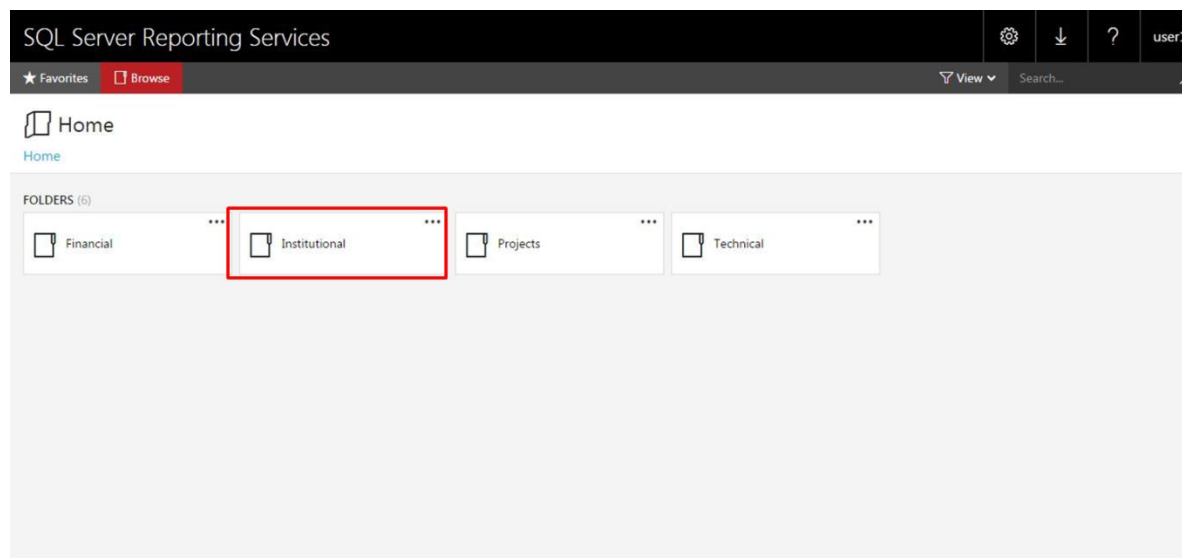


2. In each Subject Area folder, there are 2 subfolders:
 - Analytical Views
 - Operational Reports

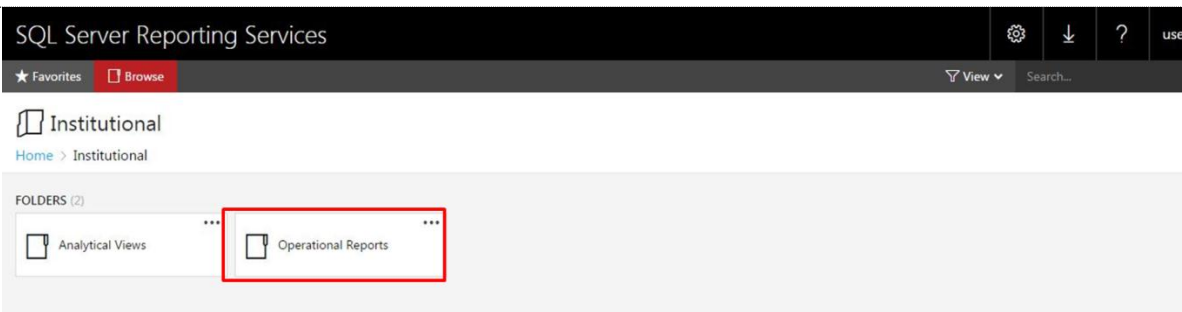


6.2.1 View Operational Report

1. Select the **Subject Area** of the report to be viewed.



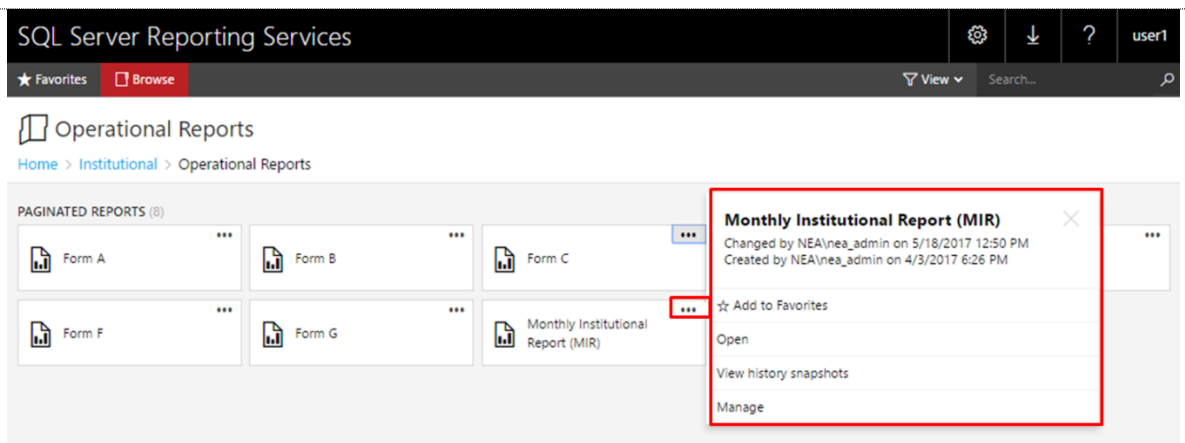
2. Select **Operational Reports** folder.



3. Reports in the subject area are displayed in tiles view.



Click options to view details of the report and other options.



SQL Server Reporting Services

Operational Reports

