



August 08, 2016

**MEMORANDUM No. 2016-020**

**T O : ALL ELECTRIC COOPERATIVES**

**ATTENTION : ALL GENERAL MANAGERS**

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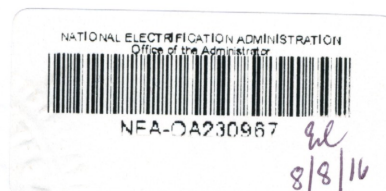
Per instruction of the Office of the DOE Secretary, may we request you to submit the following documents, from January 2016 up to the present:

- Power Supply Contracts
- Cost of Energy and Demand
- Contracted Energy and Demand
- Actual Energy and Demand Consummated
- Demand and Energy Forecast

We shall appreciate your submission of these documents to the Office of Deputy Administrator for Technical Services, 6/F NEA Building on or before 17 August 2016.

Thank you.

**SONIA B. SAN DIEGO**  
Officer-In-Charge



cc: **Office of the DOE Secretary**