



Solar Energy Management Division (SEMD)

External Services



1. REMB-SEMD01 Solar Energy Operating Contract Application

An agreement between the DOE and an RE Developer for the development and/or utilization of solar resources shall be covered by an RE Operating Contract

Office or Division:	Solar Energy Management Division (SEMD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business)																				
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2024-06-0018																				
Operating Hours:	24/7																				
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects																				
<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. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy</td><td>Department of Foreign Affairs - DFA</td></tr> <tr> <td>2. Technical Requirements (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2">Sub Requirement</td></tr> <tr> <td colspan="2"><i>2.A. 1. Work Program in Gantt Chart following the applicable template</i></td></tr> <tr> <td>2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> 1. Land-based (e.g. Ground Mounted, Roof Mounted) - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf 2. Floating - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf </td></tr> <tr> <td>2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy</td><td>Department of Energy - DOE-ITMS</td></tr> <tr> <td colspan="2"><i>Remarks:</i></td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy	Department of Foreign Affairs - DFA	2. Technical Requirements (1) Electronic Copy	Applicant / Client	Sub Requirement		<i>2.A. 1. Work Program in Gantt Chart following the applicable template</i>		2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> 1. Land-based (e.g. Ground Mounted, Roof Mounted) - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf 2. Floating - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf		2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy	Department of Energy - DOE-ITMS	<i>Remarks:</i>	
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2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy	Department of Energy - DOE-ITMS																				
<i>Remarks:</i>																					



<i>Area Clearance and Verified Map issued by the Department of Energy through the Pre-Application Process</i>	
2.A.3. If Applicant opts not to avail of Certificate of Authority, a valid System Impact Study (1) Electronic Copy	National Grid Corporation of the Philippines and/or Distribution Utility - NGCP
2.A.4. Feasibility Study (1) Electronic Copy	Applicant / Client
Sub Requirement	
<i>2.A.4.A. Market Aspect - Identify its available target market and its projected electricity rate (e.g. as a merchant plant under the spot market or as generating plant covered by Bilateral Agreement with Distribution Utilities, Suppliers, or End-Users in accordance with the RPS, GEOP, or any applicable market covered by current rules and guidelines).</i>	
<i>2.A.4.B. Technical Aspect – Technical study affirming that the Available solar resource in the Contract area is in commercial quantity including discussions and attachments on the source of solar resource data, result of simulation using industry standard software (e.g., Pvsyst, Solnrg, etc.), engineering designs (e.g., PV layout, single line diagram for AC and DC, and general specifications of equipment), Annual Energy Production Estimates of the Project; and Performance Ratio.</i>	
<i>2.A.4.C. Financial Aspect – Preliminary runs on the financial Feasibility of the available solar resource within the Contract Area vis-a-vis the identified market/s. Attachment shall include financial models at different markets stipulating the financial measures such as IRR, NPV, LCOE, among others.</i>	
<i>2.A.4.D. Management Aspect – Detailing the strategies on the construction and commercial operation of the project (e.g. EPC Contractor, Owner's Engineer and O & M Contractor).</i>	
<i>2.A.4.E. Proof or application to secure right of way, applicable social and environmental permits/clearances (e.g. EPC Contractor, Owner's Engineer and O & M Contractor) (Certified True Copy or Original and Notarized Undertaking)</i>	
For Situational Requirement	
A. Legal Requirements	
Sub Situational Requirement/s	
A.a. Proof of Registration (Individual or Proprietorship)	
A.a.1. Birth Certificate issued by the Philippine Statistics Authority (PSA Certified) (1) Certified True Copy	Philippine Statistics Authority - PSA
A.a.2. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Government
A.a.3. Department of Trade and Industry (DTI) Registration, if applicable (1) Certified True Copy	Department of Trade and Industry - DTI



