



Republic of the Philippines
National Electrification Administration

27 July 2006

NEA MEMORANDUM No. 2006-023

T O : ALL ELECTRIC COOPERATIVES (ECs)

**SUBJECT : SUBMISSION OF REQUIRED DOCUMENTS THAT
NEED EXPLICIT APPROVAL**

To facilitate the required NEA's action, specifically from the Institutional Development Department (IDD) to various EC requests/concerns, below is the checklist of pertinent documents together with the prescribed period for submission:

1. REORGANIZATION

- a. Board Resolution (Request)
- b. Business Process (Flow Chart)
- b. Organizational Structure (Existing and Proposed)
- c. Functional Chart
- d. Plantilla Positions
 - d.1 Created
 - d.2 Amended
 - d.3 Abolished
- e. Staffing Pattern
- f. Job Rank with details
- g. Salary Scale
 - g.1. Comparative summary of existing and proposed salary with difference (Form 1)
 - g.2 Summary of Ranks (Form 2)
 - c.3 Program of Hiring
- h.. Job Descriptions

DATE OF SUBMISSION: First and Second Quarters

2. **EMPLOYEES' SALARY UPGRADING**

- a. Board Resolution (Request)
- b. Comparative Employees Plantilla Positions with existing and proposed salary with corresponding ranks

Date of Submission: First and Second Quarters

3. **GENERAL MANAGER'S SALARY UPGRADING**

- a. Board Resolution (Request)
- b. Board of Directors' evaluation of the GM's performance

Date of Submission: First and Second Quarters

4. **ADDITIONAL PLANTILLA POSITIONS**

- a. Board Resolution (Request)
- b. Job Description
- c. Justifications
- d. Customer/Employee Ratio
- e. Rank and Salary

Date of Submission: First and Second Quarters

5. **YEAR-END PRODUCTIVITY INCENTIVES**

- a. Board Resolution (Request)
- b. Monthly Financial Statistical Report (MFSR) for the month of October of the current year.

Date of Submission: Not later than 15 December

6. **EC RETIREMENT PLAN**

- a) Board Resolution (Request)
- b) Existing and proposed policy (comparison)
- c) Existing plantilla positions with corresponding salaries
- d) Schedule of retiring employees for next five (5) years
- e) Source of Funds
 - a) Sinking Fund for Retirement
 - b) Insurance

Date of Submission: First and Second Quarters

7. **AMENDMENT TO EC BY-LAWS**

- a) Board Resolution on proposal adopting AGMA Resolution
- b) Proposed By-Laws
- c) Certificate of Quorum
- d) Certificate of Ratification
- e) Articles of Amendment
- f) Board President's Affidavit certifying the incorporation of the Amendment By-Laws

Additional requirements FOR REDISTRICTING

- a) Actual vs. potential house connections
- b) Actual vs. potential revenue
- c) Comparative table of expenses of BOD (actual no. vs. no. of proposed district)
- d) Minutes of AGMA
- e) Existing By-Laws and Coop By-laws as amended
- f) Spot Map

Date of Submission: Not later than three (3) months after the conduct of AGMA

The timely submission of the requests shall ensure the speedy and corresponding action by NEA. It is likewise presumed that these requests/plans have been included in the proposed yearly Cash Operating Budget (COB) prepared by the ECs which are likewise processed by NEA during the 3rd and 4th quarters of every year.

Requests submitted outside of the prescribed period shall no longer be entertained, and shall be processed in the succeeding year's period of submission. As such, the Board of Directors and the General Manager are enjoined to enhance their plans according to the above timelines. Getting the proper approvals and action protect both the ECs and their officials from possible complaints and charges from groups among member-consumers, and from audit disallowances.

For your guidance.


EDITA S. BUENO
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION

IN REPLYING- PLS. QUOTE: #0A009077



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gsl
8/22/06