Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT CIRCULAR NO. _____

GUIDELINES FOR THE ACCREDITATION OF ELECTRIC VEHICLE CHARGING STATIONS PROVIDERS AND REGISTRATION OF ELECTRIC VEHICLE CHARGING STATION PURSUANT TO THE ELECTRIC VEHICLE INDUSTRY DEVELOPMENT ACT

WHEREAS, Republic Act No. (RA) 7638 or the "Department of Energy (DOE) Act of 1992" declares as a policy of the State, among others, to ensure a continuous, adequate, and economic supply of energy with the end in view of ultimately achieving self-reliance in the country's energy requirements through the integrated and intensive exploration, production, management, and development of the country's indigenous energy sources;

WHEREAS, Sections 5 (e) and (h) of RA 7638 authorizes the DOE to regulate private sector activities as provided under existing laws providing therein an environment conducive to free and active private sector participation and investment in all energy activities, as well as to formulate and implement a program for the accelerated development of non-conventional energy systems and the promotion and commercialization on its applications;

WHEREAS, RA 11285 or the "Energy Efficiency and Conservation (EEC) Act" declares that it is the policy of the Government to promote a judicious conservation and efficient utilization of energy resources including its use in the transport sector being one of the energy consuming sector;

WHEREAS, Section 3 of the EEC Act provides for the establishment of a framework for introducing and institutionalizing fundamental policies on energy efficiency and conservation, including the promotion of efficient and judicious utilization of energy, increase in the utilization of energy efficiency and renewable energy technologies, and the delineation of responsibilities among various government agencies and private entities;

WHEREAS, RA 11697 or the "Electric Vehicle Industry Development Act (EVIDA)" declares that it is the policy of the Government to provide an enabling environment for the development of electric vehicles (EVs) including options for micromobility as an attractive and feasible mode of transportation to reduce dependence on fossil fuels;

WHEREAS, Rule II, Section 8 of the Implementing Rules and Regulations of the EVIDA (EVIDA-IRR), provides that EV Charging Station Providers refer to a natural or juridical person, duly accredited by the DOE, who sells, constructs, installs, maintains, owns, or operates charging stations (EVCS) or any of its components for a fee that are commercial use charging stations (CUCS) and battery swapping stations (BSS) and are permitted to impose and collect fees, which shall be unbundled;

WHEREAS, Rule IV, Section 11(a) of the EVIDA-IRR mandates the DOE to promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of EVCS and related equipment, in coordination with other concerned agencies, to include the accreditation of EVCS Providers and requirements imposed by Distribution Utilities (DUs) on charging stations and EVCS Providers;

WHEREAS, Rule IX, Sections 37 and 38 of the EVIDA-IRR provide for the prohibited acts deemed as violations, and the corresponding penalties, respectively under the EVIDA;

WHEREAS, consistent with Rule III, Section 9 of the EVIDA-IRR, the DOE in coordination with the relevant government agencies, and after public consultation with the stakeholders conducted on _____ in the National Capital Region, Luzon, Visayas and Mindanao, the DOE issues these guidelines for the issuance of the simplified and expedited processing of EVCS Provider Accreditation and EVCS Registration;

NOW, **THEREFORE**, in consideration of all the foregoing, the DOE hereby issues, adopts and promulgates the following:

RULE I
GENERAL PROVISIONS

Section 1. Title. This Department Circular shall be known as "EVCS Providers Accreditation and EVCS Registration Guidelines."

Section 2. Scope. This Department Circular shall establish the guidelines in the accreditation of EVCS Providers with the goal of creating an enabling environment to support and accelerate the adoption of EVs with extensive EVCS.

Section 3. Definition of Terms. In addition to the terms provided under Section 4, Rule I of the EVIDA-IRR, the following terms as used in this Department Circular shall apply:

3.1 "Applicant" refers to natural or juridical person or entity who applies to be accredited by the DOE as EVCS Provider;

3.2 "EV Battery" refers to battery packs used for the propulsion in electric vehicles. For the purpose of this Department Circular, this shall also means rechargeable energy storage system (RESS) that refers to rechargeable system that stores energy for delivery of electric energy for the electric drive in EV;

3.3 "EVCS" refers to a facility with equipment for the delivery of electrical energy to EVs or its battery, installed in an enclosure with special control functions and communications, and may be located off the vehicle with reference to Section 6 of the EVIDA-IRR;

3.4 "EUMB" refers to Energy Utilization Management Bureau of the DOE;

3.5 "EVCS Provider" refers to a natural or juridical person, duly accredited by the DOE, who sells, constructs, installs, maintains, owns, or operates EVCS or any of its components for a fee;

3.6 "Fee" refers to amounts collected in relation to the activities provided for by EVCS Providers including charging fees;

3.7 "Minimum Energy Performance (MEP)" refers to a performance standard which prescribes a minimum level of energy performance for the commercial, industrial, and transport sectors, and energy-consuming products including appliances, lighting, electrical equipment, machinery, and transport vehicles that must be met or exceeded before they can be offered for sale or used for residential, commercial, transport, and industrial purposes; and

3.8 "Philippine National Standard (PNS)" refers to a standard developed/adopted, established by consensus and published by the Bureau of Philippine Standards of the Department of Trade and Industry (DTI-BPS) that contains rules, guidelines or characteristics for products or related processes and production methods.

RULE II
EVCS PROVIDER ACCREDITATION REQUIREMENTS

Section 4. Accreditation of EVCS Providers. To contribute to the attainment of the goals under the Comprehensive Roadmap for the EV Industry (CREVI), the EVCS Providers will be accredited as follows:

4.1 "EVCS Provider – Operator" refers to those engage in the operation of EVCS who are collecting fees from EV users in exchange for the use of facilities of EVCS to charge EVs.

4.2 "EVCS Provider – Service" refers to those engage in the construction, installation, and maintenance of EVCS who are collecting fees for the said service.

4.3 "EVCS Provider – Supplier" refers to those engage in the selling of EVCS, or any of its components and EV parts/components for a fee.

Section 5. EVCS Provider Application Requirements. The submission of the corresponding requirements will be required for the issuance of the accreditation as follows and shall be treated separately per EVCS Provider application:

5.1 Application Requirements for EVCS Provider – Operator

a. Duly accomplished application form *(Annex A)*;

b. SEC or DTI Registration Certificate; and

c. Detailed information of the office *(Annex B)*:
   1. Office Address;
   2. Contact number and email address; and
   3. Organizational chart including the name and position of officers.

5.2 Application Requirements for EVCS Provider – Service

a. Duly accomplished application form with Undertaking/Warranty, minimum warranty of thirty-six (36) months *(Annex A)*;

b. SEC or DTI Registration Certificate;

c. Detailed information of the office *(Annex B)*:
   1. Office Address;
   2. Contact number and email address;
   3. Organizational chart including the name and position of officers; and
   4. List of employees/technicians and position (attach personal data sheet of technicians).

d. Certificates attended by the employees in the construction, installation, and maintenance of EVCS; and

e. List of services offered and estimated fees *(Annex C)*.