A.a.4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable) (1) Certified True Copy	Applicant / Client
A.b. Corporation/ Joint Venture/ Consortium/ Cooperative:	
A.b.1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders. (The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development) (SEC Certified of CDA-Certified or NEA-Certified) (1) Certified True Copy	Securities and Exchange Commission - SEC
A.b.2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE, if applicable (1) Certified True Copy	Applicant / Client
A.b.3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders (Certified True Copy of the SEC-received copy of the GIS) (1) Certified True Copy	Securities and Exchange Commission - SEC
A.b.4. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Government
A.b.5. Organizational Chart of the Company (1) Certified True Copy	Applicant / Client
A.c. Local Government Unit	
A.c.1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE (1) Electronic Copy	Provincial, City, Municipal, and/or Barangay Government Council - Local Government Unit
B. Proof of Possessory Rights (For Solar)	
Sub Situational Requirement/s	
B.a. For Private Lands, in the order, any of precedence, any of the following documents may be submitted:	
B.a.1. Certificate of Titles to the real properties in the name of the RE Applicant; or (1) Electronic Copy	Applicant / Client
B.a.2. Contracts, Deeds, Agreements and the like that unconditionally grant the SEOC Applicant ownership or right to possess the real properties for purposes of construction, installation, maintenance, and operation of the Solar Power Project thereon; or (1) Electronic Copy	Applicant / Client



Remarks:	
B.a.3. Contracts, Deeds, Agreements, and the like that unconditionally grant the SEOC Applicant an exclusive option to acquire the ownership or the right to possess the real properties: Provided, that the right to construct, install, maintain and operate the solar power project thereon is vested unto the SEOC Applicant. (1) Electronic Copy	Applicant / Client
B.a.4. If the acceptable proof of ownership or possessory rights are not available and the Area of Interest (AOI) is not subject of a conflicting claim, the AOI is not subject for conflicting claim, the RE Applicant shall submit the following (1) Electronic Copy	Applicant / Client
Remarks: 1. Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf ; and 2. Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant. Note: Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.	
B.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
B.b.1. Permits and clearances issued in favor of the RE Applicant by a government agency or instrumentality that has jurisdiction over the AOI authorizing the use of such AOI of the solar power project; or (1) Electronic Copy	Applicant / Client
B.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award. (1) Electronic Copy	Applicant / Client
B.b.3. If the acceptable proof of ownership or possessory rights are not available and the AOI is not subject of a conflicting claim, the RE Applicant shall submit the following: (1) Electronic Copy	Applicant / Client
Remarks:	



1. Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in <https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf>.
2. Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.

Note:

Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.

B.c. Supporting Document to the acceptable proof of ownership or possessory rights

B.c.1. Board Resolution or Secretary Certificate of the RE Applicant and (1) Electronic Copy	Applicant / Client
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Remarks:

1. If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and
2. If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;

B.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like (1) Electronic Copy	Applicant / Client
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B.c.3. ii. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like (1) Electronic Copy	Applicant / Client
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B.d. Scanned copy of the sworn statement of RE Applicant's authorized representative, detailing the proof of ownership or possessory rights

B.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with inclusive dates; (1) Electronic Copy	Applicant / Client
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B.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor, and lessee, and the like; (1) Electronic Copy	Applicant / Client
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B.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision	Applicant / Client
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quoted in full (1) Electronic Copy	
B.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes effective (1) Electronic Copy	Applicant / Client
B.d.5. Notarized date of the above documents (1) Electronic Copy	Applicant / Client
B.d.6. Read-only Excel file attached to the sworn statement where the details below are presented (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>1. RE Applicant's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Applicant; and</i> <i>2. Confirmation that the contract, deed, agreement, etc. was executed by persons with the right to dispose of the ownership or possession of the real properties.</i>	
C. Financial Requirements	
Sub Situational Requirement/s	
C.a. For Existing Organized Corporation operating more than a year	
C.a.1. Audited Financial Statement (FS) for the last two (2) years and, if the filing date is three (3) months beyond the date of the submitted Audited FS, Unaudited FS is required, where the following financial analysis may be derived: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>1. Available Working Capital (AWC) = Liquid Assets Less Current Liabilities, where Liquid Assets is the Residual Current Assets less Non-Quick Assets (e.g. Inventories, Prepayments, etc.) and other financial commitment of the applicant for existing projects with the DOE.</i> <i>2. Debt-to-Equity Ratio = Total Liabilities/Total Stockholders Equity where the ratio should not exceed:</i> <i>• For RE Developers that will serve as micro grid service provider, the Debt-to-Equity ratio shall not exceed 2.5:1.0</i> <i>• For Small to Medium Size RE Project, the Debt-to-Equity ratio shall not exceed 2.0:1.0</i>	
RE Resource	Potential Capacity



