



10 August 2020

MEMORANDUM NO. 2020 - 040

TO : ALL PROJECT SUPERVISORS, ACTING GENERAL MANAGERS
AND ASSISTS

SUBJECT : EXECUTIVE SESSION WITH PS and AGM

Rationale:

Following the previous years' conduct of assessments for challenged Electric Cooperatives (ECs) and dialogues with Project Supervisors (PS), Acting General Managers (AGMs) and Assists through a Roundtable Discussion designated by NEA to turnaround the operations of these ECs, the Management and Consultancy Services Office (MCSO) has planned to undertake Executive Sessions with PS/AGMs and Assists for year 2020.

The Executive Session is designed to provide an exclusive platform for more in-depth dialogue with concerned PS/AGM/Assist on urgent and critical issues and concerns, particularly on those that impede/deter the EC's path towards expected operational improvement.

The global health and economic crises brought about by the COVID-19 pandemic prompted the adoption of massive and unprecedented changes in businesses and people's lifestyles to ensure survival in many countries, including ours. Since the restrictions on travel and social gathering will remain for a long period of time, corresponding adjustments on the programs, projects and activities of companies, whether public or private, will have to be made to cope with the emergence of a "New Normal".

As such, the planned Executive Sessions with PS/AGMs and Assists of MCSO will be conducted through the use of available social media applications. The virtual Executive Sessions will be an effective alternative in the realization of NEA's multi-faceted assistance to ECs, despite community quarantine restrictions.

Objectives:

1. Review the performance of PS/AGMs and Assists through their respective Scorecard Accomplishments and Action Plans.
2. Evaluate the effectivity of field assignments based on the improvement of EC operational and financial performance and compliances to NEA standards and parameters via Zoom Meetings and other available social media platforms.
3. Discuss the urgent issues/concerns affecting the EC and performance of PS/AGMs and Assists in respective field assignments.
4. Set directions and raise the bar of individual performance as PS, AGM or Assists.

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5. Provide guidance and assistance in resolving problems and identifying strategies for the improvement of the operational efficiency, financial viability and assurance of power reliability of the ECs for member-consumer-owners' satisfaction through advisories, cellphone consultations, teleconferences, zoom meetings, etc.
6. Assess the implementation of the EC Risk Management and Sustainability Plan/Business Continuity Plan (EcRM-SP/BCP) incorporating the COVID-19 Protocols adapting to the "New Normal".

Tentative Schedule:

EC	Name/Designation	Dates	Time
1. LANECO	PS/AGM Sherwin C. Mañada	13 Aug. 2020 (Thursday)	09:00am - 10:00am
2. ZANECO			10:00am - 11:00am
3. ALECO	PS Lorenzo A. Penoliar		01:00pm - 02:30pm
4. CASURECO III	AGM Wilfredo O. Bucsit		02:30pm - 03:30pm
5. ABRECO	AGM Victor L. Baula with Engr. Dencio A. Ramos	14 Aug. 2020 (Friday)	09:00am - 11:00am
6. TAWELCO	PS/AGM Eleno E. Desuyo, Jr. with Engr. Edward B. Domingo and Mr. Glen Mark F. Aquino		01:00pm - 03:00pm
7. ORMECO	PS/AGM Norberto M. Mendoza	17 Aug. 2020 (Monday)	09:00am - 10:00am
8. OMECO	PS/AGM Cesar E. Faeldon		10:00am - 11:00am
9. MASELCO	PS Rossan SJ. Rosero-Lee and AGM Romeo C. Acuesta		01:00pm - 02:30pm
10. ZAMSURECO II	PS/AGM Jose Raul A. Sanieel		02:30pm - 03:30pm
11. PALECO	PS Artis Nikki L. Tortola	18 Aug. 2020 (Tuesday)	09:00am - 10:00am
12. ZAMCELCO	AGM Gannymede B. Tio		10:00am - 11:00am
13. SOCOTECO I	PS/AGM Ricardo C. Orias, Jr.		01:00pm - 02:00pm
14. LASURECO	PS Vicar Loureen G. Lofranco With Ms. Bienvenida Tongol and Engr. Floyd Bautista		02:00pm - 03:30pm
15. NUVELCO	PS/AGM Virgilio L. Montano	19 Aug. 2020 (Wednesday)	09:00am - 10:00am
16. KALCO	PS/AGM Tito R. Ligan		10:00am - 11:30am

17. CAMELCO	PS/AGM Edmundo Y. Pacamalan, Jr.		01:00pm - 02:00pm
18. QUEZELCO I	PS/AGM Victor R. Cada		02:00pm - 03:00pm

In this regard, all respective Project Supervisors, Acting General Managers and Assists are directed to attend and participate in the **Executive Session-as scheduled** via Zoom Meeting App (or other social media platform available.) The Zoom Meeting ID and Passcode will be sent to you by NEA-MCSO in a separate notice via email or SMS.

The respective EC's PS, AGM and PS/AGM are enjoined to prepare a concise report presentation (and/or a briefer on any concern) on the following:

1. Highlights of 2019 Accomplishment and 2019 Overall Performance Rating
2. Status of 2020 Strategic Development Plan (SDP)/Operation Improvement Plan (OIP)/Sustainability Plan (SP)
3. Urgent Issues and Concerns
4. Implementation of the EC Risk Management and Sustainability Plan/Business Continuity Plan (EcRM-SP/BCP) incorporating the COVID-19 Protocols adapting to the "New Normal".

Each PS or AGM will be given, preferably 10 minutes, at most, for the presentation. A discussion/consultation with the MCSO Team, together with the Department Managers in the ECMS Sector (e.g. MCSO, IDD and ECAD) shall thereafter follow.

The report narrative and the power point presentation must be submitted to the ECMS through the MCSO via email nea_mag@yahoo.com on or before the scheduled date. For any concern related to this event, please contact the MCSO on the same email address.

For strict compliance.



VICAR LOUREEN G. LONFRANCO

Deputy Administrator

Electric Cooperative Management Services



EDGARDO R. MASONGSONG

Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION
Office of the Administrator



NEA-0A265367

OB-10-2020