



Republic of the Philippines  
**National Electrification Administration**

14 December 2009

**INSTITUTIONAL ADVISORY NO. 7**

Series of 2009

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

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


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The National Rural Electric Cooperatives Association (NRECA) will be holding its 2010 Annual Meeting on February 14 to 18, 2010 in Atlanta, Georgia, United States of America. The following guidelines shall be observed in connection with your officials' attendance to said meeting:

1. All ECs may send participants to the NRECA Annual Meeting. However, only Categories A+/A ECs, with only one (1) representative each, can avail of the 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-Atlanta, Georgia-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 of U.S. \$125.00
3. The maximum duration of the trip shall be ten (10) days, inclusive of the NRECA meeting date from February 14 to 18, 2010. 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.

  
**EDGARDO R. PIAMONTE**  
Deputy Administrator for  
Electric Distribution Utilities Services

Noted by:

  
**EDITA S. BUENO**  
Administrator

NATIONAL ELECTRIFICATION  
ADMINISTRATION

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