Solar

up to 10.000MW

- For Large Size RE Project, the Debt-to-Equity ratio shall not exceed 1.5:1.0

RE Resource

Potential Capacity

Solar

More than 10.000MW

3. Loans convertible to equity or convertible loans, typically used for preconstruction project funding, shall be regarded as part of equity for purposes of the calculation of the Debt-to-Equity Ratio: Provided, that the following conditions are present:

- The Authorized Capital Stock is sufficient to absorb the equity converted; and
- Submission of loan agreement or arrangement with the current or prospective shareholder(s), and the corresponding notes on the FS

4. Authorized Capital Stock – Amount should be enough to sustain its operation for the 1st year of the Work Program, if not sufficient and additional Capital is required, a Board Resolution should be submitted to support the increase in capitalization with a duly stamped received by the Securities & Exchange Commission (SEC).

5. For an Unaudited FS - Original Bank Certification to support the Cash in Bank balance as reflected in the financial statements.

Criteria for Financial Evaluation

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.

D. For Newly Organized Corporation, operating less than a year; or Subsidiary Corporation, newly organized or not; with insufficient funds to finance the proposed work program with guarantee from parent company, the RE Applicant shall submit on top of its financial requirements the following:

D.1. Parent Company's financial documents per item 1 above (1) Electronic Copy	Applicant / Client
D.2. Duly notarized Letter of Undertaking/Support from the Parent Company to fund the work program. (1) Electronic Copy	Applicant / Client

Remarks:



Criteria for Financial Evaluation

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: • If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.1: • If the submission is complete and the area is valid, SEMD thru EVOSS System uploads the Order of	1.1. SEMD, RELSD, RERCD, and ITMS-ISD checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the solar power project	None	3 working day/s	• Chief; Solar Energy Management Division (SEMD) • Chief; Information Services Division (ISD) • Chief; Renewable Energy Legal Services Division (RELSD) • Chief; Renewable Energy Resources Compliance Division (RERCD)



Payment within one (1) working day to pay for the Application and Processing Fees; EVOSS System notifies RELSD, RERCD, and ITMS-ISD on the complete submission • If the area is valid and the submission is incomplete, EVOSS System notifies the Applicant thru a system generated email to update the submission within the validity of the Notice to Apply (NTA)				
• If the area is not valid, ITMS-ISD thru EVOSS System notifies the Applicant, SEMD, RELSD, and RERCD that the application is denied. • If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day	1.2. SEMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. SEMD shall then upload the issued Order of Payment to the Applicant thru EVOSS		1 working day/s	• Chief; Solar Energy Management Division (SEMD) • Chief; Accounting Division (AD)



2.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system				
*For Application Determined Qualified 2.A.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • Faillure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agenct Action 2.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division	2.A.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment	Standard Fees Breakdown: Application Fee: PHP 11600 Total: PHP 11600	1 working day/s	• Chief; Treasury Division (TD)
	2.A.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System	Formula Fees Breakdown: Processing Fee	1 working day/s	• Chief; Treasury Division (TD)
	2.A.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). SEMD, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights and Financial Evaluations		7 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources



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 abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.A.4: • If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days. ◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System				Compliance Division (RERCD) • Director; Financial Services (FS)
◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System	2.A.4. If Qualified, EVOSS notifies the ITMS-ISD and SEMD thru a system generated email to prepare the Contract Map, COR, RE Contract and Memorandum to the Secretary		3 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD)



notifies the Concerned Units to check the completeness of the submission within three (3) working days. - o If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application . - o If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the SEMD, RELSD, and RERCD to				• Director; Information Technology and Management Services (ITMS)
	2.A.5. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies SEMD thru a system generated email on the concurrence of the recommendation		2 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director ; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)



proceed with the re-evaluation because the Applicant already consumed the ten (10) working days. ◦ If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days). For Agency Action 2.A.6: • If not concurred, SEMD Uploads the signed Disqualification Letter.				
		2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Assistant Secretary ; Office of the Assistant Secretary
		2.A.7. Undersecretary acts on the Recommendation	2 calendar day/s	• Chief ; Solar Energy Management Division (SEMD) • Undersecretary ; Office of the Undersecretary



