



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

DEPARTMENT CIRCULAR NO. \_\_\_\_\_

**PROVIDING POLICIES FOR THE EFFECTIVE AND EFFICIENT 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) provides that the Department of Energy (DOE) is mandated to, among others:

- a. Supervise the restructuring of the electric power industry;
- b. Ensure the reliability, quality and security of supply of electric power;
- 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**, 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;

**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 include the provision for the Market Operator to provide and submit market data and information to the DOE;

**WHEREAS**, on 26 February 2010 and 17 April 2015, the DOE issued Department Circular Nos. DC2010-03-0003 and DC2015-04-0002, respectively, directing National Grid Corporation of the Philippines, all Generation Companies, Distribution Utilities, and Independent Power Producer Administrators, to submit to the Department of Energy reportorial requirements and 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 needs additional data and information from the electric power industry participants to be used for the continuous development of the wholesale and retail electricity market as well as the impending operating reserve market with the

overall objective of fair competition and equitable policies for both consumers and businesses;

**WHEREAS**, the DOE deems it necessary to review and enhance the current reportorial requirements for the electric power industry to address concerns such as redundancies, inconsistencies, different interpretations of the data, and difficulty in the submission and processing of the data;

**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. Guiding Principles.** The DOE reportorial requirements related to electric power industry shall adhere to the following principles:

- 1.1 The data required to the electric power industry participants shall be defined for consistency;
- 1.2 The structured data templates and format shall be provided to support the database;
- 1.3 The schedule of submission and mode of transfer shall be provided to measure compliance and ease of submission;
- 1.4 Promote automation and paperless or digital transformation; and
- 1.5 Focal or designated person shall be provided to ensure official submission of reports.

**Section 2. Scope and Application.** This Circular shall apply to the following:

- 2.1 Electric Power Industry Participants:
  - a. Generation Companies;
  - b. Distribution Utilities;
  - c. Suppliers;
  - d. Market Operator;
  - e. System Operator; and
  - f. Other entities that have essential information relevant to the electric power industry sector.
- 2.2 Data and Reports:
  - a. Monthly Operations Report (MOR) for Generation Companies;
  - b. MOR for Distribution Utilities;
  - c. MOR for Suppliers;
  - d. Short Run Marginal Cost (SRMC) Data;
  - e. Cost of New Entry (CONE) Data; and
  - f. Net Revenue Data

**Section 3. General Instructions for the Preparation and Submission of Reports.** The provision of all required data and reports as specified in Section 2.2 herein shall be:

- 3.1 in accordance with the meta-data, attached as Annex A, which includes the following:
  - a. Data/report filename format;
  - b. Frequency or schedule of submission (e.g., monthly, annual);
  - c. Data format (e.g., .csv, .xls); and
  - d. Data description/definitions.
- 3.2 prepared using the data structured and standard template, attached as Annexes:
  - a. "B.1" Template for MOR - Plant Operational Data;
  - b. "B.2" Template for MOR – Generation and Sales Data;
  - c. "B.3" Template for MOR – Distribution Utilities;
  - d. "B.4" Template for MOR – Supplier Portfolio Data;
  - e. "B.5" Template for MOR – Supplier Sales Data;
  - f. "B.6" Template for SRMC Data;
  - g. "B.7" Template for CONE Data; and
  - h. "B.8" for Net Revenue Data;
- 3.3 prepared by competent personnel and submitted to the DOE by the focal or designated person in accordance with the schedule as specified in the meta-data;
- 3.4 prepared the reports with accurate and complete data and information, and any revisions of the submitted reports shall only be allowed upon DOE's approval;
- 3.5 prepared for each WESM registered resource identification for the Generation Companies, and registered participant identification for Distribution Utilities and Suppliers; and
- 3.6 submitted to the DOE through the Electric Power Industry Management Bureau (EPIMB) via web portal, file transfer protocol and/or dedicated email address; Provided further, that in cases of system downtime, the DOE shall issue an advisory for the alternative mode for the submission of the reportorial requirements.

**Section 4. Additional Responsibilities of the Generation Companies and Independent Power Producers.** All Generation Companies including Embedded Generators and Independent Power Producer (IPP) Administrators shall comply with the following responsibilities:

- 4.1 Submit the reports to the DOE as specified in this Circular including the various reportorial requirements under the DOE Department Circular Nos. DC2010-03-0003, DC2013-05-0006, and DC2015-04-0002. Provided further, that the reports specified under Section 2.2 of this Circular shall be provided using the meta-data and templates under Section 3 of this Circular;

- 4.2 Assign each generator resource identification as registered in the WESM to the respective Generation Companies' focal/designated person to ensure accountability and validity of reports submitted to the DOE;
- 4.3 For Generation Companies with IPP and IPPA arrangements, the IPPA as registered trading participant in the WESM shall prepare and submit the reports. Notwithstanding, the IPP shall collaborate and provide necessary data that are not available to IPPA; and
- 4.4 For generator resource that are excluded in the required registration in the WESM, the Generation Companies shall collaborate with the DOE-EPIMB for the provision of resource identification to be used in the preparation and submission of reports.

**Section 5. Additional Responsibilities of the Distribution Utilities.** All Distribution Utilities including Privately Investor-Owned Utilities, Electric Cooperatives, Local Government Owned Utilities and Multi-purpose Cooperatives shall comply with the following responsibilities:

- 5.1 Submit the reports to the DOE as specified in this Circular including the various reportorial requirements under the DOE Department Circular Nos. DC2010-03-0003, DC2013-05-0006, DC2015-04-0002, and DC2017-12-0013. Provided further, that the reports specified under Section 2.2 of this Circular shall be provided using the meta-data and templates under Section 3 of this Circular; and
- 5.2 Assign each participant identification as registered in the WESM to the respective Distribution Utilities focal/designated person to ensure accountability and validity of reports submitted to the DOE.

**Section 6. Additional Responsibilities of the Market Operator.** The Market Operator shall continuously and timely submit all the market data/information required by the DOE in accordance with the WESM Rules and protocol for provision of market data/information and technical support to the DOE.

**Section 7. Provision for Off-Grid Areas.** All Generation Companies and Distribution Utilities located in the off-grid areas shall collaborate with the DOE-EPIMB for the provision of resource identification to be used in the preparation and submission of reports.

**Section 8. Transitory Provision.** All Reportorial Requirements shall be submitted to the EPIMB in both hard and soft copies until such time that the DOE issues an advisory to suspend the submission of hard copy for the specific reports.

**Section 9. Confidentiality of Report.** All reports shall be treated with strictest confidentiality. The gathered information shall be solely used for the DOE's monitoring, policy development and supervisory function.

**Section 10. Regulatory Support.** Non-compliance of any Electric Power Industry Participants with their obligations set forth in this Circular shall be subject to the imposition of fines and penalties by the ERC.

**Section 11. Repealing Clause.** All previous issuances inconsistent with this Circular are hereby repealed or amended accordingly.

**Section 12. 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 13. 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 \_\_\_\_\_ 2021 at the DOE, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila.

ALFONSO G. CUSI  
Secretary