

Annex A.1. Guidelines in Filling-up Monthly Operations Report – Retail Electricity Supplier Portfolio Data (MOR-SPD) Template

Column	Field Name	Description	Data Format	Data Requirement
A	Participant ID	Corresponds to the User ID provided by the DEPDMS Administrator. 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	Power Suppliers	Corresponds to the name of generation company or generating unit where the Supplier purchased or sources its electricity supply. Refer to the “INPUT” column of Appendix A	Alphanumeric	Mandatory
C	Contracted Capacity [MW]	Corresponds to the allocated Capacity in MW of the Power Supplier as stated in the Contract. If the Power Supplier is WESM, this may be left blank but ensure that column D has input	Numeric, 4 decimal places	Mandatory* *May be blank only if column D has input
D	Contracted Energy [MWh]	Corresponds to Energy in MWh as indicated in the contract with Power Supplier. For WESM and MQ based contracts, input the actual energy consumed as indicated in the billing statement during the billing month. Billing month shall follow the WESM Billing Cycle	Numeric, 4 decimal places	Mandatory* *May be blank only if column C has input
E	Generation Cost [PhP/kWh]	Corresponds to the (a) Contract Price in PhP/kWh as indicated in the Contract for fixed rate contracts; or (b) the total amount billed by the Power Supplier in PhP (excluding Adjustments and Value Added Tax (VAT) and other taxes) divided by total Contracted Energy in kWh for the billing month. Billing month shall follow the WESM Billing Cycle	Numeric, 4 decimal places	Mandatory
F	Contract Start	Corresponds to the Start date of Contract with the Power Supplier	Date in yyyy-mm-dd format	Mandatory** **May be blank only if Power Supplier is WESM

G	Contract End	Corresponds to the End date of Contract with the Power Supplier	Date in yyyy-mm-dd format	Mandatory** <small>**May be blank only if Power Supplier is WESM</small>
H	Actual Energy Delivered [MWh]	Corresponds to the actual energy delivered by the Power supplier to the RES as indicated in the billing documents, in MWh, during the billing month. Billing month shall follow the WESM Billing Cycle	Numeric, 4 decimal places	Mandatory
I	Generator Affiliated to Retail Electricity Supplier	Y for Yes and N for No. Confirmation whether the Supplier is under same mother company or is under the management of Power Supplier. It includes joint venture, partially- ownership, or owns company shares directly and/or indirectly.	Alphabet, Y or N only	Mandatory