For Agency Action 2.A.7: If not concurred, SEMD Uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	2.A.8. SEMD notifies thru EVOSS the Applicant to pre-sign the contract		1 calendar day/s	Chief; Solar Energy Management Division (SEMD)
*For Application Determined Not Qualified 2.B.Applicant rectifies the submission within ten (10) working days Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction:	2.B.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment 2.B.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System	Standard Fees Breakdown: Application Fee: PHP 11600 Total: PHP 11600 Formula Fees Breakdown: Processing Fee	1 working day/s 1 working day/s	- Chief ; Treasury Division (TD) - Chief ; Treasury Division (TD)
For Client Step 2 - Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. - If failure to rectify within ten	2.B.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). SEMG, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights		7 calendar day/s	- Chief; Solar Energy Management Division (SEMD) - Director; Renewable Energy Management



(10) working days, the RE Developer will receive notification of deemed abandoned For Agency Action 2.B.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru 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 abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the	and Financial Evaluations			nt Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
	2.B.4. EVOSS resumes the timeline for the DOE; EVOSS System notifies the Concerned Unit to conduct re-evaluation		5 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB)



Applicant of the notice of disqualification. For Agency Action 2.B.4: • If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days. ◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days.			• Chief ; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief ; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system	2.B.5. EVOSS System notifies the ITMS and SEMD thru a system generated email to prepare the Contract Map, COR, RE Contract and Memo to the Secretary	3 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB)



generated email on the abandonment of application . ◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the SEMD, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the ten (10) working days. ◦ If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS				• Chief; Information Services Division (ISD) • Director ; Information Technology and Management Services (ITMS)
	2.B.6. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies SEMD thru a system generated email on the concurrence of the recommendation		2 calendar day/s	• Chief ; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Renewable Energy Legal Services Division (RELSD)



notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days) For Client Step 2.B.4: - Applicant uploads the rectified documents within the remaining working days (10-x working days). For Agency Action 2.B.8: - If not concurred, SEMD Uploads the signed Disqualification Letter. For Agency 2.B.8 - If not concurred, SEMD Uploads the signed Disqualification Letter; EVOSS System notifies the Applicant,			
	2.B.7. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	- Chief ; Solar Energy Management Division (SEMD) - Assistant Secretary; Office of the Assistant Secretary
	2.B.8. Undersecretary acts on the Recommendation	2 calendar day/s	- Chief; Solar Energy Management Division (SEMD) - Undersecretary; Office of the Undersecretary
	2.B.9. Undersecretary concurs the recommendation, SEMD notifies thru	1 calendar day/s	Chief; Solar Energy Management



RELSA, RERCD and ITMS-ISA on the disapproval. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	EVOSS the Applicant to pre-sign the contract			nt Division (SEMD) • Director; Renewable Energy Management Bureau (REMB)
3. Applicant pre-signs the RE contract and submits to DOE Location: EVOSS System (https://evoss.ph/) For Pre-Signing: REMB Office, DOE Notes/Instruction: For Client Step 3: • If applicant failed to pre-sign the RE Contract within the prescribed period of thirty (30) calendar days, EVOSS notifies the Applicant, SEMD, RELSD, RERCD and ITMS-ISA that the application is deemed abandoned. For Agency Action 3.1: • If not valid and the Applicant consumed the prescribed	3.1. SEMD validates the pre-signed RE Contract	None	1 working day/s	• Chief; Solar Energy Management Division (SEMD)



timeframe, EVOSS System notifies the Applicant, SEMD, RELSD, ITMS-ISD and RERCD through a system generated email on the abandonment of the application. • If not valid and the Applicant does not consume the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the incomplete Pre-Signed Contract. • If the pre-signed contact is incomplete, EVOSS System notifies the Applicant and SEMD, RELSD, RERCD, and ITMS-ISD thru a system generated email on the Abandonment of the application. • If the pre-signed contact is complete; EVOSS System notifies the Applicant, SEMD, RELSD, RERCD, ITMS-ISD of the complete pre-signed contract	3.2. The Secretary acts on the pre-signed RE contract		7 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Secretary ; Office of the Secretary
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and SEMD endorses to the Secretary the Pre-Signed Contract. For Agency Action 3.2: - If the Secretary signed the RE contract, SEMG thru EVOSS issues the Order of Payment and the RE Applicant to pay for the signing fee within fifteen (15) calendar days. - If not approved, SEMD uploads the signed Disapproval Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval of the application. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
	3.3. SEMD thru EVOSS issues the Order of Payment		1 calendar day/s	Chief; Solar Energy Management Division (SEMD)
4. Applicant pays the signing fee Location: For Payment of fees: DOE Cashier or other mode of payments	4.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment.	Formula Fees Breakdown: Signing Fee	1 working day/s	Chief; Treasury Division (TD)



