

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (AUGUST 11, 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 : 17th 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 (AUGUST 11, 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 th of the month covering previous months' generation	Receive the billing/statement of account 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.		Check Completeness of FIT SOA and attachments under the FIT-All Guidelines <ul style="list-style-type: none"> • If complete, proceed to step 3 • If incomplete, advise concerned RE to complete and/or revise its submission 	Within 10 minutes per claim 5 minutes per claim	Maricel Canlas	FIT SOA & Attachments Disbursement Checklist	
3.		Evaluate the computations made in the FIT Statement of Account a) Validate KWh generated based on NGCP Record of meter reading (MSP Provider) and the WESM Final Invoice. Analyze capacity factor of RE developer.	Within 15 minutes per claim	Maricel Canlas/ Rogelyn Ronquillo		Record of Meter Reading, Final WESM Invoice & Adjustments
		b) Recompute ACRR and adjustments based on the Settlement Data from PEMC and Prepare ACRR Computation Sheet	within 60 minutes per claim	Maricel Canlas/ Rogelyn Ronquillo		ACRR Computation Sheet
		c) Evaluate Amount Due to RE Developer <ul style="list-style-type: none"> ➤ Check FIT Revenue of RE Developer, verify the FIT Rate Applied. 	3 minutes per claim	Maricel Canlas/ Rogelyn Ronquillo		FIT SOA and attachments,

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (AUGUST 11, 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"> ➤ Check computation of FIT Differential ➤ Check Total Amount Due from the FIT-All Fund, verify applicable deductions to claim (Market Fees, Purchases, etc.) d) Advise RE Developer of the validated claim and accomplish a Comment Slip, if necessary. 	3 minutes per claim 10 minutes per claim 5 minutes per claim	Maricel Canlas/ Rogelyn Ronquillo Maricel Canlas/ Rogelyn Ronquillo Maricel Canlas/ Rogelyn Ronquillo		Evaluation Sheet Evaluation Sheet
4.		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.	Within 60 minutes	Jayson O. Ranara/ Rogelyn T. Ronquillo		RE Developers FIT SOA & Consolidated Report of Claim for a Payment Date
5.		Consolidate Report of Collections <ul style="list-style-type: none"> ➤ Summarize ACRR Collections ➤ Summarize Collection Agents Remittance Report 	Within 30 minutes Within 30 minutes	Jayson O. Ranara/ Rogelyn T. Ronquillo Eunice Bernabe/ Rogelyn T. Ronquillo		PEMC Collection Report/ Bank Report of Remittance Collection Agents Report of kWh Sales & Remittance Report/ Bank Report of Remittance

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (AUGUST 11, 2016)

Step	ACTIVITY		Duration of Activity *	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
6.		Prepare Fund Allocation <ul style="list-style-type: none"> ➤ For ACRR, disbursement will be as collected 	20 minutes	Jayson O. Ranara/ Rogelyn T. Ronquillo		PEMC Collection Report/ Bank Report of Remittance
		<ul style="list-style-type: none"> ➤ For FIT-All <ul style="list-style-type: none"> ○ Apply remittances based on the following (1) age of receivables,(2) order of priority such as: <ol style="list-style-type: none"> 1. FD (more than 30 days) 2. AA (more than 30 days) 3. DA more than 30 days) 4. WCA more than 30 days) 5. FD (current) 6. AA (current) 7. DA (current) 8. WCA (current) 	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
		<ul style="list-style-type: none"> ○ Prepare FIT-All Allocation of Summary 	40 minutes			FIT-All Allocation Summary
7.		Verify Availability of Funds <ul style="list-style-type: none"> ➤ In case fund is sufficient, proceed to Step 8 ➤ In case fund is not sufficient, prepare allocation of disbursements <ul style="list-style-type: none"> ○ CRR: pay to RE as collected ○ 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. 	30 minutes	Jayson O. Ranara/ Rogelyn T. Ronquillo		WeAccess Report of Fund Balance

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (AUGUST 11, 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.		Accomplish Disbursement Voucher <ul style="list-style-type: none"> a) Prepare Disbursement Voucher, assign DV number and encode the DV information in the FIT Monitoring System (FAMS) <ul style="list-style-type: none"> ○ Sign Box A1 of DV b) Journalize/index Disbursement Voucher in the FIT Monitoring System c) Print Coding Sheet <ul style="list-style-type: none"> ○ Sign Box B1 & B2 of DV ➤ Examine/ Review of Disbursement Voucher <ul style="list-style-type: none"> ○ Sign 'Examined by' portion of DV 	10minutes/ payee (RE) 5 minutes/ payee (RE) 5 minutes/ payee (RE) 5 minutes/ payee (RE) 5 minutes/ payee (RE)	Charina V. Barsaga Dinna O. Dizon Charina V. Barsaga/Eunice Bernabe Charina V. Barsaga/Eunice Bernabe Christopher Serrano Rogelyn T. Ronquillo		Disbursement Voucher with Supporting Documents, Summary of Disbursements Disbursement Voucher with Supporting Documents, Summary of Disbursements Disbursement Voucher with Supporting Documents, Summary of

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (AUGUST 11, 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"> ○ Sign 'Reviewed by' portion of DV ➤ Approve Disbursement Voucher <ul style="list-style-type: none"> ○ Sign Box C of DV 	5 minutes/ payee (RE)	Myrna M. Tulod		Disbursements
			5 minutes/ payee (RE)	Generoso M. Senal		Disbursement Voucher with Supporting Documents, Summary of Disbursements
10.		Prepare Payment Instruction for Trustee Bank <ul style="list-style-type: none"> a) Prepare and journalize Payment Instruction b) Approve Payment Instruction c) Certify funds availability d) Pre-Audit Payment Instruction (Payee Name, bank details, amounts, and fund sourcing) and e) Counter sign Payment Instruction 	10 minutes/ payee (RE)	Charina V. Barsaga/Eunice Bernabe		Payment Instruction together with the Disbursement voucher together with supporting documents
			5 minutes/ payee (RE)	Dinna O. Dizon		
			10 minutes/ payee (RE)	Christopher O. Serrano/Charina Barsaga/Eunice Bernabe		
			10 minutes/ payee (RE)	Myrna M. Tulod/ Rogelyn T. Ronquillo		
			5 minutes/ payee (RE)	Generoso M. Senal		

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (AUGUST 11, 2016)

Step	ACTIVITY		Duration of Activity *	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
11.		Transmit Payment Instruction to the Trustee Bank 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*