



**GENERAL INFORMATION AND REQUIREMENTS FOR THE  
PRE-FILING OF APPLICATIONS FOR APPROVAL OF POWER SUPPLY  
AGREEMENT (PSA)**

The Pre-filing of Application for approval of Power Supply Agreement (PSA) shall be conducted prior to the actual filing by the Applicants of their PSAs. The schedule for the pre-filing is every Thursday and Friday from 8:00 AM to 5:00 PM and a Pre-filing Checklist shall be used for this purpose.

The Pre-filing Checklist is in accordance with Resolution No. 38, Series of 2006<sup>1</sup>, Rule 20 B Section 2 of the ERC Rules of Practice and Procedures<sup>2</sup>, Article VI Sections 1 and 2 of the ERC Guidelines for the Recovery of Costs for the Generation Component of the Distribution Utilities' (DUs) Rates, Resolution No. 13, Series of 2015<sup>3</sup> and Resolution No. 1, Series of 2016<sup>4</sup>, unless otherwise provided or considered by the Commission.

The sequence of Annexes as provided in the checklist should match with the annexes as used in the Application. All copies of documents to be submitted should be clear and readable, and if any of the below-listed documents is alleged to be not applicable, the Applicants shall provide a written justification to support the said allegation.

Section 7 Rule 3 of ERC Rules of Practice and Procedures requires that..." all pleadings, together with their supporting documents, **shall be electronically filed with the submission of at least three (3) diskettes or compact discs containing the electronic files thereof in file formats acceptable to the Commission such as Microsoft Office or OpenOffice.**"

*Note: USB may be submitted instead of diskettes or compact discs as some computers may no longer have disk drives.*

Thus, the Applicants shall submit the documents with the following format:

Pleadings	PDF – Signed Pleading with Verification and Certification against Forum Shopping.
	MS Word – Can be edited
Annexes, Exhibits and Other Evidence	PDF
Rate Computation	MS Excel which can be assessed and edited. Include links.

<sup>1</sup> Resolution No. 38, Series of 2006 – A Resolution Promulgating the Energy Regulatory Commission's Rules of Practice and Procedure.

<sup>2</sup> Rule 20 B Section 2 of the ERC Rules of Practice and Procedures – Supporting Documents and Information.

<sup>3</sup> Resolution No. 13, Series of 2015 entitled "A Resolution Directing All Distribution Utilities (DUs) to Conduct a Competitive Selection Process (CSP) in the Procurement of their Supply to the Captive Market."

<sup>4</sup> Resolution No. 1, Series of 2016 entitled "A Resolution Restating the Effectivity of ERC Resolution No. 13, Series of 2015."



**CHECKLIST OF PRE-FILING REQUIREMENTS FOR APPLICATIONS  
 FOR APPROVAL OF PSA**

PRE-FILING DATE/S	
APPLICANTS	

The information that will be provided in the following checklist will be considered public, except for those which are the subject of confidential treatment by the Applicants. Once the application is filed, any act of fraud or false representation in any document submitted before the Commission may be a ground for outright dismissal of the Application without prejudice to all other administrative, civil, or criminal actions that may be filed against the Applicants, its officers, employees, and authorized representatives responsible for such fraud or misrepresentation.

Compliance with the pre-filing requirements is **MANDATORY**. Acceptance of the Application by the Commission, will not act to prevent the same from determining whether or not the Applicants have completely complied with all the procedural and substantial requirements of the Commission, or ascertaining the veracity of the documents submitted herein are true and correct.

As provided for by Section 5, Article IV of the “Rules Governing the Execution, Review, And Evaluation of Power Supply Agreements Entered into By Distribution Utilities for The Supply of Electricity to their Captive Market”, submission of the hardcopy of the documents enumerated in PART I hereof except for Annex C and I, can be dispensed with. Provided, a *Certification of prior submission* issued by the Applicants stating the date when the documents were submitted and that there are no amendments to said document.

