



# **ELECTRIC POWER INDUSTRY MANAGEMENT BUREAU (EPIMB)**



# SUMMARY

## Electric Power Industry Management Bureau (EPIMB) External Services

PROCESSES	DURATION	CLASSIFICATION
<b>EPIMB - Power Planning Development Division (PPDD)</b>		
1. Issuance of Certificate of Endorsement for Point-To-Point Limited Transmission Facilities for Generation Facilities	5 Calendar Days	Simple Transaction
2. Issuance of Certificate of Endorsement to Department of Justice (DOJ) for Non-Immigrant Visa Application	10 calendar days	Complex Transaction
3. Issuance of Letter of Endorsement to the Department of Agrarian Reform (DAR) for Land Use Conversion	5 calendar days	Simple Transaction
4. Approval of the Selection Process of Two (2) Captive Customer Representatives to the Distribution Utility Third Party Bids and Awards Committee	9 calendar days	Complex Transaction
5. Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Generation Projects	5 calendar days	Complex Transaction

6. Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Transmission Projects	5 calendar days	Complex Transaction
7. Certificate of Endorsement to the Philippine National Police (PNP)	5 calendar days	Complex Transaction
8. Endorsement to the Board of Investments (BOI)	7 calendar days	Complex Transaction
9. Certificate of Endorsement to the Energy Regulatory Commission (COE-ERC)	12 calendar days <i>(*inclusive of 5 Calendar Days for the NTP)</i>	Complex Transaction
10. Clearance to Undertake System Impact Study (SIS)	10 calendar days <i>(*inclusive of 5 Calendar Days for the NTP)</i>	Complex Transaction
<b>EPIMB - Power Market Development Division</b>		
11. Approval of Application for Direct Connection	50 calendar days	Complex Transaction
<b>EPIMB - Rural Electrification Administration and Management Division</b>		
12. Certificate of Endorsement for the MGSP to Energy Regulatory Commission	7 calendar days (Non-RE projects)  12 calendar days (RE projects)	Complex Transaction



# **ELECTRIC POWER INDUSTRY MANAGEMENT BUREAU (EPIMB) EXTERNAL SERVICES**



# **POWER PLANNING DEVELOPMENT DIVISION (PPDD)**



## Issuance of Certificate of Endorsement for Point-To-Point Limited Transmission Facilities for Generation Facilities

<b>Office or Division:</b>	Power Planning Development Division - Transmission and Distribution Development and Monitoring Section (PPDD-TDDMS)	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	Generation-2-Business	
<b>Who May Avail:</b>	Generation Companies' compliance to the requirements of ERC	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request (new or amendment), official name of the project, company, capacity, and complete location of the project.	Provided by the Applicant	
2. Company Profile;		
3. Project Background / Description including the following:		
3.1. Official Name of the Generating Facility / Project;		
3.2. Gross capacity (MW), in three (3) decimal places;		
3.3. Dependable capacity (MW), in three (3) decimal places;		
3.4. Exact Location of the Generating Facility;		
3.5. Target Commercial Operation / Commencement of Operation; and		
3.6. Off-taker of the Electric Power Output.		
4. Articles of Incorporation and By-Laws of the Company		
5. Transfer/Deed of Assignment (applicable to the successor company that takes on the ownership and/or takes-over the operations of the generation company whether under a new name or using the same company name as the case may be)		

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 Working Days	<i>Staff, PPDD</i>
2. Waiting on PPDD evaluation	2.1. If the document is already complete proceed to evaluation / assessment.		2 Calendar Days	<i>PPDD</i>
	2.2. Preparation of letter of approval and the Certificate of Endorsement			
	2.3. Review and endorsement, edit if needed.		1 Calendar Day	<i>Assistant Director, EPIMB</i>
	2.4. Review and endorsement, edit if needed.		1 Calendar Day	<i>Director, EPIMB</i>
	2.5. Uploading in the EVOSS System of the signed Letter of endorsement to the DAR.		1 Calendar Day	<i>PPDD</i>
<b>Total Number of Days</b>			<b>5 Calendar Days</b>	



## Issuance of Certificate of Endorsement to the Department of Justice (DOJ) for Non-Immigrant Visa Application

<b>Office or Division:</b>	Power Planning and Development Division – Transmission and Distribution Development and Monitoring Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who May Avail:</b>	Electric Power Industry Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request		<i>Provided by the Applicant</i>		
2. Copy of Valid Passport				
3. Certificate of Employment				
4. If employed by a company engaged by a subcontractor, endorsement from Service Contractor or Service Contractor to apply on his / her behalf				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of application	1.1. Checks the completeness and consistency in form and in substance of application	None	3 Working Days	<i>Staff / PPDD</i>
2. Waiting for result of PPDD's evaluation	2.1. Staff conducts technical evaluation and prepares the memorandum to LS		1 Calendar Day	<i>Staff, PPDD</i>
	2.2. Review and approval and endorsement to EPIMB Directors		1 Calendar Day	<i>Chief / PPDD</i>
	2.3. Review and approval of the EPIMB-Assistant Director		1 Calendar Day	<i>Assistant Director, EPIMB</i>
	2.4. EPIMB Director approves and signs the technical evaluation and		1 Calendar Day	<i>Director, EPIMB</i>



