



10 May 2021

MEMORANDUM No. 2021-14

TO : All Electric Cooperatives

SUBJECT : Addendum to the NEA Memo #2020-055 re Revised Guidelines for Writing-Off Worthless Consumer Accounts Receivables as Amended

III. General Guidelines

B. Additional Accounts Qualified for Write-Off

4. Consumer Accounts Receivables wherein the power bills or the electronic copy of the power bills and actual file storage are damaged, lost and impossible to retrieve due to unforeseen/ fortuitous events and other circumstances such as but not limited to the following:

- Natural Calamities (Typhoons/Storm Surge/ Tsunami causing flash floods, Volcanic Eruptions, Earthquakes, etc.)
- Fires
- Acts of War
- Other unprecedented events or valid reason for the loss of data and documents.

The request for approval of write-off should be duly approved by the EC's Board thru Board Resolution stating therewith the amount to be written off as well as the circumstances of the loss/damage for justification.

It should be supported by the following relevant documents as applicable:

- A Certification from the Provincial/City Disaster Risk Reduction and Management Office (CDRRMO) that the accounting and billing records of the EC such as but not limited to consumer accounts receivables subsidiary ledgers and power bills were totally damaged by natural calamities.
- Notarized Certification by the responsible EC Officials and Employees supported with Affidavit of Loss and pictures by the Chairman of the Committee for Write-Off to the effect that there are no records/documents available to validate the claim.

- Certification with an official dry seal from the Office of Sangguniang Panlalawigan of the resolution for the proclamation that the province within the coverage area of the EC was declared under the State of Calamity.
- Certification of Fire Incident with pictures from the Bureau of Fire Protection for fire-related events.
- Proof of exhaustion of all possible remedies to retrieve the data related to the consumer account receivables to be written-off. (e.g., report on the conducted ocular inspection and house to house visit by meter readers/collectors)

Amount to be written-off will be limited only up to the date of **declaration** of the State of Calamity or the occurrence of the above-mentioned unforeseen/fortuitous events and other circumstances.

This addendum shall take effect fifteen (15) days after filing with the University of the Philippines (UP) Law Center pursuant to Presidential Memorandum Circular No. 11 dated October 9, 1992 and shall remain in effect until otherwise further amended or revoked.


EDGARDO R. MASONGSONG
Administrator