\_\_\_\_\_  
 Signature over Printed Name  
 Representative of Applicants

\_\_\_\_\_  
 Signature over Printed Name  
 ERC Technical Staff

\_\_\_\_\_  
 Signature over Printed Name  
 ERC Legal Service



**PART I  
 ROS - PSA**

**Classification of Supplier<sup>5</sup>:** \_\_\_\_\_  
**Technology:** \_\_\_\_\_  
**Term of the Contract<sup>6</sup>:** \_\_\_\_\_  
**Contract Start Date:** \_\_\_\_\_  
**Commercial Operation Date:** \_\_\_\_\_  
**Installed Capacity<sup>7</sup> (MW):** \_\_\_\_\_  
**Parasitic Load/Plant Own Use (MW):** \_\_\_\_\_  
**Net Dependable Capacity<sup>7</sup> (MW):** \_\_\_\_\_  
**Plant Capacity Factor:** \_\_\_\_\_  
**Contracted Capacity/Energy (MW/kWh):** \_\_\_\_\_  
**Take and Pay or Take or Pay Arrangement (as applicable):** \_\_\_\_\_  
**Minimum Energy Off-Take (MEOT)**  
 (Is it reckoned Monthly or Yearly?): \_\_\_\_\_  
**Mode of Procurement (CSP or Direct Negotiation due to 2 failed biddings):** \_\_\_\_\_  
**Load Percentage (Contracted Capacity/ DU Peak Load)** \_\_\_\_\_  
**Generation Rate:**    **CRF:** \_\_\_\_\_  
                           **O&M:** \_\_\_\_\_  
                           **Fuel Cost:** \_\_\_\_\_  
                           **Total Rate:** \_\_\_\_\_

**I. Governance Requirements**

**For Distribution Utility (DU) and Generation Company (GenCo)**

Name of Document	Hard copy √/x	Soft copy √/x	Remarks/ Comments
1. One (1) Original copy of the Application and two (2) certified true and reproduction from original copy. <i>Note: Application should be filed with tabs and sequence of Annexes consistent with this checklist (If requirement is not applicable, then include in attachment as "Not Applicable")</i>			
2. Three (3) Compact disk / flash drives containing complete set of electronic copies of the following:  a) Pleadings (MS Word); b) Annexes, Exhibits and Other Evidences (PDF); and c) Rate Computation (MS Excel which can be assessed and edited. Include links.) <i>Note: To check completeness of the requirements in the USB</i>			

<sup>5</sup> Examples: IPPA, IPP, Wholesale Aggregator, Interim Supplier, etc.

<sup>6</sup> Examples: Interim, Short-term, Long-term, Years, Months or Days, etc.

<sup>7</sup> If applicable

**For Distribution Utility (DU)**

Name of Document	Hard copy √/x	Soft copy √/x	Remarks/ Comments
<i>Annex A</i> Articles of Incorporation (for Private Corporation)			
<i>Annex B</i> By Laws (for Private Corporation)			
<i>Annex C</i> List of Shareholders [Latest General Information Sheet (GIS) – duly filed with the Securities and Exchange Commission] (for Private Corporation)  Current List of Board of Directors and Board Members (for Electric Cooperatives)			
<i>Annex D</i> Board Resolution/s containing the following (for ECs): <ul style="list-style-type: none"> <li>• <i>Annex D-1</i> Authorization in the filing of the Application;</li> <li>• <i>Annex D-2</i> Authorization in designing the person to represent the EC in the filing of the Application;</li> <li>• <i>Annex D-3</i> Authorization to sign and execute necessary documents;</li> <li>• <i>Annex D-4</i> Authorization in engaging the services of a lawyer to handle and prosecute the application; and</li> <li>• <i>Annex D-5</i> Authorization confirming the Assignment of EC's PSA with GenCo</li> </ul>			
<i>Annex E</i> Securities and Exchange Commission (SEC) Certificate of Registration of said Articles of Incorporation (For Private Corporation) and Department of Trade and Industry (DTI) Registration.			
<i>Annex F</i> Board of Directors/Subsidiary and Affiliate Companies (for Private Corporation)  <i>Annex F-1</i> List of Board of Directors and Board Members and relationships to the Ultimate Parent Company  <i>Annex F-2</i> List of Subsidiaries and all its affiliates, and any relationships with the Generating Company			



