



RULES CHANGE COMMITTEE

Amendments Rules Change Committee Internal Rules

Effective Date : 14 August 2026
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WHEREAS, the Rules Change Committee (RCC) adopted Internal Rules to guide its members in the performance of their responsibilities and to govern the conduct of its meetings, administration, and rules change processes pursuant to the WESM Rules and the WESM Manual on Procedures for Changes to the WESM Rules, Retail Rules, and Market Manuals;

WHEREAS, the RCC periodically reviews its Internal Rules to ensure that these remain aligned with current practices, regulatory requirements, and the efficient administration of its functions;

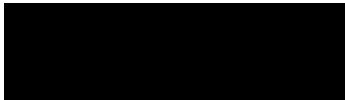
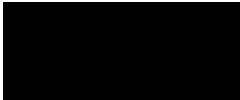
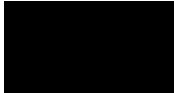
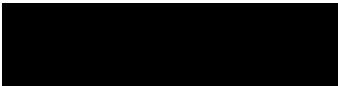
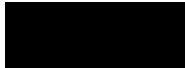
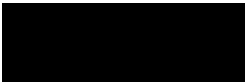
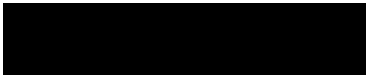
WHEREAS, during the 259th RCC Regular Meeting on 19 June 2026 and 260th RCC Regular Meeting on 17 July 2026, the Committee reviewed the RCC Internal Rules and discussed the comments received;

WHEREAS, during the 261st RCC Meeting on 14 August 2026, after due review and deliberation of the proposed amendments, the RCC agreed to revise the Internal Rules to clarify provisions, improve administrative processes, formalize reporting and coordination functions, update corporate information, and correct procedural and editorial references, specifically the following amendments:

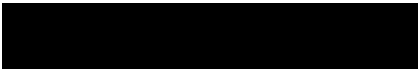
- a. Establish requirements on the timely circulation of meeting materials and updates to meeting agendas to ensure adequate preparation by Committee member;
- b. Amend timelines and procedures for the preparation, approval, and issuance of Meeting Highlights;
- c. Clarify the application of special arrangements for participation through video or teleconference during in-person meetings;
- d. Reorganize and expand the responsibilities of the Committee Secretariat, including reporting, coordination, and records management functions;
- e. Refine the procedures for processing Urgent Amendments following PEM Board actions and decisions;
- f. Clarify the presentation requirements to the PEM Board for both approved and disapproved Rules Change Proposals;
- g. Correct an erroneous cross-reference in the Code of Ethics and Professional Conduct section; and
- h. Updating of the PEMC office address reflected in Annex A (RCC Form 1).

RESOLVED, we, the undersigned, on behalf of the sectors we represent, hereby resolve that the Rules Change Committee approves the changes to the RCC Internal Rules (Annex A) and adopts RCC Internal Rules Issue 9.0 (Annex B), thereby superseding Issue 8.0.

Done this 14th day of August 2026, Pasig City.

Approved by: THE RULES CHANGE COMMITTEE	
Independent Members:	
 RACHEL ANGELA P. ANOSAN Chairperson	 JESUSITO G. MORALLOS
 JORDAN REL C. ORILLAZA	 EMMANUEL GENESIS T. ANDAL
Generation Sector Members:	
 DIXIE ANTHONY R. BANZON Masinloc Power Partners Co. Ltd. (MPPCL)	 JAYSON A. FRANCISCO Aboitiz Power Corp. (APC)
 CARLITO C. CLAUDIO Millenium Energy, Inc./Panasia Energy, Inc. (MEI/PEI)	 JOSE ILDEBRANDO B. AMBROSIO ACEN Corporation (ACEN)
Distribution Sector Members:	
 RYAN S. MORALES Manila Electric Company (MERALCO)	 VIRGILIO C. FORTICH, JR. Cebu III Electric Cooperative, Inc. (CEBECO III)
 NELSON M. DELA CRUZ Nueva Ecija II Area 1 Electric Cooperative, Inc. (NEECO II – Area 1)	 RUSSEL S. ALABADO Angeles Electric Corporation (AEC)



Supply Sector Member:
GIAN KARLA C. GUTIERREZ First Gen Corporation (FGC)
Market Operator Member:
KRISTOFFER MONICO S. NG Independent Electricity Market Operator of the Philippines, Inc. (IEMOP)
System Operator Member:
 DARRYL LON A. ORTIZ National Grid Corporation of the Philippines (NGCP)

RCC Internal Rules			
Section and Title	Original Provision	Amendments	Rationale
V. MEETINGS/DISCUSSION e. Agenda	e. Agenda. As far as practicable, a provisional agenda shall be provided to the Committee members no later than ten (10) calendar days before the scheduled meeting.	e. Agenda. As far as practicable, a provisional agenda shall be provided to the Committee members no later than ten (10) calendar days before the scheduled meeting. <u>1. Attachment of Meeting Materials: Except in cases of Urgent Matters as provided in these rules, the Secretariat shall ensure that all relevant documents and materials pertaining to each item on the provisional agenda are transmitted to the Committee members no later than three (3) calendar days prior to the scheduled meeting.</u> <u>2. Updates to Agenda and/or Materials: In the event of subsequent revisions to the agenda or the availability of new materials, the Secretariat shall promptly update and circulate the revised documents to all Committee members to allow sufficient time for review prior to the scheduled meeting.</u>	To ensure that Committee members receive agenda-related materials in a timely manner, allowing adequate preparation and informed participation in discussions. It also promotes transparency and efficiency by requiring the prompt circulation of revised agendas and additional materials prior to meetings.
V. MEETINGS/DISCUSSION g. Highlights of the Meeting	g. Highlights of the Meeting. Initially, draft highlights of the previous regular and caucus meeting shall be sent by the Secretariat to the Committee members present no later than one (1) working day after the said meeting, for comments and approval. If no comments are received by the Secretariat within three (3) working days upon transmittal of the draft highlights, then the same shall be deemed approved. Subsequently, the approved highlights of the previous regular meeting shall be sent out to all Committee members, concerned PEMC personnel and other resource persons.	g. Highlights of the Meeting. Initially, draft highlights of the previous regular and caucus meeting shall be sent by the Secretariat to the Committee members present no later than one (1) <u>three (3)</u> working days after the said meeting, for comments and approval. If no comments are received by the Secretariat within three (3) working days upon transmittal of the draft highlights, then the same shall be deemed approved. Subsequently, the approved highlights of the previous regular meeting shall be sent out to all Committee members, concerned PEMC personnel and other resource persons. <u>The Final Meeting</u>	To be consistent with the Secretariat's internal business procedures and current practice.