Home > Institutional > Operational Reports

PAGINATED REPORTS (8)

Form A, Form B, Form C, Form F, Form G, Monthly Institutional Report (MIR)

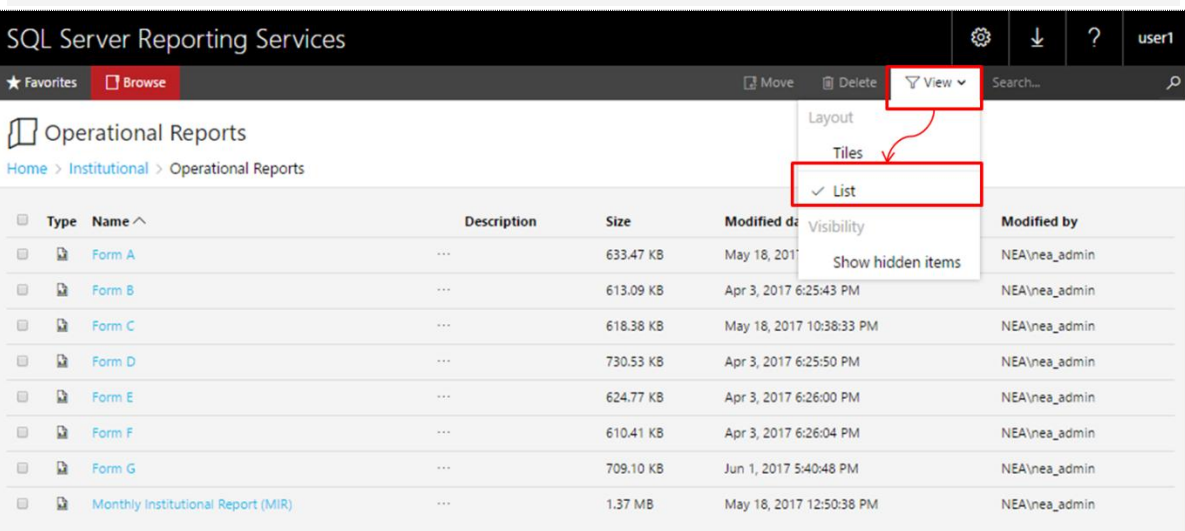
Monthly Institutional Report (MIR) details:

- Changed by NEA\nea_admin on 5/18/2017 12:50 PM
- Created by NEA\nea_admin on 4/3/2017 6:26 PM
- ☆ Add to Favorites
- Open
- View history snapshots
- Manage



To show the reports in list view, click **View > List**.

- List view will show file properties (e.g. Modified date, Modified by, etc.)