**For Generation Company (GenCo)**

Name of Document	Hard copy v/x	Soft copy v/x	Remarks/ Comments
<i>Annex G</i> Articles of Incorporation			
<i>Annex H</i> By Laws of the Generation Company			
<i>Annex I</i> List of Shareholders [Latest General Information Sheet (GIS) – duly filed with the Securities and Exchange Commission] <i>Note: Each shareholder should have corresponding share and percentage share to total shares</i>			
<i>Annex J</i> Securities and Exchange Commission (SEC) Certificate of Registration of said Articles of Incorporation (For Private Corporation) and Department of Trade and Industry (DTI) Registration.			
<i>Annex K</i> Shareholders' Agreement			
<i>Annex L</i> A sworn statement by the Directors that the GenCo has all registrations, licenses, permits, approvals and the like necessary to meet their obligations under the PSA as well as attesting to the accuracy of all information in the application			
<i>Annex M</i> Board of Directors/Subsidiary and Affiliate Companies <ul style="list-style-type: none"> <li>• <i>Annex M-1</i> List of Board of Directors and Board Members and relationships to the Ultimate Parent Company</li> <li>• <i>Annex M-2</i> List of Subsidiaries and all its affiliates, and any relationships with the Generating Company and Board Members and related to the Ultimate Parent Company, its Subsidiaries and all its affiliates and any relationships with the DU</li> </ul>			
<i>Annex N</i> Board of Investment (BOI) Certificate of Registration with attached Terms and Conditions			
<i>Annex O</i> Environmental Compliance Certificate (ECC) or Certificate of Non Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR) <i>Note: Will not be accepted if No ECC or CNC from DENR</i>			



Name of Document	Hard copy v/x	Soft copy v/x	Remarks/ Comments																											
<p><i>Annex P</i>            Certificate of Compliance (COC) issued by the Energy Regulatory Commission pursuant to the Guidelines for the issuance of COC for Generation Companies/Facilities  <i>Note: To ask the Applicants if the plant is already operational.</i></p> <p><b><u>If Answer is Yes.</u></b>  <i>Date of Commercial Operation Date (COD) [Month, Day, Year]</i></p> <p><b><u>If Answer is No.</u></b> <i>Target Date of Commercial Operation Date (COD) [Month, Day, Year]</i></p>																														
<p><i>Annex Q</i>            Department of Energy (DOE) Certificate of Endorsement indicating that the proposed power plant project is consistent with the Power Development Plan (PDP) of the Government or with the Missionary Electrification Development Plan (MEDP) for power plant project located in isolated grids. Any inconsistencies shall be supported by relevant analysis including but not limited to, forecasts and assessment of available generation capacity and technology mix.  <i>Note: Will not be accepted if no COE from DOE per DOE</i></p>																														
<p><i>Annex R</i>            Renewable Energy Service/Operating Contract from the Department of Energy (DOE).  <i>Applicable for RE Plants only</i></p>																														
<p><i>Annex S</i>            Certificate of Registration or Certificate of Confirmation of Commerciality by an RE Developer issued by the DOE  <i>Applicable for RE Plants only</i></p>																														
<p><i>Annex T</i>            Other GenCo Contracts</p> <table border="1" data-bbox="310 1878 992 2163"> <thead> <tr> <th>Contracts</th> <th>ERC Case No. (if applicable)</th> <th>Capacity (in MW)</th> </tr> </thead> <tbody> <tr> <td>Net Dependable Capacity</td> <td></td> <td></td> </tr> <tr> <td>PSA1 - DU</td> <td></td> <td></td> </tr> <tr> <td>PSA2 - DU</td> <td></td> <td></td> </tr> <tr> <td>PSA3 - DU</td> <td></td> <td></td> </tr> <tr> <td>Ancillary Service</td> <td></td> <td></td> </tr> <tr> <td>RES</td> <td></td> <td></td> </tr> <tr> <td>WESM</td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> </tr> </tbody> </table>	Contracts	ERC Case No. (if applicable)	Capacity (in MW)	Net Dependable Capacity			PSA1 - DU			PSA2 - DU			PSA3 - DU			Ancillary Service			RES			WESM			<b>Total</b>					
Contracts	ERC Case No. (if applicable)	Capacity (in MW)																												
Net Dependable Capacity																														
PSA1 - DU																														
PSA2 - DU																														
PSA3 - DU																														
Ancillary Service																														
RES																														
WESM																														
<b>Total</b>																														