	forwards to LS			
	2.5. LS-OD endorses to concerned division		1 Calendar Day	<i>Director, LS</i>
	2.6. Prepares Certificate of Endorsement (COE) and endorses to LS-OD for review		1 Calendar Day	<i>Concerned LS Division</i>
	2.7. LS-OD review of COE and endorses to EPIMB		1 Calendar Day	<i>Concerned LS Division</i>
	2.8. PPDD prepares the letter of transmittal to the applicant		1 Calendar Day	<i>Staff/Chief PPDD</i>
	2.9. Review and approval of the EPIMB Assistant Director		1 Calendar Day	<i>Assistant Director, EPIMB</i>
	2.10. Review and signing of the COE by the EPIMB Director and transmittal to PPDD		1 Calendar Day	<i>Director, EPIMB</i>
	2.11. Uploading of signed letter and COE to EVOSS			<i>PPDD Staff</i>
<b>Total Number of Days</b>			<b>10 Calendar Days</b>	



## Issuance of Letter of Endorsement to the Department of Agrarian Reform (DAR) for Land Use Conversion

<b>Office or Division:</b>	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDMS)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Generation-2-Business			
<b>Who May Avail:</b>	Generation Companies compliance to the requirements of DAR			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request, official name of the project, capacity, and complete location of the project;		<i>To be provided by the Client</i>		
2. Company Profile;				
3. Project Background / Description including the following:				
a. Official Name of the Generating Facility / Project;				
b. Gross Capacity in MW;				
c. Exact Location including Barangay, Municipality and Province;				
d. Technology;				
e. Land area coverage in Sqm or Has;				
f. Target Commercial Operation;				
g. Off taker/s of the electricity				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 Working Days	<i>Staff, Power Planning Development Division</i>
2. Waiting on PPDD evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved. End of process if		1 Calendar Day	

	tagged disapproved			
	2.2. Preparation of the Letter of Endorsement to DAR.		1 Calendar Day	<i>Staff, Power Planning Development Division</i>
	2.3. Review and endorsement, edit if needed.		1 Calendar Day	<i>Senior SRS and Chief, PPDD</i>
	2.4. Review and endorsement, edit if needed.		1 Calendar Day	<i>Assistant Director, EPIMB</i>
	2.5. Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	2.6. Uploading in the EVOSS System of the signed Letter of endorsement to the DAR. End of process			<i>Staff, PPDD</i>
3. Claim signed endorsement to DAR				<i>Client</i>
<b>Total Number of Days</b>			<b>5 Calendar Days</b>	



## Approval of the Selection Process of Two (2) Captive Customer Representatives to the Distribution Utility Third Party Bids and Awards Committee

<b>Office or Division:</b>	Power Planning Development Division – Transmission and Distribution Development and Monitoring Section (PPDD-TDDMS)	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who May Avail:</b>	Distribution Utilities which has an exclusive franchise or is authorized by law to distribute electricity to end-users	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of request addressed to the DOE Secretary, attention to the Undersecretary for Power and EPIMB Director		All to be provided by Applicant
2. Selection process to be adopted by the DU in nominating the two (2) captive customer representatives to the TPBAC/Joint TPBAC to include the following:		
2.1. Criteria in selecting the two (2) captive consumer representatives;		
2.2. Qualification for the two (2) captive consumer representatives; and		
2.3. Documentary requirements to be submitted by interested applicant to captive customer representation in the TPBAC/Joint TPBAC (i.e. Template of Letter of Intent of Applicant, Template of Resume of Applicant and other documents as required by DU).		
3. DU Board Resolution or Secretary’s Certificate approving the proposed selection process for the two (2) captive customer representatives to the TPBAC/Joint TPBAC.		
4. Memorandum of Agreement in case of Aggregated DUs intending to convene a Joint TPBAC.		

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Online submission of TPBAC Selection Process application with complete supporting documents.	1.1. Checks the completeness of application with supporting documents	None	3 Working Days	<i>Staff, Power Planning</i>
2. Waiting for result of PPDD's evaluation	2.1. Evaluation of Application whether compliant or not compliant. If not compliant, Client can resubmit application. End or process if 2nd submission is tagged as not compliant.		3 Calendar Days	
	2.2. Preparation of letter of approval and memorandum endorsing the letter of approval			
	2.3. Review and endorsement of the memorandum and letter of approval to the EPIMB Directors		1 Calendar Day	<i>Chief, PPDD</i>
	2.4. Review and signing of memorandum to the Undersecretary for Power endorsing the letter of approval		1 Calendar Day	<i>Asst. Director, EPIMB</i>
	2.5. Review and signing of memorandum to the Undersecretary for Power endorsing the letter of approval		1 Calendar Day	<i>Director, EPIMB</i>
	2.6. Approval of the memorandum and endorsing the letter of approval to the Undersecretary for Power		1 Calendar Day	<i>Assistant Secretary</i>

