



Electric Power Industry Management Bureau (EPIMB)
External Services



1. EPIMB-PMDD01 Processing and Evaluation of Application for Direct Connection

To process and evaluate the application of Energy-Intensive End-users seeking Direct Connection to the Grid pursuant to the DOE Department Circular No. DC2025-04-0008, RA 11234, or the Energy Virtual One-Stop Shop Act, and its IRR Department Circular No. DC2019-05-0007.

Office or Division:	Electric Power Industry Management Bureau (EPIMB)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Industrial, Commercial and Other Electricity End-users
Operating Hours:	24/7
Statute:	Republic Act No. 11234
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Situational Requirement	
A. New Application	
A.1. Application Letter (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Addressed to the Department of Energy Secretary, attention to the Electric Power Industry Management Bureau</i>	
A.2. Notarized Waiver from the Franchise Distribution Utility (1) Original Copy	Distribution Utility - Board of Directors
<i>Remarks:</i> <i>Duly notarized Waiver from the Distribution Utility or equivalent document stating that the DU waives its right to provide electricity services or interposes no objection to the application for Direct Connection of the End-user.</i>	
A.3. Corporate Business Profile (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>It must include general information regarding the company business such as but not limited to company overview, brief history, company business and services, company location and/or plant location, type of industry, and the copy of the Business Permit, SEC Registration, and BIR Form 2316 as applicable under the cases below.</i>	
Sub Requirement	
A.3.A. For Government	
A.3.A.1. Bureau of Internal Revenue Form 2316 (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office



<i>A.3.B. For Private</i>	
A.3.B.1. Securities and Exchange Commission Registration (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
A.3.B.2. Bureau of Internal Revenue Form 2316 (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
A.3.B.3. Business Permit (1) Electronic Copy	Local Government Unit - Permitting Office
A.4. Secretary's Certificate designating authorized representative (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Notarized Secretary's Certificate designating authorized representative to transact with the DOE</i>	
A.5. Copy of two (2) valid IDs of the authorized representative Philippine Identification System (PhilSys) ID (National ID) or Philippine Identification Card (PhilID) / ePhilID - issued by the Philippine Statistics Authority (PSA), formerly known as National Statistics Office (NSO) Philippine Passport - issued by the Department of Foreign Affairs (DFA). Driver's License - issued by the Land Transportation Office (LTO). Professional Regulation Commission (PRC) ID - issued by the Professional Regulation Commission (PRC). Integrated Bar of the Philippines ID - issued by the Integrated Bar of the Philippines (IBP). SSS ID or SSS UMID Card - issued by the Social Security System. GSIS ID or GSIS UMID Card - issued by the Government Service Insurance System (GSIS). OWWA ID - issued by the Overseas Workers Welfare Administration (OWWA). Voter's ID or Voter's Certification - issued by the Commission on Elections (COMELEC). Firearms License - issued by the Philippine National Police (PNP). Senior Citizens ID - issued by the Local Government Unit (LGU). Persons with Disabilities (PWD) ID - issued by the Local Government Unit (LGU). Alien Certificate of Registration (ACR) or Immigrant Certificate of Registration (ICR) - issued by the Bureau of Immigration. Postal ID - issued by the Philippine Postal Corporation (PhilPost).	
<i>Remarks:</i> <i>You may submit any two (2) valid IDs as listed above</i>	



