



**Hydropower and Ocean Energy Management Division
(HOEMD)
External Services**



1. REMB-HOEMD01 Amendment of RE Contract (for Hydro and Ocean Energy Projects)

Subject to terms and conditions stipulated in the RE Contract, the RE Developer may request an amendment of its RE Contract with justification on such revision.

Office or Division:	Hydropower and Ocean Energy Management Division (HOEMD)																
Classification:	Highly Technical																
Type of Transaction:	G2B (Government to Business)																
Who may avail:	Registered RE Developer who is not in default of its technical and financial obligations under the RE Contract. Renewable Energy Service Contracts (RESC) of Registered RE Developer shall be amended in any of the following instances: 1. Changes to the Contract Area; 2. Increase or Decrease in the Installed Capacity; 3. Change of Location of Project Site (for Hydropower Projects); 4. Extension of RE Contract Term; and 5. Changes to address inconsistencies between the RE Contract and its Annexes.																
Operating Hours:	24/7																
Statute:	Republic Act No. 9513 - An Act Promoting the Development, Utilization and Commercialization of Renewable Energy Resources and for Other Purposes																
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Request for amendment Letter addressed to the REMB Director (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i> </td></tr> <tr> <td colspan="2">For Situational Requirement</td></tr> <tr> <td colspan="2">A. Requirements for Amendment to the Contract Area/Location</td></tr> <tr> <td>A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area verification (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2">Sub Requirement</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Request for amendment Letter addressed to the REMB Director (1) Original Copy Or (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i>		For Situational Requirement		A. Requirements for Amendment to the Contract Area/Location		A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area verification (1) Original Copy Or (1) Electronic Copy	Applicant / Client	Sub Requirement	
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A.1.A. Mapping Requirements for Area Verification of RE Projects:	
A.1.A.1. Location/Sketch map* of the project area/site (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: The map should show its boundaries in relation to major environmental features, using a NAMRIA topographic map or any available administrative basemap at a scale of at least 1:50,000. The map must contain the PRS'92 geographic coordinates of all boundary corners of the project area, or the powerhouse and weir/dam locations with elevations above Mean Sea Level (for hydropower projects). Notes: • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all map details found in the Sample Map* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed by a licensed Geodetic Engineer (GE). The seal must be visibly shown on the scanned copy. • TD_FORM.xls* - Excel file which can be downloaded from the EVOSS website. The form should be accomplished and must contain the PRS'92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and a visible Geodetic Engineer's seal if the TD cannot be reflected on the map. • Computation of Area - For project areas conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block; otherwise, the projected area (PTM-Zone I to V) will be considered. Reminder: The required geographic coordinates system is PRS '92. Google Earth uses a different coordinate system. *The following maps and form can be accessed through the EVOSS website under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms): Sample Map A – Blocking Sample Map D – Hydro Power Project TD_FORM.xls	
A.1.A.2. Photocopy/Scanned copy of PRC Card of the Geodetic Engineer (1) Certified True Copy Or (1) Electronic Copy	Professional Regulation Commission - Licensure and Registration Division - Registration Section
Remarks: Validity should cover the date of map preparation.	
A.1.A.3. Professional Tax Receipt of the Geodetic Engineer	Municipal/City Hall - Office of the Municipal/City Treasurer



(1) Certified True Copy Or (1) Electronic Copy				
A.1.A.4. Excel file or a printed form, following the format in TD_FORM.xls* (1) Electronic Copy Or (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>For Ocean Energy Projects only. Should contain the PRS'92 geographic coordinates of all boundary corners.</i> <i>*The template form can be accessed through the EVOSS website under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms).</i>				
A.2. Technical Requirements (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy		Applicant / Client		
Sub Requirement				
A.2.A. For Pre-Development Stage				
A.2.A.1. Detailed Resource Assessment Studies (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy		Applicant / Client		
A.2.B. For Development Stage				
A.2.B.1. Full-Blown Feasibility Studies (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy		Applicant / Client		
A.3. Work Program in Gantt Chart following the applicable template (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> 1. Hydro (Annex-F of DC2024-06-0018) 2. Ocean (Annex-G of DC2024-06-0018)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits the complete documentary requirements Location: For submission of requirements: DOE - Records	1.1. HOEMD checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Hydropower and Ocean Energy Management



