



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

COOPERATIVE: \_\_\_\_\_  
NAME OF APPLICANT: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE NAME)

**PERSONAL EXPERIENCE RECORD OF APPLICANT FOR POSITION OF COOP  
GENERAL MANAGER**

1. COMPLETE } City \_\_\_\_\_  
ADDRESS: } Provincial \_\_\_\_\_  
2. TEL/MOBILE NO. \_\_\_\_\_ E-MAIL ADD: \_\_\_\_\_  
3. BIRTH: Date \_\_\_\_\_ Place \_\_\_\_\_  
4. HEIGHT: \_\_\_\_\_ 5. WEIGHT: \_\_\_\_\_ 6. MARITAL STATUS: \_\_\_\_\_  
7. NAME OF SPOUSE: \_\_\_\_\_  
8. NO. OF DEPENDENTS: \_\_\_\_\_ 9. MINIMUM SALARY EXPECTED: \_\_\_\_\_  
10. Are you related to an Officer, Board Member or employee of the Cooperative? If "Yes",  
please indicate nature and civil degree of relationship, either by consanguinity or affinity.  
\_\_\_\_\_  
11. Indicate and attach as Annex "A" why you are interested in the position and why you believe  
you are qualified.  
12. EDUCATION: Attach as Annex "B" record of educational attainment from high school to  
college/post graduate indicating:  
a) course or degree b) school c) inclusive years attended  
d) whether graduated or not e) licensure, if any.  
13. SEMINARS ATTENDED: Attach as Annex "C" all seminars and special trainings attended  
indicating a) title b) inclusive dates c) sponsor of training d) place held.  
14. EMPLOYMENT RECORD: Attach as Annex "D" record of ENTIRE past employment and  
show present employment indicating, among others the following: a) inclusive dates b) name  
and address of employer c) kind of business or organization d) exact title of position e) salary  
or earnings f) number and kind of employees supervised by you, if any g) reason for desiring  
to change employment h) description of duties and responsibilities.  
15. MEMBERSHIP IN CIVIC ORGANIZATION: Attach as Annex "E" record of past and  
present membership in civic organizations.  
16. REFERENCES: Attach as Annex "F" list of three persons not related to you who are in a  
position to know your work. Indicate a) name b) address c) occupation or business d) number  
of years of acquaintance.

\_\_\_\_\_  
Signature of Applicant Over Printed Name

NOTE: Please submit eleven (11) copies each of the above mentioned requirements.

Submit or Mail to:

NATIONAL ELECTRIFICATION ADMINISTRATION  
Attention: Institutional Development Department  
NEA Building, NIA Road, Government Center  
Diliman, Quezon City

NIA Road, Government Center, Diliman, Quezon City, Metro Manila, Philippines  
Tel. No. 929-1909 or 928-0414 / E-mail Address: omdd\_idd@yahoo.com

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