



Republic of the Philippines
National Electrification Administration

"The 1st Performance Governance System - Institutionalized National Government Agency"

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INSTITUTIONAL ADVISORY 08

Series of 2010

TO : ALL ELECTRIC COOPERATIVES (ECs)

**SUBJECT : ATTENDANCE TO THE 2011 NATIONAL RURAL
ELECTRIC COOPERATIVES ASSOCIATION (NRECA)
ANNUAL MEETING**

In connection with the National Rural Electric Cooperatives Association (NRECA) Annual Meeting on March 07 to 11, 2011 to be held in Orlando, Florida, United States of America, please be informed of the following guidelines to be observed during the attendance to the annual meeting:

1. All ECs may send participants to the NRECA annual meeting. Only Categories A+ and A Electric Cooperatives (ECs) with only one (1) representative each, can avail of the travel at coop expense. Participation shall be authorized by an appropriate Board Resolution.
3. 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 \$60.00 per day;
 - c. Representation allowance of \$150 for the entire duration;
 - d. Philippine Night Contribution of \$150;
 - e. Hotel accommodations of up to \$100.00/day; and
 - f. NRECA Convention Registration Fee of \$140.00
4. The maximum duration of the trip shall be ten (10) days, inclusive of the NRECA meeting date from March 07 to 11, 2011. All expenses will be subject to the coop's usual accounting and auditing rules and regulations.

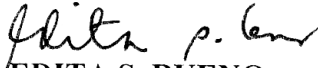
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5. For those who are attending at their own expense, no appropriation or cash advance to cover such trip shall be allowed to come from the electric cooperative.
6. The General Manager will be made liable for any disbursement outside of these approved guidelines.
7. 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.

Please be reminded to exercise prudence and sound discretion on such expenses considering the present financial constraints we are all faced with.


EDGARDO R. PIAMONTE
Deputy Administrator for
Electric Distribution Utilities Services

Noted by:


EDITA S. BUENO
Administrator

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