	2.7. Signing of letter of approval of TPBAC Selection Process		1 Calendar Day	<i>Undersecretary</i>
	2.8. Transmittal to EPIMB-PPDD of signed letter of approval of TPBAC Selection Process		4 Hours	<i>Office of Undersecretary</i>
	2.9. Release / Uploading of signed letter of approval of TPBAC Selection to DU / Update EVOSS status of DU application. End of process.		4 Hours	<i>PPDD Assigned Staff</i>
3. Claims signed letter of approval of TPBAC Selection Process				<i>Client</i>
<b>Total Number of Days</b>			<b>9 Calendar Days</b>	



## Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Generation Projects

<b>Office or Division:</b>	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Generation-2-Business			
<b>Who May Avail:</b>	Generation and Transmission Companies' compliance to the requirements of NCIP			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request (new or amendment), official name of the project, capacity, and complete location of the project;		<i>To be provided by the Client</i>		
2. Copy of the Letter of Request addressed to NCIP;				
3. Company Profile;				
4. Project Background / Description including the following:				
4.1. Official Name of the Generating Facility / Project;				
4.2. Gross Capacity;				
4.3. Exact Location;				
4.4. Target Commercial Operation Date;				
4.5. Target Commissioning Date;				
4.6. Off taker/s of the electricity;				
5. Vicinity Map				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 Working Days	<i>Staff, Power Planning Development Division</i>

2. Waiting on PPDD evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved.		1.5 Calendar Days	
	2.2. Preparation of the Letter of Endorsement to NCIP.		4 Hours	
	2.3. Review and endorsement, edit if needed.		1 Calendar Day	<i>Senior SRS and Chief, PPDD</i>
	2.4. Review and endorsement, edit if needed.		1 Calendar Day	<i>Assistant Director, EPIMB</i>
	2.5. Review, approval and signing.			
	2.6. Uploading in the EVOSS System of the signed Letter of endorsement to the NCIP. End of process.		1 Calendar Day	<i>Staff, PPDD</i>
3. Claim signed endorsement to NCIP				<i>Client</i>
<b>Total Number of Days</b>			<b>5 Calendar Days</b>	





## Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Transmission Projects

<b>Office or Division:</b>	Power Planning Development Division – Transmission and Distribution Development and Monitoring Section			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Transmission-2-Business			
<b>Who May Avail:</b>	Transmission Companies' compliance to the requirements of NCIP			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to Electric Power Industry Management Bureau Director		<i>To be provided by the Client</i>		
2. Letter of Request addressed to NCIP				
3. Project Profile				
3.1. Objective of Project				
3.2. Impact Management and Mitigation Plan; and				
3.3. Location Map.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 Working Days	<i>Staff, Power Planning Development Division</i>
2. Waiting for result of PPDD's evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved.		1.5 Calendar Days	
	2.2. Preparation of letter of endorsement to NCIP.		4 hours	<i>PPDD assigned staff</i>
	2.3. Review letter of endorsement to NCIP.		1 Calendar Day	<i>Senior SRS and Chief, PPDD</i>
	2.4. Review letter of endorsement to NCIP.		1 Calendar Day	<i>Assistant Director, EPIMB</i>

	2.5. Review, approve and sign letter of endorsement to NCIP.		1 Calendar Day	<i>Director, EPIMB</i>
	2.6. Uploading in the EVOSS System of the signed Letter of Endorsement to NCIP. End of process.			<i>Staff, PPDD</i>
3. Claim Endorsement to NCIP				<i>Client</i>
<b>Total Number of Days</b>			<b>5 Calendar Days</b>	



## Certificate of Endorsement to the Philippine National Police (PNP)

<b>Office or Division:</b>	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who May Avail:</b>	Generation Companies preparing for construction of power plant	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Letter of request addressed to the Electric Power Industry Management Bureau (EPIMB) Director (indicating the specific purpose to purchase / possession of the explosives / explosive ingredients / controlled chemicals and the detailed information on the name of chemicals / explosive ingredients / explosives, quantities, etc., which will be used in the power plant construction / preparatory activities;</li> </ol>	<p><i>To be provided by the Client</i></p>
	<ol style="list-style-type: none"> <li>2. Letter of request addressed to the PNP Chief, attention to the Chief of Firearms and Explosives Office for the issuance of license to possess explosives / explosive ingredients / controlled chemicals as a PURCHASER including the information on the quantity, tentative date of delivery, and the name of chemicals;</li> </ol>	
	<ol style="list-style-type: none"> <li>3. Accomplished Form from PNP Explosives Management Division for the Request to Possess / Purchase Explosives / Explosive Ingredients / Controlled Chemicals;</li> </ol>	
	<ol style="list-style-type: none"> <li>4. Copy of Department of Energy's Certificate of Endorsement to the Energy Regulatory Commission for the issuance of the Certificate of Compliance, if available;</li> </ol>	

