



Philippine Electricity
Market Corporation

Work Instruction: Renewable Energy Certificate (REC) Surrender

Issue 1.0 | Issue Date: 12 January 2024

1.0 Objective

To guide the Renewable Portfolio Standards (RPS) Mandated Participants in surrendering RECs to demonstrate compliance with their Annual RPS Obligation in respect of a particular RPS Compliance Period until the deadline set in the RPS Rules.

2.0 Scope

This Work Instruction is applicable only to the RPS Mandated Participants as follows:

- i. Electric Cooperatives
- ii. Private Distribution Utilities
- iii. Retail Electricity Suppliers (RES)
- iv. Local RES
- v. Generators serving Directly Connected Customers

3.0 REM Rules Reference on REC Surrender

REM Rules	Provision
3.3.3 Surrendering of RECs for RPS compliance	3.3.3.1 A Mandated Participant may surrender a REC generated by a REM Generator eligible for RPS compliance that has not been retired or has not expired under Clause 3.3.4 for compliance with their Annual RPS Obligation in respect of a particular RPS Compliance Period until the deadline set in the RPS Rules.

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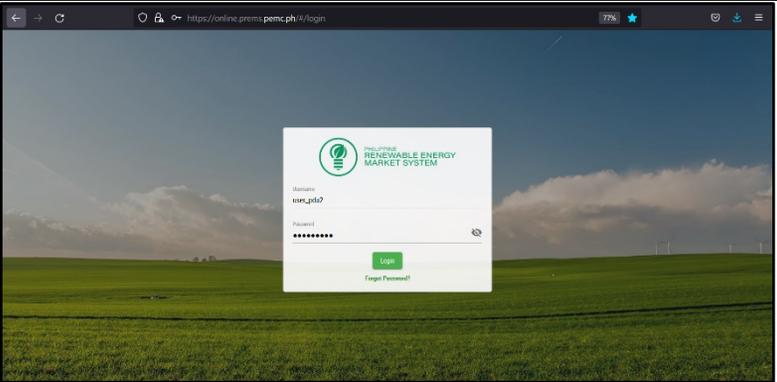
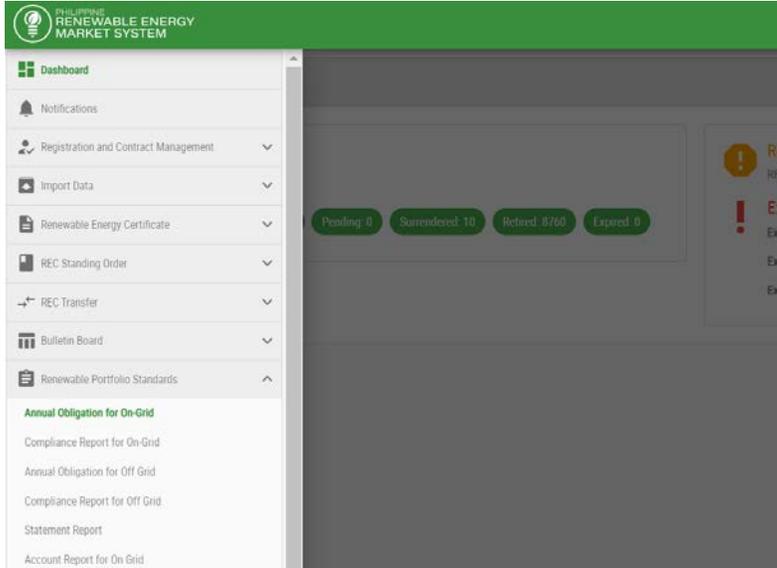
REM Rules	Provision
	3.3.3.2 RECs surrendered under Clause 3.3.3.1 shall only count towards a Mandated Participant’s Annual RPS Obligation in the RPS Compliance Period referenced in Clause 3.3.3.1.
	3.3.3.3 If a Mandated Participant surrenders RECs in excess of its Annual RPS Obligation in respect of an RPS Compliance Period, then the Registrar shall credit such RECs in favor of the concerned Mandated Participant for trading in the REM <i>(As Amended by DOE DC No. 202-06-0026 dated 20 June 2022)</i> .
4.1.3 RPS Compliance Mechanism	4.1.3 RPS Compliance Mechanism On-Grid Mandated Participants shall surrender unexpired RECs in accordance with Clause 3.3.4.1 to demonstrate compliance with their Annual RPS Obligations.
3.3.4 Retirement of RECs	3.3.4.1 The Registrar shall retire a REC if a Mandated Participant surrenders the REC for compliance with their RPS requirement under Clause 3.3.3.1.
	3.3.4.2 A REC that has been retired under Clause 3.3.4.1 may not be transferred to another REM Trading Participant or surrendered for compliance with a Mandated Participant’s RPS requirement.