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		<u>Highlights shall be emailed within one (1) working day from RCC's approval or confirmation of the revisions made per comment/s.</u>	
VI. CONDUCT OF MEETINGS I. Video or Teleconference.	I. Video or Teleconference. Committee members who are out of the country or whose location and/or circumstance (e.g. health and other emergencies) prevents them from physically attending a meeting may participate through video or teleconference. Any Member who wishes to participate in a meeting through video or teleconference must notify the Secretariat at least three (3) calendar days before the scheduled meeting to enable the Secretariat to undertake the necessary preparations.	I. <u>Special Arrangements for</u> Video or Teleconference. <u>If a meeting or caucus will be held in-person</u> , Committee members who are out of the country or whose location and/or circumstance (e.g. health and other emergencies) prevents them from physically attending <u>at the</u> meeting may participate through video or teleconference. Any Member who wishes to participate in a meeting through video or teleconference must notify the Secretariat at least three (3) calendar days before the scheduled meeting to enable the Secretariat to undertake the necessary preparations.	Revised the title to clarify that this sub-section does not apply to the usual meetings held online. The notice requirement should only apply to in-person or on-site meetings, as advance notice is most relevant when participants are required to attend physically.
VII. RESPONSIBILITIES OF THE CHAIRPERSON AND MEMBERS c. Committee Secretariat.	c. Committee Secretariat. A unit within PEMC shall provide advisory and technical secretariat support in order for the Committee to carry out its functions and responsibilities. The Secretariat shall be responsible for the following: 1. Facilitation of all proceedings by the Committee; 2. Preparation of provisional agenda for all Committee meetings subject to the approval of the Chairperson; 3. Preparation, collation, and sending of meeting materials to the RCC prior to	c. Committee Secretariat. A unit within PEMC shall provide advisory and technical secretariat support in order for the Committee to carry out its functions and responsibilities. The Secretariat shall be responsible for the following: <u>1. Organization of Meetings</u> <u>The Committee Secretariat shall organize and facilitate Committee meetings and proceedings, including:</u> <u>a.4.</u> Facilitation of all proceedings by the Committee;	To reorganize the Committee Secretariat's responsibilities into functional categories to improve clarity and administration, while formalizing existing reporting obligations and coordination activities. The changes also include the relaying of DOE and ERC public consultation invitations to strengthen regulatory coordination and stakeholder engagement, while maintaining the Secretariat's existing responsibilities

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	scheduled meeting in accordance with its internal business procedures; 4. Coordination with concerned groups and resource persons to facilitate/ensure submission of documents or comments on rules changes proposals and their presence during Committee meetings, as necessary; 5. Proper recording and documentation of all Committee proceedings and transactions; 6. Review of the completeness of the submitted proposed rules changes and its compliance with the prescribed format provided on Section VIII.a; 7. Publication of rules change proposals for comments and approved Market Rules and Manuals in the PEMC website; 8. Giving and serving of all notices required, including proposals to the Market Rules and Market Manuals, herein; 9. Drafting and, upon the Committee's approval on the directive of the RCC Chairperson, finalization of all Committee documents, including the Minutes of Meeting, Correspondences, Resolutions together with the matrix of rules change proposals, reports, work plans and status reports, studies, presentation materials and other relevant documents as may be directed from time to time;	<u>b.2.</u> Preparation of provisional agenda for all Committee meetings subject to the approval of the Chairperson; <u>c.3.</u> Preparation, collation, and sending of meeting materials to the RCC prior to scheduled meeting in accordance with its internal business procedures; <u>d.4.</u> Coordination with concerned groups and resource persons to facilitate/ensure submission of documents or comments on rules changes proposals and their presence during Committee meetings, as necessary; <u>e.5.</u> Proper recording and documentation of all Committee proceedings and transactions; <u>and</u> <u>f.17.</u> After securing approval, emailing for electronic signature by the RCC of the following documents: a. Minutes of the RCC Meeting; b. RCC Resolutions; c. Committee Reports; and d. Correspondences. <u>2. Rules Change Administration and Coordination</u> <u>The Committee Secretariat shall provide administrative and coordination support for the Rules Change Process, including:</u> <u>a.6.</u> Review of the completeness of the submitted proposed rules changes and its compliance with the prescribed format provided on Section VIII.a;	

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	10. Preparation and submission to the PEM Board of necessary documents relevant to the rules changes proposals; 11. Coordination with the PEMC Board, PEMC departments and other government agencies and private entities for the concerns of the RCC; 12. Certifying acts taken by the Committee; 13. Countersigning of Committee documents; 14. Safekeeping of all RCC documents and records, as well as of other relevant documents and information regarding the activities of the WESM; 15. Updating the RCC of all WESM-related activities and updates; 16. Relaying of pertinent information on any operational issues discussed by the Committee and other Committee concerns to the PEMC Management and appropriate agency; and 17. After securing approval, emailing for electronic signature by the RCC of the following documents: a. Minutes of the RCC Meeting; b. RCC Resolutions; c. Committee Reports; and d. Correspondences.	<u>b.7.</u> Publication of rules change proposals for comments and approved Market Rules and Manuals in the PEMC website; <u>c.8.</u> Giving and serving of all notices required, including proposals to the Market Rules and Market Manuals, herein; <u>d.9.</u> Drafting and, upon the Committee's approval on the directive of the RCC Chairperson, finalization of all Committee documents, including the Minutes of Meeting, Correspondences, Resolutions together with the matrix of rules change proposals, reports, work plans and status reports, studies, presentation materials and other relevant documents as may be directed from time to time; <u>e.10.</u> Preparation and submission to the PEM Board of necessary documents relevant to the rules changes proposals; <u>f.11.</u> Coordination with the PEMC Board, PEMC departments and other government agencies and private entities for the concerns of the RCC; <u>g.15.</u> Updating the RCC of all WESM-related activities and updates; <u>h.16.</u> Relaying of pertinent information on any operational issues discussed by the Committee and other Committee concerns to	

