

## Guidelines for Filling-Up Templates for the Reportorial Requirements of the Distribution Utilities

### Annex B.2. Guidelines in Filling-up MOR – CSD Template

Column	Field Name	Description	Data Format	Data Requirement
A	Participant ID	Corresponds to the User ID provided by the DOE-EPIMB in the Log-in Credentials.  <b>EOF</b> (End Of File) shall be placed after the last filled-up cell in column A.	Alphanumeric	Mandatory  *Must not be blank if any columns to the right are filled-up.
B	Region	Corresponds to the Administrative Region (e.g., Region I, CAR, and NCR) where the DU's franchise area is located as indicated in Appendix C.	Alphanumeric	Mandatory  *Must not be blank if any columns to the right are filled-up.
C	Customer Type	Corresponds to the classification of customers (e.g., residential, commercial, industrial, and others). Use customer type as indicated in Appendix B.	Alphanumeric	Mandatory
D	No. Customers of	Corresponds to the total number of supplied customers per customer type (i.e., captive customers that are currently connected and being served by the DU).	Integers	Mandatory
E	Electricity Sales, MWh	Corresponds to the total electricity sales per customer type for the billing month in MWh.	Numeric, 4 decimal places	Mandatory
F	Gross Sales, PHP	Corresponds to the total electricity sales per customer type for the billing month in PhP excluding VAT and Adjustments.	Numeric, 4 decimal places	Mandatory