



17 January 2018

MEMORANDUM No. 2018-004

TO : ALL ELECTRIC COOPERATIVES

SUBJECT : REVISED POLICY GUIDELINES ON THE CONDUCT OF EXAMINATION AND INTERVIEW FOR APPLICANTS TO THE POSITION OF GENERAL MANAGERS OF ELECTRIC COOPERATIVES

Pursuant to Item V of the Policy on the Selection, Hiring, Termination of Service/ Suspension for General Managers of Electric Cooperatives, the following Guidelines necessary to implement the provisions on conduct of examination and interview is hereby promulgated.

MECHANICS OF IMPLEMENTATION:

1. All applicants for final interview must have undergone the following examinations:
 - a. Intelligence Quotient (IQ) which measures the over-all intellectual ability and mental capacity of the applicants:
 - a.1. IQ Test (15%)
 - a.1.1. Employee Assessment Survey (EAS)
 - a.1.2. Otis-Lennon Mental Ability Test (OLMAT)
 - a.1.3. Adaptability
 - a.2. Filipino Work Values Survey (10%)
 - b. Emotional Quotient (EQ) sketches the work-related and social attributes of the applicants. This will be administered by the UP Department of Psychology or accredited government institution.
 - b.1. Leadership Traits/Style
 - b.2. Reaction to Authority
 - b.3. Responsibility and Maturity
 - b.4. Pace of Work and Productivity
 - b.5. Objectivity/Subjectivity
 - b.6. Flexibility
 - b.7. Self-control
 - b.8. Social Aspects of Work

REPUBLIC OF THE PHILIPPINES
 NATIONAL ELECTRIFICATION ADMINISTRATION
 OFFICE OF THE EXECUTIVE SECRETARY
 CERTIFIED TRUE COPY

 ATTY. ALEXANDER PAUL T. RIVERA

U.P. LAW CENTER
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
 Administrative Rules and Regulations
RECEIVED
 JAN 24 2018
 TIME: _____ BY: _____

Applicants must obtain a favorable recommendation from the UP Department of Psychology to qualify for Initial Interview.

EQ exam shall have an equivalent score of twenty-five percent (25%).

- c. Competency Examination equivalent to fifty percent (50%) to test the management and leadership competency of the applicant. The examination shall be administered by an accredited testing center.

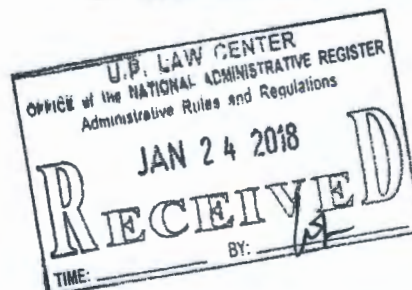
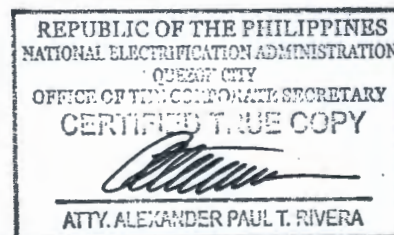
Applicants must obtain a score of at least seventy-five percent (75%) to qualify for an initial interview.

2. The applicants will be interviewed by the Selection Committee composed of the following:

| | | |
|-------------|---|--|
| Chairperson | - | Director for IDD |
| MEMBERS | - | DIRECTORS FOR EC AUDIT, DIRECTOR FOR FINANCE DIRECTOR FOR ACCOUNT MANAGEMENT DIRECTOR FOR ENGINEERING DEPARTMENT DIRECTOR FOR MANAGEMENT AND CONSULTANCY SERVICES OFFICE, DIRECTOR FOR CORPORATE PLANNING DIRECTOR FOR OPASS HEAD EXECUTIVE ASSISTANT |

During the initial interview, the applicant/s will be gauged on the following skills:

- a. Management Functions
- a.1 Planning
 - a.2. Organizing
 - a.3 Leading
 - a.4. Controlling
- b. Management Skills
- b.1. Conceptual
 - b.2. Inter-Personal
 - b.3. Technical



- c. Personal Traits
 - c.1. Attitude
 - c.2. Demeanor
 - c.3. Initiative
 - c.4. Adaptability

