

ONLINE MEETING ETIQUETTE

To have meetings wherever you are does not mean there aren't basic guidelines you should follow. Here are some meeting etiquettes everyone should observe

JOIN EARLY



Make sure your microphone and camera are working properly.

DRESS APPROPRIATELY



You'll also put yourself in the right headspace to be productive.

BE AWARE OF YOUR SURROUNDINGS



Make sure your background is tidy, professional and work appropriate.

MUTE YOUR MICROPHONE WHEN YOU'RE NOT TALKING



Avoid noisy distractions while others are speaking.

STAY SEATED AND STAY PRESENT



Sit up straight, don't make big extraneous movements and always give your attention.

MINIMISE DISTRACTIONS



Avoid rustling papers, eating or making other distracting noises in the background.

GIVE GRACE



Be patient with participants and allow some grace to any miscommunications.

PLAN FOR AN EFFECTIVE WRAP-UP



End with a quick recap providing decisions made and actions agreed on.

Disclaimer:

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NATIONAL ELECTRIFICATION ADMINISTRATION



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[National Electrification Administration](https://www.youtube.com/NationalElectrificationAdministration)

A white windmill stands on a white hill in the foreground. The background is a teal gradient with faint outlines of mountains and white clouds at the bottom. The text is positioned on the right side of the image.

PANALANGIN NG MGA KAWANI NG NEA

(NATIONAL
ELECTRIFICATION
ADMINISTRATION)





**PANUNUMPA SA WATAWAT
NG PILIPINAS**

**AKO AY PILIPINO,
TAOS PUSONG NANUNUMPA
SA WATAWAT NG PILIPINAS
AT SA BANSANG KANYANG
SINASAGISAG NA MAY
DANGAL, KATARUNGAN AT KALAYAAN
NA PINAKIKILOS NG SAMBAYANANG
MAKADIYOS, MAKATAO,
MAKAKALIKASAN AT MAKABANSA.**



PANUNUMPA NG LINGKOD BAYAN

AKO AY ISANG LINGKOD-BAYAN./

PANGANGALAGAAAN KO ANG TIWALANG
IPINAGKALOOB NG MAMAMAYAN./

MAGLILINGKOD AKO NANG MAY
MALASAKIT, KATAPATAN, AT KAHUSAYAN
NA WALANG KINIKILINGAN./



PANUNUMPA NG LINGKOD BAYAN

MAGIGING MABUTING HALIMBAWA AKO,/
AT MAGBIBIGAY NG PAG-ASA / AT
INSPIRASYON SA AKING KAPWA
LINGKOD BAYAN./

LILINANGIN KO ANG AKING SARILING
KAKAYAHAN / UPANG SA LAHAT NG
PANAHOON / AY MAPAGLINGKURAN KO
NANG BUONG KAHUSAYAN ANG
SAMBAYANAN./



PANUNUMPA NG LINGKOD BAYAN

HINDI AKO MAKIKIBAHAGI SA MGA
KATIWALIAN SA PAMAHALAAN./

PIPIGILAN AT ISISIWALAT KO ITO
SA PAMAMAGITAN NG TAMA AT
ANGKOP NA PAMAMARAAN. /



PANUNUMPA NG LINGKOD BAYAN

ISASABUHAY KO ANG ISANG LINGKOD
BAYANG MAKA-DIYOS, / MAKA-TAO,
MAKALIKASAN AT MAKABANSA./

TUTUGON AKO SA MGA HAMON NG
MAKABAGONG PANAHON / TUNGO SA
ADHIKAIN NG MATATAG, / MAGINHAWA,
AT PANATAG NA BUHAY./



PANUNUMPA NG LINGKOD BAYAN

SA MGA TUNGKULIN AT
HANGARING ITO, / KASIHAN NAWA
AKO NG MAYKAPAL.



NATIONAL ELECTRIFICATION ADMINISTRATION
NEA, ECs and MCOs : Partners in Rural Electrification and Development
"The 1st Performance Governance System-Institutionalized National Government Agency"



Management System
ISO 9001:2015
www.tuv.com
ID 910902030



VISION

A dynamic and responsive NEA that is a vanguard of sustainable rural development in partnership with globally-competitive Electric Cooperatives and empowered Electricity Consumers

**NEA 7-Point
ELECTRIFICATION
Agenda**





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MANDATED MISSION

- To promote the sustainable development in the rural areas through rural electrification
- To empower and strengthen the NEA to pursue the electrification program and bring electricity, through the Electric Cooperatives as its implementing arm to the countryside, even in missionary or economically unviable areas
- To empower and enable Electric Cooperatives to cope with the changes brought about by the restructuring of the electric power industry

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SHARED VALUES

To live and be guided by :

C

COMMITMENT

F

FRIENDLINESS & PARTICIPATION

L

LEADERSHIP & INITIATIVE

I

INTEGRITY & HONESTY

G

GENEROSITY

H

HARDWORK

T

TEAMWORK

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NEA Quality Policy

The National Electrification Administration (NEA) is committed to provide the Electric Cooperatives (ECs) with legal, institutional, financial, and technical (LIFT) assistance to promote sustainable rural development through the attainment of total electrification and to make them globally competitive to serve and empower member-consumer-owners.

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To satisfy the needs and expectations of its customers and interested parties, NEA shall continually improve its Quality Management System by ensuring professional growth of personnel, providing and maintaining the necessary facilities and infrastructures, and reviewing the effectiveness of the system in the compliance with the requirements of the **Agency** and ISO 9001:2015 standard.

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In the pursuit of its goals, every official and employee shall be guided by its core values of absolute honesty, maximum efficiency and total solidarity.

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