

Republic of the Philippines
ENERGY REGULATORY COMMISSION
Pasig City

RESOLUTION NO. 08, SERIES OF 2026

**RULES ON THE TESTING AND MAINTENANCE OF
METERS AND INSTRUMENT TRANSFORMERS AND THE
CONDUCT OF IN-SERVICE METER TESTING BY
DISTRIBUTION UTILITIES AND MICROGRID SYSTEM
PROVIDERS**

WHEREAS, Section 16 (d), (e), (f) and (g) of Commonwealth Act No. 146 (C.A. No. 146), otherwise known as the Public Service Act, grants the Energy Regulatory Commission (ERC) the power, upon proper notice and hearing, to fix just and reasonable standards, classifications, regulations, practices, measurements, or services to be furnished, imposed, observed, and followed by any public service; to establish reasonable rules, regulations, instructions, specifications, and standards, to secure the accuracy of all meters and appliances for measurements; and to compel any public service to furnish safe, adequate, and proper service in the manner of furnishing the same as well as the maintenance of the necessary material and equipment;

WHEREAS, Section 17 (d) of C.A. No. 146 empowers the Commission to provide, on motion by or at the request of any consumer or user of a public service, for the examination and testing of any appliance used for the measuring of any product or service of a public service;

WHEREAS, C.A. No. 349 created a standardizing meter laboratory with the duty to inspect, examine, and periodically approve all meters and appliances for measurements used by all public services under the jurisdiction of the Commission to ensure their accuracy;

WHEREAS, on 26 June 2009, the Energy Regulatory Commission (ERC) issued Resolution No. 12, Series of 2009, entitled, *“A Resolution Adopting the Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities”*;

WHEREAS, on 18 December 2013, the ERC issued Resolution No. 21, Series of 2013, entitled, *“A Resolution Adopting the Amendments to Sections 5.3, 5.4 & 6.1 of the ‘Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities’, as Adopted in Resolution No. 12, Series of 2009”*;

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WHEREAS, on 18 August 2017, the ERC issued Resolution No. 14, Series of 2017, entitled, *“Amendments to the Rules on Testing and Sealing of Meters in Relation to the Conduct of In-Service Meter Testing Pursuant to Resolution No. 12, Series of 2009”*;

WHEREAS, on 18 August 2017, the ERC issued Resolution No. 15, Series of 2017, entitled, *“Rules Governing the Accreditation of Satellite Laboratories of Meter Shops”*;

WHEREAS, on 23 December 2019, the ERC issued Resolution No. 08, Series of 2019, entitled, *“A Resolution Amending Resolution No. 3, Series of 2008 Which Requires the Use of Meter Stickers as Part of the Energy Regulatory Commission’s (ERC) Approval of Meters”*;

WHEREAS, the ERC deems it necessary to update its relevant issuances to ensure the proper testing, maintenance, sealing, and accuracy of electric meters, including instrument transformers, and to provide a single, consolidated, and harmonized set of rules governing the testing and maintenance, the conduct of in-service and acceptance testing, and the accreditation and operation of meter shops and satellite laboratories;

WHEREAS, the ERC, through the Consumer Affairs Service, conducted a Focus Group Discussion (FGD) on 21 January 2025, to gather inputs from Distribution Utilities (DUs) and other stakeholders for the consolidation and amendment of the existing rules on the testing and maintenance of electric meters and instrument transformers;

WHEREAS, on 13 August 2025, the ERC approved for posting and comments on its official website the draft *“Rules on the Testing and Maintenance of Meters and Instrument Transformers and the Conduct of In-Service Meter Testing by Distribution Utilities and Microgrid System Providers”* docketed under ERC Case No. 2025-014 RM;

WHEREAS, the ERC received comments from the following parties: 1) Manila Electric Company; 2) Aboitiz Power Corporation; 3) Shin Clark Power Corporation; 4) Cagayan Electric Power and Light Company, Inc.; 5) Agusan del Norte Electric Cooperative, Inc.; and 6) Zamboanga City Electric Cooperative, Inc.;

WHEREAS, on 16, 23, and 30 September 2025, public consultations were held in Luzon, Visayas, and Mindanao, respectively;

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WHEREAS, based on the comments received, and discussions and inputs during the public consultations, the ERC deems it appropriate to consolidate, amend, and update all relevant issuances governing the testing, maintenance, and sealing of electric meters and instrument transformers by DUs and Microgrid System Providers (MGSPs);

NOW THEREFORE, after careful deliberation, the ERC hereby **RESOLVES** to **APPROVE** and **ADOPT** the *Rules on the Testing and Maintenance of Meters and Instrument Transformers and the Conduct of In-Service Meter Testing by Distribution Utilities and Microgrid System Providers* and its Annexes, hereto attached and made an integral part of this Resolution.

This Resolution shall take effect fifteen (15) days following its publication in a newspaper of general circulation or in the Official Gazette.

Let copies of this Resolution be furnished to the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), as well as published on the ERC's official website and such other online platforms available to the Commission.

Pasig City.


FRANCIS SATURNINO C. JUAN
Chairperson and CEO


FLORESINDA G. BALDO-DIGAL
Commissioner


MARKO ROMULO L. FUENTES
Commissioner


AMANTE A. LIBERATO
Commissioner


PARIS G. REAL
Commissioner


CAS: HRE/MKCM/MCS/RFA/JRAS/LSP

**Deliberated and approved during the 19 February 2026 Commission Meeting.*

Republic of the Philippines
ENERGY REGULATORY COMMISSION
Pasig City

**RULES ON THE TESTING AND MAINTENANCE OF METERS
AND INSTRUMENT TRANSFORMERS AND THE CONDUCT OF
IN-SERVICE METER TESTING BY DISTRIBUTION UTILITIES
AND MICROGRID SYSTEM PROVIDERS**

Pursuant to Section 16 (d), (e), (f), and (g), and Section 17 (d) of Commonwealth Act No. 146, as amended by Republic Act No. 11659, and Commonwealth Act No. 349, the Energy Regulatory Commission (ERC) hereby promulgates the Rules on the Testing and Maintenance of Meters and Instrument Transformers and the Conduct of In-Service Meter Testing by Distribution Utilities and Microgrid System Providers.

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**RULES ON THE TESTING AND MAINTENANCE OF METERS AND
INSTRUMENT TRANSFORMERS AND THE CONDUCT OF IN-SERVICE
METER TESTING BY DISTRIBUTION UTILITIES AND MICROGRID
SYSTEM PROVIDERS**

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ARTICLE I GENERAL PROVISIONS

1.1 Objective

The objective of these Rules is to provide guidance to Distribution Utilities (DUs), Microgrid System Providers (MGSPs), and Third-Party Meter Shops (TPMS) on the proper testing and maintenance of electric meters and instrument transformers to ensure the highest level of consumer confidence in the accuracy of their electricity usage.

These Rules shall establish the applicable standards and accuracy limits for all new and in-service meters and instrument transformers across all types of customers and their facilities.

1.2 Guiding Principles

All DUs and MGSPs should ensure that all electric meters and instrument transformers put into service have been tested and sealed by the ERC.

For meters already in service, the same should be tested at least once every two (2) years, consistent with a statistical sampling program approved by the ERC.

1.3 Scope

These Rules shall apply to the following:

1. Distribution Utilities;
2. Microgrid System Providers; and
3. Third-Party Meter Shops.

1.4 General Principles

These general principles shall govern the implementation of these Rules:

1. **Testing Requirement.** All DUs and MGSPs must test electric meters and instrument transformers before installation on the premises of their respective consumers. For in-service meters, or meters installed at the premises of the consumers, DUs and MGSPs must test the same at least once every two (2) years, pursuant to the procedures outlined in these Rules.
2. **Meter Shop Maintenance.** All DUs and MGSPs must maintain their own Meter Shops, unless specifically exempted under these Rules. DUs and MGSPs shall only be allowed to operate Category-A and Category-B Meter Shops. On the other hand, third parties shall be allowed to operate a Meter Shop of any category, subject to the provisions of these Rules.
3. **Meter Shop Application.** DUs, MGSPs, and TPMS must file an application with the ERC for the issuance of a Certificate of Authority (CA) to maintain a Meter Shop in accordance with these Rules. The CA shall be valid for a period of four (4) years, unless sooner amended or revoked by the ERC.

4. **Testing for Other DUs or MGSPs.** Only Category-A Meter Shops may test new and in-service electric meters, including instrument transformers of other DUs or MGSPs. *Provided that*, the Category-A DU or MGSP Meter Shop must have an approved application for its Business Separation Unbundling Plan (BSUP) allowing the testing services to be provided to other DU or MGSP.

5. **Suspension or Expiration of Certificate of Authority.** DUs, MGSPs, and TPMS with suspended or expired CA to maintain a Meter Shop shall cease operations and shall not be allowed to perform any and all activities authorized under their CA, as defined herein. *Provided that*, in the case of DUs or MGSPs, they may continue to perform their obligations to inspect and maintain the metering facilities of the customers, notwithstanding said suspension or expiration of the CA, in compliance with their mandates under the law and its franchise.

6. **Procurement and Retesting of Meters.** DUs and MGSPs are allowed to procure electric meters with ERC seals and stickers. Prior to the installation of these electric meters, DUs and MGSPs are required to retest the same without breaking the ERC seal. Only those that successfully pass the retesting conducted by the DUs or MGSPs, in accordance with the accuracy limits specified under these Rules, shall be installed in service.

DUs and MGSPs must ensure that the ERC seals attached to these meters are legitimate. In case of doubt on the legitimacy of ERC seals attached to the meters, the DU or MGSP may verify the same with the ERC.

7. **ERC Meter Stickers.** All types of electric meters for initial installation to customers, regardless of brand or type, shall bear the ERC meter stickers, within six (6) months from the effectivity of these Rules, or until such time that the ERC has established a sufficient inventory, whichever occurs later.

1.5 Definition of Terms

| | |
|---|---|
| Acceptable Quality Limit (AQL) | Refers to the quality level that is the worst tolerable process average when a continuing series of lots is submitted for acceptance sampling. |
| American Standards Institute (ANSI) | A private non-profit organization that oversees the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States. |
| Authority to Operate (ATO) | Refers to the document issued by the ERC to the MGSP, which shall constitute as the latter's license to provide integrated power generation and distribution services to unserved or underserved areas. |
| Certificate of Approval - Meter Type (CA-MT) | The approval granted by the ERC to a type of meter product that is allowed for use in revenue metering. |

| | |
|--|--|
| Certificate of Authority (CA) | The authority granted by the ERC to a person or entity to undertake testing, repair, and calibration of electric meters and other auxiliary devices and equipment essential to the metering of electric power and energy. |
| Certificate of Accreditation as a Satellite Laboratory (CASL) | The authority granted by the ERC to a Category-A meter shop to use a meter laboratory other than its main laboratory. |
| Certificate of Public Convenience and Necessity (CPCN) | Refers to the authorization issued to entities engaged in the transmission or distribution of electricity for the operation of a transmission or distribution system for which a franchise is required by law. |
| Differential Billing | Refers to the amount to be charged to the person concerned for the unbilled electricity illegally consumed as determined through the use of methodologies outlined in the Implementing Rules and Regulation (IRR) of Republic Act No. 7832 (R.A. No. 7832), otherwise known as the "Anti-Electricity and Electric Transmission Lines/Materials Pilferage Act of 1994." |
| Distribution Utility (DU) | Any electric cooperative, private corporation, government-owned utility or existing local government unit which has an exclusive franchise to operate a distribution system in accordance with its franchise and the Republic Act No. 9136 (R.A. No. 9136), otherwise known as the "Electric Power Industry Reform Act of 2001" (EPIRA). |
| Energy Regulatory Commission (ERC) / Commission | The independent and quasi-judicial regulatory agency created under Section 38 of R.A. No. 9136. |
| High Voltage (HV) | A voltage level exceeding 34.5 kilovolts (kV) up to 230 kV. |
| International Electrotechnical Commission (IEC) | A worldwide organization for standardization comprising all national electro-technical committees. |
| International Laboratory Accreditation Cooperation (ILAC) | An international cooperation of laboratory and inspection accreditation bodies formed to help remove technical barriers to trade. |
| Low Voltage (LV) | A voltage level not exceeding 1000 volts. |
| Medium Voltage (MV) | A voltage level exceeding 1 kV up to 34.5 kV. |
| Meter Communication Module | Refers to the network interface card for smart meters which enables the smart meter to communicate with other components of the |

| | |
|--|---|
| | AMI system using standard communications technologies, such as but not limited to Cellular, Fiber, RF Mesh, PLC, NB-IoT, and LoRaWAN. |
| Metering Point | A location where the metering equipment is installed. |
| Meter Shop | A facility owned by a person or an entity which has the required equipment to qualify for a Meter Shop and the qualified personnel capable of testing and calibration of electric meters and/or instrument transformers. |
| Microgrid System Provider (MGSP) | Refers to a natural or juridical person whose business includes the installation, operation, and maintenance of microgrid systems in unserved or underserved areas nationwide. |
| National Institute of Standards and Technology (NIST) | An agency under the U.S. Department of Commerce, which has the assigned function of taking custody, maintenance, and development of the national standards of measurements and the provision of means and methods for making measurements consistent with the ANSI standards. |
| Reconditioned or Repaired Meter | A meter removed from service, which has been modified or changed. |
| Rehabilitated Meter | A meter removed from service, which has been restored to its previous condition. |
| Satellite Laboratory | A facility accredited by the ERC and maintained by a Category-A or Category-C Meter Shop which has the same conditions with that of the main laboratory of a Meter Shop. It should be located on a premise separate from the main laboratory of a Meter Shop. |
| Third-Party Meter Shop (TPMS) | Any facility owned by a person or entity other than a DU or MGSP that has the required equipment to qualify it as a Meter Shop and has the qualified personnel capable of testing and calibrating electric meters. |
| Watt-hour meter/Meter | A device that measures and records the consumption and/or production of electricity. |

ARTICLE II METER SHOP

2.1 Requirement to Maintain a Meter Shop

DUs or MGSPs, unless specifically exempted by these Rules, shall obtain a CA to maintain their own Meter Shop.

DUs or MGSPs shall maintain their equipment at their Meter Shop and shall make the same available for inspection at all times by authorized ERC representatives.

2.2 Application for Exemption to Maintain a Meter Shop

DUs or MGSPs may apply for an exemption from the requirement to maintain a Meter Shop if they can demonstrate and show proof that it is more feasible to engage the services of other Meter Shops. *Provided that*, DUs or MGSPs are still mandated to test meters and instrument transformers pulled out from their customers' premises for accuracy testing, inspect and maintain their customers' metering facilities, and apprehend suspected violators of, and in accordance with, the provisions of R.A. No. 7832.

A written application for exemption from maintaining and operating a Meter Shop must be filed by the DUs or MGSPs, within six (6) months from the effectivity of these Rules or, in the case of a new MGSP or DU, within six (6) months from the date of receipt of the approval of their ATO or CPCN, respectively.

The application shall contain a request for exemption and sufficient proof as required above for the said exemption. It must also state the name of the Category-A Meter Shop with a valid CA, which will perform the testing and calibrations of the applicant's electric meters and instrument transformers, both new or in-service, including the preparation of its in-service statistical sampling program.

DUs or MGSPs with an approved application for exemption shall be issued with a Certificate of Exemption, which shall be valid for a period of four (4) years, unless sooner amended or revoked.

DUs or MGSPs may apply for the renewal of their Certificate of Exemption on or before the expiration thereof, subject to the assessment and approval of the ERC. Before accepting the application for renewal, the ERC shall first assess whether the applying DU or MGSP is already capable of maintaining its own Meter Shop. If found capable, the DU or MGSP shall be required to file an application for a CA to maintain a Meter Shop no later than six (6) months from receipt of the assessment from the ERC. Otherwise, the ERC shall process its renewal for exemption.

Only Category-A Meter Shop is authorized to provide services to an exempted DU or MGSP. For a Category-A DU or MGSP Meter Shop intending to extend its service to other DU or MGSP, it must ensure that it has an approved BSUP application to perform such services.

ARTICLE III
METER SHOP ACCREDITATION REQUIREMENT AND PROCEDURES

3.1 Certificate of Authority and Certification of Accreditation as Satellite Laboratory

All DUs, MGSPs, and TPMS shall be required to apply for a CA to operate and maintain a Meter Shop. Upon showing that all the requirements have been complied with, the ERC shall issue a CA, which shall be valid for a period of four (4) years, unless sooner amended or revoked.

The CA shall be renewed, upon the filing of the application thereof by the DUs, MGSPs, or TPMS, in accordance with the schedule prescribed under Section 3.2 of these Rules. The ERC shall assess the performance of the DUs, MGSPs or TPMS for the preceding four (4) years prior to the application as part of the renewal process.

Category-A and Category-C Meter Shop with a valid CA may establish a Satellite Laboratory separate from its main laboratory, subject to the approval for accreditation of the Satellite Laboratory by the ERC. These Meter Shops applying for accreditation of their Satellite Laboratory must submit an application and comply with all the requirements, as set forth under these Rules. A CASL shall be issued by the ERC, upon compliance with all these requirements. The CASL shall be valid within the same period of validity of the CA duly issued to these Meter Shops. Any renewal of CASL for the Satellite Laboratory accreditation must be included in the application for renewal of the CA of the Meter Shop. These Meter Shops with a CASL must ensure that their Satellite Laboratory continues to meet all required conditions, including the proper maintenance of the testing equipment.