4.0 Pre-requisites

- Users have access to the PREMS.
- RPS Obligation for a specific compliance period has been computed by the RE Registrar
- RPS Mandated Participant has RECs in the Active Sub-Account

5.0 Detailed Instructions

5.1 Checking the RPS Obligation for a Compliance Period

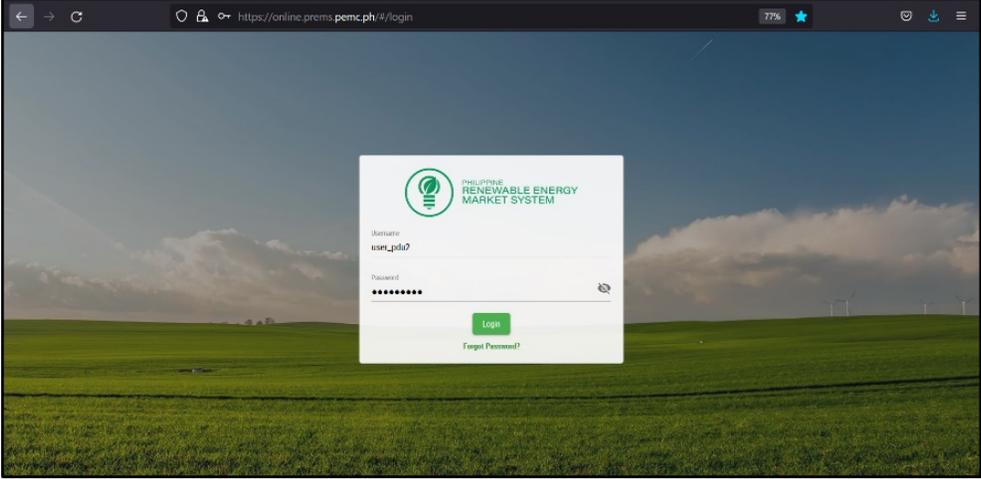
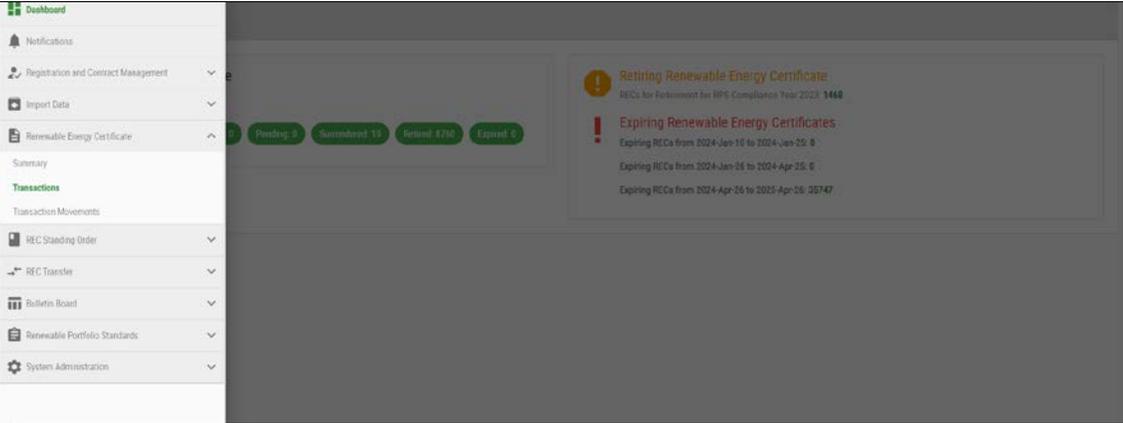
Step	Action	Screenshot
1	Log-in in the PREMS https://online.premc.ph/ .	
2	Go to Renewable Portfolio Standards then click Annual Obligation for On-Grid Area.	

