EVOSS

End-User Guide for Users

Version: 1.1
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Table of Contents

1 OVERVIEW

1.1 PAGE ELEMENT

The **Home page** is the public facing page of EVOSS. It contains links to publicly available information that everyone can access.
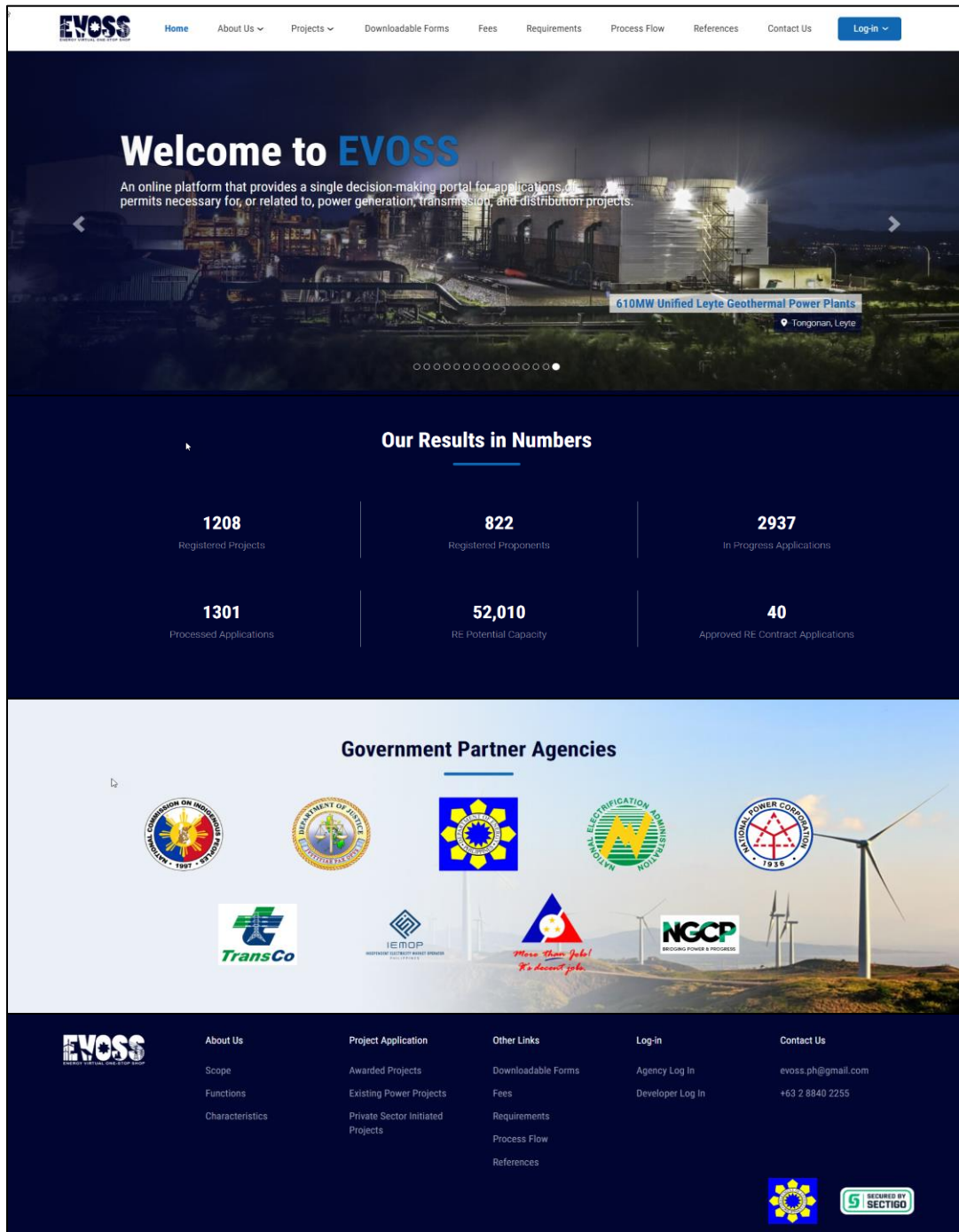
DISCLAIMER:
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Module/Element	Description
Home	The section where display the banner, number of records and agency partner.
About Us	-
• About Us	Page that explains the purpose of the EVOSS and the milestone of the EVOSS Act.
• Scope	Page that explains the scope of the EVOSS application.
• Functions	Page that explains the function of the EVOSS application.
• Characteristics	Page explains the characteristics of the EVOSS application.
Projects	-
• Awarded RE Project	The section that contains the list of the awarded projects by technology
• Power Projects	It was categorized by existing power projects and Private Sector Initiated Project.
Downloadable Forms	The section that contains files that can be downloaded from EVOSS.
Fees	The section that displays the list of Fees.
Requirements	The section that displays the list of the Checklist of Requirements from each agency.
Process Flow	The section that displays the list of the Process Flow from each agency.
References	The section displays all reference documents such as presentation materials.
Contact Us	The section that display the contact details of the agency and an area where can create inquiry/concern.

To Log-in:

Step 1: Open a web browser *(Internet Explorer, Google Chrome or Mozilla Firefox)* at the address bar enter the MPIS web address. *(Recommended to use in Google Chrome)*
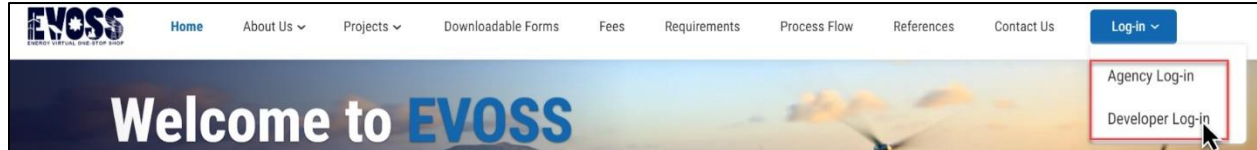
Step 2: Select Log-in option.
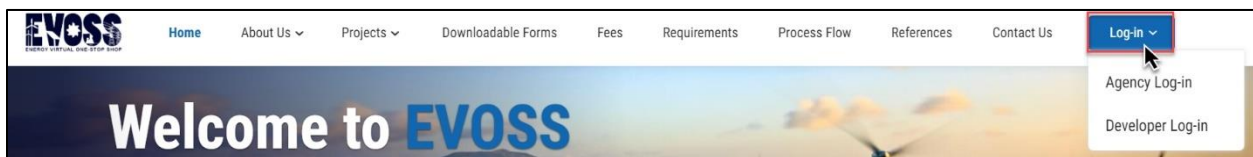
Step 3: Select if you are an Agency or Developer user.
   2.1: Click the **Agency Log In** to log in as a **designated representative** of your office
   2.2: Click the **Developer Log In** to log in as a **designated representative** of a private company.

Step 4: Key username and password.

Step 5: To successfully open the application, click on **Log In** button then the main application page will display.

To Log-out:

Step 1: From the EVOSS application, click on **Log Off** in global parameter.

To Change Password:

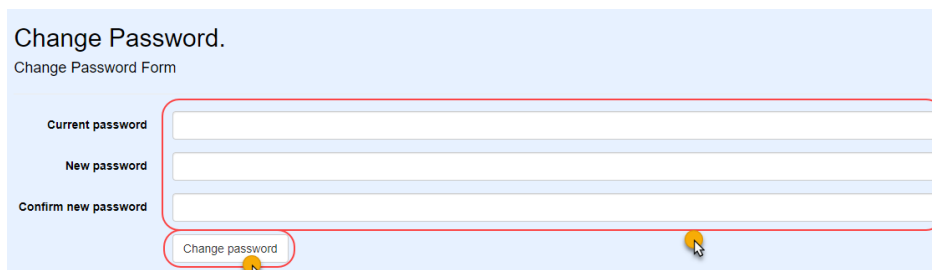**Step 1:** Click the **username**.