<p>5. If the company is the winning bidder of NPC-PSALM's assets for privatization, the company must submit copy of any notarized pertinent documents related to the transfer of assets from NPC – PSALM to the winning bidder such as Asset Purchase Agreement (APA), Land Lease Agreement (LLA) Amendment, Accession and Assumption Agreement (AAAA), Deed of Absolute Sales (DOAS), etc.; and</p>				
<p>6. Proof of Registration of the requesting company and the name of the resource facility registered in the Wholesale Electricity Spot Market, if available.</p>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements).	None	3 Working Days	<i>Staff, Power Planning Development Division</i>
2. Waiting for result of PPDD's evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved.		1.5 Calendar Days	<i>Staff, PPDD</i>
	2.2. Preparation of Certificate of Endorsement to PNP.		4 Hours	<i>Staff, PPDD</i>
	2.3. Review and endorsement, edit if needed.		1 Calendar Day	<i>Chief, PPDD</i>
	2.4. Review and endorsement, edit if needed.		1 Calendar Day	<i>Asst. Director, EPIMB</i>
	2.5. Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>

	2.6. Uploading in the EVOSS System of the signed Certificate of Endorsement to PNP. End of process.			<i>Staff, PPDD</i>
3. Claim signed Endorsement to PNP				<i>Client</i>
<b>Total Number of Days</b>		<b>5 Calendar Days</b>		



## Endorsement to the Board of Investments (BOI)

<b>Office or Division:</b>	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who May Avail:</b>	Generation Companies engaging in power generation requesting registration with to avail incentives	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p><i>Note:</i>  <i>The project should be in the Department of Energy's (DOE) List of Private Sector Initiated Power Projects with a Committed Status.</i>  <i>For coal power projects, it must satisfy the requirements of coal moratorium advisory.</i></p>		<i>To be provided by the Client</i>
1. Letter of Request addressed to Electric Power Industry Management Bureau (EPIMB) Director indicating the nature of request (new or amendment), official name of the project, capacity, and complete location of the project;		
2. Company profile;		
3. Securities and Exchange Commission (SEC) Registration for Partnership and/or Corporation (must be SEC certified machine copy);		
4. Latest General Information Sheet / Articles of Limited Partnership (must be SEC certified machine copy);		
5. Articles of Incorporation & By-Laws / Partnership (must be SEC certified machine copy);		
6. Department of Trade and Industry Registration for Sole Proprietorship;		
7. Project Background / Description		
7.1. Executive Summary of the Feasibility Study;		

<p>7.2. Technical Description of the Project: For Coal Power Plants, please indicate sources of coal and percentage of its sources. For Diesel Power Plants, please submit Certificate from Fuel supplier indicating compliance with the 2% biodiesel blend and Fuel Supply Agreement (Certificates should bear original and not electronic signature);</p>	
<p>7.3. Total Investment Cost (Permits and Licenses, Land Acquisition, Civil Works, Machinery and Equipment and Other related initial costs. For costs in foreign currency, indicate the conversion rate to Php).</p>	
<p>8. Five (5) - Year Projected Financial Statement with and without ITH (Income Statement, Balance Sheet, Statement of Cash Flows);</p>	
<p>9. Power Supply Agreement of Energy Sales/Supply Agreement/ ASPA (for Ancillary Service Provider) including all the amendments in the contract and assignment, or any equivalent document;</p>	
<p>10. Proof of Financial Closing, whichever is available:</p>	
<p>10.1. For 100% Equity:</p>	
<p>10.1.1. Notarized Certificate of Availability of Funds indicating to finance 100% of project cost through Internally Generated Funds to be signed by the President or Treasurer of the Company with the following information:</p> <ul style="list-style-type: none"> <li>a. Company / Developer' Name;</li> <li>b. Official Project Name;</li> <li>c. Capacity in 3 decimal places [MW and MWp (if solar)] [MW and MWh (if ESS)];</li> <li>d. Exact location of the power plant including barangay, municipality, and province;</li> <li>e. Amount of Total project cost; and</li> <li>f. Indicate that it will be financed 100% by the company.</li> </ul>	<p><i>To be provided by the Client</i></p>
<p>10.2. For Loan-Equity Ratio of the total project cost:</p>	

