



PUBLIC

Retail Manual

Green Energy Option Program Procedures

Issue 0.0 | RCOA-GEOPP

This manual provides detailed procedures for the implementation of the Green Energy Option Program

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In case of inconsistency between this document and the DOE Circulars, the latter shall prevail.

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Reference Document

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	Renewable Energy Act of 2008 (R.A. 9513)
	DOE Department Circular DC2018-07-0019
	DOE Department Circular DC2020-04-0009
	ERC Resolution No. 08, Series of 2021
	WESM Rules
	Retail Rules
WESM-BSM	WESM Manual on Billing and Settlement
WESM-RSDCP	WESM Manual on Registration, Suspension and De-registration Criteria and Procedures
RCOA-RCP	Retail Manual on Registration Criteria and Procedures
RCOA-MSP	Retail Manual on Metering Standards and Procedures
RCOA-MTP	Retail Manual on Market Transactions Procedures
RCOA-DCCRI	Retail Manual on Disclosure and Confidentiality of Retail Customer Information

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SECTION 1. INTRODUCTION

1.1. PURPOSE

- 1.1.1 This manual is promulgated to provide detailed procedures for the implementation of the *Green Energy Option Program* based on the issuances of the *Department of Energy (DOE)* and the *Energy Regulatory Commission (ERC)*.
- 1.1.2 This manual presents the procedures for the registration of *Renewable Energy Suppliers* and *GEOP End-Users* with the *Central Registration Body*, switching of *GEOP End-Users* between *Renewable Energy Suppliers* and the *Distribution Utility*, *metering data* submission and processing, and calculation of *settlement amounts* by the *Market Operator*.

1.2. SCOPE OF APPLICATION

This document shall apply to:

- a) *Renewable Energy Suppliers*
- b) *GEOP End-Users*,
- c) *Network Service Providers*,
- d) *Retail Metering Services Providers*,
- e) the *Central Registration Body*, and
- f) the *Market Operator*.

1.3. DEFINITION OF TERMS

- 1.3.1. Unless otherwise defined or the context implies otherwise, the italicized terms used in this manual which are defined in the *Rules for the GEOP*, *WESM Rules* or *Retail Rules* will bear the same meaning as defined in the *Rules for the GEOP*, *WESM Rules* or *Retail Rules*.
- 1.3.2. The following words and phrases as used in this manual shall have the following meaning –
- a) ***GEOP Demand Threshold*** refers to the average peak demand required of an *end-user* to be eligible to participate in the *GEOP* as declared by the *DOE*.
 - b) ***GEOP Registry*** refers to the registry maintained and published by the *Central Registration Body* containing the list of *end-users* that have

met the *GEOP Demand Threshold*, *GEOP End-Users*, and *Renewable Energy Suppliers*.

1.4. REFERENCES AND INTERPRETATION

1.4.1. References

This manual should be read in association with the -

- a) Republic Act No. 9136
- b) Implementing Rules and Regulations of Republic Act No. 9136
- c) Republic Act No. 9513
- d) *WESM Rules*
- e) *Retail Rules*
- f) WESM Manual on Registration, Suspension and De-Registration Criteria and Procedures
- g) WESM Manual on Billing and Settlement
- h) Retail Manual: Metering Standards and Procedures
- i) Department of Energy Circular No. DC2018-07-0019
- j) Department of Energy Circular No. DC2020-04-0009
- k) Energy Regulatory Commission Resolution No. 08 Series of 2021

1.4.2. Interpretation

Any reference to a clause in any Section of this manual shall refer to the particular clause of the same Section in which the reference is made, unless otherwise specified or the context provides otherwise.

1.5. AMENDMENTS

Amendments to this manual shall be submitted to *WESM Rules Change Committee* and shall be acted upon pursuant to Section 1.8 of the *Retail Rules* and relevant market manuals.

1.6. EFFECTIVITY AND PUBLICATION

This manual shall take effect upon approval by the *Department of Energy*. Thereafter, it shall be published in the *market information website*.

SECTION 2. REGISTRATION

2.1. COVERAGE

This section describes the procedures for the registration and de-registration of *Renewable Energy Suppliers*, *GEOP End-Users*, and *Retail Metering Services Providers* serving *GEOP End Users* with the *Central Registration Body*.

