



08 September 2017

MEMORANDUM

TO : ALL PROJECT SUPERVISORS/ACTING GENERAL MANAGERS (PS/AGM)

SUBJECT : SUBMISSION OF SCORECARD AND MONTHLY ACCOMPLISHMENT REPORT

To be able to determine immediately the effectivity of NEA's assistance to ECs and/or to augment further such assistance if necessary, all Project Supervisors and/or Acting General Managers shall submit a scorecard indicating strategies, activities, targets, timelines, for period of 100 days upon assumption of the duties and responsibilities and for every 180 days thereafter.

An accomplishment report shall be submitted monthly based on the scorecard. The scorecard and accomplishment report shall be submitted to the Administrator thru the Deputy Administrator for Electric Cooperative Management Services (ECMS) within Ten (10) working days after the end of the month.

For strict compliance.

EDGARDO R. MASONGSONG
Administrator

