



# NATIONAL ELECTRIFICATION ADMINISTRATION

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



Management  
System  
ISO 9001:2015

www.tuv.com  
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08 September 2017

## MEMORANDUM

TO : **ALL ELECTRIC COOPERATIVES WITH PROJECT SUPERVISOR (PS) and/or ACTING GENERAL MANAGER (AGM)**

SUBJECT : **PRESCRIBING PROPER SUBMISSION OF DOCUMENTS TO NEA**

For proper recording, monitoring and to expedite action of NEA, the procedures enumerated hereunder shall be followed by all Electric Cooperatives (ECs) with PS and/or AGM:

1. All communications including Board Resolutions and Transmittal Sheets shall be submitted attention or thru the NEA Records Office; and,
2. Such Board Resolutions and communications of ECs should bear the approval and endorsement of the NEA designated PS and/or AGM, otherwise the same will be returned or remanded to the concerned EC without the desired actions.

For strict compliance.

  
**EDGARDO R. MASONGSONG**  
Administrator

NATIONAL ELECTRIFICATION  
ADMINISTRATION  
Office of the Administrator



NEA-OA243624

9/8/17