5.3 Application Requirements for EVCS Provider – Supplier

a. Duly accomplished application form with Undertaking/Warranty, minimum warranty of thirty-six (36) months *(Annex A)*;

b. SEC or DTI Registration Certificate;

c. Detailed information of the office *(Annex B)*:
   1. Office Address;
   2. Contact number and email address;
   3. Organizational chart including the name and position of officers;
   4. List of employees and position.

d. List of all EVCS and its components, sale retail price, manuals, specifications, and other reference materials required for validation *(Annex D).*

Section 6. Processing of EVCS Provider Applications. The procedure for EVCS Provider accreditation shall be as follows:

6.1 Upon submission of complete application documents by the Applicant, the DOE shall within two (2) working days determine the completeness of the application documents. Incomplete requirements shall be returned to the Applicant with corresponding assessment from the DOE.

6.2 The Applicant, upon determination of the completeness of the submitted application documents, shall pay the non-refundable application fee of Seventeen Thousand and Six Hundred Pesos (PHP 17,600.00).

6.3 The DOE through EUMB shall assess and evaluate the documents submitted by the Applicant. The EUMB and/or its authorized representative may schedule and conduct an inspection and verification, as necessary, to further assess the Applicant's operation.

6.4 A report shall be prepared by EUMB that shall contain the findings of the conducted assessment and recommendation for Accreditation.

6.5 The EUMB shall either issue the EVCS Provider Accreditation Certificate or disapproval of the application based on the findings. Applications that are not favorably considered shall be returned and the Applicant shall be notified in writing of the reason for denial.

6.6 All applicants must submit application documents through EUMB's official online platform for EVCs Accreditation.

Section 7. Issuance of EVCS Provider Accreditation Certificate. The EVCS Provider Accreditation Certificate shall be issued to the Applicant within seven (7) working days upon the complete submission of the of application documents: *Provided, That* the Applicant have complied with the requirements provided in Section 5 of this Department Circular.

Section 8. Validity and Appropriateness of an EVCS Provider Accreditation Certificate. The validity of an EVCS Provider Accreditation Certificate shall be for three (3) years from the date of issuance, unless earlier suspended, revoked, cancelled or blacklisted on the grounds specified in Section 25 of this Department Circular. The EVCS Provider Accreditation Certificate shall be based on the proper EVCS Provider under Section 4 of this Department Circular. The EVCS Provider Accreditation Certificate shall be posted and displayed prominently and in conspicuous location for easy viewing/inspection by the public. The failure to post the EVCS Provider Accreditation Certificate shall constitute as a Prohibited Act under Section 25 (d) of this Department Circular.

EVCS providers shall submit to the DOE through EUMB the certified true copy of a valid permit to operate business issued by the local government unit (LGU) having jurisdiction of the place where the EVCS is located. EVCS providers shall secure third-party liability insurance for their

charger/s. This shall be provided annually to DOE to ensure the compliance of EVCS providers to operate business where the EVCS is located.

Section 9. Renewal of EVCS Provider Accreditation. The application for EVCS Provider Accreditation shall be filed at least three (3) months prior to its expiration. The procedure outlined in Section 6 of this Department Circular shall be observed in processing the application for renewal of EVCS Provider Accreditation Certificate and shall pay a renewal application fee of Six Thousand and Nine Hundred Pesos (PHP 6,900.00). After the expiration of the EVCS Provider Accreditation Certificate, any application shall be treated as new application.

Section 10. Obligations of EVCS Providers. All EVCS Providers are required to comply with the following:

10.1 Secure a valid and appropriate EVCS Provider Accreditation Certificate pursuant to Section 4 and 8 of this Department Circular;

10.2 Compliance with pertinent government rules and regulations including but not limited to safety and health, environmental protection, waste disposals, payment of tariffs relative to its operation;

10.3 Annually submit to DOE a certified true copy of a valid permit to operate business issued by the local government unit (LGU) having jurisdiction of the place where the EVCS is located;

10.4 Allow authorized DOE personnel through EUMB, at all reasonable times, full access to its facilities, book of accounts, and other pertinent records relative to its business operation;

10.5 Maintain records of activities for a period of five (5) years which shall be made available during inspection and/or reproduction upon request by the DOE *(Annex G)*. Records required to be maintained shall include copies of the following:

a. For EVCS Provider – Operator: the Monthly EVCS consumption of EVCS being operated;

b. For EVCS Provider – Service: the number of provided services that include the specific EVCS location and scope of services provided; and

c. For EVCS Provider – Supplier: the list of EVCS and parts/components monthly sales and inventory.

10.6 Submit a written report on the following circumstances related to the administration, operation, and management as EVCS provider within fifteen (15) working days prior to its effectivity including, but not limited to:

a. Change of Ownership;

b. Change of Business Name;

c. Change of Address;

d. Change of personnel;

e. Change of equipment; and

f. Bankruptcy.

10.7 Submit reportorial requirements as required by DOE which are due on the fifteenth (15th) day of the month following the quarter as provided in Section 10 of this Department Circular; and

10.8 Provide accurate information as may be identified and required by DOE.

The DOE, through the EUMB, shall issue implementing guidelines for the effective administration of the obligations of EVCS Providers including the detailed procedure for the monitoring, verification and enforcement including its effectivity and timelines: *Provided,* That the implementing guidelines shall only be issued after public consultation.

RULE III
EVCS REGISTRATION REQUIREMENTS

Section 11. Registration of EVCS. The procedure and requirements for the issuance of EVCS Registration Certificate shall be as follows:

11.1 No EVCS shall operate without first securing a valid EVCS Registration Certificate from DOE through EUMB.

11.2 All EVCS prior to its operation and utilization shall be registered per location to the DOE through EUMB and shall submit the following documents in securing EVCS Registration Certificate:

a. Attached EVCS Provider – Operator Accreditation Certificate;

b. Location map and photos of the EVCS facility/ies to operate *(Annex E);*

c. Duly accomplished EVCS specifications Form *(Annex F)*; and

d. EVCS Monitoring and Operation Report Form *(Annex G)*.

11.3 The EUMB shall issue an EVCS Registration Certificate for each EVCS location twenty (20) working days upon the complete submission of and full compliance of the requirements provided in this Department Circular and shall pay a registration fee of Three Thousand and Three Hundred Pesos (PHP 3,300.00). Incomplete requirements shall be returned to the Applicant with corresponding assessment from the DOE.

11.4 The EUMB shall have the authority to verify, validate, authenticate and inspect all documents and information required from, given by or obtained from the EVCS registration application for compliance with all laws, rules and regulations. The EUMB may conduct field validation to a new EVCS prior to the issuance of the EVCS Registration Certificate.

11.5 A report shall be prepared by EUMB, which shall contain the findings of the conducted assessment and recommendation for the issuance of EVCS Registration Certificate or disapproval of the application.

11.6 The EUMB shall either issue the EVCS Registration Certificate or disapproval of the application based on the findings. Further, applications that are not favorably considered shall be returned and the Applicant shall be notified in writing of the reason for denial.

Section 12. Validity of the EVCS Registration Certificate. The EVCS shall have a validity of twelve (12) months from the date of its effectivity and shall be in full force and effect unless sooner revoked or suspended pursuant to the provisions of this Department Circular. The valid EVCS Registration Certificate shall be posted and displayed prominently and in conspicuous location for easy viewing/inspection by the public. The failure to post the EVCS Registration Certificate shall constitute as a Prohibited Act under Section 25 (d) of this Department Circular.

Section 13. Renewal of EVCS Registration Certificate. The EVCS Provider – Operator shall file the application for the renewal of the EVCS Registration not later than thirty (30) working days before the expiration date and shall submit the same documents as provided in Section 11 of this Department Circular. The procedure outlined in Section 11 of this Department Circular shall be observed in processing the application for renewal of EVCS Registration Certificate and shall pay a non-refundable renewal fee of One Thousand and Two Hundred Pesos (PHP 1,200.00). After the expiration of the EVCS Registration Certificate, any application shall be treated as new application.