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		the PEMC Management and appropriate agency; and <u>i. Relaying invitations to public consultations conducted by the DOE and the ERC on draft issuances and rules changes processed by the RCC.</u> <u>3. Reportorial Requirements</u> <u>The Committee Secretariat shall prepare, maintain, and submit reports and updates necessary for the Committee's oversight and monitoring functions, including:</u> <u>a. Status Reports on Rules Change Proposals per WESM Rules Clause 8.4.5 and Rules Change Manual Section 6.1.5, submitted monthly on rules change proposals that are being published for comments, under deliberation, for PEM Board approval, or held in abeyance;</u> <u>b. Semestral Reports per WESM Rules, Clause 8.6.5 and Rules Change Manual Section 9.1, submitted every end of January and July of each year; and</u> <u>c. Committee Annual Work Plan and updates on their implementation, submitted on or before 31 March of each year. The Work Plan shall provide as Annex/es the lists of proposals for submission by PEMC and WGCs and required under DOE/ERC issuances.</u>	

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		<u>4. Records Management and Authentication</u> <u>The Committee Secretariat shall ensure the proper custody, authentication, and maintenance of Committee records and official documents, including:</u> <u>a.</u>12- Certifying acts taken by the Committee; <u>b.</u>13- Countersigning of Committee documents; <u>and</u> <u>c.</u>14- Safekeeping of all RCC documents and records, as well as of other relevant documents and information regarding the activities of the WESM;.	
VIII. RULES CHANGE PROCESS c. Processing of PEM Board-approved Urgent Amendments	c. Processing of PEM Board-approved Urgent Amendments. The Committee shall observe the following rules for all PEM Board-approved Urgent Amendments: 1. Upon the PEM Board's approval of the Urgent Amendments, the Committee Secretariat shall publish the Board-approved Urgent Amendments in the market information website. Subsequently, the Secretariat shall notify all WESM Members and other interested parties of such approval. 2. Within ten (10) days from ratification by the PEM Board of the urgent amendments or upon approval by the PEM Board, the RCC shall notify and invite all WESM Members and all other interested parties of the amendment to make written submissions as a general	c. Processing of PEM Board-approved Urgent Amendments <u>per PEM Board Decision</u>. The Committee shall observe the following rules for all PEM Board-approved Urgent Amendments <u>that have been decided by the PEM Board</u>: 1. Upon the PEM Board's approval of the Urgent Amendments <u>a).</u> The the Committee Secretariat shall publish the Board-approved Urgent Amendments in the market information website. Subsequently, the Secretariat shall notify all WESM Members and other interested parties of such approval. <u>2b).</u> Within ten (10) days from ratification by the PEM Board of the urgent amendments or upon approval by the PEM Board, the RCC	To clarify that the procedures apply not only to Urgent Amendments directly approved by the PEM Board but also to those for which the PEM Board concurs with an RCC decision. This ensures that publication, stakeholder notification, and subsequent processing requirements are consistently applied regardless of the form of PEM Board action.

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	amendment in accordance with Section 6 hereof. 3. Upon due deliberation and based on the implementation assessment submitted by the Market Assessment Group, the Committee shall re-submit the Urgent Amendments with further changes, if any, as General Amendments to the PEM Board, following the applicable process provided for in the Manual.	shall notify and invite all WESM Members and all other interested parties of the amendment to make written submissions as a general amendment, in accordance with Section 6 hereof <u>following the applicable process provided for in the Manual.</u> 3 c). Upon due deliberation and based on the implementation assessment submitted by the Market Assessment Group, the Committee shall re-submit the Urgent Amendments with further changes, if any, as General Amendments to the PEM Board, following the applicable process provided for in the Manual. <u>2. PEM Board's Confirmation of RCC's Recommendation to Reclassify the Proposal</u> <u>Within three (3) working days from the PEM Board's approval of the RCC's recommendation to reclassify the Urgent Amendment to General Amendment, the Committee Secretariat shall publish the proposal in the market information website. Subsequently, the Secretariat shall invite all WESM Members and all other interested parties of the amendment to make written submissions as a general amendment, following the applicable process provided for in the Manual.</u> <u>3. PEM Board's Confirmation of RCC's Recommendation to Disapprove the Proposal</u>	

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		<u>Within three (3) working days from the PEM Board's approval of the RCC's recommendation to disapprove the Urgent Amendment, the RCC shall notify the Proponent of such decision.</u>	
VIII. RULES CHANGE PROCESS d. Presentation to the PEM Board of Committee-approved Rules Changes Proposals	d. Presentation to the PEM Board of Committee-approved Rules Changes Proposals. The Chairperson shall do the presentation of rules changes proposals approved by the Committee during Board Review Committee (BRC) and PEM Board meetings. In cases where the Chairperson will not be available, the Chairperson shall assign a presenter from among the members of the Committee. Upon the discretion of the Chairperson, the original proponent may be requested to be present during BRC and PEM Board meetings to serve as resource persons.	d. Presentation to the PEM Board of Committee-approved <u>or disapproved</u> Rules Changes Proposals. The Chairperson shall do the presentation of rules changes proposals approved <u>or disapproved</u> by the Committee during Board Review Committee (BRC) and PEM Board meetings. In cases where the Chairperson will not be available, the Chairperson shall assign a presenter from among the members of the Committee. Upon the discretion of the Chairperson, the original proponent may be requested to be present during BRC and PEM Board meetings to serve as resource persons.	To ensure that both approved and disapproved Rules Change Proposals are reported to the BRC and PEM Board.
IX. CODE OF ETHICS AND PROFESSIONAL CONDUCT	xxx d. Discharge their collective responsibilities under the WESM Rules in accordance with Section 10.01 of the WESM Manual on the Guidelines Governing the Constitution of the PEM Board Committees.	xxx d. Discharge their collective responsibilities under the WESM Rules in accordance with Section 10.01 7.4 of the WESM Manual on the Guidelines Governing the Constitution of the PEM Board Committees.	To correct an erroneous cross-reference and ensure consistency with the WESM Manual.
ANNEX A – RCC FORM 1 PEMC Office Address	xxx Philippine Electricity Market Corporation 18/F Robinsons Equitable Tower ADB Avenue, Ortigas Center Pasig City, 1605 Philippines xxx	xxx Philippine Electricity Market Corporation 18/F Robinsons Equitable Tower ADB Avenue, <u>21st and 22nd Floor One Filinvest, Ortigas Avenue cor. ADB Avenue and Sapphire Road,</u> Ortigas Center Pasig City, 1605 Philippines xxx	To update the PEMC office address in Annex A RCC Form 1 to reflect the current and correct business address, ensuring accurate corporate information and proper correspondence details.

