

OFFICE ORDER NO. 19

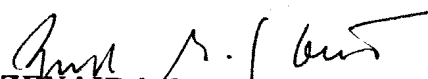
Consistent with the Commission's thrust to establish and maintain one repository of petitions, applications, correspondences, and other documents filed with or submitted to the Commission and orders, decisions, resolutions, notices, correspondences, and other documents promulgated, issued, or released by the Commission, the procedure outlined in this Office Order shall be observed in the filing of applications for licenses, which are within the Commission's regulatory authority to issue, specifically: Certificates of Compliance (COC), Retail Electricity Supplier's (RES) License, and Wholesale Aggregator's (WA) License, and the issuance and release of these licenses to the applicants.

Activity	Service/Section Responsible
Pre-application evaluation, checking of completeness of documentary requirements; assessment for the applicable license fee	MOS
Receipt of payment of applicable license fee	Cashier Section, General Administrative Division, FAS
Filing of license application (The Docket Section shall maintain separate registers for COC, RES, and WA applications.)	Docket Section, OGCS
Evaluation of application, request for additional documents/information, ocular inspection, if applicable, presentation of recommendation to the Commission, preparation of notice	MOS

<p>of approval of license application</p> <p>Together with the notice of approval, which is released through the Records Section-OGCS, MOS shall forward the signed license to the Docket Section-OGCS.</p> <p>In the notice of approval, applicant will be informed that the license can be secured from the Docket Section or mailed to it. If applicant opts that the license be mailed to it, MOS shall request the Docket Section, by memo, to mail (or speed courier, payable at point of delivery, if requested by applicant) the said license to applicant.</p>	
<p>Issuance of license</p> <p>(If the license will be formally awarded in a ceremony, the same shall be docketed before the ceremony and given to MOS for presentation by the Commission to the applicant during the ceremony.)</p>	<p>Docket Section, OGCS</p>

This Office Order, which supersedes all previous issuances inconsistent herewith, shall take effect immediately.

Pasig City, 13 July 2009


ZENAIDA G. CRUZ-DUCUT
 Chairperson and CEO