Category-B and Category-D Meter Shops shall not be allowed to maintain and operate any Satellite Laboratory.

3.2 Application Docketing Timeline

All DUs, MGSPs or TPMS, shall adhere to the application docketing timeline specified in Tables 1 and 2 below, covering both the interim and regular filing periods.

Table 1: Interim Filing Period

| Condition | Docketing of Application Schedule | CA/CASL Validity Period |
|--|--|---|
| Existing DU and MGSP without a valid CA, and exemption request | Within six (6) months from the effectivity of these Rules | Date of approval until 31 December 2030 |
| DU and TPMS with CA expiring in 2026 and 2027 | At least ninety (90) days before the expiration of the existing CA | Date of approval until 31 December 2030 |
| New Meter Shop | On or before 10 December 2029 | Date of approval until 31 December 2030 |
| | 11 December 2029 to 10 December 2030 | Date of approval until 31 December 2034 |
| DU and TPMS with renewed CA in 2025 and 2026 | There is no required filing. The CA is automatically extended until 31 December 2030 | |

Table 2: Regular Filing Period

| Group ¹ | | Docketing of Application Schedule ² | CA/CASL Validity Period | Remarks |
|---|---|--|---|---|
| With valid CA for renewal | A | 01 to 31 March 2030 | 01 January 2031 to 31 December 2034 | Subsequent filing shall be made every four (4) years thereafter |
| | B | 01 to 31 May 2030 | | |
| | C | 01 to 31 July 2030 | | |
| | D | 01 to 30 September 2030 | | |
| New Meter Shop ³ or Meter Shop with Expired CA | | 11 December 2030 to 10 December 2033 | Date of approval until 31 December 2034 | A similar approach shall be observed during the next regular filing cycle |
| | | 11 December 2033 to 10 December 2034 | Date of approval until 31 December 2038 | |

Note:

1. Refer to Annex A for the group composition
2. "Docketing schedule" shall refer to the period within which the ERC assigns a Case Number to a respective application.

The Docketing of renewal applications shall be strictly limited to the period prescribed above for the assigned group. Renewing applications docketed beyond the prescribed period shall be subject to the applicable fines in accordance with the relevant Rules of the ERC.
3. During the next filing cycle, the ERC will assign the New Meter Shop to the appropriate group.

Applications docketed between 11 December to 31 December of the current year, and approved in January of the succeeding year, shall be required to submit an updated business permit for the succeeding year, or proof of their permit application thereof, before the issuance of the CA. The docketing of applications shall be strictly in accordance with the prescribed schedule.

Failure of the DUs, MGSPs, or TPMS to adhere to the subject timeline shall be subject to applicable fines and penalties in accordance with the relevant rules and regulations of the ERC.

3.3 Tagging of Application

Meter Shop applications may be tagged as "New" or "Renewal" application and must comply with the required documents as outlined in these Rules.

3.3.1 "New Application"

The following conditions shall qualify an application as "New Application:"

- a. Meter Shops without a valid CA; or
- b. Meter Shops with an expired CA.

New applications must comply with the requirements provided under Section 3.4 of these Rules.

3.3.2 "Renewal Application"

The following conditions shall qualify an application as "Renewal Application:"

- a. Meter Shop with a valid CA;
- b. The Meter Shop has consistently submitted all required reports within the timeframe specified under these Rules;
- c. The Meter Shop has not been subjected to the imposition of any fines or penalties during the term of its current CA for any violation of these Rules; and
- d. The application has been filed and docketed within the prescribed period as specified in Table 2, for the assigned group.

Failure to satisfy any of the foregoing conditions shall result in the application being tagged as a “New Application,” and the Applicant shall be required to comply with the requirements for such classification, pursuant to Section 3.4 of these Rules.

Notwithstanding the foregoing, a Meter Shop filing a renewal application and requesting re-categorization pursuant to Section 3.4.1.f may still be tagged as a “Renewal Application,” *provided that* it satisfies the requirements for the requested category and fully complies with all conditions set forth herein.

3.4 Required Data

Applications of DUs, MGSPs, or TPMS for CA and/or CASL must comply with the following requirements:

3.4.1 Main Meter Shop

- a. Legal name, business address, and the address where the Meter Shop shall permanently be located during the entire validity period of the CA;
- b. Name and address of all affiliated companies, if any;
- c. Evidence of business registration with applicable agencies;
- d. Proof of payment of application fee;
- e. Personnel and training:
 - 1. The name of the Meter Shop head who shall be a Licensed Electrical Engineer with adequate relevant experience in the area of metering analysis;
 - 2. The names of meter shop technicians who have at least six (6) months of relevant experience or training; and
 - 3. The system of imparting training to technical staff at various levels before assigning them to any testing work.

A Meter Shop head with an expiring Professional Regulation Commission (PRC) license is required to submit a photocopy of the renewed license to the ERC at least ten (10) working days before the expiration date. In the absence of a copy of the renewed license, proof of application for license renewal certified by the PRC shall be submitted.

A copy of the renewed PRC license, once acquired, shall be submitted to the ERC within ten (10) working days from receipt thereof from the PRC. A Meter Shop shall cease to operate, without need of notice from the ERC, if the license of the Meter Shop head has expired, and no submission of the renewed license or proof thereof is made within the period prescribed under these Rules.

Any replacement or addition of personnel during the term of the CA shall be reported to the ERC at least ten (10) calendar days prior to the assumption of duties of the new personnel. The ERC shall assess the new personnel's compliance to ensure that it is compliant with the relevant requirements specified under these Rules. The new personnel shall be authorized for inclusion in the Meter Shop upon receipt of the favorable findings by the ERC.

f. **Category and equipment**

Meter Shop shall be categorized as follows:

1. **Category A:** Meter Shop with the following minimum testing equipment:
 1. One (1) reference electronic watt-hour meter standard which is directly or indirectly traceable to the National Institute of Standards and Technology (NIST) or its equivalent. It shall be used for no other purpose than for checking working watt-hour meter standards;
 2. At least two (2) working electronic watt-hour meter standards, to be used for the testing and calibration of electric meters;
 3. At least two (2) units of single or three-phase voltage and current source (phantom load), with adjustable voltage and current output and phase displacement;
 4. At least one (1) set of instrument transformer ratio and phase measuring equipment, complete with its own standard transformers and phase shifting devices; and
 5. Other testing instruments such as ohm meter, voltmeter, ammeter, and insulation tester.
2. **Category B:** Meter Shop with the following minimum testing equipment:
 1. At least two (2) working electronic watt-hour meter standards, to be used for the testing and calibration of electric meters;
 2. At least two (2) units of single or three-phase voltage and current source (phantom load), with adjustable voltage and current output and phase displacement;
 3. At least one (1) set of instrument transformer ratio and phase measuring equipment, complete with its own standard transformers and phase shifting devices; and

4. Other testing instruments such as ohm meter, voltmeter, ammeter, and insulation tester.
3. **Category C:** Meter Shop with the following minimum testing equipment:
 1. One (1) reference electronic watt-hour meter standard which is directly or indirectly traceable to the NIST or its equivalent. It shall be used for no other purpose than for checking working watt-hour meter standards;
 2. At least one (1) working electronic watt-hour meter standard, to be used for the testing and calibration of electric meters;
 3. At least one (1) unit of single or three-phase voltage and current source (phantom load), with adjustable voltage and current output and phase displacement;
 4. Other testing instruments such as ohm meter, voltmeter, and ammeter.
4. **Category D:** Meter Shop with the following minimum testing equipment:
 1. At least one (1) working electronic watt-hour meter standard, to be used for the testing and calibration of electric meters;
 2. At least one (1) unit of single or three-phase voltage and current source (phantom load), with adjustable voltage and current output and phase displacement; and
 3. Other testing instruments such as ohm meter, voltmeter, and ammeter.
- g. Latest original or photocopy of the Certificate of Testing of the watt-hour meter standards and, where applicable, the instrument transformer tester, including their traceability to the national standard, either directly or indirectly;
- h. Authority to process the application:

For Corporation or Partnership – Notarized Secretary’s Certificate or Board Resolution authorizing a representative of the Meter Shop to sign documents and process the application; or

For Sole Proprietorship (if the owner is unavailable) – Notarized Special Power of Attorney authorizing a representative to sign documents and process the application;
- i. A sworn statement that the Meter Shop shall not engage in the business of selling electric watt-hour meters, duly signed by the authorized representative (refer to Annex J for the template);
- j. Colored photographs of the Meter Shop facility with a date stamp, taken no more than ten (10) days before the filing of the application, duly signed by the Meter Shop head;

- k. Inspection Report issued by the ERC;
- l. Verified declaration duly signed by the authorized representative (refer to Annex K for the template); and
- m. Other information as specified in the application checklist.

3.4.2 Satellite Laboratory

This provision shall apply exclusively to Category-A and Category-C Meter Shops:

- a. For a new application, a letter to the ERC applying for accreditation of a Satellite Laboratory;
- b. Address where the Satellite Laboratory shall permanently be located;
- c. Authorization letter or other documents issued by the property owner authorizing the Meter Shop to establish a Satellite Laboratory on the former's property, if applicable;
- d. A sworn statement executed by the owner or duly authorized representative of the Category-A or Category-C Meter Shop stating that they shall be responsible for maintaining the Satellite Laboratory;
- e. A certified true copy of the Business Permit issued by the city or municipality where the Satellite Laboratory is located, if the Main Meter Shop is situated in a different city or municipality from that of the satellite laboratory;
- f. Undertaking executed by the owner or duly authorized representative of the Main Meter Shop and the Satellite Laboratory, stating full compliance with all the permits and licenses to operate the Meter Shop;
- g. Proof of payment of application fee;
- h. Personnel and training:

The personnel and training requirements for the Satellite Laboratory shall comply with Section 3.4.1.e. The head of the Satellite Laboratory, a duly Licensed Electrical Engineer, must be separate from the head of the Main Meter Shop;

- i. Equipment:
 - 1. At least one (1) working electronic watt-hour meter standard, to be used for the testing and calibration of electric meters;
 - 2. At least one (1) unit of single or three-phase voltage and current source (phantom load), with adjustable voltage and current output and phase displacement; and
 - 3. Other testing instruments such as ohm meter, voltmeter, and ammeter.

j. Authority to process the application:

For Corporation or Partnership – Notarized Secretary’s Certificate or Board Resolution authorizing a representative of the meter shop to sign documents and process the application.

For sole proprietorship (if the owner is unavailable) – Notarized Special Power of Attorney authorizing a representative to sign documents and process the application;

- k. Latest original or photocopy of the Certificate of Testing of the watt-hour meter standard/s that will be used in the Satellite Laboratory; and
- l. Photocopy of the CA for Category-A or Category-C Meter Shop;
- m. Colored photographs of the Satellite Laboratory with a date stamp, taken no more than ten (10) days before the filing of the application, duly signed by the Meter Shop head;
- n. Inspection Report issued by the ERC;
- o. Verified declaration duly signed by the authorized representative (refer to Annex K for the template); and
- p. Other information as specified in the application checklist.

The above requirements shall only apply to applications tagged as “New Application” by the ERC. For applications categorized as “Renewal Application” by the ERC, a shortened list of requirements is provided in Annex G.

To facilitate the processing of applications, a checklist of the aforementioned requirements is provided herein as Annexes B to G, to wit:

- a. Annex B – *Checklist of Requirements and Application Form for a Private Distribution Utility Meter Shop - New Application;*
- b. Annex C – *Checklist of Requirements and Application Form for an Electric Cooperative Meter Shop - New Application;*
- c. Annex D – *Checklist of Requirements and Application Form for a Microgrid System Provider Meter Shop – New Application;*
- d. Annex E – *Checklist of Requirements and Application Form for a Satellite Laboratory – New Application;*
- e. Annex F – *Checklist of Requirements and Application Form for a Third-Party Meter Shop – New Application;* and
- f. Annex G – *Checklist of Requirements and Application Form for a Meter Shop Renewal Application (DU, MGSP, TPMS and Satellite Laboratory).*

Notwithstanding the foregoing, the ERC reserves the right to revise the aforementioned documentary requirements, as may be necessary. Any changes shall be published on the ERC website prior to adoption and implementation.

3.5 Authority to Provide External Testing Activities

For a Meter Shop intending to provide external services to an exempted DU or MGSP, a sworn statement shall be submitted detailing the scope and extent of the services offered. Such services shall not include the preparation of the in-service testing plan, which will remain the responsibility of the exempted DU or MGSP contracting its services.

3.6 Pre-filing Assessment

Prior to docketing and case assignment, all applications shall undergo a pre-filing assessment by the ERC. The submitted documents shall be reviewed and verified for completeness within five (5) working days from receipt thereof.

For Renewal Applications, applicants shall ensure that all required documents are submitted for pre-filing assessment prior to the docketing deadline outlined in Table 2 to ensure compliance with the prescribed timelines and to avoid the imposition of fines and the re-tagging of the application as a “New Application.”

The procedure prescribed under Rule X of ERC Resolution No. 09, Series of 2020, *Guidelines Governing Electronic Applications, Filings and Virtual Hearings Before the Energy Regulatory Commission*, or any amendments thereto, shall be observed.

All documents requiring notarization shall be submitted, except for the Application Form and the Verified Declaration documents, which shall be notarized only upon receipt of a notice from the Commission.

3.7 Meter Shop Pre-assessment

Following the completion of the Pre-filing Assessment, the ERC shall conduct an on-site inspection to assess the facilities and equipment of the Meter Shop, including its satellite laboratories, and to evaluate the proficiency of the technical staff prior to the filing and approval of an application or renewal of a CA and/or CASL.

The criteria shall be as follows:

3.7.1 Facilities

- a. The testing laboratory should be located in an area free from sources of vibration, dust, and dirt, and should be maintained in a clean and orderly condition;
- b. The testing laboratory should be enclosed and located in a room separate from other Meter Shop operations;
- c. The testing laboratory where meters are being tested should have a room temperature controlled within a range of 18°C to 28°C, and should be equipped with a temperature monitoring device;
- d. The testing laboratory should have good, high-intensity lighting, with a minimum amount of glare;
- e. The testing laboratory should have a minimum floor area of nine square meters (9 m²) and a minimum width of two and a half meters (2.5 m).

Existing Meter Shops that do not meet these requirements shall have one (1) year from the effectivity of these Rules to expand their testing laboratory and will be subject to re-inspection by the ERC; and

- f. A voltage regulator shall be provided in order to have a stable test source.

3.7.2 Proficiency of the Technical Staff

The ERC shall conduct personal interviews and validate the relevant experiences of the technical staff of the concerned Meter Shop.

3.7.3 Inspection Fee

A non-refundable Inspection Fee of Two Thousand Pesos (PhP2,000.00) shall be settled prior to the conduct of any facility inspection.

3.7.4 Post-Inspection

Upon completion of the inspection, the ERC shall issue an Inspection Report, which will be sent to the applicant's registered electronic mail (e-mail) address. This report, if deemed compliant, shall be attached to the corresponding application.

3.7.5 Exemption from Meter Shop Pre-assessment

For Meter Shop applications tagged by the ERC as a "Renewal Application," the pre-assessment process will no longer be required, except when the Meter Shop facility has been renovated or relocated since the last ERC inspection up to the time of the application filing, in which case, the said Meter Shop must undergo pre-assessment pursuant to these Rules.

3.8 Application and License Fees

Upon completion of all necessary documents and successful facility inspection, if applicable, the ERC will issue the Confirmation of Completeness Email (CCE). Thereafter, the subsequent process as prescribed under ERC Resolution No. 09, Series of 2020, or any amendments thereto, shall be followed.

Applicants shall pay an application fee of One Thousand Pesos (PhP1,000.00). Upon approval, a license fee of Ten Thousand Pesos (PhP10,000.00) shall be paid for the issuance of the CA, with an additional fee of Ten Thousand Pesos (PhP10,000.00) for each Satellite Laboratory for the issuance of the CASL.

3.9 Application Processing Timeline

The ERC shall act and decide on any Meter Shop application within twenty (20) working days from the time the application is docketed.

3.10 Surveillance Assessment

The ERC shall conduct, at least once a year, an on-site inspection or surveillance assessment of all authorized Meter Shops and Satellite Laboratories to verify and validate their continued compliance with these Rules.

Any Meter Shop found in violation of Section 3.7 of these Rules shall be subjected to the imposition of fines, including the suspension of the operation of the Meter Shop, for a first offense, after due notice thereof. Consequently, the ERC shall not process any meter acceptance requests until the identified non-compliance is rectified. Any meter testing conducted by the Meter Shop from the established time that the non-conformance occurred up to its discovery shall be deemed invalid and should be subject to retesting by the concerned Meter Shop. Tightened Inspection procedures outlined in Section 5.4 shall also be automatically applied.

Subsequent violations shall warrant the imposition of higher fines and penalties, including the suspension or revocation of the Meter Shop's CA or CASL.

3.11 Requirements for Relocation, Renovation, Re-arrangement, and Temporary Use of Meter Shop Facilities

Any DU, MGSP or TPMS intending to transfer or renovate an existing Meter Shop with a valid CA and/or CASL shall provide prior written notice to the ERC. The relocated or renovated facility shall be subject to inspection and approval by the ERC and shall not be allowed to operate under its existing CA/CASL until such approval is granted.

In cases where the renovation necessitates the use of temporary facilities, such temporary facilities shall likewise be subject to inspection and certification by the ERC to ensure compliance with the standards as provided in these Rules, prior to their utilization.