Step	Action	Screenshot										
3	<p>In the Annual Obligation for On-Grid Area, filter subject RPS Compliance Year (example: 2020), then click VIEW. The 2020 RPS obligation should appear.</p> <p>Participant can review their RPS obligation and report any error to the RER via reregistrar@wesm.ph.</p>	<p>The screenshot displays the 'Annual Obligation On Grid' interface. The top section shows a search filter for 'Subject RPS Compliance Year' set to '2020' and a 'View' button. The bottom section shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Trade Participant</th> <th>Gross Sales (2018)</th> <th>RPS % (K0)</th> <th>RPS % (Km)</th> <th>RPS Obligation</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>44,500</td> <td>3,340,977</td> <td>1</td> <td>1,931</td> </tr> </tbody> </table>	Trade Participant	Gross Sales (2018)	RPS % (K0)	RPS % (Km)	RPS Obligation	[Redacted]	44,500	3,340,977	1	1,931
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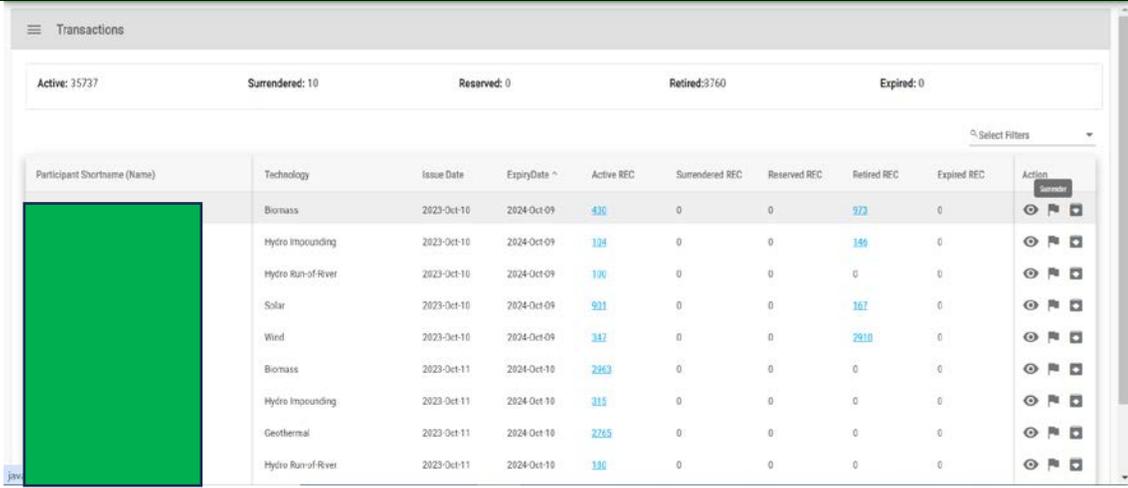
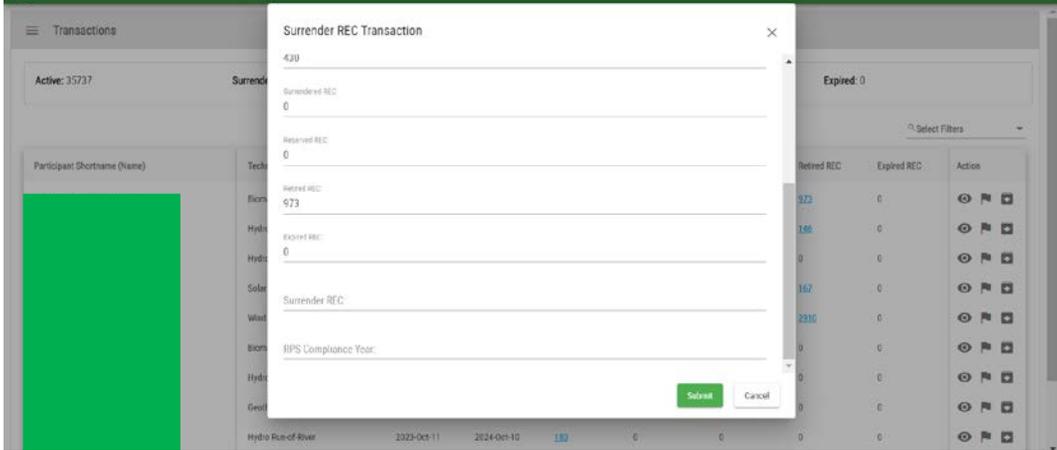
5.2 REC Surrender

