



NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1st Performance Governance System-Institutionalized National Government Agency"
57 NIA Road, Government Center, Diliman, Quezon City 1100



Management
System
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www.nia.com.ph
ID 819500200

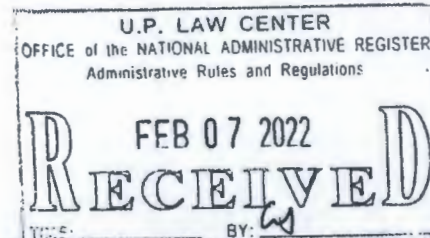


DEC 13 2021

MEMORANDUM No. 2021-55

TO : ALL ELECTRIC COOPERATIVES

SUBJECT : REVISED POLICY ON THE SELECTION, HIRING, TERMINATION
OF SERVICE/SUSPENSION FOR GENERAL MANAGERS OF
ELECTRIC COOPERATIVE (4TH REVISION), AMENDING NEA
MEMORANDUM NO. 2017-035 DATED 24 OCTOBER 2017



I. RATIONALE

The power industry has been deregulated and has become highly competitive as a result of the Electric Power Industry Reform Act (EPIRA) of 2001. The Electric Cooperatives (ECs) and the other players in the industry have to contend with the new requirements of the regulators, suppliers as well as the demands of the Member-Consumer-Owners (MCOs).

Moreover, Republic Act No. 10531 of 2013 Amending Presidential Decree No. 269 Mandated NEA to promote Sustainable Rural Development through Rural Electrification, which under the new vision of NEA shall be attained in partnership with Globally Competitive ECs and Empowered MCOs.

Thus, to ensure the able compliance and successful response by the ECs to all these new challenges, an EC General Manager (GM) must be highly qualified, competent and dedicated to spearhead all efforts towards the attainment of the targeted results.

The selection, hiring and termination of service/suspension of a GM are some of the most sensitive procedures in an EC. To promote transparency and prevent complications that may arise from the conduct of such procedures, a uniform set of standards for the selection, hiring and termination of service/suspension of a GM, to be followed by all ECs, is instituted by the NEA thru this policy.

II. POLICY STATEMENTS

1. NEA's guidelines specify the qualification standards for a GM which include the prescription on academic preparation, work experiences, personality and character and other qualities. (amended)
2. The National Electrification Administration (NEA) through its Board of Administrators shall have the authority to screen, select and appoint a GM of an EC pursuant to the supervisory powers of NEA over ECs under Section 4 of PD 269, as amended by RA 10531.
3. The Board of Directors and the successful applicant shall enter into a Performance Management Contract (PMC) to ascertain the level of competency

and potential as initially determined by the entrance test results, during actual application, is effective and sustained.

III. IMPLEMENTATION

Filling-up of vacancy in the EC GMs position shall be done through hiring.

1. Timeline for declaration of vacancy of the EC GM Position

Within thirty (30) days from the vacancy of the position of GM, the EC Board through a Resolution shall declare the filling-up of the position of GM.

2. Publication of filling-up of GM Position

The EC Board shall request to NEA through a Board Resolution within thirty (30) days from the vacancy of the position for the publication of an advertisement hiring a General manager.

Based on the request of the EC for publication of advertisement on the hiring of a GM, an advertisement will be published by NEA on behalf of the EC, in at least one (1) national newspaper of general circulation which will appear in one Sunday and one Monday issue (see attachment 1 for sample). The coop will pay for the cost of the said advertisements.

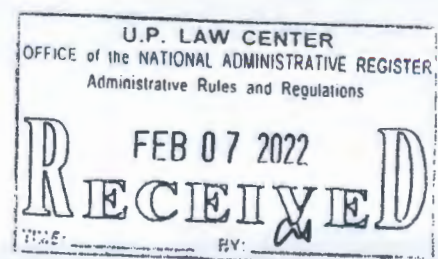
The advertisement for the hiring of a General Manager shall also be published by the EC in a local newspaper within its franchise area thirty (30) days from the vacancy. A copy of the publication made in the local newspaper together with the affidavit of proof of publication executed by the local newspaper shall be submitted to NEA.

