



May 3, 2017

MEMORANDUM NO. 2017-012

TO : ALL ELECTRIC COOPERATIVES

SUBJECT : GUIDELINES FOR THE SELECTION AND APPOINTMENT OF NEA REPRESENTATIVES TO THE ELECTRIC COOPERATIVE (EC) BOARD OF DIRECTORS

The Guidelines shall govern the selection and appointment of NEA Representative in cases where there is a need for NEA to be represented in the EC Board of Directors to ensure that the members of the Board in the exercise of their functions and responsibilities as provided for in NEA Bulletin No. 35 are provided with the necessary direction in the attainment of EC targets towards operational viability.

Such is anchored on Section 7 of Presidential Decree (P.D.) No. 1645, amending Section 24 of P.D. 269, which grants NEA, among others, the right to be represented and to participate in all board meetings and deliberations of the EC Board of Directors.

This guidelines was approved by the NEA Board of Administrators under Board Resolution No. 26, on April 28, 2017.

We are furnishing you a copy thereof for your information.


EDGARDO R. MASONGSONG
Administrator



Handwritten initials and date:
5-15-17



17 May 2017

THE DIRECTOR

Office of the National Administrative Register
University of the Philippines Law Center
U.P. Law center, Diliman
Quezon City

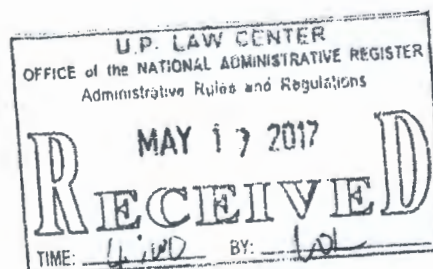
Sir;

Pursuant to book VII, Chapter 2, Section 3 of the 1987 Administrative Code of the Philippines, we are respectfully submitting to the U.P. Law Center, for Filing, publication and recording of the attached certified true copies of the **MEMORANDUM NO. 2017-012**, entitled, "**GUIDELINES FOR THE SELECTION AND APPOINTMENT OF NEA REPRESENTATIVE TO THE ELECTRIC COOPERATIVE (EC) BOARD OF DIRECTORS**" which was approved by the Administrator, National Electrification Administration (NEA).

Thank you very much for the usual and kind assistance of the U.P. Law Center.

Very truly yours,

NOLLIE B. ALAMILLO
Department Manager, IDD &
Acting Corporate Board Secretary





GUIDELINES FOR THE SELECTION AND APPOINTMENT OF NEA REPRESENTATIVES TO THE ELECTRIC COOPERATIVE (EC) BOARD OF DIRECTORS

I. RATIONALE

The selection and appointment of a NEA Representative to the EC Board of Directors is anchored on Presidential Decree No. 1645, which reads in part:

"Section 7. Subsection (a), Section 24, Chapter III of Presidential Decree No. 269 is hereby amended to read as follows:

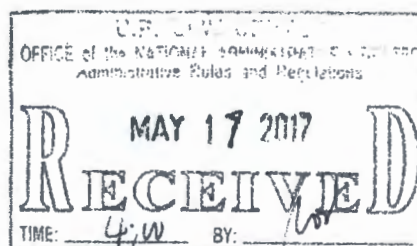
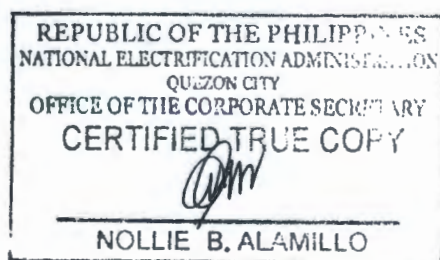
Section 24. Board of Directors. (a) The Management of a Cooperative shall be vested in its Board, subject to the supervision and control of NEA which shall have the right to be represented and to participate in all Board meetings and deliberations and to approve all policies and resolutions.

xxx"

The Guidelines for the Selection and Appointment of NEA Representative is being promulgated by NEA in cases where there is a need to be represented in the EC Board of Directors to ensure that in the exercise of their functions and responsibilities as provided for in NEA Bulletin No. 35, the EC Board of Directors are provided with the necessary direction in the attainment of EC targets towards operational viability.

