



17 March 2020

ADVISORY NO. 39

FOR : ALL ELECTRIC COOPERATIVES AND NEA STAKEHOLDERS

SUBJECT : Adoption and Implementation of the Guidelines on Enhanced Community Quarantine and Management of the Corona Virus Disease 2019 (COVID-19) Situation

With the exponential rise of confirmed COVID-19 cases in the region, the National Electrification Administration (NEA) endeavours to adopt, coordinate and implement the guidelines on the imposition of an Enhanced Community Quarantine and the Stringent Social Distancing Measures over the entire Luzon, including the National Capital Region (NCR), effective 00:00 (12 a.m.) of 17 March 2020 and expiring on 00:00 (12 a.m.) 13 April 2020 laid down in the Memorandum from the Executive Secretary of the Office of the President dated 16 March 2020 entitled: ***Community Quarantine Over the Entire Luzon and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation.***

As a strict home quarantine shall be observed in all households, the NEA Employees, Project Officers and workers of the Manpower Service Providers are advised to comply with the directive. Moreover, the work from home arrangement, which the NEA Employees have to adopt, is implemented immediately.

However, to sustain the role of this Office as the supervising agency of the ECs and attend to its stakeholders, NEA personnel in the Key Business Areas are expected to perform their respective identified Critical Functions to ensure its continued administrative functions and service delivery.

Accordingly, the ECs and NEA stakeholders may send their letters/communication via email to the following offices within the NEA and the respective email address, to wit:

Key Business Areas	Email Address
Office of the Administrator Sector	
Office of the Administrator	oanea.gov@gmail.com
Corporate Communications and Social Marketing Office (CCSMO)	pao_nea@yahoo.com neacommsph@gmail.com
Information Technology and Communication Services Department (ITCSD)	rod_padua@yahoo.com
Corporate Planning Office (CPO)	spdcorplan@yahoo.com corplanreppdd@yahoo.com
NEA-EC Training Institute (NETI)	nora_rivera7@yahoo.com

Office for Performance Assessment and Special Studies (OPASS)	anarosapapa.nea@gmail.com
Corporate Resources and Financial Services Sector	
Human Resources and Administration Department (HRAD)	nea_hrad@yahoo.com.ph
Finance Services Department (FSD)	nea_fsdt@yahoo.com
Accounts Management and Guarantee Department (AMGD)	bonifaciola@yahoo.com
Technical Services Sector	
Total Electrification and Renewable Energy Development Department (TEREDD)	nealuzonsitios@yahoo.com neavisayassitios@yahoo.com neamindanaositios@yahoo.com nea_ored@yahoo.com butchsilvano@yahoo.com
Engineering Department (ED)	nea.engineeringtod@gmail.com
Disaster Risk Reduction and Management Department (DRRMD)	nea.drrmdts@yahoo.com
EC Management Services Sector	
Institutional Development Department (IDD)	omdd_idd@yahoo.com nea_cdpd@yahoo.com
Management and Consultancy Services Office (MCSO)	reycuevas2006@yahoo.com attyxerxes@gmail.com
EC Audit Department (ECAD)	anafeltio@yahoo.com.ph nea_ecad@yahoo.com
Legal Services Sector	
Legal Services Office (LSO)	nealegalservices@yahoo.com.ph
Regulatory Affairs Office (RAO)	rates.rao@gmail.com
Office of the Corporate Secretary (OCS)	neacorsecc@gmail.com
Internal Audit and Quality Standards Management Office (IAQSMO)	judyarcilla@yahoo.com

Moreover, the NEA DRRMD Command Center is activated to cater to the concerns of the ECs, especially those in Luzon who are included in the *enhanced community quarantine*.

Please be guided accordingly.

Thank you.


EDGARDO R. MASONGSONG
 Administrator

NATIONAL ELECTRIFICATION
 ADMINISTRATION
 Office of the Administrator



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