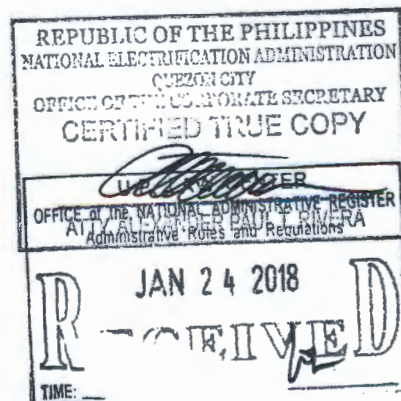
The interviewer's rating sheet for the initial interview with the rating matrix is hereto attached as FORM NO. 1. Applicant must at least have an average rating of 80 percent or numerical score of 46.4 out of the total point score of 56. Only applicants who passed the initial interview shall qualify for a Background Investigation.

- 3. Applicants who passed the IQ, EQ, Competency examination and initial interview shall submit required documents to support their credentials and aid NEA personnel in the conduct of a background investigation (BI). The BI conducted by NEA, at the coop's expense, shall verify the authenticity of the claims made by the applicants in their curriculum vitae. Only applicants with no derogatory records shall be called for final interview by the NEA Board of Administrators.

- 4. Applicants will be assessed on the following CORE SKILLS with the corresponding points:
 - a. ANALYTICAL/LOGICAL THINKING - 30 points
 - understands ideas and assimilates new information with relative ease;
 - uses logic to draw conclusions, predict results and evaluate ideas;
 - makes sound decisions and judgments;
 - evaluates alternative courses of action critically; and
 - able to analyze problems and find solutions.

 - b. ORAL COMMUNICATION - 20 points
 - presents information and ideas clearly and concisely;
 - presents opinions and ideas in an open, not in a prejudicial way; and
 - responds spontaneously in an effective manner to on-the-spot situations.

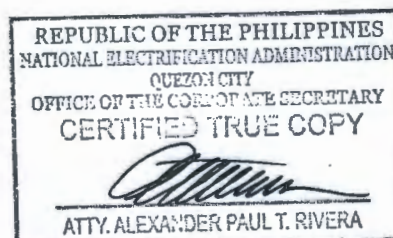
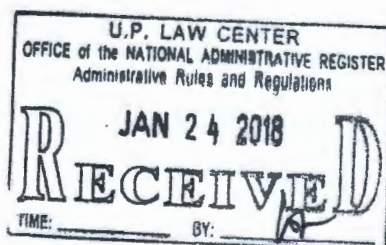
 - c. TEAMWORK - 20 points
 - shows respect for the perspectives, ideas and opinion of others;
 - works harmoniously with others; and
 - contributes to team or committee efforts with extraordinary ideas and suggestions




- d. CLIENT SERVICE - 15 points
- builds relationship of mutual trust with clients
 - able to understand or perceive clients' needs
 - gives or finds appropriate services
 - helps clients cope with stressful situations
 - helps individuals develop new attitudes/skills
 - acts as advocate for clients
 - able to handle complaints and concerns
- e. PERSUADING - 15 points
- Communicates effectively in both oral and written form to justify a position or influence decisions;
 - effective spokesperson for the organization; able to explain goals and activities in a way appropriate to the audience;
 - able to promote ideas
 - effective in lobbying for change
 - able to recruit individuals in a proactive way
 - able to build and maintain good relations with other organizations; and
 - able to attract financial support
5. The interviewer's rating sheet for the final interview with the rating matrix is hereto attached as FORM NO. 2;
6. Rules for the final interview:
- Applicant will be presented to the Panel of Interviewers by the Screening Committee Chairman;
 - Applicant will be given a maximum of 45 minutes to respond to the questions of the panel of interviewers;
 - Applicant must at least have an average rating of 80 percent of the total point score;
 - Applicant who was not able to meet the required rating will be notified through a letter by the IDD.
7. Checklist of materials needed for the final interview:

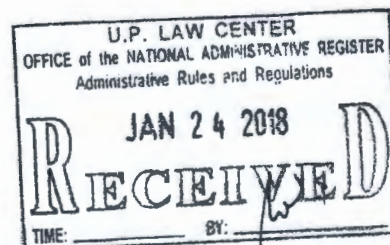
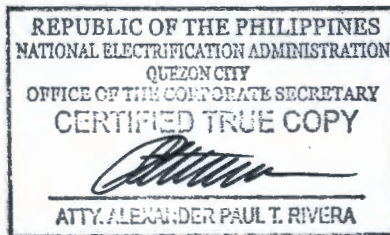
The interviewers shall be provided with the following documents:

- Applicant's Summary of the Examination Results:
 - IQ
 - EQ
 - Competency Examination
- Background Investigation Report
- Bio-data (Curriculum Vitae)
- EC Fact Sheet



8. The list of applicants who passed the NEA Board final interview, with necessary information and results of the Background Investigation, shall then be transmitted to the EC Board for perusal and selection pursuant to the NEA Memorandum No. 2017-035 on the Revised Policy on the Selection, Hiring, Termination of Service/Suspension for General Manager of Electric Cooperatives (3RD REVISION) dated 24 October 2017.
9. This guidelines shall take effect on the fifteenth (15th) day following its publication in the newspaper of general circulation and in the University of the Philippines (UP) Law Center.


EDGARDO R. MASONGSONG
Administrator





Republic of the Philippines
NATIONAL ELECTRIFICATION ADMINISTRATION
 Quezon City, Philippines

INTERVIEWER'S RATING SHEET

APPLICANT'S NAME : _____

COOPERATIVE : _____

DATE OF INTERVIEW : _____

Rating Matrix

| Points | Adjectival Equivalent |
|-------------------|--|
| 4 - High | Applicant exhibits extensive knowledge/ understanding/ experience of the function/skill/traits required for the position. He/she could deliver the demands of the job with <i>minimum</i> of direction and training. |
| 3 - Above Average | Applicant exhibits above average knowledge/ understanding/ experience of the function/skill/traits required for the position. He/she could deliver the demands of the job with <i>occasional</i> direction and training. |
| 2 - Below Average | Applicant exhibits below average knowledge/ understanding/ experience of the function/skill/traits required for the position. He/she could deliver the demands of the job with <i>regular</i> direction and training. |
| 1 - Low | Applicant exhibits little or no knowledge/ understanding/ experience at all of the function/skill/trait required for the position. He/she <i>could not perform</i> the essential functions of the position. |

I. Management Functions

| Functions | Interviewer's Remarks/Notes | Points Earned |
|--|-----------------------------|---------------|
| A. Planning <ul style="list-style-type: none"> • Is the applicant able to lay-out a step-by-step process for achieving a goal? • Is the applicant able to establish objectives and needs, evaluate options and choose best option? • Is the applicant capable of foreseeing the future needs of the organization by studying present trends in the industry? • Does the applicant have a concrete vision of his/her future personal and professional plans? | | |
| B. Organizing <ul style="list-style-type: none"> • Is the applicant's work style systematic and orderly? • Is the applicant capable of assigning tasks accordingly? • Is the applicant capable of utilizing data/information for the organization's benefit? • Does the applicant show prudence and wise judgment in resource allocation? | | |

U.P. LAW CENTER
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
 Administrative Rules and Regulations
JAN 24 2018
RECEIVED
 TIME: _____ BY: _____

REPUBLIC OF THE PHILIPPINES
 NATIONAL ELECTRIFICATION ADMINISTRATION
 QUEZON CITY
 OFFICE OF THE CORPORATE SECRETARY
CERTIFIED TRUE COPY


 ATTY. ALEXANDER PAUL T. RIVERA

| | | |
|--|--|--|
| <p>C. Leading</p> <ul style="list-style-type: none"> • Does the applicant possess the needed charisma² to motivate people in achieving goals? • Does the applicant possess the will to create shared organizational values and culture? • Is the applicant capable of managing group work? • Is the applicant credible enough to lead the people and the organization? | | |
| <p>D. Controlling</p> <ul style="list-style-type: none"> • Is the applicant capable of monitoring the employees' activities in relation to the organization's goals? • Is the applicant capable of instituting measures to correct malpractices in the organization? • Is the applicant capable of evaluating if the organization is on track or veering away from its goals? • Is the applicant capable of utilizing information technology in providing organizational control? | | |