For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 4: • Failure to pay within fifteen (15) calendar days, the Applicant will receive a notification of deemed abandoned.				
For Agency Action 4.1: • If the payment is invalid, EVOSS System notifies the Applicant thru 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 the payment is still invalid, EVOSS System notifies the Applicant,	4.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	• Chief; Treasury Division (TD)
	4.3. SEMD thru EVOSS uploads the Signed Contract and/or COR and encodes the RE Contract Number,		1 calendar day/s	• Chief; Solar Energy Management Division (SEMD)



SEMD, RELSD, RERCD an ITMS- ISD thru a system generated email on the deemed abandoned. For Agency Action 4.2 If exceeded the timeframe, EVOSS System notifies SEMD, RELSD, RERCD, ITMS- ISD and Applicant of the issuance of Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	COR Number and the Date of Award in the EVOSS System			
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General Remarks

EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.



For a detailed guide on this process, please refer to the process flows on the EVOSS website:
<https://evoss.ph/Home/ProcessFlow>

Total Processing Time:

*For Application Determined Qualified	Calendar Days: 26 calendar day/s Working Days: 9 working day/s
*For Application Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 9 working day/s

Total Processing Fee:

*For Application Determined Qualified	Total Standard Fee: PHP 11600 See other fees below
*For Application Determined Not Qualified	Total Standard Fee: PHP 11600 See other fees below

Formula / Schedule of Fees

- **Signing Fee**
PHP 5.00 per kW
- **Processing Fee**
PHP 6.50 per Hectare



2. REMB-SEMD02 Issuance of Certificate of Authority for Solar Projects

An agreement between the DOE and an RE Developer for the development and/or utilization of solar resources shall be covered by an RE Operating Contract

Office or Division:	Solar Energy Management Division (SEMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2024-06-0018
Operating Hours:	24/7
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy	Department of Foreign Affairs - DFA
2. Technical Requirements (1) Electronic Copy	Applicant / Client
Sub Requirement	
2.A. 1. Work Program in Gantt Chart following the applicable template	
2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> 1. Land-based (e.g. Ground Mounted, Roof Mounted) - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf 2. Floating - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf	
2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy	Department of Energy - DOE-ITMS
<i>Remarks:</i>	



<i>Area Clearance and Verified Map issued by the Department of Energy through the Pre-Application Process</i>	
2.A.3. Feasibility Study (1) Electronic Copy	Applicant / Client
Sub Requirement	
<i>2.A.3.A. Market Aspect - Identify its available target market and its projected electricity rate (e.g. as a merchant plant under the spot market or as generating plant covered by Bilateral Agreement with Distribution Utilities, Suppliers, or End-Users in accordance with the RPS, GEOP, or any applicable market covered by current rules and guidelines).</i>	
<i>2.A.3.B. Technical Aspect – Technical study affirming that the Available solar resource in the Contract area is in commercial quantity including discussions and attachments on the source of solar resource data, result of simulation using industry standard software (e.g., Pvsyst, Solnrg, etc.), engineering designs (e.g., PV layout, single line diagram for AC and DC, and general specifications of equipment), Annual Energy Production Estimates of the Project; and Performance Ratio.</i>	
<i>2.A.3.C. Financial Aspect – Preliminary runs on the financial Feasibility of the available solar resource within the Contract Area vis-a-vis the identified market/s. Attachment shall include financial models at different markets stipulating the financial measures such as IRR, NPV, LCOE, among others.</i>	
<i>2.A.3.D. Management Aspect – Detailing the strategies on the construction and commercial operation of the project (e.g. EPC Contractor, Owner's Engineer and O & M Contractor).</i>	
<i>2.A.3.E. Proof or application to secure right of way, applicable social and environmental permits/clearances (e.g. EPC Contractor, Owner's Engineer and O & M Contractor) (Certified True Copy or Original and Notarized Undertaking)</i>	
For Situational Requirement	
A. Legal Requirements	
Sub Situational Requirement/s	
A.a. Proof of Registration (Individual or Proprietorship)	
A.a.1. Birth Certificate issued by the Philippine Statistics Authority (PSA Certified) (1) Certified True Copy	Philippine Statistics Authority - PSA
A.a.2. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Government
A.a.3. Department of Trade and Industry (DTI) Registration, if applicable (1) Certified True Copy	Department of Trade and Industry - DTI
A.a.4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable) (1) Certified True Copy	Applicant / Client



