



# EVOS

ENERGY VIRTUAL ONE SHARED SYSTEM

*Facilitate • Invest • Sustain*

## User Manual

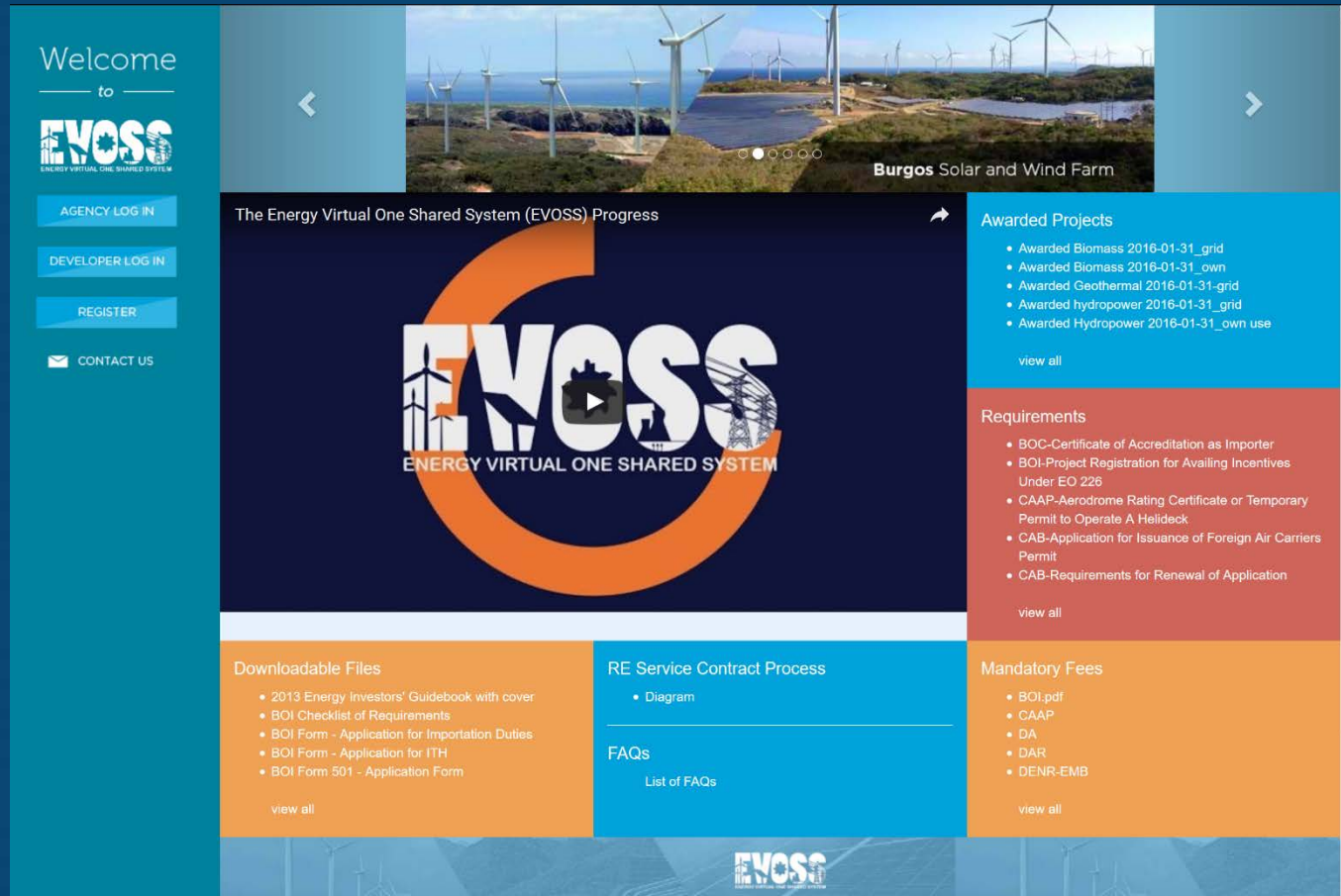
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Draft as of August 25, 2016



