

# USER GUIDE for Applicants

# HOME PAGE

The **Home page** is the public facing page of EVOSS. It contains links to publicly available information that everyone can access

## www.evoss.ph

The screenshot shows the EVOSS Home Page layout. At the top is a banner for the '15 MW Rice Husk-Fired Biomass Power Plant'. Below this is the 'EVOSS Functions' section with three cards: 'Recognize the legal effect, validity, and enforceability of electronic documents submitted', 'Establish a system of high availability, business continuity and cyber security', and 'Utilize a technology platform and an operations management software platform to build defined processes and forms within a strict timeframe using published standards.' To the right are three main content sections: 'Awarded Projects' (listing wind, solar, and ocean energy projects), 'Requirements' (listing NEA, TransCo, and REMB requirements), and 'Mandatory Fees' (listing DOE processing fees). At the bottom are 'Downloadable Files' (listing various presentation and checklist documents), 'RE Service Contract Process' (with a link to 'FAQ'), and 'Mandatory Fees' (with a link to 'FAQ').

This section contains the list of the awarded projects by technology

This section displays the list of the Checklist of Requirements from each agency

This section displays the list of the Mandatory Fees

This section contains files that can be downloaded from EVOSS – forms and reference materials

**NOTE:** To view the complete list per section click “[View All](#)” located always at the bottom part per section.

# LOG IN PAGE

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There are separate log ins for Agencies and Developers. The main difference is the dashboard that the users will see when they log in.

Click the **Developer Log In** to log in as a **designated representative** of your company



# HOW TO LOG IN ?

Welcome to **EV OSS**  
ENERGY VIRTUAL ONE-STOP SHOP

AGENCY LOG IN

DEVELOPER LOG IN

CONTACT US

USER GUIDE

Agency Log In

Use a local account to log in.

User Name  Enter your username here

Password  Enter your password here

Remember me?

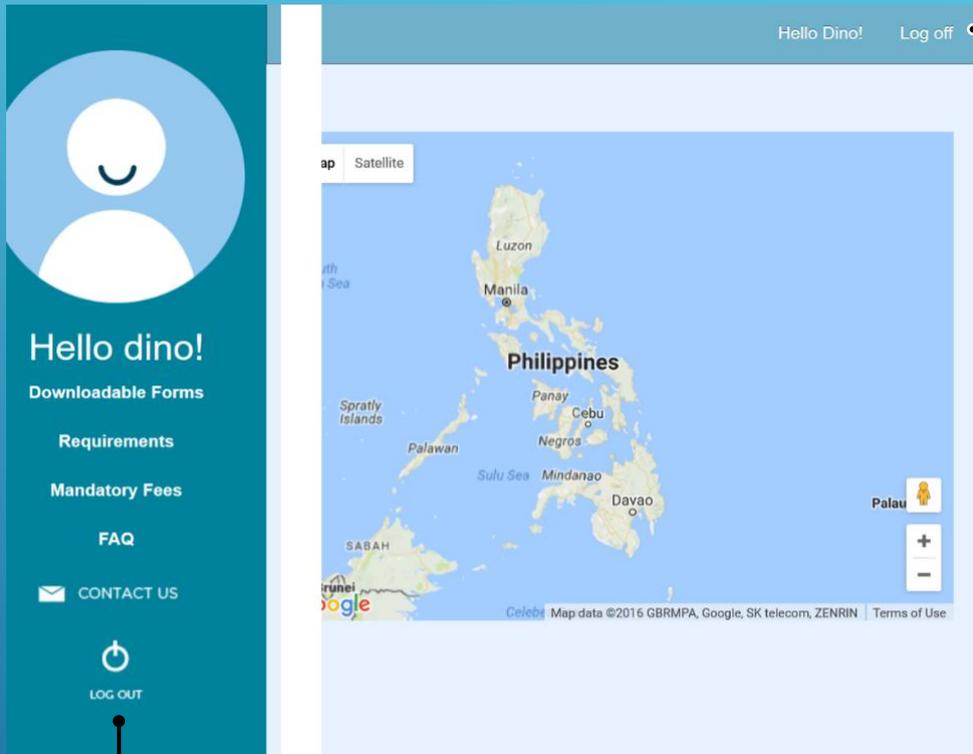
**Password Complexity:**

- Passwords must have at least one special character (example: #,@,&)
- Passwords must have at least one digit ("0" – "9")
- Passwords must have at least one lowercase letter ("a" – "z")
- Passwords must have at least one uppercase ("A" – "Z")

45 kW Lateral B Hydropower Power Plant  
in San Mateo, Isabela Province

About Us Government Agencies and Private Entities Directory Help Contact Us

# HOW TO LOG OFF ?



Click here to log off

*Note:  
Always log-off properly to  
avoid having your  
account locked-out.*

*Once locked-out, wait  
for **approximately 20min**  
before logging-in again*

Click here to log off

# HOW TO CHANGE THE PASSWORD ?

Hello Dino! Log off

**Manage.**  
Change your account settings

Password: [ Change your password ]

**Change Password.**  
Change Password Form

Current password

New password

Confirm new password

Click your name beside the Log Off.

