

Guidelines for Filling-Up Templates for the Reportorial Requirements of the Distribution Utilities

Annex A.2. Guidelines in Filling-up MOR – DSD Template

Column	Field Name	Description	Data Format	Data Requirement
A	Participant ID	Corresponds to the User ID provided by the DEPDMS Administrator in the Log-in Credentials. EOF (End Of File) shall be placed after the last filled-up cell in column A.	Alphanumeric	Mandatory *Must not be blank if any columns to the right is filled-up.
B	Region	Corresponds to the Administrative Region (e.g., Region I, CAR, and NCR) where the DU's franchise area is located as indicated in Appendix C.	Alphanumeric	Mandatory *Must not be blank if any columns to the right is filled-up.
C	Power Suppliers	Corresponds to the name of the facility where the distribution utility purchased its electricity supply. This includes the IPPs, Embedded Generators, WESM, Net-Metering, and other DUs (Sale for Resale) as indicated in Appendix A.	Alphanumeric	Mandatory
D	Generator Affiliated to DU	Confirmation whether the DU is affiliated to the Generation Company (Y for Yes and N for No). Affiliation refers to the condition wherein a DU is under the same mother company or are under them. It includes joint ventures, partially- ownership, or owns company shares.	Alphabet	Y/N only
E	Contract Start	Corresponds to the start date of Contract with the Power Supplier. (yyyy-mm-dd)	Date in yyyy-mm-dd format	Blank, if not applicable
F	Contract End	Corresponds to the End date of Contract with the Power Supplier. (yyyy-mm-dd)	Date in yyyy-mm-dd format	Blank, if not applicable
G	Contracted Capacity	Corresponds to the Demand as stated in the PSAs and expressed in MW.	Numeric, 4 decimal places	Blank, if not applicable

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Column	Field Name	Description	Data Format	Data Requirement
		<p>Leave this blank if:</p> <ul style="list-style-type: none"> a. Power Suppliers are WESM and Net-Metering; and b. Contract is in terms of energy (MWh) 		
H	Contracted Energy	<p>Corresponds to Energy as stated in the PSAs and expressed in MWh.</p> <p>Leave this blank if:</p> <ul style="list-style-type: none"> a. Power Suppliers are WESM and Net-Metering; and b. Contract is in terms of capacity (MW) 	Numeric, 4 decimal places	Blank, if not applicable
I	Purchased Electricity	<p>Corresponds to the total amount of monthly electricity (MWh) purchased by the distribution utility sourced from each of its Power Suppliers (<i>Column C</i>) as reflected in the Supplier Power Bills for the billing month.</p> <p>This also includes electricity injected to the DU system through the Net-Metering scheme.</p>	Numeric, 4 decimal places	Mandatory
J	Generation Cost	<p>Corresponds to the price in PhP/kWh per supply source based on the Actual Bill/ Energy Delivered as reflected in the Supplier Power Bills for the billing month. This excludes Adjustments and Value Added Tax (VAT).</p> <p>In case the billing is a non-peso currency, provide the generation cost as "<u>Pass Through Charges</u>" in terms of Php/ kwh.</p>	Numeric, 4 decimal places	Mandatory