The inspection of relocated, renovated, or temporary facilities shall be subject to the applicable fees prescribed under Section 3.7.3 of these Rules.

Re-arrangement of equipment within a Meter Shop shall no longer require prior notice to or approval of the ERC, *provided that* such re-arrangement does not affect the layout, functionality, safety, or compliance of the Meter Shop with the requirements and standards prescribed under these Rules, and continues to be compliant with the conditions under the existing CA and/or CASL of the Meter Shop.

3.12 Display of Valid Certificates

An original or photocopy of the valid CA issued by the ERC and the latest Certificate of Testing for the watt-hour meter standards or test benches should be permanently displayed in a conspicuous place inside the Main Meter Shop. For the Satellite Laboratory, the original or photocopy of the valid CASL, a photocopy of the Main Meter Shop's CA, and a photocopy of the latest Certificate of Testing of the watt-hour meter standards and test benches shall be posted in a conspicuous place inside the Satellite Laboratory.

ARTICLE IV WATT-HOUR METER STANDARDS AND METER TEST BENCHES

4.1 Traceability of Watt-hour Meter Standards to NIST

The ERC shall establish and maintain reference standard/s with the highest accuracy traceable to the NIST or its equivalent. In order to link the ERC reference standard to all other meter standards used for calibration and testing, all Meter

Shops shall submit their watt-hour meter standards and meter test benches to the ERC for certification on an annual basis, subject to payment of the applicable testing fees.

Notwithstanding the annual certification requirement, the ERC may, at any time and at its discretion, conduct random accuracy testing of any meter standard or test bench. Where such testing determines that any meter standard or test bench is inaccurate or otherwise non-compliant with the prescribed accuracy requirements under Section 4.2 of these Rules, the concerned Meter Shop shall be required to perform semi-annual accuracy checks of all its meter testing equipment for a period of two (2) years, commencing from the calibration or certification due date of the affected equipment.

The required semi-annual accuracy checks may be performed by an independent Category-A Meter Shop, a Category-C Meter Shop, or the ERC. Where such testing is conducted by an entity other than the ERC, the Meter Shop shall submit the corresponding test results to the ERC within ten (10) working days following the completion of the testing.

All Meter Shops must conduct regular interval verification and monitoring of their meter testing equipment to ensure continued compliance with prescribed accuracy requirements.

Induction-type watt-hour meter standards shall no longer be permitted for use after one (1) year from the effectivity of these Rules.

4.2 Allowable Percent Error for Watt-hour Meter Standards and Meter Test Benches

Reference watt-hour meter standard shall have an accuracy class of 0.05% or better.

Working watt-hour meter standard shall have a maximum allowable percent error of $\pm 0.2\%$ within three (3) years from the effectivity of these Rules. After this period, all working watt-hour meter standards shall have a maximum allowable percent error of $\pm 0.1\%$.

For meter test benches with multiple test positions or comprising two (2) or more gangs, the accuracy limits for each gang or socket of a test bench shall comply with the requirements applicable to a working watt-hour meter standard.

4.3 Attachment of ERC Sticker

The ERC shall attach a sticker to the equipment and to each station/gang/socket of a meter test bench once it has been certified. The sticker shall indicate the dates of the most recent test and the next scheduled test.

4.4 Certificate of Testing

An original or photocopy of the valid testing certificate or test report issued by the ERC for inspected equipment should be permanently displayed in a conspicuous place inside the Meter Shop and the Satellite Laboratory, if applicable.

**ARTICLE V
PRE-INSTALLATION TEST FOR METERS**

5.1 Accuracy Performance Criteria

All new and reconditioned, repaired, or rehabilitated meters shall be calibrated and adjusted by a DU, MGSP, or a TPMS to be as closely as possible to zero (0) error. To allow for the necessary variations, meters shall be calibrated as follows:

Table 3: Meter Accuracy Limits

| Item | Meter Type | Voltage Level | Accuracy Limits |
|-------------|--|-------------------------|--|
| 1 | Single-phase self-contained meters, including 2-element set-up (e.g. Form 1S or Form 2S) | Low Voltage | The meter shall have an allowable average error within $\pm 0.5\%$ |
| 2 | Single-phase instrument transformer-rated meters | Low Voltage | The meter shall have an allowable average error within $\pm 0.2\%$ |
| 3 | Three-phase self-contained and instrument transformer-rated meters | Low Voltage | The meter shall have an allowable average error within $\pm 0.2\%$ |
| 4 | Three-phase instrument transformer-rated meters | Medium and High Voltage | The meter shall conform to Accuracy Class 0.2, with an allowable average error not exceeding $\pm 0.2\%$ |

5.1.1 Test load points for single-phase meters

- a. Light load at unity power factor.
- b. Full load at unity power factor.

5.1.2 Test load points for poly-phase meters

- a. Full load at unity power factor.
- b. Full load at fifty percent (50%) lagging power factor.
- c. Light load at unity power factor.
- d. The stators should be balanced within two percent (2%), at full load unity power factor and full load fifty percent (50%) lagging power factor.

5.1.3 Test load points for electronic watt-hour meters

Electronic watt-hour meters may be tested using a single load point on the following conditions:

- a. The meter uses a technology that does not provide separate adjustments for heavy and light load registration; and
- b. The meter cannot be adjusted except at the manufacturer's facilities.

5.1.4 Light load

- a. The light load for self-contained meters shall mean the test load point of between five percent (5%) and ten percent (10%) of its "ampere rating" or "test amperes."
- b. The light load for transformer-rated meters shall mean the test load point of approximately ten percent (10%) of the secondary rating of the current transformers or its "test amperes."

5.1.5 Full load

- a. The full load for self-contained meters shall mean the test load point of between sixty percent (60%) and one hundred percent (100%) of its "ampere rating" or "test amperes."
- b. The full load for transformer-rated meters shall mean the test load point of approximately one hundred percent (100%) of the secondary rating of the current transformers or its "test amperes."

DUs and MGSPs are allowed to procure electric meters with legitimate ERC seals and stickers. Prior to the installation of these meters, DUs and MGSPs are required to retest the meters without breaking the ERC seal. Only those that successfully pass the retesting conducted by the DU or MGSP, in accordance with the accuracy limits specified in Table 3, shall be installed in service. DUs and MGSPs must ensure that the ERC seals attached to these meters are legitimate. In case of doubt on the legitimacy of the ERC seals and stickers attached to the meters delivered, the DU or MGSP may verify the same with the ERC. All retested meters should be included in the submission of the reportorial requirement of the DU and MGSP, pursuant to Section 10.3 of these Rules.

Only ERC type-approved meters shall be allowed for revenue metering or be installed in-service. Meter Shops are strictly prohibited from accepting testing requests for electric kilowatt-hour meters with no valid CA-MT issued by the ERC.

5.2 Meter Acceptance Testing by the ERC

Every new, reconditioned, repaired, or rehabilitated meter before it is put in-service, shall first pass the acceptance test of the ERC based on the criteria specified in Section 5.1 of these Rules.

Upon completion of the Meter Shop testing, the Meter Shop shall submit a duly accomplished Request for Meter Acceptance Test Form, attached as Annex L to these Rules.

The Request Form shall contain the following information:

5.2.1 Information about the Meter Shop

- a. Name of Meter Shop;
- b. CA Number issued by the ERC and its validity period;
- c. Address of Meter Shop; and
- d. Contact person and contact numbers.

5.2.2 Information about the Meter Shop's Performance

- a. Date of the last acceptance test conducted by the ERC;
- b. The latest ERC Special Order No. and the name of the last assigned ERC representative;
- c. Request number previously assigned by ERC;
- d. Type of Inspection used;
- e. Number of lots tested;
- f. Number of lots accepted;
- g. Number of lots rejected; and
- h. Number of non-conformities per lot.

5.2.3 Information about the Present Request

- a. Lot Number;
- b. Number of meters per lot;
- c. Lot owner;
- d. Address of lot owner;
- e. Name of Meter Shop technician who tested the meters; and
- f. Date of the testing performed by the Meter Shop.

5.2.4 Description of the meters per lot

- a. Lot Number;
- b. Brand and Type;
- c. CA-MT and validity;
- d. Test Ampere Rating;

- e. Test Voltage Rating;
- f. Meter Form (e.g. Form-1S, Form-2S, etc.);
- g. Wiring configuration (e.g. 1-wire, 2-wire, 3-wire, 4-wire);
- h. Number of Phase/s (e.g. 1-Phase, 3-Phase);
- i. Meter Constant; and
- j. Meter Condition (e.g. new, reconditioned, repaired, rehabilitated).

5.2.5 Meter Standards Used

- a. Brand and Type of the working watt-hour meter standard used to test the meters; and
- b. Date of the equipment's most recent comparison with the reference meter standard of a Category-A Meter Shop, Category-C Meter Shop, or ERC;

5.2.6 Meter Accuracy Test Report

- a. Lot number and size;
- b. Lot owner and its address;
- c. Description of meters - Brand, Model, Type, Meter Service, Phase, Ampere Rating, Voltage Rating, Meter Form, Meter Constant, Frequency, and Dial Constant. For meters equipped with a Meter Communication Module, the model name and/or number thereof;
- d. Condition of meters (e.g. New, Reconditioned, Repaired, Rehabilitated)

Reconditioned or repaired electric meters referred by the DU, MGSP or TPMS to the ERC for acceptance testing should be labeled as reconditioned or repaired by the concerned Meter Shop where the meters have been reconditioned, repaired, and calibrated, and should be dated accordingly. Any modifications made to a meter that may not conform to the original manufacturer's specifications should be indicated in the certification;

- e. CA-MT and validity period;
- f. Classification of the meter, whether ANSI or IEC;
- g. Details of testing:
 - 1. Name of Meter Shop;
 - 2. CA Number and validity;
 - 3. Name of Meter Shop technician who performed the actual meter testing;
 - 4. Date of testing; and

5. Working Standards used (Brand, Type, Serial Number, and date of last comparison with the Reference Standard of a Category-A or Category-C Meter Shops, or the ERC).

h. Test Results:

1. Meter Serial Number or Company Number;
2. Accuracy of the meter at Full Load unity power factor, represented in percent error (% error);
3. Accuracy of the meter at Light Load unity power factor, represented in percent error (% error);
4. Accuracy of the meter at Full Load 0.5 power factor, represented in percent error (% error) – applicable for Polyphase Meters only; and
5. Remarks (pass or fail).

5.2.7 Other Attachments

The following documents must be attached to the Request for Meter Acceptance Test Form to prove the presence of the meters in the Meter Shop and that the said meters are type-approved by the ERC:

- a. Copy of the Delivery Receipt covering the new meters delivered to the Meter Shop, subject to the acceptance testing;
- b. Copy of the CA-MTs of the meters under request; and
- c. Colored photograph of at least one (1) representative sample meter per lot.

5.2.8 Certification

The Request for Meter Acceptance Test Form shall be signed by the head of the Meter Shop or Satellite Laboratory, or their designated representative, who should be a licensed Electrical Engineer with adequate relevant experience in metering analysis, certifying the following:

- a. That the information given and any or all the statements in the Request for Meter Acceptance Testing are true and correct; and
- b. That the test results in the accompanying Test Reports are true and correct.

In the event that the ERC has already executed a Special Order for Meter Acceptance Testing and the Meter Shop has requested to reschedule the same due to any inadvertence in the Request for Meter Acceptance Test Form and/or the Test Reports submitted, the Meter Shop shall be required to submit a written explanation with justifiable reason for the said inadvertence. Consequently, the ERC shall automatically implement Tightened Inspection procedures, as provided under Section 5.4 of these Rules.

If the ERC finds the reason justifiable, the Meter Shop may be allowed to submit a modified request for the same lot without undergoing retesting, and the request

will be rescheduled by the ERC. Otherwise, the affected lot will need to undergo retesting by the Meter Shop before it can be processed for acceptance testing by the ERC.

Further, any misrepresentation of information or untruthful declaration in the documents submitted by the Meter Shop shall result in the automatic denial of the request, subject to the imposition of fines and penalties, including the suspension or revocation of the CA and/or CASL, pursuant to the applicable rules of the ERC, after due notice thereof. All meters associated with the denied request shall undergo retesting by the Meter Shop before being processed for acceptance testing by the ERC, and shall undergo a Tightened Inspection, as provided under Section 5.4 of these Rules.

5.3 Sample Testing by the ERC

Upon receipt of the Meter Shops' Request for Meter Acceptance Test Form, the ERC shall issue a Special Order authorizing its representative to proceed to the Meter Shop's location to conduct acceptance testing using a specified type of inspection (normal, reduced, or tightened).

The ERC representative shall conduct sample testing following the criteria outlined in Section 5.4 and the accuracy limits defined in Table 3 of Section 5.1. The head of the Meter Shop or Satellite Laboratory, or his/her authorized representative, shall be present during the conduct of sample testing.

After the lot passes the sample testing, the sealing of individual meters with ERC seals and the attachment of ERC stickers shall follow under the supervision of the authorized ERC representative/s.

All types of electric meters for initial installation, regardless of brand or type, shall bear ERC meter stickers within six (6) months from the effectivity of these Rules or until such time that the ERC has established a sufficient inventory, whichever occurs later.

The Meter Shop shall be responsible for providing adequate personnel to complete the sealing and sticker attachment to all meters within the authorized acceptance testing period.

If the sealing and sticker attachment process is not completed within the period authorized by the Commission, any unsealed meters shall be included in the Meter Shop's subsequent request for acceptance testing.

The meter acceptance testing fee as specified in Section 9.2 of these Rules shall apply.

Test Reports for the approved lots will be available within five (5) working days after the completion of the acceptance period. The Test Reports will be sent to the Meter Shop's registered e-mail address until the applicable testing fee has been paid to the ERC.

If, during the inspection, the authorized ERC representative/s finds evidence that any meter included in the acceptance test request has not undergone individual testing by the concerned Meter Shop, the sample testing or sealing activity shall be suspended.

Meters that were sealed before the discovery of such non-compliance shall undergo individual retesting by the Meter Shop under the supervision of the assigned ERC

representative/s before they can be released and issued an ERC test report. ERC seals and stickers shall be removed from meters that fail the retesting. The testing fee outlined in Section 9.3 of these Rules shall be imposed for the retesting process.

Meter Shops that fail to perform individual testing on all meters as required under these Rules shall be subject to fines and the imposition of penalties, including the suspension and revocation of the CA and/or CASL, prescribed under the applicable rules of the ERC, subject to prior notice thereof. Further, Tightened Inspection under Section 5.4 of these Rules shall automatically apply to the subsequent requests of the Meter Shop concerned.

5.4 Criteria for Meter Acceptance Testing

All new and reconditioned, repaired, or rehabilitated meters referred to the ERC for acceptance testing shall be sample tested by the ERC using American National Standards Institute/American Society for Quality (ANSI/ASQ) Z1.4-2003, "Sampling Procedures and Tables for Inspection by Attributes," under Inspection Level II, or the latest ANSI/ASQ standards, as may be subsequently amended or updated. An Acceptable Quality Limit (AQL) of one percent (1%) must be achieved. Single sampling shall be performed in any of the three (3) inspections called Normal, Reduced, and Tightened as shown in Tables 4, 5, and 6, respectively. Unless otherwise required by the ERC, Normal Inspection shall be used.

Table 4: Normal Inspection for Acceptance Test

| Lot Size | Sample Size | Number of non-conforming meters | |
|------------------|-------------|---------------------------------|-------------------------------|
| | | Criteria for acceptance of lot | Criteria for rejection of lot |
| Up to 150 | 20 | 0 | 1 |
| 151 to 280 | 32 | 1 | 2 |
| 281 to 500 | 50 | 1 | 2 |
| 501 to 1,200 | 80 | 2 | 3 |
| 1,201 to 3,200 | 125 | 3 | 4 |
| 3,201 to 10,000 | 200 | 5 | 6 |
| 10,001 to 35,000 | 315 | 7 | 8 |

Table 5: Reduced Inspection for Acceptance Test

| Lot Size | Sample Size | Number of non-conforming meters | |
|--------------|-------------|---------------------------------|-------------------------------|
| | | Criteria for acceptance of lot | Criteria for rejection of lot |
| Up to 150 | 13 | 0 | 2 |
| 151 to 280 | 20 | 0 | 2 |
| 281 to 500 | 32 | 1 | 3 |
| 501 to 1,200 | 50 | 1 | 4 |

| Lot Size | Sample Size | Number of non-conforming meters | |
|------------------|-------------|---------------------------------|-------------------------------|
| | | Criteria for acceptance of lot | Criteria for rejection of lot |
| 1,201 to 3,200 | 80 | 2 | 5 |
| 3,201 to 10,000 | 125 | 3 | 6 |
| 10,001 to 35,000 | 200 | 5 | 8 |

*Note *If the number of non-conforming meters exceeds the criterion for acceptance, but less than the criterion for rejection, accept the lot under inspection, but shall revert back to normal inspection in the succeeding lots.*

Table 6: Tightened Inspection for Acceptance Test

| Lot Size | Sample Size | Number of non-conforming meters | |
|------------------|-------------|---------------------------------|-------------------------------|
| | | Criteria for acceptance of lot | Criteria for rejection of lot |
| Up to 150 | 32 | 0 | 1 |
| 151 to 280 | 50 | 0 | 1 |
| 281 to 500 | 80 | 1 | 2 |
| 501 to 1,200 | 125 | 2 | 3 |
| 1,201 to 3,200 | 200 | 3 | 4 |
| 3,201 to 10,000 | 315 | 5 | 6 |
| 10,001 to 35,000 | 500 | 8 | 9 |

5.5 Switching Procedures in Acceptance Testing

The procedures for switching among Normal, Tightened, and Reduced Inspections are as follows:

5.5.1 Normal to Reduced Inspection

While Normal Inspection is in effect, Reduced Inspection shall be instituted if any of the following conditions have been met:

- a. After ten (10) consecutive field assignments of acceptance testing with less than five-day duration per assignment in a particular Meter Shop, an ERC authorized representative has not found any non-conforming meters in every sample tested lots; or
- b. After a field assignment of acceptance testing with five-day duration in a particular Meter Shop, an ERC authorized representative has not found any non-conforming meters in every sample tested lots.

