



NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1st Performance Governance System-Institutionalized National Government Agency"
57 NIA Road, Government Center, Diliman, Quezon City 1100



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INSTITUTIONAL ADVISORY NO. 29

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TO : ALL ELECTRIC COOPERATIVES (ECs)


SUBJECT : Attendance to the 2018 National Rural Electric Cooperative Association (NRECA) Annual Meeting

In response to the invitation of the National Rural Electric Cooperative Association (NRECA) to attend the 2018 NRECA Annual Meeting to be held in Nashville, TN, U.S.A. on 25 February to 01 March 2018, please be informed of the following guidelines to be observed:

1. Only Triple A (AAA) ECs with positive financial standing as of the 4th quarter of 2016, and only the Board President and General Manager, can avail of the travel at the coop's expense. Participation shall be authorized by an appropriate Board Resolution, subject to express approval by NEA.
2. Expenses to be borne by the EC shall be limited to the following items:
 - a. Economy round trip plane fare: Manila-TN-Manila;
 - b. Meals and incidental expenses not exceeding \$60.00 per day;
 - c. Representation allowance of \$150.00 for the entire duration;
 - d. Philippine Night Contribution of \$150.00;
 - e. Hotel accommodations of up to \$100.00/day; and
 - f. NRECA Convention Registration Fee of \$130.00
3. The maximum duration of the trip shall be ten (10) days, inclusive of the NRECA meeting date from 25 February to 01 March 2018. All expenses will be subjected to the coop's usual accounting and auditing rules and regulations.
4. For those who are attending at their own expense, no appropriation nor cash advance to cover such trip shall be allowed to come from the EC.
5. The General Manager will be made liable for any disbursement outside of these approved guidelines.

6. Official attendees to this activity are enjoined to render a participation report to their cooperative to ensure that the value of their attendance is properly appreciated/recorded.

Please be reminded to exercise prudence and sound discretion on such expenses considering the present financial constraints we are all faced with.


EDGARDO R. MASONGSONG
Administrator

**NATIONAL ELECTRIFICATION
ADMINISTRATION**
Office of the Administrator



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4/27/17