Click here to go to the Change Password page

Specify your current password

Create a new password

Enter the new password again

Click here to change your password

## Password Complexity:

- Passwords must have at least one special character (example: #,@,&)
- Passwords must have at least one digit ("0" – "9")
- Passwords must have at least one lowercase letter ("a" – "z")
- Passwords must have at least one uppercase ("A" – "Z")

# USER DASHBOARD

The dashboard contains an overview of **My Forms** which are the applications submitted to the agencies.

The screenshot shows the EVOSS user dashboard. The top navigation bar includes the EVOSS logo, menu items (Proponent Information, Projects, Tasks, Workflow Forms, Fee Calculator), and user information (Hello Hanz!, Log off). The sidebar on the left contains a user profile, 'Hello Hanz!', and links for 'Downloadable Forms', 'Requirements', 'Mandatory Fees', 'FAQ', 'CONTACT US', and 'LOG OUT'. The main content area features a 'My Forms' tab (highlighted with a red box), a search bar with 'Keyword' and 'Search' buttons, and a table of submitted forms. A callout box points to the table with the text: 'This grid shows all the applications submitted to the agency'. A second callout box points to a 'View' button in the table with the text: 'Click here to view information about the application submitted and the progress of the workflow.' The table contains the following data:

Form Instance Name	Company Name	Project Name	Created Date	
Process Flow for the Exemption of SIS (For 20MW and Below) (DOE-NGCP)	Grass Gold Renewable Energy Corporation	Project ko to 48	3/28/2023	Edit
Process Flow for the Exemption of SIS (For 20MW and Below) (DOE-NGCP)	Grass Gold Renewable Energy Corporation	Project ko to 50	3/27/2023	View
Process Flow for the Exemption of SIS (For 20MW and Below) (DOE-NGCP)	Grass Gold Renewable Energy Corporation	Project ko to 50	3/20/2023	View
Process Flow for the Exemption of SIS (For 20MW and Below) (DOE-NGCP)	Grass Gold Renewable Energy Corporation	Project ko to 50	3/20/2023	View
Pre-Application Process for RE Contract Application	Grass Gold Renewable Energy Corporation		3/9/2023	View

Click here to view information about the application submitted and the progress of the workflow.

# PROJECT SEARCH PAGE

The page contains all the list of projects created in the EVOSS system associated to the account user.

This grid shows all the projects in the system. The search parameters are the following:

- Project Name
- Company Name
- Technology – Hydro, Solar, Wind, Geothermal, Biomass, Coal, Natural Gas, etc.
- Project Category – Existing, Committed, Indicative, Potential, Deferred

The screenshot shows the EVOSS web application interface. On the left is a teal sidebar with a user profile icon and the text "Hello Hanz!". Below the profile are links for "Downloadable Forms", "Requirements", "Mandatory Fees", "FAQ", and "CONTACT US". At the bottom of the sidebar is a "LOG OUT" button with a power icon. The main header is light blue and contains the EVOSS logo, navigation links for "Proponent Information", "Projects" (highlighted with a red box), "Tasks", "Workflow Forms", and "Fee Calculator", and user information "Hello Hanz!" and "Log off". The main content area is titled "Search Projects" and features a search input field labeled "Name", a green "Search" button, and a grey "Clear Filter" button. Below the search area is a "Results" table with four columns: "Name", "Proponent Company", "Technology", and "Project Development Status". Each row in the table includes an "Attachments" button. The table contains four rows of project data.

Name	Proponent Company	Technology	Project Development Status	
12 MW G2REC Napier Grass-Fired Biomass Power Plant Project	Grass Gold Renewable Energy Corporation	Biomass	On-going acquisition of permits	Attachments
Grass Gold Renewable Energy Corporation Project 1	Grass Gold Renewable Energy Corporation	Biomass	Unknown	Attachments
Grass Gold Renewable Energy Corporation Project 10	Grass Gold Renewable Energy Corporation	Biomass	Unknown	Attachments
Grass Gold Renewable Energy Corporation Project 11	Grass Gold Renewable Energy Corporation	Biomass	Unknown	Attachments

# DISPLAY PROJECT

This section shows details about the project such as location and some attached documents related to the project.