5.5.2 Reduced to Normal Inspection

While Reduced Inspection is in effect, and it occurs that the number of non-conforming meters in a lot under inspection exceeds the criterion for

acceptance, but less than the criterion for rejection, the lot under inspection shall be accepted, but the ERC authorized representative shall revert to Normal Inspection in the succeeding lots.

5.5.3 Normal to Tightened Inspection

While Normal Inspection is in effect, Tightened Inspection shall be instituted if any of the following conditions have been met:

- a. After five (5) consecutive field assignments of acceptance testing with less than five-day duration per assignment in a particular Meter Shop, an ERC authorized representative has found two (2) failed lots in the sample-tested lots;
- b. After a field assignment of acceptance testing with five-day duration in a particular Meter Shop, an ERC authorized representative has found two (2) failed lots in the sample-tested lots; or
- c. Non-compliance as outlined in Sections 3.10, 5.2, and 5.3 of these Rules.

5.5.4 Tightened to Normal Inspection

While Tightened Inspection is in effect, Normal Inspection shall be instituted if any of the following conditions have been met:

- a. After ten (10) consecutive field assignments of acceptance testing with less than five-day duration per assignment in a particular Meter Shop, an ERC authorized representative has found all the sample-tested lots acceptable; or
- b. After a field assignment of acceptance testing with five-day duration in a particular Meter Shop, an ERC authorized representative has found all sample-tested lots acceptable.

However, this condition shall not apply to Meter Shops found in violation of Sections 3.10, 5.2, and 5.3 of these Rules. Such Meter Shops should satisfy the condition of Section 5.5.4.a, regardless of the duration per assignment, to transition to Normal Inspection.

5.5.5 Submission of Compliance Plan to Address Tightened Sampling Inspection

A Meter Shop that remains under Tightened Inspection for a continuous period of one (1) year shall be required to submit a one (1) year compliance plan to address performance deficiencies.

The ERC reserves the right to suspend the CA issued to a Meter Shop if the results of subsequent inspections continue to necessitate the application of Tightened Inspection despite the submission of the compliance plan. Suspension shall be imposed after due notice thereof and shall be lifted after a period of three (3) months.

Further, if the same circumstances occur, the CA may be revoked, or in the case of a DU or MGSP, the maximum allowable penalty under the applicable rules of the Commission shall be imposed, subject to notice thereof.

5.6 Acceptance Sample Testing Procedures

The ERC shall conduct the sample testing using the following procedures:

- a. Meters shall be grouped into lots so that each lot, as far as practicable, shall consist of units of similar brand, type, class, and ampere and voltage ratings;
- b. Samples shall be taken from each lot at random. In order that every meter in the lot will have an equal chance to be drawn, a table of random numbers, or some equivalent mechanical or numerical procedure, shall be used;
- c. Meters originally chosen for sample testing shall not be switched with another one after the sampling process has started;
- d. A sample meter shall be considered as conforming if the result of the test meets the criteria of Section 5.1 of these Rules;
- e. A sample meter shall be considered as non-conforming if the result of the test does not meet the criteria of Section 5.1 of these Rules;
- f. A lot that fails the acceptance test shall be returned to the concerned Meter Shop for corrective actions;
- g. Non-conforming sample meters taken from a lot that passes the acceptance test shall be calibrated to the acceptable accuracy limit before they are returned to the lot, otherwise, they shall be discarded; and
- h. Every meter in the lot that passes the acceptance test shall have an ERC seal and color-coded sticker attached to it.

ARTICLE VI IN-SERVICE METER TESTING

6.1 Statistical Sampling Program for In-service Meters

A statistical sampling program shall be used to comply with the regulatory requirements of conducting periodic testing of all in-service meters that are connected to the distribution or microgrid system. Said tests shall be conducted once every two (2) years after installation.

The statistical sampling program shall conform to the following criteria:

- a. The plan shall use ANSI/ASQ Z1.4-2003 as the basis for random statistical quality control and random sample selection of meters as simplified in Table 7;
- b. Inspection Level II – Normal; and
- c. Acceptable Quality Limit (AQL) of 2.5% must be achieved.

Table 7: Double Sampling for In-service Testing

| (1) Lot size* | (2) Series number of sample testing | (3) Sample size | Number of non-conforming meters | | | (7) Spare Meters** |
|--------------------------|---|-----------------------|---|---|---|--------------------------|
| | | | (4) Criteria for acceptance of lot | (5) Criteria for rejection of lot | (6) Criteria for required 2 nd sample | |
| Up to 500 | 1 st | 32 | 1 | 4 | 2 to 3 | 3 |
| | 2 nd | 32 | 4 | 5 | | 3 |
| 501 to 1,200 | 1 st | 50 | 2 | 5 | 3 to 4 | 4 |
| | 2 nd | 50 | 6 | 7 | | 4 |
| 1,201 to 3,200 | 1 st | 80 | 3 | 7 | 4 to 6 | 6 |
| | 2 nd | 80 | 8 | 9 | | 6 |
| 3,201 to 10,000 | 1 st | 125 | 5 | 9 | 6 to 8 | 8 |
| | 2 nd | 125 | 12 | 13 | | 8 |
| 10,001 to 35,000 | 1 st | 200 | 7 | 11 | 8 to 10 | 10 |
| | 2 nd | 200 | 18 | 19 | | 10 |
| 35,001 to 150,000 | 1 st | 315 | 11 | 16 | 12 to 15 | 15 |
| | 2 nd | 315 | 26 | 27 | | 15 |
| 150,001 To 500,000 | 1 st | 500 | 11 | 16 | 12 to 15 | 15 |
| | 2 nd | 500 | 26 | 27 | | 15 |

Note: * Meters in lots with sizes of 32 meters and below shall be tested individually.

** Additional spare meters may be randomly drawn from the list of meters belonging to the same lot, but are not included in the list of 1st Samples and 2nd Samples, and 1st Spares and 2nd Spares, under any of the following circumstances:

- a) The number of spare meters provided in Table 7 is found to be insufficient to replace sample meters found to be either damaged, defective, or tampered;
- b) The sample meter is installed in a residence which is, at the time the meter has to be removed for sample testing, the registered customer or his/her representative is not present;
- c) The sample meter is installed in a residence wherein there is a permanent occupant who is dependent on a life support system that requires electricity; and
- d) The sample meter is no longer on-site during the conduct of in-service testing.

- (1) Indicates the number of meters in a lot;
- (2) Indicates the series number of sample testing;
- (3) Indicates the number of meters for sample testing;
- (4) Indicates the maximum number of non-conforming meters in a sample to allow acceptance of the lot;
- (5) Indicates the number of non-conforming meters in a sample to cause rejection of the lot;

- (6) Indicates the number of non-conforming meters in the first sample testing to necessitate a second sample testing; and
- (7) Indicates the number of randomly selected meters as a replacement to sample meters under any of the following conditions:
 - i. Sample meter is found damaged; and
 - ii. Sample meter is found tampered.

Double Sample Plan. The number of sample units first inspected shall be equal to the first sample size given by the plan. If the number of non-conforming units found in the first sample is equal to or less than the first acceptable number, the lot or batch shall be considered acceptable. If the number of non-conforming units found in the first sample is equal to or greater than the first rejection number, the lot or batch shall be considered not acceptable. If the number of non-conforming units found in the first sample is between the first acceptance and rejection numbers, a second sample of the size given by the plan shall be inspected. The number of non-conforming units found in the first and second samples shall be accumulated. If the cumulative number of non-conforming units is equal to or less than the second acceptable number, the lot or batch shall be considered acceptable. If the cumulative number of non-conforming units is equal to or greater than the second rejection number, the lot or batch shall be considered not acceptable.

6.2 Sampling Plan Application

DUs and MGSPs are required to submit a two (2) year in-service sampling plan to the ERC based on the following schedule:

Table 8: In-Service Sampling Plan Filing Period

| Group | Schedule of Filing | Sampling Program Testing Period | Remarks |
|----------------|--|-------------------------------------|---|
| A | 01 to 30 April 2026 | 01 January 2027 to 31 December 2028 | Subsequent filing shall be made every two (2) years thereafter. |
| B | 01 to 30 June 2026 | | |
| C | 01 to 31 August 2026 | | |
| D | 01 to 31 October 2026 | | |
| New DU or MGSP | The ERC shall assign the New Entity to the appropriate group, along with the corresponding filing schedule and sampling program testing period | | |

Submission of the Sampling Plan shall be strictly limited to the period prescribed above. Any submissions beyond the prescribed period shall be subject to the applicable fines and penalties, in accordance with applicable rules of the ERC.

If a Sampling Plan application is filed within the Sampling Program Testing Period, the DU or MGSP shall continue implementation during the remainder of the specified program testing period.

The Sampling Plan may be submitted physically or electronically, but it should always be accompanied by an electronic format (Word file, Excel, and/or PDF) of such plan and shall contain the following information:

- a. Name and address of the DU or MGSP;
- b. Lot sizes and the corresponding 1st and 2nd samples and spare meters. To be indicated are the types and brands of meters, meter serial and/or company numbers, and locations where the meters are installed;
- c. The scheduled testing period of the meters selected for sampling;

- d. A sworn statement from the DU or MGSP as to whether or not the lot applied for sampling inspections was previously subjected to sampling inspections; and
- e. The name of the Meter Shop, if the testing is to be performed by a Meter Shop not owned by the DU or MGSP.

The Sampling Plan shall include all the required information as specified in these Rules. A template for the Sampling Plan is attached as Annex M for reference.

Upon determination that all required information in the Sampling Plan is submitted and found complete, the ERC, through the Consumer Affairs Service, shall direct the immediate implementation thereof. The ERC shall act on the submitted Sampling Plan within ninety (90) days from receipt thereof.

6.3 Sampling Inspection Procedures for In-service Meters

The DU and MGSP shall conduct the sampling inspection using the following procedures:

- a. Divide the meter population into two (2) groups. One group for single-phase meters and the other for poly-phase meters.
- b. Separate each group into two (2) segments. One segment comprises self-contained meters, and the other segment for transformer-rated meters.
- c. Subdivide each segment into two (2) sub-segments. One sub-segment comprises the electronic or solid-state group, and the other sub-segment comprises the electro-mechanical or Ferraris group.
- d. The sub-segments shall further be divided into lot sizes as specified in Table 7.

A single lot shall consist of meters of the same brand, type, and specification (e.g., meter form, meter constant, ampere and voltage rating, etc.) and, where feasible, be grouped by location.

- e. Take samples from each lot at random using a table of random numbers or some equivalent mechanical or numerical procedure in order that every meter in the lot will have an equal chance to be drawn.

Further, the random selection of sample meters should be performed in a manner that ensures previously selected sample meters from an approved plan are excluded from the list of samples in subsequent applications. However, exceptions shall apply if the number of available sample meters is less than or equal to the prescribed sample size specified in Table 7.

To ensure proper monitoring of this requirement, DUs and MGSPs shall include in their in-service plan a list of meters previously selected as sample meters.

- f. A sample meter originally listed in the sampling testing plan application should not be switched with another meter once the sampling testing plan application has already been approved by the ERC.
- g. Conduct tests on the sample meters at the customers' premises or at the Meter Shop.

- h. Sample meters that were pulled-out for testing at the Meter Shop should be replaced with new or rehabilitated meters duly tested and sealed by the ERC.
- i. A meter is considered non-conforming if its average accuracy is found to be outside the range of 98% to 102%, or if its error in registration at any test load point is more than plus or minus three percent ($\pm 3\%$).
- j. All of the meters in the accepted lot should be retained in service, including those sample meters tested at the customers' premises found conforming, without further accuracy adjustments.
- k. Sample meters tested at the customers' premises that were found non-conforming should be replaced with new or rehabilitated meters duly tested and sealed by the ERC.
- l. Sample meters pulled-out for testing at the Meter Shop should be reconditioned or repaired, calibrated, and should undergo acceptance testing by the ERC before they are re-installed for new connections.
- m. All meters that belong to the rejected lot should be removed and replaced with new or rehabilitated meters, duly tested and sealed by the ERC, within the period prescribed by the DU or MGSP in its meter replacement program submitted to the ERC; *Provided that*, such period shall, in no case, be more than one (1) year. However, the DU or MGSP, upon justifiable reason and due notice to the ERC, may be allowed to complete the said requirements in the succeeding year. All meters removed from service may be rehabilitated or permanently removed from service.
- n. In cases where in-service meters belonging to the accepted lot are found to have no ERC seals or questionable seals, these meters shall be replaced with new or rehabilitated meters tested and sealed by the ERC.
- o. A quarterly progress report shall be submitted to the ERC within the month following the end of each quarter. The report shall contain the following information:
 - 1. Number of lots tested;
 - 2. Description of meters in each lot;
 - 3. List of meters in each lot;
 - 4. Average error and error in registration at each load point of every sample meter tested;
 - 5. Evaluation of the cause of rejection of all rejected lot; and
 - 6. Program for the replacement of meters in rejected lots.

6.4 ERC Evaluation of Sample Testing Program

The progress report of the sample testing program submitted by the DU or MGSP shall be evaluated by the ERC.

Sample meters pulled-out for testing at the Meter Shop shall be preserved by the DU or MGSP for ERC's validation.

Sample meters tested at the customers' premises shall be retained in service and shall likewise be subject to ERC validation.

Twenty-five percent (25%) of the sample meters will be subjected to retesting by the ERC; *Provided*, however, that the sample meters shall, in no case, be less than thirty-two (32) units. Meters in lots with sizes of thirty-two (32) meters and below shall be tested individually. Whenever necessary, the ERC may opt to test another set of sample meters in accordance with Table 7 of these Rules.

The implementation of the in-service testing program shall be considered as a change in service connection that will limit the recovery period of Differential Billing, pursuant to Section 6, last paragraph of R.A. No. 7832.

Further, if the ERC finds evidence of a tampered or falsified progress report during the validation process, the maximum penalty allowed under the applicable rules of the ERC may be imposed against the Meter Shop concerned, subject to notice thereof.

6.5 Extension of the Validity Period of Meter Certification

The ERC shall issue a certification extending the validity of the meters' conformity for another two (2) years in lieu of in-service meter stickers. A fee equivalent to Five Pesos (PhP5.00) per meter in the approved lot for validity extension of the meter certification shall be applied.

ARTICLE VII CUSTOMER REQUESTED METER TEST

7.1 Test Requested to the DU or MGSP

A customer has the right to require the DU or MGSP to test the accuracy of his/her meter in accordance with the provisions of the Magna Carta for Residential Customers or any amendment thereto.

The DU or MGSP shall contact and inform the customer of the date and time of the meter test within seven (7) working days after receipt of a customer's request for a meter test. The meter test shall be completed within fifteen (15) working days from receipt of the request. The fifteen (15) day period may be extended in case of force majeure or unforeseen events beyond the control of the concerned DU or MGSP.

The DU or MGSP shall provide the customer with the following information before the scheduled time and date of the test:

- a. Location/address where the meter is installed;
- b. Name and contact numbers of persons for test coordination;
- c. Meter serial and/or company number;
- d. Date and time of test;
- e. Date and result of last meter test; and
- f. Last meter reading.

7.2 Investigation Procedures

The conduct of the investigation shall follow the following procedures:

- a. Check the following specifications found on the nameplate of the watt-hour meter for agreement with the following recorded data:
 1. Serial and/or company number; and
 2. Nameplate data such as make, type, meter constant (kh/kt), meter form, register ratio (Rr), gear ratio (Gr), ampere rating, voltage rating, and multiplier.
- b. Record the actual reading of the meter. If the register of the meter is of the clock type, the exact positions of the dial pointers shall be indicated. If the meter has an electronic register or has a cyclometer-type register, the corresponding registration shall be recorded.
- c. Inspect the conditions of the meter seal, the ERC sticker, and the correctness of the wiring connections.
- d. Test the meter for creep with all the meter's potential coils energized and all of the meter's current coils disconnected from the circuit.
- e. Perform a meter accuracy test. A meter is considered non-conforming if its average accuracy is found to be outside the range of 98% to 102%, or if its error in registration at any test load point is more than plus or minus three percent ($\pm 3\%$). Any meters found non-conforming with the required accuracy shall be replaced with a new or rehabilitated meter duly tested and sealed by the ERC and be subject to further verification by the ERC if necessary.
- f. Check all worm wheels and gears for proper and continuous mesh, if possible.
- g. Report the results of the meter test within a reasonable time after the completion of the test. The report, copy furnished to the customer, shall give the following information:
 1. Name of the customer requesting the test;
 2. Date request was received;
 3. Location where the meter is installed;
 4. Type, make, voltage and ampere ratings, serial and/or company number of the meter;
 5. Date of the meter test; and
 6. Test Result.

