



Republic of the Philippines  
**National Electrification Administration**  
Quezon City

17 August 2005

**NEA MEMORANDUM No. 2005-027**

**TO :** ALL ELECTRIC COOPERATIVES  
**SUBJECT :** ADDENDUM TO NEA MEMO NO.2004-022

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Memorandum No. 2004-022 dated 21 October 2004 entitled "Revised Policy on the Selection, Hiring, Termination of Services/Suspension of General Managers for Electric Cooperatives" was issued to provide uniform standards in the selection, hiring and termination of service/suspension of a GM, with the end to promote transparency and prevent possible complications which may arise from the conduct thereof..

Item III 10 of the Memorandum on the Designation of an Officer-In-Charge (OIC) reads in part: "In case of resignation, suspension, termination, leave of absence or official travel outside the cooperative area, an OIC shall be designated from among the senior staff of the EC. Except for reason of leave of absence or official travel not exceeding one month, in which the authority to designate an OIC is vested on the GM, designation for all other reasons shall rest on the Board, subject to the approval of the NEA".

In cases where the vacant position of the General Manager is published and opened for application, and the incumbent OIC applied for the position, he/she has to relinquish his designation as OIC. This is to give all the applicants vying for the position a fair and just chance in the selection process.

Thus, the Board is enjoined to pass a resolution designating another OIC from among the Senior Officers (Department Managers) of the coop in order not to disrupt its operations while the selection process for regular General Manager is still in progress.

For your guidance.

  
EDITA S. BUENO  
Administrator