INTERNAL RULES FOR THE RULES CHANGE COMMITTEE

I. PURPOSE

These Internal Rules shall be used in conducting and directing the meeting and other activities of the Rules Change Committee ("Committee") under the Wholesale Electricity Spot Market Rules ("WESM Rules"), Guidelines Governing the Constitution of the PEM Board Committees ("Guidelines"), and WESM Manual of Procedures for Changes to the WESM and Retail Rules and Market Manuals ("Manual").

II. RESPONSIBILITIES OF THE COMMITTEE

The Committee shall assist the Philippine Electricity Market Corporation (PEMC) Board and the Department of Energy (DOE) or the Energy Regulatory Commission (ERC) in refining or enhancing the market design through revision and amendment of the WESM Rules, and the formulation and amendment of market manuals, procedures, and guidelines.

III. CONSTRUCTION

These Internal Rules shall be liberally construed in a manner that best promotes the attainment of the objectives and responsibilities of the Committee.

IV. CHAIRPERSON, MEMBERS AND OBSERVERS

a. **Composition.** The Committee shall be comprised in a manner that is consistent with the composition of the PEM Board except that the persons representing each of the sectors and other groups on the Committee shall not be the same person as those who are Directors of the PEM Board,¹ to wit:

1. One (1) member representing the Market Operator;
2. One (1) member representing the System Operator;
3. Four (4) members representing the Distribution Sector, two (2) of whom shall be representing the Electric Cooperatives, and the other two (2) representing the Private Distribution Utilities;
4. One (1) member representing the Customers, including but not limited to the Supply Sector;
5. Four (4) members representing the Generation Sector; and
6. Four (4) members who are Independent of the Philippine electric power industry. For the purpose of membership in the Committee, a person is deemed independent of the Philippine electric power industry if he/she:²

- i. Is not a director, officer, employee, contractor, agent, adviser, legal counsel, manager, or shareholder of a WESM member, the Market Operator or System Operator;

¹ WESM Rules, Section 8.2.2.1

² WESM Rules, Section 1.4.2.7

- ii. Is not a spouse or relative of a person, within the fourth civil degree of consanguinity or affinity, of a director, officer, manager, shareholder of a WESM member, the Market Operator, or System Operator or an official or employee of Philippine government, its agencies or instrumentalities;
 - iii. Is not an officer, manager, director, or shareholder, agent, employee or contractor of, or is not a person directly or indirectly, through one or more intermediaries controls, is controlled by a company, affiliate or any other entity related to or associated with a WESM member, the Market Operator, or System Operator;
 - iv. is not an official or employee of the Philippine government, or its agencies or instrumentalities, but this will not apply to members of the academe in public schools and universities;
 - v. Has not been employed as an officer, whether in a supervisory or managerial capacity, by any electric power industry participant, or a company or a body related to or associated with a WESM member within one year prior to their nomination date; and
 - vi. Agrees not to be employed by and does not accept employment with any electric power industry participant, or a company or body related to or associated with a WESM member within one year after the person ceases to be a member.
- b. **Appointment.** The PEM Board shall appoint the members and the Chairperson of the Committee; and the Chairperson shall be chosen from among the Independent members of the Committee.³
- The PEM Board shall appoint an alternate to the principal member of each sector who shall be recognized as authorized to attend in the absence of the principal member, and shall act in behalf of the Sector they represent.
- In no event shall a company, firm or business have more than one representative in the Committee within the same Sector and neither shall a company, firm or business which is already represented in the Committee in one Sector be represented by an individual in any other Sector regardless of whether the company, firm or business has interests or is a member in more than one Sector.⁴
- c. **Term of Office.** The term of office of each member shall be no more than three (3) years. A member of the Committee whose term has expired shall be eligible for re-appointment by the PEM Board for up to two (2) additional terms, provided that such re-appointment shall not result in a violation of the qualification requirements.⁵
- A member appointed to fill in a vacancy shall serve the remaining unexpired term of the predecessor member.
- Any member of a Committee whose appointment has expired shall continue to hold office, with all the rights and obligation attached to the position, until his/her replacement has been duly appointed.
- d. **Observers.** The DOE and the ERC shall sit as resource persons in the Committee to provide assistance or directions on any regulatory and policy concerns, that any or all issues are being dealt with in accordance with the purpose of the EPIRA, its implementing Rules and the WESM Rules and/or to facilitate energy issues affecting the Market and the power industry as a whole.