**II. Supply and Demand Scenario**

Name of Document	Hard copy v/x	Soft copy v/x	Remarks/ Comments
<p><i>Annex U</i>            Certification by PSALM/NPC whether Transition Supply Contract (TSC) capacity and energy is expected to be available during the contractual period. Include relevant supporting documentation, data and analysis supporting each statement.</p>			
<p><i>Annex V</i>            Justification for the PSA including analysis that demonstrates:</p> <ul style="list-style-type: none"> <li>• <i>Annex V-1</i>              How does this PSA contribute to overall least cost purchase for captive customers?</li> <li>• <i>Annex V-2</i>              What alternatives were considered and their corresponding rate impact?              (Conventional vs RE, PSA vs DSM, existing bilateral contract, WESM)</li> <li>• <i>Annex V-3</i>              How was the level of remaining WESM exposure optimized?</li> <li>• <i>Annex V-4</i>              Details regarding the load forecast projections in accordance with the latest Distribution Development Plan of the Distribution Utility and the variability of those projections over the proposed contractual period  <i>Note: Any inconsistency should be supported by relevant analysis</i></li> <li>• <i>Annex V-5</i>              An estimation of the potential reduction in the load supplied by the Distribution Utility due to retail competition</li> <li>• <i>Annex V-6</i>              Historical 3-years and Projected Supply-Demand scenario for the contract period [at least five (5) years projection]</li> <li>• <i>Annex V-7</i>              Average daily load curve, supply and demand scenario of the DU in accordance with Commission Templates under Annex “<b>V</b>” of Pre-filing Checklist Requirement</li> <li>• <i>Annex V-8</i>              Supply-Demand Scenario (Daily Load Curve).</li> </ul>			
<p><i>Annex W</i>            Rate impact simulation on the overall rates of the Applicant-utility once the contract is approved including an explanation on assumptions and input parameters used in the derivation thereof.</p>			

**ANNEX V-8**

Note: Historical years (at least 3 years)  
 Forecasted years (at least 5 years)

