

# 1. MEMBERSHIP APPLICATION

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## a. Steps

### I. **FOR NEW CONNECTION (Permanent Connection)**

1. Pumunta sa mga sumusunod na sub-offices na malapit sa inyong lugar at kumuha ng application form:
  - Area 1: Taft St., Tuguegarao City (Tuguegarao City)
  - Area 2: Maddarulug, Solana (Enrile, Solana, Amulung West, Peñablanca)
  - Area 3: Sta. Barbara, Piat (Tuao, Rizal, Piat, Sto. Niño)
  - Area 4: Baybayog, Alcala (Iguig, Amulung East, Alcala, Baggao)
2. Dumalo sa Pre-Membership-Orientation sa mga sumusunod na iskedyul sa inyong lugar para malaman ang mga requirements:  
8:30 AM to 11:00 AM
  - Tuesday – Main Office, Maddarulug, Solana
  - Wednesday – Sub-office, Baybayog, Alcala
  - Thursday – Sub-office, Taft St., Tuguegarao City
  - Friday – Sub-office, Sta. Barbara, Piat
3. I-secure at isubmit ang mga requirements para sa new connection (permanent) kasama ang application form sa CAGELCO I Sub-office sa inyong lugar.
4. Magbayad ng ₱ 1,343.20 sa teller.
5. Ihanda ang mga karagdagang requirements katulad ng service dropwire at lift pole.
6. Mag hintay lamang ikabit ang inyong connection sa loob ng pitong (7) araw.

### II. **FOR NEW CONNECTION (Temporary Connection)**

1. Pumunta sa mga sumusunod na sub-offices na malapit sa inyong lugar at kumuha ng application form:
  - Area 1: Taft St., Tuguegarao City (Tuguegarao City)
  - Area 2: Maddarulug, Solana (Enrile, Solana, Amulung West, Peñablanca)
  - Area 3: Sta. Barbara, Piat (Tuao, Rizal, Piat, Sto. Niño)
  - Area 4: Baybayog, Alcala (Iguig, Amulung East, Alcala, Baggao)
2. Dumalo sa Pre-Membership-Orientation sa mga sumusunod na iskedyul sa inyong lugar para malaman ang mga requirements:  
8:30 AM to 11:00 AM
  - Tuesday – Main Office, Maddarulug, Solana
  - Wednesday – Sub-office, Baybayog, Alcala
  - Thursday – Sub-office, Taft St., Tuguegarao City
  - Friday – Sub-office, Sta. Barbara, Piat
3. I-secure at isubmit ang mga requirements para sa new connection(temporary) kasama ang application form sa CAGELCO I Sub-office sa inyong lugar.
4. Magbayad ng ₱ 1,343.20 sa teller.
5. Ihanda ang mga karagdagang requirements katulad ng service dropwire at lift pole.
6. Mag hintay lamang ikabit ang inyong connection sa loob ng pitong (7) araw.

Paalala:

1. Kapag hindi pa tapos ang bahay o gusali sa loob ng tatlong (3) buwan, ang mga naipasang requirements na good for 90 days ay kailangang maipa-renew bago ito magexpire.
2. Kapag natapos na ang bahay o gusali sa loob ng tatlong (3) buwan, ipasa na ang mga requirements for permanent connection.

### **III. FOR NEW CONNECTION (with Transformer)**

1. Pumunta sa mga sumusunod na sub-offices na malapit sa inyong lugar, kumuha ng application form at mag pa inspect sa Area Engineer ng inyong actual load:
  - Area 1: Taft St., Tuguegarao City (Tuguegarao City)
  - Area 2: Maddarulug, Solana (Enrile, Solana, Amulung West, Peñablanca)
  - Area 3: Sta. Barbara, Piat (Tuao, Rizal, Piat, Sto. Niño)
  - Area 4: Baybayog, Alcala (Iguig, Amulung East, Alcala, Baggao)
2. Dumalo sa Pre-Membership-Orientation sa mga sumusunod na iskedyul sa inyong lugar para sa mga requirements:  
8:30 AM to 11:00 AM
  - Tuesday – Main Office, Maddarulug, Solana
  - Wednesday – Sub-office, Baybayog, Alcala
  - Thursday – Sub-office, Taft St., Tuguegarao City
  - Friday – Sub-office, Sta. Barbara, Piat
3. Hintayin lamang ang Linemen ng CAGELCO I na magsusuri ng inyong actual load sa inyong lugar. Matapos masuri, kunin ang inspection report na manggagaling sa Linemen.
4. Dalhin ang inspection report sa Technical Services Department, Main Office, Maddarulug, Solana, Cagayan at hintaying ang transformer and metering requirements.
5. Dalhin ang mga requirements kasama ng transformer and metering requirements sa Membership, Institutional Services Department, Maddarulug, Solana para sa computation ng fees.
6. Bayaran ang kinuwentang bayarin sa teller.
7. Bumalik sa Membership, Institutional Services Department para sa huling hakbang.