2.2. OVERVIEW

- 2.2.1. In order to supply to *GEOP End-Users*, entities that hold an operating permit from the Department of Energy to act as a *Renewable Energy Supplier* and a Retail Electricity Supplier license from the *Energy Regulatory Commission* shall register in the *WESM* before transacting with the *Central Registration Body*.
- 2.2.2. An end-user that has met the *GEOP Demand Threshold* and chooses to source its supply from a *Renewable Energy Supplier* shall be registered by its *Renewable Energy Supplier* with the *Central Registration Body* as a *GEOP End-User*.
- 2.2.3. The *Metering Services Provider* of a *GEOP End-User* shall register with the *Central Registration Body* as a *Retail Metering Services Provider*.
- 2.2.4. The *Distribution Utility* of a *GEOP End-User* shall register with the *Central Registration Body* as a *Supplier of Last Resort*.

2.3. GEOP REGISTRY

- 2.3.1. The *Central Registration Body* shall maintain a registry of all end-users that has met the *GEOP Demand Threshold*, *GEOP End-Users*, and *Renewable Energy Suppliers*.
- 2.3.2. The *GEOP Registry* shall contain the customer information submitted by *Network Service Providers* under Section 2.5.2 of this manual, a record of all switches involving *GEOP End-Users*, notices sent or received by the *Central Registration Body*, assessment forms, related internal communications and relevant document submissions.
- 2.3.3. If, at any time, the *Central Registration Body* determines that an end-user that has met the *GEOP Demand Threshold* has incomplete customer information as required under Section 2.5.2 of this Manual, the *Central*

Registration Body shall notify the relevant *Network Service Provider* to provide the necessary information within two (2) working days from the receipt of the notification.

- 2.3.4. The *Central Registration Body* shall submit records concerning registration and transactions of *Renewable Energy Suppliers* and *GEOP End-Users* to the *Energy Regulatory Commission* every 15th day of the month.

2.4. RENEWABLE ENERGY SUPPLIERS

- 2.4.1. *Renewable Energy Suppliers* shall register in the *WESM* as *Direct WESM Members* under the *Customer Trading Participant* category and shall fulfill all such registration requirements as provided for in Chapter 2 of the *WESM Rules*, which shall include the operating permit issued by the *Department of Energy* and Retail Electricity Supplier license by the *Energy Regulatory Commission*.
- 2.4.2. *Suppliers* already registered in the *WESM* shall be separately registered as *Renewable Energy Suppliers* upon submission of operating permit issued by the *Department of Energy*.
- 2.4.3. Upon registration in the *WESM*, *Renewable Energy Suppliers* shall be deemed registered with the *Central Registration Body* and shall be allowed to transact with the *Central Registration Body* for their customers under the *GEOP*.
- 2.4.4. A *Renewable Energy Supplier* may de-register in the *WESM* by following the procedures in Chapter 2 of the *WESM Rules*. The *Renewable Energy Supplier* shall be de-registered with the *Central Registration Body* upon the effectivity of its de-registration from the *WESM*.

2.5. GEOP END-USERS

- 2.5.1. Every 15th day of the month, *Network Service Providers* shall notify the *Central Registration Body* and provide the customer information required in Section 2.5.2 of this manual of any *end-user* that has met the *GEOP Demand Threshold* and:
- a) is not in the *GEOP Registry*, or
 - b) is in the *GEOP Registry* but has changes in its customer information.
- 2.5.2. All *Network Service Providers* shall submit the following information to the *Central Registration Body* on all *end-users* within its franchise area that has met the *GEOP Demand Threshold*:

- a) End-user name,
- b) Billing and service addresses,
- c) End-user's account number,
- d) End-user contact information (telephone numbers and e-mail addresses)
- e) Meter number,
- f) Meter specifications (interval metering, channels), and
- g) Site and Equipment Identification Number (SEIN) of the grid *metering point* of the *Distribution Utility* where the supply of the *end-user* passes through.

2.5.3. *Network Service Providers* shall use the form published by the *Central Registration Body* in the *market information website* in providing the customer information of the end-users identified under Section 2.5.2.

2.5.4. Registration with the Central Registration Body

An *end-user* that has met the *GEOP Demand Threshold* and elects to source its supply under the *GEOP* shall be registered as a *GEOP End-User* with the *Central Registration Body* by its *Renewable Energy Supplier* by submitting a *switch request* and following the procedures under Section 3 of this Manual.