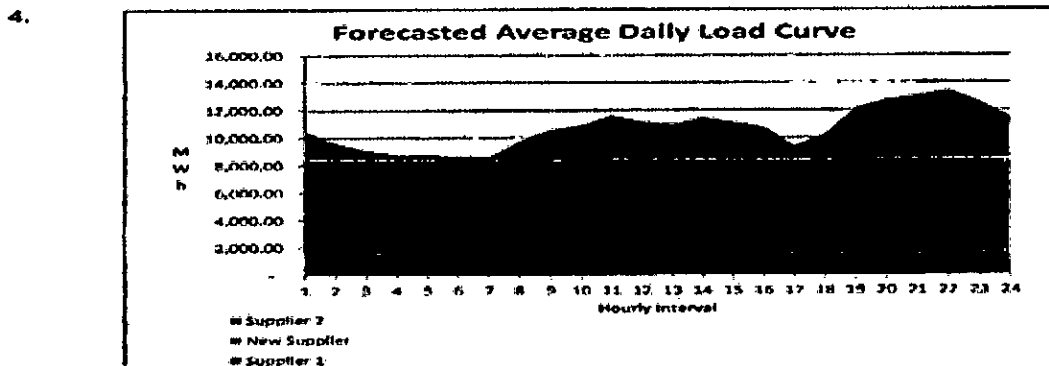
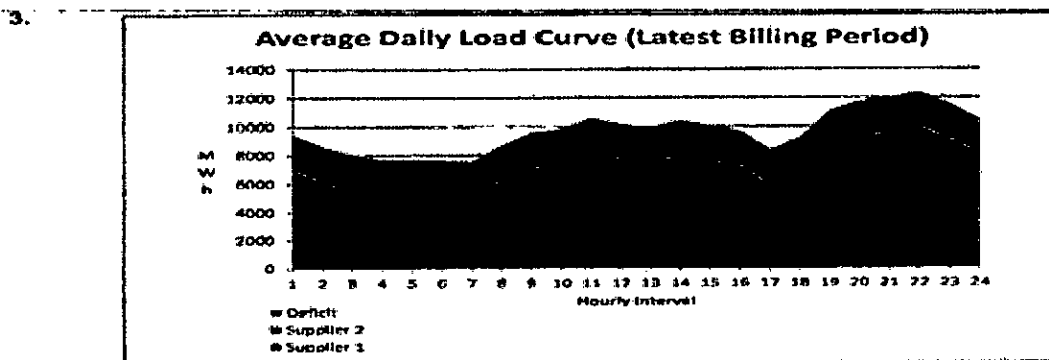
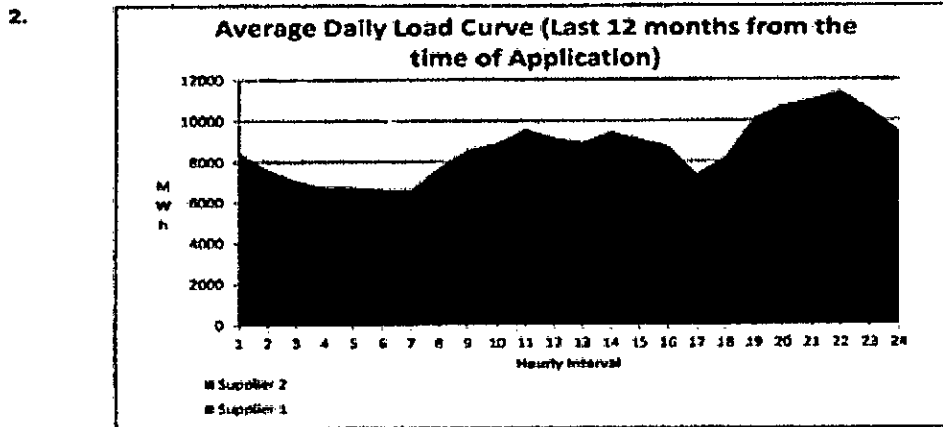
**SAMPLE SUPPLY-DEMAND SCENARIO**

**Supply-Demand Scenario (Yearly)**

	Historical		Forecasted					
	2013	2014	2015 (Current Year)	2016	2017	2018	2019	2020
Peak Demand (MW)								
Supplier/s:								
Supplier 1								
Supplier 2								
Supplier 3								
Total Supply (MW)								
Deficit/Surplus								

\* Please attach the supply-demand scenario per month.

**Average Daily load curve**





### III. Procurement Process

Name of Document	Hard copy √/x	Soft copy √/x	Remarks/ Comments
<p><i>Annex X</i>            Details on the procurement process used by the Distribution Utility leading to the selection of the Generation Company, including but not limited to the following items:</p> <ul style="list-style-type: none"> <li>• <i>Annex X-1</i>              Distribution Utilities (DUs) Invitation to Participate</li> <li>• <i>Annex X-2</i>              Proposal (e.g. Publication in newspaper, etc.)</li> <li>• <i>Annex X-3</i>              DUs Term of Reference(TOR)</li> <li>• <i>Annex X-4</i>              Matrix of proposals received by the DU, including bid rates, escalation factor, etc.  <i>Note: To identify the GenCO who participated in the procurement process, but if necessary, without disclosing their specific bid</i></li> <li>• <i>Annex X-5</i>              DU's Bids and Awards Committee (BAC) Evaluation Report</li> <li>• <i>Annex X-6</i>              DU's Board Resolution confirming the approval of BAC Evaluation Report</li> <li>• <i>Annex X-7</i>              Notice of Award issued by the Distribution Utility</li> <li>• <i>Annex X-8</i>              Type of Competitive Selection Process (CSP)</li> </ul>			