II. Management Skills

| <i>Skills</i> | Interviewer's Remarks/Notes | Points Earned |
|--|-----------------------------|---------------|
| <p>A. Conceptual Skills</p> <ul style="list-style-type: none"> • Is the applicant quick to synthesize and process data/information/ideas/question? • Is the applicant capable of comparing and contrasting details and options? • Does the applicant exhibit an analytical or evaluative mindset? • Can the applicant see the organization as a whole and the relationship among its parts? | | |
| <p>B. Inter-Personal Skills</p> <ul style="list-style-type: none"> • Can the applicant deal with conflict in an open, honest and positive way? • Is the applicant capable of respecting people's divergent perspectives and interests? • Does the applicant exhibit the traits of a team player and facilitator? • Is the applicant capable of communicating/interacting with people in all levels of the organization? | | |
| <p>C. Technical Skills</p> <ul style="list-style-type: none"> • Does the applicant have technical skills? • Is the applicant capable of determining the importance, relevance and use of his/her technical skills to the position he/she is applying for? • Is the applicant interested and capable of learning anew and/or upgrading his/her present technical skills? • Is the applicant aware of the technical skills needed in the performance of the job he is applying for? | | |

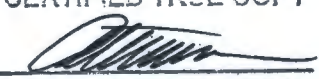
U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
J.:N 24 2018
RECEIVED
TIME: _____ BY: *[Signature]*

REPUBLIC OF THE PHILIPPINES
NATIONAL ELECTRIFICATION ADMINISTRATION
QUEZON CITY
OFFICE OF THE CORPORATE SECRETARY
CERTIFIED TRUE COPY

ATTY. ALEXANDER PAUL T. RIVERA

III. Personal Traits

| Traits | Interviewer's Remarks/Notes | Points Earned |
|--|-----------------------------|---------------|
| <p>A. Attitude</p> <ul style="list-style-type: none"> • Does the applicant exhibit a positive outlook in life? • Does the applicant exude confidence in himself/herself and take pride in his/her life's achievements? • Is the applicant polite/courteous in the interview? • Does the applicant acknowledge the authority of superiors? | | |
| <p>B. Grooming/Demeanor</p> <ul style="list-style-type: none"> • Is the applicant appropriately dressed for the interview? • Does the applicant appear to be composed and calm under pressure? • Does the applicant exhibit distracting mannerisms? • Is the applicant able to carry himself well in the entire interview? | | |
| <p>C. Initiative</p> <ul style="list-style-type: none"> • Does the applicant exhibit independence in the performance of work? • Does the applicant exhibit drive/eagerness to attain his/her goals? • Does the applicant appear to be a self-starter? • Is the applicant capable of finishing what he/she started? | | |
| <p>D. Adaptability</p> <ul style="list-style-type: none"> • Is the applicant capable of tolerating ambiguity in the face of a changing environment? • Does the applicant have a positive attitude towards change? • Does the applicant exhibit flexibility to adapt to the needs of the moment? • Is the applicant able to relate to the different needs of people in all levels of the organization? | | |

REPUBLIC OF THE PHILIPPINES
 NATIONAL ELECTRIFICATION ADMINISTRATION
 QUEZON CITY
 OFFICE OF THE CORPORATE SECRETARY
 CERTIFIED TRUE COPY



ATTY. ALEXANDER PAUL T. RIVERA

U.P. LAW CENTER
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
 Administrative Rules and Regulations

RECEIVED

JAN 24 2018

TIME: _____ BY: _____

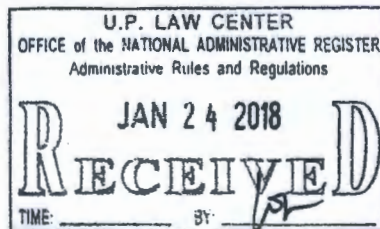
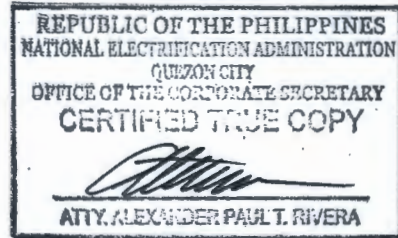
IV. Others (to be filled-up by the secretariat)