A.6. Brief description of proposal (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>The brief description of the proposal must include the reason for Direct Connection and its supposed benefits to the company and/or the community or economy, connection details, connection facilities, power demand, delivery voltage, timeline for connection requirement, load forecast, and other relevant information</i>	
A.7. Location Map (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This shall include the location of the facility, nearest substation where the company will be connected, and the connection point.</i>	
A.8. Certification from the Transmission Network Provider (1) Electronic Copy	National Grid Corporation of the Philippines - Revenue Regulatory Affairs Department
<i>Remarks:</i> <i>This shall include the Certificate of Adequate Capacity and the Technical Assessment as provided by the Transmission Network Provider that the current demand including five (5) years projected demand can be accommodated by the existing transmission facilities and the same shall not adversely compromise the operation of the Grid based on the grid impact study</i>	
A.9. Online Application Form (1) Electronic Copy	https://www.evoss.ph/ - Department of Energy
<i>Remarks:</i> <i>As integrated in the EVOSS portal under Direct Connection Application</i>	
B. New Application without Waiver	
B.1. Application Letter (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Addressed to the Department of Energy Secretary, attention to the Electric Power Industry Management Bureau</i>	
B.2. Notarized Attestation from the End-user (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>For New Application without Waiver, submit an attestation that the DU did not respond to the waiver request after thirty (30) calendar days upon receipt of request, or the DU wasn't able to provide the required services of the End-user within ninety (90) calendar days from the DU's certification of complete application for connection of the End-user or on a later date as agreed by both parties.</i>	



**For End-users under PEZA, submit also a confirmation letter from PEZA on the intent to apply for Direct Connection.*

**B.3. Corporate Business Profile
(1) Electronic Copy**

Applicant / Client

Remarks:

It must include general information regarding the company business such as but not limited to company overview, brief history, company business and services, company location and/or plant location, type of industry, and the copy of the Business Permit, SEC Registration, and BIR Form 2316 as applicable under the cases below.

Sub Requirement

B.3.A. For Government

**B.3.A.1. Bureau of Internal Revenue Form 2316
(1) Electronic Copy**

Bureau of Internal Revenue -
Revenue District Office

B.3.B. For Private

**B.3.B.1. Securities and Exchange Commission Registration
(1) Electronic Copy**

Securities and Exchange
Commission - Company
Registration and Monitoring
Department

**B.3.B.2. Bureau of Internal Revenue Form 2316
(1) Electronic Copy**

Bureau of Internal Revenue -
Revenue District Office

**B.3.B.3. Business Permit
(1) Electronic Copy**

Local Government Unit -
Permitting Office

**B.4. Secretary's Certificate designating authorized representative
(1) Electronic Copy**

Applicant / Client

Remarks:

Notarized Secretary's Certificate designating authorized representative to transact with the DOE

B.5. Copy of two (2) valid IDs of the authorized representative

1. **Philippine Identification System (PhilSys) ID (National ID) or Philippine Identification Card (PhilID) / ePhilID** - issued by the Philippine Statistics Authority (PSA), formerly known as National Statistics Office (NSO)
2. **Philippine Passport** - issued by the Department of Foreign Affairs (DFA).
3. **Driver's License** - issued by the Land Transportation Office (LTO).
4. **Professional Regulation Commission (PRC) ID** - issued by the Professional Regulation Commission (PRC).
5. **Integrated Bar of the Philippines ID** - issued by the Integrated Bar of the Philippines (IBP).
6. **SSS ID or SSS UMID Card** - issued by the Social Security System.
7. **GSIS ID or GSIS UMID Card** - issued by the Government Service Insurance System (GSIS).
8. **OWWA ID** - issued by the Overseas Workers Welfare Administration (OWWA).



9. Voter's ID or Voter's Certification - issued by the the Commission on Elections (COMELEC). 10. Firearms License - issued by the Philippine National Police (PNP). 11. Senior Citizens ID - issued by the Local Government Unit (LGU). 12. Persons with Disabilities (PWD) ID - issued by the Local Government Unit (LGU). 13. Alien Certificate of Registration (ACR) or Immigrant Certificate of Registration (ICR) - issued by the Bureau of Immigration. 14. Postal ID - issued by the Philippine Postal Corporation (PhilPost).	
<i>Remarks:</i> <i>You may submit any two (2) valid IDs as listed above</i>	
B.6. Brief description of proposal (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>The brief description of the proposal must include the reason for Direct Connection and its supposed benefits to the company and/or the community or economy, connection details, connection facilities, power demand, delivery voltage, timeline for connection requirement, load forecast, and other relevant information</i>	
B.7. Location Map (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This shall include the location of the facility, nearest substation where the company will be connected, and the connection point.</i>	
B.8. Certification from the Transmission Network Provider (1) Electronic Copy	National Grid Corporation of the Philippines - Revenue Regulatory Affairs Department
<i>Remarks:</i> <i>This shall include the Certificate of Adequate Capacity and the Technical Assessment as provided by the Transmission Network Provider that the current demand including five (5) years projected demand can be accommodated by the existing transmission facilities and the same shall not adversely compromise the operation of the Grid based on the grid impact study</i>	
B.9. Online Application Form (1) Electronic Copy	https://www.evoss.ph/ - Department of Energy
<i>Remarks:</i> <i>As integrated in the EVOSS portal under Direct Connection Application</i>	
C. Renewal	