**IV. Power Supply Agreement and other Agreements**

Name of Document	Hard copy √/x	Soft copy √/x	Remarks/ Comments
<p><i>Annex Y</i>            Power Supply Agreement/ Energy Conversion Agreement for Application including the Original <i>Annex Y-1</i>            Amended/Supplemental/Addendum (provide a Matrix to show comparison of the amendments made, if any).  <i>Note: If with amendments, Indicate Amendment No. __</i></p>			
<p><i>Annex Z</i>            Details regarding:</p> <ul style="list-style-type: none"> <li>• <i>Annex Z-1</i>              transmission projects or grid connection projects necessary to complement the proposed generation capacity;</li> <li>• <i>Annex Z-2</i>              Identification of the parties that will develop and/or own such facilities;</li> <li>• <i>Annex Z-3</i>              Any cost related to such project; and</li> <li>• <i>Annex Z-4</i>              Specification of the parties responsible for recovery of any costs related to such projects.</li> <li>• <i>Annex Z-5</i>              Transmission Service Agreement,                  TSA between DU and GenCo                  TSA between NGCP and GenCo</li> <li>• <i>Annex Z-6</i>              Application for dedicated Point to Point Limited Transmission Facility (ERC Case No. ____);</li> <li>• <i>Annex Z-7</i>              ERC Decision of the point to point application.</li> </ul>			
<p><i>Annex AA</i>            Copy of Related Agreements, i.e.:</p> <ul style="list-style-type: none"> <li>• <i>Annex AA1</i>              Transmission Wheeling Contract;</li> <li>• <i>Annex AA2</i>              IPPA Agreement;</li> <li>• <i>Annex AA2</i>              EPC Contract;</li> <li>• <i>Annex AA3</i>              O&amp;M Contract;</li> <li>• <i>Annex AA4</i>              Wholesale Aggregator Agreement;</li> <li>• <i>Annex AA5</i>              Project Feasibility Study; and</li> <li>• <i>Annex AA5</i>              Others</li> </ul>			



**V. Generation/Power Rate**

Name of Document	Hard copy √/x	Soft copy √/x	Remarks/ Comments
<p>Annex AB            Details of the PSA/ECA Rate</p> <p>Annex AB1 Executive Summary</p> <ul style="list-style-type: none"> <li>a. Proposed Generation Rates – CRF, Fixed O&amp;M, Variable O&amp;M and Fuel Fee (as applicable based on the technology of the plant)</li> <li>b. Capital Recovery Fee (CRF)               <ul style="list-style-type: none"> <li>- Project Cost</li> <li>- Pre-tax Weighted Average Cost of Capital (WACC) and Post-tax WACC                   <ul style="list-style-type: none"> <li>o Sources of Funds</li> </ul> </li> <li>- Life of the Asset</li> <li>- Proposed Terminal Value of the Plant</li> <li>- Billing Determinant</li> </ul> </li> <li>c. Fixed Operations and Maintenance (O&amp;M) Costs/Rate</li> <li>d. Variable O&amp;M Cost/Rate</li> <li>e. Plant Heat Rate</li> <li>f. Fuel Efficiency Rate</li> <li>g. Fuel Pass through or Fuel Consumption Rate (in Kg/kW for Coal or l/kWh for Diesel)</li> </ul>			



