

Office of the Administrator

Frontline Service	: Appointment/Meeting with the Administrator
Clients	: Officials from ECs, Public & Private Institutions (National/Local) and NEA Employees
Requirements	: Letter-Request/Call
Schedule of Availability of Service	: Monday - Friday (8AM - 5PM)
Fees	: None
Total/Maximum Duration of Process	: Five (5) days
How to Avail of the Service	:

No.	Client Step	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	Requests for appointment/meeting with the Administrator	Receives request thru phone call/letter	Secretary & Head Executive Assistant	OA, 7/F	1 day
2	Receives status of request for appointment/meeting with the Administrator	Refer the appointment/meeting to Deputy Administrator/Department Managers/Head of Office concerned			1 day
3	Receives confirmation of appointment/meeting	Confirms or refer the appointment/meeting			3 days
END					

LEGEND:

OA - Office of the Administrator
ECs - Electric Cooperatives