A.b. Corporation/ Joint Venture/ Consortium/ Cooperative:	
A.b.1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders. (The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development) (SEC Certified of CDA-Certified or NEA-Certified) (1) Certified True Copy	Securities and Exchange Commission - SEC
A.b.2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE, if applicable (1) Certified True Copy	Applicant / Client
A.b.3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders (Certified True Copy of the SEC-received copy of the GIS) (1) Certified True Copy	Securities and Exchange Commission - SEC
A.b.4. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Government
A.b.5. Organizational Chart of the Company (1) Certified True Copy	Applicant / Client
A.c. Local Government Unit	
A.c.1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE (1) Electronic Copy	Provincial, City, Municipal, and/or Barangay Government Council - Local Government Unit
B. Proof of Possessory Rights (For Solar)	
Sub Situational Requirement/s	
B.a. For Private Lands, in the order, any of precedence, any of the following documents may be submitted:	
B.a.1. Certificate of Titles to the real properties in the name of the RE Applicant; or (1) Electronic Copy	Applicant / Client
B.a.2. Contracts, Deeds, Agreements and the like that unconditionally grant the SEOC Applicant ownership or right to possess the real properties for purposes of construction, installation, maintenance, and operation of the Solar Power Project thereon; or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	
B.a.3. Contracts, Deeds, Agreements, and the like that unconditionally grant the SEOC Applicant an exclusive	Applicant / Client



option to acquire the ownership or the right to possess the real properties: Provided, that the right to construct, install, maintain and operate the solar power project thereon is vested unto the SEOC Applicant. (1) Electronic Copy	
B.a.4. If the acceptable proof of ownership or possessory rights are not available and the Area of Interest (AOI) is not subject of a conflicting claim, the AOI is not subject for conflicting claim, the RE Applicant shall submit the following (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf ; and</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
B.b.1. Permits and clearances issued in favor of the RE Applicant by a government agency or instrumentality that has jurisdiction over the AOI authorizing the use of such AOI of the solar power project; or (1) Electronic Copy	Applicant / Client
B.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award. (1) Electronic Copy	Applicant / Client
B.b.3. If the acceptable proof of ownership or possessory rights are not available and the AOI is not subject of a conflicting claim, the RE Applicant shall submit the following: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf.</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i>	



Note:

Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.

B.c. Supporting Document to the acceptable proof of ownership or possessory rights

B.c.1. Board Resolution or Secretary Certificate of the RE Applicant and
(1) Electronic Copy

Applicant / Client

Remarks:

1. *If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and*
2. *If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;*

B.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like
(1) Electronic Copy

Applicant / Client

B.c.3. ii. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like
(1) Electronic Copy

Applicant / Client

B.d. Scanned copy of the sworn statement of RE Applicant's authorized representative, detailing the proof of ownership or possessory rights

B.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with inclusive dates;
(1) Electronic Copy

Applicant / Client

B.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor, and lessee, and the like;
(1) Electronic Copy

Applicant / Client

B.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision quoted in full
(1) Electronic Copy

Applicant / Client

B.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes

Applicant / Client



effective (1) Electronic Copy	
B.d.5. Notarized date of the above documents (1) Electronic Copy	Applicant / Client
B.d.6. Read-only Excel file attached to the sworn statement where the details below are presented (1) Original Copy	Applicant / Client
<i>Remarks:</i> 1. RE Applicant's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Applicant; and 2. Confirmation that the contract, deed, agreement, etc. was executed by persons with the right to dispose of the ownership or possession of the real properties.	
C. Financial Requirements	
Sub Situational Requirement/s	
C.a. For Existing Organized Corporation operating more than a year	
C.a.1. Audited Financial Statement (FS) for the last two (2) years and, if the filing date is three (3) months beyond the date of the submitted Audited FS, Unaudited FS is required, where the following financial analysis may be derived: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> 1. Available Working Capital (AWC) = Liquid Assets Less Current Liabilities, where Liquid Assets is the Residual Current Assets less Non-Quick Assets (e.g. Inventories, Prepayments, etc.) and other financial commitment of the applicant for existing projects with the DOE. 2. Debt-to-Equity Ratio = Total Liabilities/Total Stockholders Equity where the ratio should not exceed: • For RE Developers that will serve as micro grid service provider, the Debt-to-Equity ratio shall not exceed 2.5:1.0 • For Small to Medium Size RE Project, the Debt-to-Equity ratio shall not exceed 2.0:1.0	
RE Resource	Potential Capacity
Solar	up to 10.000MW
• For Large Size RE Project, the Debt-to-Equity ratio shall not exceed 1.5:1.0	