# Home Page

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



The screenshot shows the EVOSS Home Page with a teal sidebar on the left and a main content area. The sidebar contains a 'Welcome to EVOSS' message, the EVOSS logo, and navigation buttons for 'AGENCY LOG IN', 'DEVELOPER LOG IN', 'REGISTER', and 'CONTACT US'. The main content area features a large banner for 'Burgos Solar and Wind Farm' with a video player. Below the banner is a central section titled 'The Energy Virtual One Shared System (EVOSS) Progress' with the EVOSS logo. To the right of this section are two columns: 'Awarded Projects' with a list of project types and dates, and 'Requirements' with a list of regulatory requirements. At the bottom, there are three columns: 'Downloadable Files' with a list of documents, 'RE Service Contract Process' with a 'Diagram' link, and 'Mandatory Fees' with a list of fee types. A 'view all' link is present at the bottom of each of these three columns. The footer of the page includes the EVOSS logo and the USAID logo with the text 'FROM THE AMERICAN PEOPLE'.

Welcome to **EVOSS** ENERGY VIRTUAL ONE SHARED SYSTEM

AGENCY LOG IN

DEVELOPER LOG IN

REGISTER

CONTACT US

Burgos Solar and Wind Farm

The Energy Virtual One Shared System (EVOSS) Progress

**EVOSS** ENERGY VIRTUAL ONE SHARED SYSTEM

**Awarded Projects**

- Awarded Biomass 2016-01-31\_grid
- Awarded Biomass 2016-01-31\_ own
- Awarded Geothermal 2016-01-31-grid
- Awarded hydropower 2016-01-31\_grid
- Awarded Hydropower 2016-01-31\_ own use

[view all](#)

**Requirements**

- BOC-Certificate of Accreditation as Importer
- BOI-Project Registration for Availing Incentives Under EO 226
- CAAP-Aerodrome Rating Certificate or Temporary Permit to Operate A Helideck
- CAB-Application for Issuance of Foreign Air Carriers Permit
- CAB-Requirements for Renewal of Application

[view all](#)

**Downloadable Files**

- 2013 Energy Investors' Guidebook with cover
- BOI Checklist of Requirements
- BOI Form - Application for Importation Duties
- BOI Form - Application for ITH
- BOI Form 501 - Application Form

[view all](#)

**RE Service Contract Process**

- Diagram

**FAQs**

[List of FAQs](#)

**Mandatory Fees**

- BOI.pdf
- CAAP
- DA
- DAR
- DENR-EMB

[view all](#)

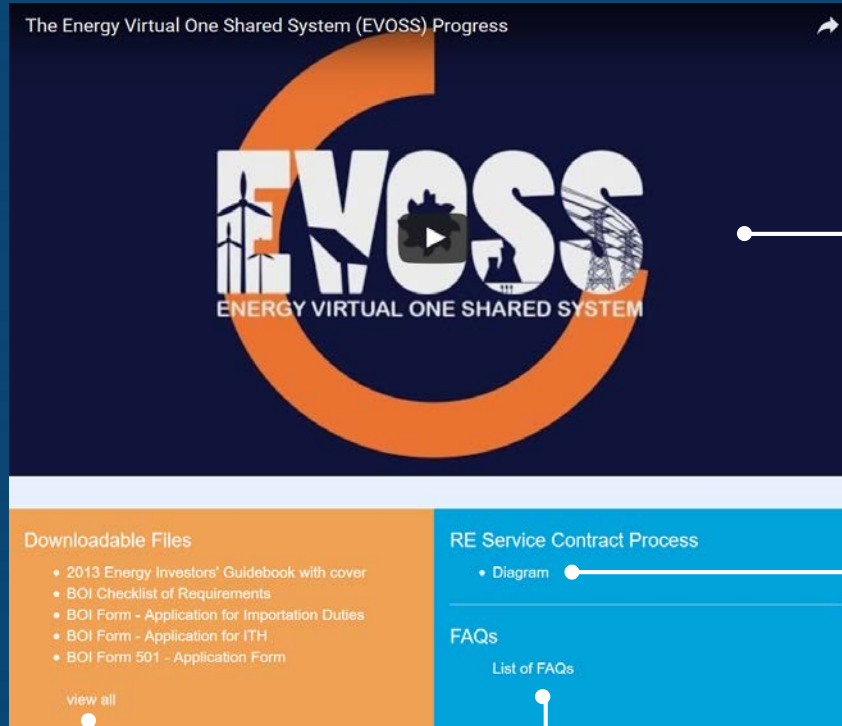
**EVOSS** ENERGY VIRTUAL ONE SHARED SYSTEM