In case of failure of the EC to request to NEA for the publication of advertisement on the hiring of a GM within thirty (30) days from the vacancy, the NEA shall cause the publication of the advertisement in at least one (1) national newspaper of general circulation which will appear in one Sunday and one Monday issue. The expenses for the said publication shall be chargeable to the EC.

To avoid undue influence to the EC Board and Management, an incumbent Board Director is eligible to apply for the position of GM only after three (3) years that he has ceased to be a member thereof. This shall also apply to incumbent directors applying for the position of GM in other ECs.

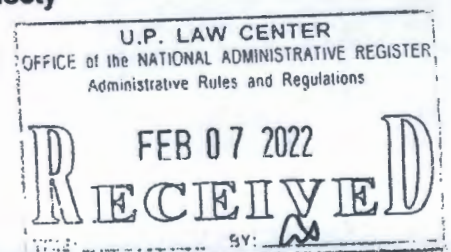
Also, a General Manager of an electric cooperative who have availed of early retirement is disqualified to apply for GM in other ECs.

The Officer-in-Charge (OIC) in the office of the General Manager or an Acting General Manager (AGM) who applied to the vacant position of GM shall relinquish his/her position as OIC or AGM which shall take effect upon the filing of his/her application for the position of GM.



3. Minimum Qualifications

- a. He or she is a Filipino Citizen.
- b. Applicant is a graduate of a four (4)-year course.
- c. He or she should not be over sixty five (65) years old on the date of selection.
- d. Post graduate degree or its equivalent is an advantage.
- e. He or she is a good moral character.
- f. Must be willing to relocate with his/her family in the EC franchise area.
- g. Trainings/seminars in any or all for the following:
 - Electric Cooperative Principles Supervision and/or Management
 - Strategic Planning/Organization and Operation of Business Enterprises
 - Values Enhancement and Leadership Trainings
 - Resource Utilization, Development and Management
 - Corporate Governance
 - Energy Management
 - Technology Management
- h. Skills Required
 - Communication Proficiency (Oral and Written)
 - Computer Literacy
 - Networking Ability
 - Effective Public Relations
- i. Work Experiences
 - A five (5) years track record in effective business management and experience in a distribution utility or related enterprise is an advantage.
 - Must have no derogatory or adverse administrative record in any of his/her previous employment/s.
- j. Personality and Character
 - Sound Physical and Mental Disposition
 - Strong Leadership Qualities
 - Ability to Withstand Pressure
 - Pragmatic and Productive Outlook in Work
 - High Sense of Integrity
 - Logical Reasoning and Judgment
 - Enthusiastic and Innovative Work Attitude
 - Profound Values in Humility and Honesty



4. Screening of Applicants

- a. All applicants shall use NEA form 4-1 (Attachment 2) and shall submit the completed application form together with the required documents stated in the said form to the Institutional Development Department (IDD)-NEA within the deadline indicated in the advertisement.
- b. All documents submitted by the applicants will be evaluated by the NEA Screening Committee.

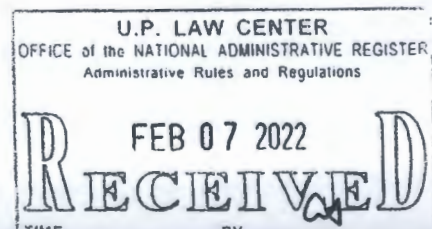
The applicant/s who failed to submit complete documents identified in form 4-1 mentioned in item 4.a hereof and those who did not meet the minimum requirements provided in item 3 hereof shall be disqualified by the Screening Committee.

- c. All pre-screened applicants must pass the following examinations to qualify for initial interview:
 - c.1. Written examination to be administered by NEA which shall measure Intelligence Quotient and Filipino Work Values;
 - c.2. Neuro Psychiatric Exam and Drug Test from an accredited government health office;
 - c.3. Essay examination using the computer, as a gauge to measure the applicant/s knowledge and capability relevant to the operation of an electricity/power industry.
- d. The NEA Screening Committee shall conduct initial interview of applicants who obtained a total score of 75% for the IQ, Neuro Psychiatric Exam, Drug Test & Essay examinations to determine their fitness to the GM position.

