

# NATIONAL TRANSMISSION CORPORATION

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

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**DEPARTMENT/ DIVISION CONCERNED: Sub-Transmission Divestment Department**  
**FRONTLINE SERVICE: Application for Completion of Sale Contract in the Divestment of Sub-Transmission Assets (STAs) for Energy Regulatory Commission (ERC) Approval**

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**SCHEDULE** : 8:00 AM TO 5:00 PM WITH NOON BREAK

**EXTERNAL CUSTOMERS** : DISTRIBUTION UTILITIES (DU'S)

- 1) ELECTRIC COOPERATIVES (EC'S)
- 2) PRIVATELY OWNED DISTRIBUTION UTILITIES
- 3) LOCAL GOVERNMENT UNIT OWNED AND OPERATED DISTRIBUTION SYSTEMS
- 4) PEZA-REGISTERED ECONOMIC ZONES (ECOZONES), OR PEZA REGISTERED ENTITY WITH EXISTING AUTHORITY TO DISTRIBUTE POWER WITHIN THE ECOZONE

**REQUIREMENTS:**

LETTER FROM THE DU'S REGARDING THEIR CONCERN RELATIVE TO THE SALE OF STA'S, ON ANY OF THE FOLLOWING:

1. CLARIFICATION ON THE COMPOSITION OF SALE PACKAGES, QUALIFICATION (TECHNICAL & FINANCIAL CRITERIA OF DU'S TO ACQUIRE SUB-TRANSMISSION ASSETS, AND TERMS
2. RIGHT-OF-WAY CLAIMS
3. CONNECTION CHARGES
4. VALUATION OF SUB-TRANSMISSION ASSETS
5. VALUATION OF LAND AND TRANSFER OF ROW
6. TERMS OF PAYMENT
7. TECHNICAL CONCERNS, LIKE METERING
8. OTHER RELATED MATTER

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STEP	ACTIVITY		DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
<b>1</b>	<p>SUBMITS LETTER OR SENDS FACSIMILE TO SUB-TRANSMISSION DIVESTMENT DEPARTMENT (SDD) TO VERIFY CONCERNS ON THE SALE OF SUB-TRANSMISSION ASSETS, IN ANY OF THE FOLLOWING:</p> <p>A) CLARIFICATION ON THE COMPOSITION OF SALE PACKAGES, FINANCIAL AND TECHNICAL QUALIFICATIONS CRITERIA OF DUS TO ACQUIRE SUB-TRANSMISSION ASSETS, AND TERMS AND CONDITION OF</p>	<p>MAKES INITIAL EVALUATION AND ENDORSES TO CORPORATE STAFF OFFICER IN CHARGE</p>	10 MINUTES	<p>MOISES F. RUBIO MANAGER, SDD</p>		
		<p>RECORDS THE LETTER/FACSIMILE MESSAGE IN THE LOGBOOK OR COMPUTER FILE/RECORD THEN FORWARD TO THE CONCERNED STAFF, FOR APPROPRIATE ACTION</p>	15 MINUTES	<p>SECRETARY  CORPORATE STAFF OFFICER B: RENATO B. APILADO</p>		
		<p>RECEIVES AND REVIEWS THE LETTER</p>	30 MINUTES	<p>ACTING CORPORATE OFFICER: NOEL E. MIRANDA</p>		
		<p>EVALUATES THE REQUEST</p>	MAXIMUM THREE (3) DAYS FOR	<p>CORPORATE STAFF OFFICER/ DIVESTMENT</p>		

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	<p>THE SALE.</p> <p>B) RIGHT-OF-WAY CLAIMS/ISSUES</p> <p>C) CONNECTION CHARGES</p> <p>D) VALUATION OF SUB-TRANSMISSION ASSETS</p> <p>E) VALUATION OF LAND AND TRANSFER OF ROW</p> <p>F) TERMS OF PAYMENT</p> <p>G) TECHNICAL CONCERNS, LIKE METERING</p> <p>H) OTHER RELATED MATTERS</p>		<p>ITEMS A AND F. FOR ITEM D, MAXIMUM OF ONE (1) DAY (IF NET BOOK VALUE IS AVAILABLE PER SDD RECORDS); REQUEST COST FROM TRANS Co FINANCE THE SKM ROLLED FORWARD VALUATION WITHIN THE DAY IF NOT AVAILABLE IN SDD. FOR ITEMS B, E AND C, REQUEST THE ROW DEPT. AND NGCP, RESPECTIVELY, WITHIN THE DAY. FOR ITEM H, IS IS SUBJECT TO</p>	<p>SPECIALIST: VANESSA R. MANGUIAT AND PROPERTY ACCTG STAFF (FOR SKM VALUATION); ROW STAFF AND NGCP STAFF IN QUEZON CITY OFFICE</p>		
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			FURTHER EVALUATION			
		REVIEWS AND SIGNS THE MEMORANDUM/LETTER ENDORSING THE REQUEST TO THE CONCERNED GROUP, FOR APPROPRIATE ACTION, TO WIT:	15 MINUTES	MOISES R. RUBIO, MANAGER, SDD		
		RECORDS THE LETTER IN THE LOGBOOK BEFORE RELEASE	15 MINUTES	SECRETARY		
		REVIEWS AND ENDORSES THE FOLLOWING CONCERNS:  A) RIGHT-OF-WAY CLAIMS TO BE ENDORSED TO TRANSCO RIGHT-OF-WAY DEPT., OFFICE OF THE GENERAL COUNSEL  B) CONNECTION CHARGES TO BE ENDORSED TO	30 MINUTES	CORPORATE STAFF OFFICER, RENATO APILADO		

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		<p>TRANSCO FINANCE DEPT./CONCESSION CONTRACTS MGT GRP</p> <p>C) TECHNICAL CONCERNS TO BE ENDORSED TO NGCP METERING GROUP, NGCP'S DISTRICT MANAGER CONCERNED AND OTHER GROUPS</p>				
		<p>REVIEWS AND SIGNS THE MEMORANDUM/LETTER ENDORISING THE REQUEST TO THE CONCERNED GROUP</p>	15 MINUTES	<p>MOISES F. RUBIO, MANAGER, SDD</p>		
		<p>RELEASES THE LETTER</p>	15 MINUTES	<p>JUANITA TAGUDINA, SECRETARY</p>		
<b>2</b>	RECEIVES THE REPLY					