

Office of the Administrator

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| Frontline Service | : Appointment/Meeting with the Administrator |
| Clients | : Officials from ECs, Public & Private Institutions (National/Local) and NEA Employees |
| Requirements | : Letter-Request/Call |
| Schedule of Availability of Service | : Monday - Friday (8AM - 5PM) |
| Fees | : None |
| Total/Maximum Duration of Process | : Two (2) days |
| How to Avail of the Service | : |

| No. | Client Step | Agency Action | Person Responsible | Office/ Location | Duration of Activity |
|-----|---|--|--------------------------------------|------------------|----------------------|
| 1 | Requests for appointment/meeting with the Administrator | Receives request thru phone call/letter | Secretary & Head Executive Assistant | OA, 7/F | 1 day |
| 2 | Receives confirmation of appointment/meeting | Confirms or refer the appointment/meeting to Deputy Administrators/Department Managers/Heads of Office | | | 1 day |
| END | | | | | |

LEGEND:

OA - Office of the Administrator

ECs - Electric Cooperatives