Management Division or REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: For Agency Action 1.1: - If the submission is incomplete, the HOEMD notifies the applicant to update the submission. - Upon resubmission, the HOEMD checks the completeness and consistency of the submission within three (3) working days. - If the submission is still incomplete, the HOEMD notifies the applicant on the cancellation of the application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of the notice, the application will be deemed abandoned. For Agency Action 1.2 - HOEMD notifies the RE				nt Division (HOEMD) Chief; Records Management Division (RMD)
	1.2. HOEMD generates a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. HOEMD shall then transmit the issued Order of Payment to the Applicant.	1 working day/s		- Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Chief; Accounting Division (AD)



Developer through email to pay the processing fee within five (5) working days.				
*For Applications Determined Qualified 2.A.Applicant pays the Processing Fee Location: For payment of fees: DOE Cashier or other modes of payment For submission of documents: REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: Notes/Instruction: For Client Step 2: If not paid within five (5) working days, the application will be deemed abandoned.	2.A.1. If payment has been made, Treasury Division validates the proof of payment	Standard Fees Breakdown: Processing Fee: PHP 4000	1 working day/s	Chief; Treasury Division (TD)
For Agency Action 2.A.1: - If payment is not valid, the HOEMD notifies the applicant through a system generated email to rectify the payment within two (2) working days. - If the payment	2.A.2. HOEMD conducts Technical Evaluation and endorses the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS), if necessary	Total: PHP 4000	5 calendar day/s	- Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Director; Renewable Energy Management Bureau (REMB)
	2.A.3. FS, LS, and/or ITMS conduct simultaneous Financial and Legal Evaluations, and/or Area Verification		5 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSA) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance



is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandonment. • If the payment is still not valid, the HOEMD notifies the applicant of the notice of disqualification.			e Division (RERCD) • Director; Financial Services (FS) • Chief; Information Services Division (ISD) • Director; Information Technology and Management Services (ITMS)
For Agency Action 2.A.2 • In case the evaluation of the HOEMD shows: a. that there are additional costs to be incurred that should warrant another financial evaluation ;	2.A.4. HOEMD consolidates all the evaluation results and endorses, through the REMB Director, the recommendation for concurrence of LS	2 calendar day/s	• Chief; Hydropower and Ocean Energy Management Division (HOEMD) • Director; Renewable Energy Management Bureau (REMB)



b. if there are any legal concerns on the RE project; and/or c. if there is a need for re-plotting of the Contract Area/location, the HOEMD shall endorse the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS). For Agency Action 2.B.4: - If not qualified, HOEMD notifies the RE Developer to submit rectified documents within fourteen (14) calendar days. For Agency Action 2.B.5: - If not compliant, LS returns the application to HOEMD for further action. For Agency Action 2.B.6: - If disapproved, the Assistant	2.A.5. LS acts on the recommendation and the HOEMD endorses the recommendation to the Assistant Secretary	2 calendar day/s	- Director; Legal Services (LS) - Chief; Hydropower and Ocean Energy Management Division (HOEMD)
	2.A.6. Assistant Secretary acts on the recommendation and HOEMD endorses the recommendation to the Undersecretary	2 calendar day/s	- Assistant Secretary; Office of the Assistant Secretary - Chief; Hydropower and Ocean Energy Management Division
	2.A.7. Undersecretary acts on the recommendation and HOEMD endorses the recommendation to the Secretary	2 calendar day/s	- Undersecretary; Office of the Undersecretary - Chief; Hydropower and Ocean Energy Management Division



