



18 March 2024

## MEMORANDUM

TO : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : PREPARATION OF THE MANUAL OF APPROVALS (MANAP)

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In line with the preparation of the Manual of Approvals (MANAP) for the Electric Cooperatives (ECs) and in view of the questions/queries raised during and after the orientation last 29 February to 01 March 2024, please be reminded of the following:

1. The MANAP Committee shall be composed of members from different departments and shall be chaired by the Internal Audit Department Head and co-chaired by the Human Resources Head. The Board of Directors shall **not** be included in the committee.
2. There are standard forms that require Certified Correct data in which the signatory is the Recommending Approval officer. Hence, "Certified Correct" can be disclosed in the Recommending Approval column for clarity and may specify the Recommending Approval signatory as well in the said column (Annex A). Therefore, it is highly recommended that the ECs adopt the Complete Staff Work (CSW) form for those documents subject to the General Manager and Board of Directors' approval. The CSW form will be a relevant reference for the Recommending Approval and Approval signatories. Attached is the CSW template for your reference (Annex B).
3. Issuance of a Memorandum or Office Order designating automatic Officers-in-Charge (OIC), in sequential orders and according to prescribed levels of authority. The automatic OIC shall assume the authority of the incumbent as specified in the Memorandum or Office Order. See the sample Office Order regarding the automatic OIC (Annex C).
4. The Bids and Awards Committee shall be included in the MANAP.
5. The present/existing structure shall be used in the preparation of the MANAP. It will be subject to revision should a restructuring process be done by the EC at a later date.
6. The submission of the draft MANAP, both in hard and soft copies (Word/Excel File), shall be supported by the Minutes of the Committee Meeting and Board Resolution endorsing the draft MANAP for NEA's review.



7. The MANAP will accordingly be revised based on NEA's recommendation. Thereafter, the EC Board of Directors shall approve the said MANAP.

For your information and guidance.



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

# ANNEX A



## MANUAL OF APPROVALS

1st Edition – March 2023

SUBJECT		MINUTES OF THE BOARD OF DIRECTORS	
TOPIC		BOARD RESOLUTIONS	
RESPONSIBLE OFFICE		OFFICE OF THE GENERAL MANAGER (OGM)	
ITEM	RECOMMENDING APPROVAL	APPROVING AUTHORITY	
Minutes of the Board Meeting	Noted by: Board Secretary	Attested by: Attending BOD's and General Manager	
Board Resolution (For Board Resolution that requires approval of NEA)	Certified by: Board Secretary  Attested by: Board President	NEA	
Board Resolution (Not requiring NEA's approval)	Certified by: Board Secretary	Attested by: Board President	
CONTROL POINTS			
1. NEA Memorandum No.2005-011-Revised Policy on Electric Cooperative Issuances requiring Expressed NEA Approval			

## ANNEX B

### CERTIFICATE OF COMPLETE STAFFWORK

This is to certify that by signing the attached document with the subject: \_\_\_\_\_

(i) We confirm that we have thoroughly read, reviewed and evaluated the documents endorsed for the Administrator's approval/signature; (ii) that they are correct and in accordance with the applicable rules, policies, issuances, regulations and protocols of the **(Name of EC)**; and (iii) that we assume responsibility and accountability for any consequence that may arise by reason of our recommendation and/or endorsement for the **(Position of Signatory)**'s approval/signature.

Name	Signature	Date Received/ Reviewed	Date of Release	Recommendation

City/Municipality, Province.



# ANNEX C



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



Management  
System  
ISO 9001:2015



ANNA-201-0076  
01-07-000000

FEB 20 2023

OFFICE ORDER NO. **2023-053**  
Series of 2023

Subject **Automatic Officers-in-Charge**

Effective immediately, to ensure availability and efficiency in addressing regular industry concerns of this Agency and the electric cooperatives, as well as from other stakeholders and the general public, the following Deputy Administrators, in succession, shall serve as Officer-In-Charge, and shall be responsible for the day-to-day operations of NEA, within prescribed levels of authority, on occasions where the Administrator is on official travel or on leave of absence:


1. Deputy Administrator for Legal Services
2. Deputy Administrator for EC Management Services
3. Deputy Administrator for Technical Services
4. Deputy Administrator for Corporate Resources and Financial Services

This Office Order supersedes Office Order No. 2022-208 and shall take effect immediately.

Kindly course all the documents to the Office of the Administrator, for tracking purposes before submitting to the respective Deputy Administrator.

All expenses to be incurred in the performance of their duties shall be charged against the proper funds of this Office subject to the usual accounting and auditing rules and regulations.

Any amendments to the personnel identified for the concerned offices shall require issuance of separate Office Orders.

  
**ANTONIO MARIANO C. ALMEDA**  
Administrator

NATIONAL ELECTRIFICATION  
ADMINISTRATION  
Office of the Administrator



NEA-04571202