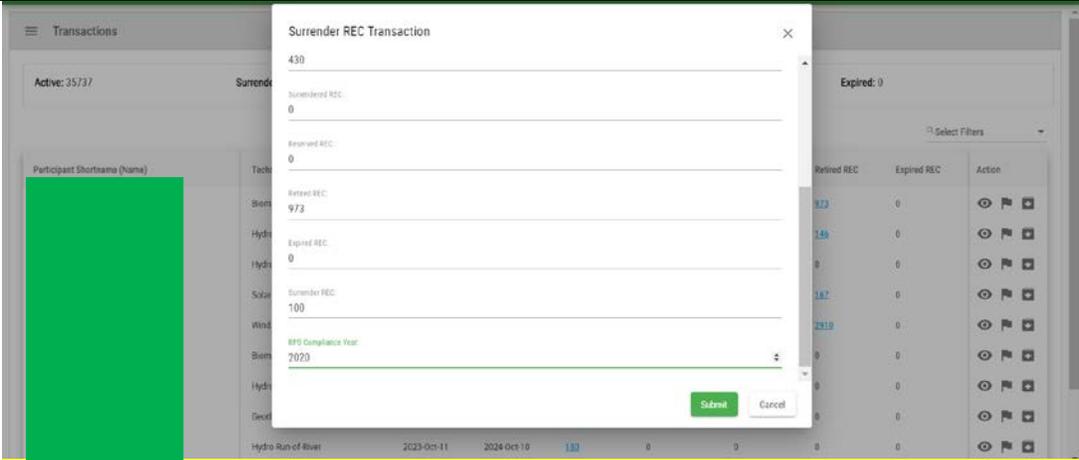
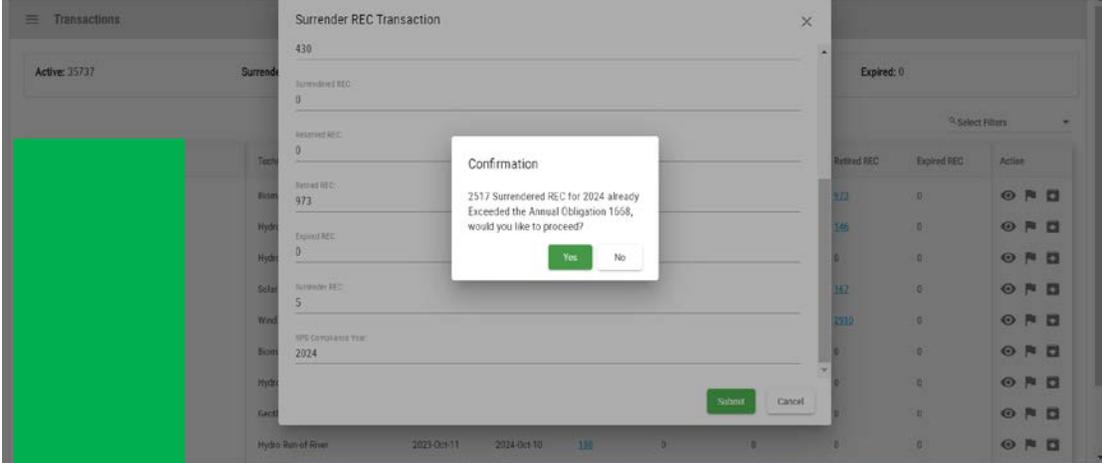
There are two ways to surrender RECs, as follows:

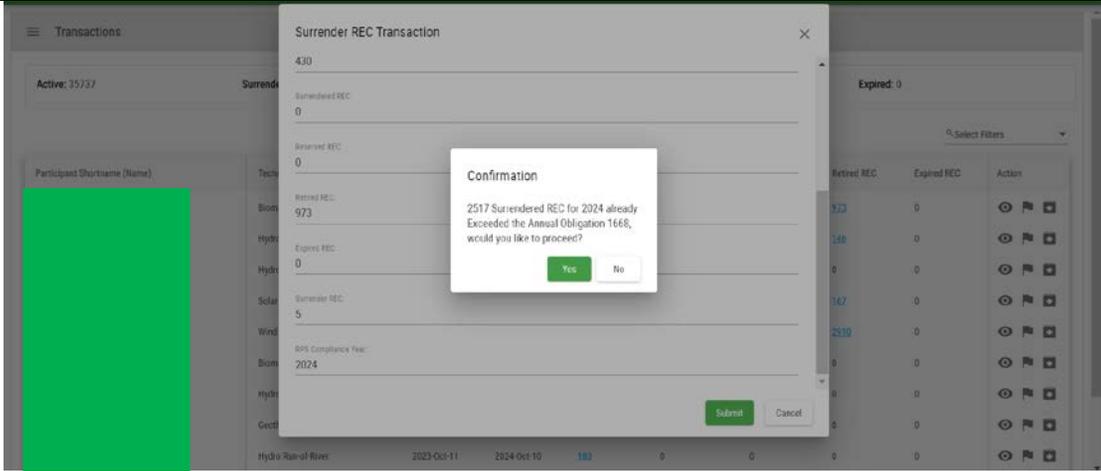
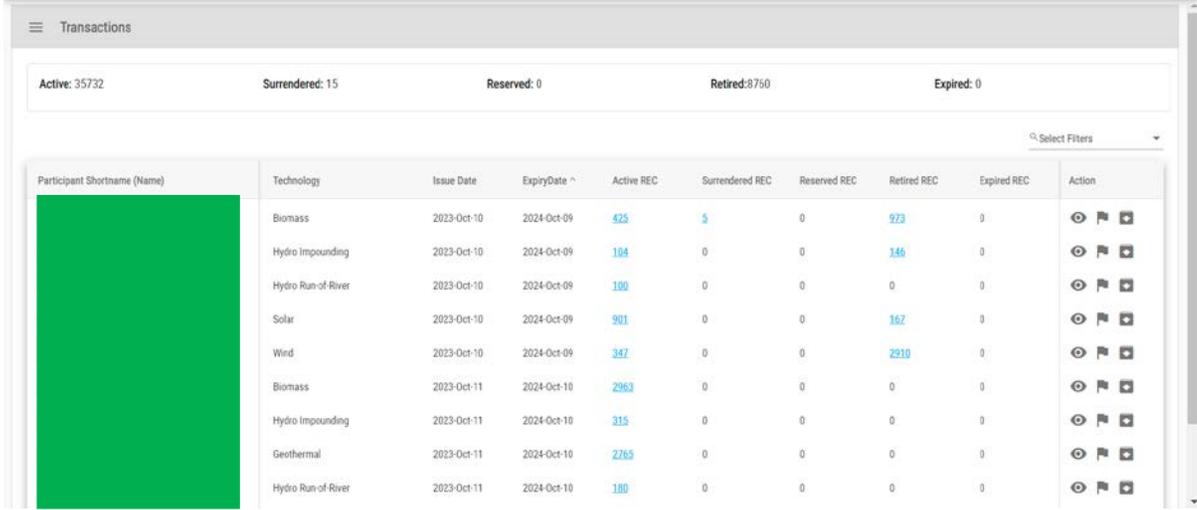
- i. Using the REC Transaction Page; or
- ii. Using the REC Summary Page

