



Republic of the Philippines  
**National Electrification Administration**  
Quezon City

07 December 2007

**INSTITUTIONAL ADVISORY NO. 03**  
Series of 2007

**TO : ALL ELECTRIC COOPERATIVES (ECs)**


**SUBJECT : Attendance to the National Rural Electric Cooperatives Association (NRECA) Annual Meeting**

In connection with the NRECA Annual Meeting to be held on February 22-27, 2008 in Anaheim, California U.S.A., please be informed of the following:


1. Only Categories A+ and A ECs shall participate, with only one (1) representative each, to travel at coop expense. Participation shall be authorized by an appropriate Board Resolution.
2. Only the following expenses shall be borne by the EC:
  - a. Economy round trip plane fare - Manila – California - Manila;
  - b. Meals and incidental expenses not exceeding - \$40.00 per day;
  - c. Representation allowance of \$150 for the entire duration;
  - d. Philippine Night Contribution of \$150.00;
  - e. Hotel accommodations of up to \$82.75; and
  - f. Registration Fee - \$125.00.
3. The maximum duration of the trip shall be ten (10) days inclusive of the NRECA meeting date from February 22-27, 2008. All expenses will be subject to the coop's usual accounting and auditing rules and regulations.
4. For those who are attending at their own expense, no appropriation or 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 advised to render a participation report to their cooperative to ensure that the value of their attendance is properly appreciated/recorded.

For your guidance.

  
PABLO M. PAN III  
Deputy Administrator for  
Electric Distribution Utilities Services

Noted by:

  
EDITA S. BUENO  
Administrator

NATIONAL ELECTRIFICATION  
ADMINISTRATION

IN PERU: R.S. CITE: #09011524



NER-09011524

SB  
12/18/21