The Screening Committee shall be composed of the following:

Chairperson	-	Director for IDD
Members	-	Director for EC Audit Director for Finance Director for Account Management Director for Engineering Director for Management and Consultancy Services Office Director for Corporate Planning Director for OPASS Director for Legal Corporate Board Secretary Head Executive Assistant

- e. The applicants who passed the qualifying examinations (IQ, Neuro Psychiatric, Drug Test & Essay) mentioned in item 4.c hereof will be invited for interview before the screening committee. The applicants may be



interviewed either personally or through virtual/online by the screening committee on a designated date. An applicant who fails to report for interview shall be deemed to have waived his/her right to be interviewed.

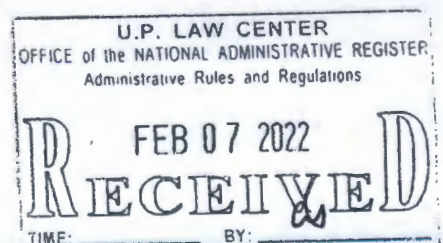
- f. The Screening Committee shall choose the best qualified applicants on the basis of scores obtained in the interview using NEA form 4-2 (Attachment 3). Only applicants who attained a minimum score of 80% shall qualify for further consideration. Mechanics for rating shall be defined in the implementing rules issued for this purpose.
- g. All applicants who passed the initial interview shall undergo background investigation (BI) to be conducted by NEA. In the event that the NEA cannot conduct the BI due to occurrence of fortuitous event such as calamities, pandemic, etc. in the franchise area of the cooperative, the NEA may authorize personnel of neighboring ECs to conduct the BI.

To aid NEA in the conduct of BI, all applicants who passed the initial interview are required to submit the following documents:

- 1) Municipal Trial Court (MTC) Clearance/Regional Trial Court Clearance (RTC)
 - 2) Police Clearance
 - 3) NBI Clearance
 - 4) Barangay Clearance
 - 5) Medical Clearance (including results of neuro psychiatric examination)
 - 6) Drug Test Result (through blood test)
 - 7) Diploma
 - 8) Transcript of Record (graduate and post-graduate studies)
 - 9) Statement of Assets and Liabilities (SALN)
 - 10) Combine 2 Years copy of Income Tax Return (ITR)
 - 11) Birth Certificate
 - 12) Marriage Contract (if applicable)
 - 13) Photocopy of Board/Bar License/s (If Applicable)
 - 14) Service Record
 - 15) Certification of no record of apprehension on electricity pilferage from issued by the EC TSD, certificate of no pending administrative case issued by the EC Institutional/Administrative Department and certificate of member in good standing issued by the EC FSD Manager
- h. After the BI, applicants with no derogatory records will be called for final interview before the NEA Board of Administrators. The applicants may be interviewed either in person or through virtual/on-line.

An administrative case shall be considered as a derogatory record if a final decision had been rendered by the NEA or other administrative body of government and the same had attained finality.

Conviction in criminal cases shall be considered as derogatory record.



Final Adverse Audit findings by the NEA Electric Cooperative Audit Department shall be considered as derogatory record.

The following documents will be provided to the NEA Board of Administrators as reference as in the conduct of final interview:

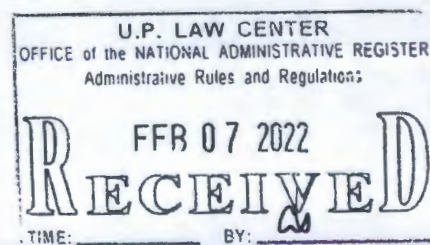
1. EC Board Resolution on filling-up of the position of GM through hiring
 2. Background Investigation Report
 3. Clearances and Certifications mentioned in item 4.G hereof
 4. Resume of applicant/s (with work experience, trainings and seminars attended)
 5. NEA ADCOM and ECAD Certifications
 6. Result of IQ, Neuro Psychiatric, Drug Test, Essay Examinations and Initial Interview
 7. EC latest fact sheet, financial profil, KPS and MFSR
- i. Only applicants who obtained the passing score in the final interview by the NEA Board shall be appointed as General Manager. The minimum average passing score is 85 points without any of the core skills lower than 80% of the allocated points.

