



August 11, 2025

RE: New Guidelines – PEC Suppliers Invoice Submissions

Dear Valued Supplier,

In relation to the turnover of administrative services for Pagbilao Energy Corporation from Team Energy Corporation to Therma Luzon, Inc., please be advised that **effective August 15, 2025**, all valid invoices (*original hardcopies and soft copies*) must be submitted with the corresponding reference numbers to any of the designated ICS document receiver sites listed below:

ICS_Ortigas	ICS_Makati	Pagbilao Site Accountant
Address: Therma Luzon Inc 30/F, UnionBank Plaza, Meralco Ave. cor. Onyx & Sapphire Roads, Ortigas Center, Pasig City 1605	Address: Aboitiz Power Corporation 12F Ayala Triagle Gardens Tower 2 , Paseo de Roxas, cor. Makati Ave, Makati City 1226	Address: Ibabang Polo, Pagbilao, Quezon
<ul style="list-style-type: none">• RJay Malasan 09760505801 ics.ortigas@aboitizpower.com• Merry Joy Veniegas 09174584959 ics.ortigas2@aboitizpower.com	<ul style="list-style-type: none">• Oscar Dela Torre Jr 09641575737 ics.nac@aboitizpower.com• Edmar 09813958195 ics.nac2@aboitizpower.com	<ul style="list-style-type: none">• Jae Marie Alodia Pangilinan jae.pangilinan@aboitizpower.com• Jandrea De Los Reyes jandrea.delosreyes@aboitizpower.com

Note: Valid documents must be Invoice and contain reference numbers:

- IRR/GRN no. & PO no. reference for PO transactions
- AP Transaction No. for Non-PO Transactions. This will be provided by your PEC POC

We appreciate your cooperation in following these updated submission guidelines to ensure smooth processing of your invoices.

Thank you for your attention and continued partnership.

Sincerely,


Taryn F. Uberita
Senior Manager, Accounts Payable

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