C.1. Application Letter (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Addressed to the Department of Energy Secretary, attention to the Electric Power Industry Management Bureau</i>	
C.2. Notarized Attestation from the End-user (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Notarized attestation indicating that the DU has not revoked nor modified the previously issued waiver.</i> <i>*For End-users under PEZA, submit also a confirmation letter from PEZA on the intent to apply for Direct Connection.</i>	
C.3. Copy of Previous Approval for Direct Connection (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Copy of Previous Agreement or Approval on Direct Connection from NPC, ERC, or DOE.</i>	
C.4. Corporate Business Profile (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>It must include general information regarding the company business such as but not limited to company overview, brief history, company business and services, company location and/or plant location, type of industry, and the copy of the Business Permit, SEC Registration, and BIR Form 2316 as applicable under the cases below.</i>	
Sub Requirement	
<i>C.4.A. For Government</i>	
C.4.A.1. Bureau of Internal Revenue Form 2316 (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
<i>C.4.B. For Private</i>	
C.4.B.1. Securities and Exchange Commission Registration (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
C.4.B.2. Bureau of Internal Revenue Form 2316 (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
C.4.B.3. Business Permit (1) Electronic Copy	Local Government Unit - Permitting Office
C.5. Secretary's Certificate designating authorized representative (1) Electronic Copy	Applicant / Client



Remarks:

Notarized Secretary's Certificate designating authorized representative to transact with the DOE

C.6. Copy of two (2) valid IDs of the authorized representative

1. **Philippine Identification System (PhilSys) ID (National ID) or Philippine Identification Card (PhilID) / ePhilID** - issued by the Philippine Statistics Authority (PSA), formerly known as National Statistics Office (NSO)
2. **Philippine Passport** - issued by the Department of Foreign Affairs (DFA).
3. **Driver's License** - issued by the Land Transportation Office (LTO).
4. **Professional Regulation Commission (PRC) ID** - issued by the Professional Regulation Commission (PRC).
5. **Integrated Bar of the Philippines ID** - issued by the Integrated Bar of the Philippines (IBP).
6. **SSS ID or SSS UMID Card** - issued by the Social Security System.
7. **GSIS ID or GSIS UMID Card** - issued by the Government Service Insurance System (GSIS).
8. **OWWA ID** - issued by the Overseas Workers Welfare Administration (OWWA).
9. **Voter's ID or Voter's Certification** - issued by the Commission on Elections (COMELEC).
10. **Firearms License** - issued by the Philippine National Police (PNP).
11. **Senior Citizens ID** - issued by the Local Government Unit (LGU).
12. **Persons with Disabilities (PWD) ID** - issued by the Local Government Unit (LGU).
13. **Alien Certificate of Registration (ACR) or Immigrant Certificate of Registration (ICR)** - issued by the Bureau of Immigration.
14. **Postal ID** - issued by the Philippine Postal Corporation (PhilPost).

Remarks:

You may submit any two (2) valid IDs as listed above

**C.7. Brief description of proposal
(1) Electronic Copy**

Applicant / Client

Remarks:

The brief description of the proposal must include the reason for Direct Connection and its supposed benefits to the company and/or the community or economy, connection details, connection facilities, power demand, delivery voltage, timeline for connection requirement, load forecast, and other relevant information

**C.8. Location Map
(1) Electronic Copy**

Applicant / Client

Remarks:



This shall include the location of the facility, nearest substation where the company will be connected, and the connection point.

