



**NATIONAL ELECTRIFICATION ADMINISTRATION**  
"The 1<sup>st</sup> Performance Governance System-Institutionalized National Government Agency"  
57 NIA Road, Government Center, Diliman, Quezon City 1100



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ISO 9001:2015



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10 January 2024

**INSTITUTIONAL ADVISORY NO. 02**  
**Series of 2024**

**TO : ALL ELECTRIC COOPERATIVES (ECs)**

**SUBJECT : POLICY/GUIDELINES IN THE CONDUCT OF ELECTRIC COOPERATIVES' (ECs) ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)**

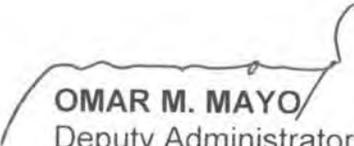
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This is to inform the Electric Cooperatives of the "Policy/Guidelines In The Conduct Of Electric Cooperatives' (ECs) Annual General Membership Assembly (AGMA)" which has been published with the University of the Philippines (UP) Law Center on 03 January 2024. (Please see attached)

The aforementioned policy/guidelines shall take effect fifteen (15) days upon filing with the UP Law Center pursuant to the Presidential Memorandum Circular No. 11 dated 09 October 1992.

For your information and guidance.

Thank you.

  
**OMAR M. MAYO**  
Deputy Administrator  
Electric Cooperative Management Services



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22 December 2023

**THE DIRECTOR**

Office of the national Administrative Register  
University of the Philippines Law Center  
U.P. Law Center, Diliman  
Quezon City

Sir:

Greetings of peace and good health!

Pursuant to Book VII, Chapter 2, Section 3 of the 1987 Administrative Code of the Philippines, we are respectfully submitting to the U.P. Law Center, for filing, publication and recording the attached certified true copies of the **POLICY/GUIDELINES IN THE CONDUCT OF ELECTRIC COOPERATIVES' (ECs) ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)** promulgated by the National Electrification Administration (NEA) in accordance with its authority under Section 5 of P.D. No. 269 as amended.

Thank you very much for the usual and kind assistance of the U.P. Law Center.

Very truly yours,

**ATTY. GWEN P. ENCISO-KYAMKO**  
Acting Corporate Board Secretary V

UP LAW CENTER  
NATIONAL ADMINISTRATIVE REGISTER  
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No. 24-0000  
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**Policy/Guidelines in the Conduct of Electric Cooperatives' (ECs)  
 Annual General Membership Assembly (AGMA)**

**I. RATIONALE**

The Electric Cooperatives (ECs) are required to conduct their Annual General Membership Assembly (AGMA) as specified in their By-laws. The AGMA is one of the major mandatory institutional activities which serve as a venue for the Member-Consumer-Owners (MCOs) to be informed of the overall operational status, previous performance and future plans of the cooperative as well as to be consulted and decide on important matters affecting the EC. As such, there is a need to ensure that said activity shall be carried out even with the existence of pressing issues and challenges except on valid grounds such as force majeure, peace and order problem, public health emergency declaration, issuance of court restraining order, among others.

While NEA gives due consideration to the non-conduct of AGMA for some justifiable reasons, there is a need to establish guidelines so as not to compromise the institutional activities as well as the rights of the MCOs to be updated of the ECs' current operations. The COVID-19 pandemic makes it imperative for the NEA and the ECs to innovate and adopt possible means to engage on other options/alternatives aside from the conventional manner in conducting an AGMA.

Thus, it is necessary for ECs to conduct the AGMA as specified in their By-laws to empower their MCOs through participatory engagements in EC affairs.

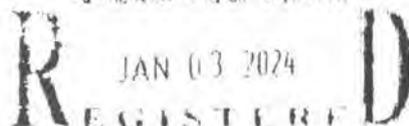
**II. OBJECTIVES**

- To establish a policy/guidelines in the conduct of Annual General Membership Assembly;
- To recognize the use of information technology in the conduct of AGMA;
- To ensure that MCOs are educated and empowered; and
- To generate wider participation, interaction and full support of member-consumers in the EC operation.

**III. ANNUAL GENERAL MEMBERSHIP ASSEMBLY (AGMA)**

The EC AGMA aims to generate greater participation and active involvement of the MCOs as important players in the Rural Electrification Program. A greater number of educated MCOs leads to stronger support to an EC's plans and programs.

U.P. LAW CENTER  
 OFFICE OF THE ADMINISTRATIVE ASSISTANT  
 Administrative Policy and Legislation



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ECs are expected to conduct their respective AGMAs conventionally but unforeseen circumstances like the pandemic brought other alternatives/options to meet the desired objectives. Various factors such as facilities, accessibility, internet connectivity and MCOs' profiles must be taken into consideration. Premises considered, mechanics on the manner to conduct the EC AGMA should be meticulously planned without compromising the ultimate goal of having a participative and interactive AGMA, which is non-discriminatory to all the MCOs.