Step 2: Click on **Change Your Password** hyperlink and user will redirect to the change password page.
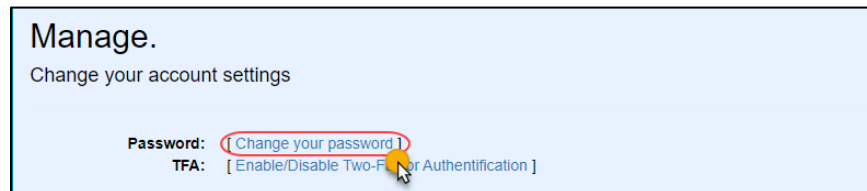
Step 3: Fill the fields and click on **Change Password** button.
   a. Current Password – specify the existing password.
   b. New Password – specify the preferred new password.
   c. Confirm New Password – re type the new password.
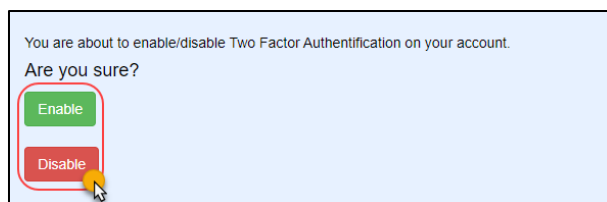
Two Factor Authentication:

Step 1: Click the **username**.

Step 2: Click on **Enable/Disable Two-Factor Authentication** hyperlink and user will redirect to the two factor settings page.
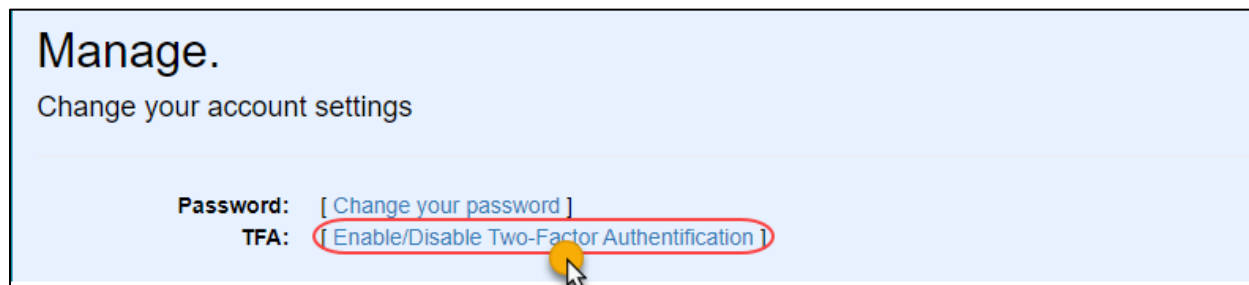
Step 3: To enable the settings upon log-in, click on **Enable** button otherwise **Disable** button.

NOTE:
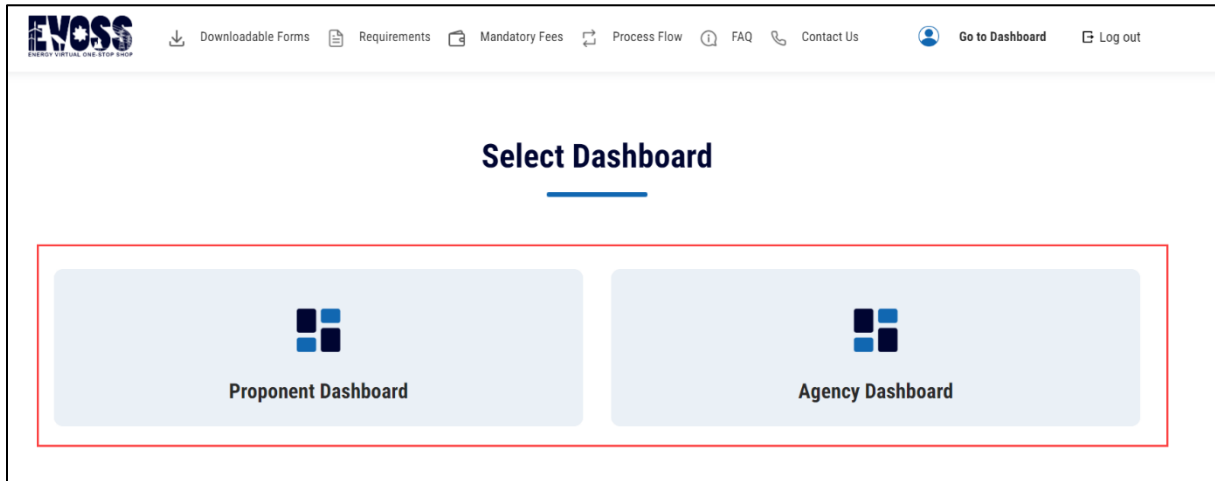- Note if the enable is activated – user will need to confirm the log-in confirmation via email or SMS.
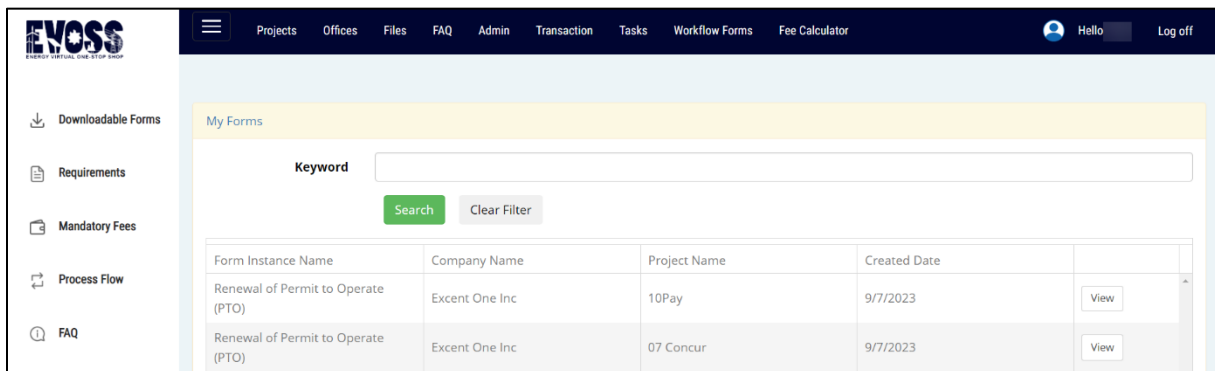
2 DASHBOARD

Step 1: Select the dashboard based on the role.

- Developer Dashboard – dashboard for the proponents.
- Agency Dashboard – dashboard for Agency and Admin

Step 2: Upon successful select of dashboard it will redirect to main dashboard.

NOTE:
- The items that are mark orange on the grid are already ended. Status maybe approved, disapproved, duplicate, and withdraw.

3 MAIN MODULES

3.1 PROPONENT INFORMATION

3.1.1 ACCESS PROPONENT INFORMATION

Access

Step 1: From the main application window, click on **Proponent Information** on the global navigation bar.
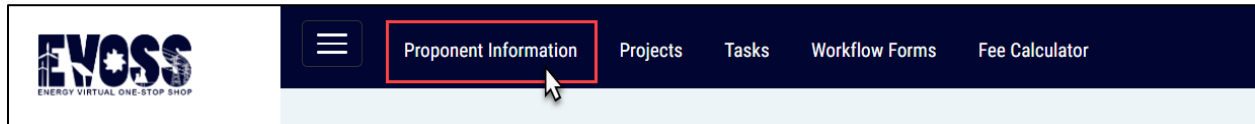
Step 2: If the user was tagged to multiple companies' user may search for company name.

Step 3: To view the details of the company click the **company** hyperlink.