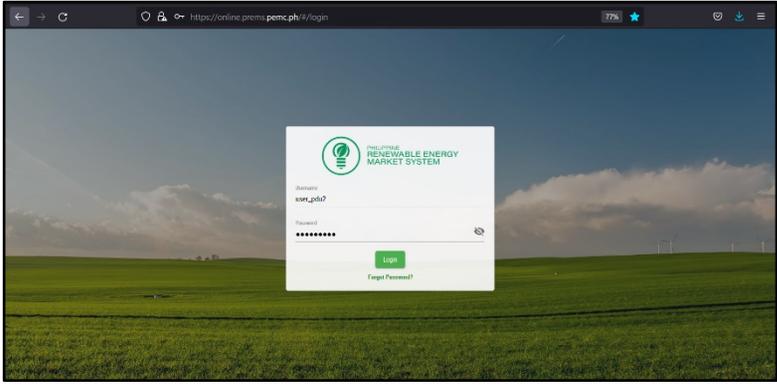
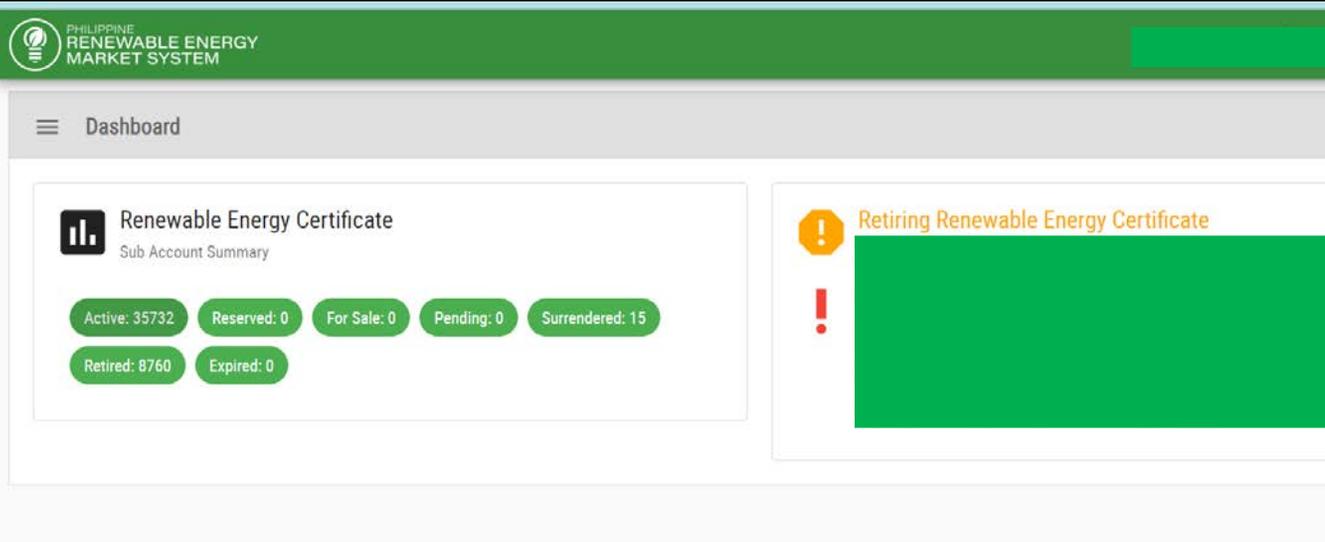
Step	Action	Screenshot
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1	Log-in in the PREMS https://online.premc.ph/ .	
2	Go to Renewable Energy Certificate> Transactions	