³ Guidelines Governing the Constitution of the WESM Governance Committees Issue 5.0, Section 7.2

⁴ Guidelines Governing the Constitution of the WESM Governance Committees Issue 5.0, Section 7.3

⁵ Guidelines Governing the Constitution of the WESM Governance Committees Issue 5.0, Section 7.5

V. MEETINGS/DISCUSSION

- a. **Regular Meetings.** Meetings of the Committee shall be held, as far as practicable, every third Friday of the month from 9:00 AM to 3:00 PM at the PEMC Office or via electronic platform. The Committee may reschedule the regular meeting on a different day, time and place provided that the notice requirement under Section V.d hereof is followed.
- b. **Special Meetings.** The Chairperson may call for a special meeting provided that the notice requirement under Section V.d hereof is followed.
- c. **Caucus.** This refers to discussions, by online messaging or, as necessary, conduct of meeting/s, held prior to the regular or special meetings, on the issues, agreements, and disagreements of the RCC members regarding a submitted proposal. RCC members, especially those designated by the Chairperson based on their expertise and/or sectoral interests, shall actively participate in the caucus. As necessary, the RCC shall request clarification from and/or participation of the proponent and commenters. Proposal complexity, length and urgency, among others, shall be considered as criteria for the need to conduct a caucus. The designated caucus leader will present the output of the meeting during the regular or special RCC meetings. The frequency of caucus discussion will depend on the consensus of the group upon evaluation of the proposal.
- d. **Notice of Meetings.** Notices for the regular, special and caucus meetings specifying the date, time and place of meeting shall be sent by the Secretariat to the Committee members by email no later than ten (10) calendar days before the scheduled date.
- e. **Agenda.** As far as practicable, a provisional agenda shall be provided to the Committee members no later than ten (10) calendar days before the scheduled meeting.
 1. **Attachment of Meeting Materials:** Except in cases of Urgent Matters as provided in these rules, the Secretariat shall ensure that all relevant documents and materials pertaining to each item on the provisional agenda are transmitted to the Committee members no later than three (3) calendar days prior to the scheduled meeting.
 2. **Updates to Agenda and/or Materials:** In the event of subsequent revisions to the agenda or the availability of new materials, the Secretariat shall promptly update and circulate the revised documents to all Committee members to allow sufficient time for review prior to the scheduled meeting.
- f. **Minutes of the Meeting.** Draft Minutes of the previous regular meeting shall be sent by the Secretariat to the Committee members no later than three (3) calendar days before the scheduled date of the next meeting, for review and approval of the Committee. Draft Minutes of caucus meeting shall be reviewed/approved during a regular meeting by the designated members of the caucus.
- g. **Highlights of the Meeting.** Initially, draft highlights of the previous regular and caucus meeting shall be sent by the Secretariat to the Committee members present no later than three (3) working days after the said meeting, for comments and approval. If no comments are received by the Secretariat within three (3) working days upon transmittal of the draft highlights, then the same shall be deemed approved. Subsequently, the approved highlights of the previous regular meeting

shall be sent out to all Committee members, concerned PEMC personnel and other resource persons. The Final Meeting Highlights shall be emailed within one (1) working day from RCC approval or confirmation of the RRD's response to comment/s.

- h. **Cancellation of Meetings.** In the event that a meeting is cancelled, the Secretariat shall inform the RCC members via e-mail at the soonest possible opportunity, but no later than seven (7) calendar days for in-person meetings, including the reason for cancellation.

VI. CONDUCT OF MEETINGS

- a. **Committee Documents.** This shall include, but not limited to, minutes of meetings, highlights of meetings, correspondences, resolutions, reports, and work plans.

The resolutions or status reports shall contain the record of the votes, summary of objections, if any, in respect of each recommendations made and the summary of any objections to the proposal brought to the attention of the Committee by any interested party.

The draft resolution, which includes the discussion summary of the caucus, shall be reviewed/approved during the next regular meeting, or online as agreed by the Committee.

- b. **Meeting.** This is the main mode of transacting committee's business. It can either be a gathering in person or by virtual means.
- c. **Presiding Officer.** The Chairperson shall preside over the meeting. In the absence of the Chairperson, the Chairperson may assign or the Secretariat may request one of the independent members present to be the Presiding Officer.
- d. **Quorum.** The quorum for the transaction of business at a meeting shall consist of a majority of the total number of Committee members, regardless of any vacancies. If there is no quorum, the meeting may proceed but matters for decision shall be deferred for succeeding meetings.

In determining the quorum for virtual meetings, the members are required to turn on their camera or confirm their presence verbally.

In instances when the principal member needs to leave the virtual meeting, the alternate member shall be required to attend to maintain the quorum.

- e. **Voting.** Every decision of the majority of Committee shall be valid as a Rules Change Committee act. If voting is equal, the Chairperson has a casting vote.

The appointed alternate member can vote in the absence of the principal member. The Observers shall be recognized but shall not have voting rights.

- f. **Setting of the Agenda.** At the start of the RCC meeting, the provisional agenda shall be adopted by the Committee, subject to amendments, if any, as provided in Section V.e. Any change in the agenda during the meeting and the reasons therefor shall be documented in the minutes of that meeting. The Committee Secretariat may propose topics/items for inclusion in the agenda of the next meeting, subject to the approval of the Chairperson.

- g. **Attendance.** The Committee members shall observe regular attendance to scheduled RCC meetings. The alternate member shall attend the meetings in the absence of the regular member.

Should a Committee member accumulate three (3) absences without prior notice within a calendar year, the Secretariat shall notify such absences to the PEM Board Chairperson for appropriate action.

- h. **Punctuality.** The Committee members shall observe punctuality to ensure a quorum on the scheduled meeting time.
- i. **Rules of Conduct during Discussion.** As a courtesy and protocol, comments and questions from the Committee as well as from observers and other participants shall be addressed to the Chairperson. In view of this, no member, observer, alternate or third party may engage in the discussion without prior acknowledgement of the Chairperson.
- j. **Resolution of Items/Issues.** The Committee shall submit to the PEM Board either a resolution of its decision on a proposal within sixty (60) working days from the date of publication of the notice requesting for comments on a proposal, or a status report on any proposal within ten (10) working days from the RCC meeting when said proposals were discussed.
- k. **Urgent Matters.** In cases of urgent matters that require redeliberation of agreement in view of PEM Board or BRC instructions, the Committee may redeliberate the same through an online platform, resolving among others the following:
- a. The need to come-up with an immediate committee decision or defer the discussion to the next meeting;
 - b. If by the majority of vote it was determined that there is a need to discuss the matter without waiting for the next meeting, the Secretariat shall facilitate the discussion by collating the opinion/reason of each Committee member.
 - c. The final decision of the Committee regarding the matter; and
 - d. Approval of the appropriate document that will reflect the final decision of the Committee.

A reasonable period must be set by the Secretariat in the opinion/comment solicitation from the members and in the finalization of the Committee decision.

