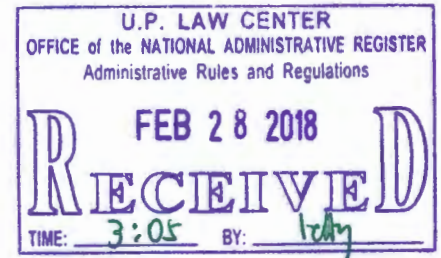




20 February 2018



**MEMORANDUM No. 2018-010**

**TO :** ALL ELECTRIC COOPERATIVES (ECs)

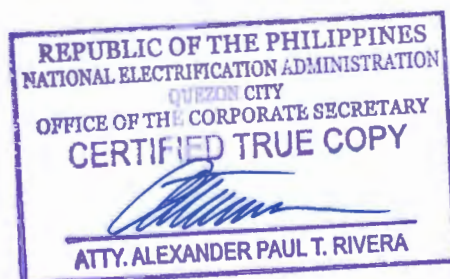
**SUBJECT :** REPRESENTATION, TRAVELLING ALLOWANCE AND PER DIEMS OF MEMBERS OF TASK FORCE

I. Rationale

The NEA is empowered under Section 4 (j) of R.A.10531 to ensure the economic and financial viability and operation of all Electric Cooperatives (ECs). To effectively perform this mandate of addressing the problems on operational efficiency of some ECs, NEA has tapped the services of officials and employees of excellently performing ECs to contribute their expertise in running the affairs of problematic ECs. Thus, for the effective performance of their assigned duties as members of the constituted Task Force, provisions for representation, travelling allowances and Per Diems for Board meetings attended and Committee meetings shall be provided by the recipient ECs to the concerned officials and employees.

II. Mechanics of Implementation

- 1) The Per Diem and Allowances to be provided by the recipient EC shall be as follows:
  - a) Representation Allowance
    - Chairman: Php 8,800
    - Members: Php 7,500
  - b) Travelling Allowance
    - Chairman: Php 2,500
    - Members: Php 2,500
  - c) Per Diems per Board Meeting (not to exceed 2 meetings in a month)
    - Chairman: Php 8,500
    - Members: Php 7,500



d) Per Diems for Committee Meeting regardless of number of meetings per month

Chairman: Php 2,000

Members: Php 2,000

e) Air Fare (to and from) shall be shouldered by the recipient EC.

2) The payment of these allowances shall be subject to the EC's availability of funds and shall be incorporated in the Cash Operating Budget for the current year.

3) The EC Board Resolution shall be submitted to NEA, through the Institutional Development Department, for its approval.

### III. Applicability

This Policy is issued subject to existing laws, rules and regulations.

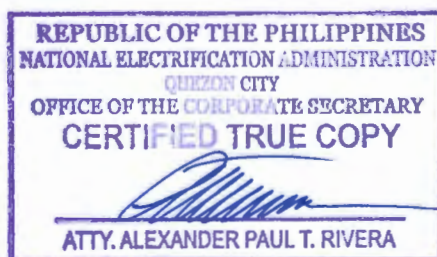
### IV. Effectivity

This policy shall take effect immediately upon filing with the University of the Philippines (UP) Law Center pursuant to the Presidential Memorandum Circular No. 11, dated October 9, 1992.

  
**EDGARDO R. MASONGSONG**  
Administrator



Approved by the NEA Board of Administrators in its meeting on February 20, 2018.





**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

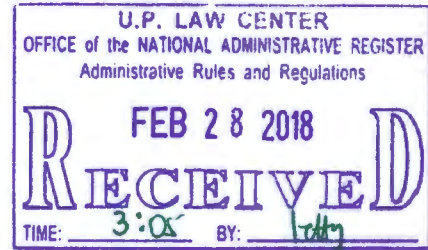


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February 27, 2018

**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 **REPRESENTATION, TRAVELLING ALLOWANCE AND PER DIEMS OF MEMBERS OF TASK FORCE** 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