

Sec. 30. No Gift Policy. – The NEA “No Gift Policy” which was approved by the NEA Board forms part of this Manual.

Sec. 31. Duty of Confidentiality. - Pursuant to their duties of diligence and loyalty, a member of the Board or an Officer shall not use or divulge confidential or classified information officially made known to them by reason of their office and not made available to the public, either: (1) to further their private interests, or give undue advantage to anyone; or (2) which may prejudice the public interest.

VI

OBLIGATIONS OF THE NEA TO BOARD MEMBERS AND OFFICERS

Sec. 32. Providing for Staff Support to Board Members – The Corporation shall provide the members of its Governing Board with reasonable support staff and office facilities to allow them to properly discharge their duties and responsibilities.

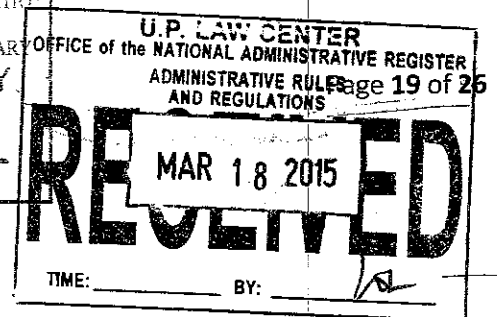
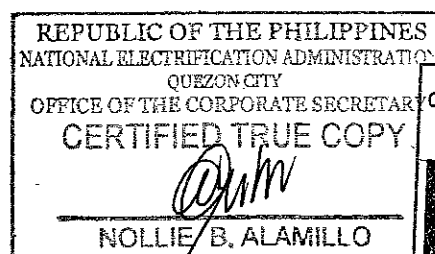
Sec. 33. Obtaining of Directors and Officers Liability Insurance (DOLI). - Having imposed the highest level of responsibility and accountability on the members of the Board and Officers, i.e., that of extraordinary diligence, it is equitable that when the Corporation itself and/or the members of the Board and Management are sued before tribunals on matters that are within the official functions and capacity and on matters where business judgment has been exercised in good faith, that there be proper recovery of the costs of litigation and the judgment liability imposed. It is prudent measure therefore to obtain "Board Members and Officers Liability Insurance" coverage for itself and the members of the Governing Board and Officers against contingent claims and liabilities that may arise from, as well as the expenses that may be incurred in prosecuting, the actions that may be filed against the corporation arising from the actions of the Governing Board and/or Management that may cause loss or damage to third parties.

Nothing in this section shall be construed as to authorize the reimbursement or the incurring of costs, such as the payment of premiums on DOLI coverage, by the Corporation on the litigation expenses incurred and the judgment liability decreed against a Director or Officer for breach of any of his fiduciary duties or for fraud committed in the performance of his or her duties to the Corporation and/or its stakeholders.

VII

CSR AND RELATIONS WITH STAKEHOLDERS

Sec. 34. CSR Statement. - NEA as a government-owned and controlled corporation (GOCC) adheres to its missionary role of attaining total electrification in the countryside through the Electric Cooperatives (ECs) towards improving the socio-economic landscape of the rural communities which will redound to better and improved quality of life of the Filipino people. As part of its proprietary function, it is committed to improve the ECs' financial and operational viability to make them competitive in delivering quality service.




Accordingly, it shall:

- (a) Provide financial, institutional and technical assistance to the ECs;
- (b) Establish programs to ensure the provision of accessible, quality and reliable electric service, including Competency Programs in partnership with the academe, Energy-For-All Partnership with Asian Development Bank (ADB), Renewable Energy Development Program with the World Bank (WB), Performance Governance System (PGS) with the Institute for Solidarity in Asia (ISA), Professional Director's Program with the Institute of Corporate Directors (ICD) and ECs' Institutional and Technical Development with National Rural Electric Cooperatives Association (NRECA) of America, and Technical Assistance with the Institute of Electrical Engineers (IIEE);
- (c) Institutionalize Task Force Kapatid (TFK), as a quick response mechanism that gathers different ECs to render voluntary service to other ECs which need technical help in times of calamity and in the energization as well as rehabilitation of lines of hard-to-reach areas;
- (d) Implement corporate citizenship practices such as Environmental Management and Outreach Programs; and,
- (e) Strengthen its Corporate Values of Honesty, Efficiency and Solidarity.

With its motto "Energizing the countryside, electrifying the future", NEA recognizes the stakeholders' roles, nature of their interest, hierarchy system of their conflict of interest and its clear policy on communicating with them, as follows:

Stakeholders	Nature of Interest	Clear Policy on Communication with Stakeholders
1 ECs (Primary Customers)	<ul style="list-style-type: none"> • Electrification • Secure FIT assistance a. Loans b. Subsidies c. Governance d. Technical e. Legal • Corporate Operational Efficiency and other related matters 	<ul style="list-style-type: none"> • Manual of Approvals • NEA Citizens Charter • Alternative Dispute Resolution (ADR) • Administrative Committee (ADCOM) Rules • EC District Election Guidelines • Guidelines on Energization • Loan Policies • Policy on Fast Lane and Tracking of Documents
2 EC Member Consumers	<ul style="list-style-type: none"> • Electrification • EC Governance and Performance • EC Operational Efficiency 	

REPUBLIC OF THE PHILIPPINES
 NATIONAL ELECTRIFICATION ADMINISTRAT
 QUEZON CITY
 OFFICE OF THE CORPORATE SECRETARY
 CERTIFIED TRUE COPY

 NOLLIE B. ALAMILLO

U.P. LAW CENTER
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
 ADMINISTRATIVE RULES AND REGULATIONS Page 20 of 26
RECEIVED
 MAR 18 2015
 TIME: _____ BY: 