



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

DEPARTMENT CIRCULAR NO. DC2022-02-0001

**PROVIDING POLICIES FOR THE SYSTEMATIC MANAGEMENT OF THE DOE
REPORTORIAL REQUIREMENTS FOR THE ELECTRIC POWER INDUSTRY
PARTICIPANTS**

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 28 June 2002, the DOE, with the endorsement of the electric power industry participants, promulgated the Wholesale Electricity Spot Market (WESM) Rules through Department Circular No. DC2002-06-003, which mandates the Market Operator to provide and submit market data and information to the DOE through WESM Rules Clause 5.2.1.5;

WHEREAS, on 26 February 2010 and 17 April 2015, the DOE issued Department Circular Nos. DC2010-03-0003, entitled "Directing All Power Generation Companies, the Transmission Service Provider, and All Distribution Utilities to Ensure Adequate and Reliable Electric Power Supply in the Country" and DC2015-04-0002 entitled "Directing All Generation Companies, Distribution Utilities and Independent Power Producer Administrators to Submit to the Department of Energy Reportorial Requirements and Other Pertinent Data as may be Required for the Formulation of the Power Supply Demand Forecasts of the Power Development Plan," respectively, directing National Grid Corporation of the Philippines, all Generation Companies, Distribution Utilities, and Independent Power Producer Administrators, to submit to the DOE reportorial requirements and other pertinent data as may be required for the Power Development Plan;

WHEREAS, on 06 May 2013, the DOE issued Department Circular No. DC2013-05-0006 enjoining all Generation Companies, Distribution Utilities, Supplier and Local

Suppliers to ensure an effective implementation of Retail Competition and Open Access which include submission of compliance reports to the DOE;

WHEREAS, the DOE requires the electric power industry participants to submit reports, data, and information for evidence-based policy development, energy planning and monitoring of plans and programs to ensure the attainment of the goals of the EPIRA;

WHEREAS, the DOE deems it necessary to review the policies, adopt a systematic submission process and enhance the level of compliance of the electric power industry participants to the reportorial requirements while at the same time addressing their concerns on redundancies, inconsistencies, different interpretations of the data, and difficulty in the submission and processing of the data;

WHEREAS, in 2019, the DOE Electric Power Database Management System (DEPDMS) was established as the tool to allow systematic and timely submission of various data and information related to the electric power industry using the web portal designed for the online submission of reportorial requirements of the stakeholders;

WHEREAS, on 23-24 March 2021, the DOE facilitated a nationwide consultative online meeting with Generation Companies and Distribution Utilities to solicit their concerns and comments regarding data/reportorial provisions as well as the proposed structure templates for the DOE data and reportorial requirements;

WHEREAS, in April 2021, the DOE conducted pilot testing with the participants for their familiarization in the use of DEPDMS web portal and to test the reliability and efficiency of the entire system under its operating conditions prior to full-scale implementation;

WHEREAS, the DOE, in consideration of the inputs gathered during the consultative meetings and pilot testing, formulated a draft circular for providing policies on the management of DOE reportorial requirements which was subjected to virtual public consultations on various dates as follows:

Date	Leg	Platform
29 June 2021	Luzon	Microsoft Teams
02 July 2021	Visayas	Microsoft Teams
06 July 2021	Mindanao	Microsoft Teams

NOW THEREFORE, pursuant to its statutory mandate under the EPIRA and the preceding premises considered, the DOE hereby issues, adopts and promulgates the following:

Section 1. General Principles.

- 1.1 All submission of required data and reports shall be in accordance with the filename format, schedule of submission, data format, and data definitions stipulated in the Annexes of the circular;

- 1.2 All submissions shall be made through automatic, paperless, and/or digital transformation using structured data templates and formats, provided, transition period and/or exemptions may be allowed under circumstances provided for in this policy;
- 1.3 All data and information required shall be used exclusively for the purpose of policy development, energy planning, and monitoring unless otherwise specified in a separate requirement from the electric power industry participant/s; and
- 1.4 All interpretations of data and information shall be made in accordance with the data definitions indicated in the annexes of the circular.