Section 14. Reportorial Requirements. All registered EVCS shall annually submit to EUMB the duly accomplished *Annex G* of this Department Circular covering 12 months which is due on the February 28 of the succeeding year. The monthly breakdown of the report must be available upon inspection by DOE or its authorized representatives.

RULE IV
EVCS CLASSIFICATION AND GENERAL REQUIREMENTS

Section 15. Electric Vehicle Charging Station Classification. EVCS shall be defined and classified in accordance to Section 6 of the EVIDA-IRR; *Provided Further, That* Commercial-Use Charging Station (CUCS) and Own-Use Charging Station (OUCS) shall be further classified as follows:

15.1 *EVCS Mode 1* refers to EVCS that has a method for the connection of an EV to a standard socket-outlet of an AC supply network.

15.2 *EVCS Mode 2* refers to EVCS that has a method for the connection of an EV to a standard socket-outlet of an AC supply network with a control system for the protection against electric shock placed between the plug and the EV.

15.3 *EVCS Mode 3* refers to EVCS that has a method for the connection of an EV to an AC EVCS permanently connected to an AC supply network with a control system that extends from the AC EVCS to the EV.

15.4 *EVCS Mode 4* refers to the method for the connection of an EV to an AC or DC supply network utilizing DC EVCS with a control system that extends from the DC EVCS to the EV.

15.5 *Other EVCS Mode* refers to the method for the connection of an EV that are unclassified under the aforementioned modes. This includes modes for emerging technologies.

For the purpose of technology advances and innovation, the DOE shall determine other EVCS classification defined and classified in this Section.

Section 16. EVCS Specification and Installation Requirements. To provide a harmonized charging protocol and common understanding among the EVCS Providers, the following requirements shall be observed and adopted:

16.1 EVCS Mode 1 shall have rated values for current and voltage that shall not exceed 16 A and 250 V AC single-phase, 16 A and 480 V AC three-phase, and rated frequency must be at 60Hz, with a tolerance of +/- 0.3Hz. Further, EVCS Mode 1 shall adopt the minimum specification of 6-15R/30R and 6-15P/30P plugs and socket specified in PNS 2117 and shall be provided with protective earthing.

16.2 EVCS Mode 2 shall have rated values for current and voltage that shall not exceed 32 A and 250 V AC single-phase; and 32 A and 480 V AC three-phase, and rated frequency must be at 60Hz, with a tolerance of +/- 0.3Hz. Further, EVCS Mode 2 shall adopt the minimum specification of classified Type 2 connector as specified in PNS IEC 62196-2.

EVCS Mode 2 shall be provided with protective earthing and shall further comply with the requirements of its in-cable control and protection to IEC 62752.

16.3 EVCS Mode 3 shall adopt the minimum specification of classified Type 2 connector as specified in PNS IEC 62196-2. Further, it shall be provided with protective earthing and rated frequency must be at 60Hz, with a tolerance of +/- 0.3Hz.

16.4 EVCS Mode 4 shall adopt the minimum specification of classified configuration FF connector (CCS Combo 2) as specified in PNS IEC 62196-3 and shall only be installed and used outdoor. Further, it shall be provided with protective earthing and rated frequency must be at 60Hz, with a tolerance of +/- 0.3Hz.

16.5 Other EVCS Mode identified under Section 15.5 of this Department Circular shall adopt the minimum specification and applicable PNS or any international standards determined by the Department of Energy through Energy Utilization Management Bureau.

16.6 Battery Swapping System (BSS) shall be designed and constructed that in normal use its performance is reliable and minimizes the risk of danger to the human individuals, equipment and surroundings. The BSS equipment shall have an immediate access to emergency stop buttons to stop the operation in case of emergency and which shall be accessible to drivers and/or system operators.

The battery handling system of the BSS equipment shall only be enabled to operate when the EV is immobilized and/or the EV powertrain is turned off. In the event of a grid power outage (loss of electrical power), the battery handling system shall have a function that prevents the battery handling system from releasing unsafely.

Rapid isolation or transfer of the battery in case of emergency shall be ensured, including the following equipment:

a. fire detection and extinguishing equipment in the battery storage/bin area. The fire detection system should be connector to the control system of the BSS; and

b. isolated observation facility, such as fire bunker, in order to isolate abnormal batteries.

Provided Further, That a minimum ingress protection (IP) for EVCS used indoor shall be at least IP41 and for outdoor shall be at least IP54, to provide protection against solid foreign

objects/dusts and water that may cause electric shock and abnormal operation of the EVCS. The EVCS area shall provide full and ease of access to senior citizens and persons with disabilities consistent with the applicable provision of Republic Act No. 7432, as amended, otherwise known as the "Senior Citizens Act", and Republic Act No. 7277, as amended, otherwise known as the "Magna Carta for Persons with Disability".

EVCS classified as BSS and CUCS shall be installed with separate meter or sub-meter that is isolated from the rest of a building or structure's energy usage for the purpose of monitoring its energy consumption with the minimum electrical design specified in *Annex H* of this Department Circular. EVCS classified as OUCS is encouraged to be installed with separate meter or sub-meter for the said purpose.

EVCS Providers have the option to install and provide other connectors, in addition to the Type 2 and/or configuration FF (CCS Combo 2), and shall comply with the requirements of this Department Circular.

Section 17. EVCS Network System Requirements. To provide a centralized data, all CUCS classified as Mode 3, Mode 4 and BSS shall have a network system available for connection to a centralized network of the DOE that will consolidate data related to EVCS. The centralized data shall provide the following information which shall be accessible to the public:

a. Registered EVCS;

b. Online mapping of EVCS including its operation, charging fee rates, charging connector/s;

c. EVCS Classification; and

d. EVCS status of availability for charging.

The network system of the EVCS shall be able to provide to the centralized network of the following data and information:

a. Location (longitude and latitude location);

b. EVCS Provider – Operator Name;

c. EVCS identification (i.e., serial number, model);

d. EVCS connector;

e. EVCS classification;

f. Status and properties of the charging station;

g. Rated power capacity (kW), voltage (V) and current (A);

h. Information on maximum supply current from the electric system to the charging station; and

i. Information about the number of EV charge with the EVCS.

The DOE, through the EUMB, shall issue implementing guidelines for the effective implementation and interconnectivity of all EVCS through a network for the monitoring and centralization of data for reporting, billing and charge point management system, including the detailed procedure for the monitoring, verification and enforcement including its effectivity and

timelines: *Provided,* That the implementing guidelines shall only be issued after public consultation.

Section 18. Labeling and Marking Requirements. An EVCS energy label and markings shall contain the following information marked in a durable manner and located in place such that they are visible and legible during installation and maintenance:

a. EVCS manufacturer's name, initials, trademark, or distinctive marking;

b. Type designation of identification number or any other means of identification, making it possible to obtain relevant information from the EVCS manufacturer;

c. "Indoor Use Only", or the equivalent, if intended or indoor use only;

d. Date of manufacture;

e. Type of current (i.e., AC and/or DC);

f. Frequency and number of phases in case of alternating current;

g. Rated voltage (input and output if different);

h. Rated current (input and output if different) and the ambient temperature used to determine the rated current; and

i. Degree of protection.

