

# NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (2<sup>ND</sup> REVISION: AUGUST 1, 2016)

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**DEPARTMENT/DIVISION CONCERNED: FIT-ALL FUND ADMINISTRATION**

**FRONTLINE SERVICE: Execution of the Renewable Energy Payment Agreement (REPA) between TransCo and Fit-Eligible Renewable Energy Developer**

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**Schedule:** 8:00am to 5:00pm, Monday to Friday

**Who avails of the service:** Fit-Eligible Renewable Energy Developer

**What are the requirements:**

For Signing of REPA

1. Articles of Incorporation and By-Laws
2. Board Resolution/Secretary's Certificate(Authority to sign REPA)
3. DOE Certificate of Registration
4. RE Service/Operating Contract
5. DOE Certificate of Endorsement/Nomination for FIT Eligibility

For Effectivity of REPA

1. Signed REPA with Reference Code
2. FIT Certificate of Compliance
3. Metering Service Agreement
4. Connection Agreement
5. Transmission Service Agreement
6. BOI Certificate of Registration
7. BIR Certificate of Registration
8. Market Participation Agreement
9. PEMC Settlement Info. Sheet naming FIT-All Account
10. Renewable Energy Supply Agreement (RESA), as applicable
11. Nomination of the RE's Receiving Bank (Secretary's Certificate)

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**How to avail of the service:**

Step	ACTIVITY		Duration of Activity *	Person in Charge/ Location	Fees/ Charge s	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
1.	Fill-out the checklist of the requirements for signing of REPA (FM-T-FA-04 Rev.0) which can be downloaded from the TransCo website and submit the required documents together with the duly signed copy of the checklist.	Receive the duly signed checklist including all necessary documents submitted by RE developer and transmit to the Department Manager.	Within 10 minutes	Girlie T. Mangayabas	None	FM-T-FA-04 Rev.0
		Browse over the submission by RE developers and assign to Corporate Staff Specialist A for appropriate action.	Within 10 minutes	Dinna O. Dizon	None	
		Evaluate the submission in accordance with the Checklist and coordinate with RE Developer as needed.	Within 3 days	Christopher O. Serrano	None	Checklist Form FM-T-FA-13 Rev 0
		If documents submitted are complete, prepare four (4) original copies of REPA, assign control number and stamp date of release of REPA.	Within 30 minutes	Christopher O. Serrano	None	REPA Pro-Forma
		Initial the internal REPA Monitoring Sheet and approve for release and signature by RE developer	Within 30 minutes	Dinna O. Dizon	None	Checklist Form FM-T-FA-13 Rev 0
		Advise RE developer, via email or call, to pick up the copies of REPA and to have them signed by the authorized signatories and notarize at RE's end.	Within 10 minutes	Christopher O. Serrano	None	
2.	RE Developer returns the signed and notarized REPA to TransCo.	Receive the signed and notarized REPA and transmit to the Dept. Manager.	Within 10 minutes	Girlie T. Mangayabas	None	
		Browse over the submission by RE developers and assign to Corporate Staff Specialist A for appropriate action.	Within 30 minutes	Dinna O. Dizon	None	

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	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
		Check and review the signatures and notarial page of the REPA upon the return of the copies thereof from the RE developer.	Within 20 minutes	Christopher O. Serrano	None	
		Affix initials and signatures on the part of TransCo.	Within 7 working days	Generoso M. Senal Dinna O. Dizon Myrna M. Tulod Christopher O. Serrano Juanilda R. Ombao Atty. Noel Z. De Leon Atty. Nerson Dexter Tito Tualla		
		Send the copies of REPA, once duly signed, to Legal Department for notarization.	Within 10 minutes	Girlie T. Mangayabas	None	
		Notarize the REPA	Within 1 day	Atty. Nyerson D.Q. Tualla		
3.	For the Effectivity of REPA, the RE developer should fill-out the checklist of the requirements for effectivity of REPA (FM-T-FA-05 Rev.0) and submit the required documents together	Receive the duly signed checklist including all necessary documents submitted by RE developer and transmit to the Department Manager.	Within 10 minutes	Girlie T. Mangayabas	None	FM-T-FA-05 Rev.0
		Check the documents submitted by RE developers and assign to Corporate Staff Specialist A for appropriate action.	Within 30 minutes	Dinna O. Dizon		

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Step	ACTIVITY		Duration of Activity *	Person in Charge/ Location	Fees/ Charge s	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
	with the duly signed copy of the checklist.	Evaluate the pertinent documents submitted vis-à-vis the Checklist and coordinate with RE Developer as may be needed.	Within 2 days	Christopher O. Serrano	None	Checklist Form FM-T-FA-13 Rev 0
		Upon validation of complete submission, prepare letter to RE developer confirming complete submission of documents and effectivity of REPA. Inform PEMC as well for the remittance of the ACRR.	Within 1 day	G.M. Senal D.O. Dizon M. M. Tulod C.O. Serrano		

*Contact Numbers: 902-1500 Local 1576 - Girlie T. Mangayabas  
 902-1500 Local 1517 - Ms. Dinna O. Dizon  
 902-1500 Local 1573 - Christopher O. Serrano  
 902-1500 Local 1542 - Atty. N. D. Q. Tualla  
 914-6206 - Myrna M. Tulod*