



16 March 2018

MEMORANDUM NO. 2018-016

TO : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : Policy on Assignment of Acting General Manager and/or Project Supervisor to Electric Cooperatives

I. RATIONALE

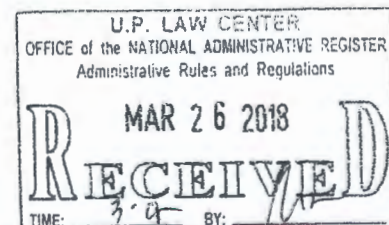
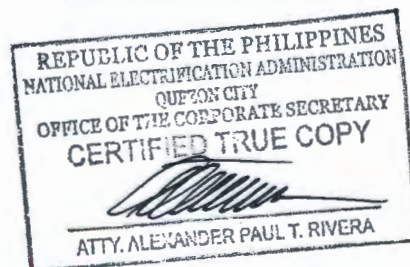
Pursuant to the authority of the NEA Board of Administrators under Section 5, Chapter II of Republic Act No. 10531, the Board hereby issues this Policy to implement Section 5 (a) sub-paragraph (6) of Presidential Decree (PD) No. 269, as amended by PD 1645 which provides for the power of the Board to authorize the NEA Administrator to designate, subject to the confirmation of the Board of Administrators, an Acting General Manager (AGM) and/or Project Supervisor (PS) for a Cooperative where vacancies in the said position occur and/or when the interest of the Cooperative and the program so requires, and to prescribe the functions of said Acting General Manager and/or Project Supervisor, which powers shall not be nullified, altered or diminished by any policy or resolution of the Board of Directors of the Cooperative concerned.

II. OBJECTIVES

- (1) To prescribe the specific functions of the AGM and PS;
- (2) To be able to determine the effectiveness of NEA's intervention on improvement in the Electric Cooperative's (EC's) operational efficiency; and,
- (3) To maximize NEA's assistance to all ECs requiring intervention.

III. GENERAL FUNCTIONS OF AGM AND PS

- (1) As Acting General Manager, he/she is tasked to:
 - (a) Manage the day-to-day operations of the EC to ensure the efficient delivery of electric service to the member-consumer owners;



- (b) Sign/countersign checks, withdrawal slips and other banking transactions for and in behalf of the EC with all banks where the ECs have an account; and
 - (c) Perform other tasks/duties that may be assigned/directed by the NEA for the purpose of operational efficiency.
- (2) As Project Supervisor:
- (a) Supervise the management and operations of the EC;
 - (b) In consultation with the concerned NEA Departments, approve or disapprove EC board resolutions;
 - (c) Sign/countersign checks, withdrawal slip and other banking transactions; and
 - (d) Perform other tasks/duties that may be assigned/directed by the NEA for the purpose of operational efficiency.

IV. REPORTING

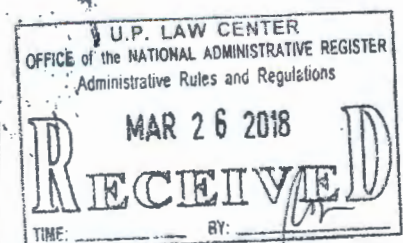
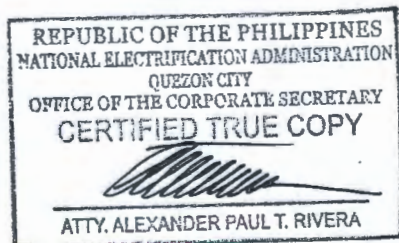
The AGM and/or PS has the following obligations to NEA:

- (1) Submit a Scorecard indicating strategies, activities, targets and timelines for a period of one hundred (100) days upon assumption of the duties and responsibilities and every one hundred eighty (180) days thereafter.
- (2) Submit monthly accomplishment report based on the Scorecard.
- (3) The Scorecard and the Accomplishment Report shall be submitted to the Administrator through the Deputy Administrator for Electric Cooperative Management Services;

V. PERIOD OF DESIGNATION

The designation of an AGM and/or PS in a particular EC is only for a maximum period of two (2) years without the need for a recall order, unless sooner revoked.

Thirty (30) days before the end of the two (2) years assignment, the AGM and/or PS shall submit to the Administrator a comparative report on the status of the EC prior to his assumption and during his term as AGM and/or PS. The report shall form part of the evaluation for possible assignment to other ECs.




The maximum assignment period of two (2) years shall not apply to AGM and/or PS assigned in the Task Force due to peculiar issues which requires longer period of time to resolve.

VI. TRANSITORY PROVISIONS

- (1) The designation of all PS and/or AGM in the ECs who have rendered two (2) years or more service in their present assignment are automatically recalled after sixty (60) days from the effectivity of this Policy. The comparative report mentioned in Item IV hereof shall be submitted by the concerned AGM and/or PS thirty (30) days before the effectivity of HIS the recall. The report shall serve as basis for future assignment.
- (2) The AGM has the obligation to ensure that upon the effectivity of his recall, an Officer-in-Charge has been designated by the EC Board and confirmed by NEA; and,
- (3) The outgoing AGM and/or PS shall ensure that a proper turnover of duties and responsibilities has been made.

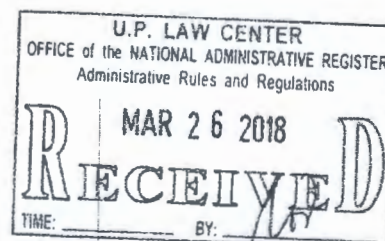
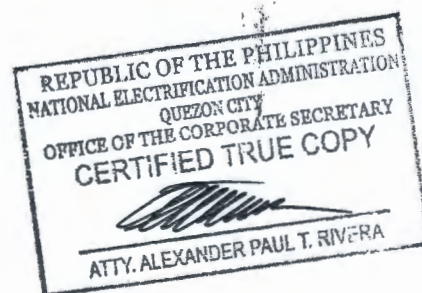
VII. EFFECTIVITY

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 Administrator in its meeting on March 16, 2018





March 23, 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 "**POLICY ON ASSIGNMENT OF ACTING GENERAL MANAGER AND/OR PROJECT SUPERVISOR TO ELECTRIC COOPERATIVE**" 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

