

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

### Annex D.2. Guidelines in Filling-up MOR – DTD Template

Column	Field Name	Description	Data Format	Data Requirement
A	Participant ID	Corresponds to the User ID provided by the DOE-EPIMB in the Log-in Credentials.  <b>EOF</b> (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 are 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 are filled-up.
C	Maximum Load, MW	Corresponds to the DU's system peak load during the billing period. It also refers to the Coincident Peak Demand used in the Distribution Development Plan (DDP).	Numeric, 4 decimal places	Mandatory
D	Minimum Load, MW	Corresponds to the DU's system minimum load during the billing period.	Numeric, 4 decimal places	Mandatory
E	Company Use, MWh	Corresponds to the total electricity consumed by the DU for its own use in a given billing period.	Numeric, 4 decimal places	Mandatory
F	System Loss, MWh	Corresponds to the total system loss of the DU in MWh in a given billing period as defined in Philippine Distribution Code (PDC).	Numeric, 4 decimal places	Mandatory
G	Total No. of Barangays	The total number of barangays within the franchise area.  Case 1: It excludes the barangays within the DU's jurisdiction that are waived and being served by another DU.  Case 2: It includes the barangays that are outside the DU's	Integers	Mandatory

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<b>Column</b>	<b>Field Name</b>	<b>Description</b>	<b>Data Format</b>	<b>Data Requirement</b>
		jurisdictions that are served using its system.		
H	Total Energized Barangays	The total number of energized barangays within the franchise area. This includes barangay outside the DU's jurisdictions as stated in case 2 of column G.	Integers	Mandatory