II. OBJECTIVES

1. To allow for the representation of NEA in all board meetings, discussions and deliberations by the EC Board of Directors;
2. To ensure that the EC Board of Directors are guided in the exercise of their functions and responsibilities as provided for in NEA Bulletin No. 35;
3. To assess the overall direction and strategy of the EC Board of Directors consistent with EC targets towards operational viability;
4. To support the EC Board of Directors in following the rules of law where decisions are consistent with relevant policies, rules and regulations; and



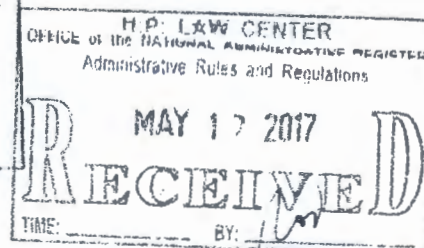
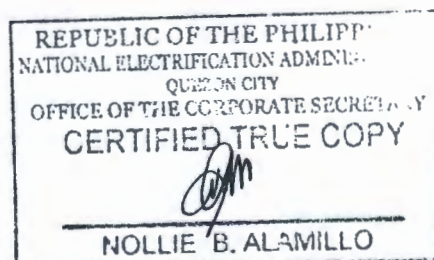
5. To assist the EC Board of Directors in the formulation of policies that are effective and efficient using available resources to get the best possible results for its stakeholders.

III. DUTIES AND RESPONSIBILITIES

1. Attend all EC Board meetings on a non-voting status and actively participate in all discussions/deliberations of agenda items and all other issues/concerns;
2. Advise EC Board of Directors during meetings to ensure a high level, more productive and harmonious conduct of meetings;
3. Ensure the formulation by the Board of coop policies that are consistent with NEA policies, rules and regulations;
4. Submit monthly reports to the Administrator; and
5. Perform such other functions as determined by NEA.

IV. QUALIFICATIONS

1. Graduate of a 4-year Bachelor's Degree, preferably with post graduate studies;
2. Has experience in the formulation of policies and in decision-making related to operational and management concerns;
3. Has knowledge of the electrification program and EC operations;
4. Familiar with energy industry and regulatory issues; and
5. Able to monitor and assist in sustaining the coop's governance system.
6. Not currently employed in the government service; and
7. Preferably residing within the region, EC franchise area or nearby places.



V. DISQUALIFICATIONS

1. Has been suspended, terminated or separated from employment due to just cause;
2. Has been convicted of a crime involving moral turpitude;
3. Has pending administrative or criminal case;
4. Has a relative in the EC within the fourth degree of consanguinity and affinity; and
5. Has financial interest in a competing enterprise with the EC.

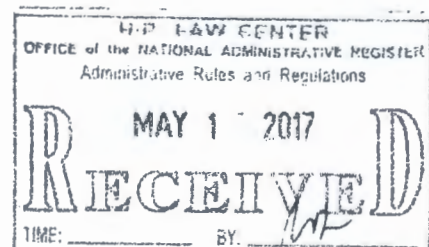
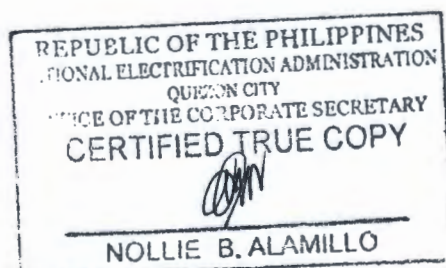
VI. REQUIREMENTS

Together with a letter of intent and comprehensive resume, the following documents are likewise required:

1. Municipal Trial Court (MTC) Clearance/Regional Trial Court (RTC) Clearance
2. Police Clearance
3. NBI Clearance
4. Barangay Clearance
5. Diploma
6. Transcript of Records
7. Statement of Assets and Liabilities

VII. COVERAGE

The NEA Representative to the EC Board of Directors will be appointed for a period of one (1) year in A, B, C and ailing ECs, and other ECs as determined by the NEA considering institutional, financial and technical grounds.



VIII. APPOINTMENT

Appointment and renewal are subject to the need of the EC and performance of the NEA Representative which may be revoked or extended at any given time, upon determination by NEA.


IX. REMUNERATION

Per diems for actual attendance to Board meetings will be provided by the coop, including reimbursement of actual expenses incurred in the performance of functions, subject to accounting and auditing rules and regulations.

The rate of per diem and limit of reimbursement shall be the same amount allowed to a regular director of the EC where the NEA representative is designated.

X. EFFECTIVITY

These guidelines immediately take effect fifteen (15) days after filing with the University of the Philippines (U.P.) Law Center pursuant to Presidential Memorandum Circular No. 11, dated October 9, 1992.


EDGARDO R. MASONGSONG
Administrator



Approved by the NEA Board of Administrators through Board Resolution No. 26, in its meeting held on April 18, 2017.

