



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT CIRCULAR NO. _____

**PROVIDING SUPPLEMENTAL POLICY FOR THE SYSTEMATIC MANAGEMENT
OF THE DOE REPORTORIAL REQUIREMENTS FOR THE ELECTRIC POWER
INDUSTRY PARTICIPANTS – SUPPLIERS**

WHEREAS, Section 5 (f) of Republic Act No. 7638 or the "Department of Energy Act of 1992" declares, among others, that the Department of Energy (DOE) has the power and function to assess the requirements of, determine priorities for, provide direction to, and disseminate information resulting from energy research and development programs for the optimal development of various forms of energy production and utilization technologies;

WHEREAS, Section 37 of the Electric Power Industry Reform Act of 2001 (EPIRA) mandates the Department of Energy (DOE) to supervise the restructuring of the electric power industry and, among others:

- a. Ensure the reliability, quality and security of supply of electric power;
- b. Develop policies and procedures, and as appropriate, promote a system of energy development incentives to enable and encourage electric power industry participants to provide adequate capacity to meet demand, including among others, reserve requirements;
- c. Monitor private sector activities relative to energy projects in order to attain the goals of the restructuring, privatization, and modernization of the electric power sector;
- d. Assess the requirements of, determine priorities for, provide direction to, and disseminate information resulting from energy research and development programs; and
- e. Formulate such rules and regulations as may be necessary to implement the objectives of this Act;

WHEREAS, on 06 May 2013, the DOE issued Department Circular No. DC2013-05-0006, enjoining among others, the Suppliers and Local Suppliers, to comply on their obligation including but not limited to, submission of pertinent information for the monitoring and evaluation of the progress of Retail Competition and Open Access (RCOA) Implementation;

WHEREAS, on 08 February 2022, the DOE issued Department Circular No. DC2022-02-0001 "Providing Policies for the Systematic Management Submission of the DOE Reportorial Requirements for the Electric Power Industry Participants" mandating the systematic and timely submission of various data and information related by the electric power industry participants through the web portal designed for the online submission of reportorial requirements of the stakeholders;

WHEREAS, On 05 and 10 October 2022, the DOE subjected to focus group discussion the various reportorial templates and facilitated user trainings of the DOE Electric Power Data Management System (DEPDMS) to the Suppliers and Local Suppliers for the implementation of DC2022-02-0001, wherein the DOE received recommendations for further improvements of the templates, clarifications on various data requirements, and enhancements to the DEPDMS;

WHEREAS, Section 9 of DC2022-02-0001 provides that the DOE shall circulate an advisory and/or applicable issuances to expand the list of data and reports stated in the Annexes of this Circular from any other stakeholders that may have essential information pertinent to the electric power industry sector;

NOW THEREFORE, pursuant to its statutory mandate under the EPIRA and the preceding premises considered, the DOE hereby issues, adopts and promulgates the "Guidelines for Filling-Up Templates for the Reportorial Requirements of the RES and LRES".

Section 1. Scope and Application. This Circular shall cover all Suppliers, Local Suppliers, and Retail Aggregators, collectively referred to as *Suppliers*, authorized by the Energy Regulatory Commission (ERC) to sell, broker, market or aggregate electricity to the end-users.

Section 2. Submission of Additional Reportorial Requirements. All submission of reports by the Supplier and Local Suppliers shall be done using the data structures and standard templates detailed in the annexes of this circular as follows:

Annex No.	Title	Submission Frequency
Annex A.1	Guidelines in Filling-up Monthly Operations Report – Supplier Portfolio Data (MOR-SPD) Template	MORs shall be submitted by last day of the month following the billing month
Annex A.2	Template for MOR-SPD	
Annex B.1	Guidelines in Filling-up Monthly Operations Report – Supplier Sales Data (MOR-SSD) Template	
Annex B.2	Template for MOR-SSD	
Annex C.1	Guidelines in Filling-up Supplier Company Profile (RES-PROFILE) Template	One time submission. Update as necessary
Annex C.2	Template for RES-PROFILE	

Section 3. Confidentiality. All data submitted through the DEPDMS Web Portal and other alternative means shall be treated with utmost confidentiality. All gathered information shall be solely used for the DOE's monitoring, planning, and policy development and shall not in any way be used as evidence in court and other administrative proceedings.

Section 4. Provision for Additional DOE Reportorial Requirements. The DOE, if it deems necessary, shall circulate an advisory and/or applicable issuances to expand and/or amend the list of data and reports stated in the Annexes of this Circular.

Section 5. Regulatory Support. The Energy Regulatory Commission (ERC) may promulgate the supporting guidelines to implement the obligations set forth in this Circular. Such guidelines shall provide for incentives and penalties that may be imposed to the electric power industry participants for non-compliance to reportorial requirements stated herein.

Section 6. Repealing Clause. All previous DOE issuances inconsistent with this Circular are hereby repealed or amended accordingly.

Section 7. Separability Clause. If for any reason, any section or provision of this DC is declared unconstitutional or invalid, such parts not affected shall remain valid and subsisting.

Section 8. Effectivity. This Circular shall take effect fifteen (15) days following its complete publication in at least two (2) newspapers of general circulation and shall remain in effect until otherwise revoked. Copies thereof shall be filed with the University of the Philippines Law Center – Office of National Administrative Register (UPLC-ONAR).

Issued this _____ 2022 at the DOE, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila.

RAPHAEL P. M. LOTILLA
Secretary