RE Resource

Potential Capacity

Solar

More than 10.000MW

3. Loans convertible to equity or convertible loans, typically used for preconstruction project funding, shall be regarded as part of equity for purposes of the calculation of the Debt-to-Equity Ratio: Provided, that the following conditions are present:

- The Authorized Capital Stock is sufficient to absorb the equity converted; and
- Submission of loan agreement or arrangement with the current or prospective shareholder(s), and the corresponding notes on the FS

4. Authorized Capital Stock – Amount should be enough to sustain its operation for the 1st year of the Work Program, if not sufficient and additional Capital is required, a Board Resolution should be submitted to support the increase in capitalization with a duly stamped received by the Securities & Exchange Commission (SEC).

5. For an Unaudited FS - Original Bank Certification to support the Cash in Bank balance as reflected in the financial statements.

Criteria for Financial Evaluation

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.

D. For Newly Organized Corporation, operating less than a year; or Subsidiary Corporation, newly organized or not; with insufficient funds to finance the proposed work program with guarantee from parent company, the RE Applicant shall submit on top of its financial requirements the following:

D.1. Parent Company's financial documents per item 1 above
(1) Electronic Copy

Applicant / Client

D.2. Duly notarized Letter of Undertaking/Support from the Parent Company to fund the work program.
(1) Electronic Copy

Applicant / Client

Remarks:

Criteria for Financial Evaluation

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.



3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.1: - If the submission is complete and the area is valid, SEMD thru EVOSS System uploads the Order of Payment within one (1) working day to pay for the Application and Processing Fees; EVOSS	1.1. SEMD, RELSD, RERCD, and ITMS-ISD checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the solar power project	None	3 working day/s	- Chief; Solar Energy Management Division (SEMD) - Chief; Information Services Division (ISD) - Chief; Renewable Energy Legal Services Division (RELSD) - Chief; Renewable Energy Resources Compliance Division (RERCD)



System notifies RELSD, RERCD, and ITMS-ISD on the complete submission - If the area is valid and the submission is incomplete, EVOSS System notifies the Applicant thru a system generated email to update the submission within the validity of the Notice to Apply (NTA) - If the area is not valid, ITMS-ISD thru EVOSS System notifies the Applicant, SEMD, RELSD, and RERCD that the application is denied. - If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day				
	1.2. SEMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. SEMD shall then upload the issued Order of Payment to the Applicant thru EVOSS		1 working day/s	- Chief; Solar Energy Management Division (SEMD) - Chief; Accounting Division (AD)
2.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system				
*For Application Determined	2.A.1. If Payment has been made, EVOSS	Standard Fees	1 working day/s	Chief; Treasury



Qualified 2.A.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • Faillure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agent Action 2.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru 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)	notifies the Treasury Division to validate the proof of payment	Breakdown: Application Fee: PHP 11600 Total: PHP 11600		Division (TD)
	2.A.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System	Formula Fees Breakdown: Processing Fee	1 working day/s	• Chief; Treasury Division (TD)
	2.A.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). SEMD, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights and Financial Evaluations		7 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • 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



working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.A.4: • If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days.			Services (FS)
◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness	2.A.4. If Qualified, SEMD prepares the COA and Endorsement Memo to the Secretary and ITMS to prepare the COA Map	4 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director; Information



ess of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application.			Technology and Management Services (ITMS)
◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the SEMD, RELSD, and RERCD to proceed with the re-evaluation because the	2.A.5. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies SEMD thru a system generated email on the concurrence of the recommendation	2 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director ; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)



