



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT CIRCULAR NO. DC2018-05-0014 *μ*

**CREATING THE ENERGY TASK FORCE ELECTION TO ENSURE ADEQUATE
AND RELIABLE ENERGY SUPPLY BEFORE, DURING AND AFTER ELECTIONS**

WHEREAS, Republic Act (R.A.) No. 7638 or the Department of Energy Act of 1992 declares the policy of the State to ensure a continuous, adequate, and economic supply of energy with the end in view of ultimately achieving self-reliance in the country's energy requirements.

WHEREAS, Department Circular No. DC2018-01-0001 or the Adoption of Energy Resiliency in the Planning and Programming of the Energy Sector to Mitigate Potential Impacts of Disasters institutionalized the implementation of Resiliency Compliance Plan (RCP) to prepare for and respond to emergencies and disasters.

WHEREAS, the Commission on Elections (COMELEC), pursuant to its powers vested in the Constitution of the Republic of the Philippines, the Omnibus Election Code (B.P. Blg. 881), and other election laws, has prescribed the rules and procedures to hold free, orderly, honest, peaceful and credible elections through fair election practices.

WHEREAS, the DOE, in support of the government's aim of holding a successful election, previously issued Department Circulars No. DC2010-01-0002, creating Power Task Force Election 2010, DC2012-12-0011, creating Power Task Force Election 2013 and DC2016-01-0001, creating Power Task Force Election 2016.

NOW THEREFORE, the DOE is creating the Energy Task Force Election (ETFE) to ensure adequate, stable and reliable energy supply before, during and after elections.

Section 1. Composition.

1. The ETFE shall be composed of the following:

a. Core Group

Head	:	Department of Energy (DOE)
Members	:	National Electrification Administration (NEA); National Power Corporation (NPC); National Transmission Corporation (TransCo); Philippine National Oil Company (PNOC); Power Sector Assets & Liabilities Management Corp. (PSALM); Philippine Electricity Market Corporation (PEMC); National Grid Corporation of the Philippines (NGCP); and Manila Electric Company (MERALCO).

b. Supporting Organizations

Philippine Rural Electric Cooperatives Association, Inc. (PHILRECA);
Philippine Electric Plant Owners Association (PEPOA);
Philippine Independent Power Producers Association (PIPPA);
Retail Electricity Suppliers Association (RESA);
Philippine Institute of Petroleum (PIP); and
Independent Philippine Petroleum Companies Association (IPPCA).

c. Security Group

National Security Council (NSC);
Armed Forces of the Philippines (AFP);
Philippine National Police (PNP);
Bureau of Fire Protection (BFP); and
Philippine Coast Guard (PCG).

2. All power suppliers and service providers particularly the distribution utilities (DUs), privately-owned, electric cooperatives (ECs), Local Government Unit Owned, and the power generation companies, upstream and downstream companies are directed to provide full support and participation to attain the objectives of this Circular.
3. Annex A provides the Organizational Structure of ETFE.

Section 2. General Responsibilities. The ETFE shall have the following responsibilities:

1. The DOE shall be responsible for the following:
 - a. Overall management of the ETFE;
 - b. Establishment of an Energy Command Center;
 - c. Establishment of a systematic monitoring and reporting scheme that will ensure immediate restoration of power, and that oil supply disruption deliveries are immediately acted upon by concerned agencies/organizations;
 - d. Establishment of mitigating measures to minimize, if not prevent, power outages on election day and the critical period prior to, during, and after the election;
 - e. Dissemination of fast and accurate information on the energy supply situation; and
 - f. Designation of focal persons to coordinate with COMELEC.

2. The members shall be responsible for the following:
 - a. Operation of their respective facilities / systems and for establishing communications links with the Energy Command Center;
 - b. Activation of action plans and/or contingency plans;
 - c. Adoption and implementation of mitigating measures to preclude abnormal situations in their respective area of responsibilities;
 - d. Regularly scheduled status reporting of their respective facilities/systems/ areas as well as prompt reporting of any emerging problem that may affect the delivery of energy supply;
 - e. Promptness in addressing potential or actual problems that may affect energy supply; and
 - f. Designation of representatives to support the ETFE.
3. Annex B provides specific responsibilities of the members of the ETFE.