7.3 Referee Test

A referee test is a test of a meter conducted or witnessed by an ERC-authorized representative.

If a customer, DU, or MGSP requests a referee test, the ERC shall coordinate the date, time, and location of the referee test with all concerned parties within five (5) working days after receipt of the complaint or request.

The ERC shall request the DU or MGSP to provide the concerned parties with similar information specified in Section 7.1 of these Rules before the scheduled date and time of the test.

The referee test shall follow the same procedure specified in Section 7.2 of these Rules.

In cases where the in-service meters were found without ERC seals, the meter shall be replaced with a new or rehabilitated meter that has been duly tested and sealed by the ERC.

ARTICLE VIII INSTRUMENT TRANSFORMER TEST

8.1 Testing/Certification of Instrument Transformers

All instrument transformers of DUs and MGSPs must be tested and certified by the ERC prior to installation in the customers' premises.

ERC stickers shall be attached to the instrument transformers by the ERC as a warranty that they are compliant with the standards and requirements under existing rules and regulations, and may, therefore, be used. Their accuracy limits shall be governed by the limits set under Section 8.2 of these Rules.

8.2 Accuracy Limits for Instrument Transformers

Instrument transformer shall have an accuracy class of 0.2 or better for those that conform to IEC standards or have an accuracy class of 0.3 or better for those that conform to ANSI standards.

The allowable accuracy limits in conformance with IEC or ANSI standards for each of the accuracy classes of instrument transformers are as follows:

Table 9: IEC Standard Accuracy Limit per Instrument Transformer Accuracy Class

| Standard | Accuracy Class | Current Transformer | | | Voltage Transformer |
|-------------|----------------|---------------------|-------------------|------------------|-----------------------------|
| | | 100% Rated Current | 20% Rated Current | 5% Rated Current | @ 80% to 120% Rated Voltage |
| IEC 61869-2 | 0.1 | ±0.10% | ±0.20% | ±0.40% | ±0.10% |
| IEC61869-3 | 0.2 | ±0.20% | ±0.35% | ±0.75% | ±0.20% |

Table 10: ANSI Standard Accuracy Limits per Instrument Transformer Accuracy Class

| Standard | Accuracy Class | Current Transformer | | | Voltage Transformer |
|--------------------|----------------|---------------------|-------------------|------------------|-----------------------------|
| | | 100% Rated Current | 10% Rated Current | 5% Rated Current | @ 90% to 110% Rated Voltage |
| ANSI IEEE C57.13.6 | 0.15 | ±0.15% | - | ±0.3% | ±0.15% |
| ANSI IEEE C57.13 | 0.3 | ±0.3% | ±0.6% | - | ±0.3% |
| | 0.3S | ±0.3% | - | ±0.3% | - |

8.3 Secondary Burden

The total burden of each secondary metering circuit, consisting of the burdens coming from all connected devices and secondary cables, shall not exceed the rated burden limit of the instrument transformer.

The instrument transformer shall be connected only to a revenue meter with a burden that does not exceed its rated burden limit to ensure the accuracy of the entire metering facility.

Upon installation in service of the instrument transformer, the connection of the leads shall be verified and validated against the polarity markings of the instrument transformer, using an industry-accepted methodology.

8.4 Commissioning Test Requirements

DUs and MGSPs shall ensure the proper installation of the instrument transformer in the customers' premises, which should be compliant with the standards and requirements set forth in these Rules and other existing rules and regulations before the same shall be commissioned. They shall conduct visual inspection to ascertain the proper installation of the instrument transformer.

Such inspection shall include the following: (a) comparing the equipment nameplate data with the design specifications; (b) the physical condition of the facilities; (c) equipment cleanliness; (d) grounding; and (e) wiring continuity.

The commissioning test to be conducted by the DUs and MGSPs shall be witnessed by the customer and/or his/her authorized representatives.

8.5 In-service Testing Requirements

All instrument transformers shall remain accurate at all times, following the prescribed limits specified in Section 8.2, while in-service.

All instrument transformers used by DUs and MGSPs that are in-service should be tested in accordance with Chapter 7 of the Philippine Distribution Code, or any amendments thereto.

DUs and MGSPs shall conduct a visual inspection of the instrument transformers to check for signs of physical damage, discolored terminals that may be due to overloading, changes in texture or appearance of the insulation of the bushings, and other critical parts that affect the accuracy of the metering installation. This

inspection shall be conducted based on the maintenance program of DUs and MGSPs.

Instrument transformers with signs of defects or abnormality shall be subjected to accuracy testing by the ERC upon request of either the customer, DU, or MGSP. The accuracy test shall be performed in the presence of the customer, DU, or MGSP. All in-service instrument transformers found to be defective and inaccurate shall be replaced as soon as practicable. While the instrument transformer has not been replaced, the transformer correction factors shall be used for billing purposes, subject to adjustment as determined by the ERC based on the result of the accuracy test.

8.6 Customer Requested Test or Referee Test

The same process outlined in Sections 7.1 and 7.3 shall be followed, along with the inspection procedure specified in Section 8.5.

8.7 Type Test Report Requirement for Instrument Transformers

A type test report that documents compliance of the instrument transformers to the IEC or ANSI, to which the instrument transformers are designed and manufactured, shall be on file with the DU or MGSP. The type test report should be issued by an independent testing laboratory that is accredited by the ILAC-Mutual Recognition Arrangement or its equivalent. The type test will only be required for samples of each new model.

Instrument transformers shall not be permitted for use in revenue metering unless a valid type test report is presented during the testing of the ERC.

**ARTICLE IX
TESTING FEES**

The existing testing fees approved under Resolution No. 12, Series of 2009 and Resolution No. 04, Series of 2021 are hereby amended. The new testing fees are as follows:

9.1 Watt-hour Meter Standard and Meter Test Bench Testing Fee

- a. Watt-hour Meter Standard = PhP300.00 per unit
- b. Meter Test Bench = PhP300.00 per gang/socket
- c. Instrument Transformer Tester = PhP300.00 per unit

9.2 Meter Acceptance Testing Fee

| Type of Meter | Fee per Meter | |
|---|---------------|--------------------------|
| | Sample Meter | Remaining Meter in a lot |
| a. Single phase without demand register | PhP35.00 | PhP20.00 |
| b. Single phase with demand register | PhP55.00 | PhP20.00 |
| c. Poly-phase meter | PhP120.00 | PhP20.00 |

9.3 Meter Testing at ERC Meter Laboratory and Referee Test

| Type of Meter | Fee per Meter |
|--|---------------|
| Single-phase (electronic, hybrid, or Ferraris) | - |
| without demand register | PhP80.00 |
| with demand register | PhP110.00 |
| with electronic demand register | PhP140.00 |
| Poly-phase (Ferraris/Panel Board - 2 stators) | - |
| without demand register | PhP190.00 |
| with demand register | PhP220.00 |
| with electronic demand register | PhP250.00 |
| Poly-phase (Ferraris/Panel Board - 3 stators) | - |
| without demand register | PhP240.00 |
| with demand register | PhP270.00 |
| with electronic demand register | PhP300.00 |
| Electronic poly-phase meters | PhP300.00 |
| Measurement of Internal Meter Loss | PhP80.00 |

9.4 Instrument Transformer Test

- a. ERC Meter Laboratory Testing = PhP300.00 per tap
- b. Regular Testing = PhP300.00 per tap
- c. On-site Testing = PhP1,200.00 per tap

Regular Testing refers to the testing, inspection, or certification performed by the ERC outside its meter laboratory, such as at the facility of a Meter Shop, wholesaler, retailer or dealer.

On-site Testing shall refer to the testing, inspection, or certification carried out by the ERC at the Metering Point.

ARTICLE X MISCELLANEOUS PROVISIONS

10.1 Retention Period of Test Records

The DU and MGSP shall retain the record of all watt-hour meter and instrument transformer tests, whether in electronic or hardcopy format, for a period of at least five (5) years.

10.2 Reportorial Requirements for a Meter Shop

- a. Every Meter Shop shall submit a quarterly report within thirty (30) calendar days following the last day of the quarter to the ERC containing the following:
 - 1. Total number of meters (new, reconditioned, repaired or rehabilitated) tested during the quarter without ERC seal and/or stickers, classified according to ownership, brand, type, and other specifications; and

2. Total number of meters (new, reconditioned, repaired or rehabilitated) subjected to acceptance testing by the ERC during the quarter, classified according to ownership, brand, type, and other specifications.
- b. In addition, the following documents shall also be submitted:
1. A certified true copy of the Business/Mayor's Permit for the current year issued by the Local Government Unit (LGU), within ten (10) working days from receipt thereof from the LGU;
 2. On or before the 1st day of May of the current year – the certified true copy of the Annual Income Tax Return for the preceding year duly filed with the Bureau of Internal Revenue (BIR);
 3. Copy of the renewed Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI) within ten (10) working days from receipt thereof, if applicable;
 4. Certified true copy of the updated General Information Sheet (GIS), within ten (10) working days from filing with the Securities and Exchange Commission (SEC), if applicable;
 5. List of Reference and Working watt-hour meter standards, on or before the 10th working day of February of the current year; and
 6. Updated list of Affiliated Companies, if any.

10.3 Reportorial Requirements for a DU or MGSP

Every DU and MGSP shall submit a quarterly report within thirty (30) calendar days following the last day of the quarter to the ERC containing the following:

1. Total number of metered customers during the quarter;
2. Total number of new connections during the quarter;
3. Total number of meter replacements during the quarter;
4. Total number of new meters acquired during the quarter with ERC seal;
5. Total number of meters acquired with ERC seal that have been retested during the quarter;
6. Total number of new meters acquired from and delivered by their respective supplier during the quarter;
7. Total number of meters repaired, reconditioned or rehabilitated during the quarter;
8. Total number of instrument transformers acquired from and delivered by their respective supplier during the quarter;
9. Total number of instrument transformers tested during the quarter; and
10. Total number of instrument transformers installed during the quarter.

**ARTICLE XI
FINAL PROVISIONS**

11.1 Suspension and Revocation of a CA and/or CASL

- a. All violations of any of the provisions of these Rules, without any valid reason, may be a ground for the suspension or revocation of the CA and/or CASL of a Meter Shop.
- b. Any misrepresentation of information or untruthful declaration in any documents submitted in support of an application for a Meter Shop, its renewal, or requests for testing and sealing of meters or in-service testing, without any valid reason, may be a ground for the suspension of the CA and/or CASL for a first offense.
- c. A CA and/or CASL may be suspended for a period not exceeding three (3) months.
- d. Subsequent violations and/or misrepresentations concerning the aforesaid documentary requirements shall be a ground for the revocation of a CA and/or CASL.

In the case of DU and MGSP Meter Shops, the maximum penalty allowed under the applicable rules of the ERC shall be imposed.

- e. A Meter Shop with a suspended or expired CA/CASL shall cease operations and shall not be allowed to perform any and all calibration activities. In the case of a Meter Shop of a DU or MGSP, it may, however, continue to perform its obligations to inspect and maintain its customers' metering facilities in compliance with its mandate under the law and its franchise.
- f. The owner/operator of a TPMS whose CA and/or CASL has been revoked by the ERC, shall be prohibited from applying for a new CA, either independently or as a part of another entity.

11.2 Imposition of Fines and Penalties

Without prejudice to the application of the provisions on suspension and revocation of a CA, violations of these Rules shall be subject to the imposition of fines and penalties in accordance with the *"Rules to Govern the Imposition of Administrative Sanctions in the Form of Fines and Penalties Pursuant to Section 46 of Republic Act No. 9136, As Amended."*

If a Category-A Meter Shop fails to perform its obligation to an exempted DU or MGSP in accordance with its approved CA, without any fault or negligence on the part of the exempted DU or MGSP, the said Category-A Meter Shop may be subject to the imposition of fines and penalties, pursuant to the aforementioned rules, without prejudice to any legal remedies available to the exempted DU or MGSP.

11.3 Transitory Provisions

- a. All existing CA issued to Meter Shops shall remain valid for the period stated therein.

- b. All pending Meter Shop applications – new or for renewal – filed by DUs or TPMS during the effectivity of these Rules, may be amended within one (1) month from such effectivity.
- c. Within one year from the effectivity of these Rules, the Commission shall reassess the DUs previously exempted, pursuant to Section 2.2, Article II of ERC Resolution No. 12, Series of 2009, from maintaining a Meter Shop to determine their capability to operate one. If found capable, the concerned DU shall be required to file an application to operate a Meter Shop no later than six (6) months from receipt of the reassessment results from the ERC. DUs deemed incapable shall remain exempted only until 31 December 2027, unless amended or revoked.
- d. DUs with pending In-Service Plan Applications shall amend their application to align with the appropriate testing period as specified in Table 8 of Section 6.2 of these Rules. DUs with an approved In-Service Plan whose period does not align with the program period in Table 8 of these Rules shall submit a new sampling program in accordance with the prescribed implementation schedule.
- e. Within thirty (30) calendar days from the effectivity of these Rules, all existing accredited Meter Shops shall submit a compliance report to the ERC, specifying the brand, model/type, specifications, and serial numbers of their instrument transformer and insulation testers, along with corresponding photographs.

Existing DU Meter Shops that do not possess an instrument transformer tester, insulation tester, and the required number of working watt-hour meter standards shall procure the necessary units within one (1) year from the effectivity of these Rules. A compliance report shall be submitted within ten (10) working days from delivery of the required equipment.

Existing TPMS without an instrument transformer and insulation testers shall indicate in their compliance report whether they will acquire the said equipment within the one (1) year prescribed period. Based on their compliance, and subject to verification of the acquired equipment, if applicable, the ERC shall accordingly adjust the categorization of the TPMS, upon written notice thereof.

Further, if the renewal period of an existing Meter Shop falls within the one (1) year compliance period, pursuant to these Rules, and has yet to acquire the stated equipment, the Meter Shop may proceed with the renewal process and shall be issued a provisional authority to operate. The final CA, with the appropriate categorization, shall be issued after verification and compliance with the procurement of the required equipment.

- f. Within thirty (30) calendar days from the effectivity of these Rules, all existing Category-A Meter Shops shall submit a report detailing the brand, model/type, serial numbers, and accuracy class of their reference watt-hour meter standard, along with a photograph of the equipment.

The submitted report will be subject to the review of the ERC and if the existing Category-A Meter Shops fail to meet the required accuracy class for reference watt-hour meter standards, their categorization shall automatically be adjusted upon written notice thereof.

Further, failure to submit the required report within the prescribed timeline will result in the automatic downgrading of the issued CA to either Category-B or Category-D, subject to prior notice thereof.

- g. DUs and MGSPs shall fully comply with the Type Test Report Requirement for instrument transformers, pursuant to Section 8.7 of these Rules, within one (1) year from the effectivity of these Rules.

Within this one (1) year transitory period, any instrument transformers procured and duly approved by the ERC may continue to be utilized for revenue metering purposes.

After the one (1) year transitory period, no instrument transformer shall be permitted for use in revenue metering unless a valid and compliant type test report, in accordance with Section 8.7 of these Rules is duly presented during testing conducted by the ERC.

11.4 Exception Clause

Where good reason appears, the ERC may grant exceptions to any provision of these Rules, if such exception is found to be in the public interest and is not contrary to law or any other pertinent rules and regulations of the ERC.

11.5 Separability Clause

If any of the foregoing amendments is declared unconstitutional or invalid, the other remaining provisions which are not affected thereby shall remain in force and effect, unless such declaration would render the entire rules unenforceable or unimplementable.

11.6 Repealing Clause

The following ERC Rules and Regulations are hereby repealed accordingly:

- a. Resolution No. 12, Series of 2009, entitled, "*A Resolution Adopting the Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities*";
- b. Resolution No. 21, Series of 2013, entitled, "*A Resolution Adopting the Amendments to Sections 5.3, 5.4, & 6.1 of the 'Rules and Procedures for the Test and Maintenance of Electric Meters of Distribution Utilities', as Adopted in Resolution No. 12, Series of 2009*";
- c. Resolution No. 14, Series of 2017, entitled, "*Amendments to the Rules on Testing and Sealing of Meters in Relation to the Conduct of In-Service Meter Testing Pursuant to Resolution No. 12, Series of 2009*";
- d. Resolution No. 15, Series of 2017, entitled, "*Rules Governing the Accreditation of Satellite Laboratories of Meter Shops*"; and
- e. Resolution No. 08, Series of 2019, entitled, "*A Resolution Amending Resolution No. 3, Series of 2008 which Requires the Use of Meter Stickers as Part of the Energy Regulatory Commission's (ERC) Approval of Meters*".

In the event that these Rules are suspended or rendered invalid by the Courts, the foregoing ERC Rules and Regulations shall be reinstated and continue to be in full force and effect.

All other ERC rules, regulations, policies, decisions, guidelines, or practices inconsistent with these Rules are hereby modified accordingly.

11.7 Effectivity

These Rules shall take effect fifteen (15) days following its publication in a newspaper of general circulation in the country or in the Official Gazette.