Applicant already consumed the ten (10) working days. ◦ If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days). For Agency Action 2.A.6: • If not concurred, SEMD Uploads the signed Disqualification Letter. For Agency Action 2.A.7: • If not concurred, SEMD Uploads the signed Disqualification	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary. 2.A.7. Undersecretary acts on the Recommendation		2 calendar day/s 2 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Assistant Secretary ; Office of the Assistant Secretary • Chief ; Solar Energy Management Division (SEMD) • Undersecretary ; Office of
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Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval.				the Undersecretary
For Agency Action 2.A.8: If not approved, SEMD Uploads the signed disapproval letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the Disapproval of Application.	2.A.8. The Secretary acts on the recommendation to issue COA		7 calendar day/s	- Chief; Solar Energy Management Division (SEMD) - Secretary; Office of the Secretary
For Agency Action 2.A.9: If exceeded the timeframe, EVOSS System notifies SEMD, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of Deemed Approved Certificate.	2.A.9. SEMD uploads the signed COA and update the COA number and date of signing the COA		1 calendar day/s	Chief; Solar Energy Management Division (SEMD)
For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
*For Application Determined Not Qualified 2.B.Applicant rectifies the submission within	2.B.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment	Standard Fees Breakdown: Application	1 working day/s	Chief ; Treasury Division (TD)



ten (10) working days Location:		Fee: PHP 11600		
For Payment of fees: DOE Cashier or other mode of payments	2.B.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System	Total: PHP 11600	1 working day/s	Chief ; Treasury Division (TD)
For uploading of Proof of Payment: EVOSS System (https://evoss.ph)		Formula Fees Breakdown: Processing Fee		
Notes/Instruction:				
For Client Step 2				
• Faillure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. • If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned	2.B.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). SEMD, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights and Financial Evaluations		7 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • 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)
For Agency Action 2.B.1:				
• If the Payment is invalid, EVOSS system notifies the Applicant thru 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 abandoned.

- If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification.

For Agency Action 2.B.4:

- If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days.
 - If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies



the Concerned Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application. ◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the SEMD, RELSD, and RERCD to proceed	2.B.4. EVOSS resumes the timeline for the DOE; EVOSS System notifies the Concerned Unit to conduct re-evaluation	5 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • 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)
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with the re-evaluation because the Applicant already consumed the ten (10) working days. - o If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days) For Client Step 2.B.4: • Applicant uploads the rectified documents within the remaining working days (10-x working days).	2.B.5. EVOSS System notifies the ITMS and SEMD thru a system generated email to prepare the COA Map , COA and Memo to the Secretary	4 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director ; Information Technology and Management Services (ITMS)
	2.B.6. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies SEMD thru a	2 calendar day/s	• Chief ; Solar Energy Management Division (SEMD)



For Agency Action 2.B.7: If not concurred, SEMD Uploads the signed Disqualification Letter.	system generated email on the concurrence of the recommendation		- Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director ; Renewable Energy Legal Services Division (RELSD)
For Agency Action 2.B.8: If not concurred, SEMD Uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval.			
For Agency Action 2.B.9: If not approved, SEMD uploads the signed disapproval letter; EVOSS System notifies the Applicant, RELSD, RERCD, and ITMS-ISD on the Disapproval of Application.			
For Agency Action 2.B.10: If exceeded the timeframe, EVOSS System notifies SEMD, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of Deemed	2.B.7. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	- Chief ; Solar Energy Management Division (SEMD) - Assistant Secretary; Office of the Assistant Secretary



Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
	2.B.8. Undersecretary acts on the Recommendation		2 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Undersecretary; Office of the Undersecretary
	2.B.9. The Secretary acts on the recommendation to issue COA		7 calendar day/s	• Secretary; Office of the Secretary
	2.B.10. SEMD uploads the signed COA and update the COA number and date of signing the COA		2 calendar day/s	• Chief; Solar Energy Management Division (SEMD)

General Remarks

EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.



- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>

Total Processing Time:	
*For Application Determined Qualified	Calendar Days: 25 calendar day/s Working Days: 6 working day/s
*For Application Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 6 working day/s
Total Processing Fee:	
*For Application Determined Qualified	Total Standard Fee: PHP 11600 See other fees below
*For Application Determined Not Qualified	Total Standard Fee: PHP 11600 See other fees below
Formula / Schedule of Fees • Processing Fee PHP 6.50 per Hectare	