<p>10.2.1. Notarized Certification from the company signed by the President or Treasurer of the Company with the following information:</p> <ul style="list-style-type: none"> <li>a) Company / Developer's Name;</li> <li>b) Official Project Name;</li> <li>c) Capacity in 3 decimal places [MW and MWp (if solar)] [MW and MWh (if ESS)];</li> <li>d) Exact location including barangay, municipality, and province;</li> <li>e) Amount of Total project cost;</li> <li>f) Amount of Project Cost to be financed by the company; and</li> <li>g) Indicate the percentage of the project cost to be financed by the company.</li> </ul>				
<p>10.2.2 Notarized Loan Agreement and Certification from the Bank indicating that the Bank approves the total loan amount that will partially finance development and construction of the project.</p>		<p><i>To be provided by the Client</i></p>		
<p>10.3. For the Financier of the Project</p>				
<p>10.3.1 Notarized Memorandum of Agreement / Loan Term Agreement between the Company and the financier on the amount of Financial Assistance / to be provided.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Online submission of Request with complete documents</p>	<p>1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements).</p>	<p>None</p>	<p>3 Working Days</p>	<p><i>Staff, Power Planning Development Division</i></p>



2. Waiting for result of PPDD's evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved.		2 Calendar Days	<i>Staff, Power Planning Development Division</i>
	2.2. Preparation of letter of endorsement to BOI		1 Calendar Day	<i>Staff, Power Planning Development Division</i>
	2.3. Review and endorsement, edit if needed.		1 Calendar Day	<i>Chief, PPDD</i>
	2.4. Review and endorsement, edit if needed.		1 Calendar Day	<i>Assistant Director, EPIMB</i>
	2.5. Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	2.6. Uploading in the EVOSS System of the signed Certificate of endorsement to BOI. End of process.		1 Calendar Day	<i>Assigned Staff, PPDD</i>
3. Claim signed Endorsement to BOI				<i>Client</i>
<b>Total number of Days</b>			<b>7 Calendar Days</b>	



## Certificate of Endorsement to the Energy Regulatory Commission (COE-ERC)

<b>Office or Division:</b>	Power Planning Development Division- Power Generation and Supply Development and Monitoring Section PPDD-PGSDM)	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	Government to Business	
<b>Who May Avail:</b>	Generation Companies with power projects that are ready for commissioning	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p><i>Note:</i> The project should be in the Department of Energy's (DOE) List of Private Sector Initiated Power Projects with a Committed Status.</p> <p>For coal power projects, it must satisfy the requirements of coal moratorium advisory.</p>	
	1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request, whether:	<i>To be provided by the Client</i>
	1.1. For new application should include the official name of the project generating facility, nameplate capacity in three (3) decimal places, and complete location of the project;	
	1.2. For amendment (amendment of Developer name, capacity, project name or location), previously issued COE number, official name of the project generating facility, nameplate capacity in three (3) decimal places in MW, and complete location of the project (barangay, municipality, province); and the reason for the amendment	
	1.3. For renewal of COC, should include the official name of the project, nameplate capacity in three (3) decimal places, and complete location of the project;	
	2. Company Profile (if the request is for the amendment of company name or project developer, indicating the transition from the previous developer to the new developer);	

3. Copy of the previously issued COE to ERC (if the request is for amendment);	
4. Project Background / Description including the following information:	
4.1. Name of the Generating Facility / Project;	
4.2. Nameplate capacity in three (3) decimal places in MW. For Solar Projects should be in MWDC and MWAC; For ESS Capacity in MW and MWh	
<p>4.3. Clear copy of the photograph of the front view of Generator nameplate / Engine nameplate / rating capacity attached in each generating unit. For solar projects, sample photograph of the nameplate of the solar panels/modules and summary of serial numbers with corresponding specifications. For ESS, photograph of nameplate of the entire battery modules. In the absence of the clear photograph of the nameplate, kindly provide any of the following:</p> <ul style="list-style-type: none"> <li>a. Certification that the unit is already unreadable and providing the information in the nameplate photograph; or</li> <li>b. Copy of the manufacturer’s booklet containing the specifications in the nameplate.</li> </ul>	
4.4. Computation in converting the said generator rating per unit, from Mega-Volt Ampere (MVA) to Megawatt (MW), in three (3) decimal places;	
4.5. For Solar power projects, include also the computation in converting the Wp to MWp, in three (3) decimal places.	
4.6. For ESS projects, also include the computation for the battery capacity in terms of MWh.	
4.7. Summary of the nameplate / rating capacities per unit, in three (3) decimal places, if multiple generators, with the total capacity;	
4.8. Exact location of the power plant including the barangay, municipality, and province;	

