



22 December 2021

ADVISORY NO. 40

TO : ALL ELECTRIC COOPERATIVES

SUBJECT : REITERATING NEA MEMORANDUM NO. 2018-011 ON GRANTING OF YEAR END PERFORMANCE INCENTIVES AND CASH GIFT

The NEA would like to reiterate Item F (1) and (2) of NEA Memorandum No. 2018-011 dated 20 February 2018, entitled, "Policy Amending NEA Memorandum No. 2015-007 on the Revised Guidelines on Benefits, Allowances and Incentives of Electric Cooperative Officials and Employees".

Accordingly, the above-mentioned provisions of the NEA Memorandum states that the complying ECs may grant Year-end Performance Incentives to its Officials and Employees of one (1) month per diem or one (1) month basic pay, respectively provided the requirements enumerated therein are complied with.

Further, Item 4 (4) of the said NEA Memorandum No. 2018-011, provides that ECs which granted the year-end incentives and cash gift shall submit to NEA, through the Institutional Development Department for validation and confirmation the following documents within thirty (30) days after date of release:

- a) Board Resolution
- b) Latest MFSR
- c) Certification of availability of funds and source
- d) Copy of payroll

Thus, the qualified EC which will implement Item F (1) and (2) of NEA Memorandum 2018-011 is hereby advised by the NEA to submit an Affidavit of Undertaking by the General Manager that the EC will comply with the requirements prescribed in the said NEA Memorandum.

For your guidance.

NOLLIE B. ALAMILLO
Acting Deputy Administrator for
Electric Cooperative Management Services