2.5.5. De-Registration

- a) A *GEOP End-User* shall be de-registered by the *Central Registration Body* when it is no longer supplied by a *Renewable Energy Supplier*.
- b) A *GEOP End-User* that elects to cease its supply under the *GEOP* shall be de-registered by the *Central Registration Body* when it has switched to a *Supplier* that is not a *Renewable Energy Supplier* or *Distribution Utility* under the captive market for its supply.
- c) The de-registration of an end-user shall not render it ineligible for *GEOP*.

2.6. METERING SERVICES PROVIDERS

2.6.1. Registration with the Central Registration Body

- a) Before being able to provide metering services for *GEOP End-Users*, the *Metering Services Provider* of the *GEOP End-User* shall register with the *Central Registration Body* as a *Retail Metering Services Provider* in accordance with Chapter 2 of the Retail Rules.

- b) A *Retail Metering Services Provider* that is already registered and serving a *Contestable Customer* need not submit a new application in order to provide services to a *GEOP End-User*.
- c) *Distribution Utilities* shall act as default *Retail Metering Services Provider* for *GEOP End-Users* with service addresses located within their franchise area and are deemed registered in the *WESM* without need of complying with registration requirements.

2.6.2. De-registration

- a) A *Retail Metering Services Provider* may de-register by submitting a request to the *Central Registration Body*.
- b) The *Central Registration Body* shall approve the de-registration of the *Retail Metering Services Provider* if it has ceased to provide metering services to *Retail Customers* in accordance with Chapter 2 of the *Retail Rules*.

2.7. SUPPLIER OF LAST RESORT

2.7.1. Registration with the Central Registration Body

- a) Before providing electricity supply for *GEOP End-Users* within its franchise area during a last resort event, the *Network Service Provider* of the *GEOP End-User* shall register with the *Central Registration Body* as a *Supplier of Last Resort*. The application and its supporting requirements shall be assessed and evaluated in accordance with Chapter 2 of the *Retail Rules*.
- b) A *Supplier of Last Resort* that is already registered and serving a *Contestable Customer* need not submit a new application in order to provide services to a *GEOP End-User*.

2.7.2. De-registration

- a) A *Supplier of Last Resort* may de-register by submitting a request to the *Central Registration Body*.
- b) The *Central Registration Body* shall approve the de-registration of the *Supplier of Last Resort* if it has ceased to provide network services to *Retail Customers* in accordance with Chapter 2 of the *Retail Rules*.

2.8. CONTINUING COMPLIANCE

To maintain its registration, the *Renewable Energy Supplier*, *Retail Metering Services Provider*, or *Supplier of Last Resort*, may be required by the *Central Registration Body* to submit information and documents to show that it continues to comply with the criteria required of *Renewable Energy Supplier*, *Retail Metering Services Provider*, or *Supplier of Last Resort*.

SECTION 3. CUSTOMER TRANSFER

3.1. COVERAGE

This section describes the procedures for the switching of *GEOP End-Users* between a *Renewable Energy Supplier* and another *Renewable Energy Supplier*, or a *Distribution Utility*. This section also provides the conditions and procedures for the relocation of a customer, termination of a *GEOP* supply contract, and transfer of a *GEOP End-User* to a *Supplier of Last Resort*.

Transfer of a *GEOP End-User* to a *Supplier* that is not a *Renewable Energy Supplier* is covered under the *Retail Manual on Market Transaction Procedures*.

3.2. OVERVIEW

- 3.2.1. The commercial transfer of the electricity supply of a *GEOP End-User* shall be facilitated by the incoming entity through the submission of a switch request.
- 3.2.2. In the case of a last resort event, the *Central Registration Body* shall facilitate the transfer of the *GEOP End-User* to the *Supplier of Last Resort*.