SQL Server Reporting Services

Operational Reports

Home > Institutional > Operational Reports

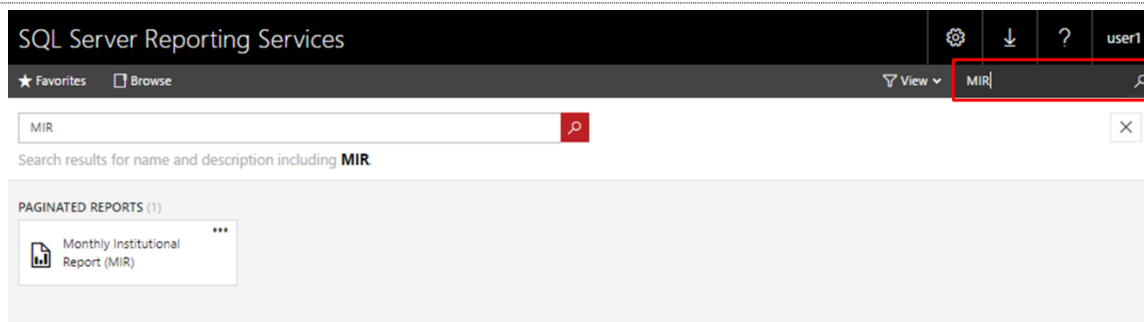
View > List

Type	Name	Description	Size	Modified date	Visibility	Modified by
Form A	Form A	...	633.47 KB	May 18, 2017		NEA\nea_admin
Form B	Form B	...	613.09 KB	Apr 3, 2017 6:25:43 PM		NEA\nea_admin
Form C	Form C	...	618.38 KB	May 18, 2017 10:38:33 PM		NEA\nea_admin
Form D	Form D	...	730.53 KB	Apr 3, 2017 6:25:50 PM		NEA\nea_admin
Form E	Form E	...	624.77 KB	Apr 3, 2017 6:26:00 PM		NEA\nea_admin
Form F	Form F	...	610.41 KB	Apr 3, 2017 6:26:04 PM		NEA\nea_admin
Form G	Form G	...	709.10 KB	Jun 1, 2017 5:40:48 PM		NEA\nea_admin
Monthly Institutional Report (MIR)	Monthly Institutional Report (MIR)	...	1.37 MB	May 18, 2017 12:50:38 PM		NEA\nea_admin



To search a specific report, enter the report name in the search engine.