## A. Project Details

Projects Offices FAQ Tasks Hello Boots! Log off

Application Pre-Development Stage Development Stage **Operational Stage**

**Display Project: 100MW Sta. Rita Solar Power Project Phase 1-2-3a-3b**

Need more info? Click here:

<b>Technology</b>	Solar	<b>Company Name</b>	Jobin-Sqm Inc.
<b>Name</b>	100MW Sta. Rita Solar Power Project Phase 1-2-3a-3b	<b>Contract Status</b>	Valid and subsisting
<b>Service Contract Type</b>	SESC - MILESTONE	<b>Project Stage</b>	Operational Stage
<b>Project Status</b>	Compliant	<b>Project Category</b>	Existing
<b>Project Development Status</b>	Operational	<b>Rated / Installed Capacity (MW)</b>	32.3370
<b>Potential Capacity (MW)</b>	100.0000	<b>Awarded Date</b>	10/30/2013
<b>Application Date</b>	04/11/2013	<b>Certificate Of Registration No</b>	
<b>Contract No.</b>	SESC 2013-10-039	<b>Contract Area in Hectares</b>	464.0000
<b>FIT Approved</b>		<b>Geolocation</b>	
<b>Grid</b>			
<b>Scheme of Development</b>			

# DISPLAY PROJECT

This section shows details about the project such as location and some attached documents related to the project.

## B. Number of Units

## C. Project Location

## D. Authorized Users (specific)

## E. Status of Applications Submitted (both ongoing and completed)

Units						
Unit Name	Rated Capacity	Dependable Capacity	Date Of Operation			

Addresses						
Region	Province	Municipality	Barangay	Unit/House Number	Street Name	Notes
III	Bataan	Hermosa				
III	Bataan	Morong				

Navigation: 1 - 2 of 2 items

**Certificate of Confirmation of Commerciality**

Users		
User Name	Is Primary	Title

Navigation: No items to display

Deliverable Status			
Deliverable	Office Name	Calendar Days Elapsed (Agency)	Office Status
Safety Officer's Permit	Office of the Department of Energy	1 of 11	Completed

Navigation: 1 - 1 of 1 items

# DISPLAY PROJECT

This section shows details about the project such as location and some attached documents related to the project.

## F. Remarks which contains the changes made on the record, date the edit was made and the user

Remarks		
Created By	Created Date	Remarks
Go, Lisa	10/22/2016 07:36 PM	SESC No. 2013-10-039 awarded on 10/30/2013; Declared commerciality on 5/11/2015; SCC-2015-09-021-A1 was awarded on 8/28/2015 and amended on 3/11/2016; Under Development Stage (FIT System). Declared 7.14 MW as FIT capacity; On-going construction. For issuance of show-cause letter due to delayed implementation of 5-Year WP and non-compliance with RESHERR.
Vicencio, Hazel	4/18/2017 12:10 PM	Under Development Stage. On-going construction. For issuance of show-cause letter due to delayed implementation of 5-year Work Plan update as of Dec. 2016
Acosta, Merry Jean	3/19/2018 10:35 AM	Partially commissioned in 2016 and 2017. Issued show-cause letter dated 18 April 2017 giving 30 days deadline to submit justification on the delayed implementation of five-year work plan and submission of other documents. Attached copy of the Solar Energy Service Contract.
Reyes, Patrick	3/27/2020 01:50 PM	Updated contract no., awarded date and installed capacity from 7.14 MW to 32.34 MW
Vicencio, Hazel	4/01/2020 02:56 PM	Updated the installed capacity.
De Jesus, Clarita	7/13/2020 05:08 PM	Updated project name in accordance with the SESC, application date, potential and installed capacity, contract status, project status, project development status, and contract area; With pending request for DOC/COCOC Amendment.
De Jesus, Clarita	7/13/2020 05:10 PM	Uploaded COCOC and its Amendments
Solis, Juneil Reuben	11/19/2020 10:57 AM	Updated Project Status from Committed to Existing
Sacristan, Armelyn	1/13/2021 09:38 AM	Renamed the project name to include the capacity as agreed with REMB
api, workflow	7/23/2021 02:29 PM	Automated Create Deliverable - From Workflow EVOSS
api, workflow	7/27/2021 03:08 PM	Updated from Workflow EVOSS
api, workflow	7/29/2021 08:06 AM	Automated Complete Deliverable Status - From Workflow EVOSS
De Jesus, Clarita	12/13/2021 01:33 PM	Change project name to harmonized with the issued ERC-COC
De Jesus, Clarita	12/13/2021 02:38 PM	Updated project name to conform with DOE-COE dated 06 April 2016, uploaded

1 - 14 of 14 items

# DISPLAY PROJECT

This section shows details about the project such as location and some attached documents related to the project.

G. Copy of the application forms submitted related to the project

Form Instance					
Title	Created By	Date Submitted	Date Last Modified	Status	
Checklist of Requirements for the Safety Officer's Permit	Manibo, Shella Lynne		7/29/2021		<a href="#">View</a>
Checklist of Requirements for the COE to ERC	Manibo, Shella Lynne		4/29/2022		<a href="#">View</a>
Checklist of Requirements for the COE to ERC	Manibo, Shella Lynne	4/29/2022	6/10/2022	Incomplete Submission	<a href="#">View</a>

Navigation: 20 items per page, 1 - 3 of 3 items

H. Uploaded Files related to the project

Attachments		
File Name	Created By	Created Date
DOE COE Jobin SQM.pdf		12/13/2021
Amended COCOC SCC-2015-09-021-A2_92.86MW.pdf		7/13/2020
Amended COCOC SCC-2015-09-021-A1_7.14MW and letter to Nancy G. Tan.pdf		7/13/2020
SCC-2015-09-021.pdf		7/13/2020
DOE-COR-SESC 2013-10-039.pdf		3/19/2018
DOE-SESC-2013-10-039.pdf		3/19/2018

Navigation: 20 items per page, 1 - 6 of 6 items

# WORKFLOW FORMS

The **Workflow Forms** display all the list of application forms that can be submitted through the EVOSS system.

