



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

**PROVIDING SUPPLEMENTAL POLICY FOR THE SYSTEMATIC MANAGEMENT  
OF THE DOE REPORTORIAL REQUIREMENTS FOR THE ELECTRIC POWER  
INDUSTRY PARTICIPANTS – DISTRIBUTION UTILITIES**

**WHEREAS**, Section 5 (d) of Republic Act No. 7638 or the "Department of Energy Act of 1992" declares, among others, that the Department of Energy (DOE) has the powers and functions to supervise and control over all the government activities relative to energy projects in order to attain the goals embodied in the Act;

**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**, Section 2 of the "Electric Power Industry Reform Act of 2001" or "EPIRA" declares, among others, that it is policy of the State to:

- a. ensure the quality, reliability, security and affordability of the supply of electric power;
- b. ensure transparent and reasonable prices of electricity in a regime of free and fair competition and full public accountability; and
- c. protect the public interest as it is affected by the rates and services of electric utilities and other providers of electric power;

**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 among others, the Distribution Utilities, 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 among others, Distribution Utilities to submit reportorial requirements prescribed by the DOE to ensure an effective implementation of Retail Competition and Open Access;

**WHEREAS**, on 08 February 2022, the DOE issued Department Circular No. DC2022-02-0001 "Providing Policies for the Systematic Management Submission of the DOE Reportorial Requirements for the Electric Power Industry Participants" mandating the systematic and timely submission of various data and information related by the electric power industry industry participants through the web portal designed for the online submission of reportorial requirements of the stakeholders;

**WHEREAS**, the DOE subjected to focus group discussion the various reportorial templates and facilitated users training (Annex G) 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 the 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 this 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 the 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 Distribution Utilities".

**Section 1. Scope and Application.** This Circular shall cover all Distribution Utilities. Distribution Utilities refer to all private distribution utilities, electric cooperatives and other entities authorized to distribute electricity.

**Section 2. Submission of Additional Reportorial Requirements.** All submission of reports by the Distribution Utilities shall be done using the data structures and standard templates detailed in the annexes of this circular as follows:

Annex No.	Title
Annex A.1	Template for Monthly Operations Report – DU Supply Data (MOR-DSD)



Annex A.2	Guidelines in Filling-up MOR-DSD Template
Annex B.1	Template for Monthly Operations Report – Customer Sales Data (MOR-CSD)
Annex B.2	Guidelines in Filling-up MOR-CSD Template
Annex C.1	Template for Monthly Operations Report – Wheeling Customer Data (MOR-WCD)
Annex C.2	Guidelines in Filling-up MOR-WCD Template
Annex D.1	Template for Monthly Operation Report – DU Technical Data (MOR-DTD)
Annex D.2	Guidelines for Filling-up MOR-DTD Template
Annex E.1	Template for Monthly Operation Report – DU Unbundled Rates (MOR-DUR)
Annex E.2	Guidelines for Filling-up MOR-DUR Template
Annex F.1	Template for DU General Information (DU-GENFO)
Annex F.2	Guidelines for Filling-up DU-GENFO Template

**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 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 4. 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 5. 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 6. Repealing Clause.** All previous DOE issuances inconsistent with this Circular are hereby repealed or amended accordingly.

**Section 7. 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 8. 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 \_\_\_\_\_ 2022 at the DOE, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila.

**RAPHAEL P. M. LOTILLA**  
Secretary