3.3. SWITCHING TO A RENEWABLE ENERGY SUPPLIER

- 3.3.1. A *Renewable Energy Supplier* may submit a switch request to the *Central Registration Body* if all of the following conditions are met:
 - a) if the end-user is switching from a *Distribution Utility*, the end-user has settled its financial obligations with its *Distribution Utility*;
 - b) the end-user has entered into a *GEOP Supply Contract* with a *Renewable Energy Supplier*;
 - c) the end-user has entered into a *Connection Agreement* with its *Network Service Provider*;
 - d) the end-user has entered into a *Metering Services Agreement* with a registered *Retail Metering Services Provider*; and

- e) if applicable, the *Renewable Energy Supplier* has entered into a Distribution Wheeling Services Agreement with the *Distribution Utility* covering the end-user.
- 3.3.2. Once all the conditions set forth in Clause 3.3.1 are met, the new *Renewable Energy Supplier* shall submit the switch request to the *Central Registration Body*, copy furnished its *Network Service Provider*, not later than seven (7) working days prior to the proposed switch effective date.
- 3.3.3. The switch request submitted under Section 3.3.2 shall include an attestation duly signed by:
- a) if the *end-user* is switching from a *Distribution Utility*, the *Distribution Utility* that the *end-user* has settled its financial obligations with the *Distribution Utility*;
 - b) the *Renewable Energy Supplier* and the *end-user* on the existence of a GEOP Supply Contract between said parties, including the term and effectivity date of the GEOP Supply Contract;
 - c) the *Renewable Energy Supplier* and the relevant *Distribution Utility* on the existence of a wheeling service agreement covering the *end-user*;
 - d) the *end-user* and the registered *GEOP Metering Services Provider* on the existence of a metering services agreement covering the *end-user*; and
 - e) the *end-user* and its *Network Service Provider* on the existence of a connection agreement covering the *end-user*.
- 3.3.4. In addition to the attestations in Section 3.3.3, the *Renewable Energy Supplier* shall submit the documentary requirements set in Section 16.2 under ERC Resolution No. 08, Series of 2021.
- 3.3.5. Upon receipt of a switch request, the *Central Registration Body* shall immediately evaluate the completion of the requirements under Clause 3.3.3. The *Central Registration Body* shall notify the *Renewable Energy Supplier* and the *GEOP End User*, as applicable of status and further requirements such as prudential requirements, if any, within two (2) *working days* from its receipt of the switch request.
- 3.3.6. All deficiencies, except those relating to metering requirements, in the switch request submission shall be addressed by the *Renewable Energy Supplier* and the *GEOP End-User* within two (2) *working days* from the receipt of the *Central Registration Body's* notice.

- 3.3.7. If the deficiency pertains to the metering requirements, the relevant *Retail Metering Services Provider* shall complete the requirements within five (5) *working days* from its receipt of notice.
- 3.3.8. If the deficiencies in the application or requirements are not rectified within the prescribed timeframes, the *Central Registration Body* shall notify the *Renewable Energy Supplier*, copy furnish the *GEOP End-User* and *Network Service Provider*, within three (3) *working days* that the processing of the switch request shall not be proceeding. Such notification is without prejudice to refiling of a new request, provided all conditions will be met by the *Renewable Energy Supplier* and/or party required to comply.
- 3.3.9. Within two (2) *working days* from its confirmation that the *prudential requirements*, metering requirements, and customer information requirements are satisfied, the *Central Registration Body* shall approve the switch request and shall notify the following of the confirmation of the switch request, including the effective date of the switch:
- a) new *Renewable Energy Supplier*,
 - b) the incumbent *Supplier or Distribution Utility*
 - c) the *Retail Metering Services Provider*, and
 - d) the relevant *Distribution Utility or Network Service Provider*.
- 3.3.10. If the approved switch request is for the supply of a *Renewable Energy Supplier* to an end-user from a *Network Service Provider*, the *Central Registration Body* shall register the end-user as a *GEOP End-User*.

3.4. SWITCHING TO A SUPPLIER THAT IS NOT A RENEWABLE ENERGY SUPPLIER

- 3.4.1. A *Supplier* that is not a *Renewable Energy Supplier* shall submit a switch request for its supply to a *GEOP End-User* in accordance with the procedures under the *Retail Manual on Market Transaction Procedures*, provided that the end-user is also qualified under applicable laws and issuances to be a *Contestable Customer*.
- 3.4.2. The *Central Registration Body* shall de-register the *GEOP End-User* at the switch effective date to the *Supplier* and register it as a *Contestable Customer*.