**USAID** FROM THE AMERICAN PEOPLE



# Home Page

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



This section displays the EVOSS video

This section contains a list of the files that can be downloaded from EVOSS

Click here to see the diagrams depicting the RE Service Contract Process

Click here to view the complete list

Click here to go to the list of FAQ in EVOSS



# Diagrams

The Diagrams page contains a list of diagrams that are related to the RE Application Process

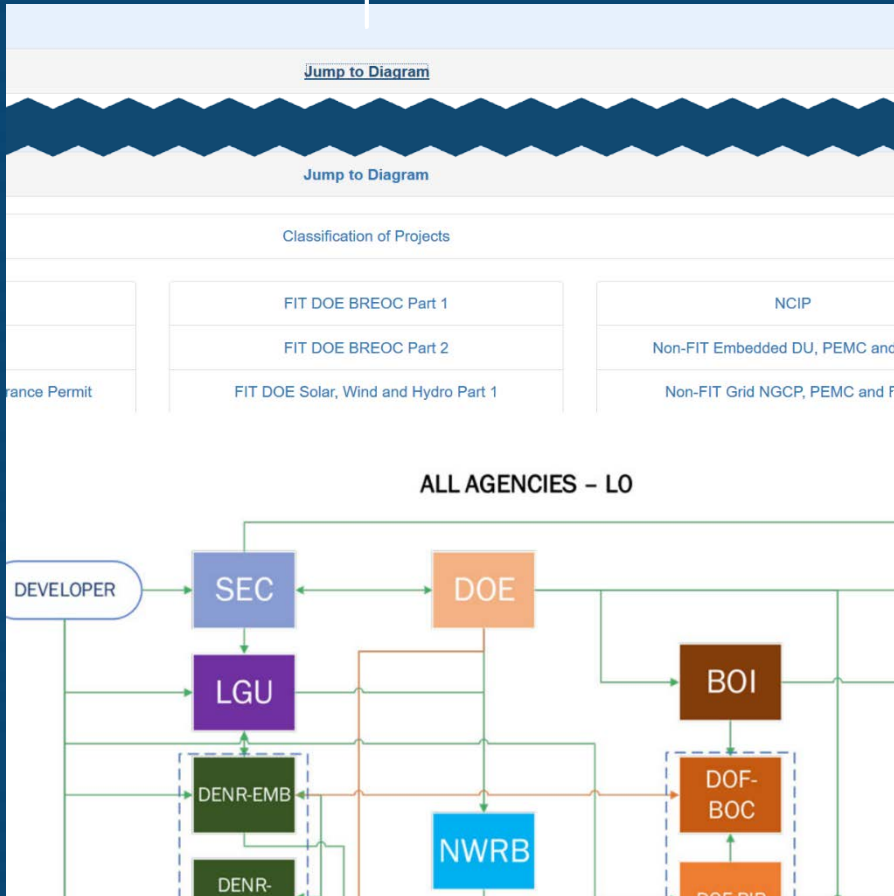
The screenshot shows the EVOSS website interface. On the left is a teal sidebar with navigation links: "Welcome to EVOSS ENERGY VIRTUAL ONE SHARED SYSTEM", "AGENCY LOG IN", "DEVELOPER LOG IN", "REGISTER", and "CONTACT US". The main content area features a banner with the EVOSS logo and the tagline "Facilitate. Power. Sustain." Below the banner is the heading "RE Application Process" and a "Jump to Diagram" button. The central diagram, titled "ALL AGENCIES - LO", illustrates the regulatory process. It starts with a "DEVELOPER" box on the left. Arrows lead to several agency boxes: "SEC" (purple), "DOE" (orange), "LGU" (purple), "BOI" (brown), "DENR-EMB" (green), "DENR-CENRO" (green), "NWRB" (blue), "DOF-BOC" (orange), "DOF-BIR" (orange), "DAR" (green), "ECC/CNC" (green), "Conditional/Water Permit" (white), and "NGCP/DU" (green). On the right side, arrows point to various output boxes: "SEC Registration", "Service Contract/BREOC/COR", "Registration Certificate/Certificate of Authority to Import", "BIR Registration/ICC/BCC/Tax Exemption Certificate", and "SIS/FS, CA, TSA, MSA Certificate of Connection". At the bottom, there are two more boxes: "ECC/CNC Permit to Install/Operate Air Pollution Source/Control Installations; Special Land Use Permit; Forest Land Use Agreement; Import Clearance of Recyclable Materials with Hazardous Substances" and "Land Use Reclassification; Right of".