## **POLICY/GUIDELINES IN THE CONDUCT OF AGMA**

### **a) Conventional/Physical AGMA**

The activity shall be conducted on the scheduled date and selected venue. Any changes on the date specified in the EC By-laws or deferment shall be subject to NEA approval upon submission of a Board Resolution indicating the new schedule and reason/s for the resetting or deferment.

### **b) Simultaneous AGMA**

The activity shall be conducted on the date prescribed in the EC By-laws in different or multiple venues. The main venue will facilitate the overall program/proceedings and will be simultaneously conducted in other venue/s as arranged by the EC.

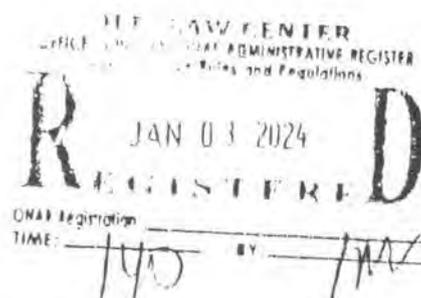
For purposes of voting, the EC is required to gather total number of votes in all venues to determine a valid decision. Result of voting must be properly reflected in the minutes of AGMA.

#### **Requirements:**

- Board Resolution approving the conduct of simultaneous AGMA, indicating the date and identifying the venues, subject to confirmation of NEA. For Simultaneous AGMA to be conducted not in accordance with the schedule per EC By-Laws, a Board Resolution shall be submitted to NEA for evaluation/appropriate action; and
- Mechanics/procedures for NEA information/reference.

### **c) Sequential AGMA**

The activity is conducted on various dates and different venues as arranged by the EC.



In the conduct of sequential AGMA, the following must strictly be adhered to:

- Same agenda/matters to be presented to and decided upon by the General Assembly (GA) shall be discussed in all the venues;
- Matters arising from one venue must be presented in the succeeding schedules. However if the issue/s was not discussed in previous schedule/s, the matter shall be discussed in next year's AGMA for determination of a majority decision;
- For matters/issues that need GA approval, the EC is required to ensure that actual number of votes are duly recorded for the determination of a valid decision. Final decision shall be based on the cumulative number of votes gathered in all the venues.
- MCOs are allowed to vote only at assigned district venue.

**Requirements:**

- Board Resolution approving the conduct of sequential AGMA, indicating the dates, venues and budget allocation subject to approval of NEA; and
- Mechanics/procedures for NEA information/reference.

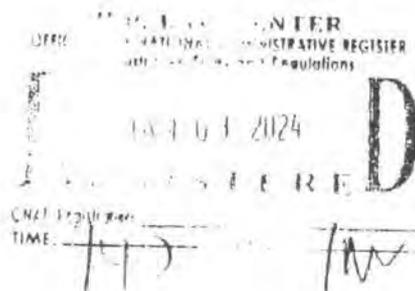
**d) Hybrid AGMA**

This AGMA is a combination of physical (face to face) and virtual (online) due to lack of or non-availability of venue/s that can accommodate large number of attendees.

- The ECs may opt to utilize any online platform e.g. Zoom, MS Teams, Google Meet, Facebook Live, Youtube, etc., provided that the attendance of participating MCOs in the virtual AGMA and voting are duly recorded for future reference such as for candidates in future district elections and other EC activities requiring submission of Certificate of Attendance to AGMA.

**Requirements:**

- Board Resolution approving the conduct of hybrid AGMA, indicating the date and venue and budget allocation, subject to approval of NEA; and
- Mechanics/procedures for NEA information/reference.



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### e) Virtual AGMA

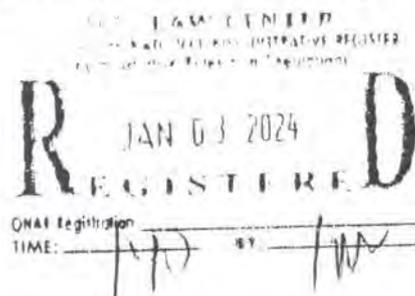
This activity is conducted by solely utilizing online platform. This may only be allowed for valid reasons such as force majeure, peace and order problem, public health emergency declaration, among others.

#### Requirements:

- Board Resolution approving the conduct of virtual AGMA, indicating the date and budget allocation, subject to submission of the following:
  - Force Majeure - Certification from NDRRMC/LGU
  - Peace & Order - Certification from AFP/PNP Regional/Provincial Command
  - State of Public Health Emergency Declaration - Certification from local authorities/ DOH
- Mechanics/procedures for NEA information/reference.