ANNEX A – Meter Shop Grouping

Group A

| No. | Name of DU / Entity |
|-----|--|
| 1 | Angeles Electric Corporation (AEC) |
| 2 | Bohol Light Company, Inc. (BLCI) |
| 3 | Cabanatuan Electric Corp. (CELCOR) |
| 4 | Cagayan Electric Power & Light Corp. (CEPALCO) |
| 5 | Clark Electric Distribution Corporation (CEDC) |
| 6 | Cotabato Light & Power Company (CLPC) |
| 7 | Dagupan Electric Corporation (DECORP) |
| 8 | Davao Light & Power Company (DLPC) |
| 9 | First Bay Power Corporation (FBPC) |
| 10 | Ibaan Electric Corporation (IEC) |
| 11 | Iligan Light & Power, Inc. (ILPI) |
| 12 | La Union Electric Company, Inc. (LUECO) |

| No. | Name of DU / Entity |
|-----|--|
| 13 | Mactan Electric Company, Inc. (MECO) |
| 14 | Manila Electric Company (MERALCO) |
| 15 | More Electric and Power Corporation (MORE POWER) |
| 16 | Negros Electric and Power Corp. (NEGROS POWER) |
| 17 | Olongapo Electric Distribution Company, Inc. (OEDC) |
| 18 | San Fernando Electric Light & Power Company (SFELAPCO) |
| 19 | Shin Clark Power Corporation (SCPC) |
| 20 | Subic Enerzone Corporation (SEZ) |
| 21 | Tarlac Electric Inc. (TEI) |
| 22 | Visayan Electric Company, Inc. (VECO) |
| 23 | Third-Party Meter Shops |
| 24 | Exempted DU/MGSP Meter Shops |

Group B

| No. | Name of DU / Entity |
|-----|--|
| 1 | Abra Electric Cooperative, Inc. (ABRECO) |
| 2 | Aklan Electric Cooperative, Inc. (AKELCO) |
| 3 | Albay Electric Cooperative, Inc. (ANTECO) |
| 4 | Batanes Electric Cooperative, Inc. (BATANELCO) |
| 5 | Benguet Electric Cooperative (BENECO) |
| 6 | Bukidnon II Electric Cooperative, Inc. (BUSECO) |
| 7 | Cagayan I Electric Cooperative, Inc. (CAGELCO I) |
| 8 | Cagayan II Electric Cooperative, Inc. (CAGELCO II) |
| 9 | Camiguin Electric Cooperative, Inc. (CAMELCO) |
| 10 | Capiz Electric Cooperative, Inc. (CAPELCO) |
| 11 | Central Pangasinan Electric Cooperative, Inc. (CENPELCO) |

| No. | Name of DU / Entity |
|-----|--|
| 20 | Isabela I Electric Cooperative, Inc. (ISELCO I) |
| 21 | Isabela II Electric Cooperative, Inc. (ISELCO II) |
| 22 | Kalinga Apayao Electric Cooperative, Inc. (KAELCO) |
| 23 | La Union Electric Cooperative, Inc. (LUELCO) |
| 24 | Lanao del Norte Electric Cooperative, Inc. (LANECO) |
| 25 | Misamis Occidental I Electric Cooperative, Inc. (MOELCI I) |
| 26 | Misamis Occidental II Electric Cooperative, Inc. (MOELCI II) |
| 27 | Misamis Oriental I Electric Cooperative, Inc. (MORESCO I) |
| 28 | Misamis Oriental II Electric Cooperative, Inc. (MORESCO II) |
| 29 | Mountain Province Electric Cooperative, Inc. (MOPRECO) |
| 30 | Negros Occidental Electric Cooperative, Inc. (NOCECO) |

| | |
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| 12 | First Bukidnon Electric Cooperative, Inc. (FIBECO) |
| 13 | Guimaras Electric Cooperative, Inc. (GUIMELCO) |
| 14 | Ifugao Electric Cooperative, Inc. (IFELCO) |
| 15 | Ilocos Norte Electric Cooperative, Inc. (INEC) |
| 16 | Ilocos Sur Electric Cooperative, Inc. (ISECO) |
| 17 | Iloilo I Electric Cooperative, Inc. (ILECO I) |
| 18 | Iloilo II Electric Cooperative, Inc. (ILECO II) |
| 19 | Iloilo III Electric Cooperative, Inc. (ILECO III) |

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|----|---|
| 31 | Negros Oriental I Electric Cooperative, Inc. (NORECO I) |
| 32 | Negros Oriental II Electric Cooperative, Inc. (NORECO II) |
| 33 | Northern Negros Electric Cooperative, Inc. (NONECO) |
| 34 | Nueva Vizcaya Electric Cooperative, Inc. (NUVELCO) |
| 35 | Pangasinan I Electric Cooperative, (PANELCO I) |
| 36 | Pangasinan III Electric Cooperative (PANELCO III) |
| 37 | Province of Siquijor Electric Cooperative, Inc. (PROSIELCO) |
| 38 | Quirino Electric Cooperative, Inc. (QUIRELCO) |

Group C

| No. | Name of DU / Entity |
|-----|---|
| 1 | Antique Electric Cooperative, Inc. (ANTECO) |
| 2 | Agusan del Sur Electric Cooperative, Inc. (ASELCO) |
| 3 | Aurora Electric Cooperative, Inc. (AURELCO) |
| 4 | Bantayan Island Electric Cooperative, Inc. (BANELCO) |
| 5 | Batangas I Electric Cooperative, Inc. (BATELEC I) |
| 6 | Batangas II Electric Cooperative, Inc. (BATELEC II) |
| 7 | Bohol I Electric Cooperative, Inc. (BOHECO I) |
| 8 | Bohol II Electric Cooperative, Inc. (BOHECO II) |
| 9 | Camotes Electric Cooperative, Inc. (CELCO) |
| 10 | Cebu I Electric Cooperative, Inc. (CEBECO I) |
| 11 | Cebu II Electric Cooperative, Inc. (CEBECO II) |
| 12 | Cebu III Electric Cooperative, Inc. (CEBECO III) |
| 13 | Cotabato Electric Cooperative, Inc. (COTELCO) |
| 14 | Cotabato Electric Cooperative, Inc. - PPALMA (COTELCO-PPALMA) |
| 15 | Dinagat Island Electric Cooperative, Inc. (DIELCO) |
| 16 | First Laguna Electric Cooperative, Inc. (FLECO) |
| 17 | Nueva Ecija I Electric Cooperative, Inc. (NEECO I) |

| No. | Name of DU / Entity |
|-----|--|
| 22 | Pampanga III Electric Cooperative, Inc. (PELCO III) |
| 23 | Pampanga Rural Electric Cooperative, Inc. (PRESCO) |
| 24 | Peninsula Electric Cooperative, Inc. (PENELCO) |
| 25 | Quezon I Electric Cooperative, Inc. (QUEZELCO I) |
| 26 | Quezon II Electric Cooperative, Inc. (QUEZELCO II) |
| 27 | San Jose City Electric Cooperative (SAJELCO) |
| 28 | Siargao Electric Cooperative, Inc. (SIARELCO) |
| 29 | South Cotabato I Electric Cooperative, Inc. (SOCOTECO I) |
| 30 | South Cotabato II Electric Cooperative, Inc. (SOCOTECO II) |
| 31 | Sultan Kudarat Electric Cooperative, Inc. (SUKELCO) |
| 32 | Surigao del Norte Electric Cooperative, Inc. (SURNECO) |
| 33 | Surigao del Sur I Electric Cooperative, Inc. (SURSECO I) |
| 34 | Surigao del Sur II Electric Cooperative, Inc. (SURSECO II) |
| 35 | Tarlac I Electric Cooperative, Inc. (TARELCO I) |
| 36 | Tarlac II Electric Cooperative, Inc. (TARELCO II) |
| 37 | Zambales I Electric Cooperative, Inc. (ZAMECO I) |
| 38 | Zambales II Electric Cooperative, Inc. (ZAMECO II) |

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| 18 | Nueva Ecija II Electric Cooperative, Inc. - Area 1 (NEECO II – Area 1) |
| 19 | Nueva Ecija II Electric Cooperative, Inc. - Area 2 (NEECO II – Area 2) |
| 20 | Pampanga I Electric Cooperative, Inc. (PELCO I) |
| 21 | Pampanga II Electric Cooperative, Inc. (PELCO II) |

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|----|--|
| 39 | Zamboanga City Electric Cooperative, Inc. (ZAMCELCO) |
| 40 | Zamboanga del Norte Electric Cooperative, Inc. (ZANECO) |
| 41 | Zamboanga del Sur I Electric Cooperative, Inc. (ZAMSURECO I) |
| 42 | Zamboanga del Sur II Electric Cooperative, Inc. (ZAMSURECO II) |

Group D

| No. | Name of DU / Entity |
|-----|---|
| 1 | Albay Electric Cooperative, Inc. (ALECO) |
| 2 | Agusan del Norte Electric Cooperative, Inc. (ANECO) |
| 3 | Basilan Electric Cooperative, Inc. (BASELCO) |
| 4 | Biliran Electric Cooperative, Inc. (BILECO) |
| 5 | Busuanga Electric Cooperative, Inc. (BISELCO) |
| 6 | Cagayan De Sulu Electric Cooperative, Inc. (CASELCO) |
| 7 | Camarines Norte Electric Cooperative, Inc. (CANORECO) |
| 8 | Camarines Sur I Electric Cooperative, Inc. (CASURECO I) |
| 9 | Camarines Sur II Electric Cooperative, Inc. (CASURECO II) |
| 10 | Camarines Sur III Electric Cooperative, Inc. (CASURECO III) |
| 11 | Camarines Sur IV Electric Cooperative, Inc. (CASURECO IV) |
| 12 | Davao del Sur Electric Cooperative, Inc. (DASURECO) |
| 13 | Davao Oriental Electric Cooperative, Inc. (DORECO) |
| 14 | Don Orestes Romualdez Electric Cooperative, Inc. (DORELCO/LEYECO I) |
| 15 | Eastern Samar Electric Cooperative, Inc. (ESAMELCO) |
| 16 | First Catanduanes Electric Cooperative, Inc. (FICELCO) |
| 17 | Lanao del Sur Electric Cooperative, Inc. (LASURECO) |
| 18 | Leyte II Electric Cooperative, Inc. (LEYECO II) |
| 19 | Leyte III Electric Cooperative, Inc. (LEYECO III) |
| 20 | Leyte IV Electric Cooperative, Inc. (LEYECO IV) |
| 21 | Leyte V Electric Cooperative, Inc. (LEYECO V) |

| No. | Name of DU / Entity |
|-----|--|
| 22 | Lubang Electric Cooperative, Inc. (LUBELCO) |
| 23 | Maguindanao Electric Cooperative, Inc. (MAGELCO) |
| 24 | Marinduque Electric Cooperative, Inc. (MARELCO) |
| 25 | Maripipi Multi-purpose Electric Cooperative (MEPC) |
| 26 | Masbate Electric Cooperative, Inc. (MASELCO) |
| 27 | Northern Davao Electric Cooperative, Inc. (NORDECO) |
| 28 | Northern Samar Electric Cooperative, Inc. (NORSAMELCO) |
| 29 | Occidental Mindoro Electric Cooperative, Inc. (OMECCO) |
| 30 | Oriental Mindoro Electric Cooperative, Inc. (ORMECCO) |
| 31 | Palawan Electric Cooperative (PALECO) |
| 32 | Romblon Electric Cooperative, Inc. (ROMELC) |
| 33 | Samar I Electric Cooperative, Inc. (SAMELCO I) |
| 34 | Samar II Electric Cooperative, Inc. (SAMELCO II) |
| 35 | Siasi Electric Cooperative, Inc. (SIASELCO) |
| 36 | Sorsogon I Electric Cooperative, Inc. (SORECO I) |
| 37 | Sorsogon II Electric Cooperative, Inc. (SORECO II) |
| 38 | Southern Leyte Electric Cooperative, Inc. (SOLECO) |
| 39 | Sulu Electric Cooperative, Inc. (SULECO) |
| 40 | Tablas Island Electric Cooperative, Inc. (TIELCO) |
| 41 | Tawi-Tawi Electric Cooperative, Inc. (TAWELCO) |

ANNEX B – Checklist of Requirements and Application Form for a Private Distribution Utility Meter Shop – “New Application”

Softcopy is available for download from the ERC website



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

APPLICATION FOR A CERTIFICATE OF AUTHORITY (CA) TO MAINTAIN A METER SHOP OF A PRIVATE DISTRIBUTION UTILITY “NEW APPLICATION”

ERC Case No. _____

| | |
|-----------|--|
| A. | Name of Meter Shop: |
| B. | Business Address/Email Address/Contact Numbers |
| C. | Full Name, email address, and Contact Number of the Authorized Representative |
| D. | Name and Address of Satellite Laboratory 1. _____ 2. _____ 3. _____ |
| E. | Name of Meter Shop Head |
| F. | Category Requested (check the box) A <input type="checkbox"/> B <input type="checkbox"/> |
| G. | Supporting Documents: |
| | 1. Notarized Secretary's Certificate or Board Resolution authorizing a representative of the company to sign documents and process the application. |
| | 2. Certified true copy of the Certificate of Registration issued by the Bureau of Internal Revenue and its latest Income Tax Return (ITR) |
| | 3. Certified true copy of the latest Business/Mayor's Permit issued by the Local Government Unit (LGU). |
| | 4. Certified true copy of the Certificate of Registration from the Securities and Exchange Commission (SEC), including its updated General Information Sheet (GIS) and Articles of Incorporation (AOI). |
| | 5. Copy of the Certificate of Franchise or the Legislative Franchise |
| | 6. Photocopy of a valid REE/PEE Identification Card issued by the Professional Regulation Commission (PRC) of the Meter Shop Head and other technical staff of the Meter Shop. |
| | 7. List of Qualified Meter Shop Personnel with Educational Attainment and Certificates of Training and Employment |
| | 8. List of Test Equipment of the Meter Shop (e.g. watt-hour meter standard, phantom loader, instrument transformer ratio and phase measuring equipment, ammeter, voltmeter, ohm meter, and insulation tester); and |
| | Copy of the updated Testing Certificate issued by the ERC for the watt-hour meter standard of the Meter Shop. |

Esquadra Tower, 1 Jade Drive, Ortigas Center, Barangay San Antonio, Pasig City 1605
Metro Manila, Philippines
Tel. No. (02) 8631-5372

Email Address: manila@erc.ph
ERC Website: www.erc.gov.ph

Facebook: www.facebook.com/ERCgovPH
Twitter: www.twitter.com/ERCgovPH

| | |
|-----|---|
| 9. | Sworn Statement of No-Conflict of Interest, stating that the meter shop shall not engage in the business of selling electric watt-hour meters, duly signed by the authorized representative (refer to Annex J for the template) |
| 10. | Names and Addresses of Affiliated Companies (if applicable) |
| 11. | Colored photographs of the Meter Shop facility with a date stamp, taken no more than ten (10) days before the filing of the application, duly signed by the Meter Shop head. |
| 12. | Copy of the Certificate of Authority previously issued by the ERC to the Meter Shop, if applicable. |
| 13. | Copy of the Inspection Report issued by the ERC. |
| 14. | Notarized Verified Declaration, duly signed by the authorized representative (refer to Annex K for the template – should only be notarized upon receipt of the Confirmation of Completeness Email) |
| H. | <p>Verification:</p> <p>_____</p> <p style="text-align: center;">Signature over printed name of the Applicant / Authorized Representative</p> <p>_____</p> <p style="text-align: center;">Title or designation of the Applicant / Authorized Representative</p> <p>SUBSCRIBED AND SWORN to before me this _____ day of _____ in the City/Municipality of _____, affiant exhibiting to me his Government-issued identification _____, issued at _____, on _____.</p> <p>Doc No. _____ Page No. _____ Book No. _____ Series of _____</p> <p style="text-align: right;">_____ Notary Public</p> |

→ All items in Red Font should be deleted from the Application Form

General Notes:

- Items G1 to G12, and G14 shall be submitted during the Pre-filing Assessment.
- Item G14 shall be notarized only after the applicant receives the Confirmation of Completeness Email from the ERC.
- Item G13 shall be issued by the ERC upon completion of the facility inspection and must be attached to the application once the applicant is cleared for filing.