4.9. For New Power Plant: Target Commercial Operation Date; For Existing Power Plant: Commencement of Operation Date;	
4.10. Summary of Off taker/s of the Electric Output with corresponding capacity (no need to provide if the power plant is already operational);	
4.11. Engineering, Procurement, and Construction (EPC) Contractor (no need to provide if the power plant is already operational);	
4.12. Jobs Generated during Construction and During Operation (current number of employees if the plant is already operational);	
5. Proof of Financial Closing, whichever is available (no need to provide if the power plant is already operational):	<i>To be provided by the Client</i>
5.1. For 100% Equity:	
<p>5.1.1. Notarized Certificate of Availability of Funds indicating to finance 100% of project cost through Internally Generated Funds to be signed by the President or Treasurer of the Company with the following information:</p> <ul style="list-style-type: none"> <li>5.1.1.1. Company / Developer's Name;</li> <li>5.1.1.2. Official Project Name;</li> <li>5.1.1.3. Capacity in 3 decimal places [MW and MWp (if solar)] [ MW and MWh (if ESS)];</li> <li>5.1.1.4. Exact location of the power plant including barangay, municipality, and province;</li> <li>5.1.1.5. Amount of Total project cost; and</li> <li>5.1.1.6. Indicate that it will be financed 100% by the company</li> </ul>	
5.2. For Loan-Equity Ratio of the total project cost:	
<p>5.2.1 Notarized Certification from the company signed by the President or Treasurer of the Company with the following information:</p> <ul style="list-style-type: none"> <li>a. Company / Developer's Name;</li> <li>b. Official Project Name;</li> </ul>	

<p>c. Capacity in 3 decimal places [MW and MWp (if solar)] [ MW and MWh (if ESS)];</p> <p>d. Exact location including barangay, municipality, and province;</p> <p>e. Amount of Total project cost;</p> <p>f. Amount of Project Cost to be financed by the company; and indicate the percentage of the project cost to be financed by the company.</p>	
<p>5.2.2 Bank Certification or Notarized Memorandum of Agreement or Loan Term Agreement indicating percentage and amount of financial assistance/loan to be provided for the development and construction of the project.</p>	
<p>5.3. For the Financier of the project</p>	
<p>5.2.3 Notarized Memorandum of Agreement / Loan Term Agreement between the Company and the financier on the percentage and amount of Financial Assistance / loan to be provided; or any equivalent documents</p>	
<p>6. Copy of Securities and Exchange Commission (SEC) Registration/Department of Trade and Industry (DTI) Registration, whichever is applicable:</p>	<p><i>To be provided by the Client</i></p>
<p>6.1. For SEC Registration, provide Articles of Incorporation and By-Laws / Articles of Limited Partnership of the Company;</p>	
<p>6.2. For DTI Registration (include attachments that the business is into power generation business);</p>	
<p>7. Latest General Information Sheet of the applicant and its stockholders – SEC form duly stamped received by the SEC for Partnership and Corporation.</p>	<p><i>To be provided by the Client</i></p>
<p>8. Historical Generation GWh for existing and operational power plants (at least 5 years);</p>	
<p>9. Notarized Certificate of Assumption of Accountability (applicable to the successor company that takes on the ownership and/or takes-over the operations of the generation company whether under a new name or using the same company names as the case may be);</p>	

<p>10. Copy of the Power Supply Agreement (PSA) with Off taker/s filed before the ERC / Copy Generation rate application filed before the ERC / Copy of the Board Resolution allowing the filing of the generation rate to ERC/Ancillary Services Purchase Agreement, or any equivalent document;</p>	
<p>11. For Leased Generating Facilities, provide Notarized Lease / Rental Agreement between the operator and the owner of the generating units;</p>	
<p>12. Certification of the location of the powerhouse.</p>	
<p>13. Copy of the Provisional Authority to Operate from the ERC.</p>	
<p>14. Additional for ERC Certificate of Compliance Renewal.</p>	<p><i>To be provided by the Client</i></p>
<p>14.1. Copy of the ERC Certificate of Compliance issued by the ERC being requested for renewal;</p>	
<p>14.2. Certification of new rated capacity, if applicable; and</p>	
<p>14.3. If the project name / capacity / location in the Certificate of Compliance is different from the one being requested to be endorsed provide certification of the correct project name / capacity / location;</p>	
<p>15. Additional Documents for Renewable Energy Power Projects:</p>	
<p>15.1. Copy of the Certificate of Registration (COR) as Renewable Energy (RE) Developer (developer's name, project name and location indicated should be consistent with the request for COE);</p>	
<p>15.2. Copy of Certificate of Confirmation of Commerciality (COCOC) or Operating Contract (OC), whichever is available, containing the developer's name, official name of the generating facility, capacity in 3 decimal places, and location indicated should be consistent with the request for COE.</p>	

15.3. DOE approval on the transfer of assignment of Service Contract, Operating Contract, amended documents i.e., COCOC, COR, OC, if applicable;				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements) supporting documents)		3 Working Days	
2. Waiting on REMB Evaluation if project is qualified	2.1. For Renewable Energy Projects, REMB evaluation if the application is qualified and issuance of Notice to Proceed (NTP).		4 Calendar Days	Staff, REMB
	2.1.1.If the application was tagged as not qualified by REMB. End of process.			
	2.1.2.If the application was tagged as qualified by REMB but an NTP was not uploaded, the application will go to EPIMB for tagging of disapproval. End of process.			
	2.1.3. Uploading of NTP, If the application was tagged as qualified.		*1 Calendar Day	Staff, REMB

