



Republic of the Philippines
National Electrification Administration

"The 1st Performance Governance System- Institutionalized National Government Agency"

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INSTITUTIONAL ADVISORY NO. 11

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TO : **ALL ELECTRIC COOPERATIVES**

SUBJECT : **Attendance to the 2013 National Rural Electric Cooperatives Association (NRECA) Annual Meeting**

The National Rural Electric Cooperatives Association (NRECA) Annual Meeting will be held on February 17-20, 2013 in New Orleans, Louisiana, United States of America. In this regard, please be informed of the following guidelines to be strictly observed during the attendance to the annual meeting:

1. Electric Cooperatives (ECs) may send participants to the NRECA annual meeting. However, only Category A+ ECs with only (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-New Orleans-Manila;
 - b. Meals and incidental expenses not exceeding \$60.00 per day;
 - c. Representation allowance of \$150 for the entire duration;
 - d. Philippine Night Contribution of \$150;
 - e. Hotel accommodations of up to \$100.00/day; and
 - f. NRECA Convention Registration Fee of \$125.00.
3. The maximum duration of the trip shall be ten (10) days, inclusive of the NRECA meeting date from February 17-20, 2013. 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 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.


EDITA S. BUENO
Administrator

NATIONAL ELECTRIFICATION
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