ANNEX C – Checklist of Requirements and Application Form for an Electric Cooperative Meter Shop – “New Application”

Softcopy is available for download from the ERC website



Republic of the Philippines
ENERGY
REGULATORY
COMMISSION

APPLICATION FOR A CERTIFICATE OF AUTHORITY (CA) TO MAINTAIN A METER SHOP OF AN ELECTRIC COOPERATIVE “NEW APPLICATION”

ERC Case No. _____

| | |
|-----------|--|
| A. | Name of Meter Shop: |
| B. | Business Address/Email Address/Contact Numbers |
| C. | Full Name, email address, and Contact Number of the Authorized Representative |
| D. | Name and Address of Satellite Laboratory 1. _____ 2. _____ 3. _____ |
| E. | Name of Meter Shop Head |
| F. | Category Requested (check the box) A <input type="checkbox"/> B <input type="checkbox"/> |
| G. | Supporting Documents: |
| | 1. Notarized Secretary's Certificate or Board Resolution authorizing a representative of the company to sign documents and process the application. 2. Certified true copy of the Certificate of Registration issued by the Bureau of Internal Revenue and its latest Income Tax Return (ITR) 3. Certified true copy of the latest Business/Mayor's Permit issued by the Local Government Unit (LGU). 4. Copy of the Certificate of Registration issued by the National Electrification Administration (NEA) or Cooperative Development Authority (CDA) 5. Copy of the Certificate of Franchise issued by the National Electrification Commission / National Electrification Administration (NEC/NEA) or the Legislative Franchise 6. Photocopy of a valid REE/PEE Identification Card issued by the Professional Regulation Commission (PRC) of the Meter Shop Head and other technical staff of the Meter Shop. 7. List of Qualified Meter Shop Personnel with Educational Attainment and Certificates of Training and Employment 8. List of Test Equipment of the Meter Shop (e.g. watt-hour meter standard, phantom loader, instrument transformer ratio and phase measuring equipment, ammeter, voltmeter, ohm meter, and insulation tester); and Copy of the updated Testing Certificate issued by the ERC for the watt-hour meter standard of the Meter Shop. |

Esquadra Tower, 1 Jade Drive, Ortigas Center, Barangay San Antonio, Pasig City 1605
 Metro Manila, Philippines
 Tel. No. (02) 8631-5372

Email Address: erc@erc.gov.ph
 ERC Website: www.erc.gov.ph

Facebook: www.facebook.com/ERCgovPH
 Twitter: www.twitter.com/ERCgovPH

| | |
|----|---|
| | 9. Notarized Sworn Statement of No-Conflict of Interest, stating that the meter shop shall not engage in the business of selling electric watt-hour meters, duly signed by the authorized representative (refer to Annex J for the template) |
| | 10. Names and Addresses of Affiliated Companies (if applicable) |
| | 11. Colored photographs of the Meter Shop facility with a date stamp, taken no more than ten (10) days before the filing of the application, duly signed by the Meter Shop head. |
| | 12. Copy of the Certificate of Authority previously issued by the ERC to the Meter Shop, if applicable. |
| | 13. Copy of the Inspection Report issued by the ERC. |
| | 14. Notarized Verified Declaration, duly signed by the authorized representative (refer to Annex K for the template – should only be notarized upon receipt of the Confirmation of Completeness Email) |
| H. | <p>Verification:</p> <p>_____</p> <p style="text-align: center;">Signature over printed name of the Authorized Representative</p> <p>_____</p> <p style="text-align: center;">Title or designation of the Authorized Representative</p> <p>SUBSCRIBED AND SWORN to before me this ____ day of _____ in the City/Municipality of _____, affiant exhibiting to me his Government-issued identification _____, issued at _____, on _____.</p> <p>Doc No. _____ Page No. _____ Book No. _____ Series of _____</p> <p style="text-align: right;">_____ Notary Public</p> |

→ All items in Red Font should be deleted from the Application Form

General Notes:

- Items G1 to G12, and G14 shall be submitted during the Pre-filing Assessment.
- Item G14 shall be notarized only after the applicant receives the Confirmation of Completeness Email from the ERC.
- Item G13 shall be issued by the ERC upon completion of the facility inspection and must be attached to the application once the applicant is cleared for filing.

ANNEX D – Checklist of Requirements and Application Form for a Microgrid System Provider Meter Shop – “New Application”

Softcopy is available for download from the ERC website



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

APPLICATION FOR A CERTIFICATE OF AUTHORITY (CA) TO MAINTAIN A METER SHOP OF A MICROGRID SYSTEM PROVIDER “NEW APPLICATION”

ERC Case No. _____

| | |
|-----------|--|
| A. | Name of Meter Shop: |
| B. | Business Address/Email Address/Contact Numbers |
| C. | Full Name, email address, and Contact Number of the Authorized Representative |
| D. | Name and Address of Satellite Laboratory 1. _____ 2. _____ 3. _____ |
| E. | Name of Meter Shop Head |
| F. | Category Requested (check the box) A <input type="checkbox"/> B <input type="checkbox"/> |
| G. | Supporting Documents: |
| | <ol style="list-style-type: none"> 1. Notarized Secretary's Certificate or Board Resolution authorizing a representative of the company to sign documents and process the application. 2. Certified true copy of the Certificate of Registration issued by the Bureau of Internal Revenue and its latest Income Tax Return (ITR) 3. Certified true copy of the latest Business/Mayor's Permit issued by the Local Government Unit (LGU). 4. Certified true copy of the Certificate of Registration from the Securities and Exchange Commission (SEC) including its updated General Information Sheet (GIS) and Articles of Incorporation (AOI). 5. Copy of the Authority to Operate (ATO) issued by the ERC. 6. Photocopy of a valid REE/PEE Identification Card issued by the Professional Regulation Commission (PRC) of the Meter Shop Head and other technical staff of the Meter Shop. 7. List of Qualified Meter Shop Personnel with Educational Attainment and Certificates of Training and Employment 8. List of Test Equipment of the Meter Shop (e.g. watt-hour meter standard, phantom loader, instrument transformer ratio and phase measuring equipment, ammeter, voltmeter, ohm meter, and insulation tester); and Copy of the updated Testing Certificate issued by the ERC for the watt-hour meter standard of the Meter Shop. |

Esquadra Tower, 1 Jade Drive, Ortigas Center, Barangay San Antonio, Pasig City 1605
Metro Manila, Philippines
Tel. No. (02) 8631-5372

Email Address: erc@erc.gov.ph
ERC Website: www.erc.gov.ph

Facebook: www.facebook.com/ERCgovPH
Twitter: www.twitter.com/ERCgovPH

| | |
|----|---|
| | <p>9. Notarized Sworn Statement of No-Conflict of Interest, stating that the meter shop shall not engage in the business of selling electric watt-hour meters, duly signed by the authorized representative (refer to Annex J for the template)</p> <p>10. Names and Addresses of Affiliated Companies (if applicable)</p> <p>11. Colored photographs of the Meter Shop facility with a date stamp, taken no more than ten (10) days before the filing of the application, duly signed by the Meter Shop head.</p> <p>12. Copy of the Certificate of Authority previously issued by the ERC to the Meter Shop, if applicable.</p> <p>13. Copy of the Inspection Report issued by the ERC.</p> <p>14. Notarized Verified Declaration, duly signed by the authorized representative (refer to Annex K for the template – should only be notarized upon receipt of the Confirmation of Completeness Email)</p> |
| H. | <p>Verification:</p> <p>_____</p> <p>Signature over printed name of the Applicant / Authorized Representative</p> <p>_____</p> <p>Title or designation of the Applicant / Authorized Representative</p> <p>SUBSCRIBED AND SWORN to before me this _____ day of _____ in the City/Municipality of _____, affiant exhibiting to me his Government-issued identification _____, issued at _____, on _____.</p> <p>Doc No. _____ Page No. _____ Book No. _____ Series of _____</p> <p style="text-align: right;">_____ Notary Public</p> |

→ All items in Red Font should be deleted from the Application Form

General Notes:

- **Items G1 to G12, and G14 shall be submitted during the Pre-filing Assessment.**
- **Item G14 shall be notarized only after the applicant receives the Confirmation of Completeness Email from the ERC.**
- **Item G13 shall be issued by the ERC upon completion of the facility inspection and must be attached to the application once the applicant is cleared for filing**



**APPLICATION FOR A CERTIFICATE OF AUTHORITY (CA)
 TO MAINTAIN A METER SHOP OF A MICROGRID SYSTEM PROVIDER**

“NEW APPLICATION”

ERC Case No. _____

| | |
|-----------|--|
| A. | Name of Meter Shop: |
| B. | Business Address/Email Address/Contact Numbers |
| C. | Full Name, email address, and Contact Number of the Authorized Representative |
| D. | Name and Address of Satellite Laboratory 1. _____ 2. _____ 3. _____ |
| E. | Name of Meter Shop Head |
| F. | Category Requested (check the box) A <input type="checkbox"/> B <input type="checkbox"/> |
| G. | Supporting Documents: |
| | <ol style="list-style-type: none"> 1. Notarized Secretary's Certificate or Board Resolution authorizing a representative of the company to sign documents and process the application. 2. Certified true copy of the Certificate of Registration issued by the Bureau of Internal Revenue and its latest Income Tax Return (ITR) 3. Certified true copy of the latest Business/Mayor's Permit issued by the Local Government Unit (LGU). 4. Certified true copy of the Certificate of Registration from the Securities and Exchange Commission (SEC) including its updated General Information Sheet (GIS) and Articles of Incorporation (AOI). 5. Copy of the Authority to Operate (ATO) issued by the ERC. 6. Photocopy of a valid REE/PEE Identification Card issued by the Professional Regulation Commission (PRC) of the Meter Shop Head and other technical staff of the Meter Shop. 7. List of Qualified Meter Shop Personnel with Educational Attainment and Certificates of Training and Employment 8. List of Test Equipment of the Meter Shop (e.g. watt-hour meter standard, phantom loader, instrument transformer ratio and phase measuring equipment, ammeter, voltmeter, ohm meter, and insulation tester); and Copy of the updated Testing Certificate issued by the ERC for the watt-hour meter standard of the Meter Shop. |

Esquadra Tower, 1 Jade Drive, Ortigas Center, Barangay San Antonio, Pasig City 1605
 Metro Manila, Philippines
 Tel. No. (02) 8631-5372

Email Address: erc@erc.gov.ph
 ERC Website: www.erc.gov.ph

Facebook: www.facebook.com/ERCgovPH
 Twitter: www.twitter.com/ERCgovPH

| | |
|----|---|
| | <p>9. Notarized Sworn Statement of No-Conflict of Interest, stating that the meter shop shall not engage in the business of selling electric watt-hour meters, duly signed by the authorized representative (refer to Annex J for the template)</p> <p>10. Names and Addresses of Affiliated Companies (if applicable)</p> <p>11. Colored photographs of the Meter Shop facility with a date stamp, taken no more than ten (10) days before the filing of the application, duly signed by the Meter Shop head.</p> <p>12. Copy of the Certificate of Authority previously issued by the ERC to the Meter Shop, if applicable.</p> <p>13. Copy of the Inspection Report issued by the ERC.</p> <p>14. Notarized Verified Declaration, duly signed by the authorized representative (refer to Annex K for the template – should only be notarized upon receipt of the Confirmation of Completeness Email)</p> |
| H. | <p>Verification:</p> <p>_____</p> <p>Signature over printed name of the Applicant / Authorized Representative</p> <p>_____</p> <p>Title or designation of the Applicant / Authorized Representative</p> <p>SUBSCRIBED AND SWORN to before me this ____ day of _____ in the City/Municipality of _____, affiant exhibiting to me his Government-issued identification _____, issued at _____, on _____.</p> <p>Doc No. _____</p> <p>Page No. _____</p> <p>Book No. _____</p> <p>Series of _____</p> <p style="text-align: right;">_____ Notary Public</p> |

→ All items in Red Font should be deleted from the Application Form

General Notes:

- Items G1 to G12, and G14 shall be submitted during the Pre-filing Assessment.
- Item G14 shall be notarized only after the applicant receives the Confirmation of Completeness Email from the ERC.
- Item G13 shall be issued by the ERC upon completion of the facility inspection and must be attached to the application once the applicant is cleared for filing

ANNEX E – Checklist of Requirements and Application Form for a Satellite Laboratory – “New Application”

Softcopy is available for download from the ERC website



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

APPLICATION FOR A CERTIFICATE OF AUTHORITY AS A SATELLITE LABORATORY (CASL) “NEW APPLICATION”

ERC Case No. _____

| | |
|-----------|---|
| A. | Name of the Satellite Laboratory: |
| B. | Business Address/Email Address/Contact Numbers of the Satellite Laboratory |
| C. | Full Name, email address, and Contact Number of the Authorized Representative |
| D. | Name of the Head of the Satellite Laboratory |
| E. | Name of the Main Meter Shop / CA Number and Validity / Meter Shop Category |
| F. | Name of the Head of the Main Meter Shop |
| F. | Name and Address of Other Satellite Laboratory 1. _____ 2. _____ 3. _____ |
| G. | Supporting Documents: |
| | 1. Notarized Secretary's Certificate or Board Resolution authorizing a representative of the company to sign documents and process the application. |
| | 2. A letter issued by the Main Meter Shop, addressed to the ERC, notifying the Commission of their intent to install and secure accreditation for a satellite laboratory, duly signed by the authorized representative. |
| | 3. Authorization letter or other documents issued by the property owner authorizing the Meter Shop to establish a satellite laboratory in the former's property. |
| | 4. A sworn statement executed by the owner/s or duly authorized representative of the Main Meter Shop stating that they shall be responsible for maintaining the satellite laboratory. |
| | 5. Certified true copy of the Business Permit issued by the city or municipality where the Satellite Laboratory is located, if the Main Meter Shop is situated in a different city or municipality from that of the Satellite Laboratory |
| | 6. Undertaking executed by the owner/s or duly authorized representative of the Main Meter Shop and the Satellite Laboratory that it has fully complied with all the permits and licenses to operate a meter shop. |
| | 7. Photocopy of a valid REE/PEE Identification Card issued by the Professional Regulation Commission (PRC) of the Head of the Satellite Laboratory and other technical staff. |

Esquadra Tower, 1 Jade Drive, Ortigas Center, Barangay San Antonio, Pasig City 1605
Metro Manila, Philippines
Tel. No. (02) 8631-5372

Email Address: erc@erc.gov.ph
ERC Website: www.erc.gov.ph

Facebook: www.facebook.com/ERCgovPH
Twitter: www.twitter.com/ERCgovPH

| | |
|-----------|---|
| | 8. List of Qualified Personnel with Educational Attainment and Certificate of Training/Employment |
| | 9. List of Test Equipment of the Satellite Laboratory (e.g. watt-hour meter standard, phantom loader, instrument transformer ratio and phase measuring equipment, ammeter, voltmeter, ohm meter, and insulation tester); and Copy of the updated Testing Certificate issued by the ERC for the watt-hour meter standard of the Meter Shop. |
| | 10. Colored photographs of the Satellite Laboratory with a date stamp, taken no more than ten (10) days before the filing of the application, duly signed by the Meter Shop head. |
| | 11. Copy of the Inspection Report issued by the ERC. |
| | 12. Notarized Verified Declaration, duly signed by the authorized representative (refer to Annex K for the template – should only be notarized upon receipt of the Confirmation of Completeness Email) |
| H. | Verification: <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature over printed name of the Applicant / Authorized Representative</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Title or designation of the Applicant / Authorized Representative</p> <p>SUBSCRIBED AND SWORN to before me this _____ day of _____ in the City/Municipality of _____, affiant exhibiting to me his Government-issued identification _____, issued at _____, on _____.</p> <p>Doc No. _____ Page No. _____ Book No. _____ Series of _____</p> <p style="text-align: right;">_____ Notary Public</p> |

→ All items in Red Font should be deleted from the Application Form

General Notes:

- Items G1 to G10, and G12 shall be submitted during the Pre-filing Assessment.
- Item G12 shall be notarized only after the applicant receives the Confirmation of Completeness Email from the ERC.
- Item G11 shall be issued by the ERC upon completion of the facility inspection and must be attached to the application once the applicant is cleared for filing.

ANNEX F – Checklist of Requirements and Application Form for a Third-Party Meter Shop – “New Application”

Softcopy is available for download from the ERC website



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

APPLICATION FOR A CERTIFICATE OF AUTHORITY (CA) TO MAINTAIN A METER SHOP OF A THIRD-PARTY METER SHOP “NEW APPLICATION”

ERC Case No. _____

| | |
|-----------|--|
| A. | Name of Meter Shop: |
| B. | Business Address/Email Address/Contact Numbers |
| C. | Full Name, email address, and Contact Number of the Authorized Representative |
| D. | Name and Address of Satellite Laboratory 1. _____ 2. _____ 3. _____ |
| E. | Name of Meter Shop Head |
| F. | Category Requested (check the box) A B C D <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| G. | Supporting Documents: |
| 1. | For Corporations or Partnership – Notarized Secretary's Certificate or Board Resolution authorizing a representative of the company to sign documents and process the application; or For Sole Proprietorship (if the owner is unavailable) – Notarized Special Power of Attorney authorizing a representative to sign documents and process the application. |
| 2. | Certified true copy of the Certificate of Registration issued by the Bureau of Internal Revenue and its latest Income Tax Return (ITR) |
| 3. | Certified true copy of the latest Business/Mayor's Permit issued by the Local Government Unit (LGU). |
| 4. | For Corporations or Partnership – Certified true copy of the Certificate of Registration from the Securities and Exchange Commission (SEC) including its updated General Information Sheet (GIS) and Articles of Incorporation (AOI); or For Sole Proprietorship – Copy of the Certificate of Registration from the Department of Trade and Industry (DTI). |
| 5. | Photocopy of a valid REE/PEE Identification Card issued by the Professional Regulation Commission (PRC) of the Meter Shop Head and other technical staff of the Meter Shop. |
| 6. | List of Qualified Meter Shop Personnel with Educational Attainment and Certificates of Training and Employment |

Exquadra Tower, 1 Jade Drive, Ortigas Center, Barangay San Antonio, Pasig City 1605
Metro Manila, Philippines
Tel. No. (02) 8631-5372

Email Address: erc@erc.gov.ph
ERC Website: www.erc.gov.ph

Facebook: www.facebook.com/ERCgovPH
Twitter: www.twitter.com/ERCgovPH

| |
|--|
| <p>7. List of Test Equipment of the Meter Shop (e.g. watt-hour meter standard, phantom loader, instrument transformer ratio and phase measuring equipment, ammeter, voltmeter, ohm meter, and insulation tester); and</p> <p>Copy of the updated Testing Certificate issued by the ERC for the watt-hour meter standard of the Meter Shop.</p> |
| <p>8. Notarized Sworn Statement of No-Conflict of Interest, stating that the meter shop shall not engage in the business of selling electric watt-hour meters, duly signed by the authorized representative (refer to Annex J for the template)</p> |
| <p>9. Names and Addresses of Affiliated Companies (if applicable)</p> |
| <p>10. Colored photographs of the Meter Shop facility with a date stamp, taken no more than ten (10) days before the filing of the application, duly signed by the Meter Shop head.</p> |
| <p>11. Copy of the Certificate of Authority previously issued by the ERC to the Meter Shop, if applicable.</p> |
| <p>12. Copy of the Inspection Report issued by the ERC.</p> |
| <p>13. Notarized Verified Declaration, duly signed by the authorized representative (refer to Annex K for the template)</p> |
| <p>H. Verification:</p> <p>_____</p> <p>Signature over printed name of the Applicant / Authorized Representative</p> <p>_____</p> <p>Title or designation of the Applicant / Authorized Representative</p> <p>SUBSCRIBED AND SWORN to before me this ____ day of _____ in the City/Municipality of _____, affiant exhibiting to me his Government-issued identification _____, issued at _____, on _____.</p> <p>Doc No. _____ Page No. _____ Book No. _____ Series of _____</p> <p style="text-align: right;">_____ Notary Public</p> |