Section 19. Posting Signages and Labels. To provide immediate determination of EV compatibility to the EVCS by the EV users, all EVCS shall be labeled with corresponding vehicle classification range rating presented in kilowatt hour (kWh) compatible to charge with the EVCS and marked in durable manner. EVCS shall have posted or displayed prominently and conspicuously and at the immediate sight of the EV user the following signages and labels:

a. Updated EVCS charging price display board for each range rating compatible to charge with the EVCS; and

b. EVCS charging connector.

Section 20. EVCS Energy Source. To ensure the country's energy security and independence by reducing reliance on imported fuels for the power and transportation sectors, all CUCS shall be powered and/or assisted through the utilization of renewable energy source/s. The DOE will issue guidelines and timeline for the effective implementation of this section consistent with the CREVI.

RULE V
PROCESS STREAMLINING AND PROMOTION

Section 21. Process Streamlining. The documentary requirements and the timelines for processing the permits for the operation of EVCS by other national government agencies, LGUs, and DUs shall strictly conform with Section 9 of the EVIDA-IRR. The EUMB shall allocate funds to establish and maintain an online platform to facilitate processes under this Department Circular.

Section 22. EVCS Provider Registry. Pursuant to Section 11, (f) of the EVIDA-IRR, the DOE, through EUMB, shall provide an annual report and make available to the public through its

website an annual inventory of all accredited EVCS Providers and registered EVCS in the country.

Section 23. Deputization of Inspection for EVCS and EVCS Providers. The DOE, through EUMB, may deputize other government agencies to hasten processing of application documents. A separate issuance on this matter shall be issued by the DOE.

Section 24. Information, Education and Communication Activities. Pursuant to Section 11, (e) of the EVIDA-IRR, the DOE, together with the DOTr and DTI, shall develop and undertake a national awareness and advocacy program covering EV and EVCS adoption, programs, and initiatives, and pursue partnerships with relevant stakeholders for the appreciation of this Department Circular.

RULE VI
PROHIBITED ACTS AND PENALTIES

Section 25. Prohibited Acts. Pursuant to Section 28 of the EVIDA, any person both natural or juridical, (the EVCS Provider and its responsible officers and personnel), shall be subject to the imposition of penalties which may include suspension or revocation of EVCS Provider Accreditation issued under this Department Circular for violation of the following:

a. Non-compliance with Section 18 of the EVIDA

b. Non-compliance with Section 20 of the EVIDA on the Use of EVCS

c. Violation of Section 21 of the EVIDA (Permits)

d. Violation of Section 22 of the EVIDA (Duties and Responsibilities of Operators of EVCS)

Section 26. Penalties. Upon the determination that any EVCS Provider, Owner, person or entity has committed any of the prohibited acts in Section 25 of this Department Circular, a fine ranging from a minimum of Fifty Thousand Pesos (P50,000.00) to a maximum of Five Hundred Thousand Pesos (P500,000.00) specified in *Annex I* of this Department Circular, and may include suspension or revocation of permits issued or blacklisting, if applicable be imposed upon any EVCS Provider, owner, person, or entity both natural and juridical.

The imposition of the fines is without prejudice to the penalties provided under existing laws, rules, and regulations prescribed by other concerned agencies.

RULE VII
FINAL PROVISIONS

Section 27. Transitory Clause. All existing EVCS Providers are given one hundred eighty (180) days from the effectivity of this Department Circular to comply with the provisions hereof.

Section 28. Review Clause. In light of the dynamic nature of the industry, the DOE shall periodically review, update and issue the necessary rules relative to the operation of the EVCS every two (2) years from the date of issuance, or earlier as the need arises.

Section 29. Separability Clause. If for any reason, any section or provision of this Department Circular is declared unconstitutional or invalid, the other parts or provision hereof which are not affected hereby shall continue to be in full force and effect.

Section 30. Repealing Clause. The provisions of other circulars, specifically DC2017-11-0011 and DC2021-07-0023, and other orders, issuances, rules, and regulations, which are inconsistent with the provisions of this Department Circular are hereby repealed, amended, modified, or superseded accordingly.

Section 31. Effectivity. This Department Circular shall take effect immediately fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation. Copies of this Department Circular shall be filed with the University of the Philippines Law Center - Office of the National Administrative Register.

Issued on _____ at the Rizal Drive, Energy Center, Bonifacio Global City, Taguig City.

RAPHAEL P. M. LOTILLA
Secretary

(Company logo)

Date *(DD/Month/YYYY)*

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive,
Bonifacio Global City, Taguig City,
Philippines 1632

Attention: DIRECTOR
Energy Utilization Management Bureau (EUMB)
Department of Energy
Tel. No: (02) 8840-2289
Email: doe.eumb@gmail.com

Dear Sir/Madam:

The **<Name of entity/company/organization>,** located at **<Address>**, would like to submit to the Department of Energy (DOE) the application for accreditation as electric vehicles charging stations (EVCS) Provider in the Philippines.

We have secured the necessary documents and complied with the requirements of the DOE's DC No. XXXX-XX-XXXX, Guidelines for the Accreditation of Electric Vehicle Charging Station (EVCS) Providers and Registration of EVCS Pursuant to the Electric Vehicle Industry Development Act (EVIDA). We assure and certify the DOE that the submitted permits/requirements are true and verifiable, we are held liable for any falsification of the documents and subject to appropriate fines and penalties stipulated in the said DC.

Name of EVCS Provider: _____ **Type of Application:** ☐ New ☐ Renewal
☐ EVCS Provider – Operator ☐ EVCS Provider – Service ☐ EVCS Provider – Supplier
Business Address: _____
(House/Building No./Building Name) (Street Name) (Barangay)
_____
(City/Municipality) (Province) (Region) (Zip Code)
Telephone Number: _____ **Fax Number:** _____
Mobile Number: _____ **Email Address:** _____
Contact Person: _____ **Designation:** _____
(authorized Signatory) (Title) (First Name) (Middle Name) (Last Name) (Suffix)
Gender: ☐ Male ☐ Female ☐Prefer not to say
Capital Investment (PhP): _____ **Total No. of Employees:**
Tax Identification No. (TIN): _____ **Total No. of new jobs generated:** (number of jobs generated directly related to EVCS Provider operations)

All personal data collected herein shall be processed according to the principles and provisions of the Data Privacy Act of 2012, its Implementing Rules and Regulations (IRR), and National Privacy Commission (NPC) issuances.

Very truly yours,

_____
(Signatory over Printed Name of Authorized Signatory)
(Designation)

Republic of the Philippines)
City/Municipality/Province of _____) SS

Subscribed and Sworn to before me this ___ day of _____ 20___ in the City/Municipality/Province of _____: affiant exhibiting to me his/her valid government issued ID: _____ No.: _____ issued at _____ on _____ valid until.

Doc. No. _____
Page No. _____
Book No. _____
Series of 20_____

Notary Public

_____
(DD/Month/YYYY)
Date

WARRANTY/UNDERTAKING

Our company/office, _____ warrants
(Name of EVCS Provider)
the quality of workmanship and process undertaken by our company/office for a period of _____(minimum of 36 months)_____ (____) months counted from the date of
(Days of warranty in words) *(number)*
actual release and delivery of each and/or job order to the respective customer.

This warranty does not cover damage caused by misuse, accidents, or alteration of workmanship. In addition, it is expressly understood that our company/office management shall not be liable for any patent defect in the product and which is not included in the job contract.

