

## DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF DOE CERTIFICATE OF ENDORSEMENT

The DOE Certificate of Endorsement is a requirement under the Amended Guidelines for the issuance of Certificate of Compliance (COC) by Energy Regulatory Commission (ERC) promulgated on March 7, 2003. No person may engage in the Generation of Electricity as a new Generation Company unless such person has received a COC from the ERC to operate facilities used in the Generation of Electricity. A person that demonstrates compliance with the standards and requirements of **Rule 5, Section 1 of R.A 9136** and such other terms and conditions as determined by the ERC to be appropriate to ensure that persons comply with all applicable legal and regulatory requirements, shall be issued a COC.

### WHO ARE REQUIRED TO APPLY?

- Existing Generation Facilities.
- Generation Facilities Under Construction.
- New Generation Facilities.

### WHAT ARE THE REQUIREMENTS?

- Letter of Request
- Company Profile
- Articles of Incorporation
- Project Background/Description  
(please include: exact location, official name of the facility, commissioning date and off-taker of the electricity)
- Historical Power Generation Data (for existing generating facility)
- Service/Operating Contract (for Renewable Energy-Based Power Plant)

### WHAT IS THE PROCEDURE?

1. Submit **Letter of Request** together with the required documents to the Department of Energy. Application shall be addressed to the DOE Secretary and attention to the DOE Undersecretary for Power, copy furnish the Director of Electric Power Industry Management Bureau (EPIMB).
2. After application is received, the EPIMB - Power Planning and Development Division (PPDD) will conduct its initial evaluation of the project, while a copy of the application will also be provided to EPIMB-Rural Electrification Administration and Management Division (REAMD) for the preparation of Memorandum of Agreement (MOA) for the establishment of "Trust Account for the Financial Benefits Accruing from the Electricity Sales" of the proposed power generating facility (In compliance with **Rule 29 (A) of the Implementing Rules and Regulations of R.A. No. 9136**).

3. The REAMD shall contact the proponent/applicant and provide the draft MOA for review and approval of the proponent. The MOA shall then be finalized and endorsed for the signature of the DOE Secretary.
4. The REAMD shall contact the proponent for the schedule of MOA signing with the DOE Secretary.
5. A copy of signed MOA shall be endorsed to the PPDD for the preparation of Certificate of Endorsement (COE).
6. The COE shall be endorsed by EPIMB Bureau Director thru the DOE Undersecretary for Power for the signature of the DOE Secretary.
7. Once the COE is signed by the DOE Secretary, the PPDD shall notify the proponent to pay to the DOE Cashier the appropriate processing fee in accordance with the fees and charges. Accordingly, an Official Receipt (O.R) shall be issued.
8. The proponent shall present the O.R. to the PPDD for release of the COE.

The above procedure is shown in a **Process Flow**.

#### **HOW MUCH IS THE PROCESSING FEE?**

In compliance with the Executive Order No. 197, dated 13 January 2000, and Executive Order No. 218, dated 15 March 2000, on the fees and charges collected by National Government Agencies and Controlled Corporations, the DOE published the **SCHEDULE OF FEES AND CHARGES** on 12 May 2004 in two (2) newspapers of general circulation. The DOE requires the proponent to pay One Hundred Pesos (P100.00) per megawatt installed capacity or a minimum of Ten Thousand Pesos (P 10,000.00) as processing fee.

For inquiries:

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Electric Power Industry Management Bureau  
Department of Energy  
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## SAMPLE LETTER

DATE

**HON.** \_\_\_\_\_  
Secretary  
Department of Energy  
Energy Center, Bonifacio Global City  
Taguig City, Metro Manila

Attention: **Hon.** \_\_\_\_\_  
Undersecretary for Power

Dear Sec. \_\_\_\_\_:

As a requirement under the Amended Guidelines for the Issuance of Certificate of Compliance by Energy Regulatory Commission promulgated on March 7, 2003, we would like to request a Certificate of Endorsement (COE) for (your company and name of the facility).

Attached are the following:

- Letter of Request
- Company Profile
- Articles of Incorporation
- Project Background/Description  
(please include: exact location, official name of the facility,  
commissioning date and off-taker of the electricity)
- Historical Power Generation Data (for existing generating facility)
- Service/Operating Contract (for Renewable Energy-Based Power Plant)

Thank you and best regards.

Very truly yours,

(NAME)  
(Designation)

cf: Director, Electric Power Industry Management Bureau