- Reports that matched the search criteria will be displayed



SQL Server Reporting Services

★ Favorites □ Browse View ▾ Search... user1

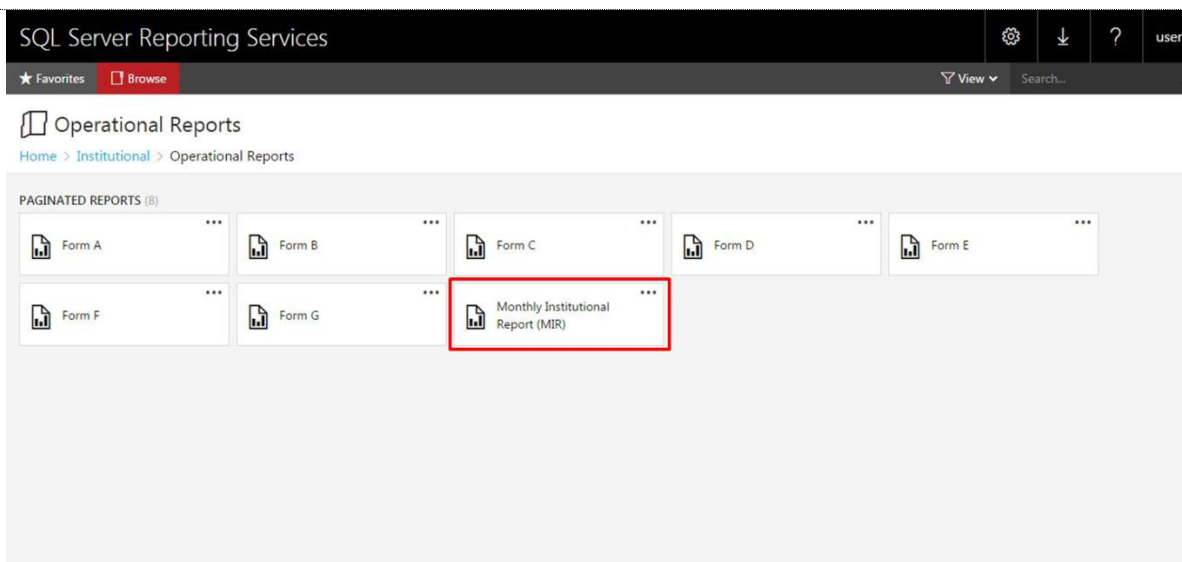
MIR

Search results for name and description including MIR

PAGINATED REPORTS (1)

Monthly Institutional Report (MIR)

4. Click the desired report to view.



SQL Server Reporting Services

★ Favorites □ Browse View ▾ Search... user1

Operational Reports

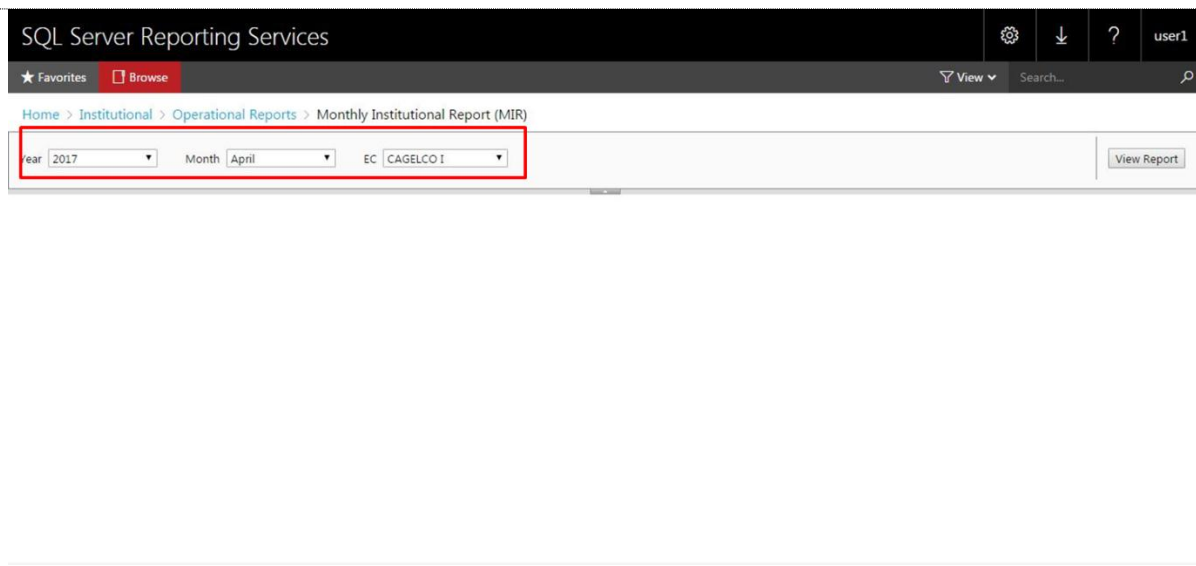
Home > Institutional > Operational Reports

PAGINATED REPORTS (8)

Form A Form B Form C Form D Form E

Form F Form G Monthly Institutional Report (MIR)

5. System will display the filters predefined for the report.
6. Select filter (e.g., Reporting Year and Month, EC, etc.).



The screenshot shows the SQL Server Reporting Services web portal. The breadcrumb navigation path is: Home > Institutional > Operational Reports > Monthly Institutional Report (MIR). The filters section is highlighted with a red box and contains three dropdown menus: Year (2017), Month (April), and EC (CAGELCO I). A 'View Report' button is located to the right of the filters.

7. Click **View Report** button.



SQL Server Reporting Services

★ Favorites Browse View Search...