I declare that in the event of violation on our part of the above warranty as well as the rules and regulations promulgated by the Department of Energy related to the implementation of Electric Vehicle Industry Development Act (EVIDA) and its Implementing Rules and Regulations (IRR), the same shall be ground for the cancellation of our EVCS Provider Accreditation Certificate.

_____
(Signatory over Printed Name of Authorized Signatory)
(Designation)

Republic of the Philippines)
City/Municipality/Province of _____) SS

Subscribed and Sworn to before me this ___ day of _____ 20___ in the City/Municipality/Province of _____: affiant exhibiting to me his/her valid government issued ID: _____ No.: _____ issued at _____ on _____ valid until.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 20_____

**Note: Additional Application Requirement for EVCS Provider – Service and Supplier*

	Energy Utilization Management Bureau **Quality Management System** **EVCS PROVIDER - OFFICE INFORMATION (ANNEX B)**	Doc Ref No.:	**EUMB-DEVO-QF-002**
		Effective Date:	**xx-xxxx-xx**
		Revision No.:	**0**
		Page No.:	**1 of 2**

Name of EVCS Provider			
Office Address			
Contact No.		*Email Address:*	
No. of employees:	*Male:*	*Female:*	*Total:*

Organizational Chart

Actual Front Office Picture

(Insert front office picture including the street where the office is located)

Sample Only

PERSONAL DATA SHEET

To be filled up by employees providing services in the construction, installation, and maintenance of EVCS.

Name:	*(First Name)* *(Last Name)* *(Middle Initial)* *(Suffix)*	Photo (1x1 or 2x2)
Gender:	☐ Male ☐ Female ☐Prefer not to say	
Civil Status:		
Citizenship:		
Company:		
Position		
Address:	*(House/Building No./Building Name)* *(Street Name)* *(Barangay)* *(Municipality)* *(Province)* *(Region)*	

Contact Details:

Tel. No.:		Mobile No.:	
Email Address			

Educational Background:

Academic Background	
Elementary:	
Secondary:	
Tertiary:	
Technical/ Vocational:	
Post Graduate:	

Relevant Professional Experience:

(Include additional row as necessary)

Trainings Attended related to the construction, installation, and maintenance of EVCS:

(Include additional row as necessary)

Other Information: (where appropriate)

(Include additional row as necessary)

	Energy Utilization Management Bureau **Quality Management System** **EVCS PROVIDER – LIST OF SERVICE PROVIDED (ANNEX C)**	Doc Ref No.:	**EUMB-DEVO-QF-003**
		Effective Date:	**xx-xxxx-xx**
		Revision No.:	**0**
		Page No.:	**1 of 1**

Name of EVCS Provider			
Office Address			
Contact No.		*Email Address:*	
No. of employees:	*Male:*	*Female:*	*Total:*

List of Electric Vehicle Charging Station (EVCS) Service/s Provided

No.	*EVCS Service:*	*Scope and Description:*	*Estimated Service Price:*
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Add additional row/s as required.			

	Energy Utilization Management Bureau **Quality Management System** **LIST OF EVCS AND PARTS/ COMPONENTS FOR SALE (ANNEX D)**	Doc Ref No.:	**EUMB-DEVO-QF-004**
		Effective Date:	**xx-xxxx-xx**
		Revision No.:	**0**
		Page No.:	**1 of 1**

Name of EVCS Provider			
Office Address			
Contact No.		*Email Address:*	
No. of employees:	*Male:*	*Female:*	*Total:*

List of Electric Vehicle Charging Station (EVCS) and parts/components for sale

No.	*EVCS/parts/ components*	*Identification No.*	*Description of use*	*Sale retail price*	*Remarks*
1.					*Attach manual/ other references*
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Add additional row/s as required.					

	Energy Utilization Management Bureau **Quality Management System** **EVCS LIST AND LOCATION (ANNEX E)**	Doc Ref No.:	**EUMB-AFETD-QF-005**
		Effective Date:	**xx-xxxx-xx**
		Revision No.:	**0**
		Page No.:	**1 of 1**

Name of EVCS Provider			
Office Address			
Contact No.		*Email Address:*	
No. of employees:	*Male:*	*Female:*	*Total:*

Map Location of the EVCS
(Add additional location map/s for EVCS from different location/s)

Coordinates: (xx.xxxxx, yy.yyyyy)
Address: *(House/Building No./Building Name)* *(Street Name)* *(Barangay)*

List of Electric Vehicle Charging Station/s (EVCS)

No.	*EVCS Picture*	
1.		*Brand name:*
		Type/Model
		Identification No.:
2.		*Brand name:*
		Type/ Model
		Identification No.:
3.		*Brand name:*
		Type/Model
		Identification No.:
Add additional row/s as required.		

For Commercially Use Charging Station (CUCS) and Own Use Charging Station (OUCS)

Name of EVCS Provider				
EVCS Location				
Inclusive Dates of Submission	MM-MM-YYYY			
Total Number of new jobs generated	No. of Male		Total:	
	No. of Female			

	Item	Rating and Property	Remarks
Structure	EVCS Mode:		
	Charging Protocol (e.g., CCS, CHAdeMO, GB/T, etc.) pursuant to the Type identified in PNS IEC 62196:		
	EVCS Output (AC, DC or AC/DC):		
	For AC output, specification of standard supported (e.g., CCS, SAE, IEC, GB/T, or TESLA, etc.)		
	For DC output, specification of protocol supported (e.g., CCS, CHADEMO, GB/T or TESLA, etc.)		
	Rated Power Capacity (kW)		
	Rated Input Voltage (V):		
	Rated Input Current (A):		
	Output Voltage (V), ranges if applicable:		
	Maximum Output Current (A):		
	Rated maximum operating temperature (ºC):		
	No load loss or standby power (Watts):		
	Total harmonic distortion (% or dB):		
	Rated Frequency (Hz):		

	Floor area (sq. m.):		
	Protection Grade (IPXX):		
	Charging interface:		
	Efficiency (%):		
Equipment	EVCS Manufacturer/Assembler:		
	Serial number or catalogue number:		
	Date of manufacture:		
	EVCS Compatibility to road motor vehicle classification*:	☐ Class L with a rating of: <range in kWh> ☐ Class M with a rating of: <range in kWh> ☐ Class N with a rating of: <range in kWh> ☐ Class O with a rating of: <range in kWh>	
	Others:		

FOR BATTERY SWAPPING STATION (BSS)

Name of EVCS Provider				
EVCS Location				
Inclusive Dates of Submission	MM-MM-YYYY			
Total Number of new jobs generated	No. of Male		Total:	
	No. of Female			

	Item	Rating and Property	Remarks
Structure	EVCS Mode:		
	Rated Power Capacity (kW)		
	Rated Input Voltage (V):		
	Rated Input Current (A):		
	Output Voltage (V), ranges if applicable:		
	Maximum Output Current (A):		
	Rated maximum operating temperature (°C):		
	Number of phases:		
	Rated Frequency (Hz):		
	Floor area (sq. m.):		
	Protection Grade (IPXX):		
	Charging interface:		
	Efficiency (%):		
	No. of swappable battery system:		
Equipment	EVCS Manufacturer/Assembler:		
	Serial number or catalogue number:		
	Date of manufacture:		
	EVCS Compatibility to road motor vehicle classification*:	☐ Class L with a rating of: <range in kWh> ☐ Class M with a rating of: <range in kWh> ☐ Class N with a rating of: <range in kWh> ☐ Class O with a rating of: <range in kWh>	
	Others:		