Section 3. Energy Command Center.

1. The Energy Command Center shall be identified and established by the DOE and shall be activated and deactivated upon the advice by the Chairperson of the Task Force on Energy Resiliency.
2. To establish communication links with the Energy Command Center, members shall identify representatives to support the ETFE on a 24/7 basis. In addition, all energy industry participants are enjoined to establish link to the Energy Command Center.
3. The Energy Command Center shall be linked to the National Disaster Risk Reduction and Management Operations Center (NDRRMOC).
4. The main operations center for the power sector shall be at the NGCP-Diliman in Quezon City and Satellite Operations Centers and shall be equipped with monitoring facilities and communication lines with all electric power industry participants at the following:
 - a. NGCP South Luzon – Biñan, Laguna
 - b. NGCP North Luzon – Poro Point, San Fernando, La Union
 - c. NGCP Visayas – Banilad, Cebu
 - d. NGCP Mindanao – Iligan City

5. To establish communication links, NEA, NPC, TransCo, PSALM, PEMC, and MERALCO shall create their contingency teams and designate their representatives to support these operation centers on a 24/7 basis. Monitoring of the power situation shall be done from the home base of concerned agencies. In addition, all Distribution Utilities (DUs) shall also create their own contingency teams and designate their representatives to ETFE.
6. The DOE - Electric Power Industry Management Bureau (EPIMB) personnel, together with the Energy Agencies' Contingency Team, shall be assigned to monitor the power situation before, during, and after elections at the NGCP Command Center in Diliman Quezon City on a 24/7 basis.

Section 4. Monitoring and Reporting.

1. The Energy Policy and Planning Bureau shall lead the operations of the Energy Command Center, consolidate all reports, and develop a Situational Report (SitRep) to be submitted to the Energy Secretary, members of the ETFE, and NDRRMOC. However for situations requiring immediate action the duty personnel shall use Short Message Service (SMS) or similar messaging applications.
2. The SitRep shall be in the form of Memorandum for the Energy Secretary, members of the ETFE and for the NDRRMOC.
3. Format and/or template for reporting shall be developed by the EPIMB for power industry and the DOE - Oil Industry Management Bureau (OIMB) for downstream facilities.

Section 5. Logistics and Budgetary Requirements. Budgetary requirements to support the Energy Command Center, including administrative, logistics and personnel support, of Energy Command Center shall be sourced from the DOE, subject to applicable budget and accounting rules and regulations. The expenses incurred by the members of the ETFE in the performance of their responsibilities herein shall be charged to the respective accounts of the concerned agencies / organizations.

Section 6. Separability Clause. Should any provision of this Department Circular be declared invalid or unconstitutional, the other provisions, so far as they are separable, shall remain in force.

