



Republic of the Philippines  
**National Electrification Administration**  
Quezon City

12 May 2008

**MEMORANDUM No. 2008-010**

TO : ALL ELECTRIC COOPERATIVES

SUBJECT : REVISED GUIDELINES FOR EC OFFICERS AND EMPLOYEES REPRESENTATION ALLOWANCE

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**I. RATIONALE**

The EPIRA is about the consumers; their rights and choices. The member-consumers and other stakeholders are the most important sector in the ECs. They have to be constantly informed and updated on the policies and programs, financial and technical developments, among others. Thus, to support the initiatives and efforts of the officers and employees to contribute in the efficiency of the coop operations, to provide support in the regular conduct of consultative meetings with the member-consumers, and to sustain an effective networking system with private and public officials, the existing representation allowance of EC officers and employees is hereby revised. This representation allowance is performance-based as well.

**II. GRANTING OF REPRESENTATION ALLOWANCE**

The following monthly representation allowances are hereby authorized to all EC officers and employees to defray such expenses:

**A. Mega Large Electric Cooperatives**

CATEGORIZATION	BOARD PRESIDENT	OTHER BODs	GENERAL MANAGER	DEPARTMENT MANAGER	DIVISION MANAGER
A+	6,000.00	3,600.00	8,400.00	4,250.00	3,600.00
A	5,250.00	3,100.00	7,500.00	3,750.00	3,100.00
B	3,600.00	2,250.00	4,750.00	2,900.00	2,250.00
C	1,000.00	500.00	2,600.00	1,250.00	600.00
D	600.00	250.00	2,200.00	1,250.00	600.00
E	500.00	250.00	1,900.00	1,250.00	600.00

**B. Extra Large Electric Cooperatives**

CATEGORIZATION	BOARD PRESIDENT	OTHER BODs	GENERAL MANAGER	DEPARTMENT MANAGER	DIVISION MANAGER
A+	5,250.00	3,100.00	7,500.00	3,750.00	3,100.00
A	4,600.00	2,700.00	6,700.00	3,300.00	2,700.00
B	3,100.00	2,100.00	4,600.00	2,750.00	2,100.00
C	1,000.00	500.00	2,600.00	1,250.00	600.00
D	600.00	250.00	2,200.00	1,250.00	600.00
E	500.00	250.00	1,900.00	1,250.00	600.00

**C. Large Electric Cooperatives**

CATEGORIZATION	BOARD PRESIDENT	OTHER BODs	GENERAL MANAGER	DEPARTMENT MANAGER	DIVISION MANAGER
A+	4,500.00	2,600.00	6,600.00	3,250.00	2,600.00
A	3,600.00	2,400.00	5,800.00	3,100.00	2,400.00
B	2,600.00	2,000.00	4,500.00	2,600.00	2,000.00
C	1,000.00	500.00	2,600.00	1,250.00	600.00
D	600.00	250.00	2,200.00	1,250.00	600.00
E	500.00	250.00	1,900.00	1,250.00	600.00

**D. Medium Electric Cooperatives**

CATEGORIZATION	BOARD PRESIDENT	OTHER BODs	GENERAL MANAGER	DEPARTMENT MANAGER	DIVISION MANAGER
A+	3,500.00	2,400.00	5,750.00	3,000.00	2,400.00
A	3,200.00	2,200.00	5,400.00	2,800.00	2,200.00
B	2,400.00	1,750.00	4,250.00	2,400.00	1,750.00
C	1,000.00	500.00	2,600.00	1,250.00	600.00
D	600.00	250.00	2,200.00	1,250.00	600.00
E	500.00	250.00	1,900.00	1,250.00	600.00

**E. Small Electric Cooperatives**

CATEGORIZATION	BOARD PRESIDENT	OTHER BODs	GENERAL MANAGER	DEPARTMENT MANAGER	DIVISION MANAGER
A+	2,900.00	2,000.00	5,100.00	2,750.00	2,000.00
A	2,400.00	1,700.00	4,700.00	2,400.00	1,700.00
B	2,000.00	1,400.00	3,900.00	2,000.00	1,400.00
C	1,000.00	500.00	2,600.00	1,250.00	600.00
D	600.00	250.00	2,200.00	1,250.00	600.00
E	500.00	250.00	1,900.00	1,250.00	600.00

**III. PROHIBITIONS AND SANCTIONS**

In case of any violation found after audit and/or investigation, the officer and/or 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. EFFECTIVITY

Any provision of the NEA Memorandum specifically on Representation Allowance for Electric Cooperative Officials and Employees dated 27 July 2006 and 11 September 2003 are deemed superseded. These shall take effect on 01 May 2008.

  
EDITA S. BUENO  
Administrator

NATIONAL ELECTRIFICATION  
ADMINISTRATION

IN REPLY, PLEASE REFER TO FILE # OR012374



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5/21/08