* *Road Motor Vehicle Classification*

Classification	Description	Other description[1][2]
L	road motor vehicles with less than four wheels and including 4 wheeled vehicles with restrictions on maximum speed, maximum mass and maximum rated power	
L1	a two-wheeled vehicle with a maximum design speed not exceeding 50 km/h	mopeds, light electric vehicle (LEV)
L2	a three-wheeled vehicle with a maximum design speed not exceeding 50 km/h	mopeds, LEV
L3	a two-wheeled vehicle with a maximum design speed exceeding 50 km/h	motorcycle without sidecar, LEV
L4	a vehicle with three wheels asymmetrically arranged in relation to the longitudinal median plane with a maximum design speed exceeding 50 km/h (motorcycle with sidecar)	motorcycle with sidecar, LEV
L5	a vehicle with three wheels symmetrically arranged in relation to the longitudinal median plane with a maximum design speed exceeding 50 km/h	three-wheeled vehicle
L6	a vehicle with four wheels whose unladen mass is not more than 350 kg, not including the mass of the batteries in case of electric vehicles, whose maximum design speed is not more than 45 km/h	
L7	a vehicle with four wheels, other than that classified for the category L6, whose unladen mass is not more than 400 kg (550 kg for vehicle intended for carrying goods), not including the mass of batteries in the case of electric vehicles, whose maximum design speed is not more than 45 km/h	
M	road motor vehicles having at least four wheels and used for the carriage of passengers	
M1	vehicles used for the carriage of passengers and comprising not more than eight (8) seats in addition to the driver's seat, and having a gross vehicle weight not exceeding 5000 kg	passenger car, utility vehicle (UV), sports utility vehicle (SUV), low speed vehicle (LSV), high speed vehicle (HSV), taxi, filcab, tourist car, tourist metered taxi, school transport
M2	vehicles used for the carriage of passengers, comprising more than eight (8) seats in addition to the driver's seat, and having a gross vehicle weight not exceeding 5000 kg	LSV, HSV, UV, filcab, public utility jeepney (PUJ), minibus, tourist transport service, GT Express service, shuttle service, school transport service
M3	vehicles used for the carriage of passengers, comprising more than 8 seat in addition to the driver's seat and having a maximum gross vehicle weight exceeding 5000 kg	bus, LSV, HSV, UV, PUJ, minibus, public utility bus (PUB) shuttle service, tourist bus, school transport service

[1] Department of Transportation (DOTr) Department Order 2010-32

[2] DOTr Guidelines and Procedures Governing the Issuance of Student-Driver's Permit, Conductor's License and Driver's License

Classification	Description	Other description[12]
N	road motor vehicles having at least four wheels and used for the carriage of goods	
N1	vehicles used for the carriage of goods and having a maximum gross vehicle weight not exceeding 3500 kg	UV, truck for hire
N2	vehicles used for the carriage of goods and having a maximum gross vehicle weight exceeding 3500 kg but not exceeding 12000 kg	UV, trucks, truck for hire
N3	vehicles used for the carriage of goods and having a maximum gross vehicle weight exceeding 12000 kg	trucks, truck for hire

O	trailers and semi-trailers	
O1	trailers and semi-trailers with a maximum gross vehicle weight not exceeding 750 kg	trailers
O2	Trailers and semi-trailers with a maximum gross vehicle weight exceeding 750 kg but not exceeding 3500 kg	trailers
O3	Trailers with a maximum gross vehicle weight exceeding 3500 kg but not exceeding 10000 kg	trailers
O4	Trailers with a maximum gross vehicle weight exceeding 10000 kg	trailers

FOR EVCS PROVIDER – OPERATOR:

For Commercially Use Charging Station (CUCS) and Own Use Charging Station (OUCS)

Name of EVCS Provider				
EVCS Location				
Inclusive Date of Submission	Month:		Year:	

Electric Vehicle Charging Station	
Items	***Remarks***
No. of Charging Points:	
EVCS Output (DC, AC, AC/DC):	
Rated Power Capacity (kW)	
Rated Input Voltage (V):	
Rated Input Current (A):	
Output Voltage (V), ranges if applicable:	
Maximum Output Current (A):	
No load loss or standby power (Watts)	
Efficiency (%)	
No. of hours in operation per day (h):	

Note: Use the matrix form for EVCS having similar rated output. If EV charging points have different specification use separate similar form.

--- to be filled up monthly ---

	Items		***Data***	***Remarks***
Operation	No. of hours in operation per day (h):			
	Total Monthly Sales	in kWh:		
		in Peso:		
	Charging Fee (Pesos):			
	Average monthly charging consumption (kWh):			
	Sub-kWh reading:			
	Others:			

FOR BATTERY SWAPPING STATION (BSS)

Name of EVCS Provider				
EVCS Location:				
Inclusive Date of Submission	Month:		Year:	

Electric Vehicle Charging Station	
Items	***Remarks***
EVCS Output (DC, AC, AC/DC):	
Rated Power Capacity (kW)	
Rated Input Voltage (V):	
Rated Input Current (A):	
Output Voltage (V), ranges if applicable:	
Maximum Output Current (A):	
No load loss or standby power (Watts)	
Efficiency (%)	

Note: Use the matrix form for EVCS having similar rated output. If EV charging points have different specification use separate similar form.

--- to be filled up monthly ---

	Items		***Data***	***Remarks***
Operation	No. of hours in operation per day (h):			
	Total Monthly Sales	in kWh:		
		in Peso:		
	Charging Fee (Pesos):			
	Average monthly charging consumption (kWh):			
	Sub-kWh reading:			
	Total number of charged swapped batteries:			
	Average state of charge of swapped batteries:			
	Others:			

FOR EVCS PROVIDER – SERVICE:

Name of EVCS Provider				
Office Address:				
Inclusive Date of Submission	Month:		Year:	

--- to be filled up monthly ---

No.	EVCS Location	Service/s Provided	Service Price (PHP)
(Month-YYYY)			
1.			
2.			
3.			
4.			
5.			
		TOTAL (PHP)	**PHP**
	Add additional row/s as required.		
(Month-YYYY)			
1.			
2.			
3.			
4.			
5.			
		TOTAL PRICE (PHP)	**PHP**
	Add additional row/s as required.		
(Month-YYYY)			
1.			
2.			
3.			
4.			
5.			
		TOTAL PRICE (PHP)	**PHP**
	Add additional row/s as required.		

FOR EVCS PROVIDER – SUPPLIER:

Name of EVCS Provider				
Office Address:				
Inclusive Date of Submission	Month:		Year:	

--- to be filled up monthly ---

No.	EVCS, parts and components	Total Number of Sales	Price (PHP)
(Month-YYYY)			
1.			
2.			
3.			
4.			
5.			
		TOTAL PRICE (PHP)	**PHP**
	Add additional row/s as required.		
(Month-YYYY)			
1.			
2.			
3.			
4.			
5.			
		TOTAL PRICE (PHP)	**PHP**
	Add additional row/s as required.		
(Month-YYYY)			
1.			
2.			
3.			
4.			
5.			
		TOTAL PRICE (PHP)	**PHP**
	Add additional row/s as required.		