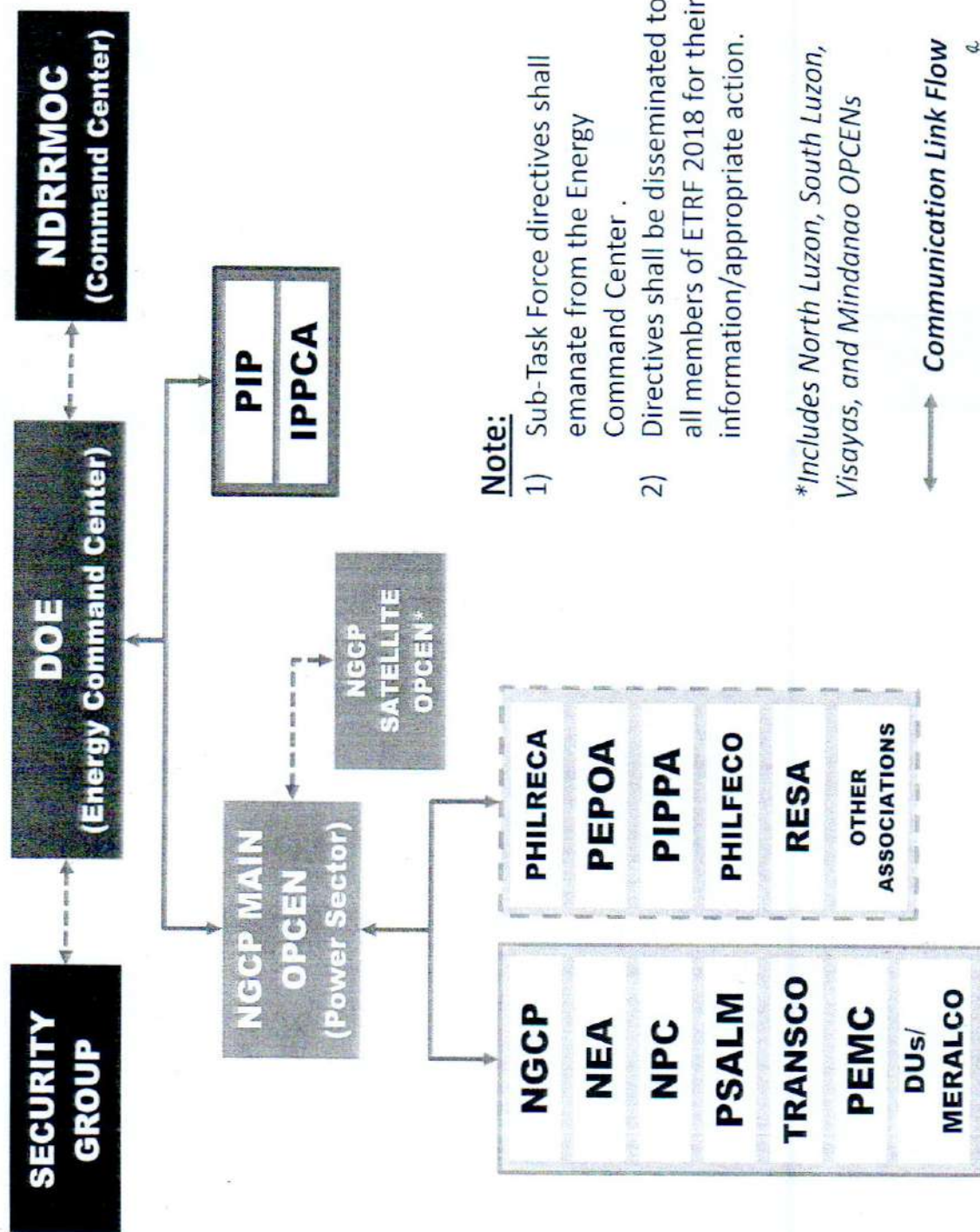
Section 7. Effectivity. This Department Circular shall be effective upon its publication in the newspaper of general nationwide circulation.

Signed at Energy Center, Rizal Drive, Bonifacio Global City, Taguig City.




ALFONSO G. CUSI
Secretary
07 MAY 2018

Annex A: Organizational Structure



Note:

- 1) Sub-Task Force directives shall emanate from the Energy Command Center.
- 2) Directives shall be disseminated to all members of ETRF 2018 for their information/appropriate action.

*Includes North Luzon, South Luzon, Visayas, and Mindanao OPCENs

↔ Communication Link Flow

9

ANNEX B

Specific Responsibilities

PSALM and NPC

1. Ensure availability of generating units (including those already privatized) to meet demand and required reserves (regulating, spinning and back-up), in close coordination with NGCP;
2. Ensure maximum reservoir level for hydropower plants prior to election day;
3. Suspend preventive maintenance and testing of generating units one week before and after election day;
4. Defer scheduled plant maintenance and tests during the critical election period;
5. Ensure availability of its quick start units, if any;
6. Secure adequate fuel supplies and maintain reasonable fuel inventories;
7. Arrange for back-up personnel in power plants and additional maintenance crew to assist in case of emergencies;
8. Augment security forces in major plant installations;
9. If necessary, lease-rental of genitor sets to ensure adequate, stable and reliable power supply;
10. Ensure cooperation of successor generating companies and independent IPP administrators of NPC plants/IPP's to the Energy Task Force Election; and
11. Ensure availability of PSALM's purchased generating plants or administered IPPs at their dependable capability and assure their continued normal operation.