To access the list Click on **Workflow Forms** in the menu.

**As of today, there are 47 processes integrated in the EVOSS System**

The screenshot displays a 'Workflow' menu with six categories, each containing a list of workflow forms. Each category has a dark blue callout box explaining its content:

- REMB**: This section shows all the workflows or application forms related to REMB.
  - Renewable Energy (RE) Contract Application
  - Assignment/Transfer of RE Contract
- EPIMB**: This section shows all the workflows or application forms related to EPIMB.
  - Letter of Endorsement to NCIP
  - Letter of Endorsement to PNP
- NEA**: This section shows all the workflow or application form related to NEA.
  - Notice to Proceed for the Signing of PSA
- TransCo**: This section shows all the workflow or application form related to TransCo.
  - Renewable Energy Payment Agreement
- NCIP**: This section shows the workflow or application form related to NCIP.
  - Certification Precondition
- IEMOP**: This section shows the workflow or application form related to IEMOP.
  - Computation of the IPR

# WORKFLOW FORMS

The **Workflow Forms** display all the list of application forms that can be submitted through the EVOSS system.

To access the list Click on Workflow Forms in the menu.

## BAY, LAGUNA

This section shows all the workflows or application forms related to LGU – Bay, Laguna.



Building Permit



Business Permit



Certificate of Occupancy

## NPC

This section shows all the workflows or application forms related to NPC.



Land Use Permit



Special Tree Cutting Permit



Watershed Area Clearance

## DOJ

This section shows all the workflow or application form related to DOJ.



Issuance of Non-Immigrant VISA

## ESC

This section shows the workflow to file complaint to ESC based on EVOSS Law



Complaints to ESC

## DOLE

This section shows all the workflow or application form related to DOLE.



Issuance of Permit to Operate



Issuance of Certificate of Electrical Inspection



Clearing of Mechanical Plans for Installation



Clearing of Electrical Plans for Installation

# WORKFLOW APPLICATION

The **Workflow Forms** display all the list of application forms that can be submitted through the EVOSS system.

## Applicant's View

### CHECKLIST OF REQUIREMENTS

#### PROCESS FLOW FOR THE EXEMPTION OF SIS (For 20MW and Below)

(DOE - NGCP)

<input type="checkbox"/>	1. Letter of Request addressed to the Electric Power Industry Management Bureau Director or the Renewable Energy Management Bureau Director indicating the nature of request, official name of the project, capacity and complete location of the project	Select files...
<input type="checkbox"/>	2. Company Profile	Select files...
<input type="checkbox"/>	3. Project Background/Description including the following: a. Official Name of the Generating Facility/Project b. Gross Capacity in MW c. Exact Location including Barangay, Municipality and Province d. Land area coverage in square meters or hectares e. Target Commercial Operation f. Off taker/s of the electricity g. Transmission Line Connection Point	Select files...

# WORKFLOW APPLICATION

The **Workflow Forms** display all the list of application forms that can be submitted through the EVOSS system.

## Applicant's View

### PROJECT FACT SHEET

\* Company Name

\* Address

\* Telephone Number

\* Fax Number

\* Email Address

\* Website

\* Official Project Name

\* Project Location / Address

\* Capacity (in MW)

\* Fuel/s

\* Technology to be used

\* Off Taker/s

\* Target Commissioning Date

\* Target Commercial Operation

\* Focal Person  
(to respond to queries regarding the project)

\* Telephone Number

\* Fax Number

\* Mobile Number

\* Email Address

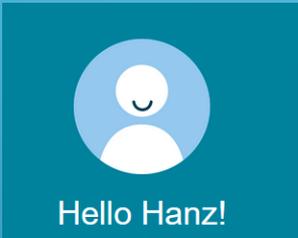
COMPANY NAME reflects the company the USER Account is associated with

PROJECT NAME reflects the projects the USER Account is associated with

Draft

Submit

# PROCESS FLOW DIAGRAM



Proponent Information Projects Tasks Workflow Forms Fee Calculator

Hello Hanz! Log off

Search Projects

Name

Search Clear Filter

## PROCESS FLOW FOR THE EXEMPTION OF SIS (For 20MW and Below) (DOE – NGCP)

START

Applicant submits the documentary requirements online through the EVOSS System

(1) / (4) EVOSS System notifies DOE concerned Unit (REMB/EPIMB) through a system generated email on the submission of the request

(1)/(3) DOE concerned Unit (REMB/EPIMB) checks the completeness of the submission within 3 working days

Acted within 3 working days?

