



DEPARTMENT CIRCULAR NO. DC2023-04-0006 #

**PROVIDING SUPPLEMENTAL POLICY FOR THE SYSTEMATIC MANAGEMENT
OF THE DEPARTMENT OF ENERGY (DOE) REPORTORIAL REQUIREMENTS
FOR THE ELECTRIC POWER INDUSTRY PARTICIPANTS – RETAIL
ELECTRICITY SUPPLIERS**

WHEREAS, Section 37 of Republic Act No. 9136 or the Electric Power Industry Reform Act of 2001 (EPIRA) provides that, in addition to its existing powers, the DOE is hereby mandated to supervise the restructuring of the electricity industry and exercise such other powers as may be necessary or incidental to the objectives of EPIRA;

WHEREAS, on 06 May 2013, the DOE issued Department Circular (DC) No. DC2013-05-0006, enjoining, among others, the Suppliers and Local Suppliers, to comply with their obligations, including but not limited to the 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, in an effort to harmonize the various reportorial requirements and rationalize their submission and processing, the DOE promulgated DC No. DC2022-02-0001 "Providing Policies for the Systematic Management of the DOE Reportorial Requirements for the Electric Power Industry Participants" mandating the systematic and timely submission of various data and information by the electric power industry and the conduct of necessary activities to facilitate the training and roll-out of the DOE Electric Power Database Management System (DEPDMS);

WHEREAS, on 05 and 10 October 2022, the DOE conducted focus group discussions on the various reportorial templates and facilitated users training of the DOE Electric Power Data Management System (DEPDMS) for the implementation of DC2022-02-0001;

WHEREAS, during the conduct of focus group discussions and end-users' trainings, the DOE received recommendations for further improvements of 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 the 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 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 Retail Electricity Suppliers (RES) and Local RES”.

Section 1. Scope and Application. This Circular shall cover all Suppliers, Local Suppliers, Green Energy Option Program (GEOP) Suppliers, and Retail Aggregators, collectively referred to as Retail Electricity Suppliers, authorized by the Energy Regulatory Commission (ERC) to sell, broker, market, or aggregate electricity to the end-users, or in the case of GEOP Suppliers, authorized by the DOE.

Section 2. Submission of Additional Reportorial Requirements. All submission of reports by RES shall be done through the DEPDMS Web Portal using the data structures and standard templates detailed in the Annexes of this Circular, as follows:

Annex No.	Title	Frequency of Submission
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	To be submitted every January and 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 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 advisory and/or applicable issuances to expand the list of data and reports stated in the Annexes of this Circular. Similarly, amendments of Annexes shall be made as necessary by the Electric Power Industry Management Bureau (EPIMB) which shall inform the concerned electric power industry participants of the same through an advisory.

Section 5. Schedule of Initial Submission. For reports covering January, February, and March 2023, submissions shall be made not later than 15 May 2023. Thereafter, regular deadlines shall be observed.

Section 6. Regulatory Support. The 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 on the electric power industry participants for non-compliance with reportorial requirements stated herein.

Section 7. Repealing Clause. All previous DOE issuances inconsistent with this Circular are hereby repealed or amended accordingly.

Section 8. Separability Clause. If for any reason, any section or provision of this Circular is declared unconstitutional or invalid, such parts not affected shall remain valid and subsisting.

Section 9. Effectivity. This Circular shall take effect immediately 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.

Issued this ____ April 2023 at the DOE, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City.


RAPHAEL P. M. LOTILLA
Secretary



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