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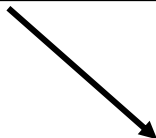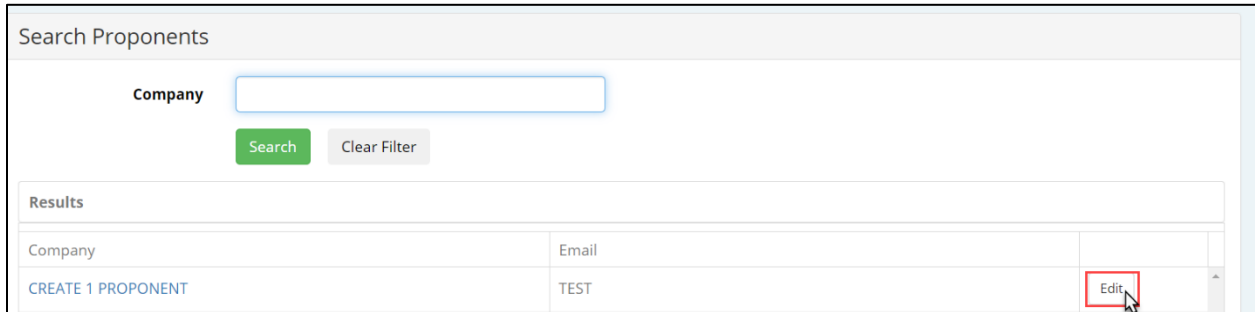
- Users – list of all user's tag to the company
- Project – list of all projects tag to the company
- Deliverable Status – list of all deliverables that was created via submission of workflow applications.
- Documents – will display the attachment associated to the company.
- Form Instances – list of all created workflows applications tag to the company

3.1.2 UPDATE PROPONENT INFORMATION

Step 1: From the proponent information, search for the record that will update and click on **edit** button.
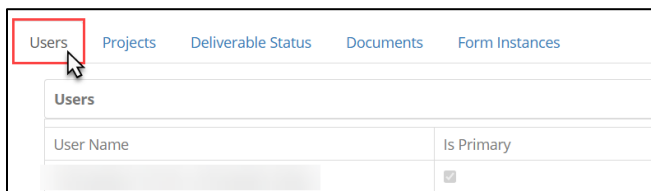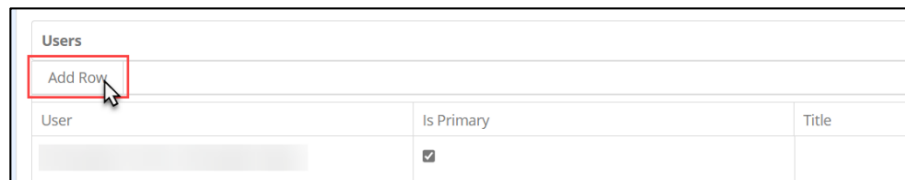

Alternatively, user can click the **name hyperlink** and click on **edit** button.

Step 2: Update the record.

a. **General**:
1. **Users**
   i. **Step A.1:** From the **users** tab, click on **Add Row** Button on user dropdown and select the user details. (To add more user repeat step. Otherwise proceed to the next step.)

ii. **Step A.2:** To Delete added user in the list click on **delete** button under command column and **submit**.

2. **Attachment**

i. **Step B.1:** Select the files to upload.

ii. **Step B.2:** To Delete attachment in the list click on **delete** button under command column and submit.

b. **Projects**

1. **Step B.1:** Click on **Project** tab then from the project list click on the **attachment** button.

2. **Step B.2:** Select the files to upload.

c. Deliverable Status

1. **Step C.1:** Click on **Deliverable** tab then from the list click on the **deliverable** name hyperlink.
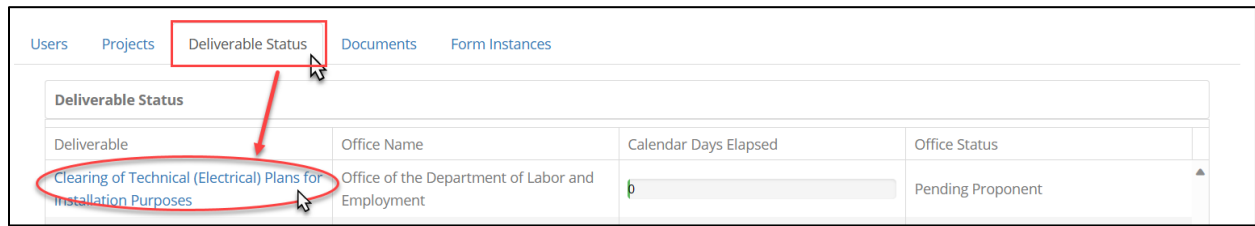
d. Documents

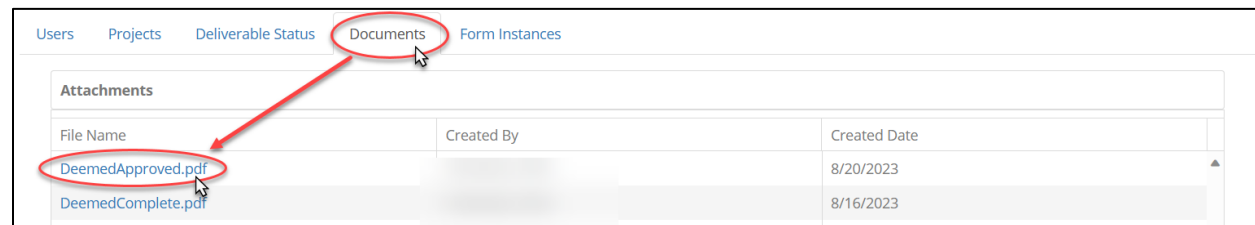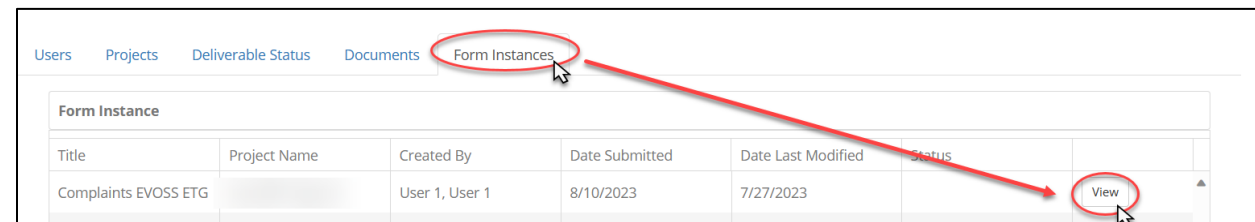1. **Step D.1:** Click on the **Documents** tab then from the list click on the **documents** filename hyperlink. (Note since it was attached documents it may be downloaded.)

e. Form Instances

1. **Step E.1:** Click on the Form Instances tab then from the list click on the **View** button.
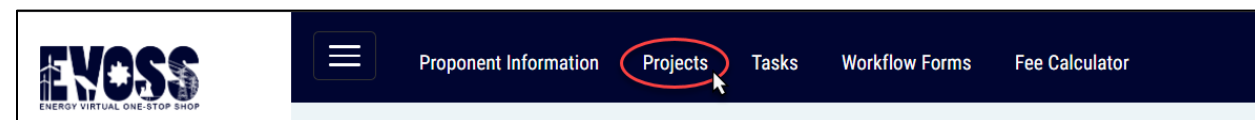

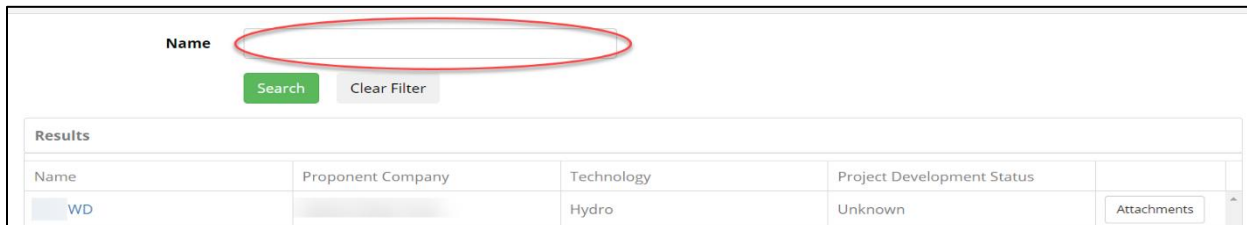## 3.2   PROJECT

3.2.1   ACCESS/SEARCH PROJECT

Access

Step 1: From the main application window, click on **Project** on the global navigation bar.

