



MAY 27 2024

MEMORANDUM No: **2024 - 24**

TO : **ALL ELECTRIC COOPERATIVES**

SUBJECT : **2024 GAWAD PAGKILALA SA MGA NATATANGING ALAGAD NG PAILAW (SEARCH FOR OUTSTANDING LINeworkERS)**

In line with the celebration of NEA's 55<sup>th</sup> Anniversary in August 2024, and as part of its commitment to recognize the exceptional role and contributions of our EC lineworkers to the milestones of rural electrification in the country, NEA invites nominations for the **2024 Gawad Pagkilala sa mga Natatanging Alagad ng Pailaw or the 2024 Search for Outstanding Lineworkers.**

**I. Minimum Criteria/Qualifications for the Nominees:**

For the purpose of selecting nominees, a lineworker will be defined as someone who is responsible for the installation, repair and maintenance of overhead and underground electrical power lines and auxiliary equipment. Hence, the nominee must be a lineman, foreman, leadman, groundman, boom truck operator and/or an equivalent position.

1. Must have rendered at least three (3) years of continuous service as a lineworker as of the deadline of nomination's submission. Accomplishments of the nominees should also be made within the last three (3) years immediately prior to the nomination, and have been consistently and continuously carried out by the nominee during said period;
2. Have a performance rating of at least Very Satisfactory or its equivalent on the latest rating period (July to December 2023) duly certified by EC's Human Resources Department;
3. Participated in at least one (1) of the lineworkers' competitions in the current and/or previous years; and
4. With records of awards or recognition/appreciation from the EC for his/her exemplary performance and work contributions.



## II. Nomination, Screening and Evaluation Procedure

Nomination, screening and evaluation of nominees and prospected awardees will be done in three (3) levels: EC Level Nominations, Regional Association Screening and National Level Screening.

### A. EC Level Nominations

1. Each electric cooperative (EC) shall create a Working Committee to screen and evaluate nominees and select which among them will advance to the Regional Level Screening.
2. Nominees shall accomplish the Outstanding Lineworkers Nomination Form (copy attached) endorsed and signed by their immediate supervisor and General Manager and submit it to the EC Working Committee.
3. Each nominee shall obtain the minimum qualification requirements as mentioned in **Item I**.
4. The EC Working Committee may deem to use other criteria aside from the minimum qualifications mentioned in **Item I** in selecting their nominees.
5. There is no limit to the number of nominations but only the **top three (3) nominees** selected by their respective ECs based on the evaluation of the EC Working Committee will proceed to the Regional Association Level Screening.
6. The deadline for the EC Level Nominations is on or before **14 June 2024**.
7. Submission of the **top three (3) nominees per EC** including their nominations form, EC evaluation form and other required documents as certified by the EC Working Committee shall be submitted to the Regional Association Level Screening on or before **21 June 2024**.
8. The EC Regional Associations must provide an email address where their respective member-ECs can submit their nominations, copy furnished the NEA Working Committee for the 2024 Search for Outstanding Lineworkers at **outstandinglineworkers@gmail.com**.

## **B. Regional Association Level Screening**

1. Each EC Regional Association (RA) shall create a Working Committee composed of the officers of the association that will screen and evaluate the nominees of their respective member ECs.
2. The RA Working Committee may deem to use other criteria to screen and evaluate the nominee including but not limited to the following:
  - a. Behavioral Performance
  - b. Noteworthiness of Outstanding Performance/Contribution
  - c. Impact of Performance
  - d. Reliability and Effectiveness
  - e. Consistency of Performance
  - f. EC Level Evaluation Score
3. The RA Working Committee shall also conduct interview to the nominees (face-to-face or virtual) whose scores will form part of the overall score of each nominee.
4. Only the **top two (2) nominees** selected by each RA Working Committee based on their evaluation will become the National Finalist and proceed to the National Level Screening.
5. Submission of the **top two (2) nominees per RA** including their nominations form, EC and RA evaluation forms and other required documents as certified by the RA Working Committee shall be submitted to the NEA Working Committee on or before **05 July 2024** at **outstandinglineworkers@gmail.com**.
6. All other nominees not included in the Top 2 per RA will be declared Regional Winners and may be recognized and awarded by their respective ECs during their celebration of the Nationwide Lineworkers' Appreciation Day on **05 August 2024**.

## **C. National Level Screening and Selection of National Winners**


1. The NEA Working Committee for the 2024 Search for Outstanding Lineworkers will be the final panel that will screen, evaluate and deliberate the National Finalist per Regional Association.

2. The criteria for the selection of National Winners will be as follows:
  - a. Regional Association Evaluation Score (45%)
  - b. A simple write-up on "What does being a lineworker mean to you?". Write-up can be in Filipino, English or local dialect of the finalist (15%)
  - c. Panel Interview (40%)
3. Based on the evaluation and deliberation of the NEA Working Committee, **the top two lineworkers (2) per island group (Luzon, Visayas and Mindanao)** will be forwarded to the Administrator for approval.
4. All **six (6) National Winners** will be awarded a plaque, medal and monetary rewards.
5. Announcement of National Winners will be on **19 July 2024**. The NEA Working Committee will notify the EC in which the winner is employed via official letter.
6. The awarding ceremonies will be held at the **Philippine International Convention Center (PICC) on 31 August 2024** alongside the 2024 EC Awards and Recognitions.
7. Travel expenses, accommodation and registration (if any) will be shouldered by the respective ECs of the winners.

For clarifications and guidance, you may contact the NEA Working Committee Secretariat for the 2024 Search for Outstanding Lineworkers at (02) 8926-1337 or 0966 347 0535 / 0943 845 9042.

We look forward to your continued support and cooperation in this undertaking.

Thank you.

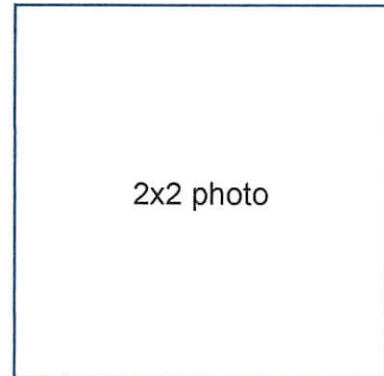
  
**ANTONIO MARIANO C. ALMEDA**  
Administrator



(EC LOGO)

**NOMINATION FORM  
2024 SEARCH FOR OUTSTANDING LINEWORKERS**

Name:  
Position:  
Department:  
EC Name:  
Years of Service in Current Position:  
Years of Service in EC:



	Minimum Qualifications for the Nominee	Remarks
<input type="checkbox"/>	Rendered at least three (3) years of continuous service as a lineworker	
<input type="checkbox"/>	Have performance rating of at least Very Satisfactory or its equivalent on the latest rating period (July to December 2023)	
<input type="checkbox"/>	Participated in at least one (1) of the lineworkers' competitions in the current and/or previous years	
<input type="checkbox"/>	With records of awards or recognition/appreciation from the EC for his/her exemplary performance and work contributions	

Nominated by:

\_\_\_\_\_  
Immediate Supervisor

Approved by:

\_\_\_\_\_  
General Manager