# Diagrams

The Diagrams page contains a list of diagrams that are related to the RE Application Process

Click the Jump to Diagram link to view a list of all the diagrams



This will expand the section to show a list of diagrams

Click the link to jump to that diagram



**USAID**  
FROM THE AMERICAN PEOPLE

# FAQ

This FAQ page shows all the created frequently asked questions in the use of EVOSS

Specify the keyword(s) of the FAQ you are looking for and then click Search

Click the name of the FAQ to view its contents

Search FAQs

Name

[Search](#) [Clear Filter](#)

**Results**

Name	Categories
<a href="#">What is EVOSS?</a>	Questions

« ‹ 1 › » 20 items per page

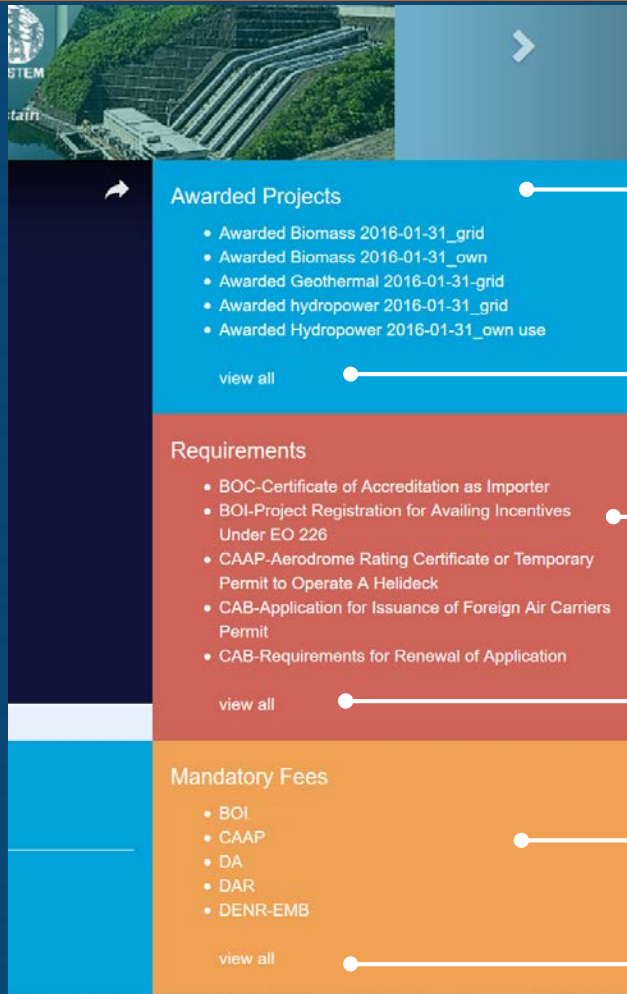
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What is EVOSS?

Name	Content	Categories
<a href="#">What is EVOSS?</a>	The ENERGY VIRTUAL ONE SHARED SYSTEM (EVOSS) is a WEB-BASED model that provides related information and permits issued which shall be SHARED by all agencies involved to enable us to work together as one in providing assistance to facilitate doing business and accountability among all actors in the application process.	Questions



# Home Page



The screenshot shows a vertical navigation menu on the left side of a website. The menu is divided into three main colored sections: a blue section at the top, a red section in the middle, and an orange section at the bottom. Each section has a title and a list of items. A 'view all' link is located at the bottom of each list. Callout lines with circular endpoints point from the text on the right to the corresponding section in the menu.