### **IV. FOR MODIFICATION/CHANGE OF NAME(New member)**

1. Pumunta sa mga sumusunod na sub-offices na malapit sa inyong lugar at kumuha ng application form:
  - Area 1: Taft St., Tuguegarao City (Tuguegarao City)
  - Area 2: Maddarulug, Solana (Enrile, Solana, Amulung West, Peñablanca)
  - Area 3: Sta. Barbara, Piat (Tuao, Rizal, Piat, Sto. Niño)
  - Area 4: Baybayog, Alcala (Iguig, Amulung East, Alcala, Baggao)
2. Dumalo sa Pre-membership Orientation sa mga sumusunod na iskedyul sa inyong lugar para kunin ang requirements:  
8:30 AM to 11:00 AM
  - Tuesday – Main Office, Maddarulug, Solana
  - Wednesday – Sub-office, Baybayog, Alcala
  - Thursday – Sub-office, Taft St., Tuguegarao City
  - Friday – Sub-office, Sta. Barbara, Piat
3. I-secure at isubmit ang mga requirements para sa change of name/modification kasama ang application form sa CAGELCO I Sub-office sa inyong lugar.
4. Mag bayad ng fees.

## b. Requirements

### **FOR NEW CONNECTION**

1. Pre-membership Orientation
2. Electrical Layout Plan(signed and sealed by PEE)
3. Electrical Permit (Municipal/City Engr's. Office)
4. Certificate of Final Electrical Inspection (Municipal/City Engr's. Office)
5. Certificate of Occupancy (Municipal/City Engr's. Office)
6. Fire Safety Clearance (Municipal/City Fire Dept.)
7. Latest Picture (2x2) 1 each for husband and wife
8. Barangay Certification
9. Birth Certificate(if Single)/Marriage Certificate(Married)

### **+ Karagdagang requirements**

1. SERVICE DROP WIRE - dapat alamin muna ito bago mag-pakonekta at handa na ito bago dumating ang Linemen ng CAGELCO I

1 -150 METERS                      DUPLEX #6

151-200 METERS                      DUPLEX #4

201-300 METERS                      DUPLEX #2

Kung lampas sa 300 meters, makipag ugnayan muna sa Technical Services Department(TSD) sa Main Office, Maddarulug, Solana

2. LIFT POLE - para sa bahay na ang layo sa poste ng CAGELCO I ay lagpas 50 metros (1 lift pole every 50 meters)

### **FOR NEW CONNECTION (Temporary Connection)**

1. Pre-membership Orientation
2. Electrical Layout Plan(signed and sealed by PEE)
3. Temporary Fire Safety Clearance (Municipal/City Fire Dept.)
4. Temporary Electrical Permit (Municipal/City Engr's. Office)
5. Latest Picture (2x2) 1 each for husband and wife
6. Barangay Certification
7. Birth Certificate(if Single)/Marriage Certificate(Married)

### **+ Karagdagang requirements**

1. SERVICE DROP WIRE - dapat alamin muna ito bago mag-pakonekta

1 -150 METERS                      DUPLEX #6

151-200 METERS                      DUPLEX #4

201-300 METERS                      DUPLEX #2

Kung lampas sa 300 meters, makipag ugnayan muna sa Technical Services Department(TSD) sa Main Office, Maddarulug, Solana

2. LIFT POLE - para sa bahay na ang layo sa poste ng CAGELCO I ay lagpas 50 metros (1 lift pole every 50 meters)

**FOR NEW CONNECTION (with Transformer)**

1. Inspection Report
2. Pre-membership Orientation
3. Electrical Layout Plan(signed and sealed by PEE)
4. Electrical Permit (Municipal/City Engr's. Office)
5. Certificate of Final Electrical Inspection (Municipal/City Engr's. Office)
6. Certificate of Occupancy (Municipal/City Engr's. Office)
7. Fire Safety Clearance (Municipal/City Fire Dept.)
8. Latest Picture (2x2) 1 each for husband and wife
9. Barangay Certification
10. Birth Certificate(if Single)/Marriage Certificate(Married)

**+ Karagdagang requirements**

1. SERVICE DROP WIRE - dapat alamin muna ito bago mag-pakonekta

1 -150 METERS                      DUPLEX #6

151-200 METERS                      DUPLEX #4

201-300 METERS                      DUPLEX #2

Kung lampas sa 300 meters, makipag ugnayan muna sa Technical Services Department(TSD) sa Main Office, Maddarulug, Solana