Step 2: Fill in preferred search parameter and click on search.
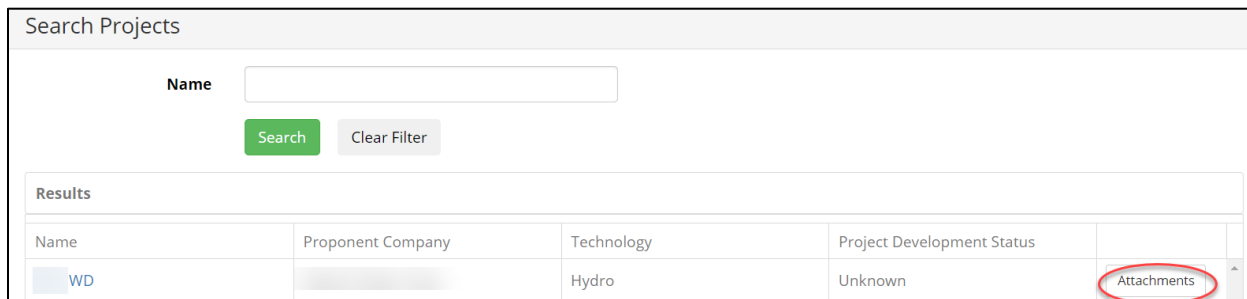
> **NOTE:**
> a. Projects that will display on the list is based on the tag project to the proponent and user.

3.2.1.1   ATTACH DOCUMENTS

Step 1: From the project page, search for the record that will have documents and click on **attachment** button.

Alternatively click on **name hyperlink** and on the bottom part of the page click on **Edit Project Attachment**.

Step 2: Click on **select files** and **submit** the record.

> **NOTE:**
> a. The DEVELOPERS or PROJECT PROPONENTS cannot edit the PROJECT DETAILS. These can only be edited by the DOE focal persons.

3.2.1.2 APPLICATION/FORM INSTANCE TAG TO THE PROJECT

Step 1: From the project page, search for project record.

Step 2: Click on **Project name** hyperlink.

Step 3: From project display page, scroll down up to Form Instance section.

Step 4. To check the details of the submitted application/workflow, click on **view** button.

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

3.2.1.3   DELIVERABLE CREATED BASED ON WORKFLOW

Step 1: From the project page, search for project record.

Step 2: Click on **Project name** hyperlink.

Step 3: From project display page, scroll down up to Deliverable Status section.

Step 4: To check the deliverable logs, click on **deliverable** hyperlink.

Step 5: Scroll the page to check the deliverable logs details.

RE PROJECT 1			
Deliverable	Special Tree Cutting Permit	Office Name	Office of the National Water Resources Board
Project Name	RE PROJECT 1	Office Status	Completed
Date Started	8/24/2021 01:26	Date Approved	9/09/2021 02:03
Total Days Elapsed	11	Total Calendar Days Elapsed	16
Total Days Elapsed with Proponent	0	Total Calendar Days Elapsed with Proponent	0
Working Days From Started to Approved	11	Calendar Days From Started to Approved	16
Remarks			

NOTE:

a. Calendar Days Elapse (Agency) is changing per day basis. It changes color from white, green, orange, red.

- White – newly create deliverable
- Green – days elapse was still on track.
- Orange – warning sign the days elapse is going to critical stage (due days)
- Red – Day's elapse was past due.

b. Admin can add and update deliverable status but should not always use. It was only use for emergency purposes since deliverable was creating and updating via workflow.

3.2.1.4 ASSOCIATE PROJECT TO USER

Step 1: From the project page, search for project record.

Search Projects

Name

Search   Clear Filter

Step 2: Click on **Project name** hyperlink.

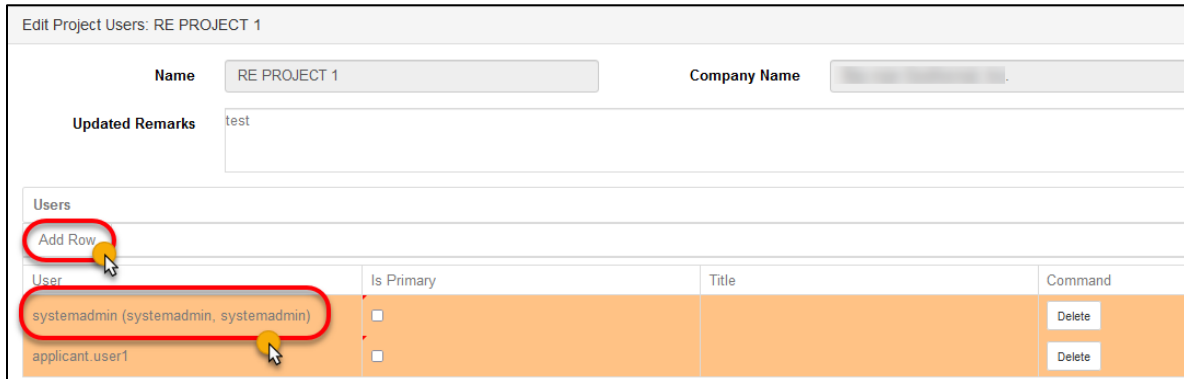| Name	Contract No.	Proponent Company	Technology	Status	Command
Power Project		Group, Inc.			Edit

Step 3: From project display page, scroll down up to bottom part and click on **edit Project Users** button.
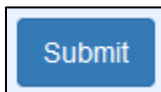
Edit Project Users

Step 4: Click the **Add Row** button and select the **user** on the dropdown list. (Repeat the step until add all the users)

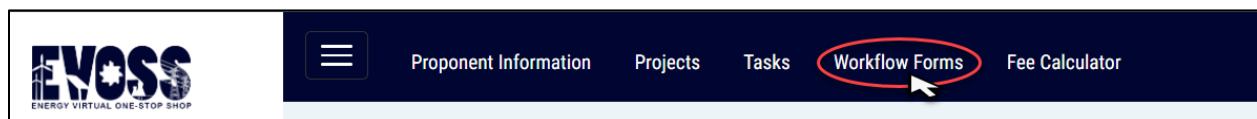**Step 5:** Key in **remarks** and click in **submit** button.

3.3   WORKFLOW FORMS

3.3.1   ACCESS WORKFLOW FORMS

#### 3.3.1.1   EPIMB WORKFLOWS

Step 1: From the main application window, click on **Workflow Forms** on the global navigation bar.

Step 2: Check for **EPIMB** section and check the preferred workflow application.
DOE-EPIMB Processes

1. Certificate of Endorsement to ERC
2. Clearance to Undertake SIS
3. Letter of Endorsement to NCIP
4. Letter of Endorsement to PNP
5. Certificate of Endorsement to BOI
6. Certificate of Endorsement for MGSP to ERC
7. Direct Connection Approval
8. TPBAC Process Approval
9. COE for Point-to-Point Transition Facilities
10. LOE to NCIP for Transmission Project
11. LOE to DAR
12. COE to DOJ for the Non-Immigrant VISA
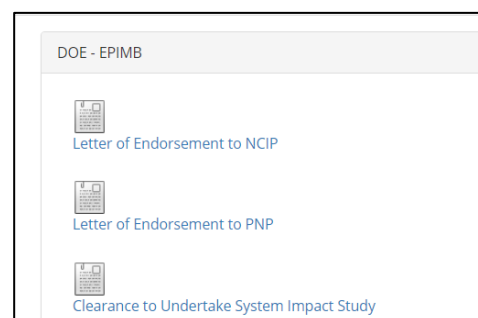
3.3.1.2   REMB WORKFLOWS
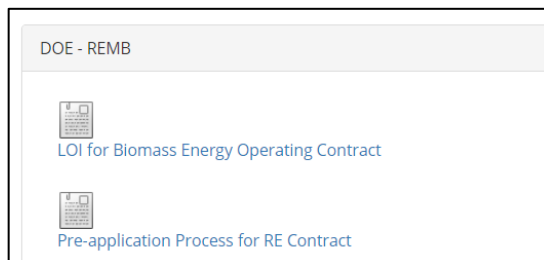
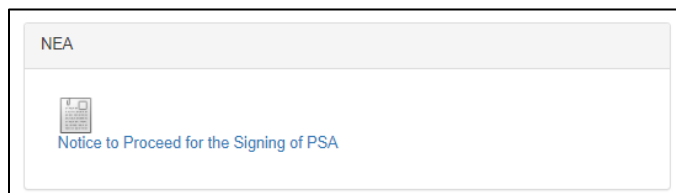**Step 2:** Check for **REMB** section and check the preferred workflow application.
DOE-REMB Processes
1. LOI for Biomass Energy Operating Contract
2. Pre Application Process for Re Contract
3. RE Contract Application
4. Assignment/Transfer of RE Contract
5. Transition from Pre-Dev to Dev't Stage
6. Conversion to new RE Template
7. Endorsement to Other NGAs and LGUs
8. Notice of Intention to Drill
9. Transfer or Purchase of Explosives
10. Duty Free Importation Certification
11. Safety Officer's Permit
12. Reinstatement of RE Contract
13. Revision of Work Program