(3) EVOSS System notifies the Applicant, REMB Concerned Division or EPIMB-PPDD on the Issuance of Deemed Complete Certificate

(2) Applicant submits the additional documentary requirements online

Detailed Diagram

# WORKFLOW APPLICATION

The **Workflow Forms** display all the list of application forms that can be submitted through the EVOSS system.

## Checklist of Requirements with Attachments

CHECKLIST OF REQUIREMENTS  
PROCESS FLOW FOR THE EXEMPTION OF SIS (For 20MW and Below)  
(DOE - NGCP)

<input checked="" type="checkbox"/>	1. Letter of Request addressed to the Electric Power Industry Management Bureau Director or the Renewable Energy Management Bureau Director indicating the nature of request, official name of the project, capacity and complete location of the project	<input type="checkbox"/>
Existing Attachments		
<a href="#">1test file 1.pdf</a>		
<input checked="" type="checkbox"/>	2. Company Profile	<input type="checkbox"/>
Existing Attachments		
<a href="#">1test file 1.pdf</a>		
<input checked="" type="checkbox"/>	3. Project Background/Description including the following: a. Official Name of the Generating Facility/Project b. Gross Capacity in MW c. Exact Location including Barangay, Municipality and Province d. Land area coverage in square meters or hectares e. Target Commercial Operation f. Off taker/s of the electricity g. Transmission Line Connection Point	<input type="checkbox"/>
Existing Attachments		
<a href="#">1test file 1.pdf</a>		

**NOTE:** Details on the page vary on the type of application or based on the selected workflow.

# WORKFLOW APPLICATION

The **Workflow Forms** display all the list of application forms that can be submitted through the EVOSS system.

## Evaluator/Assessor's View of Submitted Form

CHECKLIST OF REQUIREMENTS

PROCESS FLOW FOR THE EXEMPTION OF SIS (For 20MW and Below)

(DOE - NGCP)

<input checked="" type="checkbox"/>	1. Letter of Request addressed to the Electric Power Industry Management Bureau Director or the Renewable Energy Management Bureau Director indicating the nature of request, official name of the project, capacity and complete location of the project	
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Existing Attachments

1test file 1.pdf

Internal Remarks

\* Action

Action Remarks

Select Action

Select Action

Complete

Incomplete

Duplicate

Denied

Download All Attachments

Submit

Shows the Attachments or uploaded files by the Applicant

Internal Remarks are not visible to the Applicant

To complete the task, choose the appropriate action from the dropdown

In the remarks field indicate the specific action made on the application. The Remarks field is mandatory to complete the action.

Options for the Action:

1. Complete – if the submission is complete and correct
2. Incomplete – if the submission needs to be revised/updated
3. Duplicate – for duplicate submissions; this will end the workflow
4. Denied – if the applicant is not qualified; this will end the workflow

# TASK LIST

This page displays all the tasks that require action from the end user such as review for completeness, payment, approval, etc.

In the Search bar, type in the key words of the task such as Project Name, Company Name, Application Type and Action.

Status type;

- **Available** – indicates a new task/submission
- **Open** – indicates the user has to act on the task
- **Done** – indicates that the task is already completed

The screenshot shows the EVOSS user interface. On the left is a sidebar with a user profile icon and navigation links: 'Hello Hanz!', 'Downloadable Forms', 'Requirements', 'Mandatory Fees', 'FAQ', 'CONTACT US', and 'LOG OUT'. The main content area has a top navigation bar with 'Proponent Information', 'Projects', 'Tasks', 'Workflow Forms', and 'Fee Calculator'. Below this is a 'Search Task' section with a 'Particulars' search box, a 'Search' button, and a 'Clear Filter' button. To the right of the search box is a 'Status' dropdown menu set to 'All'. Below the search section is a 'Task List' table with columns for 'Particulars', 'Start Date', 'End Date', 'Due Date', and 'Status'. The table contains four rows of task data. The first row has a status of 'Available' and 'Open' and 'View' buttons. The second row has a status of 'Done' and a 'View' button. The third row has a status of 'Open' and an 'Open' button. The fourth row has a status of 'Done' and a 'View' button. Red boxes highlight the 'Status' column and the 'Open' and 'View' buttons in the first row.

Particulars	Start Date	End Date	Due Date	Status	
Project ko to 50 - Grass Gold Renewable Energy Corporation - Application for Exemption of SIS - Withdraw Application	3/27/2023 1:55 PM		3/21/2024	Available	Open View
Project ko to 50 - Grass Gold Renewable Energy Corporation - Application for Exemption of SIS - Uploads the NGCP Requirements in the EVOSS System	3/20/2023 9:22 PM	3/20/2023 9:23 PM	3/28/2023	Done	View
Project ko to 50 - Grass Gold Renewable Energy Corporation - Application for Exemption of SIS - Withdraw Application	3/20/2023 9:20 PM		3/14/2024	Open	Open
Project ko to 50 - Grass Gold Renewable Energy Corporation - Application for Exemption	3/20/2023 5:07 PM	3/20/2023 5:08 PM	3/28/2023	Done	View

NOTE:

Click **OPEN** to comply with the task required from the user  
Click **VIEW** to display/monitor details of the application.