- Awarded Projects**
  - Awarded Biomass 2016-01-31\_grid
  - Awarded Biomass 2016-01-31\_own
  - Awarded Geothermal 2016-01-31-grid
  - Awarded hydropower 2016-01-31\_grid
  - Awarded Hydropower 2016-01-31\_own use[view all](#)
- Requirements**
  - BOC-Certificate of Accreditation as Importer
  - BOI-Project Registration for Availing Incentives Under EO 226
  - CAAP-Aerodrome Rating Certificate or Temporary Permit to Operate A Helideck
  - CAB-Application for Issuance of Foreign Air Carriers Permit
  - CAB-Requirements for Renewal of Application[view all](#)
- Mandatory Fees**
  - BOI
  - CAAP
  - DA
  - DAR
  - DENR-EMB[view all](#)

This section contains a list of the awarded projects by technology

*Click here to view the complete list*

This section displays a list of the requirements from each agency

*Click here to view the complete list*

This section displays a list of the Mandatory Fees

*Click here to view the complete list*



# Register or Log in



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

AGENCY LOG IN

Click the Agency Log in to log in as a representative of an agency

DEVELOPER LOG IN

Click the Agency Log in to log in as a representative of a developer

REGISTER

Click here to register as a new user

CONTACT US

Click Contact Us to send a message to the EVOSS team





# Contact Us

The Contact Us page allows users to send messages to the EVOSS team without necessarily having to log in

Specify a friendly name; this is how the EVOSS team will address you

Specify an email address where the EVOSS team can reach you

The screenshot shows a 'Contact Us' form with the following fields and annotations:

- From:** A text input field with a yellow dot and line pointing to it from the text 'Specify a friendly name; this is how the EVOSS team will address you'.
- Email Address:** A text input field with a yellow dot and line pointing to it from the text 'Specify an email address where the EVOSS team can reach you'.
- Subject:** A text input field with a white dot and line pointing to it from the text 'Specify a Subject for the communication'.
- Description:** A large text area with a white dot and line pointing to it from the text 'Provide details for the communication'.
- Captcha:** A green captcha image with the text '9913X0' and a white dot and line pointing to it from the text 'Enter the Captcha code to verify that you are human'.
- Submit:** A blue button with a white dot and line pointing to it from the text 'Click Submit to send the information to the EVOSS team'.

Specify a Subject for the communication

Provide details for the communication

Enter the Captcha code to verify that you are human

Click Submit to send the information to the EVOSS team



# Register

## Register

Create a new account.

User Name

Email

First Name

Last Name

Password

Confirm password

Register

Create your username:  
We recommend to use  
“firstname.lastname”

- All fields are required
- Password complexity:
  - Passwords must have at least one non letter or non digit character  
(example: \*&@#)
  - Passwords must have at least one digit ('0'-'9')
  - Passwords must have at least one lowercase ('a'-'z')
  - Passwords must have at least one uppercase ('A'-'Z')



# Log In

## Agency Log In

Use a local account to log in.

User Name

Enter your username here

Password

Enter your password here

Click here to have the browser remember your log in

Remember me?

Log in



Click here to register as a new user



Register as a new user

Click here to log in



# Log In

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Sorry, you're not allowed to perform this action.

Please contact **evoss\_doe@yahoo.com** with the following information if you believe this is not correct.

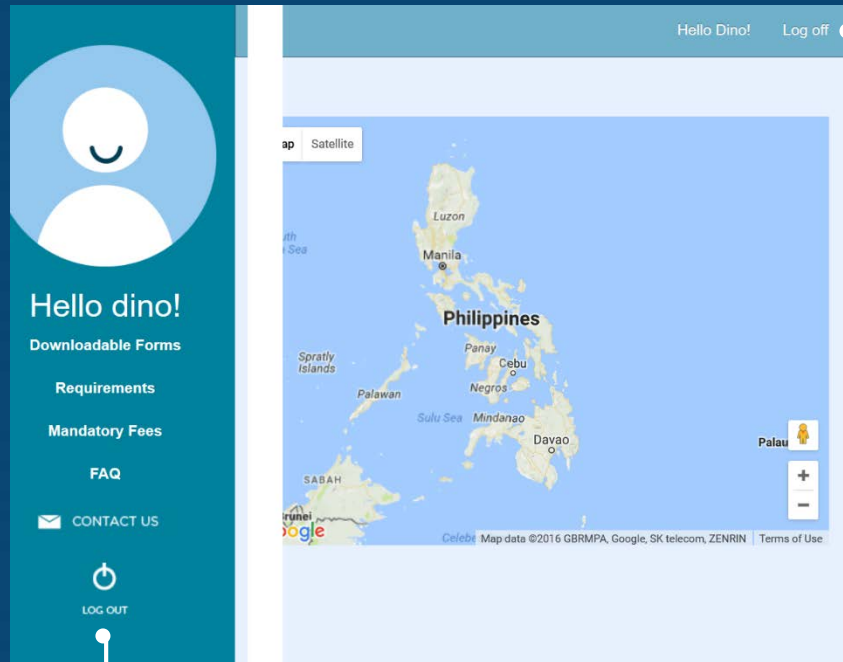
Your user account is currently inactive.

