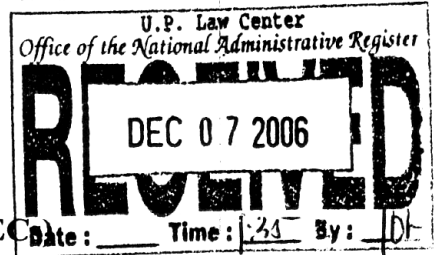




Republic of the Philippines
National Electrification Administration

27 July 2006

NEA MEMORANDUM No. 2006-026



TO : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : Guidelines for Mega-Large EC Officers on Per Diems and Representation, and Revised Travel Allowances for all ECs

I. Our existing guidelines on Benefits, Allowances and Other Incentives to EC Officers and Employees dated 19 July 2000 and 11 September 2003 do not include those for Mega-Large electric cooperatives. The following incentives therefore are hereby adopted:

A. PER DIEMS

CATEGORY	AMOUNT
A+	P4,620 but not to exceed P9,240/month
A	P3,920 but not to exceed P7,840/month
B	P2,380 but not to exceed P4,760/month
C	P1,560 but not to exceed P3,120/month
D	P585 but not to exceed P1,170/month
E	P520 but not to exceed P1,040/month

B. REPRESENTATION ALLOWANCE

CATEGORY	GENERAL MANAGER	BOARD PRESIDENT	OTHER BODs	DEPARTMENT MANAGER	DIVISION CHIEF
A+	P6,700	P4,800	P2,900	P3,400	P2,900
A	6,000	4,200	2,500	3,000	2,500
B	3,800	2,900	1,800	2,300	1,800
C	2,100	800	400	1,000	500
D	1,750	500	200	1,000	500
E	1,500	400	200	1,000	500

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II. REVISED TRAVEL ALLOWANCES

The following are hereby provided to all EC officers and employees to defray daily expenses:

PLACES OF TRAVEL	LODGING	MEALS	TRANSPO FARE*
Metro Manila and Cities of Cebu, Davao, Zamboanga, Baguio, Iloilo, Cagayan de Oro, General Santos	P1,000.00	P400.00	P300.00
Other Cities	P800.00	P300.00	P200.00
Places other than cities			
Outside EC Region	P500.00	P250.00	P100.00
Within EC Region but outside Coverage area	P300.00	P150.00	P75.00

Note: * Inclusive of in-land fare

III. PROHIBITIONS AND SANCTIONS

In case of any violation found after audit and/or investigation, the officer/employee concerned shall be required to refund immediately, and in full, the disallowed amount, without prejudice to the application of any other sanction allowed under pertinent laws and other NEA rules and regulations.

IV. RESPONSIBILITY AND ACCOUNTABILITY

The Finance Manager and Internal Auditor shall be responsible for monitoring compliance with these guidelines.

The General Manager shall be accountable for the proper implementation of these guidelines. He shall likewise be held liable for the grant of any benefit and allowance over and above those provided under these guidelines.

V. EFFECT ON OTHER ISSUANCES/EFFECTIVITY

Any and all provisions of the NEA Memorandum on Benefits and Incentives, Travel Allowances, Per Diems and other Allowances of Electric Cooperative Officials and Employees dated 31 July 1997, 19 July 2000 and 11 September 2003 that are not inconsistent with these guidelines shall continue to be in full force and effect; the rest are deemed superseded. This shall take effect fifteen (15) days upon submission of copies to the University of the Philippines Law Center as required by Executive Order 292.

Edita S. Bueno
EDITA S. BUENO
 Administrator

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 ADMINISTRATION
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