



AUG 18 2023

MEMORANDUM No. **2023-43**

TO : ALL ELECTRIC COOPERATIVES

SUBJECT : PREPARATION BEFORE, DURING AND AFTER 2023 BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS AND GUIDELINES FOR REPORTING OF ELECTRIC COOPERATIVES TO THE NEA POWER TASK FORCE ELECTIONS 2023

In relation to the upcoming Barangay and Sangguniang Kabataan Elections on 30 October 2023 and in response and compliance to the Commission on Elections (COMELEC) Resolution No. 10924 dated 07 June 2023, the National Electrification Administration has been deputized and commissioned to:

*"Provide and maintain stable and continuous nationwide electric power requirements from the start of voting, until the termination or conclusion of the canvassing of votes and the proclamation of the winning candidates"*

In this regard, the following guidelines should be strictly followed by Electric Cooperatives during the election period:

**A. PRE-ELECTION:**

1. From 25 September 2023 to 20 October 2023, the ECs should undertake the appropriate preventive and corrective maintenance/s of their critical network and non-network assets such as but not limited to the sub-transmission lines, substations, feeder lines, distribution transformers, communications, computers, offices, vehicles including vegetation management, among others;
2. On 21 October 2023 and until the termination or conclusion of the canvassing of votes and proclamation of the winning candidates, part of ECs' pre-election activities is to avoid power interruption except for emergency situations; and
3. On 27 October 2023 at 0700H, the ECs shall start the 24-hour Power Situation Monitoring. The ECs are directed to activate their Emergency Restoration Organization (ERO), which will serve as its Power Task Force Elections 2023.
4. To ensure uninterrupted power supply throughout the election period, the EC must undertake an ocular inspection of voting centers in their respective franchise areas.

**B. DURING ELECTION:**

1. On Election Day, 30 October 2023, the ECs' 24-Hour Power Situation Monitoring shall continue.

### C. AFTER ELECTION:

1. From 31 October - 01 November 2023, the ECs' 24-hour Power Situation Monitoring shall continue or until the termination or conclusion of the canvassing of votes and proclamation of the winning candidates. Termination of activities shall be notified accordingly to the ECs by the NEA POWER TASK FORCE ELECTION 2023.

### D. SUBMISSION OF REPORT TO NEA POWER TASK FORCE ELECTION 2023:

1. With or without the incidents of power interruptions, report/s shall be submitted.
2. Reporting shall be done **twice daily on or before 3:00 PM and 5:00 AM on the following day** and be submitted to the respective NEA Power Task Force Elections 2023 Power Situation Monitoring Teams through the contacts hereunder indicated:

Electronic Mail Address (E-mail Add)	
<b>Luzon</b>	neaptfe2023luzon@gmail.com
<b>Visayas</b>	neaptfe2023visayas@gmail.com
<b>Mindanao</b>	neaptfe2023mindanao@gmail.com

Contacts	Luzon Team	Visayas Team	Mindanao Team
Mobile Number	0956 597 3965	0932 610 1777	0995 234 4229
Landline	(02) 8928-3013	(02) 8929-2040	(02) 8926-1337
Viber	<a href="https://invite.viber.com/?g=3gzwfbS6fVGF3r8xm4LNbNyuuweS-f9i">https://invite.viber.com/?g=3gzwfbS6fVGF3r8xm4LNbNyuuweS-f9i</a>	<a href="https://invite.viber.com/?g=vg5wM966fVEH3Wxm-q-O_3PpWbGYXWcoi">https://invite.viber.com/?g=vg5wM966fVEH3Wxm-q-O_3PpWbGYXWcoi</a>	<a href="https://invite.viber.com/?g=AQ8wwwy7fVEHcMxL4fq9X7Vtllk2ksw">https://invite.viber.com/?g=AQ8wwwy7fVEHcMxL4fq9X7Vtllk2ksw</a>

*Note: The ECs Focal Person/s are required to have a Viber application installed on their device/s. Please click or follow the link provided to the Viber GC per island group for Task Force Elections.*

3. The ECs shall immediately report major incidents of power interruptions, which shall be included in the periodic reporting.

### E. REPORT FORMAT AND CONTENT:

1. EC Name
2. Person Reporting
3. Date Reporting
4. Time Reporting
5. NGCP Transmission Substation Affected
6. Distribution Substation Affected
7. Feeder Affected
8. City or Municipality Affected
9. Barangay/s Affected
10. Sitio/s Affected
11. Cause of Power Interruption
12. No. of Precincts Affected
13. Date of Power Went Off
14. Time of Power Went Off
15. Date of Power Restored
16. Time of Power Restored
17. EC Action Taken
18. Remarks

*Note: Google Sheets Database with links containing the Report Format and Content stated above will be provided*

**F. FURTHER INSTRUCTIONS:**

- a. On or before 23 October 2023, reports detailing the compliances of the ECs on the pre-election activities and the readiness of its monitoring team shall be submitted to the NEA Power Task Force Election 2023.
- b. On 25 October 2023, a dry run operation shall be undertaken. The NEA Power Task Force Election 2023 Power Situation Monitoring Team will either call or send text message/s to several ECs. Hence, every ECs are expected to be prepared and respond promptly.

For strict compliance and guidance.

  
**ANTONIO MARIANO C. ALMEDA**  
Administrator