Name of Document	Hard copy √/x	Soft copy √/x	Remarks/ Comments
<p>Annex AB2 Generation Rate and Derivation</p> <ol style="list-style-type: none"> <li>1) Financial model containing the derivation of rates (excel file to be required)</li> <li>2) Breakdown of calculation based on the Components/Breakdown of the base prices:           <ul style="list-style-type: none"> <li>• Capital Recovery Fee Details               <ul style="list-style-type: none"> <li>- Project Cost</li> <li>- WACC (Gearing Rates, Risk Free Rates, Interest Rate of Loan, Equity Beta, Market Risk Premium)</li> <li>- Life of the Asset</li> <li>- Terminal Value of the Plant</li> <li>- Computation of the Billing Determinant</li> </ul> </li> <li>• Fixed O &amp; M;</li> <li>• O&amp;M Fixed Costs</li> <li>• Variable O&amp;M;</li> <li>• Variable O&amp;M Cost; and</li> <li>• Fuel Fee</li> </ul> </li> <li>3) Breakdown of:           <ul style="list-style-type: none"> <li>• Project Cost (EPC Contract, Details of Costs, etc.)</li> <li>• Operations and Maintenance (O&amp;M) Cost (Fixed and Variable Costs)</li> </ul> </li> <li>4) Fuel Consumption Rate (as applicable)           <ul style="list-style-type: none"> <li>• Heat Rate</li> <li>• Fuel Efficiency Rate</li> <li>• Fuel Consumption Rate</li> </ul>           Include definition/description and basis/justification in support of each component         </li> <li>5) Sample Computation of the Proposed Power Rates with the supporting documents based on the assumptions/actual information used.</li> <li>6) Rate impact simulation on the overall rates of the applicant-utility once the contract is approved including an explanation on assumptions and input parameters used in the derivation thereof.</li> <li>7) Basis/rationale of indexation including the sources, reference date and weight of indexation, if applicable.</li> </ol>			



Name of Document	Hard copy √/x	Soft copy √/x	Remarks/ Comments
8) Basis/rationale/derivation of Other Charges such as: <ul style="list-style-type: none"> <li>• testing and commissioning;</li> <li>• replacement;</li> <li>• start-up;</li> <li>• pre- commercial;</li> <li>• other pass-on charges; and</li> <li>• ancillary costs</li> </ul>			
Annex AC Cash Flow specifying the following: <ul style="list-style-type: none"> <li>• Initial Cost;</li> <li>• Breakdown of Operating and Maintenance expenses</li> </ul>			
Annex AD All details on the procurement process of fuel including: <ul style="list-style-type: none"> <li>• requests,</li> <li>• proposals received,</li> <li>• tender offers,</li> <li>• etc.</li> </ul>			
Annex AE Fuel Supply Agreement			
Annex AF Sworn Statement detailing how the fuel was competitively procured, contract terms, unbundled price components (product cost, transshipment, delivery container, etc.)			
Annex AG All relevant technical and economic characteristics of the generation plant capacity: <ul style="list-style-type: none"> <li>• Type of Technology</li> <li>• Installed Capacity</li> <li>• Dependable Capacity</li> <li>• Capacity Factor</li> <li>• Mode of Operation (Base load, Peaking, Intermediate-Peaking)</li> <li>• Auxiliary load</li> <li>• Scheduled and Unscheduled Outages</li> <li>• Basis/Justification of day used.</li> </ul>			
Annex AH All cost analysis related to the generation in support of the proposed pricing provisions of the contract.			



Name of Document	Hard copy √/x	Soft copy √/x	Remarks/ Comments
<p>Annex AI            Other documentation that may be needed by the ERC in the course of the evaluation, such as, but not limited to the following:</p> <ul style="list-style-type: none"> <li>a. Latest and Complete Set of Audited Financial Statements of the Generation Company (Balance Sheet, Income Statement, and Statement of Cash Flows), duly filed with the Bureau of Internal Revenue (BIR) including the audit opinion, the statement of management’s responsibility on the financial statements, if available;</li> <li>b. Bank Certification of Long-term Loans, to include the following information: Amortization Schedule of Loan Payments (Principal and Interest), interest rates and credit terms (period and applicable penalties);</li> <li>c. Certification (from the engine manufacturer or IPP) of the net heat rate (initial and every after major maintenance schedule) in liters per kWh;</li> <li>d. Latest Distribution Development Plan (DDP) submitted by the Distribution Utility to the DOE accompanied by the details of the load forecast projections and the variability of those projections over the proposed contractual period.</li> <li>e. Simulation of the number of operating units necessary to meet the MEOT and/or additional energy/demand requirements of the DU;</li> <li>f. Potential Cost (absolute amount and PhP/kWh) of Ancillary Services as and when the IPP or the DU is connected to the main grid; and</li> <li>g. Other documents showing proof of its entitlement to any tax incentives and exemptions.</li> </ul>			



