



Energy Utilization Management Bureau
Quality Management System

NOTICE OF ADJUSTMENTS*
(ANNEX C)

Doc Ref No.:	EUMB-DEVO-QF-009
Effective Date:	xx-xxxx-xx
Revision No.:	0
Page No.:	1 of 1

(Company logo)

<DD> <Month> <YY> (Date)

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive,
Bonifacio Global City, Taguig City,
Philippines 1632

Attention: DIRECTOR
Energy Utilization Management Bureau (EUMB)
Department of Energy
Tel. No: (02) 8840-2289
Email: doe.eumb@gmail.com

Dear Sir/Madam:

The <Name of entity/company/organization>, located at <Address>, would like to notify to the Department of Energy (DOE) regarding the adjustments of our EVCS operation. Our EVCS, located at <specific address>, will adjust its existing charging fee from <PHP XX.XX> to fees <PHP XX.XX>.

We have attached the following documents for your approval of the proposed charging fee adjustments

1. Annex B – Unbundled Structure Report Form indicating the proposed adjusted/updated unbundled charging fee
2. Annex D – Justification of the charging fee
3. Other document/s supporting the justification

Thank you.

Very truly yours,

(Name of the Owner/Provider)
(Designation)