



Republic of the Philippines  
**DEPARTMENT OF ENERGY**

**ADVISORY**

**TO :** ALL POWER GENERATION COMPANIES, DISTRIBUTION UTILITIES, RETAIL ELECTRICITY SUPPLIERS, QUALIFIED THIRD PARTIES

**FROM :** SECRETARY OF ENERGY

**SUBJECT :** SUBMISSION OF REPORT THROUGH THE DOE ELECTRIC POWER DATABASE MANAGEMENT SYSTEM (DEPDMS) WEB PORTAL

On 08 February 2022, the Department of Energy (DOE) issued Department Circular No. DC2022-02-0001 entitled "*Providing Policies for the Systematic Management of the DOE Reportorial Requirements for the Electric Power Industry Participants*", directing the transition of all concerned electric power industry stakeholders' submission of their reportorial requirements through the DEPDMS Web Portal.

Relative to this, the DOE conducted rollouts of the use of the web portal to power industry participants (generation companies, distribution utilities, retail electricity suppliers and qualified third parties) in preparation for the full operationalization of the DEPDMS Web Portal, targeted to commence on 30 September 2022.

To date, the DOE is completing the rollout for other generation companies and retail electricity suppliers and is still in the process of finalizing the guidelines and templates based on the comments and recommendations received from the said activities. The updated guidelines and templates shall accordingly be promulgated as supplemental policy to DC2022-02-0001.

In this regard, the submission of reports (either through printed or soft/electronic copies) by all electric power industry participants shall continue to be complied with pursuant to DOE Department Circular Nos. DC2010-03-0003, DC2013-05-0006, DC2015-04-0002, and DC2019-11-0015, until further advice. Electronic copies (i.e. PDF or Excel file) may be submitted to the following:

Mandated Entities	Title	To be submitted to:
Generation Companies	Monthly Operations Report - Plant Operational Data	ppdd.genteam@gmail.com
	Monthly Operations Report – Generation and Sales Data	
Distribution Utilities	Monthly Operations Report – Distribution Utilities	

<b>Mandated Entities</b>	<b>Title</b>	<b>Email Address</b>
Retail Electricity Suppliers and Local Electricity Suppliers	Monthly Operations Report – Supplier Portfolio Data	rcoapower@gmail.com
	Monthly Operations Report – Supplier Sales Data	
Qualified Third Parties (QTP)	QTP Quarterly Monitoring Report Form 1.1-1.4, Form 2 and Form 3	doe.qtp@gmail.com

For printed copies, kindly submit these to the Records Management Division at 1/F Main Building, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City.

Please be guided accordingly. Thank you.

Very truly yours,



**RAPHAEL P.M. LOTILLA**  
Secretary

**SEP 08 2022**