C.9. Certification from the Transmission Network Provider
(1) Electronic Copy

National Grid Corporation of the Philippines - Revenue Regulatory Affairs Department

Remarks:

This shall include the Certificate of Adequate Capacity and the Technical Assessment as provided by the Transmission Network Provider that the current demand including five (5) years projected demand can be accommodated by the existing transmission facilities and the same shall not adversely compromise the operation of the Grid based on the grid impact study

C.10. Online Application Form
(1) Electronic Copy

<https://www.evoss.ph/> - Department of Energy

Remarks:

As integrated in the EVOSS portal under Direct Connection Application

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of COMPLETE documentary requirements Location: https://www.evoss.ph/ Notes/Instruction: Ensure submission of complete and correct documentary requirements to avoid reversion of application	1.1. Checking of completeness of application with documentary requirements	None	3 working day/s	Science Research Specialist I/II; Power Market Development Division (PMDD)
	1.2. DU Waiver Confirmation		7 working day/s	Science Research Specialist I/II; Power Market Development Division (PMDD)
2. Payment of Processing Fee and submitting proof of payment online Location: Local Bank and https://www.evoss.ph/ Notes/Instruction: Pay the processing fee and upload the proof of	2.1. Create Billing Statement	Standard Fees Breakdown: Processing Fee: PHP 7800	1 working day/s	Division Chief; Power Market Development Division (PMDD)
	2.2. Uploading of Order of Payment	Total: PHP 7800	1 working day/s	Science Research Specialist I/II; Power Market Development



payment within five (5) working days to avoid termination of your application.				t Division (PMDD)
	2.3. Validation of payment and acceptance of receipt			2 working day/s • Admin Officer III/V; Treasury Division (TD)
3. Confirmation of the schedule of site inspection Location: https://www.evoss.ph/ Notes/Instruction: Confirm the schedule of the site inspection within five (5) working days to avoid termination of application.	3.1. Scheduling of Site Inspection	None	1 calendar day/s	• Science Research Specialist I/II; Power Market Development Division (PMDD)
	3.2. Actual Site Inspection excluding travel time			• Science Research Specialist I/II; Power Market Development Division (PMDD)
	3.3. Review and evaluation of the application			• Science Research Specialist I/II; Power Market Development Division (PMDD)
	3.4. Review and signing of the Complete Staff Work and Memorandum to Secretary endorsing the EPIMB's recommendation on the application			• Assistant Director, Director; Electric Power Industry Management Bureau (EPIMB)
	3.5. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application			• Assistant Secretary of EPIMB; Office of the Assistant Secretary
	3.6. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's			• Undersecretary of EPIMB; Office of the Undersecretary



	recommendation on the application		
	3.7. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application	5 calendar day/s	Division Chief of Power Legal Services Division, Director of Legal Services; Legal Services (LS)
	3.8. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application	3 calendar day/s	Undersecretary of Legal Services; Office of the Undersecretary
	3.9. Secretary's Approval or Disapproval of the EPIMB's recommendation/signing of the decision letter and transmittal to EPIMB of the signed decision letter	7 calendar day/s	Secretary; Office of the Secretary
	3.10. Uploading the decision letter in EVOSS/ ending the process	2 calendar day/s	Science Research Specialist I/II; Power Market Development Division (PMDD)

General Remarks

1. The 50 calendar days processing time are counted only based on the total number of days indicated as "calendar days" in the table above.
2. Calendar days refers to any day of the year including weekends and holidays.
3. Working days refer to weekdays (Monday to Friday) except holidays.
4. Calendar days are observed for the processes corresponding to the actual evaluation including the scheduling of site inspection, travel time, actual site inspection, review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes.
5. Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable.
6. For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Direct Connection Applications from the available options

Total Processing Time:	Calendar Days: 50 calendar day/s Working Days: 14 working day/s
Total Processing Fee:	Total Standard Fee:



	PHP 7800
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