H.1. Minimum Electrical Design Requirements. EVCS shall comply with the minimum electrical design as specified below:

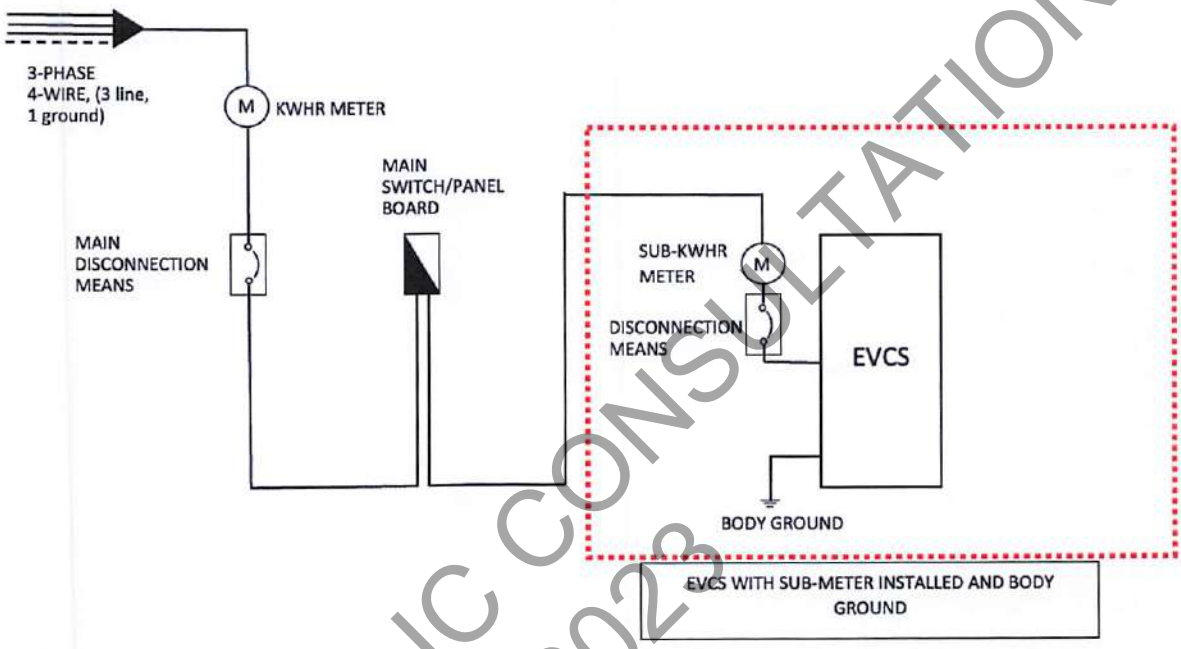


Figure 1 - Minimum EVCS electrical design

H.2. EVCS in Hazardous Locations. EVCS to be installed in a hazardous (classified) location shall comply with the additional electrical and wiring requirements specified in Articles 5 and 6.25 of the Philippine Electrical Code.

The following be imposed as stated in Section 22 of the EVCS Provider Application Guidelines with the corresponding prohibited acts and violations:

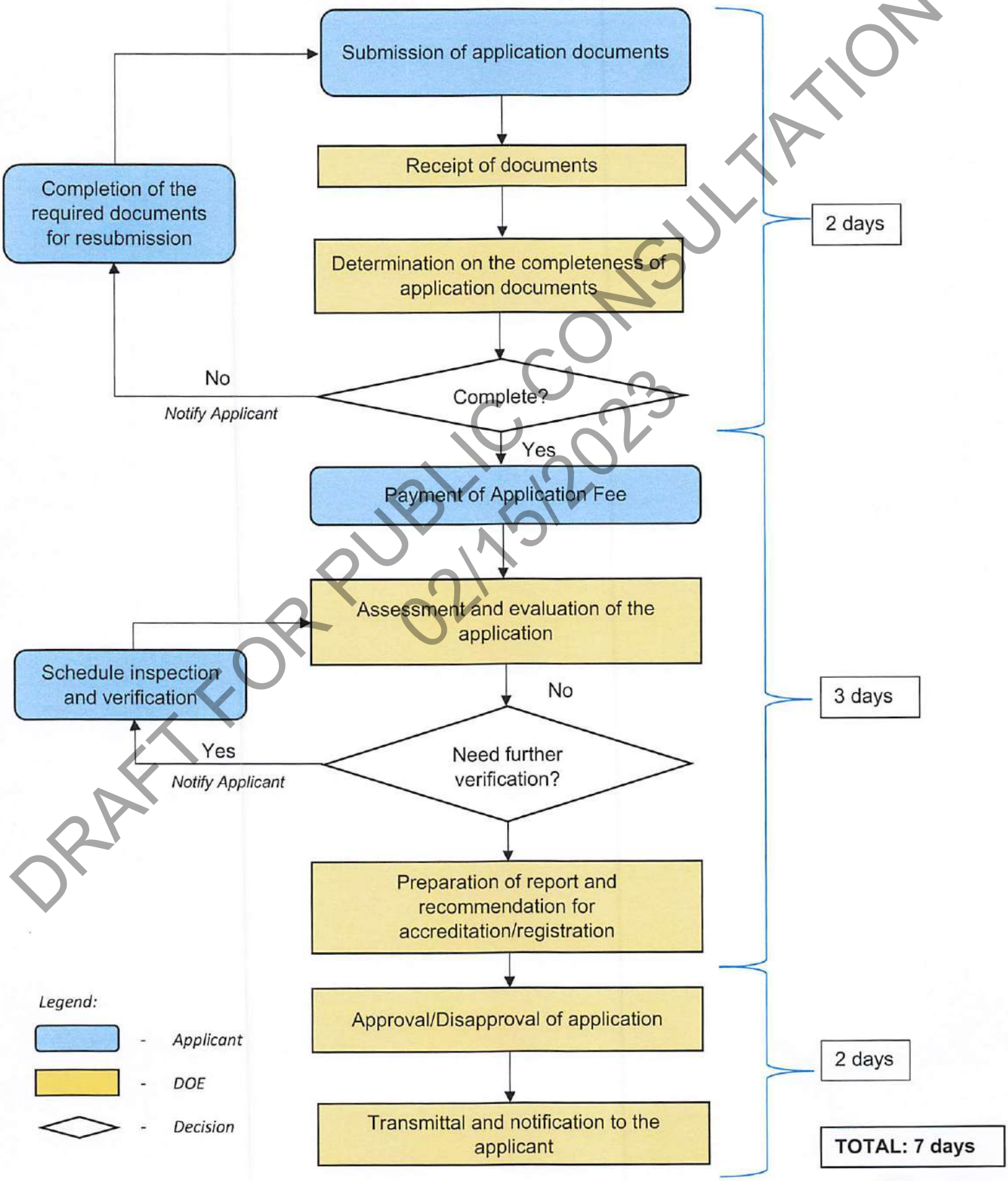
Offense	Penalties
Sections 22 (a) and 37 (6) (8) of the EVIDA and EVIDA-IRR, respectively: Operating as EVCS Providers without a Valid and Appropriate Accreditation Certificate	1st Offense – Fine ranging from *P350,000 – P500,000* with directive to comply immediately. 2nd Offense – Fine ranging from *P350,000 – P500,000* with recommendation for blacklisting.
Sections 22 (a) and 37 (7) of the EVIDA and EVIDA-IRR, respectively: Operating an EVCS without Registration Certificate	1st Offense – Fine ranging from *P50,000 – P200,000* with warning and directive to comply within 15 days. 2nd Offense – Fine ranging from *P200,000 – P350,000* with directive to comply. 3rd Offense – Fine ranging from *P350,000 – P500,000* and revocation of Certificate.
Sections 22 (a) and 37 (6) of the EVIDA and EVIDA-IRR, respectively: Failure to provide accurate information or provision of false or misleading information as required	1st Offense – Fine ranging from *P200,000 – P350,000* with directive to comply immediately. 2nd Offense – Fine ranging from *P350,000 – P500,000* and recommendation for blacklisting.
Sections 22 (a) and 37 (8) of the EVIDA and EVIDA-IRR, respectively: Refusal to submit to on-site inspections and monitoring	1st Offense – Fine ranging from *P200,000 – P350,000* and revocation of Certificate. 2nd Offense – Fine ranging from *P350,000 – P500,000* and recommendation for blacklisting.
Sections 22 (a) and 37 (8) of the EVIDA and EVIDA-IRR, respectively: Non-submission of reportorial requirements	1st Offense – Fine ranging from *P50,000 – P200,000* with warning and directive to comply within 15 days. 2nd Offense – Fine ranging from *P200,000 – P350,000* with directive to comply. 3rd Offense – Fine ranging from *P350,000 – P500,000* and revocation of Certificate.
Sections 22 (c) and 37 (6) of the EVIDA and EVIDA-IRR, respectively:	1st Offense –