Home > Institutional > Operational Reports > Monthly Institutional Report (MIR)

Year: 2017 Month: April EC: CAGELCO I View Report

8. System will display the report.

SQL Server Reporting Services

★ Favorites Browse View Search... user1

Home > Institutional > Operational Reports > Monthly Institutional Report (MIR)

Year: 2017 Month: April EC: CAGELCO I View Report

1 of 3 100% Find | Next

Form A Form B Form C Form D Form E Form F Form G

Republic of the Philippines
National Electrification Administration
Latest Available Data: Apr 30, 2017

Monthly Institutional Report
for the Month of April, 2017

Name of EC: Cagayan I Electric Cooperative, Inc.
Address: Maddanulug, Solana, 3503, Cagayan
Contact number/s: (075) 532-2222
loc. 212 (OGM) or 213
5312323 (OGM)
5323146
5325149
Website/Email address: cerpelcomain1975@yahoo.com

A. BOARD OF DIRECTORS
A.1 Board's Profile:

Total				Status of Power Accounts Payable/ Cash

REPORT PARTS: HEADER

- Title and Subtitle
 - Displays information about the report
- Navigation Tabs
 - Navigate to other related reports
- Timestamp
 - Displays when the data is last updated

b

Form A Form B Form C Form D Form E Form F Form G

Latest Available Data: Apr 30, 2017 **c**

Republic of the Philippines
National Electrification Administration

Monthly Institutional Report
for the Month of April, 2017

a

REPORT PARTS: BODY

d. Table

- Consists of column and row headers and the actual data

1 of 3

100%

Find | Next

A. BOARD OF DIRECTORS

A.1 Board's Profile:

Position	BOD Name	Gender	District	Term of Office	Total No. of Years as BOD	Contact Number / Email Address	Status of Power Accounts Payable/ Cash Advance/s			
							Power Account		Cash Advance	
							Up to date	W/ Arrears	Up to date	W/ Arrears
President	Guevarra, Lorena T.	Female	1st	3	6	090514-62549 / loreno@gmail.com	Yes	No	Yes	No
President	Hernandez, Federico P.	Male	1st	1	3	0926-6586658 / Federico@gmail.com	Yes	No	Yes	No
President	Hernandez, Alma G.	Female	1st	2	5	0926-6586659 / Alma@yahoo.com	Yes	No	Yes	No
President	Hernandez, Celso S.	Male	1st	1	3	090514-62550 / Celso@gmail.com	No	Yes	Yes	No
President	Hernandez, Arsenio M.	Male	1st	2	5	0926-6586657 / Arsenio@gmail.com	Yes	No	No	Yes

A.2 Board's Meetings/Attendance:

		Meetings	No. of Board Resolutions/
--	--	----------	---------------------------

REPORT PARTS: FOOTER

e. Timestamp

- Displays when the report is last refreshed

f. Pagination

- Displays the page number

D. SUMMARY OF COMPLAINTS RECEIVED AND ACTED UPON		
1. Number of Complaints/Request Received:		
2. Number of Complaints/Request Acted Upon:		
E. ACCIDENT/S REPORT		
Particulars	No. of Accidents	Remarks
Last Refresh Date: Jun 08, 2017		

e

f

Page 1 of 2

NAVIGATION GUIDE

- Page navigation
 - View next page or previous page
 - View first or last page
- Click Refresh icon to refresh report
- Click Back icon to go back to the parent report
- Click to zoom in or zoom out the report view
- Save icon
 - Download as PDF
 - Saving of file is per tab

SQL Server Reporting Services

★ Favorites Browse View Search... user1

Home > Institutional > Operational Reports > Monthly Institutional Report (MIR)

Year 2017 Month April EC CAGELCO I View Report

a b c d e

1 of 3 100% Find Next

A. BOARD OF DIRECTORS

A.1 Board's Profile:

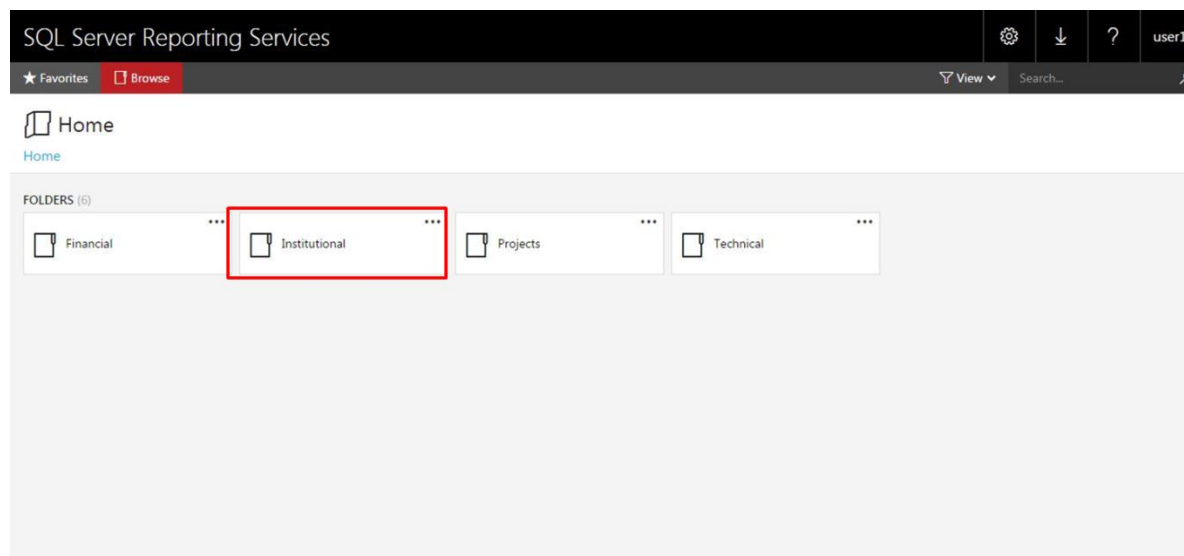
Position	BOD Name	Gender	District	Term of Office	Total No. of Years as BOD	Contact Number / Email Address	Status of Power Accounts Payable/ Cash Advance/s			
							Power Account		Cash Advance	
							Up to date	W/ Arrears	Up to date	W/ Arrears
President	Guevarra, Lorena T.	Female	1st	3	6	090514-62549 / loreno@gmail.com	Yes	No	Yes	No
President	Hernandez, Federico P.	Male	1st	1	3	0926-6586658 / Federico@gmail.com	Yes	No	Yes	No
President	Hernandez, Alma G.	Female	1st	2	5	0926-6586659 / Alma@yahoo.com	Yes	No	Yes	No
President	Hernandez, Celso S.	Male	1st	1	3	090514-62550 / Celso@gmail.com	No	Yes	Yes	No
President	Hernandez, Arsenio M.	Male	1st	2	5	0926-6586657 / Arsenio@gmail.com	Yes	No	No	Yes

A.2 Board's Meetings/Attendance:

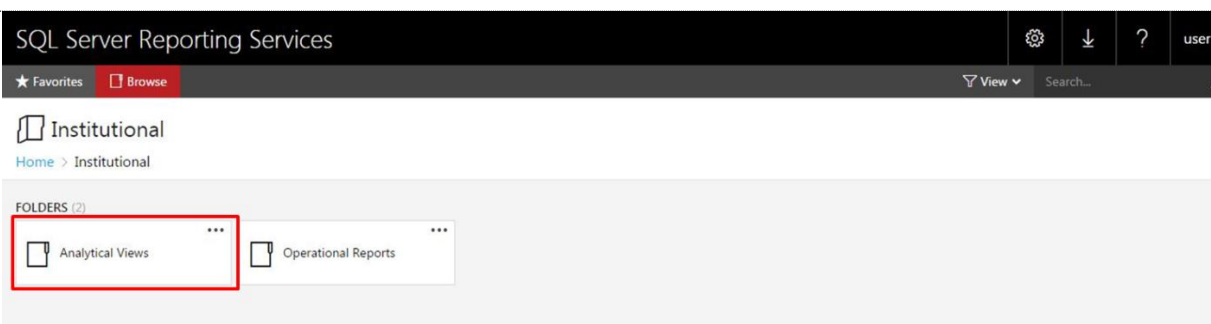
Meetings	No. of Board Resolutions/

6.2.2 Analytical View

1. Select the **Subject Area** of the report to be viewed.



2. Select **Analytical Views** folder.



3. Click an Analytical Report to view.

SQL Server Reporting Services

★ Favorites

Browse

⚙

↓

?

user1

🔍 Search...