[Back to Home Page](#)

- Your account needs to be activated by an administrator before it can be used



# Log off




Click here to log off

Click here to log off




# User Dashboard



Hello dino!

- Downloadable Forms
- Requirements
- Mandatory Fees
- FAQ
- CONTACT US
- LOG OUT



Project Office Files FAQ Admin

Hello Dino! Log off

## Office for Department of Energy: My Pending Items

1

Deliverable	Project Name	Days Elapsed Of Total
Certificate of Confirmation of Commerciality (Old)	Mt. Sembrano Wind Power Project	0 of 15


### Files

Name:

Category: All

File Name	Category Name
Awarded Projects.xlsx	Downloadable Forms
Directory.xlsx	Downloadable Forms
Downloadable Forms.xlsx	Downloadable Forms
Fees.xlsx	Downloadable Forms
Migration Data - Soft Launching v1.1.xlsx	Downloadable Forms
Requirements.xlsx	Downloadable Forms

### Map



Map Satellite

Philippines

Manila, Luzon, Panay, Cebu, Negros, Palawan, Sulu Sea, Mindanao, Davao, Celebes Sea, South China Sea, Brunei, Palau, SABAH

Google

Terms of Use



# Change Password

Password complexity:

- Passwords must have at least one non letter or non digit character
- Passwords must have at least one digit ('0'-'9')
- Passwords must have at least one lowercase ('a'-'z').
- Passwords must have at least one uppercase ('A'-'Z')

The screenshot shows a user account management page. At the top right, it says 'Hello Dino!' and 'Log off'. The main heading is 'Manage' with the subtext 'Change your account settings'. Below this, there is a 'Password:' label followed by a link '[ Change your password ]'. A yellow callout line points from this link to the text 'Click here to go to the Change Password page'. Below the link is a 'Change Password Form' with three input fields: 'Current password', 'New password', and 'Confirm new password'. Each field has a yellow callout line pointing to it with the following instructions: 'Specify your current password', 'Create a new password', and 'Enter the new password again'. At the bottom of the form is a 'Change password' button. A yellow callout line points from this button to the text 'Click here to change your password'.

Click here to go to the Change Password page

Specify your current password

Create a new password

Enter the new password again

Click here to change your password



# User Dashboard

The dashboard contains an overview of the deliverables related to the user. It also contains a search function for files, as well as a map of the Philippines with a general location of the project

This grid shows the deliverables that are currently pending action from your agency

Click here to go to the Agency dashboard

## Office for Department of Energy: My Pending Items

1

Deliverable	Project Name	Days Elapsed Of Total
Certificate of Confirmation of Commerciality (Old)	Mt. Sembrano Wind Power Project	0 of 15

Files

Name

Category

File Name	Category Name
<a href="#">Awarded Projects.xlsx</a>	Downloadable Forms
<a href="#">Directory.xlsx</a>	Downloadable Forms
<a href="#">Downloadable Forms.xlsx</a>	Downloadable Forms

Click here to view information about the deliverable

Specify the keyword(s) of the file you are looking for and then click Search  
You can also filter the files by category

Shows the number of days that have elapsed in contrast to the days defined in the citizen's charter

Click here to view information about the project

Click the file name to download the file





# Agency Dashboard

The dashboard contains an overview of the deliverables related to the user. It also contains a search function for files, as well as a map of the Philippines with a general location of the project

**EVOSO** Project Office Files FAQ Admin Hello Dino! Log off

### Dashboard for Office for Department of Energy

Project Name  Charter Name

[Search](#) [Clear Filter](#)

#### Ongoing Applications

Deliverable	Project Name	Days Elapsed Of Total
Certificate of Confirmation of Commerciality (Old)	Mt. Sembrano Wind Power Project	0 of 15
Certificate of Endorsement to ERC for FIT Eligibility (Old)	Mt. Sembrano Wind Power Project	0 of 45

1 5 items per page 1 - 2 of 2 items

#### Outstanding Tasks

[Add Deliverable](#)