3.5. SWITCHING TO A DISTRIBUTION UTILITY

- 3.5.1. A *GEOP End-User* may revert to being a *Captive End-User* subject to fulfillment of any of the following conditions:

- a) Its average monthly peak demand has decreased, rendering it ineligible to participate in the *Green Energy Option Program*;
 - b) Any of the last resort supply events under Clause 3.9.1 has occurred;
 - c) Its contract with a *Supplier of Last Resort* has exceeded the maximum period.
- 3.5.2. A *GEOP End-User* may only exercise its option to revert to being a *Captive End-User* once every twelve (12) months.
- 3.5.3. A *GEOP End-User* shall notify the *Central Registration Body* if it wishes to revert to being a *Captive End-user* by submitting an attestation signed by the following:
- a) The incumbent *Supplier* or *Supplier of Last Resort*, attesting that the said *Retail Customer* has fulfilled all of its contractual obligations;
 - b) The *Distribution Utility* attesting it agrees to supply the *GEOP End-user*;
- 3.5.4. Upon receipt of the attestation under Clause 3.5.3, the *Central Registration Body* shall immediately evaluate the existence of conditions under Sections 3.5.1 and 3.5.2.
- 3.5.5. If the conditions under Sections 3.5.1 and 3.5.2 are not met, the *Central Registration Body* shall notify the *GEOP End-user* that it may not revert to the captive market within two (2) *working days* from receipt of the attestation under Section 3.5.4.
- 3.5.6. If the conditions under Sections 3.5.1 and 3.5.2. are met, the *Central Registration Body* shall notify the following of the effective date of reversion to the captive market within two (2) *working days* from receipt of the attestation under Section 3.5.4:
- a) the *Distribution Utility*,
 - b) the incumbent *Renewable Energy Supplier* or *Supplier of Last Resort*,
and
 - c) the *Retail Metering Services Provider*.
- 3.5.7. The *Central Registration Body* shall de-register the *GEOP End-User* at the effective date of reversion to the *Distribution Utility*.

3.6. CUSTOMER RELOCATION

3.6.1. A *GEOP End-User* who intends to transfer to a new service address within the *Distribution Utility's* franchise area and wishes to continue receiving service from its *Renewable Energy Supplier* shall send a Request for Relocation of Service to its *Renewable Energy Supplier*, copy furnish the *Central Registration Body*, at least thirty (30) business days before the planned relocation date. The Request for Relocation of Service shall contain the following:

- a) Address of the new location; and
- b) Intended date of transfer and the commencement of service at the new location.

Prior to sending the Request for Relocation of Service to its current *Renewable Energy Supplier*, the *GEOP End-User* should have performed due diligence in ensuring that the intended relocation site is within the *Distribution Utility's* franchise area and distribution system. This does not, however, automatically allow such *End-User* to continue participating in GEOP unless the *End-User's* new system complies with the threshold demand requirements as prescribed in the ERC Resolution No. 08, Series of 2021.

3.6.2. The *Renewable Energy Supplier* shall inform the *GEOP End-User* whether it shall continue or discontinue its service at the *GEOP End-User's* new location within one (1) working day from receipt of the Request for Relocation of Service. In case of discontinuance, the reason therefor shall be provided by the *Renewable Energy Supplier*. Likewise, within the same period provided herein, the *Renewable Energy Supplier* shall send a copy of the *GEOP End-User's* Request for Relocation of Service, along with a notice to continue or discontinue the *Renewable Energy Supplier's* service to the *Central Registration Body*. In the event that the *Renewable Energy Supplier* opted not to continue the service at the new location, the *GEOP End-User* shall endeavor to find a new *Renewable Energy Supplier* and undergo the Switching Procedures under Section 3 of this *Market Manual*.

3.6.3. If the *Renewable Energy Supplier* shall continue its service, the *Central Registration Body* shall forward the Request for Relocation of Service to the *Distribution Utility* within one (1) working day from receipt of the notice from the *Renewable Energy Supplier*.

The *Distribution Utility* shall send notice of approval or disapproval of such request to the *Renewable Energy Supplier* through the *Central Registration Body* within two (2) working days from receipt of the *Central Registration Body's* notice. In case of approval, the *Renewable Energy Supplier* shall enter into negotiations with the *Distribution Utility* and that they shall have a

perfected Distribution Wheeling Services Agreement within three (3) working days from receipt of the notice of the approval.