	2.2. If the document is already complete (for RE project should have NTP from REMB uploaded in the EVOSS System) proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved		3 Calendar Days	Staff, PPDD
	2.3. Preparation of Letter of Payment			
	2.4. Uploading of Order of Payment and Letter for Payment.		4 Hours	Staff, PPDD
3. Payment	3.1. Payment is 5 banking days, if not paid application is cancelled. End of process.	Payment of Processing Fee (online payment) Php 1,000.00 (1MW to less than 10MW) Php 10,000.00 or Php 100.00 per MW of installed capacity whichever is higher for 10MW and above		Client
4. Waiting for signed copy of COE to ERC	4.1. Preparation of COE to ERC		4 Hours	Staff, PPDD



	4.2. Review and endorsement, edit if needed.		1 Calendar Day	<i>Senior SRS and Chief, PPDD</i>
	4.3. Review and endorsement, edit if needed.		1 Calendar Day	<i>Assistant Director, Electric Power Industry Management Bureau</i>
	4.4. Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	4.5. Uploading in the EVOSS System of the signed COE to ERC. End of process.			<i>Staff, PPDD</i>
5. Claim signed COE to ERC				<i>Client</i>
<b>Total Number of Days</b>			<b>12 Calendar Days</b> <b>(*inclusive of 5 Calendar Days for the NTP)</b>	



## Clearance to Undertake System Impact Study (SIS)

<b>Office or Division:</b>	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Generation Companies conducting feasibility study/due diligence in preparation for their generation power project
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<i>Note: For coal power projects, it must satisfy the requirements of coal moratorium advisory.</i>	
1. Letter of Request addressed to Electric Power Industry Management Bureau Director (EPIMB) indicating the nature of request (new or amendment), official name of the project, capacity, and complete location of the project;	<i>To be provided by the Client</i>
2. Company Profile;	
3. Project Background / Description including the following:	
3.1. Official Name of the Generating Facility /Project;	
3.2. Gross Capacity;	
3.3. Exact Location;	
3.4. Target Commercial Operation Date;	
3.5. Target Commissioning Date;	
3.6. Off taker/s of the electricity.	
3.7. Identify Target Transmission Line Connection Point	
3.8. Additional for Renewable Energy Power Projects	
3.9. Endorsement of Renewable Energy Management Bureau (Notice to Proceed);	DOE – Renewable Energy Management Bureau

3.10. Copy of Certificate of Registration as Renewable Energy (RE) Developer		<i>To be provided by the Client</i>		
3.11. Copy of Service Contract or Operating Contract				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements).	None	3 Working Days	<i>Staff, Power Planning Development Division</i>
2. Waiting for REMB/PPDD Evaluation	2.1. For Renewable Energy Projects, REMB evaluation if the application is qualified and issuance of Notice to Proceed (NTP).			
	2.1.1.If the application was tagged as not qualified by REMB. End of process.			
	2.1.2.If the application was tagged as qualified by REMB but an NTP was not uploaded, the application will go to EPIMB for tagging of disapproval. End of process.			
	2.2. Uploading of NTP, If the application was tagged as qualified.		*4 Calendar Days	<i>Staff, Renewable Energy Management Bureau</i>
	2.3. Evaluate/Approval of Documents and Preparation of letter to NGCP endorsing the project for the conduct of SIS.		*1 Calendar Day	<i>Staff, Renewable Energy Management Bureau</i>
	2.4. Review and endorsement, edit if needed.		2 Calendar Days	<i>Staff, Power Planning Development Division</i>
		1 Calendar Day	<i>Senior SRS and Chief, PPDD</i>	

	2.5. Review and endorsement, edit if needed.		1 Calendar Day	<i>Asst. Director, EPIMB</i>
	2.6. Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	2.7. Uploading in the EVOSS System of the signed Clearance to Undertake System Impact Study. End of process.			<i>Staff, PPDD</i>
3. Claim signed endorsement to NGCP				<i>Client</i>
<b>Total number of Days</b>			<b>10 Calendar Days</b> <b>(*inclusive of 5 Calendar Days for the NTP)</b>	



# **POWER MARKET DEVELOPMENT DIVISION (PMDD)**



## \*Approval of Application for Direct Connection

<b>Office or Division:</b>	Power Market Development Division (PMDD)
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who may avail:</b>	Industrial, Commercial and Other Electricity End-users
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application letter addressed to the DOE Secretary, attention to the EPIMB Director	All to be provided by the Applicant
2. Notarized WAIVER from the DU that it cannot provide the services and facilities required by the Applicant thru a Board Resolution duly signed by the Board members	
3. Corporate Business Profile including copy of Business Permits	
4. Secretary's Certificate designating authorized representative	
5. Brief description of proposal	
6. Location map of facility for which direct supply is sought, including nearest TNP or DU substation	
7. Power demand, delivery voltage, timeline for connection requirement, load forecast, and other relevant information	
8. Certificate from the TNP that the current demand including five (5) years projected demand can be accommodated by the existing transmission facilities and the same shall not adversely compromise the operation of the Grid based on the grid impact study	

