



October 29, 2019

MEMORANDUM No. 2019-052

TO : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : Satisfaction Survey for the NEA Four (4) Day Workweek Scheme


This is in reference to Memorandum No. 2019-046 signed by the Administrator dated September 03, 2019 on the conduct of **Satisfaction Survey** to all Electric Cooperatives (ECs) **on the implementation of the Four (4) Day Workweek Scheme**.

May we reiterate our request for you to answer the attached survey questionnaire. Kindly submit the accomplished form to the Human Resources and Administration Department (HRAD) through their email address, nea_hrad@yahoo.com.ph.

Rest assured that all answers will be treated with confidentiality. Your input will be an integral part of NEA's report to the Civil Service Commission (CSC) on the Four (4) Day Workweek Scheme.

We would be glad to answer any query or concern which you might have through Ms. Adamai J. Clavero at 8929-21-76 or at the aforesaid email address.

Your cooperation is highly appreciated.


SONIA B. SAN DIEGO
Deputy Administrator
Corporate Resources and Financial Services

EC Satisfaction Survey for the Four (4) Day Workweek Scheme

NEA has implemented the Four (4) Day Workweek Scheme for a Three (3) Month Pilot Run (May 20, 2019 to August 19, 2019).

As our partner in the implementation of the Rural Development Program, we value your comments and suggestions to serve you better.

In this regard, may we request you to answer the following questions to help us evaluate the effectivity of this scheme.

Name of EC: _____
Position: _____

1. Have you transacted business with NEA while the Four (4) Day Workweek Scheme was being implemented?
☐ Yes ☐ No

2. Which of the following departments/offices have you transacted business with? (Please check all those)

- | | |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Office of the Administrator (OA) | <input type="checkbox"/> Office for Performance Assessment and Special Studies (OPASS) |
| <input type="checkbox"/> Corporate Planning Office (CorPlan) | <input type="checkbox"/> Corporate Communication and Marketing Office (CCSMO) |
| <input type="checkbox"/> NEA-EC Training institute (NETI) | <input type="checkbox"/> Information Technology and Communication Services Department (ITCSD) |
| <input type="checkbox"/> Legal Services Officer (LSO) | <input type="checkbox"/> Office of the Deputy Administrator for Legal Services (ODALS) |
| <input type="checkbox"/> Special Concerns Office (SCO) | <input type="checkbox"/> Internal Audit and Quality Standards Management Office (IAQSMO) |
| <input type="checkbox"/> Corporate Secretary (CorSec) | <input type="checkbox"/> Office of the Deputy Administrator for Technical Services (TechServ) |
| <input type="checkbox"/> Regulatory Affairs office (RAO) | <input type="checkbox"/> Management and Consultancy Services Office (MCSO) |
| <input type="checkbox"/> Engineering Department (ENGG) | <input type="checkbox"/> Institutional Development Department (IDD) |
| <input type="checkbox"/> Finance Services Department (FSD) | <input type="checkbox"/> Electric Cooperative Audit Department (ECAD) |
| <input type="checkbox"/> Office of the Deputy Administrator for Corporate Resources and Financial Services (CRFS) | <input type="checkbox"/> Office of the Deputy Administrator for Electric Cooperative Management Services (ECMS) |
| <input type="checkbox"/> Accounts Management and Guarantee Department (AMGD) | <input type="checkbox"/> Total Electrification and Renewable Energy Development Department (TEREDD) |
| <input type="checkbox"/> Human Resources and Administration Department (HRAD) | |

3. Have your requests/concerns been satisfactorily addressed by these departments/offices??
☐ Yes ☐ No

If No, why not? _____

4. Are you in favor for NEA to continue the 4 day workweek scheme?

☐ Yes ☐ No

If No, why not? _____

Thank you for participating in this survey!

Disclaimer : All answers will be treated with confidentiality and will be used only for the above mentioned

Jan