Section 2. Coverage. This Circular shall cover the following Electric Power Industry Participants:

- 2.1 All Generation Companies;
 - 2.1.1 Grid-connected generation facilities;
 - 2.1.2 Off-grid generation facilities; and
 - 2.1.3 Embedded generators
- 2.2 Distribution Utilities;
- 2.3 Qualified Third Parties (QTPs)
- 2.4 National Power Corporation – Small Power Utilities Group
- 2.5 Suppliers;
- 2.6 Market Operator; and
- 2.7 System Operator;

Section 3. Registration to the DEPDMS Web Portal. Within 15 calendar days from the effectivity of this Circular, all Electric Power Industry Participants subject of this circular shall submit to the DOE, through a letter or any equivalent document endorsing its registration to the DEPDMS Web Portal the following information:

- 3.1 Name of the company;
- 3.2 Name, position and contact details of duly authorized/designated personnel registering as DEPDMS User;
- 3.3 Resource or participant identification as provided in the WESM registration for those operating in the main grid where WESM is operational. Electric Power Industry Participants located in areas where WESM is not operational and/or those located in the off-grid areas shall collaborate with the DOE-EPIMB through their authorized/designated personnel for the provision of resource or participant identification to be used in the registration to the DEPDMS. For this purpose, a Resource or Participant identification shall correspond to the company identification of the Electric Power Industry Participant mandated to submit and comply with the DOE's reportorial requirements;

Section 4. Responsibilities of Designated Representatives. The duly authorized/designated personnel shall have the following duties and responsibilities:

- 4.1 Coordinate with the DOE and obtain the necessary account credentials for the DEPDMS web portal;
- 4.2 Ensure timely and complete submission of the required reports through the DEPDMS web portal, or alternative modes allowed in cases of force majeure events;
- 4.3 In cases of changes to earlier submitted reports, coordinate with the DOE through a written request issued by its Electric Power Industry Participant represented for any revision of previously submitted report; and
- 4.4 Inform its Electric Power Industry Participant of any changes or updates on policies relative to the implementation of this Circular.

Section 5. Submission of Reportorial Requirements, Data and Other Information.

Upon the effectivity of this Circular, all compliances and submission of reportorial requirements under DC2010-03-0003, DC2015-04-0002 and DC2019-11-0015 shall be made through the DEPDMS Web Portal official account of each Electric Power Industry Participant's designated representative.

All submissions made by the designated personnel shall be considered official submissions by the Electric Power Industry Participant being represented. Changes to the submissions may be made as necessary, upon submission of request in writing by the Electric Power Industry Participant addressed to the Director, Electric Power Industry Management Bureau.

- 5.1 All submission of reports by the Electric Power Industry Participant/s shall be done using the data structures and standard templates detailed in the annexes of this circular as follows:

Annex No.	Title
B.1	Template for Monthly Operations Report - Plant Operational Data
B.2	Template for Monthly Operations Report – Generation and Sales Data
B.3	Template for Monthly Operations Report – Distribution Utilities
B.4	Monthly Operations Report – Supplier Portfolio Data
B.5	Monthly Operations Report – Supplier Sales Data
B.6	Template for Short Run Marginal Cost Data
B.7	Template for Cost of New Entry Data
B.8	Template for Net Revenue Data

- 5.2 For Generation Companies under contractual arrangements as Independent Power Producer (IPP) with the Power Sector Assets and Liabilities Management Corporation, the latter or the Independent Power Producer Administrator, as the case may be, shall prepare and submit the annual reports specified in Annexes B.6, B.7, and B.8. Meanwhile, the IPP shall prepare and submit necessary data for the monthly operations report specified in Annexes B.1 and B.2;

- 5.3 Distribution Utility owning a generator resource such as embedded generators, shall comply and submit a separate report for the said generator resource using the MOR for Generation Companies data templates as specified in Annexes B.1, B.2, B.6, B.7, and B.8; and
- 5.4 Qualified Third Parties (QTP)s operating an integrated generation and distribution system, shall comply and submit a report following the templates provided for under Annex B.1-B3.

Section 6. Submission of Reports in Case of Force Majeure Event. In case of force majeure event, when there is system downtime or maintenance, hard copies of reports shall be submitted through a formal letter to the DOE. In this regard, "Force Majeure Event" shall be defined as an event beyond the control of the DOE and the Electric Power Industry Participants, which prevents the latter from complying with any of its obligations under this Circular.

Section 7. Submission of Data/Information by the Market Operator. The submission of Market Data by the Market Operator to the DOE shall be made in accordance with the "Protocol for Provision of Market Data/Information and Technical Support to the Department of Energy" entered into between the DOE and IEMOP.

Section 8. Submission of Data/Information by the System Operator (SO). The System Operator shall ensure timely and complete submission of reportorial requirements as prescribed in the existing DOE Department Circulars, other relevant issuances and under existing arrangements. Provided, that the System Operator and the DOE-EPIMB shall collaborate for the enhancements of the existing arrangements for the former's submission of data in accordance with the policies stated herein for better management of the data and information.

Section 9. Provision for Additional DOE Reportorial Requirements. The DOE, if it deems necessary, 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.

Section 10. Change of Designated Representative. As soon as practicable, the concerned Electric Power Industry Participants shall inform the DOE in writing and recommend replacement if the authorized/designated personnel ceased to be a member of the organization he/she represents. The new representative shall accordingly coordinate with the DOE-EPIMB for the creation of a new account and orientation as necessary.