Work Instruction: Renewable Energy Certificate (REC) Surrender

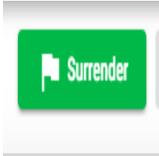
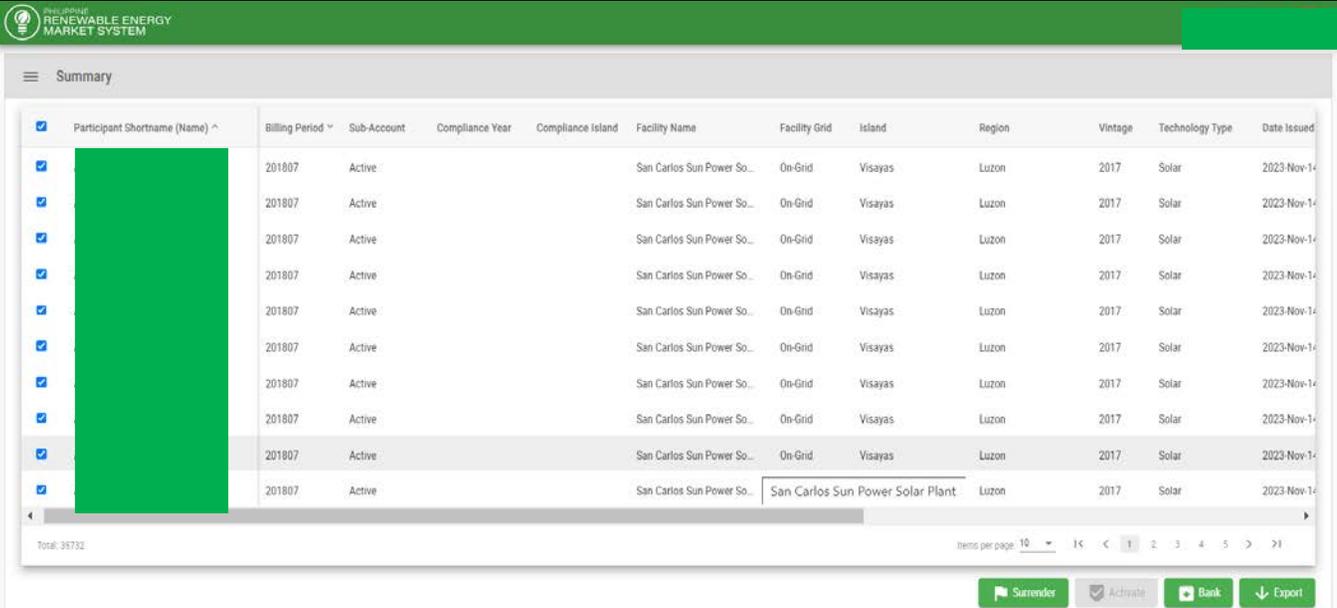
Step	Action	Screenshot																																																																																																				
3	<p>A transactions page will appear and show the number of issued RECs per technology and issued date.</p> <p>The participant can then choose which REC to surrender by clicking the Surrender Icon-</p> 	 <table border="1"> <thead> <tr> <th>Participant Shortname (Name)</th> <th>Technology</th> <th>Issue Date</th> <th>Expiry Date ^</th> <th>Active REC</th> <th>Surrendered REC</th> <th>Reserved REC</th> <th>Retired REC</th> <th>Expired REC</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Biomass</td> <td>2023-Oct-10</td> <td>2024-Oct-09</td> <td>430</td> <td>0</td> <td>0</td> <td>973</td> <td>0</td> <td>[Surrender Icon]</td> </tr> <tr> <td>[Redacted]</td> <td>Hydro Impounding</td> <td>2023-Oct-10</td> <td>2024-Oct-09</td> <td>104</td> <td>0</td> <td>0</td> <td>146</td> <td>0</td> <td>[Surrender Icon]</td> </tr> <tr> <td>[Redacted]</td> <td>Hydro Run-of-River</td> <td>2023-Oct-10</td> <td>2024-Oct-09</td> <td>100</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>[Surrender Icon]</td> </tr> <tr> <td>[Redacted]</td> <td>Solar</td> <td>2023-Oct-10</td> <td>2024-Oct-09</td> <td>901</td> <td>0</td> <td>0</td> <td>167</td> <td>0</td> <td>[Surrender Icon]</td> </tr> <tr> <td>[Redacted]</td> <td>Wind</td> <td>2023-Oct-10</td> <td>2024-Oct-09</td> <td>347</td> <td>0</td> <td>0</td> <td>2910</td> <td>0</td> <td>[Surrender Icon]</td> </tr> <tr> <td>[Redacted]</td> <td>Biomass</td> <td>2023-Oct-11</td> <td>2024-Oct-10</td> <td>2863</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>[Surrender Icon]</td> </tr> <tr> <td>[Redacted]</td> <td>Hydro Impounding</td> <td>2023-Oct-11</td> <td>2024-Oct-10</td> <td>315</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>[Surrender Icon]</td> </tr> <tr> <td>[Redacted]</td> <td>Geothermal</td> <td>2023-Oct-11</td> <td>2024-Oct-10</td> <td>2765</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>[Surrender Icon]</td> </tr> <tr> <td>[Redacted]</td> <td>Hydro Run-of-River</td> <td>2023-Oct-11</td> <td>2024-Oct-10</td> <td>180</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>[Surrender Icon]</td> </tr> </tbody> </table>	Participant Shortname (Name)	Technology	Issue Date	Expiry Date ^	Active REC	Surrendered REC	Reserved REC	Retired REC	Expired REC	Action	[Redacted]	Biomass	2023-Oct-10	2024-Oct-09	430	0	0	973	0	[Surrender Icon]	[Redacted]	Hydro Impounding	2023-Oct-10	2024-Oct-09	104	0	0	146	0	[Surrender Icon]	[Redacted]	Hydro Run-of-River	2023-Oct-10	2024-Oct-09	100	0	0	0	0	[Surrender Icon]	[Redacted]	Solar	2023-Oct-10	2024-Oct-09	901	0	0	167	0	[Surrender Icon]	[Redacted]	Wind	2023-Oct-10	2024-Oct-09	347	0	0	2910	0	[Surrender Icon]	[Redacted]	Biomass	2023-Oct-11	2024-Oct-10	2863	0	0	0	0	[Surrender Icon]	[Redacted]	Hydro Impounding	2023-Oct-11	2024-Oct-10	315	0	0	0	0	[Surrender Icon]	[Redacted]	Geothermal	2023-Oct-11	2024-Oct-10	2765	0	0	0	0	[Surrender Icon]	[Redacted]	Hydro Run-of-River	2023-Oct-11	2024-Oct-10	180	0	0	0	0	[Surrender Icon]
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4	<p>Then this page will appear requiring the participant to input the following:</p> <ol style="list-style-type: none"> i. Under Surrender REC: Number of RECs it wants to surrender; and ii. Under RPS Compliance Year: example: 2020 <p>Note: The number of RECs must be a whole positive number that is greater than 0 and the</p>																																																																																																					

