

Republic of the Philippines  
**ENERGY REGULATORY COMMISSION**  
San Miguel Avenue, Pasig City

**RESOLUTION NO. 04 , Series of 2020**

**A RESOLUTION ADOPTING MICROSOFT TEAMS OR OTHER  
SECURE ONLINE PLATFORMS FOR THE CONDUCT OF  
COMMISSION MEETINGS**

WHEREAS, the Commission recognizes the importance of discharging its functions and fulfilling its mandate under Republic Act No. 9184 notwithstanding the constraints imposed by the COVID-19 pandemic;

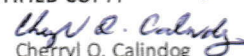
WHEREAS, the Commission has tested various platforms for video conferencing in order to continuously hold meetings, especially on urgent matters;

WHEREAS, the conduct of virtual or online meetings will expedite the disposition of cases and resolution of other matters, as well as significantly reduce the risk of spreading the COVID-19 virus by eliminating, or at least minimizing, physical contact and face to face interactions among the meeting participants;

**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY  
RESOLVED**, that the Commission hereby issues the following guidelines:

1. The Commission shall continue to conduct its regular and special Commission meetings using Microsoft Teams, or such other secure online platform available, until such time that the community quarantine has been lifted or the Commission has determined that the risk of spreading the COVID-19 virus has been significantly reduced.
2. All members of the Commission, including the Chairperson and CEO, as well as its legal, technical, and administrative staff are required to log in to their official Microsoft Teams accounts or other official accounts in other online platforms, as applicable, duly registered with the Office of the General Counsel and Secretariat (OGCS) when participating in said meetings.
3. The OGCS shall continue to monitor attendance to said Commission meetings and shall record the proceedings for documentation purposes.
4. All Services/units are required to submit to the OGCS through its designated email address at [theseecretariat.erc@gmail.com](mailto:theseecretariat.erc@gmail.com) (cc [hbarrozo.erc@gmail.com](mailto:hbarrozo.erc@gmail.com)) copies of their memoranda and other presentation materials not later than Thursday of the week prior to the scheduled regular Commission meeting, 12:00 noon, for

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Cheryl O. Calindog

Date: May 26, 2020

Energy Regulatory Commission

inclusion of the matters/items covered by said memo and briefing materials in the proposed agenda, which will be submitted to the Chairperson and CEO for approval and signature.

5. The agenda together with the memoranda and other presentation materials from the Services/units shall be submitted by the OGCS to the Commission via email not later than Friday of the week prior to the scheduled regular Commission meeting, 12:00 noon.
6. Matters/Items to be tackled in special Commission meetings called for the purpose may be exempted from this schedule.
7. Notwithstanding the virtual nature of the Commission meetings, all participants are required to observe proper decorum and comply with existing laws, rules and regulations, and policies of the Commission on confidential treatment of information.


Let copies of this Resolution be furnished the University of the Philippines Law Center – Office of the National Administrative Register (UPLC-ONAR).

Pasig City, 12 May 2020.

  
**AGNES VST DEVANADERA**  
Chairperson



  
**JOSEFINA PATRICIA A. MAGPALE-ASIRIT**  
Commissioner


  
**ALEXIS M. LUMBATAN**  
Commissioner

  
**CATHERINE P. MACEDA**  
Commissioner

  
**PAUL CHRISTIAN M. CERVANTES**  
Commissioner

  
fwb

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Cheryl O. Calindog  
Date: May 26, 2020  
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