This is an exception to the Committee rules where motion to adopt comments/suggestions is required. Matters taken up through this mode shall be ratified in the next Committee meeting.

- l. **Special Arrangements for Video or Teleconference.** If a meeting or caucus will be held in person, Committee members who are out of the country or whose location and/or circumstance (e.g. health and other emergencies) prevents them from physically attending the meeting may participate through video or teleconference. Any Member who wishes to participate in a meeting through video or teleconference must notify the Secretariat at least three (3) calendar days before the scheduled meeting to enable the Secretariat to undertake the necessary preparations.
- m. **Invitation to Third Parties.** Representatives from other government agencies, the proponents, commenters and resource persons of rules change proposals and other matters in the RCC agenda may be invited by the Chairperson to attend meetings of the Committee to provide information, expert advice, and/or clarifications on their position, but they shall have no voting rights.

VII. RESPONSIBILITIES OF THE CHAIRPERSON AND MEMBERS

a. **Chairperson.** The Chairperson shall have the following responsibilities:

1. Provide general supervision and establish supporting sub-groups as may be necessary;
2. Preside the Committee meetings and ensure that the meeting rules are observed, such as:
 - i. Calling a meeting to order after ensuring that there is a quorum;
 - ii. Announcing sequence of business in accordance with the agenda;
 - iii. Call for the approval of the minutes and/or proceedings of the previous meetings;
 - iv. Recognizing Committee member entitled to the floor;
 - v. Putting to vote all legitimate motions that come before the Committee;
 - vi. Protecting the Committee from frivolous or dilatory motions;
 - vii. Enforcing rules of debate, rules of order and decorum;
 - viii. Deciding all questions of order;
 - ix. Declaring meeting adjourned; and
 - x. Setting of the Agenda.
3. Facilitate and ensure effective implementation and operation of the rules change process within the objectives established in the WESM Rules and Market Manual.
4. Delegate tasks to Committee members and other WESM Governance Committee (WGC), i.e. undertake study on topics/issues for the purpose of enhancing the market design, request for study/opinion from other WGCs.
5. Sign all RCC correspondences for regular submissions to the PEM Board and communications to the DOE, ERC, proponents, commenters, and other concerned parties; and
6. Act as representative of the Committee in all its dealings with the PEM Board, other WESM Governance Committees and other entities.

b. **Members.** The members shall have the following responsibilities:

1. Attend and participate in regular meetings, special meetings, caucus discussions/meetings, and other related RCC activities called for by the Chairperson;
2. Attend WESM-related activities where their presence is requested;
3. Provide expert advice and recommendation consistent with the WESM objectives;
4. Contribute views based on their unique skills and experience;
5. Evaluate proposed rules amendments and determine whether proposed changes to the WESM Rules and Manuals are feasible and consistent with the WESM objectives;

6. Represent their respective sectors in all Committee meetings and duly confer with their respective sectors their recommendation pertaining to rules changes;
 7. Prepare for Committee meetings by reviewing reports and background materials prepared for each meeting, and by providing comments in various documents as may be required;
 8. Prepare and submit reports to support their position if the Chairperson requires;
 9. Endeavor to maintain an excellent record of attendance and shall participate actively in all Committee meetings;
 10. Notify the Chairperson and/or the Committee Secretariat whenever the member is not available to attend a meeting;
 11. Inform their respective management and sectors on developments pertaining to rules changes and other activities of the Committee;
 12. Represent the Committee in all PEM Board and PEMC activities, where Committee matters are part of the agenda/program, as directed by the Chairperson (i.e. presentation of Committee-approved rules changes during PEM Board meetings);
 13. Submit to the Committee and Secretariat within the first quarter of the next calendar year a certification from an authorized officer of their sector asserting that their respective management and sectors have been duly informed within the previous calendar year on matters/developments pertaining to rules changes and other activities of the Committee; and
 14. Submit a formal letter to the PEM Board Chairperson, copy furnished the Committee Chairperson and the Secretariat, if he/she shall relinquish his/her post in the RCC.
- c. **Committee Secretariat.** A unit within PEMC shall provide advisory and technical secretariat support in order for the Committee to carry out its functions and responsibilities. The Secretariat shall be responsible for the following:
1. **Organization of Meetings**
The Committee Secretariat shall organize and facilitate Committee meetings and proceedings, including:
 - a. Facilitation of all proceedings by the Committee;
 - b. Preparation of provisional agenda for all Committee meetings subject to the approval of the Chairperson;
 - c. Preparation, collation, and sending of meeting materials to the RCC prior to scheduled meeting in accordance with its internal business procedures;
 - d. Coordination with concerned groups and resource persons to facilitate/ensure submission of documents or comments on rules changes proposals and their presence during Committee meetings, as necessary;

- e. Proper recording and documentation of all Committee proceedings and transactions; and
- f. After securing approval, emailing for electronic signature by the RCC of the following documents:
 - i. Minutes of the RCC Meeting;
 - ii. RCC Resolutions;
 - iii. Committee Reports; and
 - iv. Correspondences.

2. Rules Change Administration and Coordination

The Committee Secretariat shall provide administrative and coordination support for the Rules Change Process, including:

- a. Review of the completeness of the submitted proposed rules changes and its compliance with the prescribed format provided on Section VIII.a;
- b. Publication of rules change proposals for comments and approved Market Rules and Manuals in the PEMC website;
- c. Giving and serving of all notices required, including proposals to the Market Rules and Market Manuals, herein;
- d. Drafting and, upon the Committee's approval on the directive of the RCC Chairperson, finalization of all Committee documents, including the Minutes of Meeting, Correspondences, Resolutions together with the matrix of rules change proposals, reports, work plans and status reports, studies, presentation materials and other relevant documents as may be directed from time to time;
- e. Preparation and submission to the PEM Board of necessary documents relevant to the rules changes proposals;
- f. Coordination with the PEMC Board, PEMC departments and other government agencies and private entities for the concerns of the RCC;
- g. Updating the RCC of all WESM-related activities and updates;
- h. Relaying of pertinent information on any operational issues discussed by the Committee and other Committee concerns to the PEMC Management and appropriate agency; and
- i. Relaying invitations to public consultations conducted by the DOE and the ERC on draft issuances regarding proposed rules changes endorsed for approval by the RCC and PEM Board.