Non-unbundled charging fee	Fine ranging from *P50,000 – P200,000* with warning and directive to comply within 15 days. 2nd Offense – Fine ranging from *P200,000 – P350,000* with directive to comply. 3rd Offense – Fine ranging from *P350,000 – P500,000* and revocation of Certificate.
Sections 22 (a) and 37 (6) of the EVIDA and EVIDA-IRR, respectively: Non-posting of EVCS charging price and charging connector	1st Offense – Fine ranging from *P50,000 – P200,000* with warning and directive to comply within 15 days. 2nd Offense – Fine ranging from *P200,000 – P350,000* with directive to comply. 3rd Offense – Fine ranging from *P350,000 – P500,000* and revocation of Certificate.
Sections 22 (a) and 37 (8) of the EVIDA and EVIDA-IRR, respectively: Non-posting of EVCS Provider Accreditation Certificate	1st Offense – Fine ranging from *P50,000 – P200,000* with warning and directive to comply within 15 days. 2nd Offense – Fine ranging from *P200,000 – P350,000* with directive to comply. 3rd Offense – Fine ranging from *P350,000 – P500,000* and revocation of Certificate.
Sections 22 (a) and 37 (8) of the EVIDA and EVIDA-IRR, respectively: Non-posting of EVCS Registration Certificate	1st Offense – Fine ranging from *P50,000 – P200,000* with warning and directive to comply within 15 days. 2nd Offense – Fine ranging from *P200,000 – P350,000* with directive to comply. 3rd Offense – Fine ranging from *P350,000 – P500,000* and revocation of Certificate.

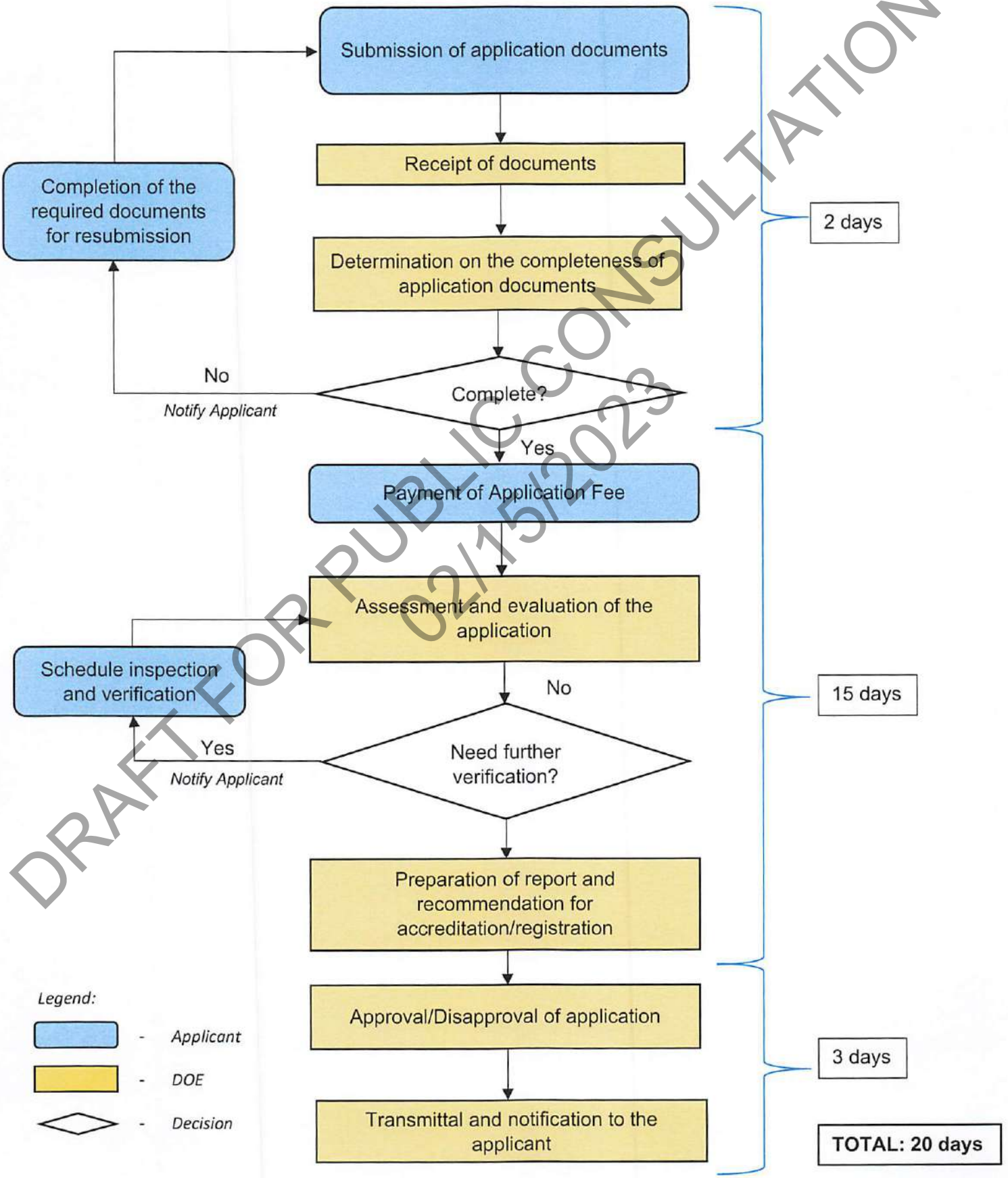
For further details, refer to Republic Act No. 11697 or the *"Electric Vehicle Industry Development Act (EVIDA)"* and the Implementing Rules and Regulations of RA No. 11697.

	Energy Utilization Management Bureau **Quality Management System** **PROCEDURE FOR EVCS PROVIDER ACCREDITATION AND EVCS REGISTRATION (ANNEX J)**	Doc Ref No.:	**EUMB-DEVO-OP-002**
		Effective Date:	**xx-xxxx-xx**
		Revision No.:	**0**
		Page No.:	**1 of 2**

EVCS PROVIDER ACCREDITATION PROCESS



EVCS REGISTRATION PROCESS



Name of Activity	Fee (in PhP)
Application for EVCS Provider Accreditation	17,600.00
Renewal of Application for EVCS Provider Accreditation	6,900.00
Application for EVCS Registration	3,000.00
Renewal of Application for EVCS Registration	1,200.00