



NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1st Performance Governance System-Institutionalized National Government Agency"
57 NIA Road, Government Center, Diliman, Quezon City 1100



Management
System
ISO 9001:2015
www.tuv.com
ID 0103082030



24 October 2022

INSTITUTIONAL ADVISORY NO. 49

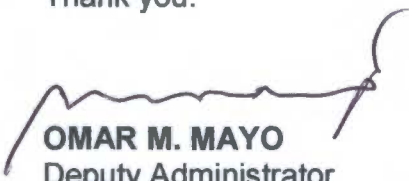
TO : ALL EC GENERAL MANAGERS

SUBJECT : PROPOSED AMENDMENTS TO NEA MEMORANDUM
NO. 2017-035

Attached is the proposed amendments to Item III. Implementation, numbers 1(a), 1(b) and 1(c) and 4 of NEA Memorandum No. 2017-035, "Revised Policy on the Selection, Hiring and Termination of Service/Suspension for General Managers of Electric Cooperative (3rd Revision)", subject to consultation with the Electric Cooperatives.

Thus, you are hereby requested to provide us with your comments on the proposal, through email address omdd_idd@yahoo.com **within five (5) days from receipt hereof.**

Thank you.


OMAR M. MAYO
Deputy Administrator
EC Management Services

PROPOSED AMENDMENTS TO NEA MEMORANDUM NO. 2017-035

EXISTING POLICY NEA Memo No. 2017-035	PROPOSED AMENDMENTS
III. <u>IMPLEMENTATION</u> 1. <u>Publication of the Vacancy</u> a) On the request of the Board or upon determination of NEA, an advertisement shall be published by NEA on behalf of the EC, in at least one major newspaper of nationwide circulation that will appear in one Sunday and one Monday issue. The EC will also advertise the vacancy in provincial papers covering its service area. (See attachment 1 for sample). The coop will pay for both the national and local advertisements.	III. <u>IMPLEMENTATION</u> The filling-up of vacancy in the EC General Manager (GM) position shall be done through a hiring process. 1. <u>Timeline for declaration of vacancy of the EC GM position</u> Within thirty (30) days from the vacancy of the GM position, the EC Board, through a Resolution, shall declare the filling-up of said position.
b) Should the EC Board choose to recommend to NEA a Department Manager of the EC to the vacant position, an advertisement shall be made in the local newspaper informing the MCOs in coverage area of such recommendation based on the following: b.1) Such Department Manager has been an OIC of the EC for a period of six (6) months; b.2) Has been rated very satisfactory in his/her performance during his/her six (6) months stint as OIC; b.3) Shall undergo the regular process of hiring prescribed by NEA rules and regulations. The public shall also be encouraged to submit any information in support of the application or otherwise.	2. <u>Publication of vacancy of the EC GM position</u> The EC Board shall request NEA through a Board Resolution within thirty (30) days from the vacancy of the position for the publication of an advertisement hiring a General Manager. Upon receiving the request/board resolution of the EC for the publication of the vacancy, an advertisement will be published by NEA on behalf of the EC, in at least one (1) national newspaper of general circulation, which will appear in one Sunday and one Monday issue (see attachment 1 for sample). The newspaper advertisement cost shall be borne by the EC.

EXISTING POLICY NEA Memo No. 2017-035	PROPOSED AMENDMENTS
c.1) To avoid undue influence to the EC Board and Management, an incumbent Board Director is eligible to apply for the position of GM only after three (3) years that he has ceased to be a member thereof. This shall also apply to incumbent directors applying for the position of GM in other ECs. c.2) To give all applicants vying for the position a fair and just chance in the selection process, an incumbent OIC-GM who applied for the GM position shall relinquish his/her designation as OIC.	<u>2. Publication of filling-up of GM position</u> When applicable, an advertisement for the GM position vacancy shall likewise be published by the EC in a local newspaper within its franchise area, thirty (30) days from the vacancy. A copy of the publication made in the local newspaper together with the affidavit of proof of publication executed by the local newspaper shall be submitted to NEA. In case of failure of the EC to request NEA to advertise the available position within thirty (30) days from the vacancy, the NEA shall cause the publication of the advertisement in at least one (1) national newspaper of general circulation which will appear in one Sunday and one Monday issue. The expenses for the said publication shall be chargeable to the EC. To avoid undue influence to the EC Board and Management, an incumbent Board Director is eligible to apply for the position of GM only after three (3) years that he/she has ceased to be a member thereof. This shall also apply to incumbent directors applying for the position of GM in other ECs. Further, a General Manager of an Electric Cooperative who has availed of early retirement is disqualified to apply for GM in other ECs. The Officer-in-Charge (OIC) in the office of the General Manager or a Project Supervisor (PS) and/or Acting General Manager (AGM) who applied to the vacant position of GM shall relinquish his/her position as OIC or PS and/or AGM which shall take effect upon the filing of his/her application for the position of GM.

EXISTING POLICY NEA Memo No. 2017-035	PROPOSED AMENDMENTS
2. Screening of Applicants	3. <u>Screening of Applicants</u> - Re-numbered
3. Selection	4. <u>Selection</u> - Re-numbered
4. Approval. The EC Board shall then notify the applicant of his selection as GM or appointment as GM by NEA, as the case maybe, under a Performance Management Contract (PMC) for one (1) year (copy of template is attached). A PMC shall be executed between the EC Board and the applicant. The PMC and Board Resolution shall then be submitted to NEA for approval within 10 days from the execution of the PMC together with the workplan mentioned in item no. 5.	5. <u>Approval</u> The EC Board shall then notify the applicant of his selection as GM, or appointment as GM by NEA as referred to in the penultimate sentence of the immediately preceding paragraph , under a Performance Management Contract (PMC) for one (1) year (copy of template is attached). A PMC shall be executed between the EC Board and the SELECTED applicant. The PMC and Board Resolution shall then be submitted to NEA for approval within (ten) 10 days from the execution of the PMC, together with the workplan mentioned in item no. 6.