Annex AJ  <b>Project Timelines:</b> <ol style="list-style-type: none"><li>1. BOI Registration</li><li>2. DOE Certification</li><li>3. RE Service Contract/Certificate of Commerciality</li><li>4. Long Stop Date/Lock-In-Period</li><li>5. EPC Contract Signing</li><li>6. Notice to Proceed</li><li>7. Testing and Commissioning</li><li>8. Target of Commercial Operation</li></ol>			
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**MINUTES OF MEETING:**

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**PART II LEGAL  
 SERVICE**

REQUIREMENT	DETAILS	REMARKS
<b>1. APPLICATION</b>	DATE	
	SIGNED BY COUNSEL OF GENCO (Y/N)	
	SIGNED BY COUNSEL OF DU (Y/N)	
	NO. OF HARD COPIES	
	NO. OF SOFT COPIES	
<b>2. VERIFICATION</b>	<b>GENCO</b>	
	DATE	
	NOTARIZED (Y/N)	
	• ID PRESENTED	
	<b>DU</b>	
	DATE	
	NOTARIZED (Y/N)	
• ID PRESENTED		
<b>3. CERTIFICATION AGAINST FORUM SHOPPING</b>	<b>GENCO</b>	
	DATE	
	NOTARIZED (Y/N)	
	• ID PRESENTED	
	<b>DU</b>	
	DATE	
	NOTARIZED (Y/N)	
• ID PRESENTED		
<b>4. AUTHORITY OF COUNSEL TO FILE THE APPLICATION</b>	<b>GENCO</b>	
	BOARD RESO. (Y/N); or	
	SEC. CERT. (Y/N)	
	<b>DU</b>	
	BOARD RESO. (Y/N); or	
SEC. CERT. (Y/N)		
<b>5. AUTHORITY TO EXECUTE VERIFICATION AND CERTIFICATION AGAINST FORUM SHOPPING</b>	<b>GENCO</b>	
	BOARD RESO. (Y/N); or	
	SEC. CERT. (Y/N)	
	<b>DU</b>	
	BOARD RESO. (Y/N); or	
SEC. CERT. (Y/N)		
<b>6. SERVICE TO LGUs</b>	<b>A) CERTIFICATION FROM PRESIDING OFFICER, SECRETARY OF THE LGU OR THEIR DULY AUTHORIZED REPRESENTATIVE</b>	
	LGU OF:	
	LGU OF:	
	LGU OF:	





<b>6. SERVICE TO          LOCAL          GOVERNMENT          UNIT (LGU)          LEGISLATIVE          BODY OF THE          CITY OR          MUNICIPALITY          WHERE          APPLICANTS          PRINCIPALLY          OPERATE</b>	<b>B) IN THE ABSENCE OF CERTIFICATION</b>	
	LGU OF:	
	AFFIDAVIT OF SERVICE	
	APPLICATION WITH STAMP "RECEIVED"/ ACKNOWLEDGEMENT	
	LGU OF:	
	AFFIDAVIT OF SERVICE	
	APPLICATION WITH STAMP "RECEIVED"/ ACKNOWLEDGEMENT	
	LGU OF:	
	AFFIDAVIT OF SERVICE	
	APPLICATION WITH STAMP "RECEIVED"/ ACKNOWLEDGEMENT	
	<b>C) IF NOT RECEIVED, REASON AND/OR PROOF OF REFUSAL</b>	
	LGU OF:	REASON/PROOF:
	LGU OF:	REASON/PROOF:
	LGU OF:	REASON/PROOF:
<b>7. PUBLICATION IN          A NEWSPAPER OF          GENERAL          CIRCULATION          WITHIN          APPLICANT'S          FRANCHISE AREA</b>	AFFIDAVIT OF PUBLICATION	
	• NEWSPAPER	
	• DATE OF PUBLICATION	
	NEWSPAPER ISSUE CONTAINING THE PUBLICATION	
	• APPLICATION	
	• VERIFICATION	
	• CERTIFICATION AGAINST FORUM SHOPPING	
	RANDOM REVIEW	RATE: OTHERS: PAR.

**OTHER REMARKS:**