



**National Renewable Energy Board - Technical Services and
Management Division (NREB-TSMD)
External Services**



1. REMB-TSMD01 Green Energy Option Program Operating Permit Application

A Renewable Energy (RE) Supplier shall secure an Operating Permit from the Department of Energy (DOE) in order to provide electric power supply to End-Users under the Green Energy Option Program (GEOP).

Office or Division:	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Qualified RE Suppliers and Retail Electricity Suppliers	
Operating Hours:	24/7	
Statute:	Department Circular No. DC2020-04-0009 - Guidelines Governing the Issuance of Operating Permits to Renewable Energy Suppliers under the Green Energy Option Program	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy Or (1) Electronic Copy		Applicant / Client
2. Affidavit of undertaking on the capability to supply and deliver the RE generation to the End-User (1) Original Copy Or (1) Electronic Copy		Applicant / Client
3. Official Receipt for the processing fee (1) Original Copy Or (1) Electronic Copy		Department of Energy - Treasury Division
For Situational Requirement		
A. Additional Requirement for Existing Retail Electricity Suppliers Only		
Sub Situational Requirement/s		
A.a. Proof of Contestable Customer		
A.a.1. Billing Document <i>Any of the following:</i>		
A.a.1.A. Billing Document of Contestable Customer (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy Or (1) Certified True Copy		Applicant / Client
<i>Remarks:</i>		



Billing document from at least one (1) Contestable Customer for two (2) years immediately preceding the date of application

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A.a.1.B. Sworn Statement of Contestable Customer
(1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy Or (1) Certified True Copy

Applicant / Client

Remarks:

A sworn statement of such Contestable Customer attesting to the fact that it has a contract with the applicant effective for the two (2) years immediately preceding the date of application

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits the complete documentary requirements Location: REMB E-mail (remb_9513@doe.gov.ph) or DOE Records Management Division Notes/Instruction: For Client Step 1: If the applicant failed to submit the updated documents within thirty (30) working days upon receipt of notice, application will be deemed abandoned.	1.1. NREB-TSMD checks the completeness and consistency of the submission	None	3 working day/s	- Chief; National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD) - Chief; Records Management Division (RMD)
For Agency Action 1.1: If submission is incomplete, NREB-TSMD	1.2. NREB-TSMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment.		5 working day/s	Chief; National Renewable Energy Board - Technical Services



notifies the applicant for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application.	NREB-TSMD shall then transmits the issued Order of Payment to the Applicant.			and Management Division (NREB-TSMD) • Chief; Accounting Division (AD)
2. The Applicant pays the processing fee thru the DOE Cashier or other modes of payment. Location: For payment of fees: DOE Cashier or other mode of payment For uploading of Proof of Payment: REMB E-mail (remb_9513@doe.gov.ph) Notes/Instruction: For Client Step 2: • If not paid within 5 working days, Applicant will receive notification of deemed abandoned.	2.1. If payment has been made, Treasury Division validates the proof of payment	Standard Fees Breakdown: Processing Fee: PHP 5000 Total: PHP 5000	1 working day/s	• Chief; Treasury Division (TD)
	2.2. If payment is valid, NREB-TSMD conducts evaluation of the submitted documents.(Start of Day 1).		10 calendar day/s	• Chief; National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD) • Director; Renewable Energy Management Bureau (REMB)
For Agency Action 2.1: • If payment is not valid, the Treasury Division notifies the applicant	2.3. REMB Director Acts on the recommendation.If concurred, NREB-TSMD shall then endorse the recommendation to		3 calendar day/s	• Director; Renewable Energy Management Bureau (REMB) • Chief; National



through an 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.	the Assistant Secretary.		Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)
• If payment is still not valid, NREB-TSMD notifies the applicant of the notice of disqualification.	2.4. The Assistant Secretary acts on the recommendation. If concurred, NREB-TSMD shall then endorse the recommendation to the Undersecretary	3 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary • Chief; National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)
For Agency Action 2.2: • If not qualified, NREB-TSMD notifies the RE Developer of the disapproval. For Agency Action 2.3: • If not qualified, NREB-TSMD notifies the RE	2.5. The Undersecretary acts on the recommendation. If concurred, NREB-TSMD shall then endorse the recommendation to the Secretary.	3 calendar day/s	• Undersecretary; Office of the Undersecretary • Chief; National Renewable Energy Board - Technical Services and Management Division



Developer of the disapproval.			(NREB-TSMD)
For Agency Action 2.4:			
If not qualified, NREB-TSMD notifies the RE Developer of the disapproval.	2.6. The Secretary acts on the recommendation and approves / disapproves the issuance of GEOP.	8 calendar day/s	Secretary; Office of the Secretary
For Agency Action 2.5:			
If not qualified, NREB-TSMD notifies the RE Developer of the disapproval.	2.7. NREB-TSMD notifies the Applicant on the approval and transmit a copy of the signed GEOP Operating Permit.	1 calendar day/s	Chief; National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)
For Agency Action 2.6:			
If not qualified, NREB-TSMD notifies the RE Developer of the disapproval.			
Total Processing Time:		Calendar Days: 28 calendar day/s Working Days: 9 working day/s	
Total Processing Fee:		Total Standard Fee: PHP 5000	