

ANNEX B

Process for Certificate of Endorsement to the Energy Regulatory Commission (COE-ERC)

STEPS	DOE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements) supporting documents)		3 Working Days	
2. Waiting on REMB Evaluation if project is qualified	2.1. For Renewable Energy Projects, REMB evaluation if the application is qualified and issuance of Notice to Proceed (NTP).		4 Calendar Days	<i>Staff, REMB</i>
	2.1.1. If the application was tagged as not qualified by REMB. End of process.			
	2.1.2. If the application was tagged as qualified by REMB but an NTP was not uploaded, the application will go to EPIMB for tagging of disapproval. End of process.			
	2.1.3. Uploading of NTP, If the application was tagged as qualified.			
	2.2. If the document is already complete (for RE project should have NTP from REMB uploaded in the			

	EVOSS System) proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved			
	2.3. Preparation of Letter of Payment			
	2.4. Uploading of Order of Payment and Letter for Payment.			
	3.1. Payment is 5 banking days, if not paid application is cancelled. End of process.	Payment of Processing Fee (online payment		
		Php 1,000.00 (1MW to less than 10MW)		
		Php 10,000.00 or Php 100.00 per MW of installed capacity whichever is higher for 10MW and above		
4. Waiting for signed copy of COE to ERC	4.1. Preparation of COE to ERC		4 Hours	<i>Staff, PPDD</i>
	4.2. Review and endorsement, edit if needed.		1 Calendar Day	<i>Senior SRS and Chief, PPDD</i>

	4.3. Review and endorsement, edit if needed.		1 Calendar Day	<i>Assistant Director, Electric Power Industry Management Bureau</i>
	4.4. Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	4.5. Uploading in the EVOSS System of the signed COE to ERC. End of process.			<i>Staff, PPDD</i>
5. Claim signed COE				<i>Client</i>