Deliverable	Project Name	Days Elapsed Of Total
Certificate of Confirmation of Commerciality (Old)	Mt. Sembrano Wind Power Project	0 of 15

1 5 items per page 1 - 1 of 1 items

#### Completed Tasks

Deliverable	Project Name	Days Elapsed Of Total
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0 5 items per page No items to display

**Hello dino!**

- Downloadable Forms
- Requirements
- Mandatory Fees
- FAQ
- CONTACT US
- LOG OUT



# Agency Dashboard

The dashboard contains an overview of the deliverables related to the user. It also contains a search function for files, as well as a map of the Philippines with a general location of the project

The dashboard interface includes a navigation bar with 'Project', 'Office', 'Files', 'FAQ', and 'Admin' links. Below the navigation is a search section for 'Project Name' with a text input field, a 'Search' button, and a 'Clear Filter' button. Two tables are displayed: 'Ongoing Applications' and 'Completed Tasks'. The 'Ongoing Applications' table has columns for 'Deliverable', 'Project Name', and 'Days Elapsed Of Total'. It shows two entries for 'Mt. Sembrano Wind Power Project'. The 'Completed Tasks' table has the same columns but shows 'No items to display'. Yellow callout lines point from the text descriptions to specific elements in the interface.

Deliverable	Project Name	Days Elapsed Of Total
Certificate of Confirmation of Commerciality (Old)	Mt. Sembrano Wind Power Project	0 of 15
Certificate of Endorsement to ERC for FIT Eligibility (Old)	Mt. Sembrano Wind Power Project	0 of 45

Deliverable	Project Name	Days Elapsed Of Total
No items to display		

Specify the partial or full name of the project to filter the displayed projects and deliverables

This grid shows the ongoing projects with deliverables that are in progress by developers or agencies (current or others)

Click here to view information about the deliverable

Click here to view information about the project

This grid shows the completed deliverables

Click here to view information about the deliverable

Click here to view information about the project



# Agency Dashboard

The screenshot shows a user interface for an Agency Dashboard. At the top right, there is a greeting "Hello Dino!" and a "Log off" link. Below this is a search bar labeled "Charter Name". The main content area is titled "Outstanding Tasks" and includes a button "Add Deliverable". A table with the following columns is displayed:

Deliverable	Project Name	Days Elapsed Of Total
Certificate of Confirmation of Commerciality (Old)	Mt. Sembrano Wind Power Project	0 of 15

At the bottom of the table, there is a pagination control showing "1" of 1 items, a dropdown for "5 items per page", and a refresh icon.

This grid shows the outstanding deliverables that are assigned to the current agency, not to the developer or other agencies. This should be the list that users pay attention to the most since days will elapse while the deliverables are in this list

Click here to view information about the deliverable

Click here to view information about the project

The number of days is matched back with the citizens' charter and continues to increment. The number on the right side is the number in the citizen's charter recorded. The number on the left side is the number of days that it stayed on that agency for a specific process while the application is on progress.



# Agency Dashboard

The Display Deliverable page shows information about the project that the deliverable is tied to.

Display Certificate of Confirmation of Commerciality (Old) for Mt. Sembrano Wind Power Project

<b>Deliverable Name</b>	Certificate of Confirmation of Commerciality (Old)	<b>Office Name</b>	Office for Department of Energy
<b>Project Name</b>	<a href="#">Mt. Sembrano Wind Power Project</a>	<b>Office Status</b>	In Progress
<b>Date Received</b>	Jun-06-2016	<b>Days Elapsed</b>	0
<b>Date Started</b>	Jun-07-2016	<b>Date Approved</b>	

**Remarks**

Created By	Created Date	Remarks
Cavestany, Dino	6/6/2016	test
Cavestany, Dino	6/6/2016	test again
Cavestany, Dino	6/6/2016	test
Cavestany, Dino	6/6/2016	approved

1 - 11 of 11 items

[Edit](#)

This section shows details about the deliverable

Click here to view information about the project

All past remarks are shown in this grid

Click here to edit the status of the deliverable



# Edit Deliverable

The Edit Deliverable page allows users to edit the status of a deliverable as it is processed for review/approval

The Days Elapsed only counts if the status is set to In Progress. Any other status and the Days Elapsed will not increment.