DOE - REMB

LOI for Biomass Energy Operating Contract

Pre-application Process for RE Contract

3.3.1.3   NEA WORKFLOWS

Step 2: Check for **NEA** section and check the preferred workflow application.
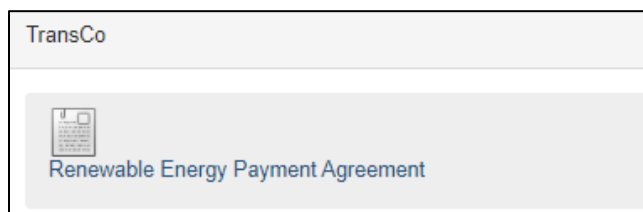
NEA

Notice to Proceed for the Signing of PSA

NEA Process

1. Notice to Proceed for the Signing of the PSA

3.3.1.4   TRANSCO WORKFLOWS

Step 2: Check for **Transco** section and check the preferred workflow application.

TransCo

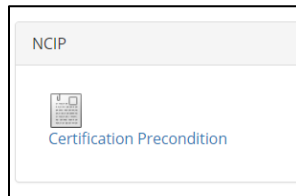Renewable Energy Payment Agreement

TransCo Process

1. Renewable Energy Payment Agreement

3.3.1.5   NCIP WORKFLOWS

Step 2: Check for **NCIP** section and check the preferred workflow application.
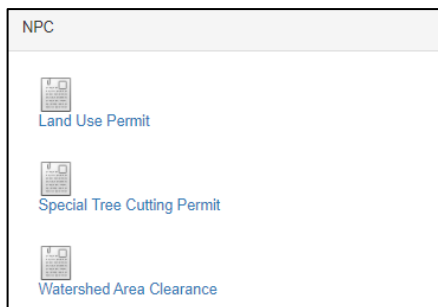
NCIP
Certification Precondition

NCIP Processes

Certification Precondition

3.3.1.6   NPC WORKFLOWS

Step 2: Check for **NPC** section and check the preferred workflow application.
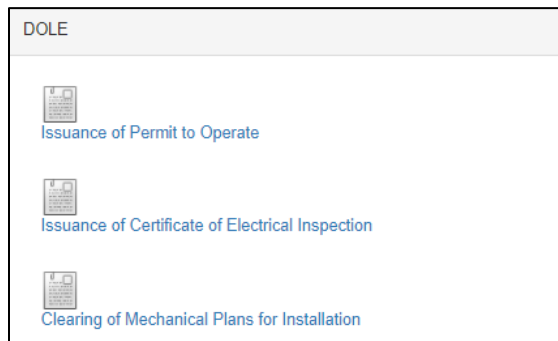
NPC
Land Use Permit
Special Tree Cutting Permit
Watershed Area Clearance

NPC Processes
1. Land Use Permit
2. Special Tree Cutting Permit
3. Watershed Area Clearance

3.3.1.7   DOLE WORKFLOWS

Step 2: Check for **DOLE** section and check the preferred workflow application.

| DOLE |
| --- |
| Issuance of Permit to Operate |
| Issuance of Certificate of Electrical Inspection |
| Clearing of Mechanical Plans for Installation |

DOLE - BWC Process
1. Clearing of Mechanical Plans
2. Clearing of Electrical Plans
3. Inspection of Mechanical Equipment Installation
4. Inspection of Electrical Wiring Installation
5. Issuance of Permit to Operate
6. Issuance of Certificate of Electrical Inspection
7. Renewal of CEI
8. Renewal of PTO

3.3.1.8 BAY LAGUNA WORKFLOWS

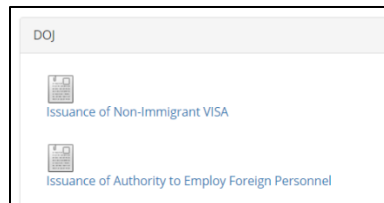**Step 2:** Check for **Bay Laguna** section and check the preferred workflow application.
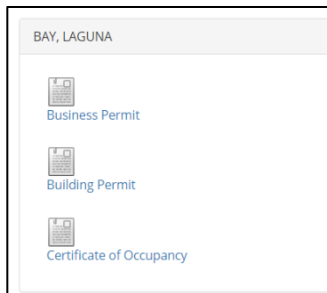
Bay Laguna Process
1. Business Permit
2. Building Permit
3. Certificate of Occupancy

3.3.1.9 DOJ WORKFLOWS

Step 2: Check for **DOJ** section and check the preferred workflow application.
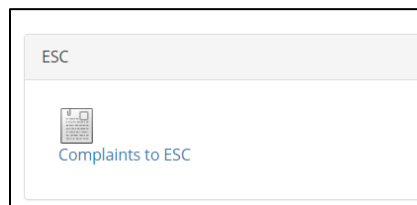

DOJ Process
1. Issuance of Non-Immigrant VISA
2. Issuance of Authority to Employ Foreign Personnel

3.3.1.10 ESC

Step 2: Check for **ESC** section and check the preferred workflow application.
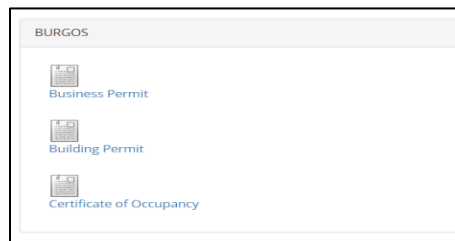

ESC
1. Complaints to ESC.

3.3.1.11 BURGOS WORKFLOWS

Step 2: Check for **Burgos** section and check the preferred workflow application.

Burgos Process
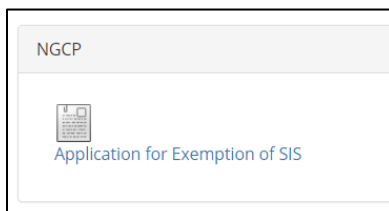1. Business Permit
2. Building Permit
3. Certificate of Occupancy

3.3.1.12 NGCP WORKFLOWS

Step 2: Check for **NGCP** section and check the preferred workflow application.
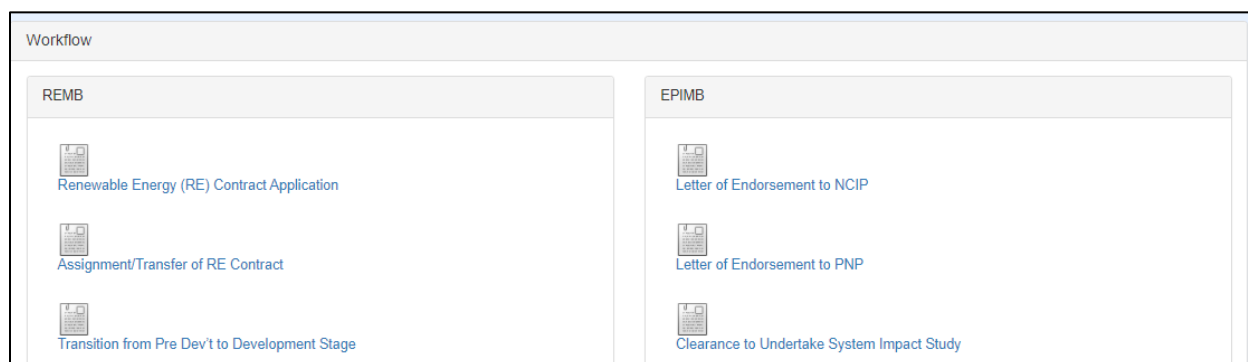
NGCP
Application for Exemption of SIS

NGCP Process
1.   Application for Exemption of SIS

3.3.2   CREATE WORKFLOW APPLICATIONS

Step 1: From the workflow forms main page, select the preferred workflow application on the list.