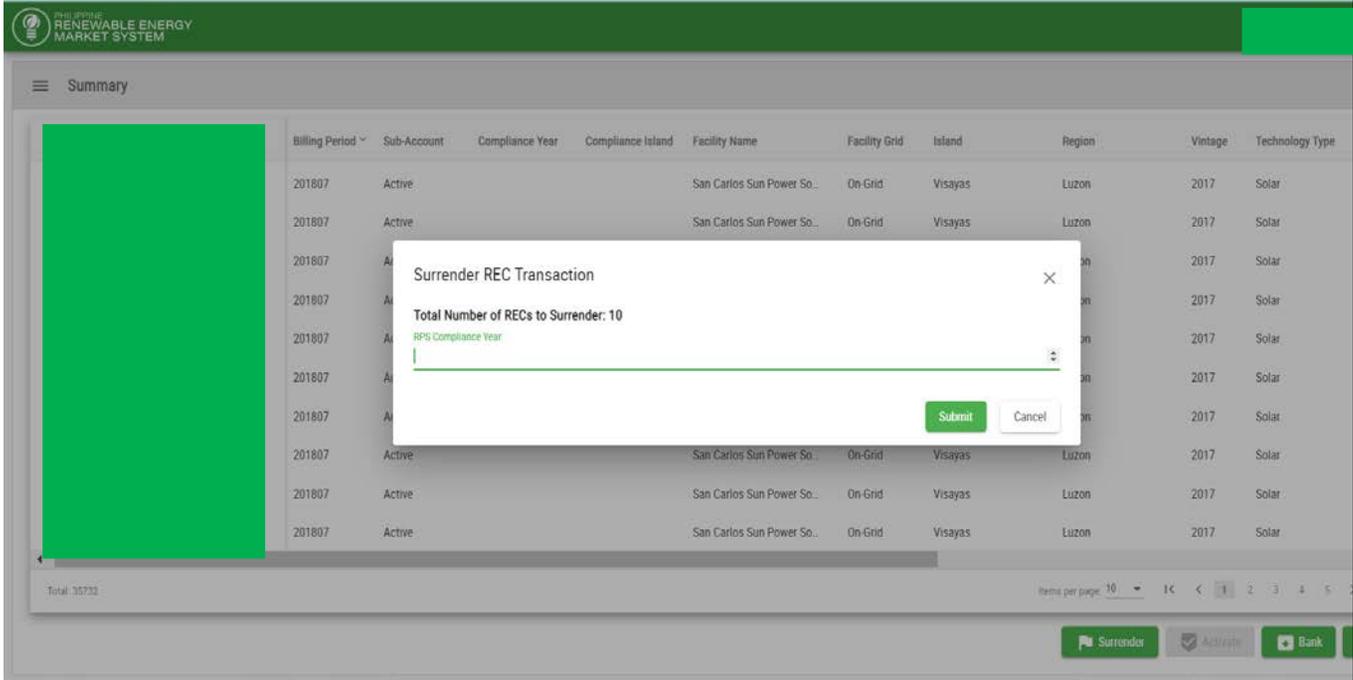
Step	Action	Screenshot
	<p>compliance year must be 2020 or higher.</p> <p>Then, click SUBMIT.</p>	
6	<p>A message will appear informing the Participant of the following:</p> <ol style="list-style-type: none"> Are you sure you want to proceed? Click yes or No. The Surrendered REC for a particular compliance period has exceed the annual obligation. Would you like to proceed? Click Yes or No. 	

