



Republic of the Philippines  
National Electrification Administration

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04 June 2010

**MEMORANDUM NO. 2010-015**

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

**Subject:** Revised Guidelines, Allowances and Other Incentives for EC Officials and Employees

**A. RATIONALE**

Corresponding adjustments on the per diems of ECs Board of Directors are positively being effected to encourage good performance and recognize the vital contributions of the members of the Board in the success of EC operations. The amount of medical, clothing and travel allowances are similarly adjusted to respond to present needs of officers and employees of ECs.

**B. POLICY**

To recognize their best efforts towards further improving EC operations, NEA hereby modifies its existing guidelines on benefits, allowances and other incentives for EC officials and employees.

**C. BENEFITS AND ALLOWANCES**

**A. PER DIEMS**

CATEGORY	MEGA-LARGE	EXTRA-LARGE	LARGE	MEDIUM	SMALL
A+	P5,775 but not to exceed P11,550/month	P5,250 but not to exceed P10,500/month	P4,725 but not to exceed P9,450/month	P4,200 but not to exceed P8,400/month	P3,500 but not to exceed P7,000/month
A	P4,900 but not to exceed P9,800/month	P4,375 but not to exceed P8,750/month	P3,850 but not to exceed P7,700/month	P 3,325 but not to exceed P6,650/month	P2,975 but not to exceed P5,950/month

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B	P2,975 but not to exceed P5,950/month	P2,625 but not to exceed P5,250/month	P2,275 but not to exceed P4,550/month	P1,925 but not to exceed P3,850/month	P1,575 but not to exceed P3,150/month
C	P1,950 but not to exceed P3,900/month	P1,790 but not to exceed P3,580/month	P1,625 but not to exceed P3,250/month	P1,300 but not to exceed P2,600/month	P975 but not to exceed P1,950/month
D	P750 but not to exceed P1,500/month	P750 but not to exceed P1,500/month	P750 but not to exceed P1,500/month	P750 but not to exceed P1,500/month	P750 but not to exceed P1,500/month
E	P625 but not to exceed P1,250/month	P625 but not to exceed P1,250/month	P625 but not to exceed P1,250/month	P625 but not to exceed P1,250/month	P625 but not to exceed P1,250/month

### B. TRAVEL ALLOWANCES

PLACES OF TRAVEL	LODGING	MEALS	TRANSPO FARE*
Metro Manila and Cities of Cebu, Davao, Zamboanga, Baguio, Iloilo, Cagayan de Oro, General Santos	P 1,250.00	P 500.00	P 375.00
Other Cities	P 1,000.00	P 375.00	P 250.00
Places other than cities: -Outside EC Region -Within EC Region but outside coverage area	P 500.00 P 300.00	P 310.00 P 190.00	P 125.00 P 95.00

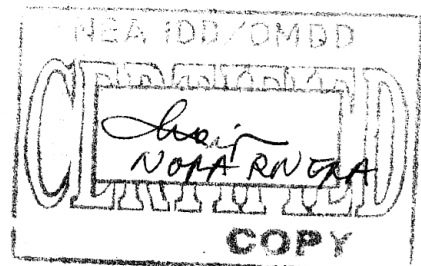
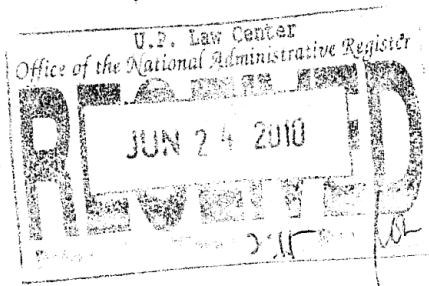
\*Inclusive of inland fare

### C. MEDICAL BENEFIT AND CLOTHING ALLOWANCE

Officials and employees may be granted an annual clothing allowance of four thousand pesos (P4,000.00) and annual medical cash allowance of five thousand pesos (P5,000.00) or a medical health care insurance as approved by the Coop Board and confirmed by NEA and subject to the ECs' availability of funds.

### IV. PROHIBITIONS AND SANCTIONS

For cooperatives that show remarkable performance over and above the established standards, additional incentives may be allowed, subject, however, to the expressed approval of the NEA or duly-convened General Membership Meeting. The Minutes of the said meeting and the Certification of Quorum duly signed by the Board Secretary must be submitted to NEA as supporting documents for evaluation.



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

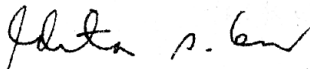
## V. RESPONSIBILITY AND ACCOUNTABILITY

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

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

## VI. EFFECT ON OTHER ISSUANCES/EFFECTIVITY

Any and all provisions of NEA Memoranda that are not inconsistent with these guidelines shall continue to be in full force and effect; the rest are deemed superseded. Further, this Memorandum shall not alter nor impair the validity and effectivity of the policies on benefits and allowances previously approved by NEA and adopted by the ECs. 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**  
Administrator

NATIONAL ELECTRIFICATION  
ADMINISTRATION

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