The *Distribution Utility* shall then send a notice to the *Central Registration Body* that the Distribution Wheeling Services Agreement has been perfected and the effective date and time for the commencement of the service in the new location within two (2) working days from perfection of the Distribution Wheeling Services Agreement.

- 3.6.4. The *Central Registration Body* shall forward the *Distribution Utility's* notice of perfection of the Distribution Wheeling Services Agreement to the *Renewable Energy Supplier* within one (1) working day from receipt of such notice and the *Renewable Energy Supplier* shall then forward the notice to its *GEOP End-User* within one (1) working day from receipt thereof.
- 3.6.5. The *Distribution Utility* and *GEOP End-User* shall have a new connection agreement at the new location. The relocation date shall take into consideration the *Distribution Utility's* completion of connection facilities at the new location.
- 3.6.6. A *GEOP End-User* who intends to transfer to a new service address in another franchise area and wishes to continue receiving service from its *Renewable Energy Supplier* shall be governed by the procedures for new applications as provided in this *Market Manual*.

3.7. PROHIBITED GEOP END-USER TRANSFER

A *Renewable Energy Supplier* shall not be permitted to transfer a *GEOP End-User* to another *Renewable Energy Supplier* without the authorization of the affected *GEOP End-User* and without complying with the switching requirements and procedures set out in Section 3.3.

3.8. TERMINATION OF SUPPLY

- 3.8.1. If a *GEOP End-User* decides to terminate its GEOP Supply Contract with its *Renewable Energy Supplier* before the end of the term of the GEOP Supply Contract, the *GEOP End-User* shall inform the *Renewable Energy Supplier* and the latter shall process the termination of the GEOP Supply contract in accordance with the Termination Clause of such contract.
- 3.8.2. The *Renewable Energy Supplier* shall then submit a Notice of Pre-termination of GEOP Supply Contract to the *Central Registration Body* within one (1) *working day* from the effectivity of the pre-termination.

- 3.8.3. The *Central Registration Body* shall forward the notice to the *Network Service Provider* within one (1) *working day* from receipt of the GEOP Supply Contract Termination Notice. The *Network Service Provider* and the *Renewable Energy Supplier* or *GEOP End-User* shall act on the termination of the Distribution Wheeling Services Agreement or Transmission Service Agreement for that *GEOP End-User* within three (3) *working days*.
- 3.8.4. If the *Renewable Energy Supplier* does not intend to renew the supply contract upon its expiration, the *Renewable Energy Supplier* shall send a Notice of Non-Renewal to the *GEOP End-User* and the *Central Registration Body* at least thirty (30) *business days* prior to the expiration of the said supply contract.
- 3.8.5. The *Central Registration Body* shall also notify the relevant *Renewable Energy Supplier* of the forthcoming expiration of its GEOP Supply Contract with a *GEOP End-User* thirty (30) *business days* prior to the expiration of its existing GEOP supply contract.
- 3.8.6. In case of termination of the supply contract, the *GEOP End-User* may:
- a) Switch to a new *Supplier* in accordance with the requirements and procedures under Sections 3.2 or 3.3; or
 - b) Revert to being a *Captive End-User* in accordance with the requirements and procedures set in Clause 3.5.

3.9. TRANSFER TO A SUPPLIER OF LAST RESORT

- 3.9.1. A *GEOP End-User* shall be transferred to a *Supplier of Last Resort* upon occurrence of any one of the following *Last Resort Supply Events*:
- a) the *Renewable Energy Supplier* has ceased to operate;
 - b) the *Renewable Energy Supplier's* license has been revoked by the *ERC*;
 - c) the *Renewable Energy Supplier's* operating permit has been revoked by the *DOE*;
 - d) the *Renewable Energy Supplier* is no longer permitted to trade in the *WESM* due to suspension, deregistration or cessation of membership;
 - e) the *Wheeling Services Agreement* between the *Renewable Energy Supplier* and *Distribution Utility* has been terminated;
 - f) the Transmission Service Agreement between the *Renewable Energy Supplier/GEOP End-User* and *TRANSCO* or its successors-in-interest or concessionaire has been terminated;
 - g) Failure to renew or secure a new *GEOP Supply Contract*; or
 - h) any other analogous event which the *ERC* may deem as a *Last Resort Supply Event*.