→ All items in Red Font should be deleted from the Application Form
General Notes:

- **Items G1 to G11, and G13 shall be submitted during the Pre-filing Assessment.**
- **Item G13 shall be notarized only after the applicant receives the Confirmation of Completeness Email from the ERC.**
- **Item G12 shall be issued by the ERC upon completion of the facility inspection and must be attached to the application once the applicant is cleared for filing.**

ANNEX G – Checklist of Requirements and Application Form for a Meter Shop Renewal Application (DU, MGSP, TPMS, and Satellite Laboratory)

Softcopy is available for download from the ERC website



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

RENEWAL APPLICATION FOR A CERTIFICATE OF AUTHORITY TO MAINTAIN A METER SHOP OF A PDU, EC, MGSP, TPMS, AND SATELLITE LABORATORY

ERC Case No. _____

| | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. | Name of Main Meter Shop: | | | | |
| B. | Business Address/Email Address/Contact Numbers of Main Meter Shop | | | | |
| C. | Full Name, Email Address, and Contact Number of the Authorized Representative | | | | |
| D. | Name and Address of Satellite Laboratory | | | | |
| | 1. _____ | | | | |
| | 2. _____ | | | | |
| | 3. _____ | | | | |
| E. | Name of the Head of the Meter Shop and/or Satellite Laboratory | | | | |
| F. | Existing Category (check the box) | A | B | C | D |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. | Category Requested (check the box) | A | B | C | D |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H. | Supporting Documents: | | | | |
| | <p>1. For Corporations or Partnership – Notarized Secretary’s Certificate or Board Resolution authorizing a representative of the company to sign documents and process the application; or</p> <p>For Sole Proprietorship (if the owner is unavailable) – Notarized Special Power of Attorney authorizing a representative to sign documents and process the application.</p> | | | | |
| | 2. Updated list of qualified Meter Shop and/or Satellite Laboratory personnel, duly signed by the Meter Shop head . | | | | |
| | 3. Photocopy of the PRC License of the Head of the Meter Shop and/or Satellite Laboratories. | | | | |
| | 4. In the event of a change in the Head of the Meter Shop and/or Satellite laboratory at the time of application filing, a photocopy of the valid PRC license of the newly designated Head shall be submitted. | | | | |
| | 5. If the PRC license of the Head of the Meter Shop and/or Satellite Laboratory is due to expire at the time of application filing and the renewed license is not yet | | | | |

Esquadra Tower, 1 Jade Drive, Ortigas Center, Barangay San Antonio, Pasig City 1605
Metro Manila, Philippines
Tel. No. (02) 8631-5372

Email Address: erc@erc.gov.ph
ERC Website: www.erc.gov.ph

Facebook: www.facebook.com/ERCgovPH
Twitter: www.twitter.com/ERCgovPH

| | |
|----|---|
| | A copy of the renewed PRC license, once acquired , shall be submitted to the ERC within ten (10) working days from receipt thereof from the PRC. |
| 5. | Colored photographs of the Main Meter Shop facility and/or Satellite Laboratory with a date stamp, taken no more than ten (10) calendar days before the filing of the application, duly signed by the Meter Shop head. |
| 6. | Copy of the CA and/or CASL previously issued by the ERC to the Meter Shop. |
| 7. | Copy of the Inspection Report issued by the ERC, if applicable. |
| 8. | With request for re-categorization: List of Test Equipment of the Meter Shop (e.g. watt-hour meter standard and instrument transformer ratio and phase measuring equipment); and Copy of the updated Certificate of Calibration issued by the ERC for the watt-hour meter standard of the meter shop. |
| 9. | Notarized Verified Declaration, duly signed by the authorized representative (refer to Annex K for the template – should only be notarized upon receipt of the Confirmation of Completeness Email) |
| I. | <p>Verification:</p> <p>_____</p> <p>Signature over printed name of the Applicant / Authorized Representative</p> <p>_____</p> <p>Title or designation of the Applicant / Authorized Representative</p> <p>SUBSCRIBED AND SWORN to before me this ____ day of _____ in the City/Municipality of _____, affiant exhibiting to me his Government-issued identification _____, issued at _____, on _____.</p> <p>Doc No. _____ Page No. _____ Book No. _____ Series of _____</p> <p style="text-align: right;">_____ Notary Public</p> |

→ All items in Red Font should be deleted from the Application Form

General Notes:

- Items H1 to H6, and H8 to H9 shall be submitted during the Pre-filing Assessment.
- Item H9 shall be notarized only after the applicant receives the Confirmation of Completeness Email from the ERC.
- Item H7 shall be issued by the ERC upon completion of the facility inspection and must be attached to the application once the applicant is cleared for filing.

ANNEX H – Reportorial Template under Section 10.2

Softcopy is available for download from the ERC website

(Insert Company Letterhead)

Reportorial Submission Pursuant to Section 10.2 of ERC Resolution No. ____, Series of ____

Coverage Period: 1st quarter 2026 (Quarter/Year)
Name of Meter Shop: ABC Meters Shop
Name of Meter Shop Head: Juan Dela Cruz
Date of Submission: 10 April 2026

List of Submission

| Item Description | Quantity |
|---|---------------|
| 1. Total number of meters (new, reconditioned, repaired, or rehabilitated) tested during the quarter without ERC seal and/or sticker | |
| 1.1 Meter 1 (brand, model, specifications) | 1,234 meters |
| 1.2 Meter 2 (brand, model, specifications) | 4,321 meters |
| 1.3 Etc. | 40,000 meters |
| 2. Total number of meters (new, reconditioned, repaired, or rehabilitated) subjected to acceptance testing by the ERC during the quarter | |
| 2.1 Meter 1 (brand, model, specifications) | 100 meters |
| 2.2 Meter 2 (brand, model, specifications) | meters |
| 2.3 Etc. | meters |

Prepared by:

Name of Meter Shop Personnel
Designation

Approved by:

Name of Meter Shop Head
Designation

ANNEX I – Reportorial Template under Section 10.3

Softcopy is available for download from the ERC website

(Insert Company Letterhead)

Reportorial Submission Pursuant to Section 10.3 of ERC Resolution No. ____, Series of ____

Coverage Period: 1st quarter 2026 (Quarter/Year)
Name of Meter Shop: ABC Meters Shop
Name of Meter Shop Head: Juan Dela Cruz
Date of Submission: 10 April 2026

List of Submission

| Item Description | Quantity |
|--|---------------------|
| 1. Total number of metered customers during the quarter | 7,654,321 customers |
| 2. Total number of new connections during the quarter | 1,234 meters |
| 3. Total number of replaced meters during the quarter | 4,321 meters |
| 4. Total number of new meters acquired during the quarter with ERC seal | 40,000 meters |
| 5. Total number of meters acquired with ERC seal that have been retested during the quarter | 0 meters |
| 6. Total number of new meters acquired from and delivered by their respective supplier during the quarter | 60,000 meters |
| 7. Total number of meters repaired, reconditioned, or rehabilitated during the quarter | 1,000 meters |
| 8. Total number of instrument transformers acquired from and delivered by their respective supplier during the quarter | 100 units |
| 9. Total number of instrument transformers tested during the quarter | 100 units |
| 10. Total number of instrument transformers installed during the quarter | 50 units |

Prepared by:

Name of Meter Shop Personnel
Designation

Approved by:

Name of Meter Shop Head
Designation

ANNEX J – Sworn Statement Template

Softcopy is available for download from the ERC website

Statement of No-Conflict of Interest

I, _____ (name of the affiant), of legal age, _____
(position in the company), and a duly authorized representative of the Applicant,
_____ (name of Meter Shop), with postal address at _____
after having been duly sworn, hereby state that in applying for a Certificate of
Authority (CA) to maintain and operate a Meter Shop, the Applicant affirms and
commits that it will not engage in the business of selling electric watt-hour meters.

Signature
Name of Authorized Representative
Position

Subscribed and sworn to before me this _____ day of _____, 20____,
in _____, affiant exhibiting his/her
government-issued ID _____ issued at
_____ on _____.

NOTARY PUBLIC

Doc No.
Page No.
Book No.
Series of _____

ANNEX K – Verified Declaration Template

Softcopy is available for download from the ERC website

Verified Declaration

I, _____ (name of the affiant), _____ (position in the company), Filipino, with office address at _____, hereby declare that all the documents hereto submitted electronically, in relation to the application for Certificate of Authority to maintain a Meter Shop and in accordance with the Resolution No. 09, Series 2020, are complete and true copies of the original documents to be filed with the Honorable Commission.

Signature
Name of Authorized Representative
Position

Subscribed and sworn to before me this _____ day of _____, 20____,
in _____, affiant exhibiting his/her
government-issued ID _____ issued at
_____ on _____.

NOTARY PUBLIC

Doc No. _____
Page No. _____
Book No. _____
Series of _____

ANNEX L – Meter Acceptance Test Request Form

Softcopy is available for download from the ERC website

| (METER SHOP LETTER HEAD) | | | | | | | |
|--|-------------------------|--------------------|----------------------|----------------------|------------------------------|-----------------------|-----------------|
| Request No. _____ | | | | | | | |
| (To be filled up by ERC personnel) | | | | | | | |
| REQUEST FOR METER ACCEPTANCE TEST | | | | | | | |
| INFORMATION ABOUT THE METER SHOP | | | | | | | |
| NAME OF METER SHOP | | | | CA LICENSE NUMBER | | VALIDITY PERIOD | |
| ADDRESS OF METER SHOP | | | | | | | |
| CONTACT PERSON & TELEPHONE NUMBER/E-MAIL ADDRESS | | | | | | | |
| INFORMATION ABOUT THE METER SHOP'S PERFORMANCE | | | | | | | |
| DATE OF LAST ACCEPTANCE TEST | | | SPECIAL ORDER NO. | | | NAME OF ERC INSPECTOR | |
| REQUEST NO. | TYPE OF INSPECTION USED | NO. OF LOTS TESTED | NO. OF LOTS ACCEPTED | NO. OF LOTS REJECTED | NO. OF NON-CONFORMITIES | | |
| | | | | | | | |
| INFORMATION ABOUT THE PRESENT REQUEST | | | | | | | |
| LOT NO. | NO. OF METERS | LOT OWNER | ADDRESS OF LOT OWNER | | TESTED BY / DATE | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| DESCRIPTION OF METERS PER LOT | | | | | | | |
| LOT NO. | BRAND | TYPE | CA-MT No. & | TEST AMPERE | TEST VOLTAGE | OTHER SPECS | METER CONDITION |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| METER STANDARDS USED | | | | | | | |
| STD NO. | BRAND | | TYPE | | EQUIPMENT CERTIFICATION DATE | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| CERTIFICATION | | | | | | | |
| I hereby certify that : <ol style="list-style-type: none"> 1. The information given and any or all statements made herein are true and correct. 2. The test results in the accompanying Test Reports are true and correct. | | | | | | | |
| _____ Signature of MS Head Over Printed Name | | | | | | | |

METER ACCURACY TEST REPORT

INFORMATION ABOUT THE LOT

Lot Number : _____ Lot Owner : _____
 Lot Size : _____ Address : _____

DESCRIPTION OF METER

Brand : _____ Voltage Rating : _____ Condition (New, Rehab, etc.) : _____
 Type : _____ Form : _____ CA-MT No. : _____
 Meter Service : _____ Meter Constant : _____ CA-MT Validity : _____
 Phase : _____ Frequency : _____ Classification (ANSI/IEC) : _____
 Ampere Rating : _____ Dial Constant : _____ Meter Communication Module
 model name/number : _____

DETAILS OF TESTING

Meter Test Equipment Used : _____ Name of Meter Shop : _____
 Brand : _____ CA No. : _____
 Type : _____ CA Validity : _____
 Serial Nos. : _____ Tested By : _____
 Eqpt Certification : _____ Date Tested : _____
 Date : _____

TEST RESULTS

| Item No. | Meter Serial No. or Company No. | % ERROR | | | Remarks |
|----------|---------------------------------------|-----------------------|------------------------|---|---------|
| | | Full Load at Unity PF | Light Load at Unity PF | Full Load at 0.5 PF (For polyphase meters) | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
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Prepared by: _____
 Signature over Printed Name
 Technician

Approved by: _____
 Signature over Printed Name
 Meter Shop Head

ANNEX M – Sampling Plan Application Template

Softcopy is available for download from the ERC website

Letter Head of the DU or MGSP

SUMMARY OF IN-SERVICE SAMPLING PLAN FOR 2027 to 2028

| Lot No. | Meter Description | | | | | Lot Size | Sample Size | | | | Location | Testing Period |
|--------------|-------------------|------|------------|---------------|----------------|----------|----------------|--------------|-----|-----|----------|----------------|
| | Brand | Type | Meter Form | Ampere Rating | Voltage Rating | | Meter Constant | No. of Spare | | | | |
| | | | | | | | 1st | 2nd | 3rd | 4th | | |
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

Prepared By:

(Name and Signature)
(Position)

Approved By:

(Name and Signature)
Meter Shop Head

Letter Head of the DU or MGSP

IN-SERVICE SAMPLING PLAN FOR THE YEAR (YEAR)

| DESCRIPTION OF METERS | | | | | | | | | | | |
|-------------------------|----------|--------------------------------|----------------------------|-----------------|---------|--------|---------------|-----|--------------|----|---------|
| BRAND | TYPE | WIRE | PHASE | AMPERES | VOLTAGE | KH | DIAL CONSTANT | | | | |
| LOT AND TESTING DETAILS | | | | | | | | | | | |
| LOT NUMBER | LOT SIZE | CRITERIA FOR TESTING | | | REMARKS | | | | | | |
| | | | FIRST SERIES | SECOND SERIES | Pass | Reject | | | | | |
| 1 | 10,000 | Sample Size | 125 | 125 | | | | | | | |
| | | No. of Spares | 8 | 8 | | | | | | | |
| | | Criteria for Acceptance of Lot | 5 | 5 | | | | | | | |
| | | Criteria for Rejection | 0 | 0 | | | | | | | |
| | | Criteria for Req. 2nd Sample | 6 to 8 | N/A | | | | | | | |
| TESTING DETAILS | | | | | | | | | | | |
| No. | Name | Location | Company / Meter Serial No. | ERC Seal Number | Sample | | Span | | Test Results | | Remarks |
| | | | | | 1st | 2nd | 1st | 2nd | FL | LL | |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | | | | | | | | | | | |
| 20 | | | | | | | | | | | |
| 21 | | | | | | | | | | | |
| 22 | | | | | | | | | | | |
| 23 | | | | | | | | | | | |
| 24 | | | | | | | | | | | |
| 25 | | | | | | | | | | | |
| 26 | | | | | | | | | | | |
| 27 | | | | | | | | | | | |
| 28 | | | | | | | | | | | |
| 29 | | | | | | | | | | | |
| 30 | | | | | | | | | | | |
| 31 | | | | | | | | | | | |
| 32 | | | | | | | | | | | |
| 33 | | | | | | | | | | | |
| 34 | | | | | | | | | | | |
| 35 | | | | | | | | | | | |
| 36 | | | | | | | | | | | |
| 37 | | | | | | | | | | | |
| 38 | | | | | | | | | | | |
| 39 | | | | | | | | | | | |
| 40 | | | | | | | | | | | |
| 41 | | | | | | | | | | | |
| 42 | | | | | | | | | | | |
| 43 | | | | | | | | | | | |
| 44 | | | | | | | | | | | |
| 45 | | | | | | | | | | | |
| 46 | | | | | | | | | | | |
| 47 | | | | | | | | | | | |
| 48 | | | | | | | | | | | |
| 49 | | | | | | | | | | | |
| 50 | | | | | | | | | | | |

Prepared By:

 (Name and Signature)
 (Position)

Checked By:

 (Name and Signature)
 (Position)

Letter Head of the DU or MGSP

SUMMARY OF IN-SERVICE PROGRESS REPORT FOR THE YEAR (YEAR)

| Lot No. | Brand | Type | Meter Description | | | Lot Size | Sample Size | Number of Non Conforming Meters | | | Location | Testing Period | Remarks (Trial/For/Using) | |
|--------------|-------|------|-------------------|---------------|----------------|----------|-------------|---------------------------------|--------------------------------|-------------------------------|----------|----------------|---------------------------|----------------------------------|
| | | | Meter Form | Ampere Rating | Voltage Rating | | | Meter Constant | Criteria for Acceptance of lot | Criteria for Rejection of lot | | | | Criteria for Required and Sample |
| 1 | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | |

Prepared By:

(Name and Signature)
Position)

Approved By:

(Name and Signature)
Meter Shop In-charge