



September 1, 2015

**MEMORANDUM No. 2015-025**

**TO : ALL ELECTRIC COOPERATIVES**

**SUBJECT : SELECTION AND APPOINTMENT OF INDEPENDENT DIRECTORS**

Pursuant to Section 6 (c) of RA 10531 and NEA Memorandum No. 2015-010 dated April 23, 2015, the National Electrification Administration (NEA) is now accepting applications and nominations for the first batch of twenty five (25) Independent Directors for the NEA pool of experts.

All applications and nominations shall be addressed and sent personally, by registered mail or through courier in a sealed envelope to the Administrator, attention the Selection Committee, not later than October 30, 2015 and shall be processed within sixty (60) days therefrom.

While applicants may indicate or manifest his/her preferred EC, it is not automatic that he/she gets the same. It bears to stress that the NEA shall create a pool of experts from which Independent Directors may be appointed.

Interested applicants are advised to open the websites of the NEA and the ECs. The following data and forms may be downloaded, to wit:

1. Pro forma application letter
2. Application form (containing comprehensive curriculum vitae)
3. Guidelines for the Selection and Appointment of Independent Directors

For the guidance of interested applicants, the following are the salient features of the guidelines:

**I. Roles of Independent Directors**

1. Provide an objective viewpoint in the formulation of policies and programs towards the attainment of the EC mandate;
2. Lend expertise during board deliberations on various issues and concerns;
3. Shall be part in the determination of quorum in board and committee meetings with voting rights; and
4. Shall submit periodic reports to NEA on matters approved or passed upon by the EC Board of Directors and on the initiatives and activities of the EC.

## **II. Qualifications**

1. A graduate of a 4-year Bachelor's Degree preferably with post graduate studies;
2. Respectable track record and experience for at least five (5) years in any one or more of the following fields;
  - Accountancy
  - Banking and Finance
  - Economics
  - Engineering
  - Law
  - Management
  - Management and Information System
  - Psychology
  - Social Engineering
  - Other fields deemed necessary by NEA
3. Possess integrity and probity; and
4. Can work effectively with diverse groups of people.

## **III. Disqualifications**

1. Has been suspended, terminated or separated from employment due to just cause;
2. Has been convicted of a crime involving moral turpitude;
3. Has pending administrative or criminal case;
4. Related to any director or officer of the EC within the fourth (4th) civil degree of consanguinity or affinity;
5. Former General Manager, Director, Department Manager or its equivalent, Consultant, Retainer, and Supplier of the EC for the last three (3) years where he/she will be assigned;
6. Former officer of a power generation and/or transmission company for the last three (3) years immediately preceding his/her appointment; and
7. Has financial transaction or pecuniary interest, directly or indirectly, in the EC where he/she will be considered as an Independent Director.

## **IV. Mechanics for Selection and Appointment**

1. The necessity for a pool of Independent Directors shall be uploaded on the websites of the NEA and the ECs;
2. Nominations and/or applications supported by a comprehensive curriculum vitae shall be submitted to the NEA for proper screening which may be supported by endorsements from various groups (MSEAC, civic and professional associations, religious and non-governmental organizations and/or academe);
3. The NEA Administrator shall create a Selection Committee composed of representatives from NEA, ECs and professional organizations;
4. The Selection Committee shall undertake the screening and the results, thereof, shall again be uploaded in the websites of the NEA and ECs. Any person or group may submit comments, feedbacks and/or recommendations within sixty (60) days from the date of the uploading of the screening results;

5. The comments, feedbacks and recommendations received shall be processed by the Selection Committee and a background investigation may be undertaken when necessary;
6. The Selection Committee shall submit to the NEA Administrator a list of qualified applicants;
7. The qualified applicants shall submit to the Selection Committee the required documentary requirements for appointment;
8. The NEA Administrator shall create a pool of prospective Independent Directors from the list of qualified applicants;
9. The NEA Administrator shall direct the publication in the websites of NEA and ECs the pool of prospective Independent Directors;
10. As the need arises, the NEA Administrator shall appoint Independent Directors from the pool of prospective Independent Directors and the appointment shall be subject to the confirmation by the NEA Board of Administrators;
11. The appointed Independent Director/s shall be required to undergo orientation and training; and
12. The Independent Director shall preferably come from the island, province or region where the EC operates.