- 3.9.2. Upon the occurrence of any of the Last Resort Supply Events, the Renewable *Energy Supplier* shall notify the *Central Registration Body*, submitting relevant documents as proof, and the *GEOP End-User* within the hour of discovery of the happening of the Last Resort Supply Event.
- 3.9.3. Within two (2) working days from receipt of the notice under Section 3.9.2, the *GEOP End-User* shall inform the *Central Registration Body* whether or not it will avail of the service from a Supplier of Last Resort.
- 3.9.4. Upon receipt of notice from the *Retail Customer* under the *Green Energy Option Program* and determination of the occurrence of a last resort event, the *Central Registration Body* shall send notices to the *Retail Customer* and *Supplier of Last Resort* within one (1) *working day* of the effective date of the *Retail Customer's* transfer to the latter.
- 3.9.5. Within one (1) working day upon receiving notice from the *GEOP End-User* under Section 3.9.4, the *Supplier of Last Resort* shall inform the *GEOP End-User* of the terms of its supply contract and the applicable rates.
- 3.9.6. Within two (2) working days upon receiving notice from the *GEOP End-User* under Section 3.9.4, the *Supplier of Last Resort* shall submit a *switch request* for the transfer of the *GEOP End-User* accompanied by all requirements enumerated under Section 16.2 of ERC Resolution No. 08 Series of 2021, if applicable.
- 3.9.7. Upon evaluation, the *Central Registration Body* shall either approve or disapprove the *switch request* in accordance with switching procedures under Clauses 3.3.3.4 to 3.3.3.12 of this Manual.
- 3.9.8. *GEOP End-Users* who opt not to avail or fail to transfer to a *Supplier of Last Resort* shall revert to being a *Captive End-user*, subject to conditions and procedures under Section 3.5.

3.10. DISCONNECTION AND RECONNECTION

- 3.10.1. In the event that a *GEOP End-User* fails to pay its *Renewable Energy Supplier* in accordance with their supply contract, the *Renewable Energy Supplier* shall send a notice of disconnection to the *GEOP End-User* and the *Central Registration Body* 48 hours prior to disconnection.
- 3.10.2. Upon receipt of the notice under Clause 3.11.1, the *Central Registration Body* shall forward the notice of disconnection to the *Network Service Provider* of the *GEOP End-User* within 24 hours from such receipt.

- 3.10.3. Upon determination that the *GEOP End-User* has not settled its obligation within the 48-hour period, the *Renewable Energy Supplier* shall send a request for disconnection to the *Central Registration Body*.
- 3.10.4. Upon receipt of the request under Clause 3.11.3, the *Central Registration Body* shall forward the request for disconnection to the *Network Service Provider* of the *GEOP End-User* within 24 hours.
- 3.10.5. The *Network Service Provider* shall disconnect the *GEOP End-User* within 24 hours from receipt of the request for disconnection and notify the *Central Registration Body* of the disconnection.
- 3.10.6. Upon determination that the grounds for disconnection of the *GEOP End-User* has been remedied, the *Renewable Energy Supplier* shall immediately submit a request for reconnection to the *Central Registration Body*.
- 3.10.7. Upon receipt of the request under Clause 3.11.6, the *Central Registration Body* shall forward the request for reconnection to the *Network Service Provider* of the *GEOP End-User* within 24 hours.

3.11. REPORTING

- 3.11.1. The *Central Registration Body* shall submit to the *ERC* every 15th day after the end of each month a report which shows the registration and transactions of *Renewable Energy Suppliers* and *GEOP End-Users*.
- 3.11.2. The *Central Registration Body* shall submit Quarterly Reports to the *ERC*, every 15th day of the month following the quarter in review, which shall include the following information:
 - a) List of *GEOP End-Users*' name served by each *Renewable Energy Supplier*;
 - b) Meter number;
 - c) Monthly registered demand (in kW);
 - d) Monthly metered quantity (in kWh);
 - e) Number of *GEOP End-Users* that switched, sorted by the *Distribution Utility* franchise area;
 - f) Percent (%) increase in switching per *Distribution Utility* franchise area;
- 3.11.3. The *Central Registration Body* shall provide any other information that the *ERC* deems necessary or useful in carrying out its duties and obligations.
- 3.11.4. The *ERC* shall accord certain information disclosed and identified by the respective entities such level of strict confidentiality by subjecting the same to appropriate protective measures, as may be applicable.