# HOW TO CHECK ON THE DAYS ELAPSED FOR AN APPLICATION?

The CALENDAR DAYS ELAPSED can be checked in the PROJECT RECORD. As soon as DAY 1 starts, the system commences to track the calendar days elapsed.

Application ▾ Pre-Development Stage ▾ Development Stage ▾ **Operational Stage ▾**

Display Project: Tiwi Geothermal Power Project

Need more info? Click [here](#):

<b>Name</b>	Tiwi Geothermal Power Project	<b>Company Name</b>	Philippine Geothermal Production Company, Inc.
<b>Technology</b>	Geothermal	<b>Commissioning Date</b>	
<b>Potential Capacity (MW)</b>	0.0000	<b>Rated / Installed Capacity (MW)</b>	0.0000
<b>Application Date</b>	09/30/2009	<b>Dependable Capacity (MW)</b>	
<b>Awarded Date</b>	04/25/2013	<b>Number of Units</b>	

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Deliverable Status

Add Deliverable

Deliverable	Office Name	Calendar Days Elapsed (Agency)	Office Status	Command
Safety Officer's Permit	Office of the Department of Energy	<div style="width: 36%;"><span>4 of 11</span></div>	Completed	
Certificate of Endorsement for Duty Free Importation Certificate	Office of the Department of Energy	<div style="width: 53%;"><span>17 of 32</span></div>	In Progress	<input type="button" value="Edit"/>
Certificate of Endorsement for Duty Free Importation Certificate	Office of the Department of Energy	<div style="width: 53%;"><span>17 of 32</span></div>	In Progress	<input type="button" value="Edit"/>
Safety Officer's Permit	Office of the Department of Energy	<div style="width: 64%;"><span>7 of 11</span></div>	Completed	
Safety Officer's Permit	Office of the Department of Energy	<div style="width: 55%;"><span>6 of 11</span></div>	Completed	
Certificate of Endorsement to NGA/LGU	Office of the Department of Energy	<div style="width: 40%;"><span>2 of 5</span></div>	Completed	
Certificate of Endorsement for Duty Free Importation Certificate	Office of the Department of Energy	<div style="width: 28%;"><span>9 of 32</span></div>	Completed	
Safety Officer's Permit	Office of the Department of Energy	<div style="width: 18%;"><span>2 of 11</span></div>	Completed	

Deliverable	Office Name	Calendar Days Elapsed	Office Status
Application for Exemption of SIS (DOE)	Office of the Department of Energy	0 of 7	In Progress

# HOW TO CHECK THE APPLICATIONS SUBMITTED FOR A PROJECT

Application ▾ Pre-Development Stage ▾ Development Stage ▾ **Operational Stage ▾**

Display Project: Tiwi Geothermal Power Project

Need more info? Click [here](#):