MINIMUM CORE SKILLS PASSING SCORE (80%)	MINIMUM TOTAL AVERAGE PASSING SCORE (85%)
a) 30 pts x .8 = 24.0	a) 30 pts x .85 = 25.5
b) 20 pts x .8 = 16.0	b) 20 pts x .85 = 17.0
c) 20 pts x .8 = 16.0	c) 20 pts x .85 = 17.0
d) 15 pts x .8 = 12.0	d) 15 pts x .85 = 12.75
e) 15 pts x .8 = 12.0	e) 15 pts x .85 = 12.75

5. Selection. The applicant who obtained the passing score in the final interview shall be appointed by the NEA Board as GM. The Resolution of the NEA Board on the appointment of the GM shall be forwarded to the EC for acceptance. The EC Board shall immediately pass a Resolution accepting the appointment of the GM and to undergo a Performance Management Contract (PMC). The EC Board Resolution and the PMC shall then be submitted to NEA within ten (10) days from its execution together with the workplan mentioned in item no. 6 hereof.

The PMC executed between the EC board and the applicant shall be for a period of one (1) year (copy of the template is hereby attached).

6. Probationary Period. The GM shall submit a work plan as an integral part of the PMC detailing his actions for one (1) year with clear and measurable performance indicators. This shall be the basis of the evaluation by the EC BOD.
7. Orientation. To assist the GM to meet his/her new job responsibilities quickly and easily, he/she shall attend NEA seminars like CMC I and II for new coop General



Managers and Board of Directors. The orientation shall be undertaken during the period of PMC.

8. Permanent Appointment. Sixty (60) days before the expiration of the PMC, the EC Board will notify NEA of its decision to issue a permanent appointment to the GM. No permanent appointment shall be made without the approval of the NEA Administrator and confirmation of the NEA Board. The Board's decision shall be in the form of a resolution accompanied by a completed Performance Evaluation sheet. The NEA through the Institutional Development Department (IDD) shall conduct its evaluation based on the Workplan submitted by the GM.
9. Termination of Service/Suspension. If the Board decides to terminate his/her employment, the Board shall submit to the NEA Administrator of its decision through a Board Resolution and shall request approval. The GM cannot be dismissed without approval of the NEA Administrator. No action shall be taken to dismiss a GM until the case has been reviewed by the NEA to make sure that any action taken will comply with the existing rules of NEA and labor laws.
10. Designation of an Officer-In-Charge (OIC). In case of resignation, suspension, termination, leave of absence or official travel outside of the cooperative area, an OIC shall be designated from among the Department Managers of the EC. Except for reason of leave of absence or official travel not exceeding one month, in which the authority to designate an OIC is vested on the GM, designation for all other reasons shall rest on the Board, subject to the approval of the NEA. In no case shall an incumbent Board Director or one who is not an incumbent employee of the EC be designated as OIC.

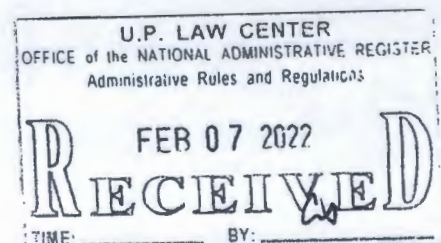
IV. GENERAL

The successful operation of an electric cooperative as a service enterprise depends in substantial degree upon the effectiveness of its General Manager. It is, therefore, essential that a competent, dedicated person of high integrity be selected for this position. This is major responsibility of the Board of Directors. NEA is Mandated under section 4 (e), chapter 2 of republic act 10531 to supervise the management and operations of ECs and will exercise close supervision over the selection and dismissal of the General Manager.

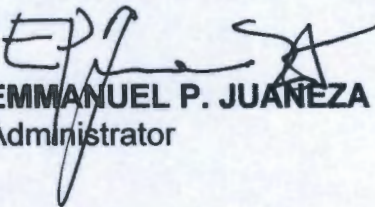
V. POLICY GUIDELINES

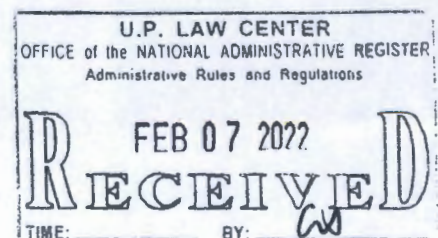
The NEA shall issue the amendment to guidelines as may be necessary to implement this policy.