Secretary returns the application to HOEMD for further action. For Agency Action 2.B.7: - If disapproved, the Undersecretary returns the application to HOEMD for further action. For Agency Action 2.B.8: - If disapproved, the Secretary returns the application to HOEMD for further action.	2.A.8. The Secretary acts on the recommendation		5 calendar day/s	Secretary; Office of the Secretary
	2.A.9. HOEMD notifies the applicant, LS, FS, and ITMS on the approval and transmits a copy of the Approval Letter and amended Contract / Certificate of Registration to the applicant		1 calendar day/s	SRS; Hydropower and Ocean Energy Management Division (HOEMD)
*For Applications Determined Not Qualified 2.B.RE Developer submits the rectified application documents Location: For payment of fees: DOE Cashier or other modes of payment For submission of documents: REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction:	2.B.1. If payment is valid, Treasury Division validates the proof of payment	Standard Fees Breakdown: Processing Fee: PHP 4000 Total: PHP 4000	1 working day/s	Chief; Treasury Division (TD)
	2.B.2. HOEMD conducts Technical Evaluation and endorses the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS), if necessary		5 calendar day/s	- Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Director; Renewable Energy Management Bureau (REMB)

For Client Step 2:

- If failure to rectify within fourteen (14) calendar days,



the RE Developer will receive notification of deemed abandoned. For Agency Action 2.B.1: • If the payment is not valid, the HOEMD notifies the applicant through a system generated email to rectify the payment within two (2) working days. ◦ If payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandonment. • If the payment is still not valid, the HOEMD notifies the applicant of the notice of disqualification.	2.B.3. FS, LS, and/or ITMS conduct simultaneous Financial and Legal Evaluations, and/or Area Verification. 2.B.4. HOEMD consolidates all the evaluation results and recommends to the REMB Director for further action	5 calendar day/s 2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS) • Chief; Information Services Division (ISD) • Director; Information Technology and Management Services (ITMS) • Chief; Hydropower and Ocean Energy Management Division • Director; Renewable Energy Management Bureau (REMB)
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For Agency Action 2.B.2 - In case the evaluation of the HOEMD shows: - that there are additional costs to be incurred that should warrant another financial evaluation ; - if there are any legal concerns on the RE project; and/or - if there is a need for re-plotting of Contract Area, the HOEMD shall endorse the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS).	2.B.5. If not qualified, HOEMD, LS, FS and ITMS conduct simultaneous Technical, Legal, and Financial re-evaluations, and Area re-verification (whichever is applicable)	5 calendar day/s	- Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance Division (RERCD) - Director; Financial Services (FS) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)
For Agency Action 2.B.2 and 2.B.3: If the applicant failed to submit the rectified documents within fourteen			



(14) calendar days upon receipt of notice, application will be deemed abandoned. - If still not qualified, HOEMD endorses thru the REMB Director, the denial of the application to the Assistant Secretary. For Agency Action 2.B.6: - If not qualified, the HOEMD endorses through the REMB Director, the denial of the application to the Assistant Secretary. For Agency Action 2.B.7: - If not compliant, LS returns the application to HOEMD for further action. For Agency Action 2.B.8: - If disapproved, the Assistant Secretary returns the application to HOEMD for further action. For Agency Action 2.B.9:	2.B.6. HOEMD consolidates all the re-evaluation results and endorses, through the REMB Director, the recommendation for concurrence of LS.	2 calendar day/s	- Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Director; Renewable Energy Management Bureau (REMB)
	2.B.7. LS acts on the recommendation and HOEMD endorses the recommendation to the Assistant Secretary	2 calendar day/s	- Director; Legal Services (LS) - Chief; Hydropower and Ocean Energy Management Division (HOEMD)
	2.B.8. Assistant Secretary acts on the recommendation and HOEMD endorses the recommendation to the Undersecretary	2 calendar day/s	- Assistant Secretary; Office of the Assistant Secretary - Chief; Hydropower and Ocean Energy Management Division (HOEMD)
	2.B.9. Undersecretary acts on the recommendation and HOEMD endorses the recommendation to the Secretary	2 calendar day/s	Undersecretary; Office of the Undersecretary



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