3. Reportorial Requirements

The Committee Secretariat shall prepare, maintain, and submit reports and updates necessary for the Committee's oversight and monitoring functions, including:

- a. Status Reports on Rules Change Proposals per WESM Rules Clause 8.4.5 and Rules Change Manual Section 6.1.5, submitted monthly on rules change proposals that are

being published for comments, under deliberation, for PEM Board approval, or held in abeyance;

- b. Semestral Reports per WESM Rules, Clause 8.6.5 and Rules Change Manual Section 9.1, submitted every end of January and July of each year; and
- c. Committee Annual Work Plan and updates on their implementation, submitted on or before 31 March of each year. The Work Plan shall provide as Annex/es the lists of proposals for submission by PEMC and WGCs and required under DOE/ERC issuances;

4. Records Management and Authentication

The Committee Secretariat shall ensure the proper custody, authentication, and maintenance of Committee records and official documents, including:

- a. Certifying acts taken by the Committee;
- b. Countersigning of Committee documents; and
- c. Safekeeping of all RCC documents and records, as well as of other relevant documents and information regarding the activities of the WESM;

VIII. RULES CHANGE PROCESS

a. Submission of Proposed Rules Changes

- 1. Proposed new Market Manuals or changes to the Market Rules and Manuals are submitted to the Committee through the Committee Secretariat using the standard prescribed form (attached as Annex A).
- 2. Only those proposals which are submitted through the PEMC website submissions facility and using the standard prescribed form shall be considered and accepted by the Committee. Otherwise, the Committee Secretariat shall remand the proposal back to the proponent, for compliance.
- 3. A presentation material providing the action/s requested, rationale and highlights of the proposal shall be prepared and submitted by the Proponent to the Committee Secretariat at least three (3) working days prior the scheduled meeting when the proposal is included as an agenda item. The prescribed template is attached herewith as Annex C.

b. Consideration of Comments and Proponent's Response

- 1. In the evaluation of proposed rules amendments that were published for comments, the Committee shall consider comments submitted by interested parties to the Committee through the Committee Secretariat using the PEMC website submissions facility and standard prescribed form (Annex B). The Committee Secretariat shall acknowledge receipt of comments.



2. The Committee shall require the proponents to submit their responses to comments from interested parties using the same secured file of consolidated comments as provided by the Committee Secretariat. Such submission shall be made at least three (3) working days prior the next RCC meeting for the RCC's deliberation of the proposal to be included in the agenda. The Committee Secretariat shall acknowledge receipt of Proponent's response.
 - c. **Processing of Urgent Amendments per PEM Board Decision.** The Committee shall observe the following rules for all Urgent Amendments that have been decided by the PEM Board:
 1. PEM Board's approval of the Urgent Amendment
 - a. The Committee Secretariat shall publish the Board-approved Urgent Amendments in the market information website. Subsequently, the Secretariat shall notify all WESM Members and other interested parties of such approval.
 - b. Within ten (10) days from ratification by the PEM Board of the urgent amendments or upon approval by the PEM Board, the RCC shall notify and invite all WESM Members and all other interested parties of the amendment to make written submissions as a general amendment, following the applicable process provided for in the Manual.
 - c. Upon due deliberation and based on the implementation assessment submitted by the Market Assessment Group, the Committee shall re-submit the Urgent Amendments with further changes, if any, as General Amendments to the PEM Board, following the applicable process provided for in the *Manual*.
 2. PEM Board's Confirmation of RCC's Recommendation to Reclassify the Proposal

Within three (3) working days from the PEM Board's approval of the RCC's recommendation to reclassify the Urgent Amendment to General Amendment, the Committee Secretariat shall publish the proposal in the market information website. Subsequently, the Secretariat shall invite all WESM Members and all other interested parties of the amendment to make written submissions as a general amendment, following the applicable process provided for in the Manual.
 3. PEM Board's Confirmation of RCC's Recommendation to Disapprove the Proposal

Within three (3) working days from the PEM Board's approval of the RCC's recommendation to disapprove the Urgent Amendment, the RCC shall notify the Proponent of such decision.
 - d. **Presentation to the PEM Board of Committee-approved or disapproved Rules Changes Proposals.** The Chairperson shall do the presentation of rules changes proposals approved or disapproved by the Committee during Board Review Committee (BRC) and PEM Board meetings. In cases where the Chairperson will not be available, the Chairperson shall assign a presenter from among the members of the Committee.
- Upon the discretion of the Chairperson, the original proponent may be requested to be present during BRC and PEM Board meetings to serve as resource persons.



IX. CODE OF ETHICS AND PROFESSIONAL CONDUCT

- a. The Committee shall comply with the WESM Rules and Manuals and these Internal Rules of the Committee.
- b. The Committee members shall observe the WESM Industry Code of Ethics and generally accepted principles of ethics and professional conduct in all its dealings.
- c. The Committee shall not make use of for personal gain or divulge to any unauthorized person, any of the confidential information relating to the business of PEMC and its Committees except where disclosure is required by law or by the proper governmental authority or is allowed in writing by PEMC.
- d. Discharge their collective responsibilities under the WESM Rules in accordance with Section 7.4 of the WESM Manual on the Guidelines Governing the Constitution of the PEM Board Committees.

X. ADMINISTRATIVE PROCESS

The Committee shall organize itself in the most efficient way possible to accomplish its objective and perform its scope of activities. Further, in the exercise of its functions, the Committee members shall consider first the interest of the market and not the interest of the company nor the sector they represent. In general, Committee process shall be as follows:

- a. Identify/clarify issue or problem at hand
 - 1. Provide background information
 - 2. State issue or problem
 - 3. Relate issue/problem to objective under the Market Rules and Manual
- b. Elicit all relevant facts, ideas and information
 - 1. Ask questions
 - 2. Generate and record all ideas
- c. Analyze the problem and build consensus
 - 1. Collectively think through and discuss ideas
 - 2. Clarify, refine, link, eliminate, and prioritize ideas and information
 - 3. Relate ideas back to objective
 - 4. Test information
 - 5. Acknowledge consensus
 - 6. Identify appropriate resources and actions to take
- d. Draw conclusions and make recommendations
 - 1. Summarize work done
 - 2. Summarize agreements made and dissenting opinions expressed
 - 3. Summarize and clarify actions to take

4. Draw conclusions
5. Make recommendations

XI. MISCELLANEOUS

- a. **Contact Information.** The Committee Members and Alternate Members shall make available to the PEMC all possible contact information, such as telephone number, mobile phone number, facsimile, electronic mail addresses and mailing addresses.
- b. **Amendments.** These Internal Rules may be amended, as necessary, through a resolution passed by at least a majority vote of the Committee members and upon approval of the Chairperson.