3.12. DISPUTES

- 3.12.1. In case of emergencies affecting the operation of the Central Registration and Settlement System, the *Central Registration Body* shall provide notice to the *ERC*, *Network Service Providers*, *Metering Service Providers* and *Renewable Energy Suppliers* by email and/or publication in the *market information website* of such fact within one (1) hour from its occurrence. During such event, transactions shall be done through electronic mail, fax or other means of communication capable of time stamping.
- 3.12.2. In case of discrepancies in data, data from the *Network Service Provider* and *Retail Metering Services Provider* shall be used while the dispute is being investigated by *ERC*.
- 3.12.3. Requests, notices, responses and data sent or received by the *Central Registration Body* beyond 5:00 PM shall be deemed to have been sent or received on the first working hour of the next working day.

SECTION 4. METERING

The metering installation standards, the procedures for the registration, collection, validation and profiling of *metering data* of *GEOP End-Users* for use in *WESM* settlements and the performance management of *Retail Metering Services Provider* serving *GEOP End-Users* shall conform with Chapter 4 of the *Retail Rules*, the *Retail Manual on Metering Standards and Procedures*, and as applicable, the Philippine Grid Code, the Philippine Distribution Code, Open Access Transmission Service Rules, the *WESM Rules* and the *WESM Manual on Metering Standards and Procedures*.

SECTION 5. SETTLEMENT

5.1 COVERAGE

This section describes the procedures for the calculation of the gross *energy settlement quantities* of *Renewable Energy Suppliers* for use in *WESM* settlements.

5.2 DETERMINATION OF SETTLEMENT QUANTITIES

- 5.2.1. The *metered quantity* of each *GEOP End-User* connected to a *grid off-take metering point* shall be determined as the net metered flows at their respective *metering* installations associated with such *grid off-take metering point*.
- 5.2.2. The *Central Registration Body* shall determine the metered quantity of the *GEOP End-Users* at a *grid off-take metering point* using the metering data for each dispatch interval provided by the relevant *GEOP Metering Services Provider* and, if applicable, converted by the *Central Registration Body* under the *Retail Manual on Metering Standards and Procedures*.
- 5.2.3. The *gross energy settlement quantity* of a *Renewable Energy Supplier* shall be determined for each *grid off-take metering point* with which it has a *GEOP End-User*.
- 5.2.4. The *gross energy settlement quantity* of each *Renewable Energy Supplier* for each *grid off-take metering point* shall be determined as the sum of the *metered* quantities of all *GEOP End-Users* associated with such *grid off-take metering point*.

5.3 USE OF SETTLEMENT QUANTITIES

- 5.3.1. The *Market Operator* shall use the *gross energy settlement quantities* of *Renewable Energy Suppliers* determined under Section 5.2.4 for *WESM* settlement.
- 5.3.2. The settlement and billing of the transactions of *Renewable Energy Suppliers* in the *WESM* shall be performed by the *Market Operator* in accordance with the settlement process set out in Chapter 3 of the *WESM Rules*.

5.4 SETTLEMENT OF GEOP END-USERS WITH THEIR RENEWABLE ENERGY SUPPLIERS

Billing and settlement of the transactions of the *GEOP End-Users* with their respective *Renewable Energy Suppliers* shall be performed by the parties in accordance with their contracts and applicable rules and regulations promulgated by the *ERC* and other competent agencies.

5.5 PRUDENTIAL REQUIREMENTS

- 5.5.1. *Renewable Energy Suppliers* shall comply with the prudential requirements as set out in Chapter 3 of the *WESM Rules*.
- 5.5.2. The amount of security that will be required of a *Renewable Energy Supplier* shall be determined based on the trading limit and *maximum exposure* determined in accordance with Chapter 3 of the *WESM Rules*.

5.6 SETTLEMENT INFORMATION

- 5.6.1. Settlement information identifiable to *Renewable Energy Suppliers* shall be treated as confidential information by the *Market Operator* and the *Central Registration Body* and shall be subject to the provisions of Chapter 5 of the *WESM Rules*.
- 5.6.2. Access to settlement information pertaining to *GEOP End-Users* shall be provided to their respective *Renewable Energy Supplier* counterparties, provided, however that those *GEOP End-Users* may be provided access to their own settlement information upon request from the *Central Registration Body*.