

04 January 2006

INSTITUTIONAL ADVISORY No. 04

To : ALL ELECTRIC COOPERATIVES (ECs)

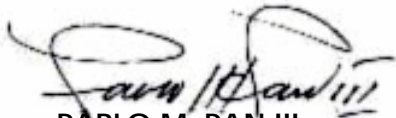
Subject : Attendance to the National Rural Electric Cooperatives Association (NRECA) Annual Meeting

In response to the numerous queries and board resolutions regarding the attendance of EC's officials/employees to the NRECA Annual Meeting on February 18 to 22, 2006 to be held in Orlando, Florida, United States of America, please be informed of the following:

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-Orlando-Manila;
 - b. Meals and incidental expenses not exceeding \$40.00 per day;
 - c. Representation allowance of \$150 for the entire duration;
 - d. Philippine Night Contribution of \$100; and
 - e. Hotel accommodations of up to \$70.00/day.
3. The maximum duration of the trip shall be ten (10) days, inclusive of the NRECA meeting date from February 18 to 22, 2006. 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.



PABLO M. PAN III
Deputy Administrator for
Electric Distribution Utilities Services

Noted by:



EDITA S. BUENO
Administrator