TransCo and NGCP

1. Ensure availability of all substation facilities / transmission lines, to be extent possible, and assure their continued normal operations;
2. Suspend maintenance and testing works on substations facilities / transmission lines, one week before and after election day, except in extreme emergency cases;
3. Ensure reliability of emergency diesel generators, station batteries and air compressor systems;
4. Place off-duty control center and substation personnel on "on-call" basis;

5. Ensure standby transmission line crew and power system maintenance personnel;
6. Secure communication hotlines between DOE and NGCP as well as with Market Operator (MO) and other electric power industry participants;
7. Provide standby transportation facilities to assist in the immediate inspection of tripped critical transmission lines;
8. Ensure all Area Control Center (ACC) dispatchers are prepared to implement islanding operation and power restorations;
9. Strategically deploy Network Protection, Power System Maintenance, District / Branches, SCADA and Telecom personnel;
10. Check proper function of installed fault clearance system, transient recorders and sequence of event recorders in all substations including all Special Protection Systems;
11. Update load shedding schedule in each grid to consider priority supply to polling places and local government offices;
12. Accelerate completion of corrective works on critical substation / transmission lines before election day;
13. Inspect the integrity of transmission line structures and clear obstructions, if any;
14. Inspect connection points of DUs / ECs to the grid;
15. Augment security forces in critical substations / transmission facilities;
16. Ensure availability of tools and materials at satellite offices; and
17. Assign service vehicles / drivers to regional and District Command Post.

NEA

1. Oversee the preparation of the Electric Cooperatives and ensure the readiness and reliability of the distribution systems;
2. Direct the Electric Cooperatives to ensure the availability of their technical personnel especially during the election day and until the canvassing of votes; and
3. Ensure the full cooperation of the Electric Cooperatives to all activities of the Energy Task Force Election.

PEMC

1. Ensure the continuous operations of the Wholesale Electric Spot Market (WESM); and
2. In coordination with NGCP – System Operator (SO), ensure availability of all supervisory controls and communication networks and effective management of the power system.

DUs

1. Ensure availability of all its substation facilities / distribution lines, to the extent possible, assure their continued normal operations;
2. Ensure the adequacy of connection and service entrance facilities of polling places and canvassing centers;
3. Accelerate completion of corrective / remedial works on critical distribution lines before election day;
4. Create special and emergency line crews to undertake the following:
 - a. Inspect integrity of distribution line structure and clear distribution lines from obstructions;
 - b. Inspect connection points to polling places for proper breaker and fuse ratings;
 - c. Check electrical installations of polling places for proper breaker and fuse ratings;
 - d. Conduct information dissemination on how to avoid power supply overload / short-circuits during elections; and
 - e. Respond to emergency cases affecting power supply within the service areas.
5. Provide logistics support to special and emergency line crews such as:
 - a. Availability of tools and equipment for all crew members / line men;
 - b. Service vehicles and drivers; and
 - c. Adequate supply of replacement parts, and power line devices and equipment.
6. Ensure availability and reliability of embedded generators within their franchise are, if any; and
7. Coordinate with NGCP on the appropriate load shedding to ensure that polling places and local government offices are excluded.

Philippine Rural Electric Cooperatives Association, Inc. (PHILRECA), Philippine Electric Planters Owners Association (PEPOA), Philippine Independent Power Producers Association (PIPPA), Retail Electricity Suppliers Association (RESA)

1. Establish respective satellite centers that will interfere with distribution utilities; and
2. Provide support and assistance to distribution utilities to ensure their cooperation to the Energy Task Force Election directives.

Philippine Institute of Petroleum (PIP) and Independent Philippine Petroleum Companies Association (IPPCA)

1. Ensure availability of resources of oil companies to meet demand and required reserves;
2. Ensure that oil companies shall have action plans and/or contingency plans before, during and after election; and
3. Ensure cooperation of oil companies to the Energy Task Force Election directives.

National Security Council (NSC), Armed Forces of the Philippines (AFP), Philippine National Police (PNP), Bureau of Fire Protection (BFP) and Philippine Coast Guard (PCG)

1. Ensure deployment of security forces in critical energy facilities; and
2. Provide security support and assistance to facilitate uninterrupted supply of oil as deemed necessary.