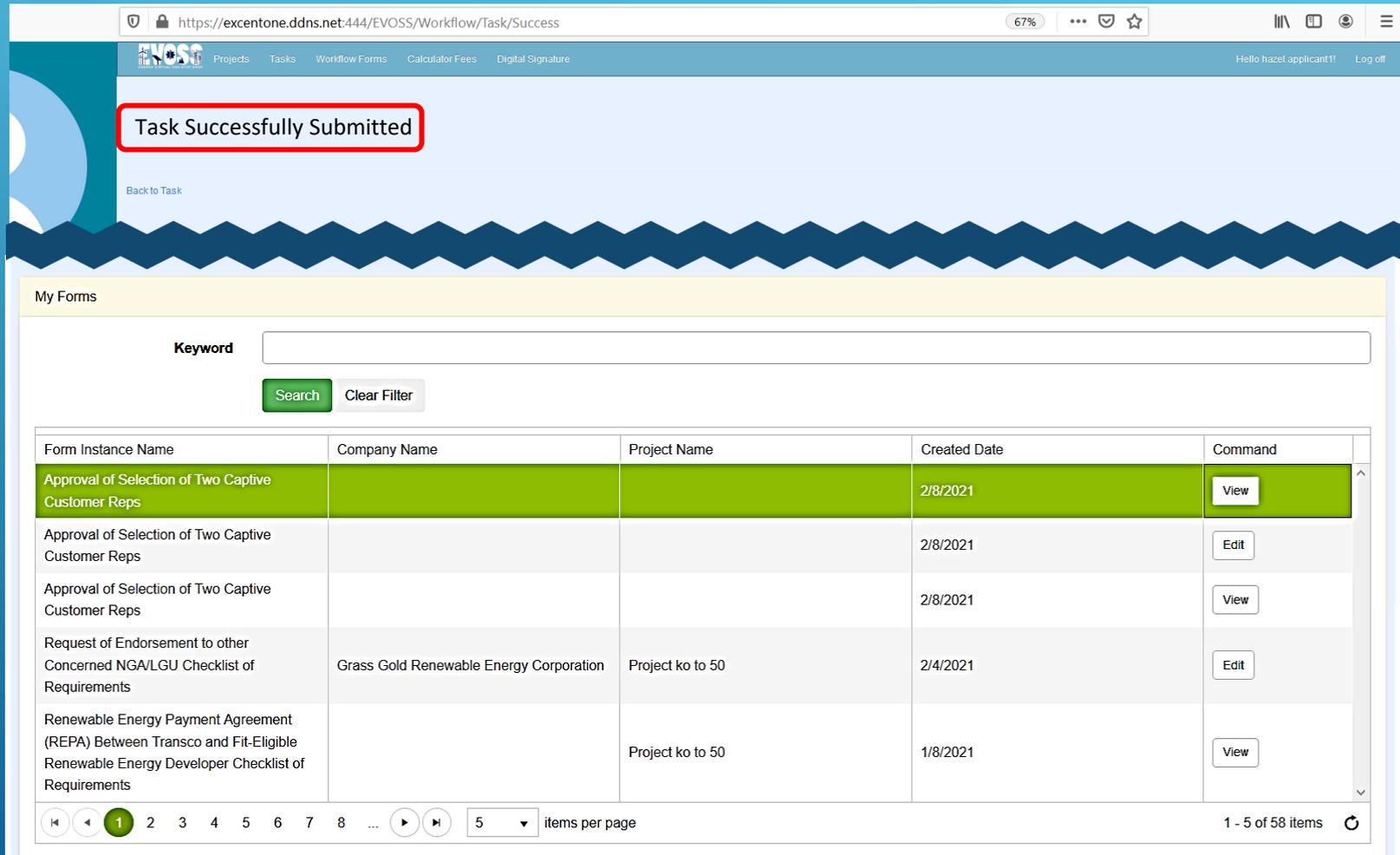
<b>Name</b>	Tiwi Geothermal Power Project	<b>Company Name</b>	Philippine Geothermal Production Company, Inc.
<b>Technology</b>	Geothermal	<b>Commissioning Date</b>	
<b>Potential Capacity (MW)</b>	0.0000	<b>Rated / Installed Capacity (MW)</b>	0.0000
<b>Application Date</b>	09/30/2009	<b>Dependable Capacity (MW)</b>	
<b>Awarded Date</b>	04/25/2013	<b>Number of Units</b>	

Form Instance

Title	Created By	Date Submitted	Date Last Modified	Status
Checklist of Requirements for the Safety Officer's Permit	Agumbay, Francis Louie	11/18/2021	11/23/2021	Approved
Checklist of Requirements for the COE for DFIC	Lachica, Helen	11/5/2021	11/26/2021	Under Evaluation
Checklist of Requirements for the COE for DFIC	Lachica, Helen	11/5/2021	11/26/2021	Under Evaluation
Checklist of Requirements for the Safety Officer's Permit	Agumbay, Francis Louie	10/29/2021	11/4/2021	Incomplete Submission
Checklist of Requirements for the Safety Officer's Permit	Catalan, Leticia	10/25/2021	11/8/2021	
Checklist of Requirements for the Safety Officer's Permit	Catalan, Leticia	10/18/2021	10/28/2021	
Request of Endorsement to other Concerned NGA/LGU Documentary Requirement	Padre, Sherry Ann	10/13/2021	10/18/2021	
Checklist of Requirements for the COE for DFIC	Lachica, Helen	10/8/2021	10/28/2021	
Checklist of Requirements for the Safety Officer's Permit	Catalan, Leticia	9/29/2021	10/6/2021	

**NOTE:** All of the application forms related to a project can be found in the project record. It indicates the date it was submitted, when it was last modified or updated and the current status.

# HOW TO CHECK IF THE SUBMISSION IN THE SYSTEM WAS SUCCESSFUL ?



The screenshot shows a web browser window with the URL <https://excentone.ddns.net:444/EVOSS/Workflow/Task/Success>. The page features a navigation menu with items like 'Projects', 'Tasks', 'Workflow Forms', 'Calculator Fees', and 'Digital Signature'. A user is logged in as 'Hello hazel applicant!'. A red-bordered box highlights the message 'Task Successfully Submitted'. Below this is a 'Back to Task' link. The main content area is titled 'My Forms' and includes a search bar with 'Keyword' and buttons for 'Search' and 'Clear Filter'. A table lists form instances with columns for 'Form Instance Name', 'Company Name', 'Project Name', 'Created Date', and 'Command'. The first row is highlighted in green. The table footer shows '5 items per page' and '1 - 5 of 58 items'.