Step 2: Fill in the required fields. (Required fields have red asterisk mark)
- **Project Name** refers to the name of the POWER PLANT
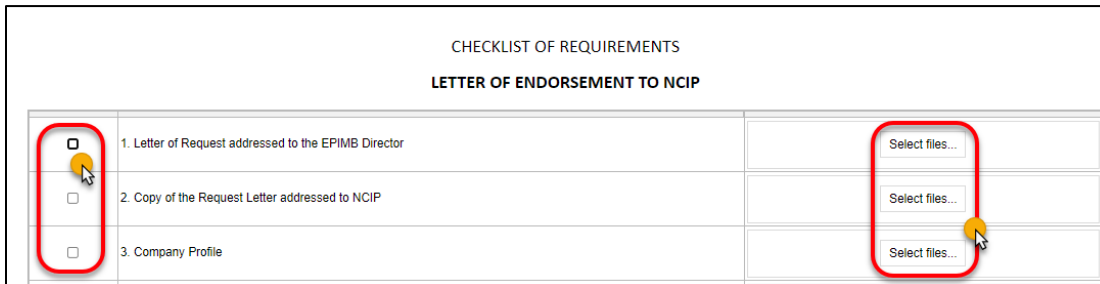
Note: Form may vary on the workflow process

Step 3: Attach files on the checklist. Click the **select files button** to attach the required document/s.
- Click the box to mark if the required document was attached.
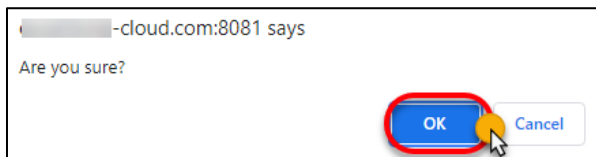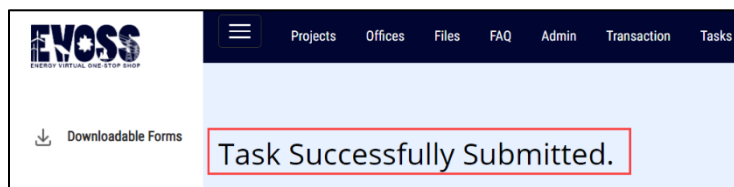- This supports multiple files attachment

Step 4: To create the record click either save or submit.

- Draft – record will not be forwarded to approver and can still update.
- Submit – task will be created to the approver. User can no longer edit the submitted application.

Step 5: To confirm the action, click on **OK** button and confirmation message will display.
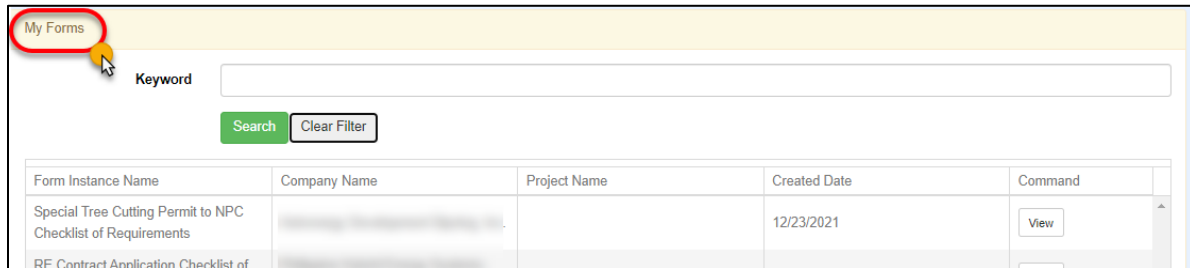

> **NOTE:**
> a. The files must not exceed 40MB
> b. The checklist fields support multiple attachments
> c. Don't drag files from the folder to the form
> d. Details on the page vary on the type of application or based on the selected workflow.
> e. Cannot upload a file with a character on the file name. **\ / : * ? " < > |**
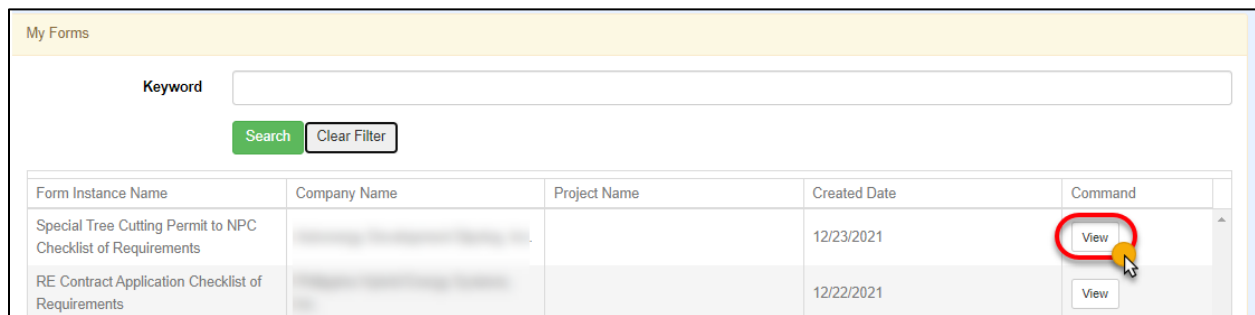
3.3.3 CHECK SUBMITTED APPLICATION

Step 1: On the dashboard go to **My Form** section.
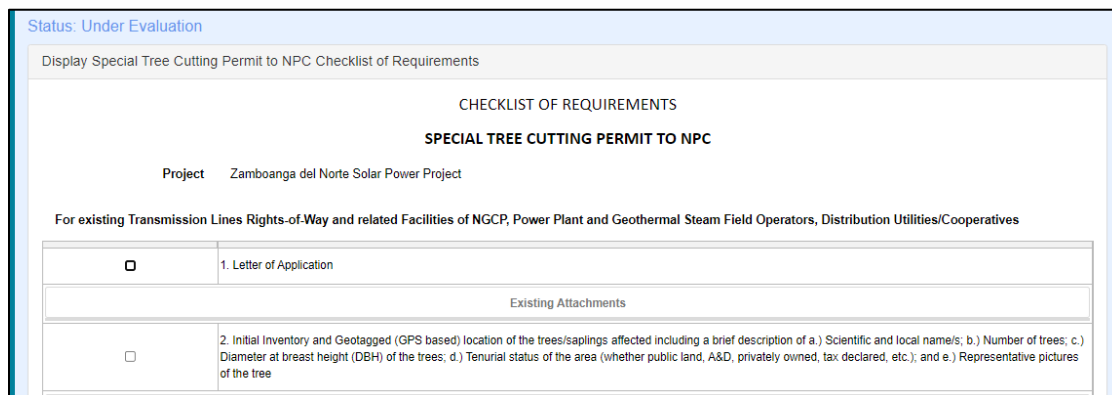
Step 2: Click the **view** button of the submitted record.

Step 3: Check the submitted record. All fields are disable**.**

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

3.3.4 CHECK APPLICATION STATUS

Step 1: On the dashboard go to **My Form** section.

Step 2: Click the **view** button of the applications.

Step 3: All fields are disable and have status on the upper page.

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

3.3.5 SMS/EMAIL NOTIFICATION

Note: Applicant/Approver will receive email/SMS notification based on the configuration. Sample email below.