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Step	Action	Screenshot
Using the REC Summary Page		
1	Log-in in the PREMS https://online.premis.pemc.ph/ .	
2	In the dashboard, Click Active Sub-Account . The REC Summary Page will then appear.	

Step	Action	Screenshot
3	<p>The REC Summary page will then appear. Participant can filter the number of RECs it can view from a minimum of 5 up to 1000.</p> <p>For example, the Participant choose 10 in the filter portion, 10 RECs will appear in the screen.</p>	

Step	Action	Screenshot
4	<p>Participant can click the checkbox beside the Participant Shortname (Name) column or click each box representing the REC it wants to surrender.</p> <p>Then, Click the REC Surrender Icon at the bottom of the page.</p> 	 <p>The screenshot shows the 'Summary' page of the Renewable Energy Market System. It features a table with columns: Participant Shortname (Name), Billing Period, Sub-Account, Compliance Year, Compliance Island, Facility Name, Facility Grid, Island, Region, Vintage, Technology Type, and Date Issued. The table contains 10 rows of data for 'San Carlos Sun Power So...'. Each row has a blue checkbox in the first column. At the bottom of the page, there are four buttons: 'Surrender' (with a flag icon), 'Activate', 'Bank', and 'Export'.</p>

Step	Action	Screenshot
5	Then Input the RPS Compliance Year (i.e. 2020), then click SUBMIT.	 <p>The screenshot displays the 'RENEWABLE ENERGY MARKET SYSTEM' interface. A modal window titled 'Surrender REC Transaction' is open, showing 'Total Number of RECs to Surrender: 10' and a field for 'RPS Compliance Year'. The background features a table with columns: Billing Period, Sub-Account, Compliance Year, Compliance Island, Facility Name, Facility Grid, Island, Region, Vintage, and Technology Type. The table lists multiple entries for 'San Carlos Sun Power So...' with a vintage of 2017 and technology of Solar. At the bottom, there are buttons for 'Surrender', 'Activate', and 'Bank', along with a 'Total: 35732' and a pagination control.</p>

Step	Action	Screenshot
	<p>A message will appear informing the Participant of either of the following:</p> <ol style="list-style-type: none"> Are you sure you want to proceed? Click yes or No. The Surrendered REC for a particular compliance period has exceed the annual obligation. Would you like to proceed? Click Yes or No. <p>In case of Item 2, the Participant must click NO and revise the number of surrender RECs equivalent to its RPS obligation.</p> <p>If the Participant intends to surrender more than what is required, the RER will return the excess RECs to the active sub-account upon issuance of the FINAL RPS STATEMENT REPORT.</p>	

Step	Action	Screenshot
6	The number of surrendered RECs will then be reflected in the Surrender Sub-Account of the Participant.	

6.0 Helpdesk Support

For questions or concerns regarding this Work Instruction, please send an email to reregistrar@wesm.ph.