2. LIFT POLE - para sa bahay na ang layo sa poste ng CAGELCO I ay lagpas 50 metros (1 lift pole every 50 meters)

**FOR NEW CONNECTION (with Transformer) – Temporary Connection**

1. Inspection Report
2. Pre-Membership-Orientation
3. Electrical Layout Plan (signed and sealed by PEE)
4. Temporary Fire Safety Clearance (Municipal/City Fire Dept.)
5. Temporary Electrical Permit (Municipal/City Engr's. Office)
6. Latest Picture (2x2) 1 each for husband and wife
7. Barangay Certification
8. Birth Certificate(if single)/Marriage Certificate(Married)

**FOR MODIFICATION/CHANGE OF NAME**

<b>KATAYUAN NG MIYEMBRO</b>	<b>KWALIPIKADONG APLIKANTE</b>	<b>REQUIREMENTS (PLEASE REFER TO THE ITEMS SPECIFIED BELOW)</b>
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1. Kamatayan ng isa sa mag-asawa	Kung sakaling mag-asawa muli, dapat ipaalam sa opisina at mag-pasa ng mga kinakailangang requirements a. kapag mag-asawa muli  b. kapag ipapatanggal ang pangalan ng yumaong asawa	LETTERS A, B, C, G, I  LETTERS A, G & I
2. Kamatayan ng parehong mag-asawa	Ang legal na tagapagmana lang ang kwalipikadong mag-apply ng change of name/modification	LETTERS A, B, C, D, F, G, I
3. Permanenting paglipat sa ibang lugar at ang bagong may-ari na ang gumagamit ng kuryente.	Kapag binenta ang bahay o gusali a. Ang bumili ay ang legal na nagmamay-ari ng bahay o gusali  b. Sa bahay o gusali na merong administrators o tagapag-alaga kapag wala ang may-ari  Ang kasalukuyang awtorisadong administrator o tagapag-alaga ang pwdeng mag-apply kapag wala ang may-ari.	LETTERS A,B, C, D, G, J (new MCO) LETTERS A, G, J(for old/active MCO)  LETTER A, G, J, N
4. Ipinagkaloob na arian a.Kapag miyembro ng pamilya  b. Kapag hindi miyembro ng pamilya	Ang legal na tatanggap ng ari-arian	LETTERS A,B, C, D,F, G, K(new MCO) LETTERS A,F, GK(old/active MCO)
5. Paglipat ng pangalan sa may-ari mula sa nangungupahan ng gusali o bahay	a. May-ari ng bahay o gusali  b.Awtorisadong administrator (kapag wala ang may-ari)	LETTERS A,B,C,D,E,F,G,L,M  LETTERS A, F, G, L,M, N, P

- A. Application For Membership & Service Connection
- B. Birth Certificate(single)/ Marriage Certificate(married)
- C. Picture (2 x 2)
- D. Pre-Membership Orientation (PMO)
- E. Barangay Certification showing proof of residency in the barangay
- F. Petition for Modification/Change of Registered MC Name
- G. Latest Power Bill Receipt
- H. FSD Clearance
- I. Death Certificate
- J. Deed of Sale
- K. Deed of Donation/ Proof of Decision/Waiver of Rights
- L. Deed of Undertaking between tenant and owner (for tenanted properties)
- M. Lease Contract (for buildings/houses under lease)
- N. Authorization (for buildings under the management of Caretakers/Administrators)
- O. Proof of Succession
- P. Special Power of Attorney

### c. Fees

#### **FOR NEW CONNECTION(Permanent or Temporary)**

✚ Membership Fee	₱ 20.00
✚ Service Charge	₱ 30.00
✚ Membership ID Card	₱ 80.00
✚ Power Bill Deposit	₱ 1,200.00
✚ E-VAT	₱ 13.20
<b>TOTAL</b>	<b>₱ 1343.20</b>

#### **FOR NEW CONNECTION (with Transformer-XFM)**

✚ Membership Fee	₱ 20.00
✚ Service Charge	₱ 30.00/meter
✚ Membership ID Card	₱ 80.00
✚ Power Bill Deposit	₱ 1,200.00/meter
✚ Installation Fee	Depende sa rate ng transformer at sa CT/PT
✚ Service charge for XFM	Depende sa rate ng transformer at sa CT/PT
✚ Inspection Fee	₱ 50/xfm
✚ Material Cost	₱ 328.99/xfm
✚ Meter Box	₱ 982.80/meter if meter is KV2C Vector KWh
✚ CT Box	₱ 982.80/CT for 3-phase secondary metering
✚ Bracket	₱ 1415.70/Bracket for pole mounted XFM 25 KVA and up