3.4.1   ACCESS/SEARCH TASK LIST

Step 1: From the main application window, click on **Tasks** on the global navigation bar.
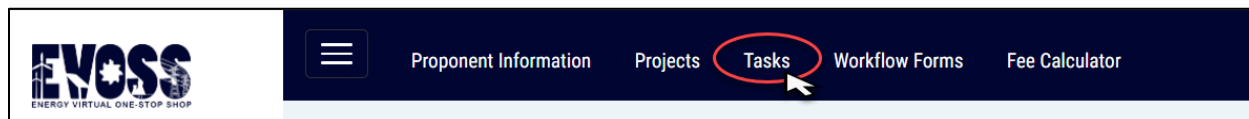
Step 2: From the task page key in details on the Search bar particulars, type in the key words of the task such as Project Name, Company Name, Application Type and Action. User may also use another search parameter.

Step 3: Click on **search** button.
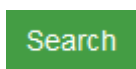
> **NOTE:**
> 1. **Status Type:**
>   - Available – indicates a new task/submission
>   - Open – indicates the user must act on the task
>   - Done – indicates that the task is already completed

3.4.2 TAKE ACTION ON THE TASK

Step 1: From the task page there are two options to open/check the record:
- **View** to display the entire details of the application.
- **Open** to comply with the task required from the user

RE PROJECT 1 - Batangas II Electric Cooperative, Inc. (BATELEC II) - Special Tree Cutting Permit - Conduct the site inspection	1/8/2022 8:55 AM		1/12/2022	Available	Open	View
WITHDRAW WITH DELIVERABLE - National Power Corp. - Special Tree Cutting Permit - Conduct the site inspection	1/8/2022 8:54 AM		1/12/2022	Available	Open	View
RE PROJECT 2 - Batangas II Electric Cooperative, Inc. (BATELEC II) - Special Tree Cutting Permit - Conduct the site inspection	12/23/2021 7:16 AM		12/27/2021	Available	Open	View
RE PROJECT 70 - Batangas II Electric Cooperative, Inc. (BATELEC II) - Watershed Area Clearance - Conduct the site inspection	12/23/2021 5:17 AM		12/27/2021	Available	Open	View
RE PROJECT 1 - Batangas II Electric Cooperative, Inc. (BATELEC II) - Watershed Area Clearance - Check the completeness and consistency of the submission within three (3) working days	12/22/2021 6:54 AM	12/22/2021 6:55 AM	12/27/2021	Done	View	

Step 2: Upon click on open button check the details. If the task is for checking of completeness/rectify to applicant. Approver has an option to mark check the correct document. (Skip if not necessary)

CHECKLIST OF REQUIREMENTS

REVISION OF WORK PROGRAM

Project   Dropdown Select Project

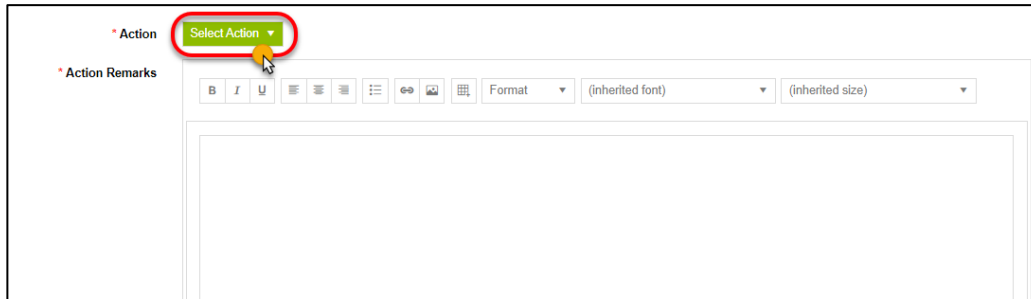| ☑	* 1. Letter of Request addressed to the REMB Director		☑
	Existing Attachments		
	1.docx		
☑	* 2. Revised Work Program following the prescribed template in Annex 1 of DC 2019-10-0013		☑
	Existing Attachments		
	1.pdf		

NOTE:
   a. If the confirmation check box has mark. Proponent cannot be able to update the document once it was return/rectified to them.
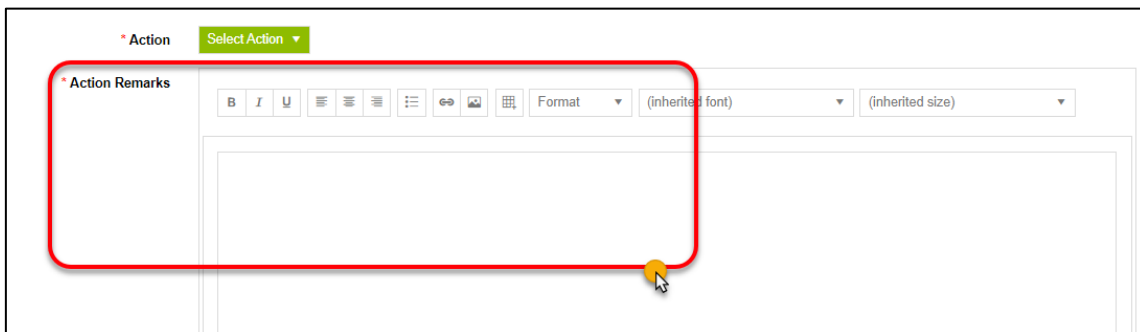
Step 3: Scroll down to the bottom part. Select the action to be taken. (Note: Each action has different value based on the task)

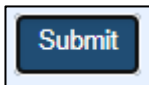**Step 4:** Key in details on the remarks field.

Step 5: To trigger the action taken, click on **submit** button.

Step 6: To confirm the action, click on **OK** button and confirmation message will display. (Next task will be created)
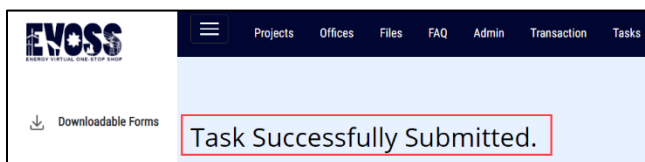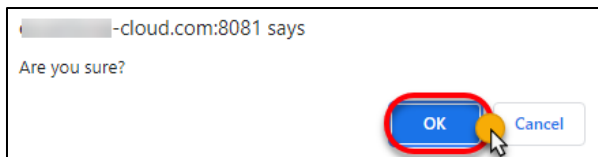
NOTE:

a. To check the remarks of the approver/applicant go to Logs Section and click to display the logs table.

Logs				
Folio	Remarks	Action	Username	Log Date
Start	Automated: Initialize Workflow.	Start		12/29/2021 01:29

3.4.3   DEEMED COMPLETE/APPROVED

Note: If the approver did not take an action on the specified time. Application will automatically tag as Deemed Complete or Deemed Approve.

Deemed Complete:

	Auto-Attachments
	Existing Attachments
	DeemedComplete.pdf

1/4/2022

CERTIFICATION OF DEEMED COMPLETE SUBMISSION

This document was generated by the Energy Virtual One-Stop Shop (EVOSS) System as an attestation that all documentary requirements necessary for the **Department of Energy** to issue the **Approved Application for Request for Reconsideration** for the **Dropdown Select Project** of _____ Energy Systems, Inc. are deemed complete, pursuant to Republic Act No. 11234 as implemented by the EVOSS Steering Committee Resolution No. 2021-02-002 and applicable laws, rules and regulations.

The **Department of Energy** shall evaluate the application for the **Approved Application for Request for Reconsideration** in accordance with the applicable period as stated in RA11234 counted from the date of this Certification.

This is an electronically generated document, hence does not require a signature.

Deemed Approve:

☐	Auto-Attachments

Existing Attachments
DeemedApproved.pdf

CERTIFICATION OF DEEMED APPROVED APPLICATION

4/3/2022

This document was generated by the Energy Virtual One-Stop Shop (EVOSS) System as an attestation that the **Approved Application for Request for Reconsideration** for the **Dropdown Select Project** of ▮▮▮▮▮▮▮▮ **Energy Systems, Inc.** is deemed approved by the **Department of Energy** , pursuant to Republic Act No. 11234 as implemented by the EVOSS Steering Committee Resolution No. 2021-02-002 and applicable laws, rules and regulations.