| Category | Interviewer's Remarks/Notes | Points Earned |
|---|-----------------------------|---------------|
| A. Proficiency in the native language • can comprehend and speak = 2 pts. • can comprehend but can't speak = 1 pt. • can't comprehend and can't speak = 0 pt. | | |
| B. Number of supervised personnel • 51 and above = 5 pts. • 41 - 50 = 4 pts. • 21 - 40 = 3 pts. • 11 - 20 = 2 pts. • 1 - 10 = 1 pt. | | |
| C. Higher Education • doctoral degree = 3 pts. • master's degree = 2 pts. • completed course work (w/o compre and/or thesis) = 1 pt. | | |

V. Total Score

| CRITERIA | POINTS |
|-------------------------|--------|
| I. Management Functions | |
| II. Management Skills | |
| III. Personal Traits | |
| IV. Others | |
| TOTAL SCORE | |

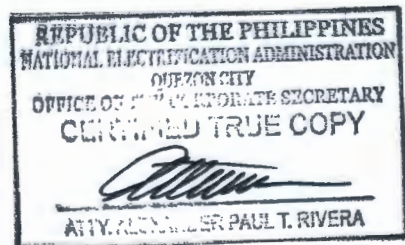
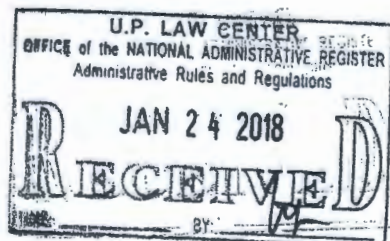
SIGNATURE OVER PRINTED NAME OF INTERVIEWER:



INTERVIEWER'S RATING SHEET
FINAL INTERVIEW OF
APPLICANT FOR GENERAL MANAGER OF

| PARTICULARS | REMARKS | RATING |
|--|---------|--------|
| <p>a. Analytical/Logical Thinking - 30 points</p> <ul style="list-style-type: none"> • understands ideas and assimilates new information with relative ease; • uses logic to draw conclusions, predict results and evaluate ideas; • makes sound decisions and judgements; • evaluates alternative courses of action critically; and <p>able to analyze problems and find solutions</p> | | |
| <p>b. Oral communication - 20 points</p> <ul style="list-style-type: none"> • presents information and ideas clearly and concisely, with content and style; • presents opinions and ideas in an open, unprejudicial way; and • responds effectively without preparation in spontaneous situations (able to "think on feet") | | |
| <p>c. Teamwork - 20 points</p> <ul style="list-style-type: none"> • shows respect for the perspectives, ideas and opinion of others; <p>works cooperatively with others; and</p> <ul style="list-style-type: none"> • contributes to team or committee efforts with ideas and suggestions | | |
| <p>d. Client service - 15 points</p> <ul style="list-style-type: none"> • builds relationship of mutual trust with clients • able to understand or perceive clients' needs • gives or finds appropriate services • helps clients cope with stressful situations • helps individuals develop new attitudes/skills • acts as advocate for clients • able to handle complaints and concerns | | |
| <p>e. Persuading - 15 points</p> <ul style="list-style-type: none"> • Communicates effectively in both oral and written form to justify a position or influence decisions: • effective spokesperson for the organizations; able to explain goals and activities in a way appropriate to the audience; • able to promote idea • effective in lobbying for change • able to recruit individuals in a proactive way • able to build and maintain good relations with other organizations; and • able to attract financial support | | |

RATER'S NAME/SIGNATURE: _____





January 24, 2018

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 the attached certified true copies of the **"REVISED POLICY GUIDELINES ON THE CONDUCT OF EXAMINATION AND INTERVIEW FOR APPLICANTS TO THE POSITION OF GENERAL MANAGERS OF ELECTRIC COOPERATIVES"** promulgated by the National Electrification Administration (NEA) in accordance with its authority under Section 5 of P.D. No. 269 as amended.

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

Very truly yours.

ATTY. ALEXANDER PAUL T. RIVERA
Corporate Board Secretary V

