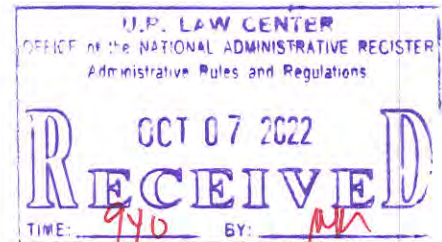




SEP 28 2022

MEMORANDUM NO. 2022 - 49



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 (2ND 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:

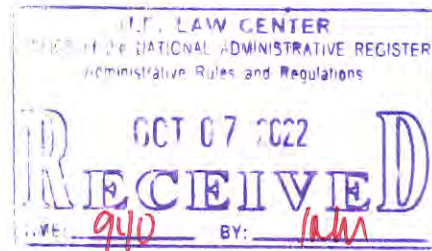
Section 24. Board of Directors. (a) The Management of a Cooperative shall be vested in its Board, subject to the supervision and control of NEA which shall have the right to be represented and to participate in all Board meetings and deliberations and to approve all policies and resolutions.

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;



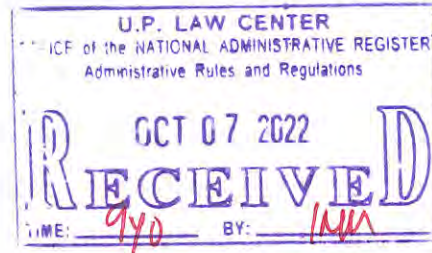
3. To assess the overall direction and strategy of the EC Board of Directors consistent with EC targets towards operational viability;
4. To support the EC Board of Directors in following the rules of law where decisions are consistent with relevant policies, rules and regulations; and
5. To assist the 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 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 coop 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 electrification program and EC operations;
4. Familiar with energy industry and regulatory issues; and
5. Able to monitor and assist in sustaining the coop's governance system.
6. Not currently employed in the government service; and
7. Preferably residing within the EC franchise area except in meritorious cases determined by the NEA Board of Administrators.



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 pending administrative or criminal case;
4. IS, ANYWAY, 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 financial interest in a competing enterprise with the EC.

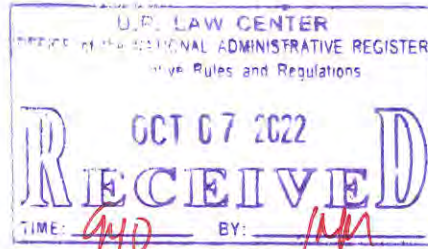
VI. REQUIREMENTS

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

1. Municipal Trial Court (MTC)/Regional Trial Court (RTC) Clearances
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 coop, including reimbursement of actual expenses incurred in the performance of functions, subject to accounting and auditing rules and regulations.

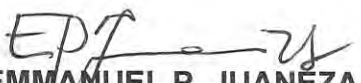
The rate of per diem and limit of reimbursement shall be the same amount allowed to a regular director of the EC where the NEA representative is designated.

X. TRANSITORY

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

XI. EFFECTIVITY

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


EMMANUEL P. JUANEZA
Administrator

SEP 28 2022

