



Republic of the Philippines
National Electrification Administration

Quezon City

02 October 2008

INSTITUTIONAL ADVISORY NO. 03
Series of 2008

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

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

In response to the invitation of the National Rural Electric Cooperatives Association (NRECA) to attend the 2009 Annual Meeting on February 15 to 18, 2009 in New Orleans, Louisiana, United States of America, please be informed of the following:

1. Only Categories A+/A ECs shall participate, with only one (1) representative each, to travel at coop expenses. 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-New Orleans-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; and
 - e. Hotel accommodations of up to \$100.00/day.
 - f. NRECA Convention Registration Fee – U.S. \$125.00
3. The maximum duration of the trip shall be ten (10) days, inclusive of the NRECA meeting date from February 15 to 18, 2009. 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 enjoined 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 REPORTING, PLS. CITE: HOR013314



NER-OR013314

Gal
10/7/08