Mt. Sembrano Wind Power Project

**Deliverable Name** Certificate of Confirmation of Comme **Office Name** Office for Department of Energy

**Project Name** Mt. Sembrano Wind Power Project **Office Status** In Progress

**Date Received** 6/6/2016 12:00:00 AM **Days Elapsed**

**Date Started** 6/7/2016 **Date Approved**

**Updated Remarks**

**Remarks**

Created By	Created Date	Remarks
Cavestany, Dino	6/6/2016	test
Cavestany, Dino	6/6/2016	test again
Cavestany, Dino	6/6/2016	test

1 20 items per page 1 - 11 of 11 items

Submit

If the status is set to Completed, then Date Approved is required.

Remarks is always required

All past remarks are shown in this grid

Click here to submit the changes



# Display Project

The Display Deliverable page shows information about the project that the deliverable is tied to

Display Project: Mt. Sembrano Wind Power Project

<b>Name</b>	Mt. Sembrano Wind Power Project	<b>Proponent Company</b>	Alternergy Sembrano Wind Corporation
<b>Application Date</b>	Jul-17-2009	<b>Technology</b>	Wind
<b>Capacity Potential</b>	72.00	<b>Capacity Installed</b>	0.00
<b>Commissioning Year</b>	0		
<b>Region</b>	IV-A	<b>Province</b>	Rizal/Laguna
<b>Municipality</b>	Piilla, Mabitac, Pakil	<b>Barangay</b>	
<b>Geolocation</b>			
<b>Status</b>	Not Started		

**Remarks**

Created By	Created Date	Remarks
Cavestany, Dino	6/6/2016	test
Cavestany, Dino	6/6/2016	test again
Cavestany, Dino	6/6/2016	test

**Attachments**

File Name

**Deliverable Status**

Deliverable	Office Name	Days Elapsed Of Total
Certificate of Confirmation of Commerciality (Old)	Office for Department of Energy	0 of 15

Only administrators or developers can edit information about the project

This section shows details about the project

All past remarks are shown in this grid

All attachments added to the project will be shown here

Click the file name to download the file

All the deliverables for this project from all agencies are shown in this grid



# Offices

The Offices page lists all the agencies who are participating in EVOSS

**EVOSS** Project Office Files FAQ Admin Hello Dino! Log off

Search Deliverables for Offices

Agency

**Results**

Agency	Active	Pending	Overdue	Completed
Board of Investments	0	0	0	0
Department of Agrarian Reform	0	0	0	0
Department of Agriculture	0	0	0	0
Department of Energy	8	7	0	0
Department of Environment and Natural Resources	0	0	0	0
Energy Regulatory Commission	0	0	0	0
National Commission of Indigenous Peoples	0	0	0	0
National Grid Corporation of the Philippines	0	0	0	0
National Water Resources Board	0	0	0	0
Philippine Electricity Market Corporation	0	0	0	0
Sample Agency	1	0	0	0

1 - 11 of 11 items

20 items per page

1

About Us Government Partner Agencies Directory Help Contact Us



# Offices

The Offices page lists all the agencies who are participating in EVOSS

The screenshot shows the EVOSS web application interface. At the top, there is a navigation menu with 'Office' highlighted. Below the menu is a search bar labeled 'Search Deliverables for Offices' with an 'Agency' input field, a 'Search' button, and a 'Clear Filter' button. A table titled 'Results' displays a list of agencies and their active counts. The 'Board of Investments' is highlighted in blue, indicating it is the selected agency. At the bottom of the table, there is a pagination control showing '1' of 1 page and '20 items per page'.

Agency	Active
Board of Investments	0
Department of Agrarian Reform	0
Department of Agriculture	0
Department of Energy	8
Department of Environment and Natural Resources	0
Energy Regulatory Commission	0
National Commission of Indigenous Peoples	0
National Grid Corporation of the Philippines	0
National Water Resources Board	0
Philippine Electricity Market Corporation	0
Sample Agency	1

Click here to navigate to the Offices page

Specify the partial or full name of the Agency to filter the displayed agencies

Click here to navigate to the dashboard of the main office of the Agency





# Offices

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This list shows how many deliverables are active, pending, overdue and completed by the agency

Agency	Active	Pending	Overdue	Completed
Board of Investments	0	0	0	0
Department of Agrarian Reform	0	0	0	0
Department of Agriculture	0	0	0	0
Department of Energy	8	7	0	0

