



Republic of the Philippines
National Electrification Administration

05 January 2007

MEMORANDUM No. 2007-004

TO : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : ATTENDANCE TO THE NATIONAL RURAL ELECTRIC COOPERATIVES ASSOCIATION (NRECA) ANNUAL MEETING

Please be informed that the NRECA Annual Meeting is scheduled to be held on March 18 to 22, 2007 in Las Vegas, United States of America. Thus, the following guiding principles are hereby instituted in relation thereof:

1. Only Categories A+ and A ECs shall participate, with only one (1) representative each, to travel at coop expense. Participation shall be authorized by an appropriate Board Resolution.
2. Only the following expenses shall be borne by the EC:
 - a. Economy round trip plane fare – Manila-Las Vegas-Manila
 - b. Meals and incidental expenses not exceeding \$60.00 per day;
 - c. Representation allowance of \$150.00 for the entire duration;
 - d. Philippine Night Contribution of \$150.00; and
 - e. Hotel accommodations of up to \$85.00/day.
 - f. NRECA Convention Registration Fee – U.S. \$125.00
3. The maximum duration of the trip shall be ten (10) days, inclusive of the NRECA meeting date from March 18 to 22, 2007. All expenses will be subject to the coop's usual accounting and auditing rules and regulations.
4. For those who are attending at their own expense, no appropriation or cash advance to cover such trip shall be allowed to come from the EC.
5. The General Manager will be made liable for any disbursement outside of these approved guidelines.

6. Official attendees to this activity are advised to render a participation report to their cooperative to ensure that the value of their attendance is properly appreciated/recorded.

For your guidance.

Edita S. Bueno
EDITA S. BUENO
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION

IN REPLYING, PLS. CITE: #OR009851



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