Section 11. Transitory Provision. Within six (6) months from the effectivity of this Circular, the DOE through the Electric Power Industry Management Bureau shall undertake and conduct necessary activities to facilitate training and roll out of the DEPDMS web portal to the electric power industry participants. During the same period, all reportorial requirements prescribed under this Circular shall be submitted to the EPIMB in either hard copies or through the dedicated email address provided by the EPIMB, as part of the trial operations of the web portal. Thereafter, upon the

full operationalization of the DEPDMS web portal, the online submission of files shall be mandatory.

Section 12. Submission of Affected Reportorial Requirements. Following the lapse of the Transitory Period, concerned Electric Power Industry Participants shall no longer be required to submit the following:

Mandated Entity	DC No. / Title	Specific Report / Annex No.
1. Generation Companies	DC2010-03-0003 – Directing All Power Generation Companies, the Transmission Service Provider, and All Distribution Utilities to Ensure Adequate and Reliable Electric Power Supply in the Country	<ul style="list-style-type: none"> • Generation Companies Maximum Available Capacity and Operational Status (Daily Plant Status Report); • Oil Based Generation Companies Fuel Inventory Based on Typical Load Dispatch and Fuel Consumption; • Coal Power Plants Inventory Report Based on Typical Load Dispatch and Fuel Consumption; • Natural Gas, Geothermal and Hydroelectric Plants Monthly Report on Current Status and Forecast of Energy Sources;
	DC2013-05-006 - Enjoining All Generation Companies, Distribution Utilities, Suppliers and Local Suppliers to Ensure an Effective and Successful Transition Towards the Implementation of Retail Competition and Open Access	<ul style="list-style-type: none"> • Annex A – 1, Power Generation Companies' Compliance Form;
	DC2015-04-0002 – Directing All Generation Companies, Distribution Utilities and Independent Power Producer Administrators to Submit to the Department of Energy Reportorial Requirements and Other Pertinent Data as may be Required for the Formulation of the Power Supply Demand Forecasts of the Power Development Plan	EPIMB_PPDD Form 04-002 <ul style="list-style-type: none"> • Annex A.1a– Coal/ NatGas/ Biomass; • Annex A.1.b– Coal/ NatGas/ Biomass; • Annex A.1.c – Coal/ NatGas/ Biomass; • Annex A.2.a – Geothermal • Annex A.2.b – Geothermal • Annex A.2.c – Geothermal; • Annex A.3.a – Hydro; • Annex A.3.b – Hydro; • Annex A.3.c – Hydro; • Annex A.4.a – Solar; • Annex A.4.b – Solar; • Annex A.5.a – Wind;

Mandated Entity	DC No. / Title	Specific Report / Annex No.
		<ul style="list-style-type: none"> Annex A.5.b – Wind;
2. Distribution Utilities	DC2010-03-0003	<ul style="list-style-type: none"> PDU's Monthly Operations Report; Electric Cooperative's Monthly Financial and Statistical Report;
	DC2013-05-006	<ul style="list-style-type: none"> Annex – B, Distribution Utilities' Compliance Form;
	DC2015-04-0002	EPIMB_PPDD Form 04-001 <ul style="list-style-type: none"> Annex B Annex C
3. Retail Electricity Suppliers and Local Retail Electricity Suppliers	DC2013-05-006	<ul style="list-style-type: none"> Annex A-2, Suppliers' and Local Suppliers' Compliance Form;
4. Qualified Third Parties (QTP)	DC 2019-11-0015 "Prescribing Revised Guidelines for Qualified Third Parties" and its subsequent Advisory	QTP Quarterly Monitoring Report Forms <ul style="list-style-type: none"> Form 1.1-1.4 Form 2 Form 3

For this purpose, the DOE-EPIMB shall issue an Advisory to all affected Electric Power Industry Participants on the date of the effectivity of the regular submission to the DEPDMIS Web Portal and the cessation of the submissions of the reportorial requirements stated above.

Section 13. Confidentiality. All data submitted through the DEPDMIS Web Portal and other alternative means shall be treated with utmost confidentiality. The 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 14. Regulatory Support. The Energy Regulatory Commission (ERC) is hereby enjoined to 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 15. Repealing Clause. All previous DOE issuances inconsistent with this Circular are hereby repealed or amended accordingly.

Section 16. 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 17. 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 FEB 08 2022 at the DOE, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila.


ALFONSO G. CUSI
Secretary



Republic of the Philippines
DEPARTMENT OF ENERGY

IN REPLYING PLS. CITE:

DOE-AGC-22000373