### GENERAL RULES

1. The ECs must develop the mechanics/procedures for the mode of AGMA which includes the registration/attendance, reporting of EC officials and discussion/voting on matters to be decided upon by the general assembly. Said mechanics must be in accordance with the standard rules/operating framework in the conduct of AGMA.
2. For voting purposes, actual number of votes must be determined to reflect a majority decision on matters which need GA approval.
3. The EC must provide back-up power supply and ensure availability of stable internet connection within the EC coverage area.
4. Considering that ECs have various options to conduct their AGMA, representatives of District Annual General Membership Assembly (DAGMA), Municipal Annual Membership Assembly (MAGMA) or any form of the same nature shall no longer be considered. Representations of any manner shall not form part of their actual AGMA attendance.
5. The ECs may opt to conduct pre-registration for purposes of budgeting but only the actual AGMA attendance will be the basis for the 5% requirement for the KPS since pre-registration does not guarantee actual attendance to AGMA.



6. The ECs shall submit an electronic copy of its attendance in PDF file within five (5) days after the conduct of AGMA using the NEA prescribed Attendance Sheet format/template duly certified by ECs department managers from the Information Technology, Institutional Services, Internal Audit and the General Manager which shall be emailed to [idd.agma@yahoo.com](mailto:idd.agma@yahoo.com). The electronic submission will serve as the ECs' official AGMA attendance. This policy will supersede NEA Institutional Advisory No. 59, Series of 2023.
7. Copy of Summary Report, with total number and percentage of attendees, shall also be submitted to the IDD-CDPD for monitoring.

#### IV. REPORTORIAL REQUIREMENT

For purposes of uniformity, the following prescribed format/template for the AGMA Attendance Sheet shall be used in the AGMA registration.

##### Conventional/Physical AGMA Registration template:

INEC 1 <sup>st</sup> Annual General Membership Assembly																
Venue: _____																
Date: _____																
No.	Membership No.	Account Name of MCO	Account No.	Signature												
1																
2																
3																
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Prepared by:</td> <td style="width: 33%;">Reviewed by:</td> <td style="width: 33%;">Checked by:</td> </tr> <tr> <td>IT Manager</td> <td>ISD Manager</td> <td>Internal Audit Manager</td> </tr> <tr> <td colspan="3">Noted by:</td> </tr> <tr> <td>General Manager</td> <td colspan="2">(Indicate Page No. _ of Total Pages)</td> </tr> </table>					Prepared by:	Reviewed by:	Checked by:	IT Manager	ISD Manager	Internal Audit Manager	Noted by:			General Manager	(Indicate Page No. _ of Total Pages)	
Prepared by:	Reviewed by:	Checked by:														
IT Manager	ISD Manager	Internal Audit Manager														
Noted by:																
General Manager	(Indicate Page No. _ of Total Pages)															
*Page No. of Total No. of Pages																

##### Simultaneous/Sequential Registration template:

INEC 1 <sup>st</sup> Annual General Membership Assembly																		
No.	Membership No.	Account Name of MCO	Account No.	Date	Venue	Remarks (Sequential/Simultaneous)												
1																		
2																		
3																		
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Prepared by:</td> <td style="width: 33%;">Reviewed by:</td> <td style="width: 33%;">Checked by:</td> </tr> <tr> <td>IT Manager</td> <td>ISD Manager</td> <td>Internal Audit Manager</td> </tr> <tr> <td colspan="3">Noted by:</td> </tr> <tr> <td>General Manager</td> <td colspan="2">(Indicate Page No. _ of Total Pages)</td> </tr> </table>							Prepared by:	Reviewed by:	Checked by:	IT Manager	ISD Manager	Internal Audit Manager	Noted by:			General Manager	(Indicate Page No. _ of Total Pages)	
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 Administrative Rules and Regulations

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**Hybrid/Virtual Registration template:**

INEC 1 <sup>st</sup> Annual General Membership Assembly						
No.	Membership No.	Account Name of MCO	Account No.	Date	Venue	Remarks (Online/ On-site)
1						
2						
3						

Prepared by:	Reviewed by:	Checked by:
IT Manager	ISD Manager	Internal Audit Manager
Noted by::		
General Manager	(Indicate Page No. _ of Total Pages)	

\*Page No. of Total No. of Pages

**V. RESPONSIBILITY**

The General Manager, Institutional Services, Information Technology Services, and Internal Audit department managers (DMs) shall be responsible for the full implementation of this Guidelines.

**VI. EFFECTIVITY**

This Policy shall take effect fifteen (15) days upon filing with the University of the Philippines (UP) Law Center pursuant to the Presidential Memorandum Circular No. 11 dated October 9, 1992.

  
**ANTONIO MARIANO C. ALMEDA**  
 Administrator

NATIONAL ELECTRIFICATION  
 ADMINISTRATION  
 Office of the Administrator  
  
 NEA-CA273225

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 Office of the National Electrification Administrator  
 Administration Building, 3rd Floor  
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