

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

### Annex F.2. Guidelines in Filling-up MOR–DGI 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	Company Name	Full Name of the Distribution Utility  Ex. ABC Electric Cooperative / Inc.	Alphanumeric	Mandatory
D	General Manager	Full Name of General Manager (GM), including the Acting GM or OIC-GM  Format: <Title> <First Name> <M.I.> <Last Name>	Alphanumeric	Mandatory
E	Board President	Full Name of Board of Directors' President  Format: <Title> <First Name> <M.I.> <Last Name>	Alphanumeric	Mandatory
F	Official Email	List of DU's Official Emails	Alphanumeric	Mandatory
G	Website	DU's Working Website	Alphanumeric	Mandatory
H	Telephone Number	DU's Working Telephone and Mobile Numbers	Alphanumeric	Mandatory
I	Physical Address	DU's Main Office Address  Ex. Energy Center/ Rizal Drive/ BGC/ Taguig City	Alphanumeric	Mandatory
J	Number of Employees	Total number of employees	Integers	Mandatory

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<b>Column</b>	<b>Field Name</b>	<b>Description</b>	<b>Data Format</b>	<b>Data Requirement</b>
K	Connection/ Employees	Total number of connected customers per number of employees	Numeric, 4 decimal places	Mandatory
L	Circuit km of Lines	Total count of circuit kilometers	Numeric, 4 decimal places	Mandatory
M	Consumer Density per Circuit km of lines	Average number of customers per circuit kilometers	Numeric, 4 decimal places	Mandatory
N	SAIDI	System Average Interruption Duration Index. The total duration of sustained customer Power Interruptions within a given period divided by the total number of customers served within the same period.	Numeric, 4 decimal places	Mandatory
O	SAIFI	System Average Interruption Frequency Index. The total number of sustained customer Power Interruptions within a given period divided by the total number of customers served within the same period.	Numeric, 4 decimal places	Mandatory
P	Collection Efficiency	The capability of the DU to collect Consumer Accounts receivables	Numeric, 4 decimal places	Mandatory
Q	Load Factor (%)	The ratio of actual utilization and possible available electrical energy usage	Numeric, 4 decimal places	Mandatory
R	No. Substations	Total number of Substations	Alphanumeric	Mandatory
S	Total Capacity (kVA)	The sum of the substations' capacity in kVA	Numeric, 4 decimal places	Mandatory