<p>9. Supplemental document/s as may be necessary</p> <ul style="list-style-type: none"> <li>- Signed agreement conforming with the recommendation of the TNP in case of relevant technical findings</li> <li>- Existing proof of connections with Distribution Utility</li> </ul>				
10. Duly accomplished application online form				
11. Proof of Payment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of COMPLETE documentary requirements		N/A	N/A	<i>Applicant</i>
	1. Checking of completeness of application with documentary requirements		3 working days	<i>Staff, PMDD-EPIMB</i>
	2. Send Order of Payment for the processing fee			<i>Staff, PMDD-EPIMB</i>
2. Payment of Processing Fee and submitting proof of payment online		Php 7,800.00	5 working days	<i>Applicant</i>
	3. Validation of payment and acceptance of receipt		5 working days	<i>Staff, PMDD-EPIMB</i>
	4. Schedule of Site inspection		1 calendar day	<i>Staff, PMDD-EPIMB</i>
3. Confirmation of the schedule of site inspection			5 working days	<i>Applicant</i>
	5. Actual Site Inspection		1 calendar day	<i>PMDD-EPIMB</i>
	6. Review and evaluation of the application		20 calendar days	<i>PMDD-EPIMB</i>

	7. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		4 calendar days	<i>Office of the Director and Asst. Director Director, EPIMB</i>
	8. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application.		4 calendar days	<i>Assistant Secretary of EPIMB</i>
	9. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		4 calendar days	<i>Power Legal Services</i>
	10. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		5 calendar days	<i>Assistant Secretary of the Legal Service</i>
	11. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		4 calendar days	<i>Undersecretary of EPIMB</i>
	12. Secretary's Approval or Disapproval of the EPIMB's recommendation / signing of the decision letter		6 calendar days	<i>Secretary</i>
	13. Transmittal to EPIMB of the signed decision letter			
	14. Informing the applicant of the decision/uploading the decision letter in EVOSS		1 calendar day	<i>Staff, PMDD-EPIMB</i>
<b>Total number of Days:</b>	<b>50 Calendar Days</b>			





# **RURAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION (REAMD)**



## Certificate of Endorsement for MGSP to the Energy Regulatory Commission (MGSP-COE)

<b>Office or Division:</b>	Rural Electrification Administration and Management Division – Rural Electrification Promotion and Administration Section (REAMD-REPAS)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who May Avail:</b>	Microgrid System Provider			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request addressed to the EPIMB Director	To be provided by Applicant			
2. Company Profile				
3. Project Background/Description to include at least the following:				
3.1. Name of the generating facility;				
3.2. Nameplate Capacity (including photographs of nameplate attached to the machine);				
3.3. Exact Location;				
3.4. Target Commercial Operation; and	Distribution Utility or National Power Corporation			
3.5. Jobs Generated (During Construction and During Operation)				
4. Copy of Resolution of Award of the MGSP-BAC duly signed by the MGSP-BAC Chairperson				
5. Copy of MGSP Service Contract	To be provided by Applicant			
<b>Additional for ERC COC Renewal:</b>				
1. Copy of the ERC Certificate of Compliance (COC);				
2. Certification of new rated capacity (if applicable)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request with complete documents	1.1. Review of submitted documents and check completeness of requirements		1 Working Day	<i>Staff, Rural Electrification Administration and Management Division</i>

	<b>Additional for RE Projects:</b>			
	1.1. REMB evaluation if the applicant is qualified		4 Calendar Days	<i>Assigned Staff, REMB</i>
	1.2. Issued Notice to Proceed		1 Calendar Day	
	1.3. Evaluation and assessment of the documents		3 Calendar Days	<i>Assigned Staff, REAMD</i>
2. Payment	2.1. Upload Order of payment	Minimum of Php 500.00 (less than 1MW)	1 Calendar Day	<i>REAMD assigned staff</i>
	2.2. Process Payment	Php 1,000.00 (1MW to less than 10MW)  Maximum of Php 10,000.00 or Php 100.00 per MW of installed capacity whichever is higher for 10MW and above	NI	<i>Collection Officer, Treasury Division</i>
	2.3. Validation of payment (If payment is insufficient, application will be terminated and applicant may request for refund.		1 Working Day	<i>Staff, REAMD</i>
	1.4. Prepare the MGSP-COE		3 Calendar Days	<i>Staff, REAMD</i>

	1.5. Review and endorse the MGSP-COE			<i>Chief, REAMD</i>
	1.6. Review and endorse the MGSP-COE			<i>Assistant Director, EPIMB</i>
	1.7. Approve and sign the MGSP-COE			<i>Director, EPIMB</i>
3. Claim signed Endorsement	3.1. Release/upload the signed MGSP-COE			<i>REAMD Assigned Staff / Client</i>
<b>Total number of Days</b>		<b>7 Calendar Days (For Non-RE Projects)</b>		
		<b>12 Calendar Days (For RE Projects)</b> *Not included in the total number of days in the EVOSS system.		