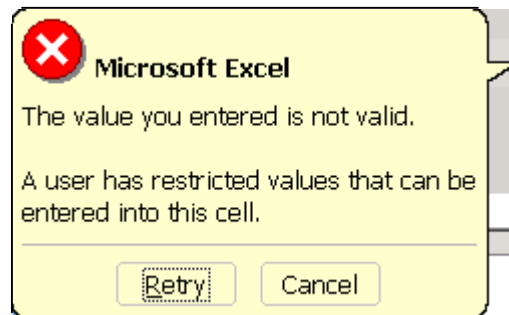


INSTRUCTIONS IN USING THE M01 AND M02 FORMS

Part of the Energy Regulatory Commission (ERC) activity is the rationalization of its reportorial requirements. As such, the MFSR and M001 and M002 forms were replaced with M01 and M02. The rates per customer class and the AGRA requirements are included in M01 while the energy and systems loss data are included in M02.

The following were formulated to aid the distribution utilities in using the new forms:

- The Excel file naming convention is <UTILITYACRONYM><Month><Year>
ex. ALECOJan2006.
- The Excel file consists of two sheets for M01 and M02.
 - For distribution utilities with composite rate – accomplish 1 set of report
 - For distribution utilities with multiple approved generation rates – 1 set per approved rate
- Messages will appear whenever unacceptable values are inputted by the user.



- All submissions will be notarized. The affiants are:
 - Electric cooperative – General Manager
 - Private utility – Finance Manager and Technical ManagerRefer to Attachment A – Oath
- Submission of the new forms will be at the 20th of the following month to be submitted in both soft and hard copies.

ERC Form: M01

1. The forms provided for each distribution utility were tailor fit (customized) using the **approved unbundled rates** as basis thus only the **approved customer class** are reflected. Distribution utilities can modify the approved customer class columns if there is a new customer class approved by the ERC.
2. In the Particulars column,
 - 2.1 The cells in the No. of customers and kWh Sales row will only accept whole numbers, decimals are not allowed. An error message will appear.
 - 2.2 The cells can accept values up to four (4) decimal places.
 - 2.3 For cells that have negative values:
 - 2.3.1 Highlight the rows of cells
 - 2.3.2 Click the 'Data Menu', choose 'Validation
 - 2.3.3 Change the 'Minimum' textbox from '0' to '-100000'
 - 2.3.4 Click 'OK'
 - 2.4 The cells are formatted to remove the comma.
 - 2.5 Generation System Charge is inclusive of charges for the Franchise and Benefits to Host Communities, FOREX and other charges that are related to the Generation Charge.
 - 2.6 The VAT column, Business Tax and Local Franchise Tax rows are in percent. The user need only to key in the value and Excel will automatically convert it in percent.
 - 2.7 Specify the Other Discounts applicable. If there are more than one, highlight the Others row, then click the 'Copy' icon.

Microsoft Excel - ABRECOmonthyear.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

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Security...

Reply with Changes... Egd Review...

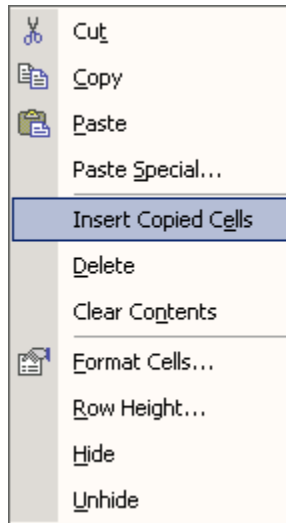
A20 Others1 (PhP/kWh)

I. MONITORING RATES COMPLIANCE						
Particulars	Residential	Commercial	Communal Water System	Public Buildings	Street Lights	VAT (%)
No. of Customers	0	0	0	0	0	
kWh Sales	0	0	0	0	0	
Generation System Charge	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Transmission System Charge (PhP/MWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Transmission Demand Charge (PhP/MWh)	0.0000	0.0000	0.0000	0.0000	0.0000	25.00%
Distribution System Charge (PhP/MWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Distribution Demand Charge (PhP/MWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Supply System Charge (PhP/MWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Supply Retail Customer Charge (PhP/CustMo)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Metering System Charge (PhP/kWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Metering Retail Customer Charge (PhP/CustMo)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
System Loss Charge (PhP/kWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Inter-class Cross Subsidy (PhP/MWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Loan Condonation (PhP/MWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Loan Condonation (PhP/CustMo)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Other Discounts						
Power Act Reduction (PAR) (PhP/kWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Others' (PhP/kWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Other Adjustments						
ICERA (PhP/kWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
TRAC (PhP/kWh)	0.0000	0.0000	0.0000	0.0000	0.0000	
Others1 (PhP/kWh)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Business Tax (%)	0.00%	0.00%	0.00%	0.00%	0.00%	
Local Franchise Tax (%)	0.00%	0.00%	0.00%	0.00%	0.00%	
Universal Charge						
Missionary Electrification (PhP/kWh)	0.0000	0.0000	0.0000	0.0000	0.0000	
Environmental Charge (PhP/kWh)	0.0000	0.0000	0.0000	0.0000	0.0000	

Ready

Sum=0 NUM

Choose *'Insert copied cells'* and *'Rename'* the Other Discounts.



2.8 This routine will also be true to the other Universal Charges that will be approved by the ERC.

3. Additional information will be placed in the Notes section provided in the form.
4. Other Charges will not be reflected in M01.

ERC Form: M02

1. Indicate the name of the IPPs. If more than two (2) IPPs, insert additional rows. The same is true with Self-Generation. Always check the Sub-Totals whenever rows are added.
2. The cell on the Amount column can accept values up to four (4) decimal places.
3. The cells are formatted to remove the comma.
4. For the System Loss data percent (%) column, the user need only to key in the value and Excel will automatically convert it in percent.

NOTE: The softcopy of M01 and M02 customized template per distribution utility will be sent by email on or before June 30, 2006.