This Certification shall have the same force and effect as the permit or clearance applied for by the proponent of this energy project, and shall be recognized as such by all Government Agencies, Instrumentalities, Local Government Units, Government Owned and Controlled Corporations and Private Entities. effective this date.

This is an electronically generated document, hence does not require a signature.

3.4.4   DOWNLOAD ATTACHMENT

Multiple Download

Step 1: From the task page key click on **open** button.

RE PROJECT 1 - ▮▮▮▮▮▮▮▮▮▮▮▮ Inc. (BATELEC II) - Special Tree Cutting Permit - Conduct the site inspection	1/8/2022 8:55 AM	1/12/2022	Available	Open	View

Step 2: Scroll down to bottom part and click on **Download All Attachment** button.

Download All Attachments

Individual Download

Step 1: From the task page key click on **open** button.

RE PROJECT 1 - ~~Barangay II Electric Cooperative, Inc.~~ (BATELEC II) - Special Tree Cutting Permit - Conduct the site inspection	1/8/2022 8:55 AM		1/12/2022	Available	Open	View

Step 2: In checklist field, click the **name hyperlink** of the attachments.

☑	1. Letter of Request

Existing Attachments

1.docx

☑	2. Supporting documents to the justification on grounds for termination

Existing Attachments

1.pdf

Select File to Download

Step 1: From the task page key click on **open** button.

RE PROJECT 1 - ~~Barangay II Electric Cooperative, Inc.~~ (BATELEC II) - Special Tree Cutting Permit - Conduct the site inspection	1/8/2022 8:55 AM		1/12/2022	Available	Open	View

Step 2: Scroll down to bottom part and click on **Select File to Download** button.
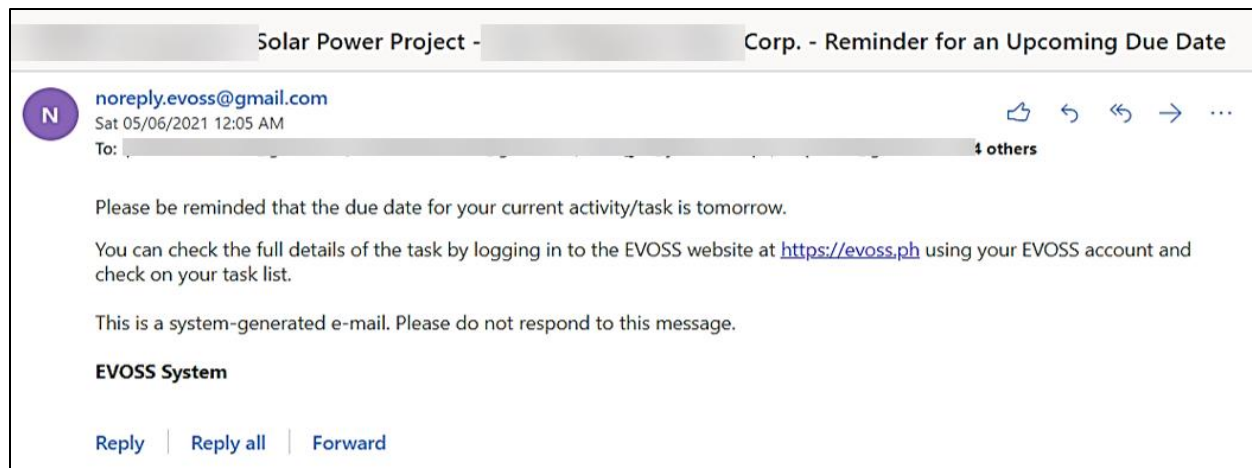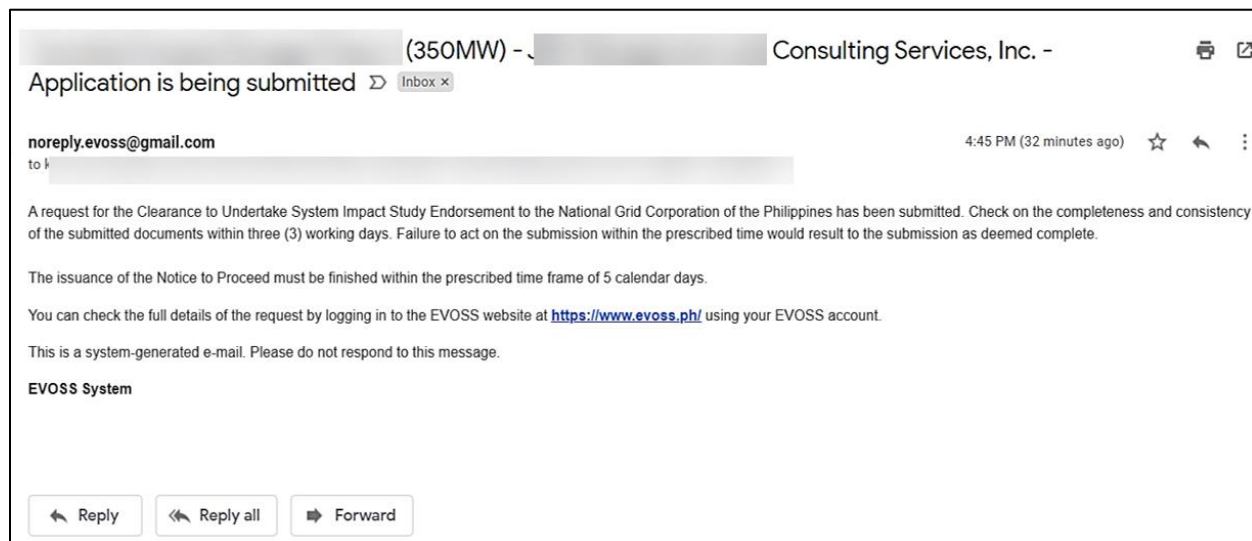
Select file to Download

> **NOTE:**
> a. Some document will automatically download like document, excel, text, images while PDF will open a tab on the web browser and user will click the download button.

3.4.5 SMS/EMAIL NOTIFICATION

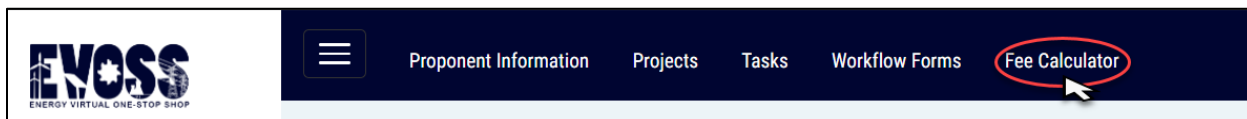**Note:** Applicant/Approver will receive email/SMS notification based on the configuration. Sample email below.
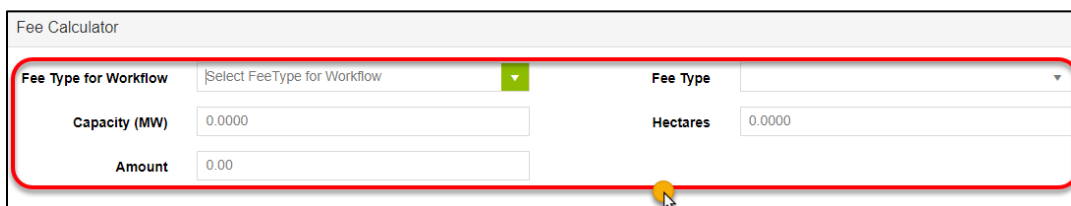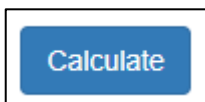
3.5.1   ACCESS FEE CALCULATOR

Step 1: From the main application window, click on **Fee Calculator** on the global navigation bar.

Step 2: Select search parameter on the list.

Step 3: Click on **Calculate** button.