#### **FOR MODIFICATION/CHANGE OF NAME**

✚ depende sa sitwasyon

### d. Transformer Policy

#### **POLICY NO. 2-15**

**SUBJECT: Policy on Transformer Sale and Rental for Big Load Consumers**

**Objective:** To establish guidelines and procedures on the Sale and Rental of Transformers for big load consumers.

#### **RATIONALE:**

With the Cooperative's desire to hold the member-consumers to acquire transformer/s and to reduce system loss, this Office decided to provide transformer/s of superior quality to big load consumers. Big load users shall mean consumers with an aggregate load of at least 5 horse power (HP) or its equivalent.

PROCEDURE:

1. Big load consumers shall furnish the Institutional Services Department (ISD) a copy of their electrical plan;
2. ISD shall refer the plan to the Technical Services Department (TSD) for review and evaluation;
3. ISD shall assess the amount of fees to be paid by the consumer based on the evaluation and recommendation of the TSD;
4. An applicant may opt to acquire the transformer from sources other than the Cooperative, provided they satisfy the minimum efficiency set by the Cooperative. Provided further, that the consumer shall secure a Clearance or Certification from the Department of Environment and Natural Resources (DENR) that the transformer is free of polychlorinated biphenyl (PCB);
5. In case the applicant opts to buy transformer from CAGELCO I, the following conditions must be considered:
  - a. Price of brand new transformers shall be based on its latest acquisition price (inclusive of VAT) plus 10% mark-up for units purchased in cash and 15% for units purchased on installment, which shall be determined by the FSD from time to time;
  - b. Price of remanufactured transformer shall be 40% lower than that of a brand new one of the same rating, or the total cost of remanufacturing (material, labor and other incidental costs) as determined by the FSD and TSD, whichever is higher;
  - c. Prices of brand new and remanufactured transformers exclude the installation fee;
  - d. It shall be understood that the transformer/s shall remain the property of the Coop until it is fully paid by the applicant;
  - e. Mode of Payment:
    - i. Cash; or
    - ii. On installment basis. A 50% down payment (inclusive of VAT) is required and the balance shall be paid in six (6) monthly equal post-dated checks or six (6) monthly cash installment, as the case may be.
  - f. Warranty  
Warranty period of one (1) year is limited to manufacturing defects.
  - g. Default  
In case a consumer defaulted in his monthly installment, the following scale of penalties shall be charged for each month of default:

10KVA	-	P1,000.00
15KVA	-	P2,000.00
25KVA	-	P3,000.00
37.5KVA	-	P4,000.00
50KVA	-	P5,000.00
75KVA	-	P6,000.00
100KVA	-	P7,000.00

The Coop shall have the right to repossess the transformer in case the consumer defaulted for three consecutive months.

6. An applicant may have the option to rent on the following conditions:
- a. Only consumers with temporary service connections are allowed to avail of this scheme and it shall not apply to consumers with service connections that require permanent use of transformer;
  - b. This scheme shall not exceed three (3) months from the date of installation of the transformer;
  - c. Extensions may be allowed only with justifiable reasons and shall not exceed one (1) month from the date of expiration of the three-month period;
  - d. It shall be understood that no renewal shall be allowed, only extension;
  - e. A fraction of a month shall be equivalent to one month rental;
  - f. In case the transformer is damaged due to negligence of the consumer (but not limited to overloading, short circuit, etc.), the consumer shall replace the unit with the same rating or its equivalent, or shall pay the price of the transformer in full, less the total rental fees already paid.
  - g. Monthly rental of the transformers (inclusive of installation and dismantling fee) are as follows:
 

10 VA	-	P5,000.00
15 KVA	-	7,500.00
25 KVA	-	12,500.00
37.5 KVA	-	18,750.00
50 VA	-	25,000.00
  - h. Rental fees shall be paid in advance. Any unused rent shall be refunded to the consumer;
  - i. Application shall be made personally by the owner of the establishment or his duly authorized representative.

**RESPONSIBILITY:**

The TSD, ISD and FSD shall be responsible in the implementation of this Policy.

**EFFECTIVITY:**

This Policy shall take effect immediately upon approval of the Board of Directors.

**APPROVAL:**

This Policy was approved under Board Resolution No. 21 Series of 2015.

**VOLTAIRE ALBERT Q. MALAMUG**  
Board Secretary

Attested by:

**LORENZO L. TRINIDAD JR.**  
Board President