



NATIONAL ELECTRIFICATION ADMINISTRATION
"The 1st Performance Governance System-Institutionalized National Government Agency"
57 NIA Road, Government Center, Diliman, Quezon City 1100

11 February 2014

MEMORANDUM No. 2014-006

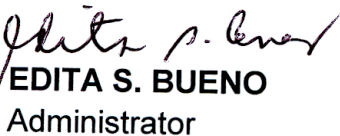
TO : ALL ELECTRIC COOPERATIVES

SUBJECT : Guidelines in the Sanitation of Master List of Member-Consumers of Electric Cooperatives (ECs)

This is to provide you with the Guidelines in the Sanitation of Master List of Member-Consumers of Electric Cooperatives (ECs) pursuant to Section 25 (c) of RA 10531 Implementing Rules and Regulations.

These guidelines were published for national circulation in the Philippine Star on November 28, 2013 and took effect on December 13, 2013.

For your guidance and compliance.


EDITA S. BUENO
Administrator

NATIONAL ELECTRIFICATION ADMINISTRATION
Office of the Administrator



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GUIDELINES IN THE SANITATION OF MASTER LIST OF MEMBER- CONSUMERS OF ELECTRIC COOPERATIVES (ECs)

I. RATIONALE:

Pursuant to the relevant provisions of Presidential Decree No. 269, as amended by Republic Act 10531 and its Implementing Rules and Regulations (IRR) and the EC By-laws, the conduct of membership-related activities such as District Election, Annual General Membership Assembly (AGMA), District Meeting, Referendum and Information and Education Campaign (IEC) is compulsory.

Thus, to ensure the successful conduct of these undertakings, the determination of *bona fide* member-consumers through a systematic sanitation of the Master List of Member-consumers is a must.

It is therefore imperative to immediately undertake a sanitation process to ensure participation of member-consumers, avoid disenfranchisement during the voting exercises and to make use of a reliable Master List in other EC important operational undertakings.

II. OBJECTIVES

1. To establish a complete list of member-consumers that shall serve as basis for the issuance of identification cards for the proper identification of member-consumers;
2. To ensure a clean, orderly and peaceful conduct of elections, general membership assemblies, district meetings, referenda and IECs;
3. To protect the member-consumers' right to vote and be voted upon;
4. To enable the member-consumers enjoy the privileges and benefits that they are entitled to; and
5. To serve as a tool for management in the improvement of operations.

III. POLICY STATEMENT:

It shall be the policy of NEA to prescribe the establishment by the ECs of their individual Master List of Member-Consumers that will serve as the official document to identify *bona fide* member-consumers and can be readily accessed in the EC website by the general public.

The Master List shall be completed and approved by the EC Board of Directors not later than 31 December 2013.

IV. CONTENT:

The Master List of Member-Consumers shall contain relevant information about each member-consumer which shall be alphabetically arranged and on a per district, municipality and barangay basis.

It shall contain, but not limited to, the following which shall have been validated by the Internal Auditor, certified to by the Board Secretary and approved by the Board:

- 1) Consumer name;
- 2) Type of membership; (single, joint, juridical)
- 3) Account number;
- 4) Date of membership; and
- 5) Number of Certificate of Membership.

V. SCOPE:

All electric cooperatives (ECs) are covered, thus, must comply with these guidelines. The Managers of Institutional Services, Finance Services and Internal Audit Departments shall be jointly responsible for the EC's compliance.

VI. MECHANICS OF IMPLEMENTATION:

The sanitation process includes, but not limited to, the following steps:

- 1) **INVENTORY** of members and actual consumers to be spearheaded jointly by the Managers of Institutional Services, Finance Services and Internal Audit Departments;
- 2) **VALIDATION** to clear any discrepancy/ies found during the inventory through coordination with Local Civil Registrars, house-to-house visits, posting of list in conspicuous places in the districts and Information and Education Campaigns (IECs);
- 3) **RECONCILIATION/MATCHING** of members vis-a-vis consumers where the validated list shall be prepared on a per district/municipality and barangay basis and alphabetically arranged;
- 4) **CERTIFICATION** by the Board Secretary of the reconciled listing as validated by the Internal Auditor;
- 5) **APPROVAL** of the certified Master List of Member-Consumers by the Board of Directors through a Board Resolution;
- 6) **UPLOADING** in EC Website shall be made for purposes of transparency and ensure a continuous inclusion and exclusion process for an updated list; and
- 7) **ISSUANCE** of Identification Cards to member-consumers to include among others, ID and account numbers, address and type of membership duly signed by the General Manager.

VII. RESPONSIBILITY

It shall be the responsibility of the Board of Directors to cause the preparation of the Master List of Member-Consumers and shall ensure that the sanitation process shall be complied with by the General Manager through the ISD, FSD and Internal Audit Department Managers.

VIII. EFFECTIVITY:

These Guidelines shall take effect immediately after filing with the UP Law Center and fifteen (15) days after publication in a newspaper of general circulation.


EDITA S. BUENO
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION

IN REPLYING, PLS. CITE: MOR023444



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Approved by the NEA Board of Administrators on November 6, 2013 under Resolution No. 129.