



9 May 2024

THE DIRECTOR

Office of the National Administrative Register
University of the Philippines Law Center
U.P. Law Center, Diliman
Quezon City

Sir:

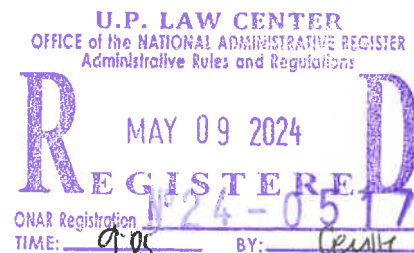
Greetings of peace and good health!

Pursuant to Book VII, Chapter 2, Section 3 of the 1987 Administrative Code of the Philippines, we are respectfully submitting to the U.P. Law Center, for filing, publication and recording the attached certified true copies of the **REVISED GUIDELINES ON THE SELECTION AND APPOINTMENT OF A NEA REPRESENTATIVE TO THE ELECTRIC COOPERATIVE (EC) BOARD OF DIRECTORS (3RD REVISION)** promulgated by the National Electrification Administration (NEA) in accordance with its authority under Section 5 of P.D. No. 269 as amended.

Thank you very much for the usual and kind assistance of the U.P. Law Center.

Very truly yours,


ATTY. GWEN P. ENCISO-KYAMKO
Acting Corporate Board Secretary V





MEMORANDUM NO. 2024-20

TO : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : REVISED GUIDELINES ON THE SELECTION AND APPOINTMENT OF A NEA REPRESENTATIVE TO THE ELECTRIC COOPERATIVE (EC) BOARD OF DIRECTORS (3rd REVISION)

I. RATIONALE

The selection and appointment of a NEA Representative to the EC Board of Directors is anchored on Presidential Decree No. 1645, which reads in part:

"Section 7. Subsection (a), Section 24, Chapter III of Presidential Decree No. 269 is hereby amended to read as follows:

Section 24. Board of Directors. (a) The Management of a Cooperative shall be vested in its Board, subject to the supervision and control of NEA which shall have the right to be represented and to participate in all Board meetings and deliberations and to approve all policies and resolutions.

xxx"

The Guidelines for the Selection and Appointment of NEA Representative is being promulgated by NEA in cases where there is a need to be represented in the EC Board of Directors to ensure that in the exercise of their functions and responsibilities as provided for in NEA Bulletin No. 35, the EC Board of Directors are provided with the necessary direction in the attainment of EC targets towards operational viability.

II. OBJECTIVES

1. To allow for the representation of NEA in all board meetings, discussions and deliberations by the EC Board of Directors;
2. To ensure that the EC Board of Directors are guided in the exercise of their functions and responsibilities as provided for in NEA Bulletin No.35;
3. To assess the overall direction and strategy of the EC Board of Directors consistent with EC targets towards operational viability;

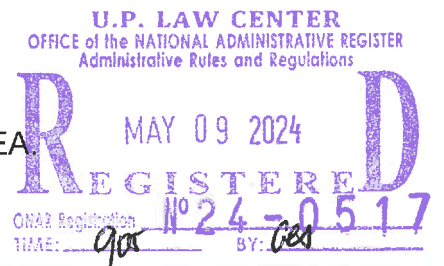
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
 Administrative Rules and Regulations

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4. To support the EC Board of Directors in following the rules of law where decisions are consistent with relevant policies, rules and regulations; and
5. To assist the EC Board of Directors in the formulation of policies that are effective and efficient using available resources to get the best possible results for its stakeholders.

III. DUTIES AND RESPONSIBILITIES

1. Attend all EC Board meetings on a non-voting status and actively participate in all discussions/deliberations of agenda items and all other issues/concerns;
2. Advise the EC Board of Directors during meetings to ensure a high level, more productive and harmonious conduct of meetings;
3. Ensure the formulation by the Board of EC policies that are consistent with NEA policies, rules and regulations;
4. Submit monthly reports to the Administrator; and
5. Perform such other functions as determined by NEA



IV. QUALIFICATIONS

1. Graduate of a 4-year Bachelor's Degree, preferably with post graduate studies;
2. Has experience in the formulation of policies and decision-making related to operational and management concerns;
3. Has knowledge of the rural electrification program and EC operations;
4. Familiar with the energy industry and corresponding regulatory issues;
5. Able to monitor and assist in sustaining the EC's governance system.
6. Must not be a government employee holding a position with Salary Grade 16 or higher; and
7. Preferably residing within the region, EC franchise area or nearby places.

V. 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 a pending administrative or criminal case;

4. Is, in any way, related to the general manager, and any of the department managers of the EC, within the fourth degree, either by consanguinity or affinity; and
5. Has a financial interest in a competing enterprise with the EC.

VI. REQUIREMENTS

Together with a letter of intent and comprehensive resume, the following documents are likewise required:

1. Municipal Trial Court (MTC)/Regional Trial Court (RTC) Clearance/s
2. Police Clearance
3. NBI Clearance
4. Barangay Clearance
5. Diploma
6. Transcript of Records
7. Statement of Assets and Liabilities

VII. COVERAGE

The NEA Representative to the EC Board of Directors will be appointed for a period of one (1) year in A, B, C and ailing ECs, and other ECs as determined by the NEA considering institutional, financial and technical grounds.

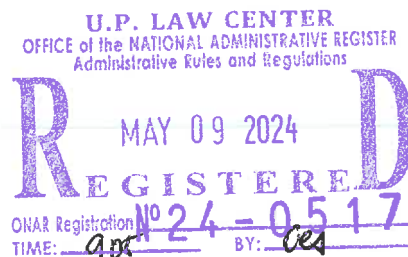
VIII. APPOINTMENT

Appointment and renewal are subject to the need of the EC and performance of the NEA Representative, which may be revoked or extended at any given time, upon determination by NEA.

However, such appointment may be renewed by the NEA Board of Administrators for a period of one (1) year. A second renewal of appointment shall not be allowed except in meritorious cases to be determined by the NEA Board of Administrators.

IX. REMUNERATION

Per diems for actual attendance to Board meetings will be provided by the EC, including reimbursement of actual expenses incurred in the performance of functions, subject to accounting and auditing rules and regulations.




The rate of per diem and limit of reimbursement shall be the same amount allowed to a regular director of the EC where the NEA representative is designated.

X. TRANSITORY

Renewed appointments existing upon the effectivity of this amended guidelines shall be allowed until expiration thereof.

XI. EFFECTIVITY

These guidelines shall take effect immediately after fifteen (15) days upon filing with the University of the Philippines Law Center pursuant to Presidential Memorandum Circular No. 11 dated October 9, 1992.


ANTONIO MARIANO C. ALMEDA
Administrator



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