ORCP-

Date Received by Secretariat: DD-Mmm-YYYY

REQUEST FOR MARKET RULES AND MANUALS AMENDMENTS

Proposals made only under this prescribed form shall be accepted and considered as submitted.

This request for amendments should be submitted to:

Rules Change Committee

Attention: WESM Governance Committee Secretariat

Philippine Electricity Market Corporation

21st and 22nd Floor One Filinvest,

Ortigas Avenue cor. ADB Avenue and Sapphire Road,

Ortigas Center, Pasig City

Email address: mag_rrd@wesm.ph

[In accomplishing and submitting this form, you give your consent for PEMC to collect, record, organize, and update your personal data as herein provided as part of your information for purposes of rules change process.]

I. Proponent's Information

Name	[Signature over Name]
Designation	
Company	
Company Address	
Telephone No.	
Email Address	

II. Amendment Information

Proposed Amendments to the (please tick the box):	
☐ WESM Rules	☐ Retail Rules
 ☐ Market Manual: (Title of the Manual, Issue No.)	
Topic:	
Proposed Classification of Amendments (please tick the box):	
☐ General	☐ Minor ☐ Urgent
If Urgent, reason for urgency:	



III. SUMMARY OF THE PROPOSED RULES CHANGE

[Contains highlights of the proposed rules change.]

IV. BACKGROUND

[Contains:

- description of the subject matter,*
- how it was applied in the past,*
- how the rule originally emerged and adopted by the WESM, and*
- the objective the rule is intended to achieve.]*

V. THE PROPOSED RULES CHANGE

[Contains:

- the rationale of the proposal,*
- implications if the current rule is not changed,*
- the problem or shortcoming of the existing rule,*
- the sectors that will be positively and adversely affected by existing rule,*
- the sectors or stakeholders that will be positively and adversely affected by the proposed rule change, and*
- the measures to indicate that the implementation of the proposal meets the proposal's objectives and addresses the problems or shortcomings cited above.]*

VI. BACKGROUND AND DESCRIPTION OF THE PROPONENT

[Contains name of firm or organization and top officers, nature of business, and location of business.]

VII. CONCLUSIONS AND RECOMMENDATIONS**VIII. REFERENCES**

[Sources, title, date of publication, place of publication, or date the source was accessed on the internet, and name of author/s.]

[Title of Proposed Amendment]

(The following tables are to be used as applicable to the proposal.)

[WESM/Retail Rules]				
Title	Clause	Provision	Proposed Amendment	Rationale
Clause Title of the Provision	Clause Number of the Provision	Original Provision	Original Provision <u>Proposed Amendment</u>	Rationale of the Proposal

[Title of Market Manual, Issue No.]				
Title	Section	Provision	Proposed Amendment	Rationale
Section Title of the Provision	Section Number of the Provision	Original Provision	Original Provision <u>Proposed Amendment</u>	Rationale of the Proposal

Note: For convenience, please underline and put in bold letters the proposed additions and strikethrough the proposed deletions.





TO BE ACCOMPLISHED BY THE PARTY SUBMITTING THE COMMENTS

[In accomplishing and submitting this form, you give your consent for PEMC to collect, record, organize, and update your personal data as herein provided as part of your information for purposes of rules change process.]

Commenter's Information

Name	[Signature over Name]
Designation	
Company	
Company Address	
Telephone No.	
Email Address	



Annex B

TO BE ACCOMPLISHED BY THE PARTY SUBMITTING THE COMMENTS

[In accomplishing and submitting this form, you give your consent for PEMC to collect, record, organize, and update your personal data as herein provided as part of your information for purposes of rules change process.]

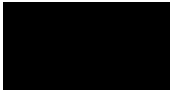
Commenter's Information

Name	[Signature over Name]
Designation	
Company	
Company Address	
Telephone No.	
Email Address	

Comments to the [Title of Proposed Amendment]

WESM/Retail Rules						
Title	Clause	Provision	Proposed Amendment	Rationale	Comments	Proposed Wording based on Comments
Clause Title of the Provision	Clause Number of the Provision	Original Provision	Original Provision Proposed Amendment	Rationale of the Proposal	[This portion to be filled-in by commenters.]	[This portion to be filled-in by commenters.]

Title of Market Manual, Issue No.						
Title	Section	Provision	Proposed Amendment	Rationale	Comments	Proposed Wording based on Comments
Section Title of the Provision	Section Number of the Provision	Original Provision	Original Provision Proposed Amendment	Rationale of the Proposal	[This portion to be filled-in by commenters.]	[This portion to be filled-in by commenters.]



TITLE OF THE PROPOSAL **[UPPER CASE, Arial, Size 44]**

DATE
VENUE

THE PROPONENT

- Background of the Proponent [Sentence Case, Arial, Size 32]

OUTLINE



**ACTION
REQUESTED**



**RATIONALE OF THE
PROPOSAL**



**SUMMARY OF THE
PROPOSAL**



**OTHER RELEVANT
MATTERS**

3

ACTION REQUESTED

- Action requested [Sentence Case, Arial, Size 32]

4

RATIONALE OF THE PROPOSAL

- Rationale of the Proposal [Sentence Case, Arial, Size 32]

5

SUMMARY OF THE PROPOSAL

- Summary of the Proposal [Sentence Case, Arial, Size 32]

6

OTHER RELEVANT MATTERS

- Other relevant matters [Sentence Case, Arial, Size 32]

7

ACTION REQUESTED

- Action requested [Sentence Case, Arial, Size 32]

8

THANK YOU!