Please be guided accordingly.

  
**EDITA S. BUENO**  
Administrator

NATIONAL ELECTRIFICATION ADMINISTRATION  
Office of the Administrator



NEA-CA220404

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*9/4/15*

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Date

**HON. EDITA S. BUENO**  
Administrator  
National Electrification Administration  
57 NIA Road, Government Center,  
Diliman, Quezon City

Attention : **Selection Committee**

Dear Madam:

I read from the NEA website that NEA will create a pool of independent directors from a list of qualified applicants and that NEA may appoint independent directors as the need arises.

May I signify my interest and willingness to be included in the pool of independent directors and to be appointed as independent director/s in any electric cooperative.

I am willing to undergo the selection process and to submit additional data and/or documents if necessary. I hereby authorize NEA to conduct the necessary background investigation and validation of the data and information contained in my application form.

Thank you.

Very truly yours,

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Applicant

# APPLICATION FORM

(For Independent Director of Electric Cooperatives)

**EC/s Preference:** \_\_\_\_\_

**I. PERSONAL INFORMATION**

1. Name: \_\_\_\_\_  
Surname
First Name
Middle Name
2. Date of Birth: \_\_\_\_\_  
Month
Day
Year
3. Place of Birth: \_\_\_\_\_  
Municipality/City
Province
4. Sex: \_\_\_\_\_
5. Civil Status: \_\_\_\_\_  
Single/married/widowed/separated
6. Residential Address: \_\_\_\_\_
7. Business Address: \_\_\_\_\_
8. Telephone/Cellphone Nos: \_\_\_\_\_
9. Email Address: \_\_\_\_\_

**II. EDUCATIONAL BACKGROUND**

Level	School	Degree Course	Year Graduated	Scholarship/ Academic Honors
Elementary	_____	_____	_____	_____
Secondary	_____	_____	_____	_____
College	_____	_____	_____	_____
Grad. Studies	_____	_____	_____	_____

**III. GOVERNMENT EXAMINATIONS PASSED**

Examination Taken	Rating	Date of Examination	Place of Examination
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**IV. WORK EXPERIENCE (government and private employment)**

Inclusive Dates	Position Title	Agency/Company	Status of Appointment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Note: additional sheet if necessary)

**V. LINES OF EXPERTISE (place check)**

Area	Particulars
<input type="checkbox"/> Engineering	_____
<input type="checkbox"/> Finance	_____
<input type="checkbox"/> Law	_____
<input type="checkbox"/> Management	_____
<input type="checkbox"/> Others	_____

**VI. SEMINARS/TRAINING PROGRAMS ATTENDED**

Title of Seminar	Inclusive Dates	Number of hours	Conducted/Sponsored by
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**VII. NON ACADEMIC AWARDS/RECOGNITIONS (national/international)**

Title of Award/Recognition	Awarding Bodies	Date Given
_____	_____	_____
_____	_____	_____
_____	_____	_____

**VIII. AUTHORSHIP OF BOOKS/PAPERS**

Title	Date Published
_____	_____
_____	_____
_____	_____

**IX. MEMBERSHIP IN ASSOCIATIONS/ORGANIZATIONS**

Name of Association	Inclusive Date of Membership
_____	_____
_____	_____
_____	_____
_____	_____

**X. CRIMINAL/ADMINISTRATIVE CASE**

Nature of Case	Status
_____	_____
_____	_____

**XI. CHARACTER REFERENCES**

Name	Position/Company	Telephone Nos./Business Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
	_____	_____

I declare under oath that this Application Form has been accomplished by me, and is true, correct, and complete statement and I hereby authorize the NEA Selection Committee to verify the data/information stated herein.

\_\_\_\_\_  
Date Accomplished

\_\_\_\_\_  
Signature of Applicant