🔍

📄 Analytical Views

Home > Institutional > Analytical Views

PAGINATED REPORTS (4)

📄

Customer Service Standards Monitoring

⋮

📄

Monitoring of Complaints

⋮

4. System will display the filters predefined for the report.
5. Select filter (e.g., Reporting Year and Month, Region, EC, etc.)

SQL Server Reporting Services

★ Favorites

Browse

Search...

[Home](#) > [Institutional](#) > [Analytical Views](#) > Customer Service Standards Monitoring

Year

2017

Month

April

Island Group

LUZON

Region

Region II

EC

CAGELCO I

View Report

6. Click **View Report** button.

SQL Server Reporting Services

★ Favorites Browse

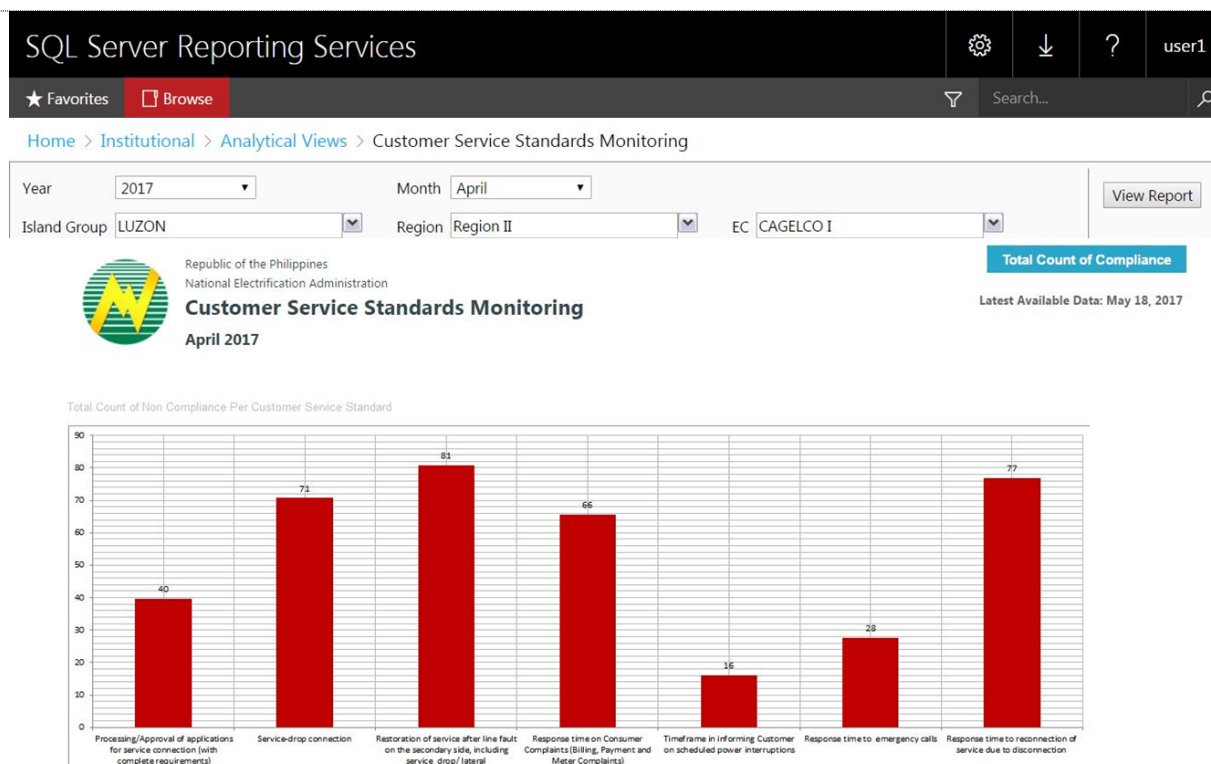
Home > Institutional > Analytical Views > Customer Service Standards Monitoring

Year: 2017 Month: April

Island Group: LUZON Region: Region II EC: CAGELCO I

View Report

7. System will display the Analytical View.



NAVIGATION GUIDE

- a. Save icon
 - Download as PDF
 Saving of file is per tab