- VI. Approved by the NEA Board of Administrators through Resolution No. 2021-130 on 29 November 2021. This supersedes NEA Memorandum No. 2004-022 dated October 21, 2004; NEA Memorandum No. 2004-023 October 21, 2004, NEA Memorandum No. 2008-008 dated May 12, 2008 and NEA Memorandum No. 2017-035 dated 24 October 2017.



- VII. This guidelines shall take effect on the fifteenth (15th) day following its publication in the newspaper of general circulation and in the University of the Philippines (UP) Law Center.


EMMANUEL P. JUANEZA
Administrator



Needed Immediately
GENERAL MANAGER
for
(EC)
(Address of the EC)

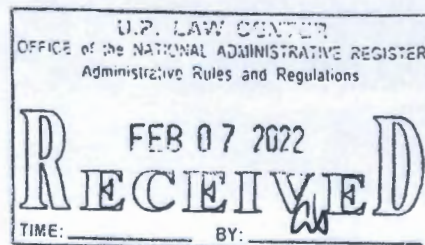
Qualifications:

- He or she is a Filipino Citizen.
- Applicant is a graduate of a four (4)-year course.
- He or she should not be over sixty five (65) years old on the date of selection.
- Post graduate degree or its equivalent is an advantage.
- He or she is a good moral character.
- Must be willing to relocate with his/her family in the EC franchise area.

Starting Salary:

Application forms and additional information may be obtained from the Institutional Development Department (IDD), 6th Floor, NEA Building, NIA Road, Government Center, Diliman, Quezon City. Deadline for submission of application is on _____

EC Board President





Republic of the Philippines
National Electrification Administration
Quezon City

COOPERATIVE: _____
NAME OF APPLICANT: _____
(LAST) (FIRST) (MIDDLE NAME)

**PERSONAL EXPERIENCE RECORD OF APPLICANT FOR POSITION OF COOP
GENERAL MANAGER**

1. COMPLETE ADDRESS: City _____
Provincial _____
2. TEL/MOBILE NO. _____ E-MAIL ADD: _____
3. BIRTH: Date _____ Place _____
4. HEIGHT: _____ 5. WEIGHT: _____ 6. MARITAL STATUS: _____
7. NAME OF SPOUSE: _____
8. NO. OF DEPENDENTS: _____ 9. MINIMUM SALARY EXPECTED: _____
10. Are you related to an Officer, Board Member or employee of the Cooperative? If "Yes",
please indicate nature and civil degree of relationship, either by consanguinity or affinity.

11. Indicate and attach as Annex "A" why you are interested in the position and why you believe
you are qualified.
12. EDUCATION: Attach as Annex "B" record of educational attainment from high school to
college/post graduate indicating:
a) course or degree b) school c) inclusive years attended
d) whether graduated or not e) licensure, if any.
13. SEMINARS ATTENDED: Attach as Annex "C" all seminars and special trainings attended
indicating a) title b) inclusive dates c) sponsor of training d) place held.
14. EMPLOYMENT RECORD: Attach as Annex "D" record of ENTIRE past employment and
show present employment indicating, among others the following: a) inclusive dates b) name
and address of employer c) kind of business or organization d) exact title of position e) salary
or earnings f) number and kind of employees supervised by you, if any g) reason for desiring
to change employment h) description of duties and responsibilities.
15. MEMBERSHIP IN CIVIC ORGANIZATION: Attach as Annex "E" record of past and
present membership in civic organizations.
16. REFERENCES: Attach as Annex "F" list of three persons not related to you who are in a
position to know your work. Indicate a) name b) address c) occupation or business d) number
of years of acquaintance.

Signature of Applicant Over Printed Name

NOTE: Please submit eleven (11) copies each of the above mentioned requirements.

Submit or Mail to:

NATIONAL ELECTRIFICATION ADMINISTRATION
Attention: Institutional Development Department
NEA Building, NIA Road, Government Center
Diliman, Quezon City

NIA Road, Government Center, Diliman, Quezon City, Metro Manila, Philippines
Tel. No. 929-1909 or 928-0414 / E-mail Address: omdd_idd@yahoo.com

Revised 3/7/2014