Task Successfully Submitted

Back to Task

My Forms

Keyword

Form Instance Name	Company Name	Project Name	Created Date	Command
Approval of Selection of Two Captive Customer Reps			2/8/2021	<input type="button" value="View"/>
Approval of Selection of Two Captive Customer Reps			2/8/2021	<input type="button" value="Edit"/>
Approval of Selection of Two Captive Customer Reps			2/8/2021	<input type="button" value="View"/>
Request of Endorsement to other Concerned NGA/LGU Checklist of Requirements	Grass Gold Renewable Energy Corporation	Project ko to 50	2/4/2021	<input type="button" value="Edit"/>
Renewable Energy Payment Agreement (REPA) Between Transco and Fit-Eligible Renewable Energy Developer Checklist of Requirements		Project ko to 50	1/8/2021	<input type="button" value="View"/>

1 2 3 4 5 6 7 8 ... 5 items per page 1 - 5 of 58 items

# EMAIL NOTIFICATION

## Sample Email Notification

Turumba Pumped Storage Phase 3 (350MW) - JBD Management and Consulting Services, Inc. - Application is being submitted » Inbox x



**noreply.evoss@gmail.com**

4:45 PM (32 minutes ago) ☆ ↶ ⋮

to kel, account.ppdd, account.user4, Genevieve.fronda, Jessa.jaictin, Jhoana.limbaga, garret\_sol, me, sgaleos, mmarollano

A request for the Clearance to Undertake System Impact Study Endorsement to the National Grid Corporation of the Philippines has been submitted. Check on the completeness and consistency of the submitted documents within three (3) working days. Failure to act on the submission within the prescribed time would result to the submission as deemed complete.

The issuance of the Notice to Proceed must be finished within the prescribed time frame of 5 calendar days.

You can check the full details of the request by logging in to the EVOSS website at <https://www.evoss.ph/> using your EVOSS account.

This is a system-generated e-mail. Please do not respond to this message.

**EVOSS System**

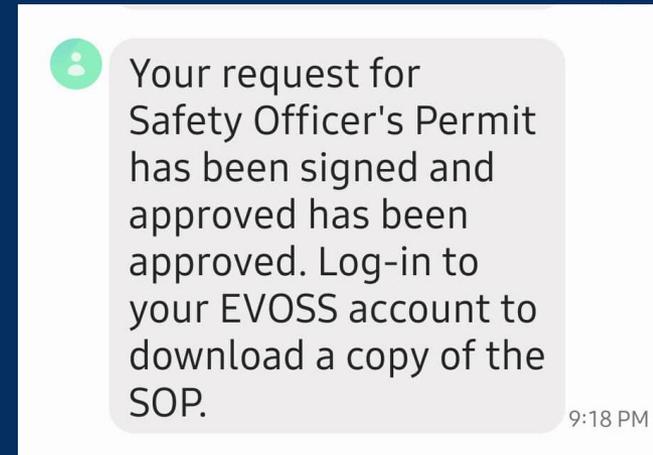
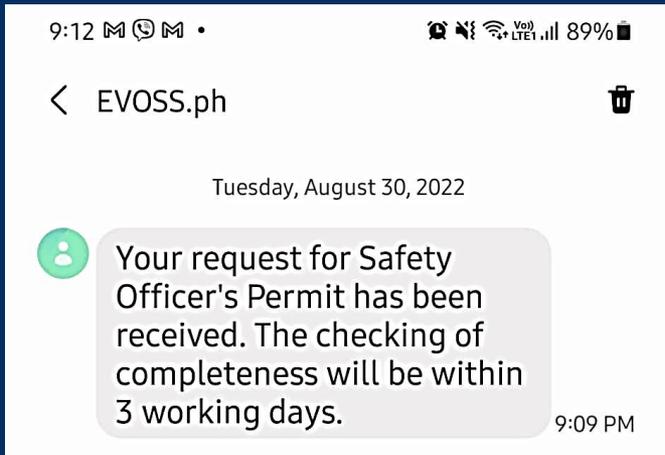
↶ Reply

↶ Reply all

➦ Forward

# SMS NOTIFICATION

## Sample SMS Notification



# EMAIL NOTIFICATION TO REMIND DUE DATE

## Sample Email Notification

115MW Concepcion 1 Solar Power Project - Solar Philippines Tarlac Corp. - Reminder for an Upcoming Due Date



noreply.evoss@gmail.com

Sat 05/06/2021 12:05 AM

To: pluklouisealvarez@gmail.com; alvaradolemuelm@gmail.com; anda\_l\_jef@yahoo.com.ph; arc.pasion@gmail.com +14 others



Please be reminded that the due date for your current activity/task is tomorrow.

You can check the full details of the task by logging in to the EVOSS website at <https://evoss.ph> using your EVOSS account and check on your task list.

This is a system-generated e-mail. Please do not respond to this message.

**EVOSS System**

[Reply](#) | [Reply all](#) | [Forward](#)

Note:

The email notification are sent a day before the due date.

*Thank you!*