

# **NATIONAL TRANSMISSION CORPORATION**

CITIZEN'S CHARTER (2<sup>ND</sup> REVISION: AUGUST 1, 2016)

---

---

**DEPARTMENT/DIVISION CONCERNED: FIT-ALL FUND ADMINISTRATION**

**FRONTLINE SERVICE: PROCESSING AND DISBURSEMENT OF CLAIMS OF FIT-ELIGIBLE RE**

---

**Schedule :** 8:00am to 5:00pm, Monday to Friday

Cut-Off in the inclusion of FD and ACRR claim for the current payment date : 17<sup>th</sup> day of the month

**Who avails of the service:** FIT-Eligible RE Generators

**What are the requirements:**

Documents to be submitted for each billing:

1. FIT Statement of Account
2. Actual FIT Differential Invoice
3. Actual Cost Recovery Revenue (ACRR) Invoice
4. Record of Meter Reading (hard & soft copy)

PEMC submission required in each billing:

1. WESM Settlement Data
2. WESM Final Invoice

Additional Attachment for the First Claim:

1. Updates/Amendments to Initial Documents, if any
-

# NATIONAL TRANSMISSION CORPORATION

## CITIZEN'S CHARTER (2<sup>ND</sup> REVISION: AUGUST 1, 2016)

How to avail of the service:

Step	ACTIVITY		Duration of Activity *	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
1.	FIT-Eligible RE sends billing/statement of account to FIT-All Fund Administrator on the 15 <sup>th</sup> of the month covering previous months' generation	<b>Receive the billing/statement of account</b> a. Attach Disbursement Checklist Form and forward it to the Department Manager  b. Send the document/s to the responsible member of the FIT-All Team for processing.	Within 5 minutes/per claim  Within 5 minutes/per claim	Girlie T. Mangayabas (Secretary)  Dinna O. Dizon, Manager, CMD	None	FIT SOA & Attachments  Disbursement Checklist
2.		<b>Check Completeness of FIT SOA and attachments under the FIT-All Guidelines</b> <ul style="list-style-type: none"> <li>• If complete, proceed to step 3</li> <li>• If incomplete, advise concerned RE to complete and/or revise its submission</li> </ul>	Within 10 minutes per claim  5 minutes per claim	Maricel Canlas		FIT SOA & Attachments  Disbursement Checklist
3.		<b>Evaluate the computations made in the FIT Statement of Account</b> a) Validate KWh generated based on NGCP Record of meter reading (MSP Provider) and the WESM Final Invoice. Analyze capacity factor of RE developer.  b) Recompute ACRR and adjustments based on the Settlement Data from PEMC and Prepare ACRR Computation Sheet  c) Evaluate Amount Due to RE Developer <ul style="list-style-type: none"> <li>➤ Check FIT Revenue of RE Developer, verify the FIT Rate Applied.</li> </ul>	Within 15 minutes per claim  within 60 minutes per claim  3 minutes per claim	Maricel Canlas/ Rogelyn Ronquillo  Maricel Canlas/ Rogelyn Ronquillo  Maricel Canlas/ Rogelyn Ronquillo		Record of Meter Reading, Final WESM Invoice & Adjustments  ACRR Computation Sheet  FIT SOA and attachments,

## NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (2<sup>ND</sup> REVISION: AUGUST 1, 2016)

Step	ACTIVITY		Duration of Activity *	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
		<ul style="list-style-type: none"> <li>➤ Check computation of FIT Differential</li>   <li>➤ Check Total Amount Due from the FIT-All Fund, verify applicable deductions to claim (Market Fees, Purchases, etc.)</li> </ul> <p>d) Advise RE Developer of the validated claim and accomplish a Comment Slip, if necessary.</p>	<p>3 minutes per claim</p> <p>10 minutes per claim</p> <p>5 minutes per claim</p>	<p>Maricel Canlas/ Rogelyn Ronquillo</p> <p>Maricel Canlas/ Rogelyn Ronquillo</p> <p>Maricel Canlas/ Rogelyn Ronquillo</p>		<p>Evaluation Sheet</p>   <p>Evaluation Sheet</p>
4.		<p><b>On the 30th or 31st day of the month, Consolidate the Total RE Developers Claim for the succeeding Payment Date based on actual RE billings on hand.</b></p>	<p>Within 60 minutes</p>	<p>Jayson O. Ranara/ Rogelyn T. Ronquillo</p>		<p>RE Developers FIT SOA &amp; Consolidated Report of Claim for a Payment Date</p>
5.		<p><b>Consolidate Report of Collections</b></p> <ul style="list-style-type: none"> <li>➤ Summarize ACRR Collections</li>   <li>➤ Summarize Collection Agents Remittance Report</li> </ul>	<p>Within 30 minutes</p> <p>Within 30 minutes</p>	<p>Jayson O. Ranara/ Rogelyn T. Ronquillo</p> <p>Eunice Bernabe/ Rogelyn T. Ronquillo</p>		<p>PEMC Collection Report/ Bank Report of Remittance</p> <p>Collection Agents Report of kWh Sales &amp; Remittance Report/ Bank Report of Remittance</p>

## NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (2<sup>ND</sup> REVISION: AUGUST 1, 2016)

Step	ACTIVITY		Duration of Activity *	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
6.		<b>Prepare Fund Allocation</b>				
		<ul style="list-style-type: none"> <li>➤ For ACRR, disbursement will be as collected</li> </ul>	20 minutes	Jayson O. Ranara/ Rogelyn T. Ronquillo		PEMC Collection Report/ Bank Report of Remittance
		<ul style="list-style-type: none"> <li>➤ For FIT-All                             <ul style="list-style-type: none"> <li>○ Apply remittances based on the following (1) age of receivables,(2) order of priority such as:                                     <ol style="list-style-type: none"> <li>1. FD (more than 30 days)</li> <li>2. AA (more than 30 days)</li> <li>3. DA more than 30 days)</li> <li>4. WCA more than 30 days)</li> <li>5. FD (current)</li> <li>6. AA (current)</li> <li>7. DA (current)</li> <li>8. WCA (current)</li> </ol> </li> <li>○ Prepare FIT-All Allocation of Summary</li> </ul> </li> </ul>	60 minutes	Eunice Bernabe Charina Barsaga Rogelyn T. Ronquillo		Collection Agents Report of kWh Sales, Remittance Report/ Bank Report of Remittance, Aging of Receivables Summary of Deposits/ Remittances
		40 minutes			FIT-All Allocation Summary	
7.		<b>Verify Availability of Funds</b> <ul style="list-style-type: none"> <li>➤ In case fund is sufficient, proceed to Step 8</li> <li>➤ In case fund is not sufficient, prepare allocation of disbursements                             <ul style="list-style-type: none"> <li>○ CRR: pay to RE as collected</li> <li>○ FIT Differential – do proportionate sharing based on peso claim for a Particular Payment date. Apply First in First out (FIFO) Method in case more than one Payment Date is outstanding.</li> </ul> </li> </ul>	30 minutes	Jayson O. Ranara/ Rogelyn T. Ronquillo		WeAccess Report of Fund Balance

## NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (2<sup>ND</sup> REVISION: AUGUST 1, 2016)

Step	ACTIVITY		Duration of Activity *	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
8		Prepare Summary of Disbursements & Secure confirmation of Funds Availability with LBP	20 minutes	Jayson O. Ranara/ Rogelyn T. Ronquillo		WeAccess Report of Fund Balance  Summary of Disbursements
9.		<p><b>Accomplish Disbursement Voucher</b></p> <p>a) Prepare Disbursement Voucher, assign DV number and encode the DV information in the FIT Monitoring System (FAMS)</p> <ul style="list-style-type: none"> <li>o Sign Box A1 of DV</li> </ul> <p>b) Journalize/index Disbursement Voucher in the FIT Monitoring System</p> <p>c) Print Coding Sheet</p> <ul style="list-style-type: none"> <li>o Sign Box B1 &amp; B2 of DV</li> </ul> <p>➤ Examine/ Review of Disbursement Voucher</p> <ul style="list-style-type: none"> <li>o Sign 'Examined by' portion of DV</li> </ul>	<p>10minutes/ payee (RE)</p> <p>5 minutes/ payee (RE)</p> <p>5 minutes/ payee (RE)</p> <p>5 minutes/ payee (RE)</p> <p>5 minutes/ payee (RE)</p>	<p>Charina V. Barsaga</p> <p>Dinna O. Dizon</p> <p>Charina V. Barsaga/Eunice Bernabe</p> <p>Charina V. Barsaga/Eunice Bernabe</p> <p>Christopher Serrano</p> <p>Rogelyn T. Ronquillo</p>		<p>Disbursement Voucher with Supporting Documents, Summary of Disbursements</p> <p>Disbursement Voucher with Supporting Documents, Summary of Disbursements</p> <p>Disbursement Voucher with Supporting Documents, Summary of</p>

## NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (2<sup>ND</sup> REVISION: AUGUST 1, 2016)

Step	ACTIVITY		Duration of Activity *	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
11.		<b>Transmit Payment Instruction to the Trustee Bank</b> a) Make a formal transmittal of the Payment Instructions to the Trustee Bank for LBP to effect payment to the RE developer's respective accounts		Charina V. Barsaga/Eunice Bernabe		Payment Instruction/ Transmittal
12.		Prepare formal advice to RE Developers of the amount of remittance/s made as well as the corresponding bank fees and request RE developers to issue Official Receipt.		Charina V. Barsaga/Eunice Bernabe/ Rogelyn T. Ronquillo/ Christopher O. Serrano/Dinna O. Dizon/ Generoso M. Senal		Remittance Advice

**Contact Numbers:** 902-1500 Local 1576 - *Girlie T. Mangayabas*  
 902-1500 Local 1517 - *Ms. Dinna O. Dizon*  
 902-1500 Local 1579 - *Rogelyn T. Ronquillo*  
 86-231 - *Charina Barsaga, Eunice Bernabe and Jayson Ranara*  
 914-6206 - *Myrna M. Tulod*  
 902-1500 Local 1573 - *Christopher O. Serrano*